

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
Fort Sill, Oklahoma 73503-5100

USAFACFS Regulation
No. 350-10

7 July 1995

Training
RESERVE COMPONENT TRAINING GUIDE
FORT SILL, OKLAHOMA

Further supplementation by subordinate commanders is prohibited,
unless specifically approved by HQ, USAFACFS.

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CHAPTER 1

GENERAL

1-1. PURPOSE. This regulation implements the policies set forth by the U.S. Army Training and Doctrine Command (TRADOC), U.S. Army Forces Command (FORSCOM), Fifth U.S. Army (5A), and U.S. Army Field Artillery Center and Fort Sill (USAFACFS). It provides guidance necessary for Reserve Components (RC) to schedule and plan both Annual Training (AT) and Individual Duty Training (IDT). It provides information and guidance relevant to training and orientation visits for Reserve Officers' Training Corps (ROTC). Other applicable USAFACFS regulations and policies apply to these groups during training or visits to Fort Sill. The procedures prescribed in this regulation are applicable to ROTC visits and RC units conducting AT and IDT at Fort Sill.

1-2. SCOPE. This regulation is applicable to all organizations and activities located on this installation. It also applies to the RC units and ROTC units conducting training or visits at Fort Sill.

1-3. REFERENCES. See appendix A.

1-4. ABBREVIATIONS. See appendix G.

1-5. CHANNELS OF COMMUNICATION. Correspondence will be addressed to the Commander, Headquarters, USAFACFS, ATTN: ATZR-TTB, Fort Sill, Oklahoma 73503-5100, unless otherwise directed in this regulation. It is the coordinating office for RC/ROTC actions. This office is the office of record for correspondence received, will forward the necessary action or information copies to the appropriate staff sections, and will perform the necessary follow-up. See appendix B for a list of telephone numbers for activities referenced in this regulation.

1-6. CAMP SITE. Facilities at Fort Sill are available to the units after appropriate arrangements have been made. Appendix C, figure C-1, is a map of the main post and figure C-2 indicates the location of the activities. Track vehicles must use only authorized routes. Defacing buildings, equipment, or area is not permitted.

1-7. CONSUMPTION OF ALCOHOLIC BEVERAGES.

a. Under no circumstances will alcoholic beverages be consumed or allowed on ranges.

b. The minimum age to purchase, possess, or consume alcoholic beverages on Fort Sill is 21 years with the following exception. Military personnel under 21 years of age may consume alcoholic beverages at nonroutine, uniquely military events designed to promote military camaraderie when authorized by the Commanding General, USAFACFS.

c. Submit request for exception to the drinking age policy through Directorate of Plans, Training, and Mobilization (DPTM), ATTN: ATZR-TTB, to Commander, USAFACFS, not later than (NLT) 45 days prior to the event. Include date, time, location, justification, description of the event, and number of under age participants (figure D-1).

d. Commanders will serve as a model for subordinates, encourage moderation, and take appropriate actions to correct irresponsible behavior.

1-8. ENVIRONMENTAL PROTECTION.

a. Training activities must conform with--

(1) Army Regulation (AR) 200-1, Environmental Effects of Army Activities.

(2) USAFACFS Regulation (Reg) 200-2, Environmental Protection and Enhancement.

(3) USAFACFS Reg 420-8, Grounds Maintenance and Range Conservation.

(4) Fort Sill Integrated Natural Resource Management Plan.

b. Field training at Fort Sill will be conducted in a manner that recognizes the protection of the environment. Most field training activities require some type of environmental documentation established by paragraph 1-7a of this regulation and the National Environmental Policy Act (NEPA). Environmental documentation for traditional training exercises can usually be accomplished with ease using Categorical Exclusions (CX) (TRADOC Form 161-R) with a Record of Environment Consideration (REC). If the proposed training is outside the range of the CX, an Environmental Assessment (EA) or Environmental Impact Statement (EIS) may be required. Unique and mission changed training requirements should be addressed early. All environmental documentation must be received by the Fort Sill Directorate of Environmental Quality (DEQ) not later than 6 weeks prior to the proposed training activity. Commanders at all echelons will be knowledgeable of the requirements outlined in the documents listed above and, as a minimum, will ensure the following:

(1) Nesting, bedding, and habitat of wildlife are not unnecessarily disturbed.

(2) Care will be taken to guarantee that the ground is not stripped bare of vegetation. No live bushes or trees will be cut or damaged. Dead trees and foliage, live weeds and grass, and small growth from thickets are recommended for camouflage consistent with fire safety requirements. Questions on the use and protection of the land, trees, wildlife, and water areas may be referred to the DEQ.

(3) Wheel and track vehicles will use only established roads, trails, firing points, firebreaks, and training areas on the ranges and in the cantonment area. Vehicles will not travel on unpaved road shoulders or on lawns. In order to prevent high maintenance costs and erosion, the use of ditches and shoulders for tank trails is prohibited. Arbitrary off-road, cross-country shortcuts through trees or across grass, wildlife plots, and planted areas are prohibited. New trails will not be established without approval from the DEQ. Sharp turns and "neutral-steer" turns by track vehicles which cause ruts or damage to the surfaced areas, shoulders, lawns, and grass are prohibited. These guidelines also apply to private and recreational vehicles. Law Enforcement Command (LEC) will issue citations, where necessary.

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(4) USAFACFS Reg 385-1 details range policy requirements and responsibilities. Upon completion of training, the commander or officer in charge (OIC) will require a thorough police of the area and guarantee that trail spade holes, foxholes, slit trenches, sumps, etc., have been filled.

(5) Each individual, unit, or activity is responsible for clean-up after an operation. Burning or burying garbage, refuse, and rubbish is prohibited. These types of refuse will be transported to the sanitary landfill or rubble pit by established methods.

(6) Field expedient (pit) latrines will not be dug without prior coordination with the DEQ, environmental documentation is generally required (see paragraph 1-7b of this regulation). Field expedient (pit) latrines, as described in Field Manuel (FM) 21-10, Field Hygiene and Sanitation, should be used whenever a military unit is in the field in areas where there are no fixed facilities and where portable latrines are impractical. Additionally, USAFACFS Reg 385-1 requires careful use, cleanliness, and maintenance of pit latrines by the using activity. Reynolds Army Community Hospital (RACH), Preventive Medicine, will be notified when an apparent sanitation problem exists which exceeds the normal housekeeping capability of the responsible unit or activity.

(7) Foxholes, hasty fighting positions, parapits, or any other ground disturbing activity may not be undertaken without prior coordination with the DEQ. Environmental documentation is generally required (see paragraph 1-7b of this regulation).

(8) Field showers, laundry units, or Mobile Kitchen Trailers will not be installed on the ranges without prior coordination with the DEQ. In addition, Medical Department Activity (MEDDAC) approval is required. Discharge from field showers, latrines, and kitchens into stream beds and drainage ditches is prohibited. Total retention or evaporation ponds will be used where possible. Field showers, laundry units, discharge from field showers, latrines, and kitchens and retention/evaporation ponds generally require environmental documentation (see paragraph 1-7b of this regulation).

(9) Maintenance, cleanliness, and use requirements of repair shops are outlined in USAFACFS Reg 220-2.

(a) Contact the DEQ for clarification of any questions pertaining to what constitutes hazardous waste and its proper disposal.

(b) Petroleum, oil and lubricant (POL) spills exceeding 5 gallons in volume or 100 square feet in area will be reported immediately to the DEQ. The unit utilizing the area where the spill occurs will prepare and submit a detailed after-the-action report within 3 working days of the incident. The report will be submitted through command channels to the DEQ, and will contain all pertinent facts concerning the spill and future precautions being taken to prevent recurrence. While the accidental spill or release of hazardous materials into the environment is not against the law, failure to report the spill immediately is against Federal Law and can have far reaching consequences. **Report Spills.**

(c) Oils, solvents, battery acids, paint, and similar materials will not be discharged into the sanitary or storm sewer systems or poured onto the ground.

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(d) Hazardous waste of any type may not be transported to or from Fort Sill without a manifest. Hazardous Waste Manifests are strictly controlled. Contact the Fort Sill DEQ for details on hazardous waste disposal.

c. Specialized training (certified and documented) is required for those personnel who must handle or transport hazardous materials or hazardous waste. Hazardous materials include ammunition and certain Petroleum, Oil, and Lubricants (POL) products. Contact the Fort Sill DEQ for details on "required" training for handling and/or safe transportation of hazardous materials.

1-9. ENERGY CONSERVATION. Energy conservation is a primary mission at Fort Sill. It is imperative that all commanders and directors actively support the energy conservation program. Commanders and Directors should familiarize themselves with USAFACFS Reg 420-1 and USAFACFS Pam 420-1 to enhance the knowledge required to accomplish a successful energy conservation program. Federal Government mandate established energy conservation targets and goals that must be met or exceeded by the year 2005 as set forth in the Energy Policy Act of 1992 (P.L. 1-2-486) and EXEC ORDER 12902, Energy Efficiency and Water Conservation, 8 March 1994.

a. Each building will be monitored for missing doors or windows, malfunctioning heating or cooling equipment, or other deficiencies in the building to preclude loss of heating or cooling energy. Deficiencies will be reported immediately to Training Support Branch (Tng Spt Br), Training & RC Integration Division (TRCI). Doors and windows which separate heated or air conditioned spaces from those which are not will be kept closed.

b. Lights will be turned off when not in use.

c. Air Conditioners.

(1) Set temperatures at 78 degrees Fahrenheit or higher on user controlled air conditioners.

(2) Shut off air conditioners in administrative areas or set the thermostat at its highest setting at the end of the workday. Do not restart until 0830 the following workday. Use fans on these units at any time.

d. Commanders will stress vehicle maintenance, economic driving practices, vehicle trip pooling, and use of minimum sized vehicles to conserve mobility energy.

e. Commanders will familiarize with and adhere to the contents of USAFACFS Reg 420-1 for the conservation of energy in dining facilities.

1-10. FUND CONTROL PROCEDURES.

a. Management of Resources. The basic premise underlying the Army Command Management System is that the most effective management of resources is exercised at the point of consumption. The individual responsible for the use of manpower, supplies, or services must be held accountable for efficiency and economy. Subordinate units will plan mission accomplishment based on the installation commander's concept of operation and on the plans of operation announced by DPTM. Resources to support these plans are programmed by DPTM.

b. Command Operating Budget.

(1) A budget request is required each fiscal year for units and activities receiving appropriated funds. This action covers three appropriations: Operation and Maintenance, Army (OMA), Operations and Maintenance, Army Reserve (OMAR), and Reserve Personnel Army (RPA). These appropriations fund day-to-day operating costs.

(2) Procurement appropriations (PA) which fund ammunition and major end items of equipment and the Military Pay Appropriation (MPA) are not budgeted by installations.

(3) Formulation of the command operating budget (COB) occurs during the May-June time frame. Each COB submission contains data for three fiscal years: current year, budget year and a "cut" year. Major subordinate commands in the Active Army are required to collect and submit feeder data during April-May of each year. Required data consists of an annual estimate of requirements by unit. One-time actions or unique requirements will also be addressed.

c. Fund Control Procedures for ROTC Units.

(1) Appropriated funds are distributed and controlled through the use of Distribution of Cumulative Allotment and Actual Obligations and Memo-Allocation of Monetary Credits-GSA. They constitute official documents authorizing the expenditure of funds.

(2) Distribution of Cumulative Allotment and Actual Obligations are furnished to each unit funded by DPTM. This is the documentation of the Annual Funding Program (AFP) and quarterly target. A quarterly target is programmed for each accounting processing code (APC) which may not be exceeded without prior approval of this command.

(a) Submit requests for increase in quarterly targets including detailed justification for the increase in writing through channels to DPTM.

(b) Submit requests for increases in the Annual Funding Program, justified in detail, through channels to DPTM.

(3) DPTM will establish and issue to each unit quarterly ceilings for the GSA Stores and other installations by Interservice Supply Support Agreements. Memo-Allocation of Monetary Credits is used for issuance of GSA ceilings. Although separately controlled, obligations for GSA supplies are included in the target and cumulative obligations reflected in the memo.

(4) ROTC units will submit procurement documents to DPTM.

(5) ROTC units are required to submit requisitions to DPTM for authorized items. Items that cannot be procured within established funding guidance will be identified as "unfinanced." DPTM will maintain a current file of unfinanced requests. Requests upon which no supply action has been taken will be returned to the ROTC unit.

d. Fund Control Procedures for AT and IDT.

(1) Army National Guard (ARNG) and U.S. Army Reserve (USAR) units training at Fort Sill will draw operating supplies from their designated host unit.

(2) DPTM will provide the Tng Spt Br the funds for GSA supplies required for operation of site support.

(3) Tng Spt Br will maintain adequate records to identify costs for training ARNG, USAR, and Junior Reserve Officers Training Corps (JROTC) units. After each unit's encampment, documentation will be provided to DPTM, ATTN: ATZR-TTB. Adequate records must be maintained so this installation can be reimbursed for supplies provided the ARNG, USAR, and JROTC units during training.

(4) DPTM will provide funds for the temporary hire of civilian personnel.

e. Travel.

(1) Except for emergencies, the requesting unit will submit requests for temporary duty (TDY) travel orders in accordance with (IAW) AR 310-10 in ample time to allow normal administrative handling, with subsequent publication 9 working days prior to travelling.

(2) Do not establish separate accounting processing codes for travel. Charge the cost of travel directly to the individual's parent unit. When obligation targets or ceilings are issued, include travel funds as a part of the unit's support funds.

(3) The requesting unit will direct appropriate group travel and make suitable arrangements for meals and lodging so no monetary loss occurs to the individual traveler.

f. Recommendations. Commanders and activity directors should submit recommendations for improvement of the fund control procedures established herein.

1-11. HOST UNIT SUPPORT. Major subordinate commands at Fort Sill will support AT, IDT, and ROTC training with the personnel and equipment that are available without impairment to the host unit's training mission. RC units will request host unit support **only** for those items of equipment or personnel that are outside the RC unit's capabilities. Once a host unit has been designated by the headquarters tasked to provide this support, a point of contact (POC) should be identified to represent the host unit.

a. Coordination made prior to the arrival of the RC unit determines the success of RC training. Although verbal coordination between the host unit and the RC unit is encouraged, training requests must be submitted to DPTM, ATTN, ATZR-TTB, on the appropriate form. The host unit will coordinate with DPTM TRCI, on support requests (e.g., meals, billeting, equipment, and supplies). Training support will not be provided until written approval is granted. The host unit will provide necessary assistance so the required RC unit training is accomplished with a minimum of delay.

b. Provide telephone numbers of the host unit POC to the advance parties upon their arrival. DPTM TRCI, will arrange a coordination meeting with the host unit, the RC unit, and DPTM personnel to review support requirements and identify unresolved issues.

c. Ranges, training areas, equipment, and support requests will be verified with known POCs prior to the arrival of the RC unit. Coordination visits may be necessary to effect this. If a bivouac site has been requested, the host unit will advise the RC unit of the selection. The RC unit should confirm the location with the DPTM, Range Division.

d. Equipment borrowed from a host unit will be inspected prior to turn in and if unsatisfactory, the RC unit perform all necessary maintenance and repair.

e. The host unit will brief the RC training unit on the procedures and policies for the issue and turn in of ammunition IAW paragraph 2-38. The host unit will also aid the RC training unit in drawing and turning in ammunition at the training site IAW paragraph 2-38 of this regulation.

1-12. INSTALLATION SIGN POLICY. Signs for unit identification, portable range route markers, and administrative signs for training exercises shall be IAW USAFACFS Supplement 1 to AR 420-70.

1-13. SAFETY. Training units will designate a safety officer to perform the duties outlined in DA Pam 385-1 and USAFACFS Reg 385-10-1. On arrival of the advance party, the unit will contact the Field Artillery Branch Safety Office (442-4215/4466, Bldg 2912) for an orientation meeting with the unit safety officer. See paragraph 2-33 for Range Safety Personnel requirements.

a. The unit safety officer will brief any additional unit safety personnel.

b. All safety personnel will be familiar with the requirements of DA Pam 385-1 and USAFACFS Regs 385-1 and 385-10-1.

c. Each unit commander will integrate accident prevention into all operations and activities of the unit. Each commander will maintain an aggressive safety program adequate to the needs of the unit. Firing live ammunition is prohibited until the procedures outlined in USAFACFS Regs 385-1 and 385-10-1 have been accomplished.

d. Access to Fort Sill range areas outside the impact area is authorized only for military and civilian personnel on official business. Civilian personnel will not ride in any type of government transportation, except when required by their duties.

e. Accidents.

(1) Units must immediately notify Range Control of any accident or incident occurring in the range areas. After notifying Range Control, unit commanders must notify Chief, Training Operations, DPTM, 442-2404/6388, during duty hours and USAFACFS Field Officer of the Day (FOD), 442-4912, after duty hours. Personnel receiving the information will notify the Field Artillery Branch Safety Office, 442-4215/4466, immediately. The report should include a concise statement of the type of accident; the date and time of the accident; the place (if possible, the map coordinates); the number of injured or dead; the names, ranks, social security numbers, and organization; and the condition of the injured.

(2) Within 48 hours after an injury, the unit commander will initiate a DA Form 285 (U.S. Accident Report) and forward it through his RC chain-of-command to the U.S. Army Safety Center. An information copy will be provided to DPTM TRCI and the Field Artillery Branch Safety Office.

(3) RC unit commanders at Fort Sill for AT will forward a DA Form 2398 (Summary of Accident Exposure) in six copies, to DPTM TRCI, on the last Friday prior to the departure date of the unit from training.

f. All personnel at Fort Sill will comply with USAFACFS Reg 420-90, Post Fire Regulation. Dial 911 to report a fire.

CHAPTER 2

ANNUAL AND INACTIVE DUTY TRAINING SUPPORT GUIDANCE

2-1. **PURPOSE.** To provide guidance for RC units planning and conducting training at Fort Sill. Unless otherwise indicated, information contained herein applies to AT and IDT.

a. Successful accomplishment of training is a joint effort. The RC unit must accomplish the essential facets of planning within their capabilities and resources prior to, during, and after their training. The RC unit will rely on the AC unit only to assist in those areas that are beyond their capabilities for mission accomplishment. The RC unit should establish liaison with the host unit as early as practical for the maximum use of the training time.

b. Representatives of the RC unit must be present at the training site during duty hours the day preceding the training to coordinate training with the AC unit and to draw the necessary equipment, ammunition, and other required facilities. A representative of the RC unit should be present on the day following the training to verify that turn-ins are made, areas have been policed, and administrative paperwork has been completed satisfactorily.

c. For RC units conducting AT, an inbriefing for members of the advance party is held in Room 308 of Building 455, at 0900 on the Monday prior to the arrival of the unit's main body. This briefing is primarily designed for the operations and logistics personnel, who are knowledgeable of the training support requests made prior to AT.

d. For RC units conducting IDT at Fort Sill for the first time, the unit commander, or his designated representative, must arrange for a safety briefing from the Post Safety Officer, prior to the beginning of the unit's training.

2-2. **PRECAMP CONFERENCES FOR AT UNITS.** DPTM TRCI, will schedule a Precamp Conference not less than 120 days prior to the beginning of a unit's scheduled AT. The purpose of the conference is to discuss training support and make initial coordination with members of the Fort Sill Mutual Support Planning Group (MSPG).

a. Precamp conferences will be conducted in one session. Each area of interest will be discussed in detail. Unanswered questions will be researched and an answer provided to the unit.

b. Representatives at the conference should have the authority to make decisions in the areas of building assignments and logistics.

c. Prior to the conference, each unit will be notified and will be given the date, time, and location of the conference. After the attendance lists have been submitted, the unit should contact DPW Billeting Branch, (405) 442-6991/5000 or (405) 353-5007, to reserve quarters. Units will forward the following information to this command, ATTN: ATZR-TTB, NLT 30 days prior to the conference:

- (1) Names of attendees.
- (2) Grades.
- (3) Positions of the representatives.
- (4) Mode of transportation with the estimated date and time of arrival and departure.
- (5) If DPTM billeting is requested, also provide sex of individual. DPTM has only open bay no cost (field conditions) billets available.
- (6) Reconnaissance desired.

d. Taxi service to and from the airport and bus terminal is available. Military transportation cannot be dispatched off-post in competition with civilian carriers.

e. Reconnaissance. A tour of the facilities, buildings, and ranges will be provided on request.

