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Fort Sill, Oklahoma 73503-5100

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No. 350-12

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Training
TRAINING REGULATIONS, FORT CHAFFEE

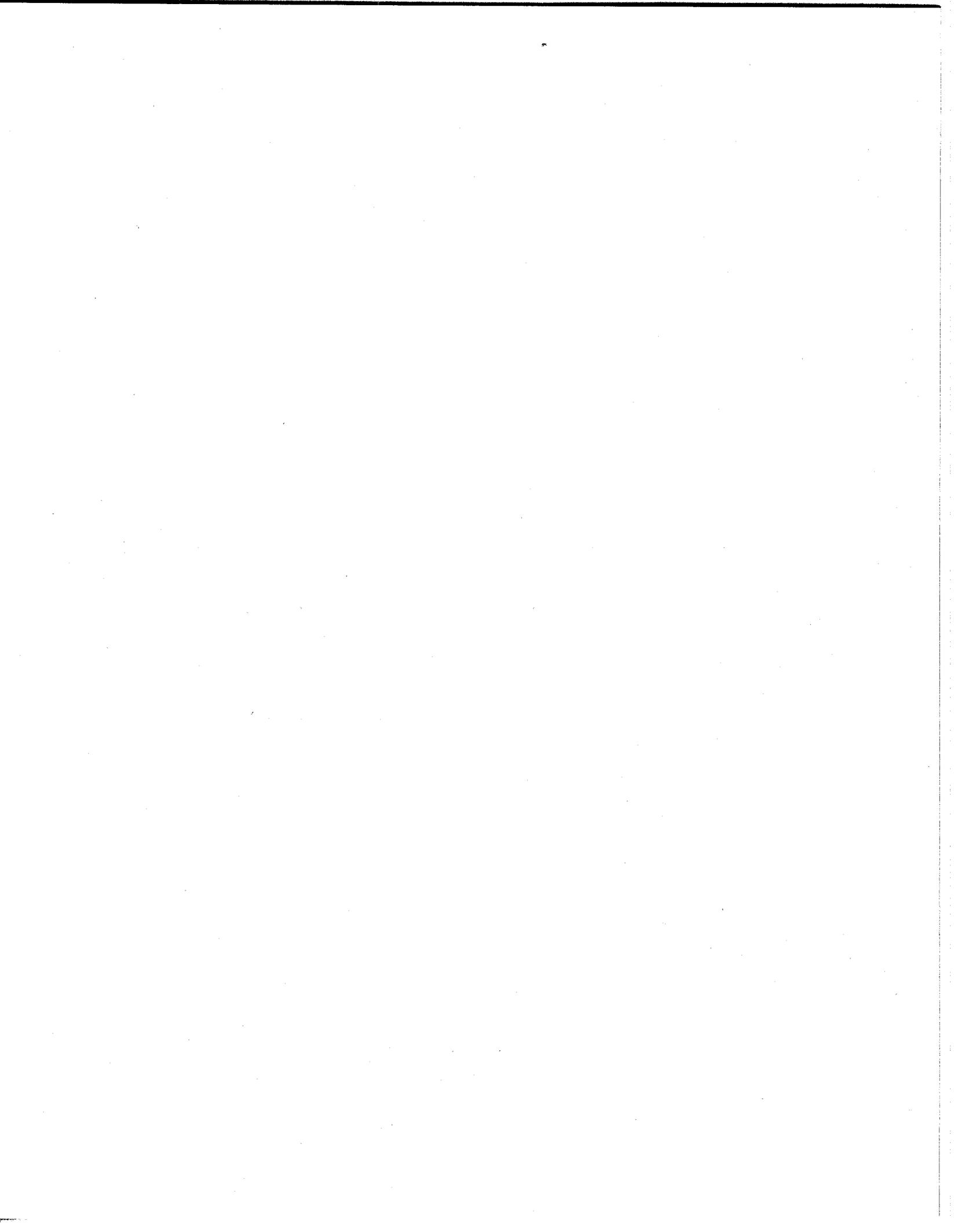
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*This regulation supersedes USAFACFS regulation 350-12, 8 January 1986.

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CHAPTER 1

GENERAL

1-1. PURPOSE AND SCOPE. This regulation implements policies set forth by U.S. Army Training and Doctrine Command (TRADOC); U.S. Army Forces Command (FORSCOM); Headquarters, Fifth U.S. Army; Headquarters, U.S. Army Field Artillery Center and Fort Sill; and Headquarters, U.S. Army Garrison, Fort Chaffee. It is designed to provide assistance to Active and Reserve forces in planning for training at Fort Chaffee, Arkansas. All Fort Sill and Fort Chaffee regulations, directives and policies apply to Active and Reserve Component units training at this installation.

1-2. ORGANIZATION. This regulation is organized into 10 chapters to assist units in preparing for training at Fort Chaffee.

- a. Chapters 1-2 provide general information about training ranges, maneuver areas, and indirect fire.
- b. Chapters 3-6 focus on operations and support services.
- c. Chapter 7 discusses issues peculiar to rotational units training with the Joint Readiness Training Center (JRTC).
- d. Chapter 8 deals with National Guard, Reserve Forces, and ROTC training.
- e. Chapter 9 discusses issues peculiar to medical and safety issues.
- f. Chapter 10 covers miscellaneous items.

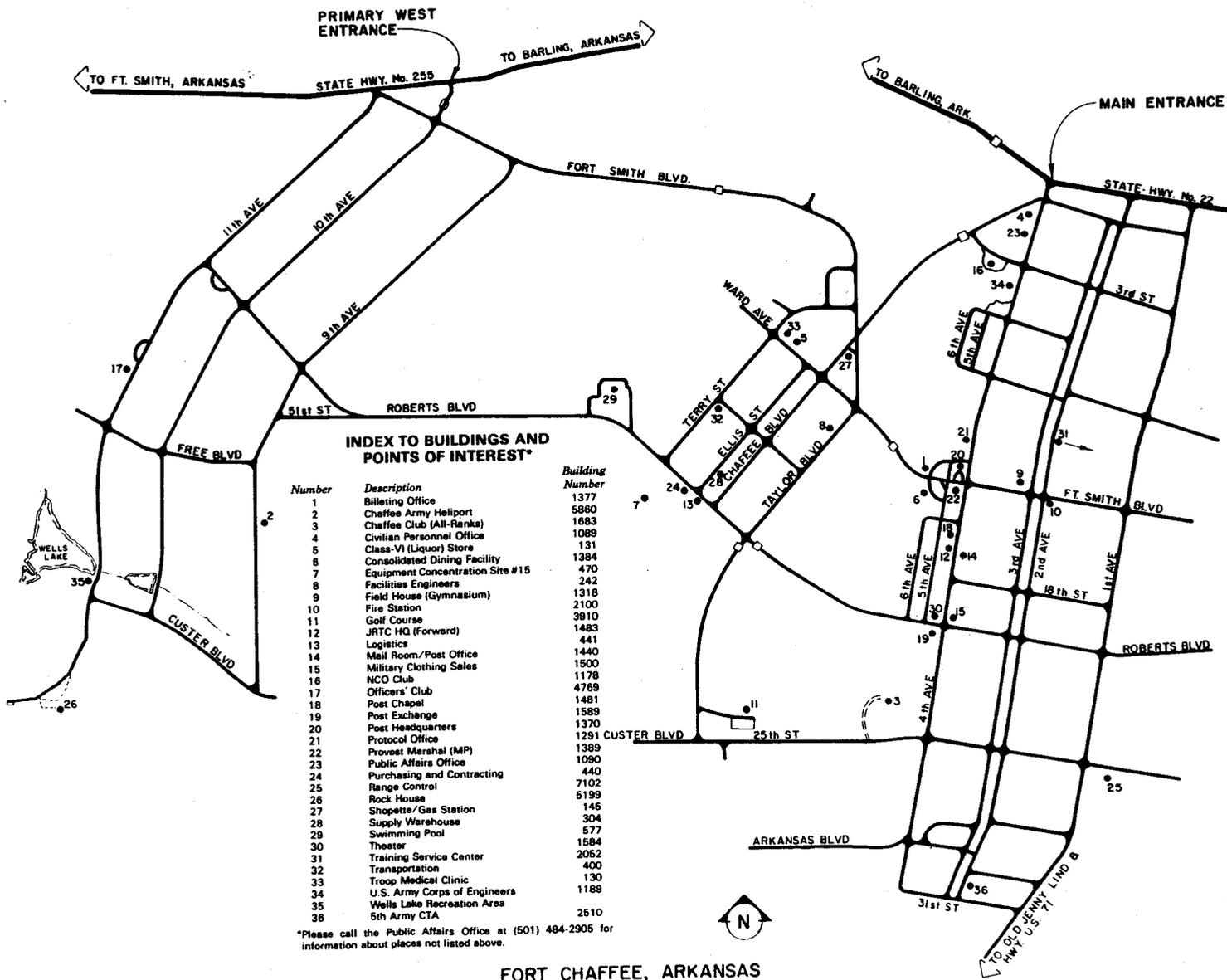
1-3. TOBACCO USE AT FORT CHAFFEE.

a. Tobacco use is a health hazard and is detrimental to readiness. Fort Chaffee's Tobacco Cessation Program will encompass education and information to all military and civilian personnel on health hazards in the use of all types of tobacco products. See Fort Chaffee Policy Letter for complete directive.

b. The following policy pertains to training:

- (1) Smoking is prohibited in military vehicles and aircraft.
- (2) Smoking is prohibited in any building on Fort Chaffee except in designated smoking areas.

Figure 1-1. Map of Main Post



FORT CHAFFEE, ARKANSAS

CHAPTER 2

TRAINING RESOURCES

2-1. PURPOSE.

a. This chapter describes training resources available at Fort Chaffee to include:

- (1) Ranges.
- (2) Training Area.
- (3) Indirect Fire.
- (4) Training Support Activities.

b. More detailed instructions about other issues are found in the other chapters of this regulation or additional publications, which are available on post.

2-2. RANGES.

a. List of Ranges:

RANGE	TYPE OF RANGE	TYPE OF WEAPONS	GRID LOCATION
1	Subcaliber Indirect Fire Training Range	81-mm mortar All FA weapons (temporarily closed-may be re-opened)	834062
2	TOW/Dragon Tracking Range	M80 TOW blast simulator and 7.62-mm blank	830098
12	Known-Distance Range (INACTIVE)	M14 and M16 rifles	848067
13	Known-Distance Range	M14 and M16 rifles	848066
14	500- and 1,000-Inch Range	M14 and M16 rifles, M60 machine gun	860067
17	Gas Chamber	CN/CS gas capsules	834065
20	Tank Tables I through III	M551, M60A1, M60A2, M60A3 tanks (subcaliber)	817046
21	Pistol Range	.22, .38, 9mm and .45 cal pistols and .45 cal submachine gun	844068
22	500- and 1,000-Inch Range	M14 and M16 rifles	891063
23	1,000-Inch Range	M14 and M16 rifles, M60 machine gun	865067
24	500- and 1,000-Inch Range	M14 and M16 rifles, M60 machine gun, and .22, .38, 9mm and .45 cal pistols	817039
25	Field Fire and Night Record Fire Range	M14 and M16 rifles	833052
30	Combat Pistol Qualification Course	.22, .45, 9mm & .38 cal pistols & .45 cal submachine gun	877062
33	Hand Grenade Range	hand grenades	825031

RANGE	TYPE OF RANGE	TYPE OF WEAPONS	GRID LOCATION
35	1,000-Inch Range	M14 and M16 rifles	865065
37	Infantry Attack Course (INOPERATIVE)	M16 rifle, M60 machine gun	904035
70	Explosive Demolition Range	80-lb surface, 200-lb subsurface	964004
71	Explosive Demolition Range	10-lb surface, 30-lb subsurface	937967
80	Squad in the Defense, Live Fire Range	M14 and M16 rifles, M60 machine gun, LAW subcaliber, M203(TPT), and .45 cal pistol	983007
82	TOW/Dragon Live Fire Range	TOW and Dragon	977008
83	Direct Fire Range (CLOSED, ACTIVITY SHIFTED TO OTHER RANGES)	.50 cal MG, 105-mm tank, 105-mm howitzer, 155-mm howitzer, 165-mm CEV	937964
84	Machine Gun Range	M60 and .50 cal machine guns	945992
85	Grenade Launcher Range	M203 grenade launcher	945991
86	Tank Tables IV Through VIII Qualification Range	105-mm TPT, 152-mm TPT, .50 cal MG, M60 MG	001014
87	Air-to-Ground Fighter Range	BDU 33, 20-mm and 30-mm TP 2.75-inch Rkt, MK-106, and MK-82	000014
88	Helicopter Aerial Gunnery and Tank Table IX Range (CLOSED, ACTIVITY SHIFTED TO OTHER RANGES)	105-mm, 152-mm, and 20-mm TP Cannons, 2.75-inch Rkt, .50 cal MG, and M60 MG	974955
90	Machine Gun Transition Range	M60 and .30 caliber machine guns	855011
92	Machine Gun Technique-of-Fire Range	M60 and .30 caliber machine guns	849016
99	Nap-of-the-Earth Gunnery, Door Gunner Familiarization Range	7.62-mm minigun, 20-mm and .40-mm cannons, 2.75-inch Rkts, and M60 MG	041021

b. Sketch Map of Ranges - Figure 2-1.

c. Description of Ranges.

- o Range 1: Subcaliber Indirect Fire Training Range - Temporarily closed.
- o Range 2: TOW/Dragon Tracking Range; Grid 830098, uses an infrared electronic simulator device as the target source. This device is organic too, and must be furnished by the unit using the range. The target is mounted on a jeep, which is driven back and forth on roads at distances of 500 meters and 1,000 meters from the firing line. There are 12 firing points on the range and 12 static prepared defensive positions to the rear of the firing line.
- o Range 13: Known-Distance Rifle Range; Grid 848066, is a known-distance range for M14 or M16 rifle firing. On Range 13, there are 60 firing points at 100-yard intervals from distances of 100 to 500 yards and 20 firing points at a distance of 600 yards.

- o Range 14: 500- and 1000-inch Range; Grid 860067, is a 500- and 1,000-inch range with 62 points used for zeroing, familiarization, and qualification with the M14 or M16 rifle or M60 machine gun.
- o Range 17: Gas Chamber; Grid 834065, is a one-building, two-room gas chamber. Each room has a capacity for training 25 combat-equipped personnel. CN/CS gas capsules are authorized for use on this range.
- o Range 20: Tank Tables I thru III; Grid 817046, includes 15 firing points with targets (to include an electrically powered moving target) located 60 meters from the firing line. The range is used for subcaliber tank firing for Tank Tables I through III. The telefare device (150 caliber) can be used.
- o Range 21: Pistol Range; Grid 844068, has 32 firing points with firing lines located at 10-meter intervals from 10 to 50 meters. Targets are manually operated for conducting timed firing exercises. The range is used for qualification with the .38 or .45 caliber pistol. The .22 caliber pistol and .45 caliber submachine gun may also be fired on this range.
- o Range 22: 500- and 1000-inch Range; Grid 891063, is a 500- and 1,000-inch range with 41 firing points used for zeroing, familiarization, and qualification with the M14 or M16 rifle only.
- o Range 23: 1000-inch Range; Grid 865067, is used for zeroing, familiarization, and qualification with the M14 or M16 rifle and M60 machine gun. There are 100 firing points on this range.
- o Range 24: 500- and 1000-inch Range; Grid 817039, is a 500- and 1,000-inch range with 100 firing points used for zeroing, familiarization, and qualification with the M14 or M16 rifle and M60 machine gun. This range has three firing lines - one firing line 500 inches from the target line for M60 machine gun firing; one firing line 1,000 inches from the target line for M14 and M16 firing; and one firing line with 50 foxholes 1,200 inches from the target line used for firing M14 and M16 rifles.
- o Range 25: Field Fire and Night Record Fire; Grid 833052, is a field fire range with 35 firing points for day and night firing of the M14 or M16 rifle. Electrically operated targets are located 75, 175, and 300 meters from the firing line. All three firing lines can be used for night record firing and field firing; however, prepared foxholes are on the first firing line only.
- o Range 30: Combat Pistol Qualification; Grid 877062, consists of a firing line 40 meters in length that can accommodate five pistol firers simultaneously. Each of the five firing lanes has a cable-drawn, pop-up target at distances of 10, 13, 16, 17, 23, 27, and 31 meters. Visible trails are provided in each lane for firing Table V of the combat pistol qualification course. This range is suitable for qualification with the .22, .38, or .45 caliber pistol or with the .45 caliber submachine gun.
- o Range 33: Hand Grenade Range; Grid 825031, consists of three grenade throwing practice areas and one live fire grenade course. One practice course has foxhole targets, the second has a trench, and the third has building window targets. The live fire grenade course has four throwing bays constructed of crossties and earth.
- o Range 35: 1000-inch Range; Grid 865065, is a 1,000-inch range with 50 firing points used for familiarization and qualification with the M14 or M16 rifle.
- o Range 37: Infantry Attack Course; Grid 904035, can accommodate from one squad to one rifle company with two platoons attacking on line. The target area consists of an array of 124 electrically operated targets, fixed positions for 12 machine gun simulators, and 134 demolition pits. Also, a prepared assembly area is available. Course inoperative as of 1 October 1989.
- o Range 70: Explosive Demolition Range; Grid 964004, is a demolition range, marked by safety triangles, and is designed for use by one squad at a time. Both surface and subsurface shots may be fired. Only single shots may be fired, with surface shots limited to 80 pounds of explosives and subsurface shots

limited to 200 pounds. Explosives authorized are C4, TNT, and Fougas. The range has one safety bunker with a capacity of 25 personnel.

- o Range 71: Explosive Demolition Range; Grid 937967, is a small-charge demolition range and is designed for use by one squad at a time. Both surface and subsurface shots may be fired on this range. Surface shots are limited to 10 pounds of explosives, and subsurface shots are limited to 30 pounds. Only single shots may be fired on this range.
- o Range 80: Squad in the Defense, Live Fire Range; Grid 983007, is suitable for performance of ARTEP tasks conducted in two phases. In phase I, the squad conducts a 6-kilometer forced march along a designated route. In phase II, the squad conducts live fire defensive operations from a designated firing line, occupies a hasty defensive position, and fires at silhouettes on electrical pop-up targets. On the range are 40 electrical pop-up targets that are operated from the range tower. Power is provided by a 10- to 30-kilowatt (kw) generator, to be furnished by the using unit. The range is suitable for firing the M14 or M16 rifle, M60 machine gun, LAW (subcaliber), M203 40-mm grenade launcher (TPT only), and .45 caliber pistol.
- o Range 82: TOW/Dragon Live Fire Range; Grid 977008, is a live fire range. The firing line is approximately 50 meters long and can accommodate ground-, vehicular-, or track-mounted weapons. Two Dragon targets are located at distances of 600 and 700 meters. Five TOW targets are located at distances of 2,400 meters, 2,600 meters, 2,800 meters, 2,900 meters, and 2,950 meters from the firing line. Only one weapon may be fired at a time. Range 82 may also be used to fire 90-mm subcaliber, LAW (subcaliber), and M16 and M60 qualification.
- o Range 83: Closed until further notice.
- o Range 84: .50 Caliber Machine Gun Range; Grid 945992, is a .50 caliber machine gun range. There are three firing points on the range that have M31A1 pop-up targets and one moving target 500 to 800 meters from the firing line. The E- and F-type targets are 200 to 1,000 meters from the firing line. The range requires a 10- to 30-kw generator to be provided by the using unit for operation of the tower and targets. The range is suitable for M60 and .50 caliber machine guns firing primarily from ground mounts.
- o Range 85: M203 Grenade Launcher Range; Grid 945991, is a familiarization and qualification range for the M203 grenade launcher. There are two firing lanes on this range.
- o Range 86: Tank Tables IV through VIII Qualification Range; Grid 001014, is for Tank Tables IV through VIII A and B (day and night course) with either the M60-series tank or the M551 Sheridan. The range has a 500-square-meter maneuver box that will accommodate up to five tanks during live fire exercises. The maneuver box is marked with red flagpoles at each corner. The firing berm provides both stationary and defiladed firing positions with one prepared defiladed firing position east of the berm. Stationary targets are located in various arrays at distances from 900 to 2,000 meters. There are two moving targets, one at 1,000 meters and one at 1,800 meters from the firing berm. The moving targets operate in a continuous mode and can be engaged the full width of the range. The target movers are emplaced by range personnel and operated by the using unit. The target operator is not required downrange during live fire exercises. Illumination of targets for night firing is provided by the using unit with either direct or indirect illumination. The range can also be used as a modified Table IX course (platoon live fire). The M60 tank uses the 105-mm gun while the Sheridan uses the 152-mm gun. Both tanks are equipped with .50 caliber and M60 machine guns. 165-mm Combat Engineer Vehicle (CEV) firing will also be accomplished on this range.
- o Range 87: Air-to-Ground Fighter Range; Grid 000014, is a Class A, conventional, air-to-ground bombing range. The range consists of one strafe panel for 20-mm and 30-mm training practice (TP) cannon. Scoring is instantaneous by the Delmar DA3H Acoustic Score. Also available are a 150- by 50-foot skip box for level deliveries, one conventional bomb circle (300 feet in diameter), one rocket circle (200 feet in diameter), and eight tactical targets consisting of three convoys, two simulated radar sites, two simulated SA-2 sites, and a Sherman

tank. Normal munitions allowed on Range 87 are the BDU 33, MK-106, inert MK-82, inert 2.75-inch rocket, and 20-mm and 30-mm training practice cannon. The range provides conventional, tactical, night bombing, and offset bombing practice. All targets are scored by M2 aiming circles and computer, with scores plotted in meters and clock position from the bull's-eye.