2-3. AT EVALUATION REQUIREMENTS. Units will ensure comprehensive AT evaluations are completed for RC units IAW FORSCOM Reg 220-3.

a. DPTM TRCI will coordinate office space and clerical personnel and will furnish the supplies necessary to support 5th Army Evaluation Headquarters.

b. Prior to start of AT, RC units will provide this command, ATTN: ATZR-TTB, the following:

- (1) A detailed list of each unit assigned and attached down to and including detachments and sections (i.e., aviation, maintenance, or personnel services sections).
- (2) A copy of the training schedule to be followed during AT.
- (3) A copy of the RC unit's last AT evaluation.
- (4) Evaluation form {FORSCOM Training Assessment Module (TAM)} as complete as possible.

2-4. SUMMARY OF SUSPENSE DATES.

ACTION	PARAGRAPH	DUE DATE
a. Billeting for Precamp conf (BOQ)	2-2	30 days prior to conf
b. Equipment	2-45	30 days prior to conf
c. Precamp Conference	2-2	30 days prior to conf
d. Publication and Blank Forms	2-17	Precamp Conference (AT)
e. Religious Support	2-6	Precamp Conference (AT)
f. Medical Personnel Report	2-9	Precamp Conference (AT)
g. Requests for On-The-Job (OJT) Training	2-36	Precamp Conference (AT)
h. Mess Operations	2-48	Precamp Conference (AT)
i. Army & Air Force Exchange Special Item Requests	2-13	Precamp Conference (AT)
j. Testing and Licensing of Equipment Operators (Tactical)	2-55	Precamp Conference (AT)
k. Testing and Licensing of Equipment Operators (Admin)	2-57	Precamp Conference (AT)
l. Precamp Conference	2-2	120 days prior to AT
m. Ammunition Forecasting	2-37	120 days prior to tng
n. Training Service Center Spt	2-35	First-come, first-served
o. Course of Instruction and Program of Instruction	2-36	120 days prior to tng
p. Convey Clearance	2-44	120 days prior to tng
q. Shipment of Excess Cargo or Personnel	2-53	120 days prior to tng
r. Training Aids Requests	2-36	120 days prior to tng
s. Training Support Requests	2-36	120 days prior to tng
t. Equipment Loan Request	2-45	120 days prior to tng
u. Billeting Requests	2-40	90 days prior to tng
v. Changes to 14-day Menu	2-48	90 days prior to tng
w. Prefiring Inspection (Logbook bearing weapons)	2-46	Within 90 days prior to firing

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ACTION	PARAGRAPH	DUE DATE
x. Radio Frequency Request	2-32	60 days prior to tng
y. Contracting Requests	2-43	60 days prior to tng
z. Evaluating Information	2-3	60 days prior to tng
aa. Map Request	2-28	60 days prior to tng
ab. Photographic Support & Supplies Request	2-12	60 days prior to tng
ac. Range Requests	2-33	90 days prior to tng
ad. Medical and Dental Support	2-9	90 days prior to tng
ae. Religious Services Requests	2-6	60 days prior to tng
af. Request for Ice	2-49	60 days prior to tng
ag. POL	2-50	60 days prior to tng
ah. Aviation Parking and Maintenance Areas	2-39	60 days prior to tng
ai. MOS OJT Confirming Roster	2-36	60 days prior to tng
aj. Ration Requests (Subsistence, MREs)	2-48	60 days prior to tng
ak. Request for Ammunition (Ammo) Issue	2-38	60 days prior to tng
al. Security Clearances	2-30	60 days prior to tng
am. Signature Cards (Ammo)	2-38	60 days prior to tng
an. Signature Cards (Rations)	2-49	60 days prior to tng
ao. Telephone Requests	2-22	60 days prior to tng
ap. Training Schedules	2-34	30 days prior to tng
aq. Reimbursable Order	2-51	30 days prior to tng
ar. Mobile Post Exchange (PX) Requests	2-13	14 days prior to tng
as. Signature Cards (Buildings)	2-41	60 days prior to tng
at. Vending Machine Requests	2-13	14 days prior to tng
au. Personnel Rosters	2-11	Arrival of advance party
av. Range Safety Cards	2-33	Arrival of advance party

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ACTION	PARAGRAPH	DUE DATE
aw. Certification of Safety Officers & NCOs	2-33	30 days prior to tng
ax. Aviation Safety Briefing and Orientation	2-31	Before 1st day of tng
ay. Field Artillery & Mortar Safety Officer and NCO Test	2-33	Before 1st day of tng
az. Firefighting Details	2-33	Before 1st day of tng
ba. Immunization Requests	2-9	Before 1st day of tng
bb. Copy of Last Evaluation	2-3	Before 1st day of tng
bc. Filled in TAM for Calendar Year (CY) Evaluation	2-3	Before 1st day of tng
bd. Situation Report (SITREP)	2-20	Submit upon arrival of the advance party and the main body and NLT 1200 each Monday during AT
be. Mail Orderlies	2-14	Arrival of main body
bf. Safety Orientation	1-13	Arrival of advanced party
bg. Unit Fund Dividends	1-10	Arrival of main body
bh. Weapons Physical Security Inspection	2-29	Arrival of weapons
bi. Senior Medical Officer's Orientation	2-9	Within 24 hours after arrival
bj. Visitors	2-16	As soon as known
bk. Accident Reporting	1-13	Immediately upon incident
bl. Serious Incidents	2-19	Immediately upon incident
bm. SAEDA Reports and Counterintelligence Incidents	2-27	Immediately upon incident
bn. Line of Duty (LD) Investigation	2-8	Within 10 days of incident or prior to individual's release from training
bo. Summary of Accident Exposure	1-13	Last Friday prior to departure

2-5. APPEARANCE OF PERSONNEL AND MILITARY COURTESY. Fort Sill requires that the standards of appearance and military courtesy be applied to all who wear the uniform. These standards demand strict compliance with published regulations and guidance. Wear of the uniform is prescribed in USAFACFS Reg 670-1.

a. Commanders must ensure their soldiers maintain proper standards of appearance.

b. Officers and NCOs must take positive action when deficiencies in appearance standards are observed. If a deficiency cannot be corrected on the spot, the individual will be denied entrance to post facilities or directed to leave, if he or she has already entered. Additionally, the incident will be reported to DPTM TRCI for RC personnel. If problems arise with an offender, the military police may be requested to assist. Random checks of the post facilities will also be conducted by the FOD.

c. Military personnel driving either military or privately-owned vehicles (POV) will not salute if vehicle is in motion.

2-6. CHAPLAINS RELIGIOUS SUPPORT.

a. A wide variety of worship services are available on the main post. A schedule of Fort Sill religious services is available from DPTM, TRCI or the Office of the Post Chaplain.

b. Chaplains and chaplain's assistants that accompany units on AT will coordinate their activities with the Post Chaplain. Submit names of the chaplains and chaplain's assistants, by denomination, attending AT with the unit at the Precamp Conference.

c. The Fort Sill post chaplains will coordinate supplemental training for unit chaplains and their chaplain's assistants. The training will be coordinated through DPTM, TRCI.

d. Requests for religious services at field locations will be submitted NLT 60 days prior to start of IDT on a FS Form 104 (figure D-2) to this command, ATTN: ATZR-TTB. For AT units, requests for religious services in the field will be coordinated at the Precamp Conference.

2-7. DIRECTORATE OF PERSONNEL AND COMMUNITY ACTIVITIES (DPCA).

a. Administration/Plans. Serves as the primary point of contact for all matters receiving support from DPCA.

b. Community and Family Activities, Community Operations Division.

(1) The Fort Sill Officer's Club (FSOC) operates the following facilities:

(a) The Main Club, Bldg 500.

(b) The Observation Post (TOP), Bldg 5678, (BOQ High-rise).

(2) Patronage eligibility is defined in AR 215-1. Senior NCOs are eligible for membership in the FSOC. Members of other club systems will be offered use of club facilities.

(3) Eligible RC members on ADT for 2 weeks or more must purchase membership if they desire to utilize FSOC facilities. Dues will be based on the regular monthly rates at the time of the training period.

(4) Check cashing privileges are extended to eligible patrons holding club cards from other clubs and bonafide guests, if co-signed by their sponsors.

(5) Uniform requirements for the main club permit appropriate casual attire 7 days a week, but are limited in good taste by not wearing attire that is offensive to others.

c. Fort Sill Enlisted Clubs.

(1) The NCO lounge is located in Bldg 5485, Honeycutt Road. Use of the lounge is restricted to E-4 and above.

(2) Gunner's Inn, Bldg 6045. Use is authorized for all ranks.

(3) Impact Zone, Bldg 3265. Use is authorized for all ranks.

c. Bowling. Twin Oaks Bowling Center is located in Bldg 935. Participants must present proper identification to bowl.

d. Golf. Fort Sill has two golf courses; Fort Sill Golf Course, Bldg 1275, and Cedar Lakes Golf Course, Bldg 4746. Each course has a snack bar. Eligible patrons may pay daily or club memberships are available on a monthly basis.

e. Outdoor Recreation

(1) Outdoor Equipment Rental, Bldg 1293, has outdoor equipment available for rent. They also maintain a vehicle storage area at the same location.

(2) Scheduling of unit activities in the following picnic areas is accomplished through coordination with outdoor recreation; Medicine Creek (east of White Wolf Crossing), Ambrosia Springs (located in the 500 area), and Quinette Park (located southeast of Quinette Road).

f. Community and Family Activities, Financial Management and Accounting Division.

(1) Requests for unit funds will be submitted to this division in Bldg 2943 the first Monday of the unit AT period.

(2) Nonappropriated funds (i.e., revenue producing funds, welfare funds, sundry funds, or associations) are authorized by AR 210-1 and will not be established at this installation without the prior approval of the CG, USAFACFS, or the CG's designated representative.

(3) Private associations and funds which are organized, established, and operated by individuals not acting within the scope of their official capacity as officer, employees, or agents of the U.S. government, and which are not established to provide essential morale and recreational facilities and services, will not exist at this installation.

g. Community and Family Activities, Recreation. Community recreation activities are designed to support the quality of life on the installation by assisting the commander in stimulating, developing, and maintaining the mental and physical well-being of the military community through voluntary participation in recreation and morale support activities during duty and off-duty leisure time. Reserve units should bring their own athletic equipment. The following facilities are available:

(1) Nye Library, Bldg 1640, 442-2048.

(2) Activity Centers:

(a) Information/Tickets/Reservations, Bldg 1721, 442-6211. This facility also houses the Carlson Travel Agency for non-official travel services.

(b) Caisson Community Activity Center, Bldg 3281, 442-5623.

(c) Fort Sill Community Activity Center, Bldg 5485, 248-0418. This facility has available areas for meetings, graduations, or other special events.

(3) Skill Development.

(a) Automotive Crafts Shop, Bldg 2503, 442-2549.

(b) Arts and Crafts Center, Bldg 2502, 442-4824.

(4) Music and Theater activities are coordinated through the Caisson Community Activities Center, 442-5623.

(5) Sports. Sports activities and facilities at Fort Sill include a multitude of activities. All unit activities must be coordinated through Sports Branch, Bldg 2906, 442-6425. Available facilities include:

(a) Honeycutt Gymnasium, Bldg 921, 442-4670.

(b) Goldner Gymnasium, Bldg 3444, 442-2740.

(c) Rinehart Physical Fitness Center, Bldg 2730, 442-6652.

(d) King Road Pool, Bldg 1175, 442-3482, (available summer only).

(e) Honeycutt Road Pool, Bldg 5487, 442-4280, (available summer only).

(f) Quinette Road Pool, Bldg 500, 442-6390, (available summer only).

(g) Rinehart Physical Fitness Center Pool, Bldg 2730, 442-6712, (available year round).

(h) The use of tennis courts, softball fields, football fields, and track events areas will be scheduled through the Sports Branch. There are 18 tennis courts (10 are lighted), and 10 softball fields. Some softball fields may be used for flag football. Prichard Field is designated for soccer and track events. Use of Prichard Field must be scheduled through Sports Branch. Units are prohibited from using Prichard Field for unit PT activities.

(i) The running/walking track surrounding Cedar Lakes Golf Course is available for individual use. Use of bicycles on this track and unit PT formations are prohibited.

(j) Community and Family Activities, Family Support Division. The following branches are available to provide services to RC personnel during their AT periods as allowed by current regulations.

- (1) Army Community Services, Bldg 5639, 442-6801.
- (2) Family Support Office, Bldg 5639, 442-5018.
- (3) Child Development Services, Bldg 2867, 442-4932.
- (4) Youth Services, Bldg 1721, 442-6745.

(k) Drug and Alcohol Abuse Control Division. Services are available to the RC commander upon request.

2-8. LINE OF DUTY (LOD) INVESTIGATIONS. In each instance where disease, injury, or death affects an individual attending AT or IDT in the Fort Sill area of responsibility, a LOD investigation will be conducted even though the individual is not hospitalized.

a. Investigations will be conducted IAW AR 600-8-1.

b. Strict coordination between personnel attending AT or IDT, Chief, Patient Administrative Division, ATTN: PAD, RACH, and AG, Personnel Action Section LOD Clerk, will be necessary to avoid confusion regarding dates, times, witnesses, and the circumstances surrounding the incident. Also to ensure an administrative or formal LOD investigation is completed within 10 days from the date of the incident and prior to the individual's release from training.

2-9. MEDICAL AND DENTAL.

a. The replacement or repair of spectacles authorized by AR 40-3 will be made through the Optometry Clinic. Personnel reporting for these services must have written verification that the conditions outlined in AR 40-3 do exist.

b. IAW with USAFACFS Reg 385-1, IDT units will provide their own medical support when it is within their capabilities. If a unit requires additional medical support, it will be requested on a FS Form 104 (fig. D-2) and submitted to this command, ATTN: ATZR-TTB, a minimum of 60 days prior to the training period.

c. Primary medical service at Fort Sill for AT personnel should be provided by the unit's organic medical officers and personnel, if possible. Treatment at the dispensary will be by referral from the organic medical officers. The senior medical officer will report to the Commander, MEDDAC, within 24 hours after arrival for an orientation of post medical procedures. Troop Medical Clinic (TMC) support is on an area basis. Upon notification, the MEDDAC, PO&T Division, will designate a TMC for the support of RC units.

d. Dental treatment for RC personnel training at Fort Sill will be provided on an emergency basis only. A dental officer, designated by the Deputy Commander for Dental Activities, will determine, IAW AR 40-3, the replacement or repair of dental prosthetic device lost, damaged, or destroyed.

e. Submit a list of medical and dental officers scheduled for AT with the unit at the Precamp Conference. The list should include name, rank, and SSN. Credentialed medical personnel who are not currently credentialed at Fort Sill must submit sufficient data as early as possible to MEDDAC so credentials can be verified.

(1) Immunizations and physicals should be completed and up-to-date prior to the unit arriving for AT. If immunizations are required at AT, the unit will submit a request in memorandum format to DPTM, TRCI, prior to the first day of AT. The request will state the name, rank, social security number (SSN), and immunization required.

(2) Medical and dental personnel of AT units can be given OJT at this installation. OJT requirements should be discussed at the Precamp Conference and will be listed by approximate numbers of personnel by grade and MOS. Thirty days prior to AT, units will submit to DPTM, ATTN: ATZR-TTB, in triplicate, a confirmation roster, to include the names and job titles of personnel for whom training has been coordinated. Credentialed dental personnel must submit sufficient information for credentialing as early as possible to the DENTAC so credentials can be verified.

f. Specific policies and procedures regarding medical benefits, hospitalization, disability entitlements, incapacitation pay, and death benefits are contained in AR 135-381, Incapacitation of RC Soldiers. Personnel who require emergency medical care while traveling to Fort Sill, while on active duty for training, or while returning to their home station will be taken to the nearest military medical treatment facility. If there is no military facility nearby, the individual will be taken to the nearest civilian facility. The civilian facility will forward the bill directly to Medical Claims, RACH, Fort Sill, OK 73503-5000. After arrival at the destination, the commander of the individual will provide the Registrar at RACH, with as much detail as possible, of the injury or illness and of the civilian medical facilities involved. If an ambulance was used, the name and address of the ambulance company will be included. In the event an individual is hospitalized or has used a civilian physician while on AT at Fort Sill, the commander of the individual must notify the Registrar of RACH of the circumstances of the incident to preclude possible financial liability for any costs incurred.

g. The following individuals will take the actions indicated for personnel who remain on active duty for hospitalization.

(1) The RC unit commander will initiate a LOD investigation when a member of his or her command is hospitalized; ensure that the soldier has been briefed on and understands his or her rights, privileges, and responsibilities concerning the injury or illness; provide the hospital with signed copy of statement that soldier has been briefed; and monitor soldier's treatment progress until entitlements to care end.

(2) The hospital will obtain an affidavit signed by the RC soldier (or commander or next of kin) extending the soldier in a patient status, but not on active duty, if a soldier requires hospitalization past the unit's departure date; brief patient on and obtain a signed statement that patient understands his or her rights, privileges and responsibilities concerning the injury or illness; provide RC unit commander with a signed copy of both the affidavit and statement; determine final disposition of patient based on LOD investigation and patient's medical condition; and cut orders IAW by AR 135-200 for attaching RC soldier to the Medical Holding Detachment.

h. Ambulance Support.

(1) When a unit is in garrison, the RACH Administrative Officer of the Day (AOD), 458-2015, will be contacted for any medical evacuation. When a unit is operating in the field, requests for medical evacuation will be directed to DPTM, Range Division, by land line (red, white, or blue). If on the West Range area, use frequency 34.50 MHz. If on the East Range area, use frequency 30.50 MHz. If on Quanah Range, use frequency 38.50 MHz. DPTM, Range Division, will notify the RACH, AOD, or the air ambulance unit of the evacuation request.

(2) Helicopter evacuation should be used only when the nature and severity of the patient's condition warrants immediate evacuation. Conditions and injuries that would warrant helicopter evacuation can include, but are not limited to:

- (a) Severe hemorrhage.
- (b) Shock or trauma.
- (c) Severe burns to the face and body.
- (d) Heat stroke.
- (e) Any form of serious breathing complication.
- (f) Severe head, neck, or spinal injuries.

(3) The air ambulance unit maintains an alert crew on standby 24 hours a day, 7 days a week. In order for adequate preparation to be made prior to the evacuation, the following information MUST accompany requests for helicopter evacuation:

- (a) The pickup location (grid coordinates with the common name should be given, if available (i.e., 099099, Firing Point Oscar).
- (b) The number of patients.
- (c) Urgency of the mission (care should be employed in determining the urgency).
- (d) A brief description of the patient's condition and if a litter is required or if the patient is ambulatory.
- (e) The call sign and name of the individual to be contacted at the pickup site. If a radio is available, the range frequency will be used when contacting the evacuation aircraft.

- (f) Any special equipment necessary.
- (g) Any obstacles which may be encountered upon landing.
- (h) The estimated weather conditions at the pickup site.

(4) Unit ground tactical vehicles will be used for all routine, nonemergency cases requiring evacuation.

2-10. PERSONAL CHECK CASHING. Department of Defense (DD) Form 2A (U. S. Armed Forces Identification Card) will be used for cashing a check or using personal checks to pay for goods or services. The following activities are authorized to cash personal checks for patrons or members. The amount of the check is limited by the individual activity.

- a. The Fort Sill Main Army and Air Force Exchange.
- b. Fort Sill Officers Club. RC NCOs may cash a check, when approved by the on-duty manager.
- c. Enlisted Club - \$25 or less.
- d. The Fort Sill National Bank.

2-11. PERSONNEL ROSTERS FOR AT. On arrival of advance party or NLT start of training, RC units will hand carry one copy of unit orders, with unit roster attached, to each of the following activities:

- a. DPTM, TRCI Division, Room 308, Bldg 455.
- b. Directorate of Information Management (DOIM), Post Locator, Bldg 930.
- c. Red Cross, Bldg 1613.
- d. Commissary, Bldg 1719. Commissary only needs orders and rosters for soldiers not in possession of their commissary cards.
- e. DENTAC, Bldg 1616.
- f. MEDDAC, Bldg 4300.