- o Range 88: Closed until further notice.
- o Range 90: Machine Gun Transition Range; Grid 855011, is a transition firing range for the M60 and .30 caliber machine guns. The range has five firing points with electrical pop-up targets at distances of 400 to 600 meters from the firing points. The targets are the E-type silhouette targets mounted on the M31A1 target mechanism. A10- to 30-kw generator (to be provided by the using unit) is required for operation of this range.
- o Range 92: Machine Gun Technique-of-Fire Range; Grid 849016, is a technique-of-fire range for the M60 and .30 caliber machine guns. There are six firing lanes and 24 firing points on this range. Hard targets are located at distances of 400 to 900 meters from the firing line.
- o Range 99: Nap-of-the-Earth Gunnery, Door Gunner Familiarization; Grid 041021, is a nap-of-the-earth (NOE) gunnery range. There are three firing points on this range with five positions labeled in series "A" through "E". Up to three aircraft per firing order may negotiate the range. Assorted hard targets are located throughout the impact area. The terrain on Range 99 provides aircraft the opportunity to mask, to hover, and to engage targets by using NOE techniques. This range can also be used for door gunner familiarization. Aircraft may use the 7.62-mm minigun, 20-mm or 40-mm TP cannon, 2.75-inch rocket, or M60 machine gun.

d. Training Areas. The Fort Chaffee reservation includes approximately 72,000 acres and is divided geographically, by highways, into three areas. These areas are further divided into 54 training areas and 2 impact areas (a small-arms impact area of 12,000 acres and an artillery impact area of 18,000 acres).

e. The training areas may be used for maneuvers, bivouacs, or other training activities. The small-arms impact area may be used as a light infantry maneuver area.

f. The area numbers below correspond to the numbers shown on the sketch map this pamphlet: Figure 2-1.

AREA	ACRES	AREA	ACRES	AREA	ACRES	AREA	ACRES
501	2,002	516	547	531	824	547	824
502	830	517	414	532	978	548	651
503	1,871	518	619	533	1,055	549	876
504	254	519	568	534	1,132	550	1,136
505	404	520	594	535	722	551	64
506	947	521	363	536	747	553	850
507	440	522	542	537	799	554	77
508	619	523	1,830	538	769	555	444
509	594	524	1,235	539	488	559	459
510	517	525	1,158	540	1,055	560	931
511	229	526	1,363	541	1,671	561	2,341
512	733	527	1,740	542	1,479	562	154
513	1,286	528	2,697	543	357	563	698
514	1,030	529	2,543	544	306	565	310
515	850	530	935	546	1,534	567	536

2-3. FORT CHAFFEE RANGE AND TRAINING AREA MAP (figure 2-1).

a. A description of training areas is as follows:

- o Arrowhead Drop Zone; Grid 878045, is over 3000 meters long and 1 kilometer wide, with the long axis lying east to west. Aircraft, up to and including the C-141, may be used to drop personnel or equipment on this drop zone in daylight or

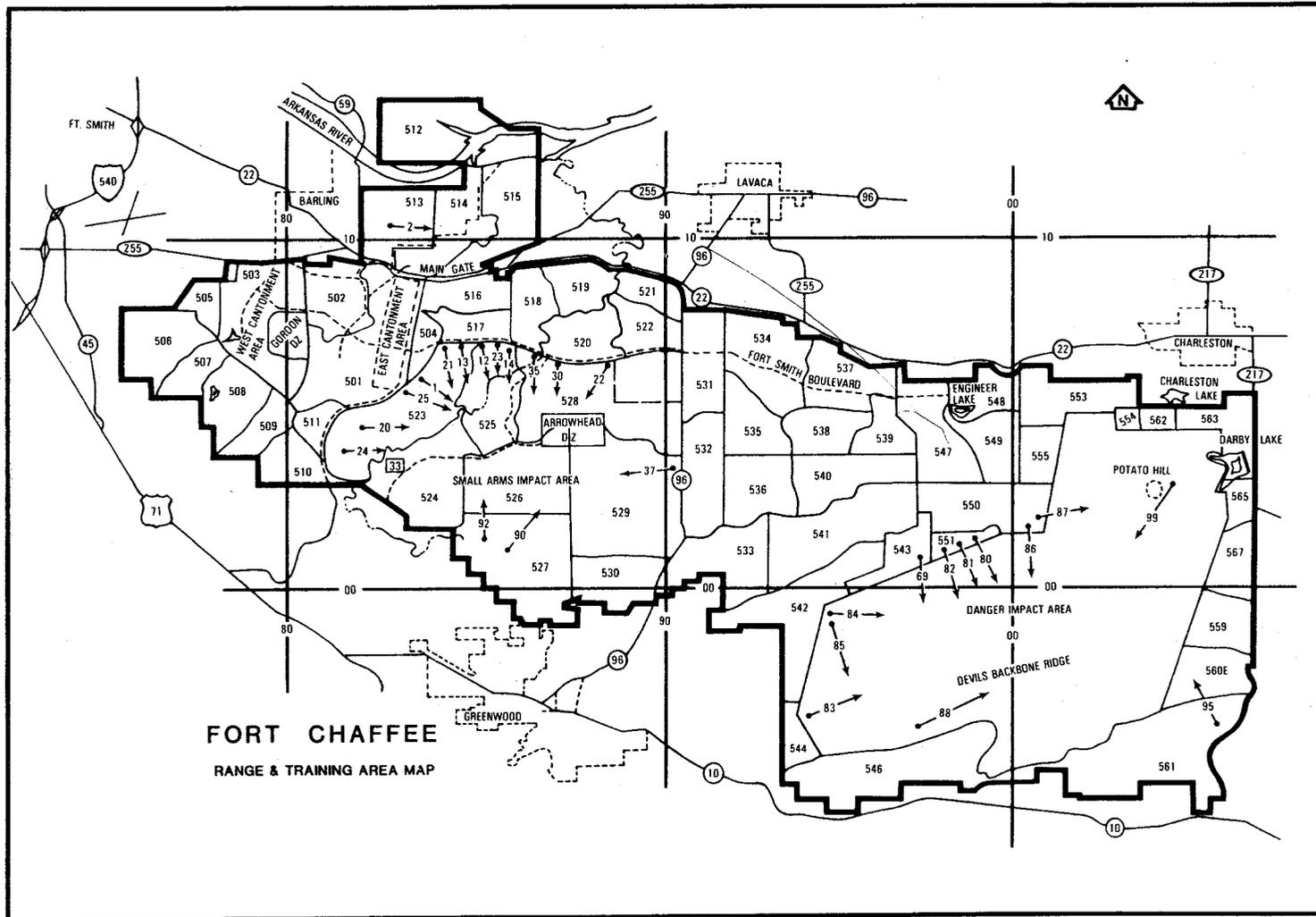


Figure 2-1. Range and Training Area Map.

nighttime. Before Arrowhead Drop Zone is used, all small-arms firing into the small-arms impact area must be suspended.

- o Gordon Drop Zone: Decertified.
- o Thirty-Four Foot Jump Tower; Grid 822059, is located at 31st and Hospital Streets and is used for familiarization and practice parachute jumps. The facility has four cables. The using unit must provide the equipment required for training on this facility.
- o Mock C-130; Grid 824059, at the corner of 31st and Hospital Streets is used to familiarize personnel with the hookup procedures for jumping.
- o Forty-Foot Rapelling Tower; Grid 824059, is in the cantonment area on the corner of 31st and Hospital Streets. There are two lanes on the cliff side of the tower and one lane on the simulated helicopter side. Rapelling instructors must meet Fort Chaffee certification requirements before using the tower. Rapelling equipment may be drawn from Range Control.
- o Bayonet Course; Grid 837067, consists of six lanes with 17 obstacles. The bayonet course is suitable for training up to one infantry company at one time.
- o Compass Course; Grid 832101, in Training Area 514, is suitable for day or night use. The course is designed for training units of company size or smaller. The compass course has three starting points, and at least 10 stations can be navigated from each starting point. This course affords flexibility, since units may choose to use the three separate courses or vary the scheme by using the more than 30 stations available in any sequence desired. Each station is marked by a lettered flexible carsonite marker. Appropriate azimuth headings, coordinates, and distances for each station can be obtained from Range Control.
- o Land Navigation Course; Grid 761067, is in Training Areas 506, 507, 508, and 509 has five stations. The land navigation course is marked with white flexible carsonite markers, labeled A1 to A5 and B1 to B5. The grids for this course can be obtained from Range Control. The course may be used day or night from any one point to the other. The course is suitable for training an infantry company.
- o Obstacle Course (CLOSED, See Range Control for availability).
- o Helicopter Nap-of-the-Earth Course; Grid 430970, has been established over the Ozark National Forest. A map of the Ozark National Forest is available at Range Control or at the Fort Chaffee Airfield. The Ozark National Forest covers approximately 1,200,000 acres and has heavily wooded, hilly terrain with small clearings and lakes. The forest also has year-round recreational facilities. Live fire exercises cannot be conducted in the National Forest. NOE training can also be conducted on a much more limited scale at Fort Chaffee; requires 30 days prior notice.
- o Fort Chaffee Airfield; Grid 791076, can accommodate only rotary-wing aircraft. Parking spaces for 60 helicopters, a modified maintenance building for limited aircraft maintenance, an upgraded airfield operations building, and a fully equipped advisory tower for air traffic controllers are available. Sufficient quarters are available for housing two MEDEVAC crews and the crash/rescue team.
- o Cole LZ/Arrowhead LZ is an Air Assault or Flight Landing Strip located at Grid 878045, within the Arrowhead Drop Zone. It can accommodate three C-130 aircraft on the parking ramp at one time. The landing strip is 4500 feet long and 60 feet wide. Coordination with the Chief, Operations and the Range Officer are necessary prior to use of the airstrip.
- o Rattlesnake LZ is an Air Assault or Flight Landing Strip located at Grid 040949, within the Rattlesnake Drop Zone. It can accommodate three C-130 aircraft on the parking ramp at one time. The landing strip is 4600 feet long and 75 feet wide. Coordination with the Chief, Operations and the Range Officer are necessary prior to use of the airstrip.

o Bridge building sites are located throughout the Fort Chaffee military reservation, where training in bridge building can be conducted. A number of areas along Little Vache Grasse Creek are suitable training sites for fixed bridging. Sites in the extreme northern portion of the reservation along the Arkansas River have been used extensively for swift-water rafting and bridging operations. The river width varies from 720 feet to 90 feet. Engineer Lake, located to the northwest of the artillery range areas, covers approximately 45 acres with a maximum depth of 16 feet. Several sites have been developed for conducting still-water bridge training at this facility.

b. Indirect firing positions are as follows:

POTATO HILL IMPACT AREA				
FIRING POSITIONS	EAST	NORTH	ALT. (M)	GRID
A-020	405-562.7	3-899-175.1	161.7	0556-9918
A-031	400-361.9	3-903-743.2	140.7	0038-0374
A-041	400-375.5	3-904-351.5	146.8	0038-0435
A-042	400-562.5	3-904-534.6	151.7	0056-0453
A-131	401-127.7	3-903-415.2	149.0	0113-0342
A-141	401-906.5	3-904-911.1	168.3	0191-0491
A-147	401-885.7	3-904-338.0	144.8	0189-0434
A-153	401-248.1	3-904-162.9	151.7	0125-0416
A-154	401-240.5	3-903-679.4	138.7	0124-0368
A-163	401-036.9	3-903-220.3	145.1	0104-0322
A-164	400-949.8	3-902-893.1	144.5	0095-0289
A-165	400-806.0	3-902-671.8	138.9	0081-0267
A-174	400-441.7	3-902-268.7	132.5	0044-0227
A-175	400-399.3	3-902-114.9	135.8	0040-0211
A-176	400-329.4	3-901-463.1	143.9	0033-0146
A-181	400-256.6	3-901-375.2	144.8	0026-0138
A-188	400-155.2	3-901-174.3	142.4	0016-0117
A-241	402-247.9	3-904-849.4	161.6	0225-0485
A-242	402-744.4	3-904-882.4	162.9	0274-0488
A-243	402-401.9	3-904-853.2	159.8	0240-0485
A-244	402-762.4	3-904-285.7	146.7	0276-0429
A-245	402-564.7	3-904-298.0	147.6	0256-0430
A-246	402-386.5	3-904-309.8	147.2	0239-0431
A-247	402-216.7	3-904-315.3	146.2	0222-0432
A-341	403-998.7	3-904-126.8	152.4	0400-0413
A-342	403-635.7	3-904-134.6	149.1	0364-0413
A-441	404-563.0	3-904-119.5	151.4	0456-0412
A-442	404-256.5	3-904-108.9	150.0	0426-0411
A-443	404-729.5	3-904-108.2	150.7	0473-0411
A-444	404-919.8	3-904-093.0	151.2	0492-0409
A-501	405-817.1	3-900-540.7	170.0	0582-0054
A-502	405-828.5	3-900-363.4	169.3	0583-0036
A-503	405-777.9	3-900-134.2	176.1	0578-0013
A-511	405-967.2	3-901-541.3	162.9	0597-0154
A-512	405-944.3	3-901-319.8	166.0	0594-0132
A-513	405-881.1	3-901-175.3	169.5	0588-0118
A-531	405-927.6	3-903-859.8	158.8	0593-0386
A-541	405-301.5	3-904-031.3	154.7	0530-0403
A-542	405-677.9	3-904-013.4	157.8	0568-0401
A-631	406-142.0	3-903-809.9	156.5	0614-0381
C-111	391-175.13	3-901-259.52	172.50	9118-0126
C-121	391-819.46	3-902-493.91	207.34	9182-0294
C-122	391-442.60	3-902-626.74	211.91	9144-0263
C-131	391-568.5	3-903-655.9	245.2	9157-0366
C-132	391-640.1	3-903-809.7	245.3	9164-0381
C-133	391-846.7	3-903-976.0	241.0	9185-0398
C-134	391-693.8	3-903-097.9	227.0	9169-0310
C-135	391-808.0	3-903-576.9	241.4	9181-0358
C-136	391-149.0	3-903-878.3	242.8	9115-0388
C-141	391-897.6	3-904-300.4	231.6	9190-0430
C-151	391-956.5	3-905-420.0	145.9	9196-0542
C-152	391-878.6	3-905-787.6	139.5	9188-0579

POTATO HILL IMPACT AREA (cont)				
FIRING POSITIONS	EAST	NORTH	ALT. (M)	GRID
C-153	391-899.9	3-905-104.4	166.3	9190-0510
C-211	392-425.18	3-901-532.27	179.81	9243-0153
C-212	392-386.64	3-901-726.39	184.23	9239-0173
C-213	392-271.61	3-901-907.88	190.34	9227-0191
C-221	392-016.18	3-902-767.87	216.98	9202-0277
C-231	392-337.1	3-903-275.4	227.1	9234-0328
C-232	392-363.5	3-903-740.0	235.4	9236-0374
C-233	392-946.7	3-903-199.8	235.7	9295-0320
C-241	392-934.0	3-904-880.0	150.7	9293-0488
C-251	392-296.6	3-905-423.0	142.4	9230-0542
C-253	392-467.9	3-905-091.7	140.0	9247-0509
C-301	393-318.25	3-900-564.72	247.10	9332-0056
C-311	393-162.03	3-901-705.45	186.80	9316-0171
C-312	393-538.28	3-901-597.39	176.39	9354-0160
C-313	393-204.09	3-901-923.30	193.40	9320-0192
C-321	393-498.61	3-902-022.14	188.10	9250-0202
C-331	393-682.4	3-903-577.8	217.8	9368-0358
C-332	393-763.6	3-903-314.9	222.4	9376-0331
C-341	393-222.4	3-904-770.7	152.3	9322-0477
C-351	393-435.8	3-905-463.5	178.9	9344-0546
C-352	393-697.8	3-905-312.4	175.4	9370-0531
C-361	393-902.6	3-906-137.0	153.3	9390-0614
C-362	393-146.8	3-906-343.1	169.8	9315-0634
C-401	394-374.00	3-900-020.35	163.80	9437-0002
C-402	394-885.9	3-900-349.7	160.9	9489-0035
C-421	394-921.56	3-902-014.56	174.53	9492-0201
C-422	394-732.61	3-902-267.85	183.68	9473-0227
C-423	394-731.40	3-902-850.34	190.90	9473-0285
C-431	394-984.7	3-903-183.4	192.8	9498-0318
C-432	394-015.7	3-903-094.7	218.7	9402-0309
C-433	394-917.4	3-903-103.6	194.0	9492-0310
C-434	394-666.0	3-903-633.9	191.5	9467-0363
C-441	394-645.2	3-903-936.6	179.2	9465-0394
C-442	394-640.0	3-904-562.7	143.1	9464-0456
C-443	394-729.6	3-904-740.6	142.0	9473-0474
C-451	394-042.0	3-905-731.9	147.8	9404-0573
C-452	394-993.6	3-905-550.9	140.4	9499-0555
C-501	395-795.8	3-900-793.6	155.8	9580-0079
C-511	395-128.14	3-901-816.58	162.87	9513-0182
C-512	395-574.38	3-901-245.01	191.70	9557-0125
C-521	395-775.33	3-902-592.14	167.73	9578-0259
C-522	395-666.66	3-902-358.81	164.02	9567-0236
C-523	395-798.66	3-902-225.33	158.45	9580-0226
C-531	395-295.7	3-903-397.0	176.8	9530-0340
C-532	395-430.0	3-903-618.4	174.2	9543-0362
C-533	395-577.4	3-903-140.0	177.1	9559-0314
C-534	395-963.3	3-903-159.1	169.0	9596-0316
C-553	395-796.5	3-905-665.9	137.4	9580-0567
C-554	395-485.2	3-905-710.6	138.9	9549-0571
C-555	395-376.2	3-905-533.2	139.2	9538-0553
C-591	395-169.94	3-899-824.54	160.90	9517-0982
C-601	396-439.39	3-900-666.42	152.68	9644-0067
C-602	396-288.40	3-900-475.34	150.33	9629-0048
C-611	396-749.88	3-901-031.78	150.09	9675-0103
C-612	396-033.97	3-901-556.83	185.74	9603-0156
C-613	396-501.77	3-901-706.78	166.80	9650-0171
C-621	396-804.02	3-902-016.03	167.49	9680-0202
C-622	396-795.23	3-902-757.24	141.80	9680-0276
C-631	396-362.4	3-903-367.7	145.8	9636-0337
C-632	396-514.9	3-903-642.7	138.0	9651-0364
C-633	396-655.4	3-903-501.1	138.1	9666-0350
C-634	396-948.6	3-903-062.6	140.4	9695-0306
C-641	396-952.5	3-904-613.5	136.9	9695-0461
C-642	396-940.7	3-904-980.9	137.1	9694-0498

POTATO HILL IMPACT AREA (cont)				
FIRING POSITIONS	EAST	NORTH	ALT. (M)	GRID
C-651	396-678.2	3-905-179.5	136.4	9668-0518
C-652	396-366.9	3-905-482.2	127.6	9637-0548
C-653	396-046.7	3-905-591.8	135.7	9605-0559
C-701	397-442.88	3-900-791.92	154.01	9744-0079
C-702	397-490.75	3-900-935.66	148.48	9749-0094
C-711	397-552.59	3-901-868.82	145.59	9755-0187
C-712	397-950.76	3-901-507.84	140.56	9775-0151
C-721	397-476.64	3-902-953.96	145.12	9748-0295
C-722	397-566.80	3-902-572.36	143.09	9757-0257
C-723	397-615.27	3-902-787.30	145.50	9762-0279
C-724	397-762.0	3-902-997.5	148.6	9776-0300
C-731	397-377.7	3-903-212.9	148.9	9738-0321
C-732	397-161.2	3-903-561.7	143.4	9716-0356
C-733	397-008.9	3-903-208.1	142.2	9701-0321
C-734	397-616.5	3-903-831.8	135.6	9762-0383
C-735	397-704.8	3-903-610.9	138.0	9770-0361
C-736	397-734.7	3-903-134.8	148.0	9773-0313
C-741	397-431.2	3-904-204.8	132.5	9743-0420
C-811	398-461.03	3-901-647.73	138.71	9846-0165
C-812	398-097.86	3-901-832.25	137.90	9834-0197
C-821	398-485.01	3-902-563.90	138.93	9849-0256
C-841	398-490.4	3-904-959.0	146.4	9849-0496
C-851	398-691.0	3-905-013.5	146.4	9869-0501
C-911	399-461.6	3-901-541.7	145.0	9946-0154
C-912	399-427.4	3-901-645.7	137.0	9943-0165
C-913	399-425.2	3-901-835.7	132.4	9943-0184
C-914	399-428.6	3-901-948.1	131.6	9943-0195
C-921	399-436.4	3-902-636.2	122.4	9944-0264
C-922	399-503.9	3-902-486.9	123.9	9950-0249
C-923	399-464.0	3-902-123.3	129.3	9946-0212
C-931	399-216.8	3-903-780.8	140.4	9922-0378
C-932	399-243.8	3-903-525.0	142.1	9924-0353
C-941	399-334.3	3-904-120.8	139.3	9933-0412
C-942	399-460.8	3-904-220.5	140.3	9946-0422
C-951	399-035.8	3-905-080.6	147.0	9904-0508
C-952	399-305.0	3-905-140.4	147.5	9931-0514
D-231	402-385.12	3-893-773.00	179.05	0230-0377
D-341	393-895.53	3-894-776.25	185.26	9390-9478
D-381	393-672.97	3-898-790.63	162.51	9367-9879
D-382	393-825.04	3-989-443.21	161.96	9383-9844
D-383	393-807.31	3-898-184.11	162.39	9381-9818
D-442	394-299.98	3-894-878.61	179.78	9430-9488
D-451	404-477.34	3-895-341.90	192.04	0448-9534
D-452	404-607.55	3-895-529.78	195.40	0461-9553
D-453	404-867.30	3-895-684.26	196.51	0487-9568
D-454	404-297.29	3-895-289.46	191.88	0430-9529
D-541	395-673.20	3-894-910.99	183.44	9567-9491
D-551	405-208.77	3-895-518.79	191.27	0521-9552
D-552	405-462.6	3-895-543.25	193.57	0546-9554
D-653	396-596.72	3-895-289.85	176.86	9660-9529
D-654	395-898.56	3-895-043.11	174.67	9690-9504
D-655	396-926.35	3-895-189.40	179.95	9693-9519
D-656	396-738.08	3-895-042.51	179.87	9674-9504
E-041	390-025.0	3-904-440.3	224.8	9002-0444
E-251	382-834.94	3-905-116.54	135.12	8283-0512
E-252	381-498.81	3-904-873.15	135.60	8150-0487
E-561	385-976.35	3-906-686.82	131.10	8598-0669
E-562	385-141.93	3-906-825.71	136.71	8514-0683
E-642	386-735.2	3-904-507.3	229.1	8674-0451
E-643	386-604.5	3-904-168.5	230.2	8660-0417
E-654	386-630.9	3-905-525.4	138.5	8663-0553
E-761	387-655.82	3-906-251.93	132.87	8766-0625
E-821	388-795.51	3-902-792.32	187.40	8880-0279
E-822	388-694.78	3-902-580.56	179.60	8869-0258

POTATO HILL IMPACT AREA (cont)					
FIRING POSITIONS	EAST	NORTH	ALT. (M)	GRID	
E-823	388-805.07	3-902-193.83	167.00	8881-0219	
E-824	388-551.08	3-902-040.41	164.20	8855-0204	
E-831	388-515.30	3-903-481.62	203.30	8852-0348	
E-851	388-891.2	3-905-073.5	244.3	8889-0507	
E-931	389-975.1	3-903-485.49	210.39	8998-0349	
E-932	389-988.11	3-903-988.37	219.97	8999-0399	
E-941	389-152.1	3-904-263.9	227.8	8915-0426	
E-942	389-832.2	3-904-172.3	226.5	8983-0417	
E-943	389-362.2	3-904-580.7	224.8	8936-0458	
E-959	389-315.2	3-905-253.4	236.4	8932-0525	

c. The declination station, Grid 907063, is at the intersection of Fort Smith Boulevard and Highway 96.

(1) The station is a 105-mm shell casing set in a 12-inch concrete triangle. The azimuth markers are 2-inch pipes painted with alternate black and white stripes in 2-foot sections.

(2) The markers are numbered 1 through 4 starting in the northeast quadrant and continuing clockwise - number 1, 0917.438 mils; number 2, 2,966.210 mils; number 3, 3,745.090 mils; and number 4, 5,432.140 mils.

d. Observation Posts are as follows:

NUMBER	GRID	NUMBER	GRID	NUMBER	GRID
OP 4	977009	OP 10	995046	OP 15	022050
OP 5	001015	OP 11	989040	OP 16	027049
OP 6	009027	OP 12	990035	OP 17	059041
OP 7	008030	OP 13	993017	OP 18	960016
OP 8	010034	OP 14	993016	Pinnacle	041970

2-4. TRAINING SUPPORT ACTIVITIES. A summary of training support activities available at Fort Chaffee is as follows:

- o Readiness Group Fort Sill (RGFS) is tasked to provide assistance to RC units in the states of Oklahoma and Louisiana, while Readiness Group Fort Leonard Wood (RGFLW) provides the same assistance in Arkansas and Missouri. Integral to the RGFS mission is support to units conducting Annual Training at Fort Chaffee, regardless of the unit's home stations. The primary method of assisting units is to train the trainer; although, direct student instruction is provided when appropriate. Requests for RGFS assistance should be directed to: Chief, Readiness Group Fort Sill, Fort Sill, Oklahoma 73503-5100 (AUTOVON 639-2419/6312). Requests for Readiness Group Fort Leonard Wood should be directed to Chief, Readiness Group Fort Leonard Wood, ATTN: AFKB-GR-FW, Fort Leonard Wood, Missouri, 65473-5000; AUTOVON 581-4270/4271 or commercial (314) 368-4270/4271.
- o Equipment Concentration Site #15, Building 470, is for storing and maintaining assigned Army Reserve equipment in a mobilization ready-for-issue condition. Additionally, limited amounts of combat, tactical, engineer, and support equipment are normally available on short-term loans to supplement training needs.
- o A Training Service Center (TSC) is in Building 2052. Training aids available include a variety of training devices and equipment. All Department of the Army graphic training aides (GTA) are available, as the TSC has the mission of distributing GTAs worldwide. Also available are the Weaponner Training Device, the Training Set Field Observation (TSFO), and Multiple Integrated Laser Engagement System (MILES).
- o Training buildings are located throughout the cantonment area. These are 275 buildings used as classrooms and for administrative, supply, operations, and recreational functions. A wide variety of buildings are available, ranging in size from 1,283 to 12,024 square feet.

- o The Magazine Area (Ammunition Supply Point) is adjacent to, and south of the troop housing area (GRID 811051) and contains approximately 94 acres. Approximately 74 acres are enclosed by a 10-foot chain-link fence. Within this acreage, there are 23 steel igloos with concrete floors ranging in size from 200 to 800 square feet. Each igloo is covered with earth and sodded. The remaining 20 acres are enclosed by a five-strand barbed wire fence and are used for open storage of ammunition.
- o Administrative facilities are located in mobilization-type, World War II, wooden, single- and two-story structures. With very few exceptions, the buildings on post were constructed in 1942 and 1943. There are 1290 buildings on post, with a total area of nearly 5 million square feet.
- o Troop housing for enlisted personnel consists of 269 buildings, most of which can house at least 48 soldiers. The buildings currently available can house approximately 13,000 troops. In addition, there are 377 concrete pads that can be used with general-purpose tents, having a capacity of 12 soldiers per tent. Total capacity of these facilities is 4,524 troops. Concrete slabs with capped utilities (no gas) for 20 mess tents and 20 latrines are also available.
- o Bachelor Officer Quarters consist of 47 units with a capacity of 1200 officers.
- o Motor fuel storage capacity consists of 292,000 gallons (gasoline and diesel). Bulk dispensing facilities are located in the east contonment area.
- o Aviation fuel storage (jet propulsion-4) consists of 24,000 gallons located adjacent to the Fort Chaffee Army Airfield.

CHAPTER 3

OPERATIONS

3-1. REQUEST FOR RANGE FACILITIES AT FORT CHAFFEE. Additional information concerning range facilities and range procedures are found in USAFACFS Reg 385-1-1, dated 25 October 88. SOPs for individual ranges will be provided to using units by Range Control. The Joint Readiness Training Center is of special interest and has priority on all ranges, facilities, and training areas during scheduled rotation dates. With nine to eleven rotations annually, training dates for other units may require adjustment in order to avoid conflict with the JRTC. Every effort will be made to provide dates, ranges, facilities, and training areas to facilitate unit training while not conflicting with the JRTC.

a. This procedure is applicable to all units with the following provisions:

(1) Active Component Units will submit range requests through Operations - Building 1370.

(2) National Guard, Reserve Forces, and Reserve Officer Training Corps units will submit requests to the Division of Reserve Component Support (DRCS) - Building 1479. See chapter 8.

(3) Joint Readiness Training Center will submit range requests through Operations, Building 1370. See chapter 7.

(4) Other governmental agencies, whether local, State, or Federal, will submit requests through Operations, Building 1370.

(5) Civic organizations (i.e., Boy Scouts, Girl Scouts, Special Olympics) will submit requests to the Public Affairs Office. PAO will coordinate with the Chief of Operations.

b. Request for use of Training Facilities.

(1) Requests for the use by Active Components of any training facility will be submitted to: Commander, U.S. Army Garrison, ATTN: Chief, Operations, Fort Chaffee, Arkansas 72905-5000.

(2) Reserve Component requests will be submitted to the Division of Reserve Component Support, ATTN: ATZR-ZRC.

(3) All range and training area requests will be submitted in triplicate using Fort Sill (FS) Form 105.

(4) The Chief, Operations will forward Range/Training Aids requests to the appropriate office which will approve/disapprove all requests and return one copy to the Operations Office for coordination.

(5) All disapprovals will include an explanation statement. When appropriate, substitute range facilities will be identified.

c. Requests must be received at least 60 days prior to the projected date of use. A request is required for the use of all ranges, artillery and mortar firing positions, observation posts, river/water crossings, numbered training areas, blackout road marches, drop zones and the C-130 Air Assault strip.

d. All ranges, firing positions, and training areas will be thoroughly policed after each use. Using units are subject to recall to specific areas if the police is inadequate. In addition to the above, all major headquarters will be assigned common use areas to police (i.e., South Boundary Road, Fort Smith Boulevard, Highway 96).

e. Units are encouraged to make a reconnaissance of specific areas of interest; however, these visits should be coordinated in advance. Arrangements can be made by contacting the Range Control Office in Building 7102, or by calling AUTOVON 962-2272/2362, or Commercial (501) 484-2272/2362.

3-2. ADVANCE OPERATING DETACHMENT (AOD).

a. The strength of the AOD should be held to the minimum necessary to properly prepare for the arrival of their unit. Each unit will submit a report (duplicate) of the strength of the AOD to Commander, USAG, ATTN: ATZR-ZO, Fort Chaffee, AR 72905-5000, three weeks prior to training. This report should give the number of officers, enlisted men, and enlisted women who will need quarters, and the meals they will require. This information is required to plan adequate support for the AOD until they have their own facilities in operation.

b. Units will be held pecuniarily liable for missed scheduled meals and understrength headcounts (tolerance + 3%).

c. AOD Commander should contact the Chief, Operations, Building 1370 (extension 2041/2466) immediately upon arrival to finalize training requirements. At this time exact unit location (building number or grid coordinates) and telephone number will be provided to ensure timely notification of unit personnel in case of an emergency.

3-3. AIRCRAFT.

a. Training units bringing aircraft to support training should write the Commander, USAG, ATTN: ATZR-ZO, Fort Chaffee, AR 72905-5000, 30 days prior to arrival, and state the exact number and types of aircraft to be present. This information is needed to coordinate adequate parking and maintenance areas.

b. Units desiring aircraft support from Fort Sill must submit requests 120 days prior to arrival for training. Requests should include detailed information as to support desired, and a statement to the effect that all other sources for aircraft support have been attempted with negative results.

c. Specific procedures for aircraft operations are contained in the Fort Chaffee Aviation Procedures guide, which will be made available upon request.

d. Fixed-wing aircraft will not use the Fort Chaffee Army Airfield unless prior approval is received. United States Army fixed-wing aircraft visiting Fort Chaffee may land, park, and refuel at the Fort Smith Municipal Airport.

3-4. ARTILLERY AND MORTAR SAFETY OFFICERS. All safety personnel will be tested and certified prior to performing safety duties and will be retested at least once a year. Safety personnel must be familiar with the weapons systems on which they will provide "safety". See USAFACFS Reg 385-1-1 for additional information concerning safety responsibilities and requirements.

3-5. BLANK FORM AND PUBLICATIONS. Headquarters, Fort Chaffee will issue to training units the following publications and blank forms:

a. USAFACFS Regulation 385-1-1 (Range Regulations, Fort Chaffee) will be issued on the basis of two per company/battery-size unit, and four for each battalion or higher headquarters not previously issued this regulation upon request.

b. Safety Officer regulations will be issued at the Training Planning Conference on the basis of one per company/battery-size unit not previously issued regulations.

c. Units must plan to bring all publications and blank forms with them for training.

3-6. RANGE AND TRAINING AREA REQUESTS.

a. All units training and using range areas at Fort Chaffee will obtain and become thoroughly familiar with USAFACFS Regulation 385-1-1, Range Regulation, Fort Chaffee. Copies are available upon request (either written or telephonic) for mailing.

b. Units will submit requests for ranges and training areas on FS Form 105 (figure 3-1) in three copies, 60 days prior to training (Reserve Component units see Chapter 8). The proper procedures for completing FS Form 105 are contained in USAFACFS Regulation 385-1-1. Range requests will contain primary and alternate firing points and training areas.

RANGE REQUEST

To: USAG, FORT CHAFFEE ATZR-ZO, FT. CHAFFEE, AR 72905		From: CDR, USAR or ARNG UNIT Phone:		Request for Week Ending: 7 SEP 88
Type of Range Requested: SMALL ARMS		Original:	Change Nr:	Date: 17 March 88
Date , Time	Range or Firing Points	Observation Posts	Weapon, Ammunition, Fuze, Type of Fire	Additional Information
SAT 7 SEP 88 1300-1500	MB-2		45 Cal Pistol	10 Firers
SAT 7 SEP 88 1300-1500	Range 84		.50 CAL Machine Gun	40 Firers REQUEST MOVING TARGET
Point of Contact: CPT John Q. Jones, AV 736-2102 MSG Paul Bryan				
SAMPLE				
*****SAMPLE*****				
PHENIUS P. McBRIDE MAJOR, Infantry S-3				
CO-USAGE INFORMATION				
DATE	AREA	UNIT	CONCURRENCE (Name/Rank)	SIGNATURE
DATE RECEIVED:		APPROVED:		DISAPPROVED:

c. Training units will establish range firefighting details prior to arrival at Fort Chaffee. The unit will train firefighters and give them appropriate equipment. Minimum equipment required on the range is a full water trailer (or drum of water), burlap bags, fire beaters, and shovels. Fire beaters will be issued upon request by the Fort Chaffee fire station. However, no attempt will be made to fight fires within the artillery impact area. All fires will be reported to Range Control by FM radio or 484-2272/2362. All available unit personnel will continue to fight fire until officially relieved by the Range Officer or a designated representative.

d. The following restrictions are established for the use of certain areas and facilities at Fort Chaffee during training periods.

(1) Engineer Lake and the Arkansas River may be utilized for bridge building and rafting sites. Stock ponds will not be used.

(2) Chaffee Army Airfield will be used at the unit's own risk.

e. Fort Chaffee has access to 1.5 million acres in the Ouachita National Forest and one million acres of the Ozark National Forest for selected types of training. Contact the Chief of Operations for use of this area and a list of opportunities for training that is available.

3-7. SERIOUS INCIDENT REPORTS. It is essential that the Fort Chaffee commander be promptly informed of serious or unusual incidents occurring at training sites or adjacent areas or involving military personnel on or off the training site. Important or unusual incidents to be reported immediately to the Commander, Fort Chaffee, during duty hours or the Fort Chaffee Duty Officer during off-duty hours include but are not limited to:

a. Accidents involving U.S. Army aircraft.

b. Domestic disturbances of a serious nature, including riots and racial disturbances.

c. Accidents, fires, and explosions.

d. Disasters resulting from natural phenomena, such as floods or tornadoes.

e. Mutiny.

f. Death of military personnel on or off the training site.

g. Training accidents.

h. Theft or embezzlement of appropriated/nonappropriated funds.

i. Matters that could cause adverse public relations including all serious crimes committed on the training site and crimes by military personnel off the training site, such as:

(1) Murder and aggravated assault.

(2) Arson.

(3) Rape and other sex crimes.

(4) Armed robbery.

(5) All felony-type offenses committed by officers and warrant officers.

j. Other. If uncertain as to reportability, contact the Commander, Fort Chaffee, during duty hours or the Fort Chaffee Duty Officer during non-duty hours.

k. Serious Incident Report. If applicable, a serious incident report (SIR) will be prepared by Fort Chaffee personnel and released by the Commander, USAG, Fort Chaffee, in coordination with the Chief of Staff, USAFACFS.

3-8. TRAINING SCHEDULES. Training units must forward training schedules in three copies to the Commander, USAG, ATTN: ATZR-ZO (Active Component) or ATZR-ZRC (Division of Reserve Component Support), Fort Chaffee, AR 72905-5000, three weeks prior to training.

3-9. TRAINING SUPPORT REQUESTS. Requests for training support or services, use of the parade field, or special training instructions, will be submitted on FS Form 104 (Training Support Request) (figure 3-2) to the Commander, USAG, ATTN: ATZR-ZO (Active Component unit) or ATZR-ZRC (Reserve Component unit), Fort Chaffee, AR 72905-5000, 30 days prior to training.

3-10. DAILY TRAINING STRENGTH REPORT.

a. From the day of arrival of the Advance Operating Detachment until the day of departure of the Rear Detachment, units attending training are required to report military strengths to the Operations Division each duty day, not later than 0930. Strengths for Saturdays and Sundays will be submitted the following Monday. Responsibility for strength reporting lies within the highest echelon level of the unit conducting either training or support at Fort Chaffee.

b. The Joint Readiness Training Center, Forward (JRTC, Fwd), Fifth Army Consolidated Training Activity (SA CTA) and other tenant units are responsible for collecting and reporting strength of individuals and units attending training at Fort Chaffee. This will include rotation units and their supporting elements, JRTC personnel not permanently assigned to Fort Chaffee, and any JRTC augmentation personnel.

c. Military strength reports will be submitted in person or by telephone (2041/2466) and categorized by officer, warrant officer, and enlisted personnel. Higher headquarters of subordinate units should consolidate unit strength reports and submit one report to Operations. Independent units will submit reports directly to Operations.