2-12. PHOTOGRAPHIC SUPPORT FOR AT.

a. Units using an assigned photographer will draw supplies from the DPTM Training Service Center (TSC), Bldg 747. Send request for film and darkroom supplies to this command, ATTN: ATZR-TTB, with a DD Form 448 (figure D-3) reimbursable order, NLT 60 days prior to AT.

b. Exposed film should be returned to DPTM, TRCI Division, accompanied by a memorandum which includes the number and size of prints required from each negative. Allow 14 days for processing plus shipping time.

2-13. ARMY AND AIR FORCE EXCHANGE. Exchange facilities are available for military personnel of the training units. Submit requests for special items, such as unit insignia or a special branch insignia, at the Precamp Conference for AT and as soon as possible for IDT.

a. Retail.

Branch	Building
Main Exchange/Four Seasons	1712-1715
Hospital Annex	4300
Caisson PX	3435
Artillery Village Shopette	6539
Quarry Hill PX	6036
Artillery Bowl PX	2861
Headquarters Command PX	911
Post Field PX	5050
Clothing Sales	1802
Snow Hall Book Store	730
Sheridan Road Car Care Center	2444
Ft Sill Boulevard Gas Station	4117
Shoppette/Filling Station	3985
Shoppette	4117

b. Food.

Branch	Building
Snow Hall Cafeteria	730
Anthony's Pizza #2	1721
International (Main Cafeteria)	1716
Colonial Room	730
Quarry Hill Snack Bar	6036
Summerall Hall (Vending Machines)	840
McNair Hall (Vending Machines)	455
Red Baron Snack Bar	5045
Frank's Franks	1712
Pizza/Ice Cream Parlor	1721
Time Out	2381
Phantom Lair	3400
Red Leg Inn	4509
Burger King	2990

c. Requirements for mobile PX service and vending machine requests will be submitted 14 days prior to scheduled training to this command, ATTN: ATZR-TTB, in memorandum format.

2-14. POSTAL SERVICE FOR AT.

a. The Installation Postal Officer will provide technical advice for assistance and for fast and accurate mail distribution to RC units during AT.

b. Prior to departing home station, at least two individuals will be appointed unit mail orderlies for their unit. Upon arrival at Fort Sill, the following documents will be hand carried by the individuals to the Installation Postal Officer, Bldg 930, for validation.

(1) Two DD Forms 285 for each of the two mail orderlies.

(2) Memorandum from the commander stating that the mail orderly's personnel and medical records were reviewed and it has been determined that the individual has no history of alcoholism, drug abuse, psychiatric disorder, misconduct, nor has received disciplinary action. Also, at this time the mail orderlies will be given information concerning mail distribution and pickup times. Mail pickup will be made only at Bldg 930.

c. An example of the correct mailing address for members of units attending AT at Fort Sill is:

Grade, Name	PFC Homer Jones
Social Security Number (SSN)	123-45-6789
Reserve Component Unit Designation	1st Bn, 158th FA (OK ARNG)
Fort Sill, OK 73503-5100	C/O POST LOCATOR (ANNUAL TRAINING) Fort Sill, OK 73503-5100

d. Upon completion of training, unit mail orderlies will clear the Post Locator. They will turn in their DD Forms 285 and give the locator the address of their home station. Any mail received after the unit has departed Fort Sill will be returned to sender. If there is no return address, the mail will be forwarded to the home station address.

2-15. PRIVATELY-OWNED VEHICLES.

a. Registration. POVs need not be registered with the LEC Police Administration Branch; however, training unit commanders are responsible for vehicle compliance with applicable state laws. It is recommended that a copy of the soldier's training orders be placed on the dashboard to explain the absence of post registration.

b. Range Area Parking. POVs may not be parked in range areas unless the individual operator is signed out through the Outdoors Sportsmen Center for hunting and fishing purposes.

c. Insurance. Minimum of \$10,000/\$20,000/\$10,000 liability insurance is required. For Oklahoma registered vehicles, the driver must also maintain a Security Verification Form while in control of the vehicle.

d. Operation.

(1) The operation of a POV on the Fort Sill Military Reservation is a privilege, extended by the Commanding General, that is revocable IAW AR 190-5 (i.e., drunk driving, accumulation of traffic points, etc.).

(2) The speed limit on the reservation is 35 miles per hour, except as otherwise indicated. Regardless of the authorized speeds, motor vehicle operators are responsible for the safe operation of their vehicles IAW with visibility, density of traffic, and road conditions. SPEEDS WILL NOT EXCEED 15 MILES PER HOUR WHEN MEETING OR PASSING TROOPS IN FORMATION. Military vehicles operating off-post are subject to the same regulations governing civilian traffic. Personnel operating government vehicles off-post will comply with posted limits or with the authorized maximum operating speed indicated on the dashboard of the particular vehicle, whichever is the lesser.

(3) Civilian vehicles will be parked in designated parking areas. Parking, except where specifically authorized, is prohibited. Enforcement action will be directed toward unlawful parking, when such parking constitutes a hazard. No parking is allowed on the grass in the billet areas.

(4) The use of POVs on Fort Sill ranges for military purposes is prohibited. Only government-provided vehicles are authorized.

e. Traffic Violations. Fort Sill employs the U.S. Magistrate System for traffic violations. If a traffic ticket (DD Form 1805) is received, personnel may pay the fine by mail or appear in Magistrate Court (for offenses that allow this option). If the ticket is for an offense that requires a mandatory court appearance, this option does not apply.

f. Seat Belts. Seat belts are MANDATORY on Fort Sill for the driver and passengers. Failure to comply could result in a traffic citation being issued and a fine assessed.

g. Motorcycle Safety. The following equipment requirements will be met by the motorcycle driver and passengers both on and off post (Use of headphones or earphones are prohibited).

- (1) Approved helmet.
- (2) Eye protection (goggles or face shield).
- (3) Gloves.
- (4) Long legged pants.
- (5) Long sleeve shirt or jacket.
- (6) Leather boots or shoes.
- (7) High visibility or reflective vest.
- (8) Motorcycle headlight on.
- (9) Rear view mirror mounted on each side of the handlebar.

2-16. VISITORS. Units that have invited news media or very important persons (VIPs) will coordinate visits with DPTM TRCI, NLT 7 days prior to visits or as soon as possible and will take the following actions:

a. Units will notify Public Affairs Office (PAO), USAFACFS, before news media have been invited. Units may issue news releases concerning their training at Fort Sill prior to and following training. Information copies of such releases, excluding hometown news releases, should be forwarded to PAO.

b. Units will inform Protocol, USAFACFS, as soon as possible, of all VIPs visiting their unit. VIPs are defined as any general officer, GS16 and above civilian, and any other civilian dignitary, warranted by the position held.

c. The following information should be provided:

- (1) Name.

- (2) Rank and title.
- (3) Unit and organization.
- (4) Purpose of visit.
- (5) Date and time of arrival/departure.
- (6) Location and mode of arrival/departure.
- (7) Items of interest (if known).
- (8) Unit POC.
- (9) Other information deemed appropriate.

2-17. PUBLICATIONS AND BLANK FORMS. The DPTM TRCI, will issue USAFACFS publications and blank forms to the training units, as requested. Requests will be submitted to this command, ATTN: ATZR-TTB, NLT 120 days prior to training. One copy of each of the following will be provided AT units at the Precamp Conference. RC units are required to have the following:

- a. USAFACFS Reg 350-10, Reserve Component Training Guide.
- b. USAFACFS Reg 385-1, Post Range Regulation.
- c. USAFACFS Reg 420-90, Post Fire Regulation.
- d. FS Form 104 (Training Support Request).
- e. FS Form 105 (Range Request).
- f. FS Form 833 (Request for Motor Transportation).

2-18. RED CROSS. Red Cross representatives are available at Fort Sill. Training units should advise their personnel that in the event of an emergency at home, members of their families should contact the local Red Cross Chapter. This will allow for timely notification of the individuals in the event their presence is required at home.

2-19. SERIOUS INCIDENTS.

a. It is essential that RC units inform DPTM, TRCI Division, of incidents of a serious or unusual nature occurring at the training site or adjacent areas or of incidents involving military personnel on or off the training site.

b. Report serious or unusual incidents immediately to DPTM, TRCI Division, during duty hours, or to the Fort Sill FOD, during nonduty hours. Examples:

- (1) Accidents involving U.S. Army aircraft.
- (2) Serious domestic disturbances, riots, or racial disturbances.
- (3) Accidents, fires, and explosions.

- (4) Disasters resulting from natural phenomena (floods, tornadoes, etc.).
- (5) Mutiny.
- (6) Death of military personnel on or off the training site.
- (7) Training accidents.
- (8) Theft or embezzlement of appropriated or nonappropriated funds.
- (9) Matters that could effect public relations, including serious crimes committed by military personnel on or off the training site, such as:
 - (a) Murder.
 - (b) Aggravated assault.
 - (c) Arson.
 - (d) Sex crimes.
 - (e) Armed robbery.
 - (f) Felony offenses committed by either officers or warrant officers.
- (10) Other. If there is an uncertainty as to the reportability, contact DPTM TRCI.

2-20. SITUATION REPORT (SITREP). Units training at Fort Sill must provide DPTM TRCI, a SITREP upon arrival of the advance party, main body, and NLT 1200 every Monday. When these times occur on a weekend or holiday, reports must be submitted NLT 1200 the next duty day. Forms can be obtained from DPTM, TRCI.

2-21. STRENGTH REPORTS. Unit advance party strength reports will be submitted to DPTM, TRCI Division, NLT 30 days prior to AT. The advance party strength report will be in memorandum format and will contain the following information:

- a. Name.
- b. Grade.
- c. Position of individual.
- d. Mode of transportation.
- e. Estimated date and time of arrival.

2-22. TELEPHONE SERVICE.

a. Units having a justified requirement for telephone service must submit a request to this command, ATTN: ATZR-TTB, NLT 45 days prior to scheduled training. Class A and C service is currently provided in brigade, battalion, and small RC administration buildings. No phones will be moved or otherwise tampered with. Requests for additional phones should state the amount of telephones by types of service. The types of services are as follows:

(1) Class "A" Official, with access to city trunks, Defense Service Network (DSN) and WATS lines.

(2) Class "C" Official for intra-post communications only.

b. Commanders have the responsibility to see that only official, military business is conducted on Class "A" lines and that all calls are kept to a minimum. DSN lines will be used to the maximum extent possible.

c. Personal access codes are required for all calls made outside the Lawton and Fort Sill area. Personal access codes can be obtained by direct coordination with the DOIM. A sample request is at fig. D-20.

d. Pay Telephones. Pay telephones are provided at convenient locations throughout the installation for personal telephone calls.

e. Emergency Telephone Service.

(1) During duty hours: Call DPTM TRCI.

(2) During nonduty hours: Call the Fort Sill FOD, 442-4912.

2-23. TRAVEL AND MILITARY PAY VOUCHERS.

a. Military pay support for RC units performing AT will be as follows:

(1) ARNG - Units arriving as a whole for AT will receive military pay from their respective reserve finance units. Soldiers arriving at Fort Sill individually, as an exception to the above, who will perform duties over 30 days, will be paid by the RC Team, Fort Sill Finance and Accounting Office (FAO). Soldiers in this category will inprocess through DPTM, TRCI Division, before reporting to FAO.

(2) USAR - Troop units will be served by their respective reserve finance units.

b. Soldiers will receive their pay in their established bank accounts. No payments will be made locally.

2-24. TROOPS IN FORMATION.

a. Troops marching on cantonment roads will march on the right side of the route of march in a formation of not greater than columns of four at close interval. Formations WILL NOT block more than half of any road or street at any time.

b. Troops on tactical marches may use a file formation on each side of the road.

c. When approaching an intersection, troop commanders will post guards on each side of the route of march at the intersection to control traffic until the formation has cleared. Troops will double-time through intersections in order to avoid blocking vehicular traffic.

d. During night movement on roads or streets, marching formations will be preceded and followed by guards at distances of 100 meters. The guards will be equipped with flashlights and reflective vests.

e. Troops in formation will yield the right-of-way to emergency vehicles.

2-25. UNIT FUND DIVIDENDS.

a. Dividends will be requested by RC upon arrival for active training. A memorandum will be submitted to the Financial Management and Accounting Office, Bldg 2943 Marcy Road, with one copy of the unit orders. The request will specify the inclusive dates of training and present for duty strength as follows:

	Advance Party (1-17 May)	Main Body (3-17 May)	Rear Detachment (3-19 May)
Officers			
Warrant Officers			
Enlisted			
Totals			

b. Dividend check to the Unit Fund Custodian will be issued within 2 days. Request should specify if the check is to be picked up or mailed to the unit home address.

2-26. USAFACFS BULLETIN. Requests for publication of items in the Friday bulletin will be forwarded so as to arrive at this command, ATTN: ATZR-UOA-A, NLT 1600 the preceding Monday.

2-27. COUNTERINTELLIGENCE.

a. Classified Waste. Safeguard classified waste and material, including carbon paper, ribbons, and notes used in the production of a classified report in a GSA-approved container. Destroy classified waste when no longer needed. Use methods described in AR 380-5, chapter IX.

b. Subversion and Espionage Directed Against the U. S. Army (SAEDA). Report SAEDA incidents via secure means to the Fort Sill Resident Office, 902d Military Intelligence Group, Bldg 5637. Do not discuss details of the report over the telephone. Strictly limit knowledge of the incident.

c. Counterintelligence Incidents. Report telephonically during normal duty hours to DPTM, Security Division:

(1) Absent without leave (AWOL) personnel with current access to Communications Security (COMSEC) or SECRET material.

(2) Unexplained damage to classified equipment or work areas in which classified material was stored or used.

(3) Suicides or attempted suicides by personnel with current access to classified material.

(4) Civil disturbances or anti-military demonstrations.

(5) Unsolicited correspondence from a foreign national, country, or organization.

(6) Vehicles in training areas without explanation (report vehicle description and license number).

(7) Suspicious persons taking notes, photographing, or otherwise observing training activities.

2-28. **MAPS.** Request sufficient maps for unit planning requirements by memorandum through the appropriate Army Command (ARCOM), Government Command (GOCOM), or the State Adjutant General to Headquarters, Fifth U.S. Army, ATTN: AHKB-OI-S, Fort Sam Houston, TX, 78234-7000. Include the contact officer, telephone number, and the date the maps are desired. Request maps 60 days prior to AT. Map coverage of Fort Sill is--

SCALE	SERIES	SHEET	AREA
1:50,000	V783	6253 II	Cache
1:50,000	V783	6253 III	Snyder
1:50,000	V783	6353 III	Lawton
1:50,000	V783	6353 IV	Apache
1:50,000	V783S	Ft Sill RMOI	Fort Sill Range Map
1:250,000	NI	14-5	Lawton

2-29. **PHYSICAL SECURITY AND CRIME PREVENTION.**

a. These regulations and policies apply:

(1) Physical Security Update (most recent published), containing AR 190-11, AR 190-13, AR 190-51, and DA PAM 190-51.

(2) USAFACFS Reg 190-1, 1994, Installation Physical Security and Crime Prevention.

(3) USAFACFS Reg 190-24, (most recent published), Off-Limits Areas and Establishments.

(4) U.S. Army Reserve Command (USARC) policies about security of Category I and II arms and ammunition in arms rooms without operational alarm systems or while in transit and controls for privately owned weapons.

b. Units with arms, ammunition, night vision devices, or global positioning devices will notify the LEC, Physical Security Branch (PSB), prior to storing them on Fort Sill. Report the unit, dates arriving/departing, building number, and point of contact.

c. The following are prohibited pursuant to USAFACFS Reg 190-1:

(1) Transporting government weapons in POV.

(2) Transporting or storing privately owned weapons in a government vehicle.

(3) Storing government property in a POV. (Including organizational clothing and individual equipment).

(4) Storing privately owned weapons in a privately owned vehicle. See appendix B, USAFACFS Reg 190-1, for additional information.

(5) Loitering in parking lots.

(6) Entering or remaining in parks and recreational/wooded areas during darkness except in performance of official government business. Also exempted from this prohibition are authorized camping areas and facilities/activities and lighted areas.

(7) Entering off-limits areas, as published in USAFACFS Reg 190-24 or as specified by the installation commander.

d. Secure government and privately-owned property, including vehicles, when unattended.

e. Report actual or suspected criminal activity immediately to the Military Police (MP) Desk, 442-2101.

f. Report weapons/ammunition loss/theft immediately to the MP Desk and submit a written report, DA Form 3056, within 24 hours to LEC, PSB.

2-30. SECURITY CLEARANCES.

a. Rosters of personnel authorized and required to have access to classified information or instruction during AT must be forwarded to this command, ATTN: ATZR-TTB, at least 60 days prior to AT. Rosters may be transmitted by official message (TWX, not Western Union) or by memorandum signed by the organization commander or security officer. Do not use travel orders to indicate the clearance. The rosters will contain the following:

(1) Name.

(2) Rank.

(3) Social security number.

(4) Final security clearance issued by Central Clearance Facility (CCF).

(5) Level of access granted by commander (FDPSS).

(6) Type of investigation conducted.

(7) Date of investigation. (Date of investigation for SECRET clearances must not be more than 15 years old. Date of investigation for TOP SECRET clearance must not be more than 5 years old).

b. All personnel having authorized access to classified information during AT must have a DD Form 2A (Armed Forces of the United States Identification Card (Reserve)), which is red in color.

2-31. **AVIATION SAFETY.** Aviation units training at Fort Sill are required to have a precamp safety briefing and a local area orientation flight. The safety briefing and orientation flight will be coordinated through DPTM, Airfield Operations, Bldg 4907, 442-2023/4043. The briefing and flight should be scheduled before operations commence, but NLT 30 days prior to operations.

2-32. **RADIO FREQUENCY REQUESTS.** Submit request for radio frequency assignments to be used during AT at Fort Sill in memorandum format to this command, ATTN: ATZR-TTB, NLT 60 days prior to AT.

2-33. **RANGE.**

a. **Ranges.** Units will submit requests for ranges, firing points, bivouac areas, or clearances for blackout road marches on a FS Form 105 (Range Request), in five copies, 90 days prior to scheduled training to this command, ATTN: ATZR-TTB (fig. D-4). Routes for blackout road marches and training areas must be submitted in overlay form. Requests will contain both primary and alternate firing points and areas. A separate set of FS Forms 105 must be submitted for each 7 day period (Monday through Sunday), as applicable.

b. **Range Safety.**

(1) The DPTM, Range Division, Building 2584, will prepare range safety cards to be picked up by the training unit's advance party IAW with USAFACFS Regulation 385-1.

(2) Training units will establish firefighting details for ranges prior to their arrival at AT. The firefighting teams should be oriented on their duties and be provided with the appropriate equipment. The minimum equipment required on the range is a full water trailer or drum of water, burlap bags, and shovels. Any individual observing a fire in any range area will report it immediately to DPTM Range Division. Immediately upon discovering a fire outside of the impact area, the unit commander or officer in charge (OIC) of the exercise or problem will commit all personnel and equipment available to the fighting of the fire. The unit will continue these actions until relieved by the Post Fire Marshal or a designated representative.

(3) The use of POVs on Fort Sill Ranges for military purposes is prohibited. Only government vehicles are authorized.

(4) Small arms scorecards will be furnished by the RC unit. Standard small arms targets (other than those used for special marksmanship firing matches) are available through DPTM, Range Support Section. When requesting the targets, submit FS 104 (Training Support Request) in 5 copies, to Range Support Section, DPTM, ATTN: ATZR-TPT, 6 weeks prior to the week of training.

(5) Artillery and mortar safety officers or NCOs will be required to undergo testing prior to performing such duties during training. After testing and before any firing, the individuals must be certified, in writing, by the battalion commander concerned.

(6) Safety officers and NCOs will be provided from organic assets. Safety personnel must be familiar with the weapons system on which they will "safety." The test will be administered at the unit's home station. The commander concerned will certify those personnel who qualify as "safety personnel". As a guide, the passing score for Active Component personnel is 90%. A copy of the certification memorandum, figure 3-1, USAFACFS Reg 385-1 will be forwarded to DPTM Range Division with an information copy furnished to DPTM, TRCI, ATTN: ATZR-TTB, prior to the first day of training.