3-11. WET BULB GLOBE TEMPERATURE INDEX.

a. The purpose of the Wet Bulb Globe Temperature Index (WBGT) is to provide physicians, medical department personnel and training troops, with information essential to control adverse effects of high temperatures on Armed Forces personnel. This information is merely a guideline and only states minimum controls of the effects of high temperature. Commanding officers are encouraged to use maximum precautions in preventing heat casualties. The official reading for all units training at Fort Chaffee will be read by the Range Control Office in the vicinity of Building 7102.

b. WBGT Index in Control of Physical Activity.

(1) When the WBGT Index reaches 78° F (26° C); discretion should be used in planning heavy exercise for unseasoned personnel.

(2) When the WBGT Index reaches 82° F (29° C); strenuous exercise such as marching at standard cadence should be suspended for unseasoned personnel during their first three weeks of training. At this temperature, training activities may be continued on a reduced scale after the second week of training. Outdoor classes should be avoided.

(3) When the WBGT Index reaches 88° F (31° C); strenuous exercise should be curtailed for all personnel with less than 12 weeks training in hot weather. Hardened personnel, after having been acclimatized each season, can carry on limited activity for periods not exceeding six hours a day.

(4) When the WBGT Index reaches 90° F (32° C) and above; physical training and strenuous exercise should be suspended for all personnel (excluding essential operational commitments not for training purposes, where the risk of heat casualties may be warranted).

c. Protective Clothing. Wearing of body armor or NBC Warfare protective uniforms, in effect, adds 10° F (6° C) to the measured WBGT. Limits should be adjusted appropriately.

d. Responsibility. The unit commander is responsible for the unit's activities. Major unit headquarters will be responsible for keeping all subordinate units apprised of the WBGT Index upon notification by the Range Control Office. Prompt notification is essential in order for an efficient Heat Injury Control Program to be effective. Major

TRAINING SUPPORT REQUEST

TO: Commander, USAG, ATTN: ATZR-Z-OP Fort Chaffee, AR 72905	FROM: Cdr, 1st Bn/199th FA	Request for Week Ending: 21 Jul 1984
Type of Support Requested:	Original: X Change Nr:	DATE: 9 Feb 1984

Req Nr	Time, Problem and Class	Requirement	Marked or Report To	Area, Bldg, LP, or Place	Remarks
1	0800-1800	<u>TUESDAY, 10 Jul 1984</u> Mobile PA Set (PA2) and two extra speakers		Mow-Way House	Square with C, DPT Reserve Comp Division (351-3218/ 3697/4803) several days prior to requested date.
2	0800-1200	<u>THURSDAY, 12 Jul 1984</u> Same as above			

STAFF ADMIN ASSISTANT

SAMPLE

PAGE OF PAGES

FS Form 104
Rev 1 Apr 82

Figure 3-2. Sample Preparation of FS Form 104

L1087 Army-Fort Sill, Okla

headquarter activities responsible for disseminating WBGT Index readings and information will be notified as follows:

(1) HHC (Provisional), extension 3113, will notify all staff agencies.

(2) Division of Reserve Component Support, extension 2121, will notify Site Evaluation Headquarters.

(3) Range Control, Building 7102, extension 2344, will notify all units on ranges and in training areas. They will also notify each major training unit headquarters as appropriate. Each major training unit headquarters is responsible to notify subordinate units.

e. Readings. Wet bulb readings can be obtained by calling the Range Control, Building 7102, extension 2344.

f. Remarks.

(1) Commanding Officers are reminded that the welfare of the troops is essential when planning training during the hot summer months. The Preventive Medicine Activity will assist commanders in any way possible to enact the Heat Injury Control Program. Responsible personnel will ensure that the Wet Bulb reading is disseminated.

(2) If further assistance or consultation is needed, please contact the Troop Medical Clinic, Building 130, extension 2223/2488.

3-12. RANGE CONTROL COMMUNICATIONS CONSIST OF:

a. Primary - Permanently installed wire system with terminals located throughout the range area.

b. Secondary - FM Radio: Frequency-38.50. After establishing wire communications with the Range Office, the unit will enter the range control net. Clear language only will be used on the range control net: tactical call signs will not be used. (Example: Range Control, this is Range 87, over.)

3-13. RANGE COMMUNICATIONS REQUIREMENTS.

a. Range Control can provide telephone and radio operating suggestions to training units, if so requested.

b. The Range Control communications system is of dual capacity. The communications system consists of a permanently installed open-wire, land line system with terminals (drops) located throughout the range area, and an FM radio with primary (38.50) and alternate retrans (51.20) frequencies.

(1) All units training at Fort Chaffee will establish radio communications with Range Control immediately after occupancy of range or training area. After initial communications have been established, units are required to continuously monitor the Range Control frequency and remain alert for severe weather, safety or coordination instructions or announcements. A unit representative must report to the Range Control Office prior to any unit entering the range and/or training area. If a unit has two FM radios it will be allowed to resume firing.

(2) All units conducting live fire on Fort Chaffee range must establish both land line and radio communications with Range Control. These units must obtain clearance to go "HOT" from the Range Office prior to commencing fire. All firing units will make an hourly communication check with Range Control both on land line and radio. If either means of communication fail, the OIC will immediately come to a "Check Fire" status and notify Range Control. Units will remain in a "Check Fire" status until both means of communications are reestablished. All communications will be manned continuously.

(3) Units found in violation of these requirements may be required to cease operations and return to the cantonment area.

3-14. SCHEDULING OF CONFERENCE AREAS. Scheduling of the Chaffee Conference Center (Building 137), the Headquarters Conference Room (Building 1370), and the Emergency Operations Center (EOC) Conference Room (Building 1375), will be arranged through the

Chief of Operations, Building 1370, Fort Chaffee, Arkansas 72905-5000, AUTOVON 962-2041/2466; or commercial 501-484-2041/2466. This must be accomplished at least 30 days prior to the intended date of use. A detailed Standing Operating Procedure for use of the conference center and conference rooms can be obtained from the Chief, Operations Division.

a. Chaffee Conference Center is located in Building 137 on Ward Avenue. This facility will seat 220 people. Podium, sound system, and behind screen projection is available.

b. Headquarters Conference Room is located at Post Headquarters, Building 1370, upstairs, northwest corner. The room will seat 40 people. Projector screens are installed.

c. Emergency Operations Center Conference Room is located in Building 1375, northwest of Post Headquarters Building. This room will seat 30 people. Facilities for projectors are installed.

d. Commander's Conference Room. This conference room is located adjacent to the Post Commander's office in the Post Headquarters. It seats up to 16 people. Rear projection for 35mm slides is available. To schedule this facility, call the Commander's secretary at extension 2282.

3-15. AVIATION POLICIES AND PROCEDURES.

a. All Aviation units/assets must contact the Fort Chaffee Installation Aviation Officer, Operations Division, Building 1370, for updates regarding Aviation procedures at Fort Chaffee.

b. Additional Aviation information is in the following publications:

- (1) Aviation Policies and Procedures, USAG, Fort Chaffee, Arkansas.
- (2) AR 385-95.

3-16. DISPOSAL OF UNUSED PROPELLANT INCREMENTS.

a. The propellant burn site is located at Grid 971025.

b. The propellant burn site consists of three burn lanes. Burning will not be repeated on a previously burned-over lane within 24 hours, unless the area has been thoroughly soaked with water. Prior to ignition, powder charges will be laid in a single line not to exceed 12 inches in width, and not more than 101 lbs per line. Charges will be ignited from the downwind end, using a train of powder approximately 25 feet long.

c. The Position Commander/Safety Officer/NCO of each firing position will ensure that proper procedures are followed in burning of all excess powder increments. Contact with Range Control is required on FM 38.50, prior to burning of excess powder charges.

d. All munition containers will be returned to the Fort Chaffee ASP, along with a complete report of powder increments burned. No Trash will be burned at this location.

3-17. EMPLOYMENT OF CHEMICAL AND BIOLOGICAL AGENTS.

a. The terms "chemical operations" and "biological operations" are defined in the dictionary as:

(1) Chemical operations consist of employment of chemical agents to influence combat operations by producing casualties (death or incapacitation) or the threat of casualties among enemy troops.

(2) Biological operations consist of the employment of biological agents to influence combat operations by producing casualties (death or incapacitation) among enemy troops.

b. Chemical agents CS, CN or nuclear simulators will not be used without the prior approval of the Fort Chaffee Range Control Officer. Chemical agents will not be allowed when:

- (1) Less than 1000 meters from public highways or built-up areas.
- (2) Less than 500 meters from aircraft if pilots and crew members are not using protective equipment.
- (3) In and around other unprotected unit personnel not involved or aware of chemical training exercise.

c. School trained NBC personnel will be present during all CS, CN, riot agent operations and will:

- (1) Contact Range Control prior to usage (FM 38.50/51.20)
- (2) All expended canisters, grenades, etc. will be policed and properly disposed of.

d. All approval for the use of chemical agents in open areas will be determined by wind directions and speed.

3-18. TRAINING SERVICE CENTER (TSC).

a. Explanation of Terms:

(1) Training Service Center (TSC) provides services in the form of consultation, design, procurement, fabrication, stockage, and issue of most types of training aids and equipment.

(2) Training Aids consist of all physical materials (exclusive of publications) prepared for teaching military subjects which are included in regularly scheduled periods as indicated in Army Training Evaluation Programs (ARTEP), Programs of Instructions (POI), or other scheduled instruction.

(3) Training facilities consist of a Training Set Fire Observation (TSFO) device which is to provide training simulating conditions (visual and sound) experienced by a forward observer in an actual combat situation; and the WEAPONER which is a "hands on" simulator for rifle marksmanship training.

(4) Responsible Officer. The individual who has established an account is responsible for the proper use and care of all training aids issued on hand receipt to his/her unit or activity.

(5) Training Aids Supplies are all materials (expendable and non-expendable) required to accomplish the fabrication of training aids. Under no circumstances will supplies be issued to any unit or activity other than the Training Aid shops for fabrication.

b. The TSC is established and operational throughout the year. The center consists of the Administrative Branch, the Devices Branch, Graphic Branch, Photo facility, and Graphic Training Aids (GTA) warehouse. The TSC Office is located in Building 2052. Hours of operation are 0730-1600 Monday through Friday. Telephone numbers are AUTOVON 962-2072/2107 or commercial 501-484-2072/2107.

c. TSC accounts must be established at TSC by each organization prior to requesting training support material. To establish an account, the responsible officer of a unit should prepare and submit to the TSC Property Book Officer DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies). Units must include their complete address and complete telephone number to include area code or AUTOVON.

d. Training Aids Requests.

(1) Active Component requests for training aids will be submitted to the Commander, USAG, ATTN: ATZR-ZO, Fort Chaffee, Arkansas 72905-5000, not later than 15 days prior to the training.

(2) Reserve Component requests for training aids will be submitted to the Commander, USAG, ATTN: ATZR-ZRC, Fort Chaffee, Arkansas 72905-5000, not later than 15 days prior to the Training Planning Conference. All Reserve Component units who already have an established account are required to establish a temporary account for items used during Annual Training.

(3) Requests for training aids to be fabricated should be submitted on DA Form 3903-R (Visual Information Work Order). Requests must be submitted at least two weeks prior to the desired completion date. Request for small quantities of cardboard signs or charts may be approved with shorter deadlines in some instances. Unexpected or emergency requirements will be met if sufficient personnel are available.

(4) Standard training aids should be requested on DA Form 3161 (Request for Issue or Turn-In).

e. Audiovisual Support.

(1) Requirements for 16mm sound motion picture films and film strips will be submitted to the Commander, USAFACFS, ATTN: TSC, Audiovisual Support Center, Fort Sill, Oklahoma 73503-5100, on DA Form 4103-R (Visual Information Product Loan Order) in triplicate four weeks prior to training.

(2) Requirements for audiovisual equipment should be submitted to the Commander, USAG, ATTN: ATZR-ZOT, Fort Chaffee, Arkansas 72905-5000, on DA Form 4103-R, 30 days prior to training. Equipment may be picked up at TSC, Building 2052.

f. Requests for Photographic Support.

(1) Active Component requests for photographic support will be submitted to the Commander, USAG, ATTN: ATZR-ZO, Fort Chaffee, on DA Form 3903-R, 30 days prior to training.

(2) Reserve Component requests for photographic support will be submitted to the Commander, USAG, ATTN: ATZR-ZRC, Fort Chaffee, Arkansas 72905-5000, not later than 30 days prior to training.

(3) Requests will be prepared in accordance with AR 25-1 and will include the number of negatives, prints, and sizes of prints required.

(4) Those planning to use photographers assigned to their unit and to draw supplies will forward completed DA Form 1687, with photographers' names, to the Commander, USAG, ATTN: Training Service Center, Fort Chaffee, Arkansas 72905-5000, 30 days prior to arrival at the site.

g. To obtain maximum use of training aids, the loan period for training aids will be limited to the actual time the user requires the aid for training. Aids may be recalled from the user IAW established priority to meet priority training requirements or demands of other users.

h. Expendable and expendable/returnable training aids that are loaned on a temporary account will be returned to TSC. All accounts must be cleared prior to departure of the unit from the installation.

i. Sufficient funds are included in the TSC budget estimate to provide training aid support to units for Annual Training. Training aids support is provided to units without cost.

3-19. MAP REQUESTS.

a. All units will receive individual training area topographic coverage upon arrival at the training site. Written requests for maps should arrive at Fort Chaffee 10 days prior to the required date. Training units will pickup requested maps from the Chief, Operations, Building 1370. Map issue will be limited due to cost.

b. Units are expected to return 60% of the issued maps for reissue.

c. The following is a list of topographic maps pertaining to the Fort Chaffee area:

USAFACFS Reg 350-12, 30 Mar 90

1:250,000	V502	N115-2	Russellville (Medium-Scale)
1:250,000	V502	N115-1	Fort Smith (Medium-Scale)
1:50,000	V784	7154 I	Lavaca (Large-Scale)
1:50,000	V784	7154 II	Barber (Large-Scale)
1:50,000	V784	7154 III	Greenwood (Large-Scale)
1:50,000	V784	7154 IV	Van Buren (Large-Scale)
1:50,000	Education Graphic Fort Chaffee (Large-Scale) (For Training Only)		
1:50,000	Fort Chaffee Special		

CHAPTER 4

LOGISTICS

4-1. AMMUNITION.

a. The Ammunition Section, Building 6026, Fort Chaffee, will perform stock control and supply procedures pertaining to requisitioning, receiving, storing, safeguarding, and issuing ammunition to include guided missiles, explosives, and other ammunition. They will also investigate and prepare reports concerning malfunctions of ammunition and explosives.

b. The Unit Commander will--

(1) Establish ammunition/explosive allowances.

(2) Program and receive only that quantity of ammunition which can reasonably be expected to be expended on a specific test or problem.

(3) Return all unused ammunition and live components upon completion of firing except unused propellant increments from expended artillery ammunition. These increments will be burned only in the approved burn area at Grid 971025. Units will contact Range Control at extension 2272 prior to any propellant charges being burned.

(4) Ensure all ammunition and components are properly repacked as received and that required certificates are prepared.

(5) Return all ammunition packing material, residue, and used packing components as instructed.

(6) Ensure that live explosives of ammunition are not mixed with residue from fired components.

(7) Ensure that records of amounts of training ammunition authorized, credits received, training ammunition expended and credits remaining are properly maintained and up-to-date.

(8) Ensure that appointment orders for assumption of command and current DA Forms 1687 (Signature Cards) are submitted to the Property Book Officer and the Ammunition Section indicating individuals authorized to request and receipt for ammunition.

(9) Ensure that expenditures of ammunition/explosives do not exceed authorized allowances.

(10) Ensure that ammunition draw by organization (includes National Guard, USAR, Reserve Forces and ROTC) is secured as required by AR 190-11, or other applicable regulations.

c. Ammunition Section Operating Hours.

(1) The Ammunition Storage Area opens at 0730 and closes at 1600 daily except on Saturdays, Sundays, and holidays.

(2) Organizations requiring issue or turn-in during other than specified operating hours will make prior arrangements with the Ammunition Section Chief, Building 6026, telephone 2352 or 2864.

d. Ammunition Detail.

(1) All details will be in the charge of a noncommissioned officer, who is thoroughly familiar with safety and security requirements in the handling and transporting of ammunition/explosives.

(2) Personnel requirements are as follows:

(a) Small-Arms (less than 20-mm)

2 men - 1 through 50 boxes
 1 man for each 50 boxes thereafter

(b) Artillery (20-mm through 8-inch)

4 men - 1 through 100 rounds
 1 man for each 50 round thereafter

e. Vehicle Requirements.

(1) Ammunition/explosives will be handled, loaded, and transported in accordance with AR 190-11 and TM 9-1300-206.

(2) Ammunition/explosives will be handled, loaded, and transported under the direct supervision of competent, qualified personnel who are thoroughly familiar with all security and ammunition safety regulations.

(3) Ammunition/explosives must be transported within the body of the vehicle/trailer. The tailboard or tailgate will be closed and secure during transit. Open body vehicles/trailers must have sides that are constructed and securely fastened to ensure that ammunition/explosives are safely restrained. Ammunition/explosives loaded in any vehicle or trailer must be compatible. Use of trailers to transport ammunition/explosives are as follows:

(a) Ammunition trailer. No restrictions.

(b) Cargo trailer. Not authorized to transport artillery projectiles.

(c) Flat-bed trailer. Authorized to transport boxed artillery ammunition ONLY.

(d) Semitrailers. No restrictions.

(4) Motor vehicles or trailers transporting ammunition, explosives or other dangerous items will display placards and/or fire symbols IAW TM 9-1300-206. Explosive placards and/or fire symbols WILL NOT be displayed on empty vehicles.

(5) Movements of ammunition/explosives in partially covered or open military vehicles on the installation, to and from training areas, and on inter and intra-state highways will have an armed guard accompanying the vehicle operator, EXCEPT when ammunition/explosives are issued to the National Guard and items are under National Guard control. Then, National Guard regulations and procedures will apply. Strict compliance with AR 190-11 is required for Active Army and US Army Reserve units.

(6) Vehicles and/or trailers loaded with ammunition/explosives WILL NOT be parked in or near inhabited areas, at any time.

(7) Vehicles transporting ammunition/explosives departing from the Ammunition Storage Area will proceed to the firing point or training area by the most direct route away from inhabited areas. Vehicles returning from the firing point or training area will use the most direct route away from inhabited areas to return to the Ammunition Storage Area.

(8) NO vehicles equipped with catalytic converters will be permitted in the Ammunition Storage Area.

(9) Ammunition/explosives and packing material or residue will be transported in separate vehicles, or segregated on the same vehicle.

(10) Vehicle load limits are as follows:

ITEM	2 1/2-Ton	5-Ton	M548 Track	Ammo Trailer
8" Proj	50 rds	100 rds	96 rds	20 rds
155mm Proj	100 rds	200 rds	144 rds	40 rds
105mm Proj	83 bxs	120 bxs	120 bxs	35 bxs
155mm Prop Chg	250 cntr	300 cntr	300 cntr	50 cntr
8" Prop Chg	200 cntr	250 cntr	200 cntr	50 cntr

(11) Vehicles will be authorized a 100 percent overload while operating on the installation.

f. Signature Card (Notice of Delegation of Authority-Receipt for Supplies), DA Form 1687.

(1) DA Form 1687 will be prepared in accordance with DA Pam 710-2-1 and submitted to the Ammunition Section in two copies.

(2) Organization supply officers may designate one or more military or civilian personnel as authorized representatives to request receipt for ammunition/explosives. The organization supply officer must assume full responsibility for all ammunition/explosives received for by **his/her authorized representative.**

(3) Only authorized personnel will be permitted to draw ammunition/explosives. Personnel drawing ammunition/explosives will be required to have military or civilian identification cards, drivers license, or other suitable identification available.

g. Document Register (DA Form 2064).