2-34. TRAINING SCHEDULES FOR AT.

a. Training units will forward three copies of their training schedules for the AT period to this command, ATTN: ATZR-TTB, 30 days prior to AT.

b. A safety orientation will be provided and scheduled IAW paragraph 1-12.

2-35. TRAINING SERVICE CENTER SUPPORT. Requests for 16mm sound motion picture film, filmstrips, DA approved transparencies, and training aids will be made on a memorandum to this command, ATTN: ATZR-TTB, NLT 120 days prior to AT. Training aids will be ready for issue upon the unit's arrival at AT.

2-36. TRAINING SUPPORT REQUESTS.

a. FS Form 104 should be used to request such items as classrooms, portable chemical toilets (PCT), aircraft, public address systems or sets, meteorology support, parade fields, bands, special equipment, billets, latrines, motor pools, arms rooms, formal instruction, special classes, and maps.

(1) Arrangements for support during nonduty hours (i.e., sign for equipment, buildings, and supplies) should be made in advance.

(2) Targets, target stakes, and other range support equipment must be picked up by RC units NLT 1500 on the last duty day prior to training.

b. Requests for aircraft on a mission basis, band, parade fields, special training instruction, and metro support will be submitted to this command, ATTN: ATZR-TTB. Requests will be submitted 120 days prior to the start of training.

c. Capabilities of the Readiness Regions will be used to the maximum for training support and assistance. Requests for formal training will be honored provided the requests are approved by the appropriate Readiness Group and there are qualified instructors available. Submit requests to this command, ATTN: ATZR-TTB, NLT 120 days prior to start of training. Submit requests by memorandum containing the name and telephone number of the unit POC, and attach a FS Form 104 for each week. See figure D-2 for a sample form.

(1) The memorandum will detail, as much as possible, the type training, the number to be trained, and the dates training is desired.

(2) Requests for training assistance provided by the U.S. Army Field Artillery School (USAFAS) and III Corps Artillery will include a proposed POI/COI, if applicable. See appendix E, Program of Instruction Development Guide.

d. Should OJT be required during AT, representatives at the Precamp Conference should be prepared to discuss tentative requirements to include the number of persons, by MOS and grade, to be trained. Sixty days prior to AT, units will submit to this command, ATTN: ATZR-TTB, in triplicate, a confirmation roster containing the names and job titles of personnel for whom training has been coordinated.

2-37. AMMUNITION FORECASTING. State Adjutants General and the ARCOMs should submit their total requirements for training NLT 120 days prior to start of training directly to this command, ATTN: ATZR-TTC, with an information copy to FORSCOM, ATTN: AFOP-TAS. To eliminate duplication in training requirement reporting, the ARNG should drop these requirements from the World Ammunition Requirements and Asset Report (RCS-CSGLD-1322(RL)) concurrent with the submission of their requirements for training directly to the training site commander, 90 days before the units are scheduled to arrive (i.e., battalions or separate companies). A DA Form 581, prepared in six copies, will be modified to show the quantity, Department of Defense ammunition code (DODAC), the model of the weapon to be used, ammunition nomenclature, and the unit arrival date. If the items are requested by the complete stock number, supporting justification must be provided. Information on any substitutions that are desired for items in the National Short Supply listing will be included. Adjustments or amendments to the requirements cannot be assured after the DA Form 581 has been submitted to the training site commander.

2-38. AMMUNITION ISSUE OR TURN-IN. The following criteria are intended to serve as a planning guide for units training at this installation and are the minimum requirements necessary.

a. Unit commanders will comply with the following requirements:

- (1) Special protection will be provided for pilferable items.
- (2) Personnel not assigned or attached to the Supply Division Ammunition Storage Area may enter only the storage area to receive or return ammunition.
- (3) No civilian vehicles are allowed in the area, except commercial vans to be loaded or unloaded.
- (4) Vehicles entering the area to transport ammunition to and from firing points are required to have two 10BC rated fire extinguishers. To transport ammunition over off-post highways, each vehicle will have two 10BC rated fire extinguishers. Ammunition carrying vehicles must display four placards of the proper types, depending upon the type of ammunition aboard.
- (5) Flame-producing devices, gasoline cans, matches, lighters, radios, and firearms will not be allowed in the ammunition storage area.
- (6) RC units conducting AT at Fort Sill should submit forecasts in six copies through the unit major command in sufficient time to reach DPTM, TRCI, 120 days prior to the actual training. This time frame is necessary to establish credits and guarantee that ammunition requested is available. Forecasts may be prepared by memorandum stating AT date, DODAC, amount, and training site.

b. Requests for issue and turn-in of ammunition are as follows:

- (1) Requests for issue of ammunition must be prepared on DA Form 581 (figure D-5) and approved by unit major command, prior to submission to this command, ATTN: ATZR-TTC. Submit requests in seven copies, in sufficient time to arrive NLT 3 working days prior to the required date. If requests consist of two or more pages, staple the duplicate pages together. Requests will be canceled

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automatically if ammunition is not drawn within 48 hours subsequent to the required date. Submit DA Forms 581 to DPTM TRCI Ammo Section, NLT 3 working days prior to the start of training. DA Forms 581 not received by DPTM Ammo Section 3 working days prior to pickup date must be accompanied by a late statement (reason the request was late). This statement must be signed by a major or above.

(2) Prior to drawing ammunition, a copy of the assumption of command or memorandum delegating authority to draw ammunition must be on file at the Ammunition Supply Point (ASP). Additionally, the individual signing for the ammunition must have a signature card, DA Form 1687, at the Ammunition Office. Submit signature cards to DPTM TRCI NLT 6 days prior to training.

(3) Small arms ammunition must be on a DA Form 581 separate from other types of ammunition.

(4) Pickup and turn-in times for ammunition are 0530-1500, Monday and 0630-1500 Tuesday through Friday, unless other arrangements have been made in advance. In the event that a unit requires pickup or turn-in at other times, the request must be received at the ASP prior to noon on the last workday prior to pickup or turn in. For example, if a unit wants to turn-in ammunition on Sunday, the request would have to be received at the ASP NLT 1200 on Friday. Units will reimburse DOL for overtime if ASP is opened for them during nonduty hours.

(5) Turn-in must be compared with the applicable issue document, DA Form 581, to account for ammunition. If ammunition, brass or steel cartridge cases, or packing material cannot be accounted for, or if it has become unserviceable through other than fair wear and tear, the abbreviation "RS" (report of survey) or "SC" (statement of charges) will be entered on the turn-in document. A statement by the unit supply officer or ammunition officer will be entered on the turn-in document indicating the item will be placed on a RS or SC within 10 working days.

(6) Return unused ammunition and packing material on the date indicated on the request form. Turn-ins subsequent to the date indicated will include a statement, by the responsible officer, indicating why the turn-in is late. In instances where 100% of the issued ammunition has been expended and no packing material or residue is required to be returned, the using unit will submit a signed DA Form 5692-R (Ammunition Consumption Certificate) reflecting a certificate indicating the total expenditure (see figure D-6).

(7) Units will draw only that amount of ammunition that can be reasonably expected to be expended on a specific test or problem. Turn-in of over 10% percent of ammunition issued will be considered excessive. Ammunition opened and not fired must be repacked, as issued, prior to turn-in.

(8) All packing material turned-in will reflect the following statement on the turn-in document: "I certify that the materials listed hereon have been 100% inspected and contain no live rounds, live primers, explosives, or other extraneous materials."

(9) Powder burning procedures are prescribed in USAFACFS Reg 385-1.

(10) Transport ammunition to the firing points by the most direct route, under the supervision of competent, qualified personnel who are thoroughly familiar with the safety procedures prescribed in AR 385-63, FM 5-25, FM 6-40, and Technical Manuel (TM) 9-1300-206. Transport ammunition in vehicles which meet the requirements of TM 9-1300-206. Transport and account for ammunition IAW AR 190-11.

c. Prepare DA Form 581 IAW DA PAM 710-2-1. Sample copies of the form are shown in figures D-5, D-7, and D-8.

d. Ranges will be policed thoroughly after firing so that all ammunition, ammunition components, and packing materials are recovered from the firing points.

e. Malfunctions will be reported in the manner prescribed in USAFACFS Reg 385-1.

f. Care and handling of ammunition at firing points procedures are as follows:

(1) Do not break moisture resistant seals on packed ammunition and explosives until the items are ready for use.

(2) Do not open and withdraw contents from sealed ammunition and explosive containers until they are to be expended.

(3) Under no circumstances will an axe-like tool be used to cut bands, seals, or open packed ammunition and explosives.

(4) Precutting powder charges is not authorized except for the charges to be served to the weapons in compliance with the next succeeding fire command.

(5) Use only an authorized fuze wrench and fuze setter in the assembly of the fuzes to the projectiles and the setting of the desired time.

(6) Do not fire ammunition if the lot number is unknown.

2-39. AVIATION PARKING AND MAINTENANCE AREAS. Please notify this command, ATTN: ATZR-TF, 60 days prior to the training period, by memorandum, of the exact number and types of aircraft that will be present during training. This information is requested to facilitate the coordination of adequate parking and maintenance areas.

2-40. BILLETING. Submit request for billeting, for other than bivouac areas, to this command, ATTN: ATZR-TTB, on a FS Form 104, 90 days prior to the training dates. Categorize personnel strength by officers, senior NCOs (E-7 and above), and E-6 and below. Report female personnel strength numbers in the same manner. Indicate whether post billeting will be used for E-7 and above; or if post billeting is not available, whether E-7s and above will use statements of nonavailability. USAR personnel on individual orders in AT status and not drawing per diem will not be charged for room fees. Reimbursement vouchers must be provided for all personnel on unit AT orders, or individuals will be required

to pay. Copies of AT orders must be provided to the Billeting Office when quarters are assigned. An AT roster must also be signed showing number of bed days in quarters. Room fees for days not covered by AT orders must be paid by the individual. All personnel on orders other than AT will pay current TDY rates. All ARNG personnel will pay current TDY rates regardless of status.

2-41. BUILDING ISSUE.

a. Tng Spt Br will issue post, camp, or station property, buildings, and garrison facilities.

b. Property in the buildings will be listed on an automated hand receipt. Any additional property that is necessary will be added to this form.

c. Property listed on the hand receipt must be present in the designated area in the building or facility and be accounted for by a joint inventory before the hand receipt holder will be cleared by the Training Support Branch. The hand receipt holder will inspect phones, buildings, furnishings, equipment, and grounds to verify that serviceability standards are met prior to turn-in. Units or individuals holding hand receipts for buildings and equipment will be responsible for items listed on the hand receipt. Damage to facilities will not be tolerated. The repair costs, due to damage or abuse, of installation property will be charged to the responsible unit prior to clearing their hand receipt. Damaged or destroyed property will be accounted for IAW AR 735-5. Damages include, but are not limited to, windows, doors, furnishings, light and plumbing fixtures, electrical appliances, and holes, markings, or defacement of any kind to the plaster board on the ceilings and walls, or to the wood trim. Under no circumstances will units tamper with smoke detectors or alarms or move property between buildings.

d. A valid signature card, DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) (figure D-9), signed by the unit commander or program budget officer authorizing individuals to sign for buildings, post, camp, and station property will be submitted to Commander, USAFACFS, ATTN: ATZR-TTB, 60 days prior to training.

e. Prior to returning a building to the Tng Spt Br, the unit will clean the building, empty and clean the trash receptacles, police the area around the building, and cut the grass.

f. Beds and mattresses will be left in place. The mattresses will be laid on the bed frames.

2-42. COMMISSARY. Commissary privileges will be extended to RC unit soldiers. RC units will provide the commissary one set of unit orders listing personnel attending training.

a. The Modified RC Commissary Entitlement Program allows RC soldiers a maximum of 12 visits to the commissary store throughout the following 365 days rather than only during AT or ADT for 30 days or less, or during periods of active duty of 72 hours or more. The maximum commissary entitlement will not exceed 12 days commissary store visits for the qualifying period (365 days).

b. The term "visits" is interpreted to mean "days." This means that authorized patrons are allowed multiple visits to a commissary on the same day; the commissary entitlement document will be validated once for the same calendar day.

c. RC soldiers serving on active duty for a period in excess of 30 days have the same commissary entitlement as their active component counterparts. The period of this active duty will not be counted toward any Modified RC Commissary Entitlement.

d. The DA Form 5431 (ARNG/Reserve Family Member Identification Card) is the acceptable family member identification to be used to gain access to the commissary. If the ID card has not been issued, the family members must have positive photo identification and a copy of orders identifying them as a commissary agent. If photo identification is not available, service members must contact military officials.

2-43. CONTRACTING SUPPORT. DPTM TRCI will coordinate contracting support requests for RC units training at Fort Sill. A DD Form 448 (fig. D-3) must be received by DRM, ATTN: ATZR-RP, NLT 60 days prior to the date equipment is needed. Requests for porta-potties and copiers, the most frequently contracted items, will be processed as follows:

a. Porta-potties. Units must complete appropriate blocks on DA Form 3953 (figure D-10) and submit to DPTM TRCI. On receipt, DPTM budget officer will certify funds and process requests through the Director of Contracting.

b. Copiers. Units must submit requests IAW AR 25-30, figure 11-5 (memorandum format) to DPTM TRCI. Requests will be forwarded to the DOIM who will determine if request can be handled internally or has to be contracted. DOIM will further process request if copier support has to be contracted.

2-44. CONVOY CLEARANCES AND OKLAHOMA TURNPIKE AUTHORITY PIKEPASSES.

a. Submit requests for convoy clearances, IAW AR 55-29 and FM 55-312, to this command, ATTN: ATZR-TTB, NLT 120 days prior to the movement dates. Samples of completed forms are shown at figures D-11 and D-12.

b. Submit requests for pike passes, if required, to the unit's higher command.

2-45. EQUIPMENT.

a. Units will bring their issued Table of Organization and Equipment (TOE) or Modified Table of Organization and Equipment (MTOE) equipment to the training site. Units will attempt to obtain unavailable equipment from other RC units before requesting support from the supporting installation. Requests for unavailable TOE, MTOE, Table of Distribution Allowances (TDA), and Modified Table of Distribution Allowances (MTDA) items essential for training will be submitted on a FORSCOM Form 156-R (Annual Training Equipment Requirements) (figure D-13), IAW FORSCOM Reg 350-2. For AT, the forms, in two copies, after being screened and approved by the ARCOM/GOCOM or the State Adjutant General concerned, will be forwarded to this command, ATTN: ATZR-TTB, to arrive NLT 90 days prior to the Precamp Conference. DPTM TRCI will distribute the forms to the appropriate agencies.

b. Command emphasis will be placed on the proper maintenance of borrowed equipment. Immediate action will be taken to repair or replace damaged or lost items. Upon request, the support unit will provide technical assistance and advice to training units on the performance of organizational maintenance. Before turn-in, borrowed equipment will be inspected for proper maintenance.

c. Prior to departure, the training unit will coordinate clearing hand receipts with the support unit or the equipment site. When RC units lose, destroy, or damage equipment and supplies through other than fair wear and tear, the accountable officer loaning the equipment will initiate the following action:

(1) If circumstances warrant processing a RS, the appropriate documents will be processed through RC channels with a copy of the final action to the accountable officer loaning the property.

(2) If circumstances warrant processing a cash collection or statement of charges, documentation will be processed through RC channels and a copy of the final action furnished to the accountable officer loaning the property. In a case where the soldier refuses cash collection or a statement of charges action, the RC unit will initiate report of survey proceedings IAW AR 735-5.

(3) In cases where AC and RC personnel are involved jointly in the loss, damage, or destruction of government property through other than fair wear and tear, the accountable officer loaning the equipment will initiate action. Commanders of RC units will furnish to the accountable officer, prior to the departure of the unit from Fort Sill, statements involving RC personnel under their control.

2-46. LOGBOOK BEARING WEAPONS. As referenced in TM 738-750, weapons that require logbook entries should have prefiring inspections and be borescoped within 90 days prior to firing during training. Logbooks will accompany the weapons to the training site. Logbook bearing weapons borrowed from Fort Sill assets will be inspected prior to being issued to the RC unit.

2-47. MATERIEL MAINTENANCE SUPPORT.

a. Unit will bring their issued TOE or MTOE equipment to the training site. Units will attempt to obtain unavailable equipment from other RC units before requesting support from the supporting installation. Requests for unavailable TOE, MTOE, TDA, and MTDA items essential for training will be submitted on a FORSCOM Form 156-R (Annual Training Equipment Requirements) (figure D-13), in accordance with the procedures outlined in FORSCOM Reg 350-2. For AT, the forms, made in two copies, after being screened and approved by the ARCOM/GOCOM or the State Adjutant General concerned, will be forwarded to this command, ATTN: ATZR-TTB, to arrive NLT 30 days prior to the Precamp Conference. Distribution of the forms to the appropriate agencies will be made by DPTM TRCI.

b. Installation Materiel Maintenance Officer (IMMO) Responsibility. The IMMO will provide direct support (DS) or general support (GS) maintenance for equipment organic to the RC units training at Fort Sill and for all Tng Spt Br equipment for which the DOL has repair responsibility and hosted by 17th FA. III Corps Artillery DS units will provide support for all other units hosted by III Corps Artillery.

c. RC Unit Organic Equipment.

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(1) RC units training at Fort Sill will route repair requests (DA Forms 2407) for organic equipment requiring maintenance support, beyond their capabilities, to the host unit. All other USAR units and all ARNG units will reimburse DOL for DS or GS maintenance performed on their equipment.

(2) The host unit will verify that all organizational maintenance within the unit's capabilities has been accomplished. For an item requiring DS or GS maintenance, the host unit will initiate a new DA Form 2407, and evacuate the item and logbook, where applicable, to the appropriate maintenance acceptance point. The host unit will indicate the designation of the owning unit, in parenthesis, after the host unit on the DA Form 2407. A required "NLT" date will also be entered on the form.

(3) Upon notification that requested work has been completed, the host unit will promptly pick up the repaired equipment and complete the DA Form 2407.

(4) The owning unit will pick up the repaired item from the host unit.

(5) RC units will receive Class IX repair parts support, on a reimbursable basis, through their host units.

2-48. MESS OPERATIONS.

a. If a unit strength is in excess of 100 personnel, the unit will normally operate its own dining facility during the training period. Sufficient mess personnel will be included in the advance party to accomplish the opening of the dining facility. If the unit is to subsist in an existing facility, their food service personnel will be used to support the existing facility.

b. If a dining facility is to be staffed by civilian dining attendants, the unit must notify DOL at least 30 days in advance so funds can be obtained from HQ, USARC. A contract modification must be submitted by DOL.

c. Training units will provide their own DD Forms 1544 (Cash Meal Payment Book) IAW with AR 30-1 or will use the payroll deduction system. If the support units provide the meals, they will turn-in the appropriate funds on DD Form 1544 to the Finance and Accounting Office (FAO) of the respective headquarters (Fort Sill).

d. Request for rations should be submitted NLT 60 days prior to the training period, in duplicate, on DA Form 3294-R (Ration Request/ Issue/Turn-in Slip) (figure D-14). Submit requests through this command, ATTN: ATZR-TTB, to Troop Issue Subsistence Activity (TISA) Officer.

e. RC units subsisting with host units will draw MREs from the host unit. Units operating a dining facility account will draw MREs from the TISA.

f. There are no mess schools available at Fort Sill; however, dining facility management training is available upon request from the Readiness Group (RG) at Fort Sill. Submit requests for RG support at the Precamp Conference. Changes to the 14-day RC menu will be furnished to the supporting TISA at least 90 days in advance of requirements.

g. Submit requests for transient dining facility support in memorandum format (figure D-19).

2-49. TROOP ISSUE SUBSISTENCE ACTIVITY (TISA). The purpose and mission of this activity is to procure, breakdown, and distribute rations to units assigned or those conducting training at Fort Sill.

a. To receive supplies, All TISA customers will present properly authenticated DD Form 577 at time of issue or receipt. Each organization doing business with TISA, DOL, shall present, in writing, the names and rank of individuals authorized to issue DD 577 cards for that customer. Included on the authorization will be a list of the actual signatures of those authorized to issue cards. Copies of those writings shall be kept at each point in TISA where transactions take place.

(1) U.S. Army Reserve (USAR).

(a) When the unit subsists with an Active Army unit, the TISA will report the meals consumed on the monthly DA Form 2969-R for central reimbursement. No letter of authority (LOA) is required.

(b) When the unit operates its own dining facility and requests subsistence be issued directly to them, the issue will be charged to an open allotment by the TISA and does not require a LOA.

(c) If ice is required by USAR units outside the Fort Sill area of support, an LOA (figure D-18) is required, giving the installation authority to provide support on a reimbursable basis. When the unit is within the area of support, no reimbursable document is required.

(2) Army National Guard (ARNG).

(a) When the ARNG subsists with an Active Army unit, the same rules apply as they do for the USAR.

(b) If the ARNG unit operates its own dining facility and requests subsistence be issued direct, an LOA (figure D-18) from the unit is required. Prepare and send this memorandum to this command, ATTN: ATZR-RP, 45 days prior to the beginning of the training period. Include sufficient information for TISA to charge the issue directly to the ARNG unit. If requests for issues exceed the funds authorized, TISA will request additional fund authority through the DOL, Resource Management Division, to DRM, Program Budget Office. TISA will maintain data on issues to ARNG units and, at the end of the accounting month, will prepare and send a statement of reimbursable issue to FAO for the preparation of an SF 1080 billing.

(c) LOAs received in TISA will be annotated with the dollar value of issue and returned through the DOL, Resource Management Division, to the DRM, Program Budget Office, to release unused funds.

(d) If ice is required, initiate an LOA giving the installation authority to provide support on a reimbursable basis.

USAFACFS Reg 350-10, 7 July 1995

(e) ARNG will bring DD Forms 1544 (Cash Meal Payment Sheets) from home station IAW AR 30-1. USAR units will draw sheets from Installation Control Officer, Building 2590. A designated officer and one alternate will be authorized by the unit commander on DA Form 1687. Both persons must be commissioned officers, warrant officers, or noncommissioned officers (E-7 or above). Dining Facility Managers and food service advisers will not be authorized to receive DD Forms 1544 (AR 30-1, paragraph 11-7b). The designated officer must arrive in the advance party to draw DD Forms 1544 prior to the first meal served. There are no authorized substitutes for these forms. These forms will be used, controlled, and turned-in IAW AR 30-1. All monies collected from sale of meals will be turned-in to FAO, Building 1651, using DD Form 1131. Copies of vouchered DD Forms 1131 and completed cash meal payment sheets will be turned-in to the Installation Control Officer prior to departure from Fort Sill. DD Forms 1544 may be drawn or turned-in 0730-1100 Monday through Friday and 1200-1500 Monday and Wednesday through Friday, except holidays.

b. RC units subsisting with host unit will draw Class C rations (MRE) from the host unit. Units operating a dining facility account will draw Class C rations (MRE) from TISA.

c. IAW AR 30-1, each individual subsisting in a dining facility will sign a DA Form 3032 for each meal.

d. Prepare ration requests accurately so sufficient rations are drawn per meal, but only for the estimated number to be fed. USAR and ARNG units will use SB 10-263, the 14-Day RC menu.

e. Supplemental ration requests will be accepted only when unforeseen emergencies arise. Accompany each supplemental request with a memorandum giving a complete justification and signed by the unit commander or the executive officer. Hold these requests to an absolute minimum.

f. Requests for additional ice for issue in the field will be made on a memorandum and will be signed by the dining facility officer.

g. Commanders at echelons will be guided by the fact that subsistence is government property until such time as it is consumed. Like other property, it will be properly safeguarded during receipt, storage, issue, preparation, and consumption. The prescribed forms will be used to account for the transfer of subsistence between the issuing activity and the dining facility and for the disposition of any excess. The misuse of left-over rations or misrepresentation of the strength figures on the forms prescribed for ration issue will be cause for investigation and action, as the Installation Commanding General deems appropriate.

2-50. PETROLEUM PRODUCTS.

a. RC units training at Fort Sill will receive POL support, on a reimbursable basis, from the host unit. Those units that have a POL account at Fort Sill can draw their POL direct from DOL. POL products will be secured IAW AR 190-51.

b. Units requiring large quantities of prepackaged POL will submit their requests (figure D-15) to this command, ATTN: ATZR-TTB, NLT 60 days prior to training.

c. The goal is to provide the best possible product to the using unit with maximum safety to both the handling and using personnel.

2-51. REIMBURSABLE AND NONREIMBURSABLE SUPPORT.

a. Support will be provided IAW FORSCOM Reg 37-7, USAR Financial Management and RC Support. USAR units and ARNG units will reimburse Fort Sill for support received. A DD Form 448 (figure D-3) must arrive at this command, ATTN: ATZR-RP, with a copy furnished ATZR-TTB, NLT 30 days prior to training, to reimburse Fort Sill for repair parts, BOQ or BEQ fees (ARNG only), POL, and laundry. If DD Form 448 is not received for BOQ or BEQ fees, the individual will be responsible for payment, in cash, prior to departure. A LOA will be issued in billing units for items drawn directly from the Army Stock Fund, such as subsistence, rations, and ice. Provide the LOA to this command, ATTN: ATZR-TTB, NLT than 45 days prior to the beginning of the training period. Medical supplies must be obtained through RACH.

b. Finance ARNG funding for other than KP services and BOQ or BEQ fees through the ARNG appropriation received from FORSCOM.

2-52. REPORTS OF SURVEY. The unit will prepare documents necessary to account for lost, damaged, or destroyed property prior to departure from Fort Sill. Determination of the proper document to be used will be made in strict compliance with AR 735-5.

2-53. SHIPMENT OF EXCESS CARGO OR PERSONNEL. Units requiring shipments of cargo or personnel in excess of organic capabilities, will submit requests to this command, ATTN: ATZR-TTB, 120 days prior to AT.

2-54. SUPPLY SUPPORT.

a. DPTM TRCI will arrange the necessary logistical support for RC units training at Fort Sill. The supported unit will verify equipment requested is actually required for training, that it is not available on a loan basis from other RC units, or is not available from Unit Training Equipment Site (UTES) or Equipment Concentration Site (ECS) storage facilities.

b. Facilities and equipment will not be issued without signature cards. The DA Form 1687, countersigned by the USPF0 for the ARNG and the unit commander for USAR units, will be forwarded to this command, ATTN: ATZR-TTB, NLT 60 days prior to training.

c. Units will bring stationery, blank forms, office supplies and equipment, machines, and expendables to the training site. To ensure copy machine capabilities, units must either bring their own or request that one be contracted. See paragraph 2-45 for contracting support.

d. Units will contact Training Operations Branch, Room 308, Bldg 455 upon arrival to make the necessary coordination for the issuance of equipment. Units will have equipment signed for by an individual on the signature card.

2-55. TACTICAL EQUIPMENT OPERATORS (AT).

a. Units will provide operators for equipment issued and are responsible for testing and licensing tactical vehicle operators.

b. If these requirements cannot be accomplished at the home station, include the individuals who will operate equipment in the advance party. This will facilitate completion of the necessary paperwork and taking the practical driver's test. The request to license equipment operators at Fort Sill should be submitted at the Precamp Conference.

2-56. TRANSPORTATION MOTOR POOL. Submit requests for transportation support to this command, ATTN: ATZR-TTB, on FS Form 833 (Request for Motor Transportation) (figure D-17). These requests will be processed through the DOL.

a. USAR units and ARNG will reimburse DOL for all costs for TMP vehicles used.

b. Operations Officer, DOL, Motor Transportation Branch, will control and dispatch commercial vehicles. Requests for commercial vehicles will not be processed without a fund cite.

2-57. VEHICLE LICENSING (COMMERCIAL VEHICLES).

a. A current state operator's permit is the only documentation needed to obtain and operate small four wheel, single axle vehicles under 10,000 pounds gross vehicle weight rating (GVWR), providing operator complies with all restrictions specified on license. USAR personnel, after arrival at Fort Sill, must fill out FS Form 833 to obtain GSA vehicles. An OF 346 (U.S. Government Motor Vehicles Operator's Identification Card) is not required for operation of these type vehicles.

b. OF 346 is required for the following types of vehicles:

- (1) Vans/carryalls/buses capable of carrying nine or more passengers.
- (2) Vehicles with four wheel drive capability.
- (3) Emergency vehicles equipped with warning lights/sirens, etc.
- (4) Vehicles of 10,000 pounds GVWR or greater.
- (5) Mopeds, motorbikes, and motorcycles.

c. Possession of valid state permit is not a prerequisite to obtaining an OF 346 and operating GSA vehicles. A GSA vehicle may be operated under provision/possession of a valid and current OF 346, even though operator does not have a valid stated permit. However, operator must not have had driving privileges suspended under DUI or any local, state, or federal statute.

d. An OF 346 cannot be used in lieu of valid state permits to operated any type of PRIVATELY-owned/borrowed vehicle. Operation of short term lease or commercial rental vehicles requires possession of valid state operator's permit for type/classification vehicle leased or rented.

e. Units requiring testing on commercial vehicles over 10,000 GVWR or greater must submit a memorandum during the Precamp Conference which lists the name, rank, and SSN of personnel to be tested. Units requiring training and testing for a military bus license must submit a separate memorandum with the

same information. The bus licensing requires attendance at 40-hour training/road testing class. An OF 346 is required for 9-15 passenger vans. Driver training and testing will be performed at DOL's Transportation Motor Pool, Bldg 2035, intersection of Currie and Searight roads, 442-3552.

2-58. VEHICLE PARKING (MILITARY AND TRANSPORTATION MOTOR POOL).

a. Military vehicle parking on Fort Sill with TMP or tactical vehicles is limited. For the purpose of transporting soldiers to facilities, RC units will park no more than two military vehicles (TMP or tactical) at one time in the parking lots of the commissary, post exchange, shoppette, or the military clothing sales store.

b. DPTM TRCI will issue RC units military vehicle parking permits for transporting soldiers to these parking areas. This parking permit does not authorize military vehicles to transport or park at fast food service activities (i.e., Burger King, pizza parlor, ice cream parlor, cafeteria, Caisson Recreation Center, or snack bar).

c. The unit designation will be posted on the parking permit to identify the RC unit. Prominently display the parking permit on the dashboard or inside the windshield of the vehicle being used.

d. In the 4400 area government vehicles (tactical or non-tactical) and POVs are authorized in the billeting area for brief periods to load/off equipment and supplies. Do not leave unattended longer than 10 minutes while loading and unloading. Upon completion, move the vehicles to designated parking areas outside of the billeting areas. This policy is required to ensure maintenance and emergency vehicles (fire equipment and ambulances) access to buildings during emergencies. Keep all vehicles off the grass and out of unauthorized parking areas. Each tactical vehicle and trailer must be equipped with two chock blocks and two oil drip pans. Tactical vehicle wheels must be chocked when parked in Fort Sill motor pools, when loading and unloading, when being refueled, and when maintenance is being performed. Oil drip pans must be placed under the engine and differential while the vehicle is parked. Authorization is required to park government vehicles at the PX and commissary. Authorization cards are available upon request at Training Operations Branch, DPTM.

(1) All government vehicles will be parked on the hard stand north of Thomas Street between the Fort Sill Federal Credit Union and the Frontier Chapel.

(2) Park POVs in the parking areas:

- a. East of Blair Street near the building (bldg 4636).
- b. North of Walker Street between Bldg 4281 and Lewis Street.

CHAPTER 3

**Reserve Officers' Training Corps (ROTC)
United States Military Academy (USMA)
Training Support**

3-1. PURPOSE. This chapter provides guidance for ROTC activities requiring support from Fort Sill, including Orientation Programs and visits; equipment support from Fort Sill, and local ARNG and USAR units; JROTC Summer Camp; and Senior ROTC Cadet Troop Leader Training (CTLT), USMA Cadet Troop Leader Training (CTLT) and Drill Cadet Leader Training (DCLT).

3-2. ROTC.

a. Summary of Suspense dates.

Action	Reference Paragraph	Due Date
ROTC Orientation Request	3-2	120 days prior to orientation
Training Ammunition Requirement Report	3-2d(2)(a)	120 days prior to support
Training Support Request	3-2d(2)(e)	90 days prior to support
Range Request	3-2d(2)(d)	60 days prior to support
Ammunition Request	3-2d(2)(b)	45 days prior to support
Signature Card	3-2d(2)(c)	45 days prior to support
After Action Report (ROTC Orientation)	3-2c(6)	Within 14 days after orientation

b. Installation POC. DPTM TRCI is the installation's single point of contact for ROTC activities.

c. Orientation Program.

(1) The Orientation Program is established to develop and maintain junior and senior ROTC cadets' interest in the ROTC program, encourage them to seek duty with the active U.S. Army, and to induce qualified cadets to select the Field Artillery (FA) as their basic branch. The program exposes cadets to the responsibilities, duties, and field training activities of a FA officer at Fort Sill.

(2) The Orientation Program Schedule is distributed annually for orientations throughout the fiscal year. During their visit, cadets may participate in such activities as a field artillery firing exercise and the leadership reaction course.

(3) Units desiring to participate in the Fort Sill Orientation Program will submit a request, in memorandum format, NLT 120 days prior to the desired orientation; through the appropriate ROTC Region Headquarters, to Commander, USAFACFS, ATTN: ATZR-TTB, Fort Sill, OK 73503-5100. Requests will include primary and alternate dates, mode of transportation, strength (male, female, cadre), and the name and telephone number of the school project officer.

(4) DPTM CTO will task a major subordinate command (MSC) to provide escort NCOs. Personnel designated as escort NCOs will coordinate with DPTM, TRCI, Bldg 455, NLT 3 days prior to the orientation. The ROTC section will provide information concerning requirements and specific responsibilities.

(5) Orientation Programs are available in 1-and 3-day itineraries (see appendix F, figures F1 and F2). An inclement weather schedule is at figure F-3.

(6) Institutions conducting orientations at Fort Sill will submit an After-Action Report to enable DPTM, TRCI, to analyze the support provided. The report will be in memorandum format and is due within 14 days after completion of the orientation. The report will include the following subject areas:

(a) Commendable or problem areas encountered during the preorientation coordination period.

(b) Commendable or problem areas encountered during the orientation.

(c) Recommendations or lessons learned.

d. Training Support Requests.

(1) Forward requests for training support through the appropriate ROTC Region Headquarters to Commander, USAFACFS, ATTN: ATZR-TTB, Fort Sill, Oklahoma 73503-5100.

(2) Submit requests using the required forms listed below, in six copies, 60 days prior to training event. Request forms from this command, ATTN: ATZR-TTB.

(a) Submit DA Form 5514 (TAMIS Training Ammunition Forecast Report) to this command, ATTN: ATZR-TTB, NLT 120 days prior to the scheduled visit. Establish credits to guarantee ammunition availability on the date of pickup.

(b) Submit DA Form 581 (Request for Issue and Turn-In of Ammunition) (figure D-5) through the appropriate region headquarters to this command, ATTN: ATZR-TTB, to arrive NLT 45 days prior to the date of pickup.

(c) Submit DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) (figure D-9), to this command, ATZR-TTB, NLT 45 days prior to desired support.

(d) Request ranges and firing points using FS Form 105 (Range Request) (figure D-4), ATZR-TTB, at least 60 days prior to the scheduled visit.

(e) Request such items as equipment, billets, medical support, public address sets, instructional materials, special classes, mobile PX service, religious services, and on-post transportation using FS Form 104 (Training Support Request (figure D-2)). Submit FS Form 104 to this command, ATZR-TTB, at least 90 days prior to the scheduled visit.

e. ROTC Messing and Travel Orders.

(1) Funds for payment for meals will be paid directly to the dining facility at each meal by visiting ROTC units. Meal prices are subject to change. Obtain current information from DPTM, TRCI.

(2) Submit travel order requests to the appropriate ROTC Region Headquarters.

f. Fort Sill Policies.

(1) Post regulations and policies apply to ROTC units in training at Fort Sill.

(2) Cadets must familiarize and comply with AR 670-1, Wear and Appearance of Uniform and Insignia.

(3) The units visiting Fort Sill must provide their individual clothing and equipment whenever possible.

(4) Securing valuables is an individual responsibility.

(5) Units may issue news releases concerning their visit to Fort Sill prior to and following the visit with information copies of such releases (excluding hometown news releases) being forwarded to the PAO, USAFACFS. Units must coordinate their release of news, media visits, and tours by dependents or other activities involving civilians while at Fort Sill in advance with PAO.

(6) Senior ROTC cadets are extended Officer Club privileges. JROTC and SROTC cadets are extended limited Post Exchange privileges. Privilege cards for these activities are provided by this command through the project officer.

(7) Questions concerning ROTC support and orientation visits should be directed to Commander, USAFACFS, ATTN: ATZR-TTB.

g. Junior ROTC Summer Camp. A JROTC Summer Camp Letter of Instruction is published separately.

h. Senior ROTC Cadet Troop Leader Training. A CTLT Letter of Instruction is published separately.

3-3. UNITED STATES MILITARY ACADEMY (USMA).

a. Cadet Troop Leader Training (CTLT). A CTLT Letter of Instruction is published separately.

b. Drill Cadet Leader Training (DCLT). A DCLT Letter of Instruction is published separately.

APPENDIX A

REFERENCES

DEPARTMENT OF DEFENSE (DOD) REGULATIONS

DOD 5100 76-M Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives

ARMY REGULATIONS (AR)

AR 5-9 Intraservice Support Installation Area Coordination

AR 25-30 The Army Integrated Publishing and Printing Program

AR 30-1 The Army Food Service Program

AR 40-3 Medical, Dental, and Veterinary Care

AR 55-29 Military Convoy Operations in CONUS w/supplements

AR 60-20 Army and Air Force Exchange Service (AAFES) Operating Policies

AR 135-200, UPDATE Active Duty for Training, Annual Training, and Active Duty Special Work of Individual Soldiers

AR 135-381, UPDATE Incapacitation of Reserve Component Soldiers

AR 190-5 Motor Vehicle Traffic Supervision /supplements

AR 190-11, UPDATE Physical Security of Arms, Ammunition, and Explosives, w/supplements

AR 190-13, UPDATE The Army Physical Security Program

AR 190-28 Use of Force by Personnel Engaged in Law Enforcement and Security Duties

AR 190-31, UPDATE Department of the Army Crime Prevention Program

AR 190-51, UPDATE Security of Army Property at Unit and Installation Level

AR 210-1 Private Organizations on Department of the Army Installations

AR 215-1, UPDATE Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 310-10 Military Orders

(APPENDIX A CONT)

AR 385-40	Accident Reporting and Records
AR 385-63	Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat
AR 420-70	Buildings and Structures w/supplements
AR 600-8-1	Army Casualty and Memorial Affairs and Line of Duty Investigation
AR 604-5	Personnel Security Program
AR 670-1	Wear and Appearance of Army Uniforms and Insignia
AR 710-2, UPDATE	Supply Policy Below the Wholesale Level
AR 735-5, UPDATE	Accounting for Lost, Damaged, and Destroyed Property w/supplements

DEPARTMENT OF THE ARMY PAMPHLETS (DA Pam)

DA Pam 385-1	Unit Safety Management
DA Pam 710-2-1, UPDATE	Using Unit Supply System

FORCES COMMAND (FORSCOM) REGULATIONS

FORSCOM Reg 37-7	USAR Financial Management and Reserve Component Support
FORSCOM Reg 220-3	ARNG/USAR Reserve Component Training Assessment
FORSCOM Reg 350-2	Reserve Component Training w/appendices C and D
FORSCOM Reg 700-2	FORSCOM Standing Logistical Instructions, C1

TRAINING AND DOCTRINE COMMAND (TRADOC) REGULATIONS

TRADOC Reg 350-8	Ammunition (ATOM)
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FIELD MANUALS (FM)

FM 5-25	Explosives and Demolitions
FM 6-40	Field Artillery Cannon Gunnery
FM 21-10	Field Hygiene and Sanitation

(APPENDIX A CONT)

TECHNICAL MANUALS (TM)

TM 9-1300-206 Ammunition and Explosives Standards

TM 38-750 Army Equipment Record Procedures

UNITED STATES ARMY FIELD ARTILLERY CENTER AND FORT SILL (USAFACFS) REGULATIONS

USAFACFS Reg 200-2 Environmental Protection and Enhancement

USAFACFS Reg 385-1 Post Range Regulations

USAFACFS Reg 385-1-1 Range Regulations, Fort Chaffee

USAFACFS Reg 385-10-1 Safety Regulations

USAFACFS Reg 420-1 Energy Conservation Regulation

USAFACFS Reg 420-90 Post Fire Regulation

USAFACFS Reg 670-1 Wear and Appearance of Army Uniforms and
Insignia at Fort Sill, Oklahoma