(1) All ammunition/explosive Request for Issue (DA Form 581-Transportation Order) and Request for Turn-In (DA Form 581-Ammunition/Explosives, Packing Material/Residue and Consumption Reports) will indicate a NONEXPENDABLE DOCUMENT NUMBER. These requests will be recorded in the organization NONEXPENDABLE DOCUMENT REGISTER or in a separate register maintained for ammunition/explosive **ONLY**. If a separate register is established, it must be maintained using NONEXPENDABLE DOCUMENT NUMBER procedures.

(2) Completed requests for issue, turn-in and the consumption report will be filed in the appropriate document file as "NONPOSTABLE" transactions.

(3) Recording of all requests for issue, turn-in, and the consumption report in a NONEXPENDABLE REGISTER will assure that documents supporting positive reconciliation are available in appropriate files (DA Form 2064).

h. Submission of Request for Ammunition/Explosives.

(1) Request for ammunition/explosives will be submitted on DA Form 581 (Request for Issue and Turn-In of Ammunition). Items will be listed in numerical sequence within Federal Supply Classification (FSC) and Department of Defense Identification Code (DODIC).

(2) DA Form 581 will be prepared in SIX COPIES. An original and four copies are required by the Ammunition Section for processing. One copy is retained by the requesting organization as a suspense copy.

(3) All DA Forms 581 will be mailed or hand-carried to Division of Reserve Component Support (DRCS), Building 1479, Fort Chaffee, AR 72905-5000 for Reserve Component units or to Chief of Operations, Building 1370, Fort Chaffee, AR 72905-5000 for Active Component units.

(4) To expedite turn-in, a request for issue will be submitted as follows:

(a) Small-arms require a separate request.

(b) Artillery, rockets, mortars, propelling charges, fuzes, primers, and flash reducers require a separate request.

(c) Grenades, mines, chemical agents, pyrotechnics, and demolitions require a separate request.

(5) Request for primers may reflect a 5% overage, if required by requesting unit.

(6) Requests for Saluting Purposes, Reveille, Retreat, and Funeral Escort must indicate the specific purpose for use on the DA Form 581.

(7) If the requested ammunition/explosives is not required on the date indicated on the DA Form 581, the Chief, Ammunition Section, will be notified to initiate action to

cancel the request. A new required date may be established if the new date is WITHIN 5 DAYS of the original date.

(8) Request for ammunition not drawn within 48 HOURS subsequently to the required date or newly established required date will be automatically CANCELLED.

(9) Changes are permissible until 1400 of the day prior to the required date. ONE CHANGE is permissible pertaining to the identification of the organization. TWO CHANGES are permissible pertaining to amounts requested. ALL CHANGES MUST BE INITIALED by the person authorized to make the changes.

(10) DA Form 581 (Request of Issue of Ammunition) will be prepared, as outlined in figure 4-1, for all items relating to THE SAME TRAINING EVENT.

(11) DA Form 581 (Request of Issue of Ammunition) will be prepared, as outlined in figure 4-2, for all items relating to VARIOUS TRAINING EVENTS.

(12) TRADOC Regulation 350-8 reflects a listing of training event codes to be utilized on the Request for Issue of Ammunition (DA Form 581).

i. Submission of Request for Live Turn-In of Ammunition/Explosives.

(1) Turn-in will be accomplished on the date annotated on the request for issue.

(2) Ammunition/explosives that were unsealed after issue and not expended will be repacked in the original configuration when issued.

(3) Responsibility for unsealed ammunition/explosives remains with the requesting organization until Ammunition Section Surveillance personnel have conducted a 100 percent inspection. If items are found to be short or unserviceable and are not economically repairable, requesting organizations will be required to relieve themselves of responsibility in accordance with AR 735-5 and supplements thereto. A statement will be entered on the turn-in document (DA Form 581) indicating that a relief from responsibility document will be initiated within 10 working days. In addition, ALL SHORTAGES OF AMMUNITION/EXPLOSIVES WILL BE REPORTED TO THE PROVOST MARSHAL IMMEDIATELY IN ACCORDANCE WITH AR 190-11 AND SUPPLEMENTS THERETO.

(4) DA Form 581 (Request for Turn-In of Live Ammunition) will be prepared, as outlined in figure 4-3, for all items relating to the SAME TRAINING EVENT.

(5) DA Form 581 (Request for Turn-In of Live Ammunition) will be prepared, as outlined in figure 4-4, for all items relating to the VARIOUS TRAINING EVENTS.

j. Submission of request for Turn-in of Packing Material/Residue.

(1) Turn-in will be accomplished on the date annotated on the request for issue.

(2) Care must be exercised to maintain packing material/residue in serviceable condition. Items such as fibers, bandoleers, and links should be protected from the elements.

(3) Prior to turn-in, organizations will segregate and determine serviceability of packing material/residue in accordance with SB 755-1. Packing material/residue will be inventoried prior to loading on the vehicle/trailer, and quantities on turn-in document (DA Form 581) must correspond with the physical quantities.

(4) Under NO CIRCUMSTANCES will ammunition/explosives be mixed with packing material/residue when returned to the Ammunition Storage Area.

(5) DA Form 581 (Request for Turn-In of Packing Material/Residue) will be prepared as outlined in figure 4-5.

k. Submission of the Request for Turn-in, Consumption Report.

(1) A consumption report is utilized to ensure positive reconciliation of items having no reportable or returnable packing material or residue such as grenades, pyrotechnics, demolitions, etc.

10. ITEM NO.		NATIONAL STOCK NUMBER	LOT NUMBER	QUANTITY REQUESTED	QUANTITY ISSUED	UNIT PRICE	TOTAL COST
1.		1320 D540 Chg, Prop, 155-mm (CB)		100			
(LEAVE 5 SPACES BETWEEN ITEMS)							
2.		1320 D544 Proj, 155-mm		100			
3.		1390 N523 Primer, M82		100			
4.		1390 N335 Fuze, PD		50			
5.		1390 N463 Fuze, Prox, M728		50			
(DO NOT USE "LAST ITEM" REMARK)							
FORMAT FOR A REQUEST FOR ISSUE OF AMMUNITION WITH ALL ITEMS RELATING TO SAME TRAINING EVENT. NUMBER OF COPIES REQUIRED: 6							
(The Event Code will be a parenthetical entry in block 11 at the start of the certificate)							
(Detailed instructions follow)							
11. REMARKS (Authority, Location of Ammunition, Instructions, etc.) (FIX) Required for immediate expenditure within allowance contained on the TAMIS authorization, or approved special allowances. Ammunition not required will be returned. DATE OF FIRE: 7 Jan 83. DATE OF PICK-UP: 6 Jan 83. DATE OF RETURN: 8 Jan 82. APC: C104							
12. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY REQUESTED" COLUMN IS REQUESTED				13. RECEIVED QUANTITIES IN "QUANTITY ISSUED" COLUMN			
BY: Officer's Signature		DATE: JULIAN		BY:		DATE:	

SAMPLE

DA FORM 581 1 MAY 64 581 REPLACES DA FORM 581, 1 OCT 49, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 MAY 88 UNLESS SOONER EXHAUSTED

Figure 4-1. Sample Preparation of Report for Ammunition Relating to the Same Training Event.

INSTRUCTIONS-FOR DA FORM 581 (REQUEST FOR ISSUE - TRANSPORTATION ORDER)

<u>Column or Block</u>	<u>Instructions</u>
Block 1-----	Enter document number from the organization nonexpendable document register.
Block 2-----	Leave Blank.
Block 3-----	Enter unit designation, UIC Code and telephone number of the requesting organization.
Block 4-----	Leave Blank.
Block 5-----	Leave Blank.
Block 6-----	Enter "Supply Division, Ammunition Section, UIC WOVD12, DODAAC: W8OVCL, Ft Chaffee, AR 72905-5000."
Block 7-----	Authenticating officer will sign in this block and enter telephone number and <u>JULIAN DATE APPROVED</u> .
Block 8-----	Authenticating office number, if used.
Block 9-----	Enter an "X" or check mark in the box designating a "Transportation Order".
Block 10, Columns a thru g:	
Column a-----	Enter an item number for each separate item requested. Leave five spaces between each item and five spaces after the last item.
Column b-----	Enter FSC and DOD Identification Code of the National Stock Number (NSN) as listed in DA Supply Catalogs. <u>Do not use CTA line numbers.</u>
Column c-----	Leave Blank. Lot numbers will be entered by the Ammunition Section.
Column d-----	Enter quantity requested.
Column e, f, and g-----	Leave Blank.
Block 11-----	Enter required statement.
Block 12-----	Signature or organization commander or ammunition officer and <u>JULIAN</u> date.
Block 13-----	After the ammunition has been issued by the Ammunition Section, the ammunition train commander, organization ammunition officer or authorized organization representative will sign this block and will enter the <u>JULIAN</u> date and time.

Figure 4-1. continued.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION <small>For use of this form, see AR 710-2, the proponent agency is DARCOM</small>		1. DOCUMENT NUMBER	2. CONTROL NUMBER			
3. FROM: 2d/37th FA UIC:WA2DAA Fort Chaffee, -AR Tel Nr		4. a. INITIATED BY	b. DATE	5. ACCOUNTING & FUNDING DATA		
6. TO: Supply Division UIC:W0VD12 Ammo Section D0DAAC: W80VCL Ft Chaffee, AR		7. a. APPROVED BY Officer Signature Tel Nr	b. DATE JULIAN	8. AUTHENTICATING OFFICE NO.		
9. <input checked="" type="checkbox"/> TRANSPORTATION ORDER <small>(Request)</small>		<input type="checkbox"/> ALLOCATION	<input type="checkbox"/> TURN-IN	<input type="checkbox"/> OTHER (Specify)		
10. ITEM NO.	NATIONAL STOCK NUMBER	LOT NUMBER	QUANTITY REQUESTED	QUANTITY ISSUED	UNIT PRICE	TOTAL COST
1	1305 A071 Ctg, Cal 5.56-mm Ball (FAM)		25,000			
(LEAVE 5 SPACES BETWEEN ITEMS)						
2	1305 A080 Ctg, Cal 5.56-mm Blank (FTX)		20,000			
(DO NOT USE "LAST ITEM" REMARK)						
FORMAT FOR REQUEST FOR ISSUE OF AMMUNITION WITH ONE OR MORE ITEMS RELATED TO VARIOUS TRAINING EVENTS, NUMBER OF COPIES REQUIRED - 6						
(Detailed instructions follow)						
SAMPLE						
11. REMARKS (Authority, Location of Ammunition, Instructions, etc.) Required for immediate expenditure within allowances contained in the TAMIS authorization, or approved special allowances. Ammunition not required will be returned. DATE OF FIRE: 7 Jan 83 . DATE OF PICK-UP: 6 Jan 83 . DATE OF RETURN: 8 Jan 83 . APC: C104						
12. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY REQUESTED" COLUMN IS REQUESTED			13. RECEIVED QUANTITIES IN "QUANTITY ISSUED" COLUMN			
BY: Officer's Signature		DATE JULIAN	BY:		DATE	
DA FORM 581 1 MAY 64 <small>REPLACES DA FORM 581, 1 OCT 49, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 MAY 88 UNLESS SOONER EXHAUSTED.</small>						

Figure 4-2. Sample Request for Issue of Ammunition for Various Training Events.

INSTRUCTIONS FOR DA-FORM 581 (REQUEST FOR ISSUE - TRANSPORTATION ORDER)

<u>Column or Block</u>	<u>Instructions</u>
Block 1-----	Enter document number from the organization nonexpendable document register.
Block 2-----	Leave Blank.
Block 3-----	Enter unit designation, UIC and telephone number of the requesting organization.
Block 4-----	Leave Blank.
Block 5-----	Leave Blank.
Block 6-----	Enter "Supply Division, Ammunition Section, UIC: WOVD12, DODAAC: W80VCL, Ft Chaffee, AR 72905-5000."
Block 7-----	Authenticating officer will sign in this block and enter telephone number and <u>JULIAN</u> date.
Block 8-----	Authenticating office number, if used.
Block 9-----	Enter an "X" or check mark in the box designating a "Transportation Order."
Block 10, columns a thru g:	
Column a-----	Enter an item number for each separate item requested. Leave five spaces between each item and five spaces after the last item.
Column b-----	Enter FSC and DOD Identification Code of the National Stock Number (NSN) as listed in DA Supply Catalogs. <u>Do not use CTA line numbers.</u> On the next line, enter the description as indicated in DA Supply Catalogs. <u>Do not use CTA descriptions.</u>
Column c-----	Leave Blank. Lot numbers will be entered by the Ammunition Section.
Column d-----	Enter quantity requested.
Column e, f, and g-----	Leave Blank.
Block 11-----	Enter training event code and required statement.
Block 12-----	Signature of organization commander or ammunition officer and <u>JULIAN</u> date.
Block 13-----	After the ammunition has been issued by the Ammunition Section, the ammunition train commander, organization ammunition officer or authorized organization representative will enter the <u>JULIAN</u> date and time.

Figure 4-2. Continued.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION				1. DOCUMENT NUMBER		2. CONTROL NUMBER	
For use of this form, see AR 710-2; the proponent agency is DARCOM				W44GU9 3003-0813			
3. FROM: 2d/37th FA UIC: WAZTAA Ft Chaffee, Ar Tel Nr		4. & INITIATED BY Signature (UNIT)		5. DATE JULIAN		6. ACCOUNTING & FUNDING DATA	
7. TO: Supply Division UIC: WOVD12 Ammo Section DODAAC: W80VCL Ft Chaffee, AR		8. & APPROVED BY Officers Signature Tel Nr		9. DATE JULIAN		10. AUTHENTICATING OFFICE NO.	
11. <input type="checkbox"/> TRANSPORTATION ORDER (Request)				<input type="checkbox"/> ALLOCATION		<input checked="" type="checkbox"/> TURN-IN	
<input type="checkbox"/> OTHER (Specify)							
12. ITEM NO.	NATIONAL STOCK NUMBER	LOT NUMBER	QUANTITY REQUESTED	QUANTITY ISSUED	UNIT PRICE	TOTAL COST	
1	1320-00-935-1922 Chg, Prop, 155-mm (GB)	D540 RAD-68861	5				
(LEAVE 5 SPACES BETWEEN ITEMS)							
2	1320-00-529-7331 Proj, 155-mm	D544 LOP 64-26	5				
3	1390-00-892-4202 Primer, M82	N523 MA-36-2	9				
4	1390-00-187-5392 Fuze, PD	N335 LS-159-54	9				
5	1320-00-824-0811 SBC	UNK	50				
(DO NOT USE "LAST ITEM" REMARK)							
FORMAT FOR REQUEST FOR LIVE TURN-IN AMMUNITION WITH ALL ITEMS REALTING TO SAME TRAINING EVENT. NUMBER OF COPIES REQUIRED 6)							
(All items on turn-in will show a complete stock number and nomenclature and training Event Code as listed on DA Form 581, Request for Issue. The training event code will be a parenthetical entry in Block 11 at the start of the certificate). (Detailed instructions follow)							
11. REMARKS (Authority, Location of Ammunition, Instructions, etc.) (FIX) I certify that the items listed above are returned in as SER and are the residue of a request received for Unit Tng. Total Rnds Fired: 95. Authority: W44GU9-3003-0800. Ammunition not returned was expended in accordance with regulations. APC: C104.							
12. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY REQUESTED" COLUMN IS REQUESTED				13. RECEIVED QUANTITIES IN "QUANTITY ISSUED" COLUMN			
BY: Officer's Signature		DATE: JULIAN		BY:		DATE:	

SAMPLE

DA FORM 581
1 MAY 64

REPLACES DA FORM 581, 1 OCT 45, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 MAY 68 UNLESS SOONER EXHAUSTED.

Figure 4-3. Sample Turn-In of Live Ammunition Same Training Event.

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

<u>Column or Block</u>	<u>Instructions</u>
Block 1-----	Enter document number from the organization nonexpendable document register.
Block 2-----	Leave Blank.
Block 3-----	Enter unit designation, UIC Code and telephone number of the organization preparing the turn-in document.
Block 4-----	Signature or organization commander or ammunition officer and <u>JULIAN</u> date.
Block 5-----	Leave Blank.
Block 6-----	Enter "Supply Division, Ammunition Section, UIC WOVD12, DODAAC: W80VCL, Ft Chaffee, AR 72905-5000."
Block 7-----	Authenticating officer will sign in this block and enter telephone number and <u>JULIAN</u> date approved.
Block 8-----	Authenticating office number, if used.
Block 9-----	Enter an "X" or checkmark in the box designating a "TURN-IN."
Block 10, Columns a thru g:	
Column a-----	Enter an item number for each item to be turned-in. Leave five spaces between each item and five spaces after the last item.
Column b-----	Enter complete NSN of the item to be turned-in (obtain from original T/O). On the next line below the NSN, enter the description as indicated in DA supply catalogs. <u>Do not use CTA line number or description.</u>
Column c-----	Enter the lot number of the item (obtain from original T/O).
Column d-----	Enter amount to be turned-in.
Column e, f, and g-----	Leave Blank.
Block 11-----	Enter training event code (obtain from original T/O) and the required certificate. Indicate serviceability of item (SER or UNSER) and use the same APC as indicated on the original T/O.
Block 12-----	Signature of organization commander or ammunition officer and <u>JULIAN</u> date.
Block 13-----	Upon completion of turn-in, the Ammunition Section receiver will enter signature in this block.

Figure 4-3. Continued.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION <small>For use of this form, see AR 710-2; the procuring agency is DA RCDM</small>			1. DOCUMENT NUMBER W44GU9 3003-0801		2. CONTROL NUMBER		
3. FROM: 2d/37th FA UIC: WA2TAA Ft Chaffee, Ar Tel Nr		4. INITIATED BY Signature (UNIT)		5. DATE JULIAN		6. ACCOUNTING & FUNDING DATA	
6. TO: Supply Division UIC: W0VDL2 Ammo Section DODAAC: W80VCL Ft Chaffee, Ar		7. APPROVED BY Officer Signature		8. DATE JULIAN		9. AUTHENTICATING OFFICE NO.	
9. <input type="checkbox"/> TRANSPORTATION ORDER (Request)			<input type="checkbox"/> ALLOCATION		<input checked="" type="checkbox"/> TURN-IN		<input type="checkbox"/> OTHER (Specify)
10. ITEM NO.	NATIONAL STOCK NUMBER	LOT NUMBER	QUANTITY REQUESTED	QUANTITY ISSUED	UNIT PRICE	TOTAL COST	
1	1305-00-926-3930 Ctg, Cal 5.56-mm Ball	A071 LC- (FAM) 4-56	5,000				
(LEAVE 5 SPACES BETWEEN ITEMS)							
2	1305-00-182-3217 Ctg, Cal 5.56-mm Blank	A080 LC- (FTX) 60-307	7,000				
(DO NOT USE "LAST ITEM" REMARK)							
FORMAT FOR A REQUEST FOR LIVE TURN-IN AMMUNITION WITH ONE OR MORE ITEMS RELATED TO VARIOUS TRAINING EVENTS. NUMBER OF COPIES REQUIRED: 6							
(All items on turn-in will show a complete stock number and nomenclature and training event code as listed on DA Form 581, Request for Issue)							
(Detailed instructions follow)							
SAMPLE							
11. REMARKS (Authority, Location of Ammunition, Instructions, etc.) I certify that the items listed above are turned in as SER and are the residue of a request receipted for Unit Tng. Total rds fired: 33,000. Authority: W44GU9-3003-0801. Ammunition not returned was expended in accordance with existing regulations. APC: C104							
12. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY REQUESTED" COLUMN IS REQUESTED				13. RECEIVED QUANTITIES IN QUANTITY ISSUED COLUMN			
BY: Officers Signature			DATE: JULIAN		BY: _____ DATE: _____		
DA FORM 581 MAY 64				REPLACES DA FORM 581 1 OCT 45 EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 MAY 68 UNLESS SOONER EXHAUSTED			

Figure 4-4. Sample Request for Turn-In Ammunition Various Training Events.