USAFACFS Reg 725-1 Supply Procedures

UNITED STATES ARMY FIELD ARTILLERY CENTER AND FORT SILL (USAFACFS) SUPPLEMENTS

USAFACFS Supplement 1 to AR 420-70

USAFACFS Supplement 1 to AR 190-31

APPENDIX B

LISTING OF REFERENCED TELEPHONE NUMBERS

Fort Sill is accessed using DSN 639 and last 4 digits listed. Area code is 405.

a. Airfield Operations	442-6160
b. Arts and Crafts Center	442-4824
c. Automotive Crafts Shop	442-4147/2549
d. Caisson Community Activity Center	442-5623
e. Cannon Recreation Center	442-6745
f. Custodian, Morale Support Fund (Financial Management & Accounting Division)	442-4601
g. DENTAC	442-5223
h. DEQ	442-2715
i. DPTM, Training & RC Integration Division	442-3218
j. DPTM, Security Division	442-2397
k. Financial Management Division	442-4601
l. Law Enforcement Command, Operations	442-5066
m. MEDDAC	458-2090
n. Nye Library	442-2048
o. PAO	442-4500
p. Post Exchange, Food Service Management Services and Vending	248-7012 248-7006 248-7010
q. Post Safety Officer	442-4466
r. Protocol Office	442-3902
s. Range Office	442-5613
t. Range Scheduling Office	442-6191
u. Red Cross	442-2426/353-02750
v. Reynolds Army Community Hospital, AOD	458-2011/ 2500/2800

(APPENDIX B CONT)

- | | |
|---|----------|
| w. Reynolds Army Community Hospital, Preventive
Medicine | 458-2913 |
| x. USAFACFS Field Officer of the Day | 442-4912 |
| y. 902d Military Intelligence Group (SAEDA Reports) | 442-1206 |

APPENDIX C

MAP AND LOCATION OF BUILDINGS

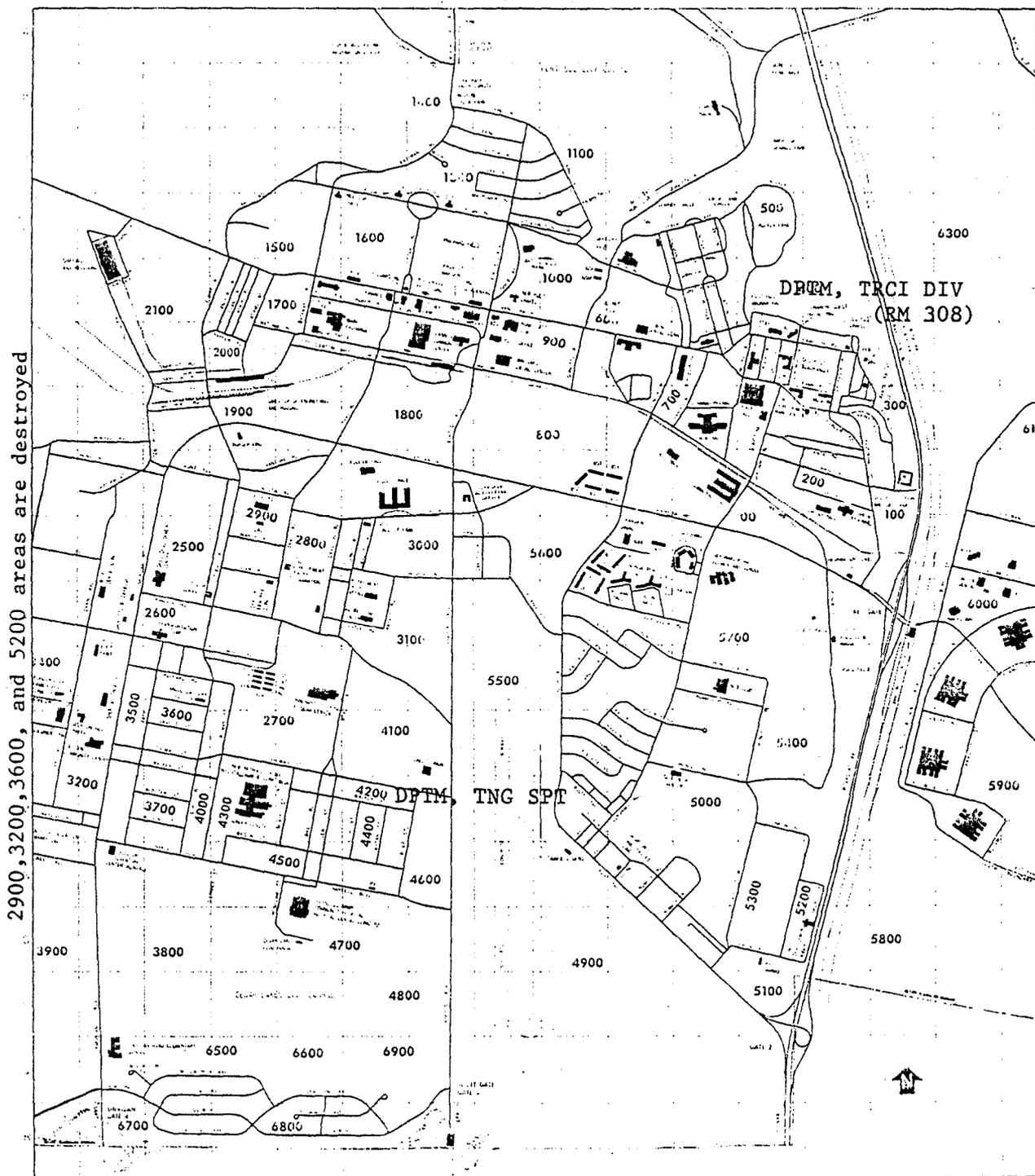


Figure C-1. Map - Main Post

USAFACFS Reg 350-10, 7 July 1995

ACTIVITY	BUILDING NUMBER	MAP LOCATION
Army Community Service (ACS)	922	E-15
Bachelor Housing	5676	J-17
Fort Sill National Bank	1647	E-14
Chaplain Activities	5639	H-15
Commissary	1719	F-14
Consolidated In-Out Processing Center	3164	J-13
Directorate of Civilian Personnel (DCP)	207	H-20
Family Housing	5675	J-17
Finance and Accounting Office (FAO)	1651	E-13
Guest House Office	5690	I-18
Guest Houses	5691/5693	I-18
Gunners Inn Enlisted Club	6045	J-22
Hospital Wards and Emergency Room	4700	N-12
Hospital Clinics	4300	M-11
Main Post Exchange (PX)	1712	E-12
Noncommissioned Officers' (NCO) Lounge	4585	K-18
Officers' Club	500	E-17
Provost Marshal's Office (PMO)	1643	E-14
Retirement Services	3162	J-13
The Observation Post	5678	J-17
Transient Housing	5676	J-17
Transportation	2951	H-11
Youth Activities	2598	J-11
Visiting Enlisted Quarters (VEQs)	2745 Thru 2754	K-11

Figure C-2. Location of Activities on Main Post Map

APPENDIX D

SAMPLE FORMS

Extracted From USAFACFS Reg 210-64, C3, 20 Dec 88

Office symbol (210)

(CURRENT DATE)

MEMORANDUM THRU Commander(s), (Appropriate Higher HQ[s])

FOR Commanding General, USAFACFS, ATTN: ATZR-C, Fort Sill, OK 73503-5100

SUBJECT: Request for Exception to Policy for Minor Soldiers to Consume Alcoholic Beverages

1. References.

- a. AR 215-2, paragraph 4-7.
- b. USAFACFS Regulation 210-64, Alcoholic Beverages.

2. On Date, the Unit will hold Event. Type(s) of alcoholic beverage (beer/wine/hard liquor) will be served. Request an exception to policy so that minor soldiers can consume Type(s) of alcoholic beverage during Event.

3. The Event will be held in Building (number of building), starting at time hours and ending at time hours. Provide a description of the event (e.g., service members only, spouse involved, family oriented, etc.).

4. Paragraph four should address the controls that will be placed on the consumption of alcoholic beverages during the event (e.g., the number of alcoholic beverage servings per individual, transportation to and from event will/will not be provided, and authorization of only nonduty status personnel to consume alcoholic beverages).

EXAMPLE: Only those personnel in a non-duty status will be allowed to consume any alcoholic beverages. (Name of person) will be the senior person present and he/she will ensure that no individual consumes more than three 6-oz. servings. Transportation home/to the barracks from the event will be provided to those minors who consume alcohol.

5. Paragraph five will address how the availability of alcoholic beverages to minors will enhance the event, and how it contributes to the overall combat readiness of the unit.

6. POC is (Name of person and telephone number).

(COMMANDER'S SIGNATURE BLOCK)

Figure D-1. Request for Exception to Policy for Minors to Consume Alcoholic Beverages

TRAINING SUPPORT REQUEST

TO: Commander, USAFACFS ATTN: ATZR-TTB Fort Sill, OK 73503		FROM: 1ST BN, 158th FA		Request for Week Ending: 19 June 1995	
Type of Support Requested: Equipment		Original: X	Change Nr:	DATE: 11 March 1995	
Req. Nr	Time, Problem and Class	Requirement	Marked or Report To	Area, Bldg, LP, or Place	Remarks
1	0800-1200	<p>MONDAY, 5 Jun 95</p> <p>Mobile PA Set (PA2) and two extra speakers</p> <p>TUESDAY, 6 Jun 95</p> <p>Same as above</p> <p>CARL L. JAMES CPT, FA Adjutant</p>	CPT James	Mow-Way House	POC: John DOE AV XXX-XXXX or AC(XXX) XXX-XXXX
	0800-1000				

SAMPLE

Figure D-2. FS Form 104 - Sample Training Support Request

USAFACFS Reg 350-10, 7 July 1995

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF 1 PAGES				
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED		5. MIPR NUMBER MIPRW44AAY0065		6. AMEND NO. INITIAL	
7. TO: Cdr, U.S. Army Field Artillery Center DPTM, ATTN: ATZR-RP Fort Sill, OK 73503-5100				8. FROM: (Agency, name, telephone number of originator) USPFO for OK 3501 Military Circle Oklahoma City, OK 73111-4398					
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.									
ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.) b			QTY c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f		
1	To provide for services as listed for Elements of OK ARNG (1st Bn 171 FA) for May 1990								
		Diesel	1200	GL	.74	888.00			
		Mogas	1200	GL	.76	912.00			
		Copier	1	EA	300.00	300.00			
		Chemical							
		Latrines	3	EA	52.50	157.50			
		Billeting	5	EA	70.00	350.00			
		SSSC				400.00			
		Transportation				350.00			
NOTE: Provide a "Copy Furnished" to Cdr, USAFACFS ATTN: ATZR-TTB Fort Sill, OK 73503									
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.							11. GRAND TOTAL 3,357.50		
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)					13. MAIL INVOICES TO (Payment will be made by) PAY OFFICE DODAAD				
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.									
ACRN	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION			ACCTG STA DODAAD	AMOUNT		
	XXXXX	XXXX	XXXXXXXX	XXXXXX	APC: XXXX		3,357.50		
15. AUTHORIZING OFFICER (Type name and title)				16. SIGNATURE			17. DATE		

DD FORM 448 JUN 72

PREVIOUS EDITION IS OBSOLETE.

Figure D-3. DD Form 448 - Military Interdepartmental Purchase Request

RANGE REQUEST

To: Commander ATTN: ATZR-TTB Fort Sill, OK 73503		From: 1st Bn, 171st FA Phone: (807) 587-6391		Request for Week Ending: 10 Jun 95
Type of Range Requested: Artillery Firing Positions		Original: X	Change Nr:	Date: 13 Mar 95
Date, Time	Range or Firing Points	Observation Posts	Weapon, Ammunition, Fuze, Type of Fire	Additional Information
2 Jun 0730-2400	PA 23 EP 314, 317, 318	Kerr Hill " " " "	M109A3; HE + WP; PD + TI; High & Low Angle	These areas will be used for a practice ARTEP.
3 Jun 0001-2400	EP 314, 317, 318 PA 12 PA 3	Kerr hill " " Dally Hill Apache Ridge	Same as above	POC: CPT Johnson
4 Jun	PA 3 EP 4, 4S, & 6	Apache Ridge Arbuckle Hill " "	Same as above	
5 Jun	EP 4, 4S, & 6	Arbuckle Hill " "	Same as above	
CO-USAGE INFORMATION				
DATE	AREA	UNIT	CONCURRENCE (Name/Rank)	SIGNATURE
DATE RECEIVED:		APPROVED:		DISAPPROVED:

SAMPLE

Figure D-4. FS Form 105 - Sample Range Request

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION				1. Issue <input checked="" type="checkbox"/>		3. DOCUMENT NO		4.		5. PAGE		6. DOCUMENT SERIAL NO.			
For use of this form, see AR 710-2. The proponent agency is DCS-OS				2. Turn-In		WK4ABC-9121-0009				1 of 1		AA581 000 000 047			
7. SEND TO				8. REQUEST FROM				9. DATE MATERIAL REQUIRED		10. PRIORITY		11. ALLOCATION PERIOD		12. DODAAC	
Cdr, USAFACFS ATTN: ATZR-TTC Fort Sill, OK 73503-5100				1st Bn, 505th FA Fort Knox. KY				30 May 95				3d Qtr		WK4ABC	
				13a. REQUESTED BY				15b. DATE		13c. SIGNATURE					
				John Q. Smith, CPT, FA, S4				950121							
				14c. APPROVED BY				14b. DATE		14c. SIGNATURE					
				John F. Dean, CPT, OD, DAO				950121							
13. ITEM	16. DODAC	17. NSN	18. NOMENCLATURE	16. UI	20. QTY REQUESTED	21. TTC	22. ACTION CODE	23. QTY ISSUED	24. LCT SERIAL NO	25. CC	26. POSTED BY	27. DATE			
1	A071	1305	CTG, 5.56mm ball, M193	EA	1600	FTX	NIS								
2	H557	1349	Rocket, HE, 66mm AT, M72A2	EA	10	FTX	NIS								
			LAST ITEM												
21. REMARKS										26. RELATED DOCUMENT SERIAL NOS					
Enter the following statements as applicable:															
<ul style="list-style-type: none"> a. "Quantities requested are within training authorization." (Training only). b. "The vehicle listed below passed the safety inspection required by Figure 11-1". c. "Expenditures are within authorized available supply rates." (Non Training). d. "Required for immediate expenditure within authorized allowances." (Non Training). e. "Required to replenish Basic Load." (Non Training). f. "Training dates are _____ Thru _____." (Training only). g. "To be used for overhead fire." (Training only as required). 															
30a. ISSUED BY				30c. DATE		31a. RECEIVED BY				31c. DATE		32. TAMIS CONTR. NO			
30b. SIGNATURE						31b. SIGNATURE									

Figure D-5. DA Form 581 - Sample Request for Issue of Ammunition

INSTRUCTIONS FOR DA FORM 581 (REQUEST FOR ISSUE OF AMMUNITION)

Block	Instructions
Block 1-----	Check Issue block.
Block 2-----	Leave blank.
Block 3-----	Enter unit document number from the expendable document register. The number consists of the DODAAC, Julian date, and serial number.
Block 4-----	Leave blank.
Block 5-----	Enter total number of DA Form 581 and 581-1s with this document number.
Block 6-----	N/A
Block 7-----	Enter "Cdr, USAFACFS, ATTN: ATZR-TTC, Fort Sill, OK 73503-5100".
Block 8-----	Enter name, address, and unit identification code (UIC) of using unit.
Block 9-----	Enter appointment date and time at ASP.
Block 10-----	Leave blank.
Block 11-----	Enter the Allocation Period as indicated on the using units forecast.
Block 12-----	Enter the using units DODAAC.
Block 13a-----	Enter name of authorized requestor, as indicated on the using units DA Form 1687.
Block 13b-----	Enter the Julian date requested.
Block 13c-----	Enter signature of authorized requestor, as indicated on using units DA Form 1687.
Block 14a-----	Enter the name of the authorized approving authority. Based on the type of organization, the approving officer may be an S-4, division ammunition officer, or other authority.
Block 14b-----	Enter Julian date request approved.
Block 14c-----	Signature of authorized approving authority.
Block 15-----	Enter item number, leave blank space between items.
Block 16-----	Enter DODIC.
Block 17-----	Enter first four digits of National Stock Number (NSN).
Block 18-----	Enter nomenclature. Enter the words "Last Item" after the last entry.
Block 19-----	Enter unit of issue.
Block 20-----	Enter quantity requested.
Block 21-----	Enter Training Event Code.
Block 22-----	Enter one of the following codes: NIS-Issue for training or combat TAR-Training assets return TIR-Turn-in residue IBL-Initial Issue Basic Load BLR-Basic Load receipts RBL-Rotate Basic Load NTI-Normal Turn-in combat
Blocks 23-27--	Leave blank.
Block 28-----	See sample form.
Block 29-----	List all supporting DA Forms 581 and 581-1.
Blocks 30-32--	Leave blank.

Figure D-5. DA Form 581 - Sample Request for Issue of Ammunition--Continued

INSTRUCTIONS FOR DA FORM 5692-R (AMMUNITION CONSUMPTION CERTIFICATE)

BLOCK - Instructions.

UNIT - Enter name and address of using unit as indicated on DA Form 581 request for issue.

RANGE/LOCATION - Enter name of range, if appropriate, and grid coordinates where ammunition was expended.

DOCUMENT NO - Enter document number from the organization nonexpendable document register.

DATE - Enter date ammunition returned.

ITEM - Number each separate item in order.

DODIC - Enter DODIC as indicated on DA Form 581 request for issue.

NOMENCLATURE - Enter item from DA Form 581 request for issue.

LOT NUMBER - Leave blank.

QUANTITY CONSUMED - Enter total consumed.

Certification Data

DATE - Enter date certificate was turned in.

NAME - Type or print the name of the certifying individual. Should be the same authorized requestor indicated on the using units DA Form 1687.

SIGNATURE - Signature of individual indicated in NAME block.

UNIT - Enter name and address of using unit as indicated on DA Form 581 request for issue.