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

<u>Column or Block</u>	<u>Instructions</u>
Block 1-----	Enter document number from the organization non-expendable document register.
Block 2-----	Leave Blank.
Block 3-----	Enter unit designation, UIC Code and telephone number of the organization preparing the turn-in document.
Block 4-----	Signature of organization commander or ammunition officer and <u>JULIAN</u> date.
Block 5-----	Leave Blank.
Block 6-----	Enter "Supply Division, Ammunition Section, UIC WOVD12, DODAAC: W8OVCL, Ft Chaffee, AR 72905-5000."
Block 7-----	Authenticating officer will sign in this block and enter telephone number and <u>JULIAN</u> date approved.
Block 8-----	Authenticating office number, if used.
Block 9-----	Enter an "X" or checkmark in the box designating a "TURN-IN."
Block 10, Columns a thru g:	
Column a-----	Enter an item number for each item to be turned-in. Leave five spaces between each item and five spaces after the last item.
Column b-----	Enter complete NSN of the item to be turned-in (obtain from original T/O). On the next line below the NSN, enter the description as indicated in DA supply catalogs. Enter training event code (obtain from original T/O). Do not use CTA line number or description.
Column c-----	Enter the lot number of the item (obtain from original T/O).
Column d-----	Enter amount to be turned-in.
Columns e, f, and g-----	Leave Blank.
Block 11-----	Enter required certificate. Indicate serviceability of items (SER or UNSER) and use the same APC as indicated on the original T/O.
Block 12-----	Signature or organization commander or ammunition officer and <u>JULIAN</u> date.
Block 13-----	Upon completion of turn-in, the Ammunition Section receiver will enter signature in this block.

Figure 4-4. Continued.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION <small>For use of this form, see AR 710-2; the proponent agency @ DARCOM</small>			1. DOCUMENT NUMBER W44GU9 3008-0817		2. CONTROL NUMBER	
3. FROM: 2d/37th FA UTC: WA2TAA Ft Chaffee, Ar Tel Nr			4. a. INITIATED BY Signature (UNIT)		5. ACCOUNTING & FUNDING DATA	
6. TO: Supply Division UTC: WOV12 Armo Sectio DODAAC: W8OVCL Ft Chaffee, Ar			7. a. APPROVED BY Officers Signature Tel Nr		8. AUTHENTICATING OFFICE NO.	
9. <input type="checkbox"/> TRANSPORTATION ORDER (Request) <input type="checkbox"/> ALLOCATION <input checked="" type="checkbox"/> TURN-IN <input type="checkbox"/> OTHER (Specify)						
10. ITEM NO.	NATIONAL STOCK NUMBER	LOT NUMBER	QUANTITY REQUESTED	QUANTITY ISSUED	UNIT PRICE	TOTAL COST
1	8140-00-960-1699 Box, Metal M2A1		35			
2	NSN Small Arms Brass F/5.56-mm Ball		20,000			
3	NSN Small Arms Brass F/5.56-mm Blank		13,000			
(DO NOT USE "LST ITEM" REMARK)						
FORMAT FOR A REQUEST FOR TURN-IN OF PACKING MATERIAL/RESIDUE. NUMBER OF COPIES REQUIRED: 6						
(Obtain stock numbers and nomenclature from packing material/residue slip, which is given to unit when the ammunition/explosives are issued. Also indicate in Block 11 whether the packing material/residue is SER or UNSER)						
(Any certification required for missing items will be made and signed by responsible officer of drawing unit).						
11. REMARKS (Authority, Location of Ammunition, Instructions, etc.) I certify that items listed above are turned-in as (SER) (UNSER) and are the residue of a requisition receipted for Unit Tng. Total Rounds Fired: 33,000. Authority: W44GU9 3008-0817. The material listed hereon has been 100% inspected and contains no live rnds, live primers, explosives or other extraneous material. APC: C104						
12. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY REQUESTED" COLUMN IS REQUESTED			13. RECEIVED QUANTITIES IN "QUANTITY ISSUED" COLUMN			
BY: Officers Signature			DATE: JULIAN		BY: DATE:	

SAMPLE

DA FORM 581
1 MAY 64

REPLACES DA FORM 581, 1 OCT 49, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 MAY 68 UNLESS SOONER EXHAUSTED.

Figure 4-5. Sample Request for Turn-In of Packing Material/Residue.

INSTRUCTIONS FOR DA FORM 581 (REQUEST FOR TURN-IN - PACKING MATERIAL)

<u>Column or Block</u>	<u>Instructions</u>
Block 1-----	Enter document number from the organization non-expendable document register.
Block 2-----	Leave Blank.
Block 3-----	Enter unit designation, UIC Code and telephone number of the organization preparing the turn-in document.
Block 4-----	Signature of organization commander or ammunition officer and <u>JULIAN</u> date.
Block 5-----	Leave Blank.
Block 6-----	Enter "Supply Division, Ammunition Section, UIC: WOVD12, DODAAC: W8OVCL, Ft Chaffee, AR 72905-5000."
Block 7-----	Authenticating officer will sign in this block and enter telephone number and <u>JULIAN</u> date approved.
Block 8-----	Authenticating office number, if used.
Block 9-----	Enter an "X" or checkmark in the box designating a "TURN-IN."
Block 10, Columns a thru g:	
Column a-----	Enter an item number for each separate item to be turned-in. Leave two spaces between each item.
Column b-----	Enter stock number and description (obtain from residue slip issued when ammunition was drawn).
Column c-----	Leave Blank.
Column d-----	Enter amount to be turned-in.
Column e, f, and g-----	Leave Blank.
Block 11-----	Enter required certificate. Indicate serviceability of items (SER or UNSER) and use the same APC as indicated on the original T/O.
Block 12-----	Signature of organization commander or ammunition officer and <u>JULIAN</u> date.
Block 13-----	Upon completion of turn-in, the Ammunition Section receiver will enter signature in this block.

Figure 4-5. Continued.

1. REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION <small>For use of this form, see AF 710-2; the approving agency is the USAAC.</small>		2. DOCUMENT NUMBER W44GU9 3118-0800	3. CONTROL NUMBER			
4. FROM: 2d/37th FA UIC: W42TAA Ft Chaffee, Ar Tel Nr:		5. INITIATED BY Signature (UNIT) JULIAN	6. DATE JULIAN			
7. TO: Supply Division UIC: W0VD12 AMMO Section DODAAC: W0OVCL Ft Chaffee, Ar		8. APPROVED BY Officers Signature Tel Nr:	9. DATE JULIAN			
10. TRANSPORTATION ORDER (Priority)		11. AUTHENTICATING OFFICE NO.				
12. <input type="checkbox"/> ALLOCATION		13. <input type="checkbox"/> TURN-IN				
14. <input type="checkbox"/> OTHER (Specify)						
15. ITEM NO.	NATIONAL STOCK NUMBER	LOT NUMBER	QUANTITY REQUESTED	QUANTITY ISSUED	UNIT PRICE	TOTAL COST
1	NO RESIDUE					
<p>CONSUMPTION REPORT</p> <p>SAMPLE</p> <p>I certify that, (1) 1375-00-926-9394-MD30, 1 lb. 200, 18ea. (2) 1375-00-750-1865-MD30, 1 lb. 200, 18ea. were expended.</p> <p>Signature of Responsible Officer _____</p> <p>(DO NOT USE "LAST ITEM" REMARK)</p> <p>FORMAT FOR A REQUEST FOR CONSUMPTION REPORT, NUMBER OF COPIES REQUIRED: 5</p> <p>NOTE: SEE POSITIVE RECONCILIATION PAR 9 & 10 (15) THRU (19)</p>						
11. REMARKS (Authority, Location of Ammunition, Instructions, etc.) Above listed items were drawn on document number W44GU9-3117-0800. Total rounds fired: 36. APC: C104.						
12. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY REQUESTED" COLUMN IS REQUESTED			13. RECEIVED QUANTITIES IN "QUANTITY ISSUED" COLUMN			
BY: Officers Signature JULIAN			BY: DATE			

DA FORM 581 (MAY 66) REPLACES DA FORM 581, 1 OCT 48, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL THEY ARE UNLESS SOONER EXHAUSTED. FIGURE 3

Figure 4-6. Sample Request for Turn-In Consumption Report.

INSTRUCTIONS FOR DA FORM 581 (OTHER - CONSUMPTION REPORT)

<u>COLUMN or BLOCK</u>	<u>INSTRUCTIONS</u>
Block 1 -----	Enter document number from the organization non-expendable document register.
Block 2 -----	Leave Blank.
Block 3 -----	Enter unit designation, UIC Code and telephone number of the organization preparing the Consumption Report.
Block 4 -----	Signature of organization commander on ammunition officer and <u>JULIAN</u> date.
Block 5 -----	Leave Blank.
Block 6 -----	Enter "Supply Division, Ammunition Section, UIC: WOVD12, DODAAC: W80VCL, Ft Chaffee, AR 72905-5000".
Block 7 -----	Authenticating Officer will sign in this block and enter telephone number and <u>JULIAN</u> date approved.
Block 8 -----	Authenticating Office number, if used.
Block 9 -----	Enter an "X" or checkmark in the box designating "OTHER".
Block 10 -----	Enter item number, annotation "NO RESIDUE" and Consumption Report Certificate.
Block 11 -----	Use the same APC as indicated on the original T/O.
Block 12 -----	Signature of organization commander or ammunition officer and <u>JULIAN</u> date.
Block 13 -----	Upon completion of review, this block will be signed by the Ammunition Section.

Figure 4-6. Continued.

(2) DA Form 581 (Request for Turn-In, Consumption Report) will be prepared as outlined in figure 4-6.

1. Positive Reconciliation.

(1) In accordance with DA Pam 710-2-2, the Ammunition Section has established procedures to ensure that each turn-in and ammunition/explosive previously issued for immediate expenditure is verified or reconciled. This reconciliation is accomplished by measuring, weighing, or counting expended launchers, propelling charge containers, etc., then comparing this against unexpended turn-ins and the suspense copy of the DA Form 581 which was used to make the issue. The reconciliation ensures that the ammunition/explosives were actually expended.

(2) The following are used for POSITIVE RECONCILIATION.

- (a) Small-Arms - Expended Cartridge Case
- (b) 40-mm - Expended Cartridge Case
- (c) 60-mm - Fiber Container
- (d) 66-mm - Expended Launcher
- (e) 75-mm - Expended Cartridge Case
- (f) 81-mm - Fiber Container
- (g) 90-mm - Expended Cartridge Case
- (h) 105-mm - Expended Cartridge Case
- (i) 106-mm - Expended Cartridge Case
- (j) 107-mm/4.2-inch - Fiber container
- (k) 152-mm - Metal Container
- (l) 155-mm - Propelling Charge Container
- (m) 8-Inch - Propelling Charge Container
- (n) 2.75-Inch - Fiber Container
- (o) Grenades-Consumption Report (Except Inert Items)
- (p) Mines-Consumption Report (Except Inert Items)
- (q) Chemical-Consumption Report (Except Inert Items)
- (r) Pyrotechnics-Consumption Report (Except Inert Items)
- (s) Demolition-Consumption Report (Except Inert Items)

(3) IF ANY UNIT, FOR ANY REASON, FAILS TO ACCOUNT FOR ANY ITEM USED FOR POSITIVE RECONCILIATION, THEY MUST REPEAT. MUST TAKE THE FOLLOWING ACTIONS TO ACCOUNT FOR THE LIVE AMMUNITION AND/OR EXPLOSIVES.

(a) A statement WILL BE entered on DA Form 581 indicating that a relief from accountability document will be initiated within 10 working days in accordance with AR 735-11 and supplements thereto.

(b) Shortages WILL BE reported immediately to the Provost Marshal in accordance with AR 190-11 and supplements thereto.

(c) THE ONLY EXCEPTION is when small-arms cartridge cases are not recovered because they were expended by firing weapons from flying aircraft; expended by simulated aggressor units operating at night or over rough terrain; or expended during any other moving tactical exercise, where it is not practical or possible to recover such cases; a

signed statement by the responsible officer indicating that all rounds were fired and providing the reason they could not be recovered is acceptable in lieu of action required above.

m. Reportable Items (Packing Material/Residue).

(1) Reportable items are those items that are required to be reported by the Ammunition Section to the NICP for disposition instructions. An overall loss/damage not to exceed 5% will be accepted on packing material/residue OTHER THAN those items used to achieve positive reconciliation. The loss/damage must be substantiated by a certificate signed by the officer in charge. The certificate will be placed on the face of the original copy of DA Form 581 and will state circumstance under which items were lost or damaged.

(2) The following guidance is provided to compute the 5% loss and/or damage.

Artillery Issue:

48 Ctg Cases (excluded from computation positive reconciliation item)
48 Fiber Cntr F/105-mm
24 Boxes F/105-mm
48 Closing Plugs F/105-mm
6 M2A1 Boxes F/Fuzes
6 Support Tops F/Fuzes
6 Support Bottoms F/Fuzes
3 Wirebound boxes F/Fuzes

189 Items, MINUS 48 Ctg Cases equal 141 on which the 5% is computed. $141 \times 5\% = 7.05$. Authorized shortages or damage will be a combination of 7 items or less.

(3) When the request for turn-in for packing material/residue reflects a shortage IN EXCESS OF THE 5%, all items will be accounted for in accordance with AR 735-5 and supplements thereto. Also, a statement will be entered on the DA Form 581 indicating that a relief from responsibility document will be initiated within 10 working days.

n. Ammunition Malfunctions.

(1) Description. A malfunction is the failure of an ammunition item to function as expected when fired or launched or when explosive components function during a nonfunctional test. For purpose of clarity, malfunctions do not include accidents or incidents resulting from negligence, malpractice or implications in other situations such as vehicle accidents, fires, etc. Malfunctions do include abnormal or premature function of explosive ammunition items, warheads, missiles and rockets as a result of normal handling, maintenance, storage, transportation, and tactical deployment.

(2) Reporting. Ammunition malfunctions will be reported in the manner prescribed in the Fort Chaffee Range Regulation 385-1-1.

o. Range Inspection.

(1) Ranges will be thoroughly policed after firing to ensure that all ammunition, ammunition components, and packing material/residue are recovered from firing points.

(2) Ammunition Section representatives will conduct periodic inspections at firing points to ensure that care, handling, and preservation of ammunition and explosives are accomplished in accordance with applicable regulations.

(3) Under no circumstances will any type of ammunition/explosives or component thereof be buried or otherwise discarded on the range, in training areas, or off post.

p. Care in Handling and Preservation of Ammunition.

(1) Ammunition and explosives will be carefully handled in accordance with appropriate Technical Manuals.

(2) Personnel will not tamper with ammunition/explosives or their components.

(3) Safety (nospark) tools are required for use in opening and repairing boxes of explosives.

q. Ammunition Safety Precautions to be observed at Firing Points are as follows:

(1) Ammunition and explosives will be handled in accordance with appropriate technical manuals.

(2) Under no circumstances will artillery ammunition of any caliber be fired without authorized fuzes. Firing of such rounds without fuzes or with unauthorized fuzes could result in an inbore premature detonation or other hazardous conditions causing serious injury to personnel or damage to equipment.

r. Care and Handling of Ammunition at Firing Points.

(1) Moisture resistant seals on packed ammunition and explosives should not be broken until items are ready for use.

(2) Ammunition and explosives to be expended will be removed from sealed containers by means of the tear tape strip. An item should not be withdrawn from the container until it is to be expended.

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

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

(5) Only an authorized fuze wrench and fuze setter will be used in the assembly of fuzes to the projectile and setting of desired time.

4-2. TROOP DINING FACILITIES.

a. Operating of Dining Facilities. Units with mess capability will operate their own dining facilities during the period of training. Sufficient dining facility personnel will be included in the advance party to initiate opening of such facilities. A Food Service Officer will be available for administrative and technical assistance to the training units.

b. Refresher training in Administration of Food Service Operations will be furnished upon request by Readiness Group, Fort Sill.

c. Menu board agreements or substitutions to the menu will be made between the Troop Issue Subsistence Activity, Fort Chaffee, and the Food Advisor of the training unit and implemented upon approval of the Food Advisor. Request will be submitted at the Annual Training Planning Conference (ATPC) or a minimum of 90 days prior to arrival of unit for AT.

4-3. TROOP ISSUE SUBSISTENCE ACTIVITY (TISA).

a. Mission. The Troop Issue Subsistence Activity (TISA) will procure, breakdown, and issue rations to all units assigned, attached or training at Fort Chaffee, including those conducting weekend training or Annual Training.

b. TISA Operating Hours.

(1) The TISA is open from 0730 through 1600 daily except on Saturdays, Sundays, and Holidays.

(2) Units requiring issue or turn-in other than specified operating hours will make prior arrangements with the Troop Issue Subsistence Officer, Building 216, telephone 3115 or 3170.

c. Subsistence Reports and Field Ration Requests.

(1) USAR and ARNG units must submit completed DA Form 2070 (Subsistence Report and Field Ration Request) to arrive at Building 216, Fort Chaffee, Arkansas, not later than 14 days prior to training, for the first five days of training. The ration schedule

provided to the unit by the TISA will be followed. Active Army units will follow the same procedure except that no DA Form 2970 is required for requesting rations, but a Fort Chaffee Shopping List will be submitted in place of DA Form 2970. The Shopping List will be provided to the unit by TISA.

(2) DA Form 2970 will be turned in to the TISA NLT 0830 on dates listed on the Ration Schedule as published by the TISA. DA Form 2970 will be signed by a Sergeant First Class or above only. When requesting or submitting headcount, a separate DA Form 2970 will be submitted for Meals Ready to Eat (MRE).

(3) DA Form 2970 will be neatly PRINTED or TYPED. All sections will be filled out as required by AR 30-1. Mistakes or strikeovers will be held to a minimum on requests. (See figure 4-7).

(4) A supplemental ration request will be accepted only when unusual circumstances arise. Each supplemental request will be accompanied by a memorandum with complete justification, and will be signed by the UNIT COMMANDER or his appointed representative. These requests will be held to an absolute minimum.

(5) The allowance for ice is described in AR 30-18, para 19-8.

(6) All ration requests will be accurately prepared to ensure that only sufficient food is drawn for each meal to feed the number estimated to be present. All dining facilities are required to draw food according to the revised Installation Master Menu for Active Army Troops or the 14-day Reserve Menu for Reserve Components. The overdraw of meals in order to store food for subsequent meals or any other purpose is prohibited. Units are authorized 3% tolerance under or over the amount drawn.

(7) Each unit operating a dining facility will submit DA Form 1687 (Notice of Delegation of Authority/Receipt for Supplies) to the TISA before rations can be issued to unit dining facilities. Cards will be prepared in four copies: one will remain in the unit dining facility; one at the TISA, Building 216; one for the dry storage warehouse, Building 216; and one for the cold storage warehouse, Building 238. When a change of company commanders, dining facility officers, or dining personnel occurs, new cards will be submitted, deleting old names and adding new names. Personnel not shown on DA Form 1687 are not authorized to sign for or request rations. DA Form 1687 will be submitted to the TISA prior to arrival at Fort Chaffee.

(8) Any menu changes will be made 90 days prior to training. Units will also notify TISA 90 days prior to training as to which menu days and meals they will be using MREs so that raw subsistence will not be requisitioned from the depot for those meals.

d. Vendor Items.

(1) All vendor items, i.e., ice, milk, bread, ice cream, will be delivered to Building 238 for inspection before being issued to the dining facilities. All vendor items will be issued as prescribed IAW AR 30-18. Vendor items will be directly delivered to the dining facilities on a daily issue except on Sundays and Holidays. These issues will be delivered on the prior day.

(2) Dining facility personnel will sign only the DA Form 3915 (Order and Receipt for Direct Vendor Delivery), not the vendor's company tickets. Dining facility personnel will complete the "in" column for the quantity received. No additional product will be accepted unless authorized by the Troop Issue Subsistence Officer. (See figure 4-8.)

(3) All bread trays and milk cases will be returned to Building 238 for inspection before being issued to the dining facilities. All vendor items will be issued as prescribed IAW AR 30-18. Vendor items will be directly delivered to the dining facilities on a daily issue except on Sundays and Holidays. These issues will be delivered on the prior day.

e. Receiving of Rations.

(1) Under NO circumstances will rations be issued to any unit that arrives with a truck that is not cleaned and covered. Some type of dunnage must be used in the bed of the truck. POVs will not be used for the transporting of rations except by the vendors.