POSITION - Enter the position title. Based on the type of organization, may be an S-4, ammunition officer, or other authority.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION												
For use of this form, see AR 710-2, the proponent agency is DCSLOG												
1. Issue	2. Turn-in		3. DOCUMENT NO.			4.		5. PAGE		6. DOCUMENT SERIAL NO.		
	X		WK4ABC-9158-0001					1 OF 1		AA581 000 000 054		
7. SEND TO			8. REQUEST FROM			9. DATE MATERIAL REQUIRED		10. PRIORITY		11. ALLOCATION PERIOD		12. DCCAAC
Cdr, USAFACFS ATTN: ATZR-ITC Fort Sill, OK 73503-5100			1st Bn, 505th FA Fort Knox, KY			6 Jun 95, 0900 hrs				Third Quarter		WK4ABC
13a. REQUESTED BY						13b. DATE		13c. SIGNATURE				
James R. Smith, CPT, IN, S-4						9557						
14a. APPROVED BY						14b. DATE		14c. SIGNATURE				
James F. Dean, CPT, OD, DAO						9557						
15. ITEM	16. DCCC	17. NSN	18. NOMENCLATURE	19. LI	20. QTY REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE
1	A071	1305-00-926-3930	CTG, 5.56mm ball, M193	ea	425	FTX	TAR					
			LAST ITEM									
SAMPLE												
28. REMARKS										29. RELATED DOCUMENT SERIAL NOS.		
Enter the following statements <u>as applicable</u> :										AA581 000 000 047		
a. "The above items drawn on document number xxxxxxx were not expended. All other items drawn on that document number were properly expended". (Training only).										AA581 000 000 055		
b. "Residue turn-in is under document number xxxxxxx." (Training only).										AA5515 000 000 027		
c. "The vehicle listed below passed the safety inspection required by figure 11-1." (Optional entry).										AA5515 000 000 078		
d. "As a result of shortages, DA Form xxxxR is attached. (Enter this statement and attach completed DA Form xxxxR where there is a shortage between the quantity of unexpended ammunition issued and ammunition returned to the ASP. (Training only)).												
30a. ISSUED BY					30c. DATE		31a. RECEIVED BY			31c. DATE		32. TAMIS CONTROL NO.
30b. SIGNATURE							31b. SIGNATURE					1234567

INSTRUCTIONS FOR DA FORM 581 (REQUEST FOR TURN-IN OF LIVE AMMUNITION)

- | Block | Instructions |
|-----------------|---|
| Block 1----- | Leave blank. |
| Block 2----- | Check Turn-in block. |
| Block 3----- | Enter unit document number from the expendable document register.
The number consists of the DODAAC, Julian date, and serial number. |
| Block 4----- | Leave blank. |
| Block 5----- | Enter total number of DA Forms 581 and 581-1 with this document number. |
| Block 6----- | N/A |
| Block 7----- | Enter "Cdr, USAFACFS, ATTN: ATZR-TTC, Fort Sill, OK 73503-5100". |
| Block 8----- | Enter name, address, and UIC of using unit. |
| Block 9----- | Enter appointment date and time at ASP. |
| Block 10----- | Leave blank. |
| Block 11----- | Enter the Allocation Period as indicated on the using units forecast. |
| Block 12----- | Enter the using units DODAAC. |
| Block 13a----- | Enter name of authorized requestor, as indicated on the using units DA Form 1687. |
| Block 13b----- | Enter the Julian date requested. |
| Block 13c----- | Enter signature of authorized requestor, as indicated on using units DA Form 1687. |
| Block 14a----- | Enter the name of the authorized approving authority. Based on the type of organization, the approving officer may be an S-4, division ammunition officer, or other authority. |
| Block 14b----- | Enter Julian date request approved. |
| Block 14c----- | Enter signature of authorized approving authority. |
| Block 15----- | Enter item number. |
| Block 16----- | Enter DODIC. |
| Block 17----- | Enter NSN. |
| Block 18----- | Enter nomenclature. Enter the words "Last Item" after the last entry. |
| Block 19----- | Enter unit of issue. |
| Block 20----- | Enter quantity being turned in. |
| Block 21----- | Enter Training Event Code. |
| Block 22----- | Enter one of the following codes:
NIS-Issue for training or combat
TAR-Training assets return
TIR-Turn-in residue
IBL-Initial Issue Basic Load
BLR-Basic Load receipts
RBL-Rotate Basic Load
NTI-Normal Turn-in combat |
| Blocks 23-27--- | Leave blank. |
| Block 28----- | See sample form. |
| Block 29----- | List all supporting DA Forms 581 and 581-1. |
| Blocks 30-32--- | Leave blank. |

Figure D-7. Sample Request for Turn-in of Live Ammunition--Continued

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1. Issue	3. DOCUMENT NO.			4.	5. PAGE	6. DOCUMENT SERIAL NO.		
For use of this form, see AR 710-2, the proponent agency is DCSLOG										2. Turn-In	X WK4ABC-9158-0002				1 OF 1	AA581 000 000 055		
SEND TO Cdr, USAFACFS ATTN: ATZR-TTC Fort Sill, OK				8. REQUEST FROM 1st Bn, 505th FA Fort Knox, KY			9. DATE MATERIAL REQUIRED			10. PRIORITY	11. ALLOCATION PERIOD		12. DGD AAC					
							6 Jun 95, 0900 hrs				Third Quarter		WK4ABC					
							13a. REQUESTED BY			13b. DATE		13c. SIGNATURE						
James R. Smith, CPT, IN, S-4			9557															
14a. APPROVED BY			14b. DATE		14c. SIGNATURE													
James E. Dean, CPT, OD, DAO			9557															
15. ITEM	16. DOCIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY. REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY. ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE						
1		NSN	Case ctg, fired brass, 5.56mm	1b	15.9	FTX	TIR											
2		NSN	Primer block, M72A2, expended	ea	10	FTX	TIR											
			LAST ITEM															
SAMPLE																		
28. REMARKS Enter the following statement as applicable: a. "The above items drawn on document number xxxxxxxx were properly expended. All other items drawn on that document number are being returned under document number xxxxxxxx." (Training only). b. "Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives, or other dangerous materials." Signed. (The individual who makes the inspection signs the statement. (Required entry). c. "The vehicle listed below passed the safety inspection required by figure 11-1." (Optional entry). d. "As a result of shortages, DA Form xxxrR is attached. (Enter this statement and attach completed DA Form xxxrR when there is a shortage between the quantity of expended ammunition issued and ammunition returned to the ASP. (Training only).										29. RELATED DOCUMENT SERIAL NOS. AA581 000 000 047 AA581 000 000 054 AA5515 000 000 027 AA5515 000 000 078								
30a. ISSUED BY					30c. DATE		31a. RECEIVED BY			31c. DATE		32. TAM-S CONTROL NO.						
30b. SIGNATURE							31b. SIGNATURE					1234567						

INSTRUCTIONS FOR DA FORM 581 (REQUEST FOR TURN-IN OF AMMUNITION RESIDUE)

- | Block | Instructions |
|--------------|---|
| Block 1 | Leave blank. |
| Block 2 | Check Turn-in block. |
| Block 3 | Enter unit document number from the expendable document register.
The number consists of the DODAAC, Julian date, and serial number. |
| Block 4 | Leave blank. |
| Block 5 | Enter total number of DA Forms 581 and 581-1 with this document number. |
| Block 6 | N/A |
| Block 7 | Enter "Cdr, USAFACFS, ATTN: ATZR-TTC, Fort Sill, OK 73503-5100". |
| Block 8 | Enter name, address, and UIC of using unit. |
| Block 9 | Enter appointment date and time at ASP. |
| Block 10 | Leave blank. |
| Block 11 | Leave blank. |
| Block 12 | Enter the using units DODAAC. |
| Block 13a | Enter name of authorized requestor, as indicated on the using unit's DA Form 1687. |
| Block 13b | Enter the Julian date requested. |
| Block 13c | Enter signature of authorized requestor, as indicated on using units DA Form 1687. |
| Block 14a | Enter the name of the authorized approving authority. Based on the type of organization, the approving officer may be an S-4, division ammunition officer, or other authority. |
| Block 14b | Enter Julian date request approved. |
| Block 14c | Enter signature of authorized approving authority. |
| Block 15 | Enter item number. |
| Block 16 | Enter DODIC. |
| Block 17 | Enter National Stock Number (NSN). |
| Block 18 | Enter nomenclature. Enter the words "Last Item" after the last entry. |
| Block 19 | Enter unit of issue. |
| Block 20 | Enter quantity being turned in. |
| Block 21 | Enter Training Event Code. |
| Block 22 | Enter one of the following codes:
NIS-Issue for training or combat
TAR-Training assets return
TIR-Turn-in residue
IBL-Initial Issue Basic Load
BLR-Basic Load receipts
RBL-Rotate Basic Load
NTI-Normal Turn-in combat |
| Blocks 23-27 | Leave blank. |
| Block 28 | See sample form. |
| Block 29 | List all supporting DA Forms 581 and 581-1. |
| Blocks 30-32 | Leave blank. |

Figure D-8. DA Form 581 - Sample Request for Turn-in of Ammunition Residue--Continued

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>					(CURRENT)
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES (UNIT)			LOCATION (UNIT LOCATION)		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
(AS APPROPRIATE)					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,					
THE AUTHORITY TO:					
(SPECIFY TYPE SUPPLIES)					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC ACCOUNT NUMBER		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
(UNIT COMMANDER)					

DA FORM 1687
JAN 82

EDITION OF DEC 57 IS OBSOLETE.

Figure D-9. DA Form 1687 - Sample Signature Card

PURCHASE REQUEST AND COMMITMENT <small>For use of this form, see AR 27-108; the proponent agency is USAFAC.</small>				PURCHASE INSTRUMENT NO. (LEAVE BLANK)		REQUISITION NO. (LEAVE BLANK)		DATE CURRENT		PAGE 1 OF 1 PAGES	
TO: Purchasing and Contracting Officer			THRU: DPTM, TRAINING & RC INT DIV FORT SILL, OK 73503			FROM: 414th Civil Affairs Co					
It is requested that the supplies and services enumerated below or on attached list be:											
PURCHASED FOR 414th Civil Affairs Co				DELIVERED TO Grid Coords NP 499415				NOT LATER THAN (Date) 950815			
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: <i>(Check appropriate box and complete item.)</i>								NAME AND TELEPHONE NO. OF PERSON TO CALL FOR ADDITIONAL INFORMATION MAJ Donna Dacier 405-442-5553			
LOCAL PURCHASE AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY			REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY			Fund Certification The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.					
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM											
ITEM	DESCRIPTION OF SUPPLY OR SERVICES	QUANTITY	UNIT	ESTIMATED		ACCOUNTING CLASSIFICATION (LEAVE BLANK)		AMOUNT \$105.00			
				Unit Price	Total Cost						
1	Chemical Latrines for period 15 Aug-29 Aug 95 Suggested Source: AFA Equipment Rental Lawton, OK	2	EA	52.50	105.00						
						DATE	TYPED NAME AND TITLE OF CERTIFYING OFFICER (LEAVE BLANK)	SIGNATURE			
						DISCOUNT	(LEAVE BLANK)				
						PURCHASE ORDER NUMBER	(LEAVE BLANK)				
						DELIVERY SCHEDULE	(LEAVE BLANK)				
THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE						Approved by commanding officer or his designee					
DATE	TYPED NAME AND GRADE OF INITIATING OFFICER	SIGNATURE			DATE	TYPED NAME AND GRADE OF COMMANDING OFFICER OR DESIGNEE	SIGNATURE				
5 Feb 95	SGT Thomas W. Hoels										
DATE	TYPED NAME AND GRADE OF SUPPLY OFFICER	SIGNATURE									

DA FORM 3953
1 AUG 76

PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED.

USAFACFS Reg 350-10, 7 July 1995

REQUEST FOR CONVOY CLEARANCE				DATE Date Initiated	
SECTION I—GENERAL					
1. ORGANIZATION 2d Bn, 44th FA 156 Denton ST		2. STATION El Paso, TX 65218-5600 TEL #		3. CONVOY COMMANDER CPT Jackson	
4. PERSONNEL STRENGTH a. OFFICER 4		5. POINT OF ORIGIN Hueco Range (WSMR), New Mexico		6. DESTINATION Fort Sill, OK	
b. ENLISTED 81		7a. DEPARTURE 220530 Apr 95		7b. ARRIVAL 231500 Apr 95	
7. DATE AND TIME				b. RATE OF MARCH 40 MPH	
SECTION II—CONVOY COMPOSITION					
9. NUMBER OF EACH TYPE OF VEHICLE AND DESCRIPTION (Include towed equipment)					
5 1/2-ton truck M151A1 3 3/4-ton trucks M37B1 10 2 1/2-ton trucks M35A1, M109 20 5-ton trucks, M52, M543, M55 1 1/2-ton truck, commercial					
10. TOTAL NUMBER OF VEHICLES 39		11. NUMBER OF OVERSIZE/OVERWEIGHT VEHICLES 6		12a. NO. OF SERIALS 1	
				12b. TIME INTERVAL N/A	
				13a. NO. OF MARCH UNITS 1	
				13b. TIME INTERVAL N/A	
SECTION III—ROUTE DATA					
14. PROPOSED ROUTING (Indicate US Routes, State Routes, etc.)					
US 54 to Tularosa, New Mexico			Texas 116 to Lubbock, Texas		
US 70 to Hondo, New Mexico			US 62 to Floydada, Texas		
US 70, 380 to Roswell, New Mexico			Texas 207 to Silverton, Texas		
US 280 to Tatum, New Mexico			Texas 256 to Memphis, Texas		
Texas 125 to Whiteface, Texas			US 62 to Lawton, Oklahoma		
15. ETA AND ETD AT STATE LINES, MAJOR ROAD JUNCTIONS, MAJOR BRIDGES AND TUNNELS, METROPOLITAN AREAS AND OVERNIGHT HALT SITES (Continue on a separate sheet if additional space is required)					
LOCATION		ETA	DATE	ETD	DATE
NM/TX State Line		1200 MST	22 Apr 95	1025 MST	22 Apr 95
Reese AFB, TX		1519 CST	22 Apr 95	0530 CST	22 Apr 95
TX/OK State Line		1030 CST	22 Apr 95	1035 CST	22 Apr 95
Fort Sill, OK		1430 CST	22 Apr 95		
SECTION IV—LOGISTICAL DATA					
16. BRIEF GENERAL DESCRIPTION OF CARGO (Brief general description, i.e., organizational impediments, etc.) (Within security limitations)					
Convoy consists of officers, enlisted soldiers, and baggage. The following entry is mandatory in this block: "Convoy number will be placed on both sides of all vehicles where space is available. It should also be placed on the front of all vehicles in the convoy. Additionally, place the number on the hood of the lead and trail vehicles for easy identification from the air".					

DD Form 1265
1 JAN 59

Figure D-11. DD Form 1265 - Sample Request for Convoy Clearance

17. ARE EXPLOSIVES TO BE TRANSPORTED? <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, describe below)						
CLASS	AMOUNT	DESCRIPTION	VEHICLES TO BE USED			
			NO.	TYPE		
18. STATEMENT WHY EXPLOSIVES CANNOT BE TRANSPORTED COMMERCIALY (Movements involving explosives and/or other dangerous articles are required to comply with all applicable regulations or directives)						
19. LOGISTICAL SUPPORT REQUIRED AT OVERNIGHT HALT SITES? <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, complete the following) (Use separate sheet if additional space is required)						
DATE	INSTALLATION	GAS (gals.)	OIL (gals.)	RATIONS	BILLETS	OTHER
22 Apr 95	Reese AFB, TX	1200 gas 1000	None	85 Sup 85 Bfk	4 Off 81 EM	85 Sack Lunches
20. REMARKS						
Headquarters 2d Bn, 44th FA 156 Denton St El Paso, TX 65218-5600			Cost Code A 405			
<p>SAMPLE</p> <p>The following is mandatory in this block:</p>						
<p>"Unit will pay strict adherence to the provision of AR 55-29 and FM 55-312. Rest halts will be at the discretion of the convoy commander. Sites selected for rest halts will not be in urban areas or populated areas. Minimum rate of march will be 40 MPH/64KPH. Any change in the itinerary will be coordinated with the approving authority by calling (405) 442-3661/6815.</p>						
<p>Convoy commander: Will instruct traffic guides and convoy drivers that they do not have priority over civilian traffic when not on a military installation. You have no authority to instruct military drivers to disregard traffic lights or other traffic control devices on public roads.</p>						
21. REQUESTING AGENCY			22. APPROVING AGENCY			
2d Bn, 44th FA						
23. REQUESTED BY (Typed name, grade and title)			24. APPROVED BY (Typed name, grade and title)			
John M. Davis, CPT, FA, Asst Adj						
25. DATE	26. SIGNATURE		27. DATE	28. SIGNATURE		
30 Mar 95						
<p>INSTRUCTIONS: In cases where bona-fide emergencies exist, the information contained on DD Form 1265 and DD Form 1266 may be transmitted to the appropriate headquarters by triphone or electric transmission. In this event, reference will be made to item numbers in the sequence in which they appear on the form. Items which do not apply will be so indicated.</p>						

Figure D-11. DD Form 1265 - Sample Request for Convoy Clearance--Continued

REQUEST FOR SPECIAL HAULING PERMIT						DATE		
SECTION I - GENERAL								
1. ORGANIZATION 2d Bn, 44th FA 156 Denton St			2. STATION El Paso, TX 65218-5600 TEL #-			3. DATE OF MOVEMENT a. STARTING 27 May 95		b. COMPLETION 28 May 95
4. POINT OF ORIGIN El Paso, TX 65218-5600				5. DESTINATION Fort Sill, OK 73503				
6. ARRIVAL AT STATE LINES				7. ROUTING (Specify US Route, State Route, etc.)				
DATE		TIME		STATE LINE				
27 May 95				Oklahoma		US 10 to Junction US 20 US 20 to Abilene, TX US 20 to Junction 281, Texas Texas 281 to Wichita Falls, Texas US 44 to Lawton, OK		
8. ESCORT REQUIREMENTS N/A								
SECTION II - VEHICLE AND LOAD DATA								
DESCRIPTION (a)	TYPE (2-ton etc) (b)	NO. OF VEHICLES (c)	REGISTRATION NUMBER (d)	HEIGHT (e)	WIDTH (f)	LENGTH (g)	WEIGHT (h)	
9. VEHICLE								
A. TRUCK	M292 Van	2 1/2	T	11'	8'2"	28'	(Empty) 21,550	
B. TRUCK-TRACTOR							(Empty)	
C. TRAILER							(Empty)	
D. SEMI-TRAILER							(Empty)	
E. OTHER (Specify)							(Empty)	
10. LOAD								
11. OVERALL (Vehicle and load)								
				11'	8'2"	28'	(Gross) 29,700	
12. DESCRIPTION OF LOAD (Use a general description: Organization impediments, etc.) (Within security limitations) PLL for howitzer unit.								
13. LOAD OVERHANG		a. FRONT		b. REAR		c. LEFT SIDE	d. RIGHT SIDE	

DD FORM 1266 1 JAN 88

Figure D-12. DD Form 1266 - Sample Request for Special Hauling Permit

14. NUMBER OF AXLES															
	1	A	2	B		C		D		E		F		G	
	AXLE 1 a	AXLE 2 b	AXLE 3 c	AXLE 4 d	AXLES e	AXLE 6 f	AXLE 7 g	AXLES h	TOTAL i						
15. NUMBER OF TIRES	2	4	4						10						
16. TIRE WIDTH (Inches)	10"	10"	10"						100"						
17. TIRE SIZES	9.00 X20	9.00 X20	9.00 X20												
18. AXLE LOAD (Empty)	5,285	4,873	4,873						15,231						
19. AXLE LOAD (Loaded)	5,885	8,863	8,863						23,581						
20. AXLE SPACING (See item 14 for identification)	A SPACING	B SPACING	C SPACING	D SPACING	E SPACING	F SPACING	G SPACING								
	154"	48"													
21. REMARKS															
HQ, 2d Bn, 44th FA, 156 Denton ST, El Paso, TX 65218-5600															
22. MOVEMENT BY HIGHWAY IS ESSENTIAL TO NATIONAL DEFENSE IN THE INTEREST OF NATIONAL DEFENSE															
23. REQUESTING AGENCY					24. APPROVING AGENCY										
2d Bn, 44th FA															
25. REQUESTED BY (Typed name, grade and title)					26. APPROVED BY (Typed name, grade and title)										
JOHN M. DAVIS, CPT, FA, Asst Adj															
27. DATE	28. SIGNATURE				29. DATE	30. SIGNATURE									
3 May 95															
INSTRUCTIONS															
<p>GENERAL:</p> <p>DD Form 1266 "Request for Special Hauling Permit" will be used to obtain special hauling permits for the movement of oversize/overweight vehicles over public highways when accompanying a convoy or when traveling separately.</p> <p>This form, in duplicate and accompanied by letter of transmittal, will be forwarded through the local transportation officer so as to reach the appropriate headquarters not less than ten (10) working days prior to the starting date of the movement. Letters of transmittal will contain complete itinerary and explanation of the movement. One (1) letter of transmittal is sufficient when several DD Forms 1265 and 1266 involving one (1) movement are forwarded to the appropriate headquarters.</p> <p>In cases where bona-fide emergencies exist, the information contained in this form and DD Form 1265 may be transmitted to the appropriate headquarters by telephone or electric transmission. In this event, reference will be made</p>					<p>to item numbers in the sequence in which they appear on the forms. Items which do not apply will be so indicated.</p> <p>SPECIFIC:</p> <p>Item 9A, B, C, and D - Complete nomenclature of vehicles involved. More than one unit may be included, provided units are identical in equipment, load characteristics, routing and movement date. Total number of units shall be indicated prominently.</p> <p>Item 9E - Note all units other than standard highway vehicles; road equipment, guns, etc.</p> <p>Item 9 (d) - Indicate the registration number for each unit or combination of units. Use additional page if required.</p> <p>Item 14 - Indicate appropriate number of axles by inserting number in proper circles. Block out circles not applicable.</p> <p>Item 21 - For movement through the District of Columbia, include name of manufacturer of equipment.</p>										