SUBSISTENCE REPORT AND FIELD RATION REQUEST				<input type="checkbox"/> UNIT <input type="checkbox"/> CONSOLIDATED <input checked="" type="checkbox"/> SUBSISTENCE REPORT <input checked="" type="checkbox"/> SUBSISTENCE REQUEST		REQUIREMENT CONTROL SYMBOL CSGLD 1590/R6		
For use of this form, see AR 30-1; the proponent agency is DCSLOG.				PERIOD OF: 9-11 Sep 83				
TO: (Include ZIP Code) TISA Bldg 216, Ft Chaffee, Ar		THRU: (Include ZIP Code)		FROM: (Include ZIP Code) Co A, 3d Bde Ft Chaffee, Ar				
SECTION A - SUBSISTENCE REPORT								
LINE	PERSONNEL AUTHORIZED TO BE SUBSISTED WITHOUT REIMBURSEMENT	DAILY SUBSISTENCE			TOTALS			
		DATE 9 Sep 83	DATE 10 Sep 83	DATE 11 Sep 83	TOTAL OF COLUMNS b+c+d	ACCUMULATED FROM LAST REPORT	CUMULATIVE TOTAL TO DATE (a+i)	
1	Assigned and Attached Active Army enlisted personnel							
2	Assigned and Attached Reserve Component enlisted personnel <input checked="" type="checkbox"/> ARNG <input checked="" type="checkbox"/> USAR	1497	1497	1520	4514	11719	16233	
SECTION B - FIELD RATION REQUEST								
3	REGULAR MEALS			BOX LUNCH				
	DATES MEALS ARE REQUIRED			15 Sep 83	16 Sep 83	17 Sep 83		
	NUMBER OF MEALS REQUESTED	BREAKFAST	750	600	1250			
		LUNCH	850	700	1500	200		
DINNER		500	650	1100				
SECTION C - HEADCOUNT DATA								
TOTAL PERSONNEL SUBSISTED	MEALS	DAILY SUBSISTENCE			TOTALS			
		DATE 9 Sep 83	DATE 10 Sep 83	DATE 11 Sep 83	TOTAL OF COLUMNS b+c+d	ACCUMULATED FROM LAST REPORT	CUMULATIVE TOTAL TO DATE (a+i)	
4	Headcount (when subsistence is obtained from a military issue activity)	B	825	433	921	2179	5942	8121
		L	1100	2904	1539	5543	9540	15083
		D	652	800	1450	2902	6351	9253
		BR						
		S						
5	Headcount (when un-prepared meals are obtained from commercial sources)	B						
		L						
		D						
		BR						
		S						
6	Headcount (when prepared meals are obtained from commercial sources)	B						
		L						
		D						
		BR						
		S						
7	Number of meals for which cash payment was received	B	11	1	10	22	21	43
		L	12	1	15	28	231	259
		D	1	11	3	15	16	31
		BR						
		S						
8	Total number of meals furnished to transients	B	16	18	47	81	269	350
		L	22	18	47	87	388	475
		D	6	8	33	45	298	345
		BR						
		S						
9	Total number of meals for which payment was accomplished by payroll deduction	B						
		L						
		D						
		BR						
		S						

DA FORM 2870 AUG 84

EDITION OF SEP 78 IS OBSOLETE.

Figure 4-7. Example of Subsistence Report and Field Ration Payment.

SECTION D - COMMON SERVICE FEEDING								
LINE	TOTAL PERSONNEL SUBSISTED a	MEALS	DAILY SUBSISTENCE			TOTALS		
			DATE 9 Sep 83 b	DATE 10 Sep 83 c	DATE 11 Sep 83 d	TOTAL OF COLUMNS (b+c+d) e	ACCUMULATED FROM LAST REPORT f	CUMULATIVE TOTAL TO DATE (e+f) g
10	Service and Component (Specify)	B						
		L						
		D						
		BR						
		S						
11	Service and Component (Specify)	B						
		L						
		D						
		BR						
		S						
12	Service and Component (Specify)	B						
		L						
		D						
		BR						
		S						
SECTION E - MEALS SERVED REQUIRING REIMBURSEMENT								
13	US Army Reserve	B						
		L						
		D						
		BR						
		S						
14	US Army National Guard	B						
		L						
		D						
		BR						
		S						
15	Active Army 166th Tactical Airlift Gp	B	15	17	42	74	207	281
		L	19	14	40	73	317	390
		D	5	6	27	38	245	283
		BR						
		S						
16	Other (Specify)	B						
		L						
		D						
		BR						
		S						
SECTION F - OPERATIONAL RATION/BOX LUNCH REPORTING DATA								
17	Total number of operational rations or box lunches (SB10-540) furnished SIK personnel	B						
		L						
		D						
18	Total number of operational rations or box lunches (SB10-540) sold for cash	B						
		L						
		D						
REMARKS								
DATE	TYPED NAME, GRADE, TITLE, AND PHONE (AUTOVON) NO.					SIGNATURE		
12 Sep 83	GLEN G. MOURICE CPT, Commanding 687-1868							

Revised DA Form 1970

U.S. G.P.O. 1985-461-033/27107

Figure 4-7. Continued.

ORDER AND RECEIPT FOR DIRECT VENDOR DELIVERY										PAGE 1 OF 1 PAGES										FOR USE OF VENDOR			
1. INSTALLATION Ft Chaffee, Ark										2. DATE PREPARED 17 May 83										3. DELIVERY DATE AND TIME 22 May 83			I have made the deliveries indicated below. By: _____ (Signature)
4. CONSUMPTION DATE 23 May 83										5. VENDOR Acce Dairy										6. CONTRACT NUMBER DV 100			
ARTICLE NO. 1 Milk homo										ARTICLE NO. 2										ARTICLE NO. 3			RECEIVED BY (Signature and Organization) John Smith 100th Spt Bn
TOTAL AMOUNT REQUESTED 2800										ARTICLE NO. 4										ARTICLE NO. 5			
ORGANIZATION Ola B3										ARTICLE NO. 6										ARTICLE NO. 7			AUTHORIZED PERSONNEL WILL ACTION IN AND SIGN FOR AUTHORIZED AMOUNTS ONLY IN BLOCK MARKED RECEIVED BY.
700th Spt Bn 1/2 pt 2800 2800										ARTICLE NO. 8										ARTICLE NO. 9			
ARTICLE NO. 10										ARTICLE NO. 11										ARTICLE NO. 12			FOR USE OF ACCOUNTABLE OFFICER
ARTICLE NO. 13										ARTICLE NO. 14										ARTICLE NO. 15			
ARTICLE NO. 16										ARTICLE NO. 17										ARTICLE NO. 18			GRAND TOTAL COST
ARTICLE NO. 19										ARTICLE NO. 20										ARTICLE NO. 21			
ARTICLE NO. 22										ARTICLE NO. 23										ARTICLE NO. 24			GRAND TOTAL COST
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ARTICLE NO. 424										ARTICLE NO. 425										ARTICLE NO. 426			GRAND TOTAL COST
ARTICLE NO. 427										ARTICLE NO. 428										ARTICLE NO. 429			
ARTICLE NO. 430										ARTICLE NO. 431										ARTICLE NO. 432			GRAND TOTAL COST
ARTICLE NO. 433										ARTICLE NO. 434										ARTICLE NO. 435			
ARTICLE NO. 436										ARTICLE NO. 437										ARTICLE NO. 438			GRAND TOTAL COST
ARTICLE NO. 439										ARTICLE NO. 440										ARTICLE NO. 441			
ARTICLE NO. 442										ARTICLE NO. 443										ARTICLE NO. 444			GRAND TOTAL COST
ARTICLE NO. 445										ARTICLE NO. 446										ARTICLE NO. 447			
ARTICLE NO. 448										ARTICLE NO. 449										ARTICLE NO. 450			GRAND TOTAL COST
ARTICLE NO. 451										ARTICLE NO. 452										ARTICLE NO. 453			
ARTICLE NO. 454										ARTICLE NO. 455										ARTICLE NO. 456			GRAND TOTAL COST
ARTICLE NO. 457										ARTICLE NO. 458										ARTICLE NO. 459			
ARTICLE NO. 460										ARTICLE NO. 461										ARTICLE NO. 462			GRAND TOTAL COST
ARTICLE NO. 463										ARTICLE NO. 464										ARTICLE NO. 465			
ARTICLE NO. 466										ARTICLE NO. 467										ARTICLE NO. 468			GRAND TOTAL COST
ARTICLE NO. 469										ARTICLE NO. 470										ARTICLE NO. 471			
ARTICLE NO. 472										ARTICLE NO. 473										ARTICLE NO. 474			GRAND TOTAL COST
ARTICLE NO. 475										ARTICLE NO. 476										ARTICLE NO. 477			
ARTICLE NO. 478										ARTICLE NO. 479										ARTICLE NO. 480			GRAND TOTAL COST
ARTICLE NO. 481										ARTICLE NO. 482										ARTICLE NO. 483			
ARTICLE NO. 484										ARTICLE NO. 485										ARTICLE NO. 486			GRAND TOTAL COST
ARTICLE NO. 487										ARTICLE NO. 488										ARTICLE NO. 489			
ARTICLE NO. 490										ARTICLE NO. 491										ARTICLE NO. 492			GRAND TOTAL COST
ARTICLE NO. 493										ARTICLE NO. 494										ARTICLE NO. 495			
ARTICLE NO. 496										ARTICLE NO. 497										ARTICLE NO. 498			GRAND TOTAL COST
ARTICLE NO. 499										ARTICLE NO. 500										ARTICLE NO. 501			
ARTICLE NO. 502										ARTICLE NO. 503										ARTICLE NO. 504			GRAND TOTAL COST
ARTICLE NO. 505										ARTICLE NO. 506										ARTICLE NO. 507			
ARTICLE NO. 508										ARTICLE NO. 509										ARTICLE NO. 510			GRAND TOTAL COST
ARTICLE NO. 511										ARTICLE NO. 512										ARTICLE NO. 513			
ARTICLE NO. 514										ARTICLE NO. 515										ARTICLE NO. 516			GRAND TOTAL COST
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ARTICLE NO. 538										ARTICLE NO. 539										ARTICLE NO. 540			GRAND TOTAL COST
ARTICLE NO. 541										ARTICLE NO. 542										ARTICLE NO. 5			

(2) Rations for training will be issued from the TISA, Building 216 and 238, on the scheduled issue day as published by the TISA.

(3) Meals Ready to Eat will be drawn directly from TISA, Building 216. DA Form 3161, Request for Issue or Turn-In, will be filled out in four copies. A statement will be typed on the DA Form 3161 stating which days or meals of 'A' Rations will be deleted and signed by the unit Commander, Executive Officer or the Dining Facility Officer (See figure 4-9).

f. Turn-In of Subsistence.

(1) Excess perishable and nonperishable subsistence supplies purchased from the TISA by units or organizations may be returned to the TISA, provided the Troop Issue Subsistence Officer and Installation Food Inspector determine that the supplies are fit for reissue.

(2) Items to be turned-in will be listed on DA Form 3161 (Request for Issue/Turn-In). They must be prepared in duplicate and double-spaced. They may be printed neatly or typed. List perishable and nonperishable items on separate DA Form 3161.

(3) Warehousemen will not accept turn-in until DA Form 3161 has been logged in by the TISA office. Therefore, time will be saved by presenting the paperwork to the office and then proceeding to the warehouse.

(4) Excess supplies may be turned in on Tuesdays and Thursdays.

(g) Safeguarding Subsistence.

(1) Commanders at all 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. Prescribed forms will be used to account for transfer of subsistence between the issuing activity and the unit, and for disposition of excess. Misuse or waste of subsistence, or the misrepresentation of strength for forms prescribed for issue will result in such investigation and action as the Commander of Fort Chaffee deems appropriate.

(2) Commanders, Dining Facility Officers and Dining Facility Managers are encouraged to call or visit the Troop Issue Office for any additional information or clarification of questions pertaining to Class I supplies.

4-4. LINEN ISSUE AND LAUNDRY FACILITIES.

a. Unit representatives will draw sheets, pillows, pillowcases, blankets, and mattress covers from Linen Supply located in Warehouse 304.

b. A joint inventory by Fort Chaffee supply personnel and unit representatives will be conducted at the time of turn-in. Specific instructions for turn-in of dirty linen are included in standard operating procedures for installation clearance.

c. Laundry buildings located throughout the installation containing household type washers and driers are available for personal laundry. Upon issue, the responsible unit will prepare schedules depicting hours of operation and will be responsible for the police, maintenance and cleanliness of these buildings and machines. Malfunctions of equipment will be reported to the work order desk, Facilities Engineers (Extension 2156) giving building number, nature of malfunction and name of person to be contacted.

4-5. EQUIPMENT AND SUPPLIES.

a. Requests for tactical equipment by Reserve Units for use during training will be submitted on FORSCOM Form 156-R (Annual Training Equipment Requirements (DCSLOG)) in accordance with FORSCOM Reg 350-2 and forwarded through appropriate channels. The supported unit is responsible for ensuring that equipment requested to support its training is actually required for training and is not on hand in the unit. Every effort should be made to obtain required equipment on a loan basis from the units Major Command prior to requesting from site support activities.

b. Equipment and supplies will be processed as follows:

REQUEST FOR ISSUE OR TURN-IN (DA FORM 316-1)				X	ISSUE	SHEET NO	NO SHEETS	3. REQUEST NO	4. VOUCHER NO		
				TURN-IN		1	1				
1. SEND TO: TISA, Bldg 216				5. DATE MATERIEL REQUIRED 8 JUL 83		6. DODAAC WOVG24 D804		7. PRC. RPT	8. ACCOUNTING/FUNDING DATA		
2. REQUEST FROM: 363 S&S Bn USAR				9. END ITEM IDENT		9a. NAME/MANUFACTURER		9b. MODEL	9c. SERIAL NO		
* CODE I-Initial R-Replacement				ISSUE TURN-IN		10. PUBLICATION		11. JOB ORDER NO			
				FWT-Fair Wear And Tear RS-Report of Surveys		EX-Excess SC-Short of Charges					
12. ITEM NO	STOCK NO	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY	CODE*	SUPPLY ACTION	UNIT PRICE	TOTAL COST	POSTED		
	8970-00-577-4513	Meals, Combat Indiv To be used for PFX Lunch 10 Jul 83 "A" rations have been deleted. <i>John Goodman</i> JOHN GOODMAN CPT, UDR Special note: Combat Rations must be accounted for with the same care as A Rations. The meal status on the cook's worksheet will not change when combat rations are served. A Headcounter and the required headcount forms are a must for proper accountability.	bx	12					DATE	BY	
								SHEET TOTAL	GRAND TOTAL		
13. ISSUE/TURN-IN DATE "QUANTITY" COLUMN IS REQUESTED		DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE	BY
15 Jul 83		15 Jul 83	Sgt John Brown	12		15 Jul 83	John Goodman	12		15 Jul 83	SFC Richard Bell

Figure 4-9. Example of Issue or Turn-In.

(1) Brigade/Group/Battalion supply representative in the advance party will contact the Supply Officer, U.S. Army Garrison, or Manager, Equipment Concentration Site (per paragraph 4-8d) Fort Chateaufort, as appropriate, and will make necessary coordination for issue of equipment as previously requested.

(2) It is the responsibility of the training unit to bring required expendable supplies, office machines, and blank forms to the training site.

c. Training units will include designated officers in the advance party to sign as responsible officers for facilities and equipment. Signature Cards (DA Form 1687) countersigned by the U.S. Property and Fiscal Officer (USPFO) for ARNG and the unit commander for USAH units will be forwarded to this headquarters prior to the arrival of the advance party. No facilities or equipment will be issued without signature cards.

d. Command emphasis must be placed upon proper maintenance of borrowed equipment and immediate action will be taken to repair or replace lost or damaged parts. Before turn-in, equipment will be inspected for proper maintenance. When required, statements to support reports of survey action will be finished prior to departure of using organizations. The responsible officer assigned as OIC of a unit's rear detachment will ensure that proper unit clearances for equipment and supplies are obtained. The rear detachment OIC will initiate documents for any lost, damaged or destroyed property IAW AR 735-5.

e. Logbook-bearing weapons (TM 38-750, paragraph 4-22 and TM 9-100-200-12) must have a pre-firing inspection and bore-sighting not more than 90 days prior to firing. Logbooks will accompany weapons to training sites.

4-6. EQUIPMENT OPERATORS.

a. Training units will provide operators for all equipment issued and are responsible for testing and licensing all tactical vehicle operators. Additionally, personnel required to drive administrative-type vehicles must have in their possession a valid state drivers license.

b. Operators of all tactical vehicles, generators, field ranges, and immersion heaters, will have a Standard Form 46 (U.S. Government Motor Vehicle Operator's Identification Card).

c. If the above requirements cannot be accomplished at home station, it is requested that individuals who require licenses to operate equipment, particularly administrative-type equipment, be incorporated into the advance party. This arrangement will expedite completion of the necessary administration and conduct of the practical driver's test required. The request to license equipment operators at Fort Chateaufort should be submitted at the AFPC.

4-7. HEAVY HAUL CAPABILITY. Requirements for heavy haul equipment should be first coordinated within the MACOM. If the units have heavy haul requirements that cannot be met within the MACOM, they should coordinate with the Chief of Operations, Fort Chateaufort, AUTOVON 962-2041/2466, or commercial 501-484-2041/2466 or write to the Commander, USAFACFS Fort Chateaufort, ATTN: ATZR-ZO, Fort Chateaufort, AR 72905-5000.

4-8. MAINTENANCE AND REPAIR PARTS SUPPLY SUPPORT.

a. Supply Accountability and Maintenance of Equipment. Training unit commanders are reminded that supply accountability and maintenance of equipment are functions of command (AR 710-2 and 750-1). The unit commander will ensure that a rear detachment is provided to clear hand receipts after the departure of the maintenance officer. Additionally, sufficient personnel will remain to perform necessary maintenance on equipment.

b. Facilities.

(1) Direct and general support (DS and GS) maintenance will be performed as coordinated through the Fort Chateaufort Transportation Motor Officer.

(2) Organizational maintenance of site support equipment will be accomplished in assigned unit motor pools and/or the motor pool issuing the equipment.

(3) The repair parts supply activity will be located at Building 458.

c. Administrative vehicles issued to using units by the Transportation Motor Pool (TMP), U.S. Army Garrison, Fort Chaffee, AR will be dispatched daily and maintained by the TMP. Vehicles will be returned to the TMP at the end of the day. Exceptions will be approved in advance by the Transportation Motor Officer.

d. Equipment Concentration Site (ECS #15).

(1) Equipment requested and obligated on FORSCOM Form 156-R submitted by Reserve Component units will be issued from the ECS, Building 470, IAW FORSCOM Reg 350-2, Fifth Army Regulation 140-26. Detailed operational procedures will be provided at the ATPC.

(2) Maintenance of Equipment drawn from the ECS by approved units will be accomplished IAW Fifth Army Regulation 140-26 and ECS #15 Issue and Turn-In SOP.

e. Direct Support/General Support Maintenance.

(1) The direct support/general support maintenance will be furnished by the Fort Chaffee Transportation Motor Pool, Building 418.

(2) All direct support/general support work to be performed will be requested on DA Form 2407 prepared IAW DA Pam 738-750.

(3) All organizational maintenance will be completed prior to evacuating equipment for direct support/general support maintenance repair.

(4) Each support unit motor officer will contact and coordinate with the Transportation Motor Officer, Building 835, extension 2124.

(5) Communications equipment and ammunition will be removed prior to sending vehicles to direct/general support maintenance for repair.

f. Repair Parts Supply.

(1) The Repair Parts Supply Activity will be operated by the Transportation Motor Pool Maintenance Shop, Building 458.

(2) Each supported unit will provide the activity with two copies of DA Form 1687 authorizing representatives to sign for responsible officers.

(3) Units and site support maintenance shops requesting repair parts will use DA Form 2765 and will note on requests the state or major command to which the supplies will be charged. The signature of the authorized representative and telephone number will be entered on the reverse side of the form.

(4) If possible, all requests for repair parts will be issued from stocks on hand to fill/kill basis.

(5) All parts will be charged to requisitioning units.

(a) Recoverable items will be issued on a one-for-one basis.

(b) All parts used for repair of equipment will be charged to units responsible for end items being repaired.