Figure D-12. DD Form 1266 - Sample Request for Special Hauling Permit--Continued

ANNUAL TRAINING EQUIPMENT REQUIREMENTS (FORSCOM Reg 350-12)										2 EST AT STR			AUTN STR			5 CONSOLIDATED PQR		7 DISTANCE TO AT SITE (Miles)	8 AT SITE LOCATION				
Requirements for administrative type vehicles, aircraft, ammunition, POL, maintenance supplies, camp and station property, training aids and audio visual equipment will not be requested on this form.										OFF 26	WO 2	EM 427	OFF 24	WO 2	EM 410	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, indicate units)		2,000	Fort Sill, OK				
										3 UNIT W5L9AA										5 ORIGINAL PQR <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, this list superseded dated)			9 SCHEDULED TAG DATES From 15 Aug 95 To 29 Aug 95
4 TOE MTOE TDA/MTDA										11 MUSARC STATE TO WHICH UNIT ASSIGNED													
(FILLED IN BY UNIT ONLY)										(FILLED IN BY MUSARC STATE AG ONLY)													
13	14	15	16	17	18 USE AVAILABLE FROM				19	20	21 QTY AVAILABLE FROM				22	23	24	25	26				
					a	b	c	d			a	b	c	d						a	b	c	d
	Nomenclature and NSN	Total Auth	On Hand Home Station	AT Rqmt	Home Station	Eng Site	ECS/ MATES	Other	Short for AT	Total MUSARC TAG Auth a b c d e f g h	Other Command	MUSARC TAG Controlled a b c d e f g h	ECS MATES	Other	Short for AT a b c d e f g h	Short for AT a b c d e f g h	Total COMUSA Auth a b c d e f g h	Total COMUSA Short a b c d e f g h	Remarks				
K36931	2350-01-041-6242 Howitzer, Hvy, M110A2	12	11	12	11																		
X-0831	2320-00-055-9266 Truck, Cargo, 5T	4	3	4	3	1																	
9 SIGNATURE OF UNIT COMMANDER (Shortage quantities indicated in column 19 represent equipment required for scheduled training or site support mission)										DATE		10 SIGNATURE OF MUSARC STATE AG (Shortage quantities indicated in column 22 represent equipment required for scheduled training or site support mission)										DATE	
JOHN P. REYNOLDS, LTC, FA, Commanding										26-Feb 95													
11 SIGNATURE OF TRAINING SITE REPRESENTATIVE (Items indicated in column 18b will be available for...)										DATE		11 REVIEWED BY MUSARC ONLY										DATE	
12 SIGNATURE OF ECS/MATES SUPERVISOR (Items indicated in column 18c will be available for...)										DATE		12 REVIEWED BY COMUSACOMUS COMMAND PROJECT OFFICER										DATE	

Remarks Source Code: 1 Unit Cdr, 2 MUSARC State AG, 3-MATES/ECS, 4 Engineer, 5 MCB, 6 COMUSA

Figure D-13. FORSCOM Form 156-R - Sample Annual Training Equipment Requirements

USAFACFS Reg 350-10, 7 July 1995

APPENDIX D

DEPARTMENT OF THE ARMY
107TH MEDICAL DETACHMENT (DENTAL)
Hamilton AF Reserve Base, California 94934-5000

Office Symbol (MARKS NUMBER)

(Current Date)

MEMORANDUM FOR Commander, USAFACFS, ATTN: ATZR-TTB, Fort Sill, OK 73503-5100

SUBJECT: POL Requirements for AT 95

1. Reference USAFACFS Regulation 350-10.
2. The following POL will be required by this unit at Fort Sill, Oklahoma, for Annual Training during the period 13-26 June 1995.

ITEM	QUANTITY
MOGAS (Gal)	500
Diesel (Gal)	500
Kerosene, 9140-00-273-2394 (Gal)	10

3. Point of contact for this command is MSG Carl E. Dobbins, AV 718-5445.

FOR THE COMMANDER:

JOHN Q. SMITH
CPT, FA
Adjutant

Figure D-15. Sample Requirement for AT POL

USAFACFS Reg 350-10, 7 July 1995

DEPARTMENT OF THE ARMY
107TH MEDICAL DETACHMENT (DENTAL)
Hamilton AF Reserve Base, California 94934-5000

Office Symbol (MARKS NUMBER)

(Current Date)

MEMORANDUM FOR Commander, USAFACFS, ATTN: ATZR-TTB, Fort Sill, OK
73503-5100

SUBJECT: Expendable Supplies Requirements AT 95

1. Reference is made to USAFACFS Regulation 350-10.
2. The following expendable supplies will be required by this unit at Fort Sill, Oklahoma, for Annual Training during the period 13-26 Jun 95:

ITEM	NOMENCLATURE	QUANTITY
Cap, Food Handlers	8514-00-634-2417	10 ea
Compound, Machine Dish Wash	7930-00-203-1327	8 bg
Cup, Paper, Cold Drink	7350-00-162-3007	30 bx
Cup, Paper, Hot Drink	6350-00-082-5741	30 bx
Napkin, Paper	8540-00-965-4691	50 bx
Paper, Toilet	8540-00-530-3770	4 bx
Paper, Stencil	7530-00-240-5670	15 pg

3. Point of Contact this command is SFC Johnson, DSN 541-7318.

FOR THE COMMANDER:

GEORGE H. COUGHLIN, II
CPT, MS
Adjutant

Figure D-16. Sample Requirements for AT Expendable Supplies

USAFACFS Reg 350-10, 7 July 1995

DEPARTMENT OF THE ARMY
107TH MEDICAL DETACHMENT (DENTAL)
Hamilton AF Reserve Base, California 94934-5000

Office Symbol (MARKS NUMBER)

(Current Date)

MEMORANDUM FOR Commander, USAFACFS, ATTN: ATZR-TTB, Fort Sill, OK 73503-5100

SUBJECT: Sample Memorandum of Authority/Authorization

1. Funds have been obligated to cover cost of (rations, KP services, etc.) for the 107th Medical Detachment (Dental) during 20-30 August 1995.
2. The following funds are hereby authorize on a reimbursable basis:
(Type Commodity) (Accounting Code) (Dollar Ceiling)
3. Obligations will not exceed (dollar ceiling).
4. This authorization expires 30 August 1995.
5. Billing will be by SF 1080 with appropriate supporting documents. Billing address is _____.
6. Point of contact is _____.

FOR THE COMMANDER:

GEORGE H. COUGHLIN, II
CPT, MS
Adjutant

Figure D-18. Sample Memorandum of Authority or Authorization

SAMPLE REQUEST FOR TRANSIENT DINING FACILITY SUPPORT

(UNIT HEADING)

(OFFICE SYMBOL) (MARKS NUMBER)

(CURRENT DATE)

MEMORANDUM THRU DPTM, ATTN: ATZR-TTB, USAFACFS, Fort Sill, OK 73503-5100
FOR Commander, III Corps Artillery, ATTN: G4 (Food Service), Fort Sill,
Oklahoma 73503-6000

SUBJECT: Request for Food Service Support

1. Request subsistence support for the following (SPECIFIC UNIT if other than the unit on heading):

a. Type of meals requested:

(1) Breakfast/A-Ration (19 ea)

(2) Lunch/MRE (45 ea)

(3) Dinner/Box Lunch (45 ea)

b. Date meals are required: 15 Oct 95. (See NOTE 1)

c. Total number SIK (number using meal cards) 5; total number cash reimbursements 104

d. Subsistence will be picked up as follows: (Use only if appropriate)

(1) Time of pick up: To be coordinated with dining facility.

(2) Name and rank of individual designated to pick up meals is:
SFC John Q. Smith.

2. Point of contact for this request is SFC John Q. Smith.

COMMANDER'S SIGNATURE BLOCK

NOTES:

1. A separate memo is required for each day support is required.
2. Must have cdr's signature or be signed by someone authorized to sign for cdr.

USAFACFS Reg 350-10, 7 July 1995

SAMPLE REQUEST FOR PERSONAL ACCESS CODE

(UNIT HEADING)

(OFFICE SYMBOL) (MARKS NUMBER)

(CURRENT DATE)

MEMORANDUM THRU Commander, USAFACFS, ATTN: ATZR-TTB, Fort Sill, OK 73503-5100

FOR Commander, USAFACFS, ATTN: ATZR-UR-OPUS, Fort Sill, OK 73503-5100

SUBJECT: Phone User Information

Request the following name be (added/deleted) to the (unit name) for personal identity number (PIN) access to telephones:

LAST NAME: FIRST NAME: MI:
TITLE: RANK:

MAJOR COMMAND:
INSTALLATION :
STAFF ELEMENT:
DIRECTORATE :
DIVISION :
BRANCH :
SECTION :

USER PHONE: DATA: N=(NO MODEM) Y=(MODEM)
I.M.O.: PHONE: BLDG:
LAST UPDATED BY:

/SIGNED/
NAME:

Figure D-20. Sample Request for Personal Access Code

APPENDIX E

PROGRAM OF INSTRUCTION (POI) DEVELOPMENT GUIDE

E-1. Each section or type of class should include the following information so that the supporting organization can develop the best and most complete POI for your unit.

a. TITLE:

b. NUMBER OF STUDENTS:

- (1) Officer.
- (2) Warrant Officer.
- (3) Enlisted.

c. STUDENT BACKGROUND:

- (1) Formal training each individual has.
- (2) Amount of OJT each has had.
- (3) Length of service of individuals.
- (4) Time in duty MOS.
- (5) Other experience.
- (6) Highest level of experience.
- (7) Lowest level of experience.
- (8) Average.

d. STUDENT DEFICIENCIES (NEEDS):

- (1) Specific individual task desired.
- (2) Section tasks desired.
- (3) Need to develop speed and accuracy.
- (4) Other student needs.

e. COURSE OBJECTIVES (SCOPE):

- (1) Specific objectives of class.
- (2) Tasks to be reviewed in individual or section training.
- (3) Things not to be included in the class.

(APPENDIX E CONT)

f. RECOMMENDED TIME IN HOURS:

- (1) Actual time required.
- (2) Minimum acceptable time.
- (3) Maximum acceptable time.

E-2. SAMPLE REQUEST:

a. TITLE: Refresher training for enlisted FDC personnel.

b. NUMBER OF STUDENTS - Two officers and 15 enlisted.

c. STUDENT BACKGROUND - Both officer graduates of OBC. Two NCOs are E-6 and have had AIT and extensive training in FDC. They can assist others. Other enlisted have had 13E AIT or 6 to 8 months OJT, but no extensive use of training lately.

d. STUDENT DEFICIENCIES (NEEDS) - Personnel need review of basic chart operations, tools, manuals, etc. Weak in registration and training to operate as sections is needed.

e. COURSE OBJECTIVES (SCOPE) - Plotting equipment, angles, and distances, firing chart construction, target grid, chart to firing data, EL and FZ, GFT and GST, and about 50% of time on basic section missions.

f. RECOMMENDED TIME (HOURS)-

- (1) 16 hours
- (2) 12 hours
- (3) 20 hours

APPENDIX F

RESERVE OFFICERS' TRAINING CORPS ORIENTATION

ROTC 1-Day Orientation Itinerary

Day/Time	Activity	School	OIC
0900-0930	Welcome Address	ALL	ROTC Br
0930-0945	Enroute to Firing Point	ALL	PO
0945-1045	Observe Live Fire	ALL	TCB/B
1045-1100	Enroute to PX	ALL	PO
1100-1145	PX	ALL	PO
1145-1200	Enroute to Dining Facility	ALL	PO
1200-1245	Lunch	ALL	PMS
1245-1300	Enroute to Polo Field	ALL	PO
1300-1330	Observe Half Section Demo	ALL	DPTM/P&O
1330-1345	Enroute to Medicine Bluff	ALL	PO
1345-1500	Rappelling	ALL	III C/A
1500-1515	Enroute to Fort Sill Museum	ALL	PO
1515-1630	Fort Sill Museum	ALL	PO
1630	Departure	ALL	

Figure F-1. ROTC 1-Day Orientation Itinerary

ROTC 3-DAY ORIENTATION ITINERARY

Day/Time	Activity	School	OIC
Thursday			
1500-1615	Reception and Inprocessing (B-3026)	ALL	ROTC Br
1615-1630	Enroute to Dining Facility (B-5684)	ALL	PO
1630-1730	Dinner	ALL	PMS
1730	Open Time	ALL	PMS
Friday			
0615-0630	Enroute to Dining Facility	ALL	PO
0630-0730	Breakfast	ALL	PMS
0730-0745	Enroute to Summerall Hall Auditorium (Bldg 840)	ALL	PO
0745-0805	Welcome Address Guest Speaker	ALL	ROTC Br
0805-0925	Weapons Display	ALL	Wpns Dep
0925-0945	Enroute to Firing Point, FF _____	ALL	PO
0945-1100	Observe Live Fire	ALL	III C/A
1100-1120	Enroute to Polo Field (Off Gruber Road)	ALL	PO
1120-1135	Half Section Demonstration	ALL	DPTM
1135-1145	Enroute to Dining Facility	ALL	PO
1145-1245	Lunch	ALL	PMS
1245-1300	Enroute to Medicine Bluff, GR 536580	Gp A	PO
1300-1445	Rappelling	Gp A	III C/A
1445-1500	Enroute to COC, GR 565386	GP A	PO
1500-1645	Combat Orientation Course (COC)	Gp A	D/S Acad
1245-1300	Enroute to COC, GR 565386	Gp B	PO
1300-1445	COC	Gp B	D/S Acad
1445-1500	Enroute to Medicine Bluff, GR 536580	Gp B	PO
1500-1645	Rappelling	Gp B	III C/A
1645-1700	Enroute to Dining Facility	ALL	PO
1700-1800	Dinner	ALL	PMS
1800	Open Time	ALL	PMS

Figure F-2. ROTC 3-Day Orientation Itinerary

ROTC INCLEMENT WEATHER SCHEDULE FOR 1-DAY AND 3-DAY ORIENTATIONS

Time	Activity
0900-0945	Tour of the post: III Corps Artillery Area ATC Reception Area Troop Billeting Area (2000/3000/6000 Area) Geronimo's Grave Housing Areas (NCOs and Officers) Officers' and NCO Club Bowling, Recreation Centers, Movie Theatre, Horse Stables, etc.
0945-1000	Enroute to Fort Sill Museum
1000-1115	Museum
1115-1130	Enroute to dining facility
1130-1230	Lunch
1230-1245	Enroute to Great Plains Museum
1245-1345	Museum
1345-1400	Enroute to Planetarium
1400-1445	Planetarium
1445-1500	Enroute to PX
1500-1545	PX, Four Seasons Store, Shops
1545-1615	Clothing Sales
1615-1630	Enroute to Dining Facility
1630-1730	Evening Meal

NOTES:

1. Saturday is cancelled for the 3-day orientation. Friday follows the schedule listed above and Thursday's inprocessing remains the same.
2. With a minimum of 50 students, the artillery static display and presentation will be part of the inclement weather schedule if already scheduled.

Figure F-3. Inclement Weather Schedule for 1-Day and 3-Day Orientations

APPENDIX G

ABBREVIATIONS

The following abbreviations are used throughout this regulation.

- a. AFP - annual funding program.
- b. AOB - approved operating budget.
- c. AOD - Administrative Officer of the Day.
- d. ADT- additional duty training.
- e. APC - accounting processing code.
- f. Ammo - ammunition.
- g. ARCOM - United States Army Reserve Command.
- h. ARNG - Army National Guard.
- i. ASP - Ammunition Supply Point.
- j. AT - annual training.
- k. AWOL - absent without leave.
- l. BER - budget execution review.
- m. Bldg - building.
- n. BOQ - bachelor officers quarters.
- o. C - Chief.
- p. CA - commercial activities.
- q. COB - command operating budget.
- r. COMSEC - communication security.
- s. CTO - Central Tasking Office.
- t. CTLT - Cadet Troop Leader Training.
- u. CX - categorical exclusion.
- v. CY - calendar year.
- w. DA - Department of the Army.
- x. DCLT - Drill Cadet Leader Training.
- y. DD - Department of Defense.

(APPENDIX G CONT)

- z. DODAC - Department of Defense Ammunition Code.
- aa. DENTAC - U.S. Army Dental Activity.
- ab. DEQ - Directorate of Environmental Quality.
- ac. DOIM - Directorate of Information Management.
- ad. DOL - Directorate of Logistics.
- ae. DPCA - Directorate of Personnel and Community Activities.
- af. DPTM - Directorate of Plans, Training, and Mobilization.
- ag. DPW - Directorate of Public Works.
- ah. DRM - Directorate of Resource Management.
- ai. EIS - Environmental Impact Statement.
- aj. ECS - Equipment Concentration Site (Reserve Units).
- ak. FAO - Finance and Accounting Office.
- al. FM - Field Manual.
- am. FOD - Field Officer of the Day.
- an. FORSCOM - United States Army Forces Command.
- ao. FSOC - Fort Sill Officers' Club
- ap. FS - Fort Sill.
- aq. GOCOM - United States Army General Officer Command.
- ar. GSA - General Services Administration.
- as. IDT - inactive duty training.
- at. IMMM - Installation Materiel Maintenance Manager.
- au. IAW - in accordance with.
- av. JROTC - Junior Reserve Officers' Training Corps.
- aw. KA - key account.
- ax. LEC - Law Enforcement Command.
- ay. LOA - letter of authority.
- az. LOD - line of duty.

(APPENDIX G CONT)

- ba. MEDDAC - U.S. Army Medical Department Activity.
- bb. METL - mission essential task list.
- bc. MOS - military occupation specialist.
- bd. MP - Military Police.
- be. MPA - Military Pay Appropriation.
- bf. MRE - meals ready-to-eat.
- bh. MSPG - Mutual Support Planning Group.
- bi. NCO - Noncommissioned Officer.
- bj. NLT - not later than.
- bk. NSN - national stock number.
- bl. OIC - Officer in Charge.
- bm. OJT - on-the-job training.
- bn. OMA - Operation and Maintenance, Army.
- bo. OMAR - Operation and Maintenance, Army Reserve.
- bp. PA - procurement appropriations.
- bq. PAD - Patient Administration Department.
- br. PAM - pamphlet.
- bs. PARR - Program Analysis Resource Review.
- bt. PAO - Public Affairs Office
- bu. PBAC - Program Budget Advisory Committee.
- bv. PCT - portable chemical toilet.
- bx. POC - point of contact.
- by. POL - petroleum, oils, and lubricants.
- bz. POV - privately owned vehicle.
- ca. PP - Primary Program.
- cb. PX - Post Exchange.
- cc. RACH - Reynolds Army Community Hospital.

(APPENDIX G CONT)

- cd. RC - Reserve Components.
- ce. REC - Record of Environmental Consideration.
- cd. ROTC - Reserve Officers' Training Corps.
- ce. RPA - Reserve Personnel, Army.
- cf. RS - report of survey.
- cg. SAEDA - subversion and espionage against the U.S. Army.
- ch. SC - statement of charges.
- ci. SITREP - situation report.
- cj. SJA - Staff Judge Advocate.
- ck. SOR - Status of Operating Resources.
- cl. SRR - Summer Resource Review.
- cm. SSN - social security number.
- cn. TDY - temporary duty.
- co. TISA - Troop Issue Subsistence Activity.
- cp. TMC - Troop Medical Clinic.
- cq. TMP - transportation motor pool.
- cr. TSC - Training Services Center.
- cs. TRADOC - United States Army Training and Doctrine Command.
- ct. TRCI - Training & RC Integration Division, DPTM.
- cu. Tng Spt Br - Training Support Branch.
- cv. USPFO - United States Property and Fiscal Officer.
- cw. UTES - Unit Training Equipment Site (National Guard Units).
- cx. USAFACFS - U.S. Army Field Artillery Center and Fort Sill.
- cy. USAFAS - U.S. Army Field Artillery School.
- cz. USAG, Fort Chaffee - U.S. Army Garrison, Fort Chaffee.
- da. USAR - U.S. Army Reserve.
- db. USARC - U.S. Army Reserve Command.

USAFACFS Reg 350-10, 7 July 1995

(ATZR-TTB)

FOR THE COMMANDER:

OFFICIAL:
OFFICIAL
BILLY HORNER
Director of Information
Management

RICHARD E. EVANS
Colonel, FA
Chief of Staff

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