4-9. MISCELLANEOUS LOGISTICS ITEMS.

a. Vehicles will be washed at assigned wash racks only. Fire plugs will not be used for washing vehicles. Offenders will be cited by Military or Security Police. Wash racks can be arranged by contacting Building Issue, extension 2090.

b. Units will not install or move air conditioners into buildings without approval of the Facilities Engineers.

c. Units shall provide padlocks to secure buildings occupied at Fort Chaffee by that unit.

4-10. FIRE EXTINGUISHERS.

- a. All trucks (Government or civilian) destined for off-post shipment over public highways will be equipped with one Class 10 B and C rated portable fire extinguisher.
- b. Government motor vehicles involved in on-post shipment will be equipped, as a minimum, with two class 10 B and C portable fire extinguishers. One will be mounted outside of the cab on the driver's side of the vehicle and the other inside the cab.
- c. Fire extinguishers must be sealed or they will not meet the specified safety requirements. Ammunition vehicles will not be allowed to enter or leave the ammunition storage area with defective fire extinguishers.

4-11. PETROLEUM PRODUCTS (POL).

- a. The POL Section at Fort Chaffee initiates procurement action and is responsible for the receipt, storage, quality surveillance, and issue of JP-4, diesel, and unleaded gasoline for non-aviation common type of packaged POL products required by units while at Fort Chaffee.
- b. Hours of Operation. Hours of operation for all POL services is from 0730 to 1600 Monday through Friday, except holidays. Units should make every attempt to satisfy their requirements during these hours. Any support required of this section during non-working hours, weekends and/or holidays must have prior approval from the Supply Management Officer.
- c. Bulk Fuels. Units will submit requisitions (DA 2765-1) for bulk fuels to the POL office located in Building 301. Bulk fuel issue points are as follows:

JP-4	Building 5830
Diesel	Building 2037, 2219
Gasoline	Building 2350

- d. Storage Capacity. There is sufficient storage capacity at this installation for supporting all diesel and gasoline training requirements. Capacity for JP-4 fuel, however, is only 24,000 gallons. This limited capacity, plus a lead-time of 24 to 48 hours for replenishment, necessitates a much higher degree of planning and coordination by aviation training units and Fort Chaffee's POL personnel.
- e. Self Serve Station. A Self Serve Station located at Building 402 and 403 consists of two each diesel and unleaded gasoline commercial-type fuel dispensing pumps. The facility is off limits to all privately or commercially owned vehicles, and should be used only by those units who do not have their own fuel dispensing capability. Drivers entering this facility must comply with the speed limit and no smoking signs; turn the engine off while refueling; furnish the vehicle registration number and name of his unit to the station attendant; and sign for the amount of fuel received on the DA Form 3643 presented by the attendant.
- f. Package POL Products. A limited stock of commonly used motor oils, greases, and cleaning compounds are available to support training requirements at Fort Chaffee. (NOTE: This installation does not maintain any stock of aircraft oils, greases, or lubricants. Aviation units must bring their own). Stock levels for these products are based on usage data from previous training periods. Units will submit requisitions (DA Form 2765-1) to the POL office, Building 301, for the minimum quantity required to sustain operations during the training period and for the return trip to home station. Excessive quantities will be challenged or automatically reduced to the average amount used by similar units during previous training periods.
- g. Notice of Delegation of Authority. Receipt for supplies (DA Form 1687) cards designating persons authorized to draw bulk fuels and/or packaged POL products must be signed by the unit commander and forwarded to the Fort Chaffee Logistics Division prior to the unit's arrival.
- h. Aircraft Refueling. Units are responsible for bringing their own aircraft refueling personnel, vehicles and equipment to support flight operations while at this installation. Vehicles and equipment must be functionally serviceable and must have passed a detailed safety inspection by the Fort Chaffee Aviation Safety Officer prior to refueling aircraft or receiving fuel from the JP-4 storage site.

4-12. REPORT OF SURVEY. Documents necessary to account for lost, damaged, and destroyed property (Inventory Adjustment Reports, Reports of Survey, Statement of Charges, or Cash Collection Vouchers) will be prepared by the unit prior to departure from Fort Chaffee or with the concurrence of the Fort Chaffee Property Officer. Determination of the proper document to use will be in strict compliance with AR 735-5 as supplemented by the Chief, Logistics Division, Fort Chaffee.

4-13. TRANSPORTATION MOTOR POOL. The Chief, Transportation Motor Pool, USAG, Fort Chaffee, will be responsible for controlling and dispatching commercially designed vehicles. The Chief, Transportation Motor Pool, also has the responsibility for allocation of vehicles and for the supervision of driver-user maintenance of all TMP vehicles.

4-14. SHIPMENT IN EXCESS CARGO/PERSONNEL. Units should verify availability of equipment at ECS #15 prior to requesting commercial transportation to haul equipment to Fort Chaffee for use during AT. Commanders are responsible for ensuring the receipt for, use of, and shipment back to home station of this equipment. Contract will be effected between the shipping unit representative, ECS #15 manager, and Installation Transportation Officer, Building 458 for the first Monday of AT. Units requiring shipment of cargo or personnel in excess of organic capabilities will submit requests 30 days prior to required movement dates to the appropriate Class I installation. Emergency travel can be obtained with proper orders and with a fund cite from their Transportation Officer, Building 458.

4-15. CONVOY CLEARANCE. Requests for convoy clearance will be submitted to Commander, USAG, ATTN: ATZR-ZL, Fort Chaffee, Arkansas 72905-5000, 10 days prior to movement dates IAW Fifth U.S. Army Reg. 56-1 (see figure 4-10).

REQUEST FOR CONVOY CLEARANCE				DATE	
				30 March 1984	
SECTION I - GENERAL					
1. ORGANIZATION Headquarters 2d Battalion, 44th Artillery		2. STATION Fort Sill, OK		3. CONVOY COMMANDER CW2 Conley	
4. PERSONNEL STRENGTH		5. POINT OF ORIGIN		6. DESTINATION	
4. OFFICER 4	5. ENLISTED 81	Hueco Range (WSMR), New Mexico		Fort Sill, OK	
7. DATE AND TIME		7a. DEPARTURE 220530 APR 82	7b. ARRIVAL 231500 APR 82	8. RATE OF MARCH 40 MPH	
SECTION II - CONVOY COMPOSITION					
9. NUMBER OF EACH TYPE OF VEHICLE AND DESCRIPTION (Include towed equipment)					
5 1/4-ton Trucks, 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					
SAMPLE					
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 Tularos, 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, OK		
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	
New Mexico/Texas State Line	1200 MST	22 Apr 82	1205 MST	22 Apr 82	
Reese AFB, Texas	1518 CST	22 Apr 82	1530 CST	23 Apr 82	
Texas/Oklahoma State Line	1030 CST	23 Apr 82	1035 CST	23 Apr 82	
Fort Sill, Oklahoma	1430 CST	23 Apr 82			
SECTION IV - LOGISTICAL DATA					
16. BRIEF GENERAL DESCRIPTION OF CARGO (Brief general description; i. e., organizational impediments, etc.) (Within security limitations)					
Convoy consists of Officer, Enlisted Men and Baggage					

DD FORM 1265
1 JAN 80

Figure 4-10. Sample Preparation of DD Form 1265 - 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	VEHICLE 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 sheets if additional space is required)						
DATE	INSTALLATION	GAS (gals)	OIL (gals)	RATIONS	BILLETS	OTHER
22 Apr 82	Reese AFB, Texas	1200 GAS 1000 Diesel	None	85 Sup 85 Bk	4 Off 81 EM	85 Sack Lunches
20. REMARKS						
Headquarters 2d Battalion, 44th Artillery Fort Sill, Oklahoma			Cost Code A 405			
SAMPLE						
21. REQUESTING AGENCY Headquarters 2d Battalion, 44th Artillery			22. APPROVING AGENCY			
23. REQUESTED BY (Typed name, grade and title) JOHN M. DAVIS, CPT, ARTILLERY, Asst Adl			24. APPROVED BY (Typed name, grade and title)			
25. DATE 30 Mar 1984	26. SIGNATURE		27. DATE	28. SIGNATURE		
INSTRUCTIONS: In cases where base-side emergencies exist, the information contained on DD Form 1265 and DD Form 1266 may be transmitted to the appropriate headquarters by telephone 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.						

SPB 123000

Figure 4-10. Continued.

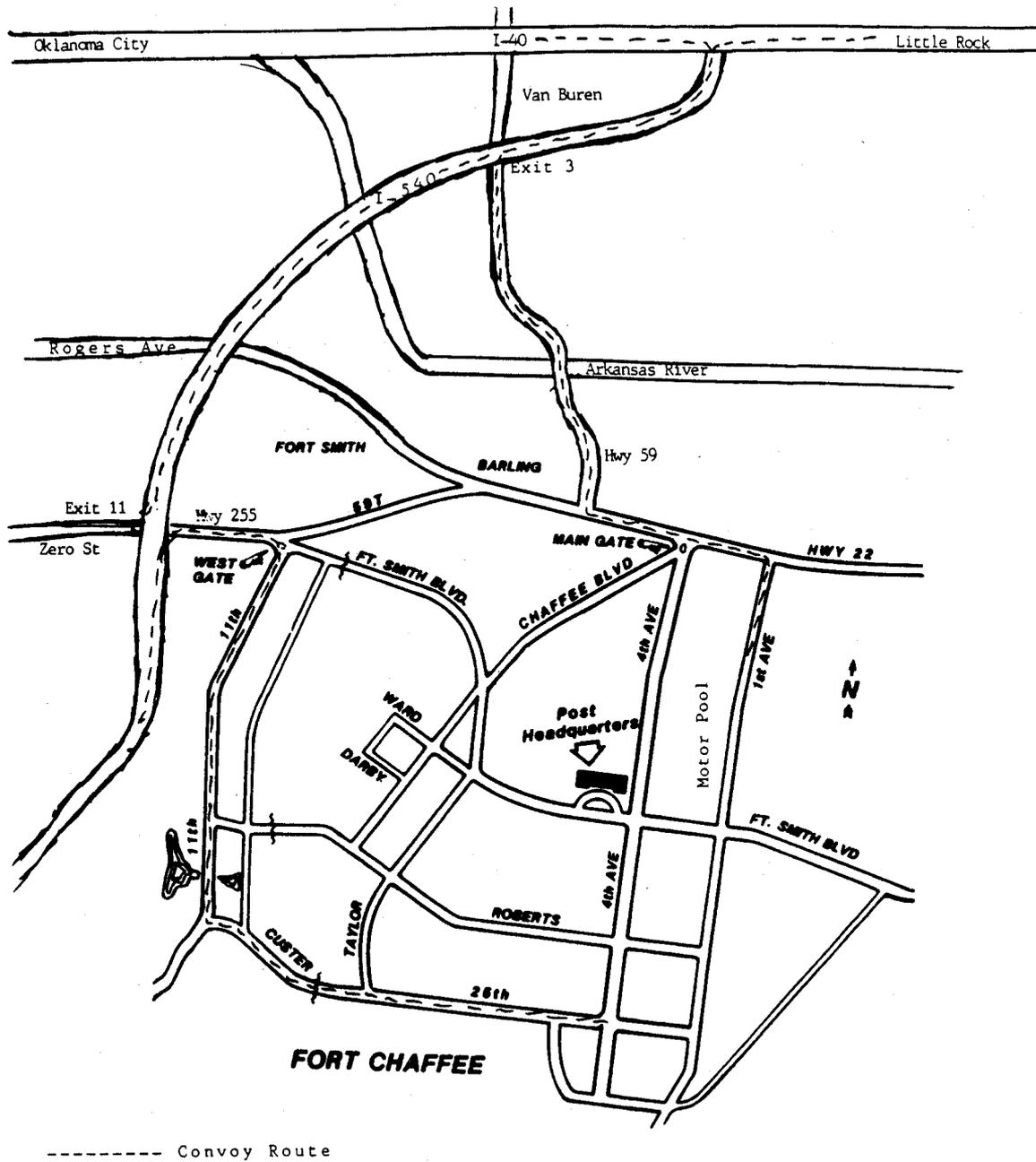


Figure 4-11. Approved Convoy Routes.

CHAPTER 5

FACILITIES AND ENGINEERING

5-1. FACILITY MAINTENANCE, REPAIR CONSTRUCTION AND ALTERATIONS. All maintenance, repair, construction and alterations shall be requested through and approved by the Facilities and Engineering Division. This includes all U-DO-IT (Self-Help) type projects. All work shall be requested on a service order (phone call) or a Job Order Request (DA Form 4283).

a. Service Orders. Service orders are for minor and emergency repairs. Typical examples are toilets not working, inoperative refrigeration/heating equipment, broken water lines, leaking gas, lights not working. Telephone number for this service is 484-2156.

b. Job Order Request. DA Form 4283 shall be completed for all job order requests. This form must be mailed or hand-carried to the Facilities and Engineering Work Order Section in Building 242. Each unit must designate a control officer for the submission of a job order request. Job order requests will only be accepted from this person. The job order request must be completely filled out with a good justification for the requested work. For assistance, call 484-2156.

c. Troop Projects. These projects will be submitted and approved the same as a job order request and as stated in paragraph 5-1.

d. U-DO-IT. These are repair, construction and alteration projects of which units or individuals wish to perform. Request for this type of work is accomplished the same as that for a job order request.

5-2. ENGINEER TROOP PROJECTS. Engineer troop units training at Fort Chaffee will coordinate projects with Facilities and Engineering. All construction and maintenance performed by Annual Training units will be costed against Fort Chaffee Real Property Accounts.

a. Projects may be selected from a list maintained by the Chief, Facilities and Engineering (C,F&E). Units may suggest other projects. Maintenance and restoration projects are encouraged.

b. Engineer troop units should select projects in sufficient time to allow development of plans, estimates, and bills of materials. All bills of materials should be coordinated with the C, F&E by 15 January. This is to allow time for consolidation and ordering in time for training, since material order deliveries often run in excess of 90 days.

c. Units must report manpower and equipment utilization for each project daily to the Facilities and Engineering Troop Project Coordinator. This includes direct labor and overhead manpower. This information will be included in the Project Completion Report.

d. The Project Completion Report will include a list of materials used, manhours, equipment hours by type, as-build drawings, problems encountered and recommendations.

5-3. FIELD OPERATIONS AND ENVIRONMENTAL PROTECTION. Field training should be conducted in a manner that recognizes the protection of the environment. Training and field exercises will be conducted in a manner which does not needlessly endanger the environment, but allows accomplishment of the training objectives.

a. Commanders at all echelons will ensure that wildlife habitat is not unnecessarily disturbed. Deer fawns and other wildlife species shall neither be touched nor captured under any circumstances.

b. Use of live vegetation for camouflage should be limited to herbaceous plants, and small trees and shrubs less than three inches in diameter. Use of dead foliage should be encouraged. Limbs should not be torn from live trees at any time. Care will be taken to ensure ground cover is not stripped bare of vegetation.

c. Tracked vehicle movement should be limited to established roads, trails, firing points, firebreaks, and training areas on the range, and in the cantonment area. Tracked

vehicles are not permitted to travel on asphalt roadways. Vehicles should not travel on unpaved shoulders or lawns. Use of ditches and shoulders of roads for tank trails is prohibited. Sharp turns by tracked vehicles which cause damage to surfaced areas should be avoided. Wheeled vehicles may leave established roads only when such movement does not create excessive environmental damage. Training units must be alert to changing soil conditions. During wet soil conditions, vehicles will avoid maneuver tactics in terms of off-road driving, and use established roads whenever possible. Ruts caused by vehicles operating in wet soils will be filled as soon as possible by the causing unit. Any repair work totally beyond the scope of the causing unit will be reported to the Facilities Engineering Work Order Section on a DA Form 4283, Engineer Work Request. The Facilities Engineering Work Order Section is in Building 242, extension 2156.

d. Each unit is responsible for cleaning up after their own operation. Upon completion of training, the unit commander will require a thorough police of the area and ensure that all trash and refuse has been picked up. Burning or burying of garbage, refuse, and rubbish is prohibited. These types of materials shall be transported to the Sanitary Landfill located on the southwest side of the cantonment area, Grid 808074. Landfill hours of operation are 0730 to 1600 daily.

e. Where concrete vaults are not available, chemical toilets will be used. Chemical toilets will be issued for periods of more than 72 hours. For periods of less than 72 hours, pit latrine and urinal pits shall be used. Regulations require careful use, cleanliness, and maintenance of pit latrines. Requests for chemical toilets should be submitted to the Facilities and Engineering office at extension 2777/2778 between the hours of 0730 to 1600. Two working days notice is required. The Environmental Branch, Facilities and Engineering Division, will be notified when an apparent sanitation problem exists which exceeds the normal housekeeping capability of the responsible unit or activity. Under no circumstances is digging permitted without prior approval from the Environmental Branch.

f. Field showers or laundry units will not be installed without prior approval of the Environmental Branch, extension 2516. Discharge from field showers, latrines, and kitchens into streambeds and drainage ditches is prohibited. Total retention or evaporation ponds will be used where possible. Retention sumps or ponds may be used for liquids only. Solid waste must be taken to the Sanitary Landfill. Wastewater from the laundry shall be pumped out and disposed of in the manhole near Building 7003. Laundry wastewater will not be dumped on the ground.

g. Vehicles will only be washed in authorized washracks in the motor pool area. Vehicles will not be washed on roadways and in or around motor pool buildings. Units will not use fire hydrants to wash vehicles.

h. Units generating waste oil will refer to Policy Statement No. 86-88 entitled "Collection and Handling of Used Oil on Fort Chaffee". Questions concerning this Policy Statement will be forwarded to the Facilities and Engineering Environmental Branch at extension 2516. Point of contact for disposal of battery acid, solvents or waste fuel is the Property Disposal Specialist, Building 339, extension 2862.

i. All ground disturbing activities must be coordinated with the Facilities and Engineering Environmental Branch and Roads and Grounds Section prior to starting such activities. This includes digging of tank ditches, tank traps, foxholes, bunkers, gun emplacements, slit latrines, and similar activities. The purpose of this requirement is to protect the numerous historic and archeological resources found on Fort Chaffee and to manage assets for future training. In addition, there are numerous telephone, electric, and gas lines buried throughout the range area. Upon completion of training, the unit commander will ensure that all holes are filled, leveled, and marked as appropriate.

j. Special measures shall be taken to prevent chemicals, fuels, oils, greases, herbicides and insecticides, and other materials from entering streams, rivers, or lakes. All spills of the above materials should be reported to the Environmental Branch immediately. Spills occurring after normal duty hours should be reported to the Fire Station on Fort Chaffee, extension 2127.

k. All unused propellant increments generated on Fort Chaffee must be burned at the Open Burning/Open Detonation (OB/OD) Unit. The OB/OD Unit is located east of Highway 96 at Grid 971025 at the intersection of Auburn Road and Carnis Auburn Road. Units using this area must contact Range Control, extension 2362 prior to burning. No materials

except unused propellant increments should be burned at this site. All trash must be disposed of at the Sanitary Landfill at Grid 808074.

1. Prior to establishing a petroleum refueling operation on Fort Chaffee, the requesting unit must submit a spill contingency plan to the Environmental Branch for review and approval. The purpose of the spill contingency plan is to reduce the potential for spills that do occur. At a minimum, the spill contingency plan must address the following:

- (1) Type of bulk fuel to be used.
- (2) Preventive measures which will be taken to prevent spills.
- (3) A written SOP which details what must happen in the event of a spill.
- (4) A list of equipment and materials which will be on hand to control or contain spills which occur.
- (5) A point of contact that is responsible for ensuring that the preventive measures in the contingency plan are implemented. Units should refer to Policy Statement No. 87-88 entitled "Training Unit and Spill Contingency Plan" for additional guidance. For additional information, contact the Environmental Branch at extension 2516.

m. The Environmental Branch can be reached at extension 2516 between 0730 to 1600, Monday through Friday. Questions concerning environmental, range conservation, or natural resource matters should be directed to this office.

5-4. ENERGY CONSERVATION. USAFACFS Regulation 420-1 outlines this program. Most pertinent portions of this regulation are as follows:

- a. The regulation is applicable to all units conducting training on Fort Chaffee.
- b. Due to the high cost of fuel and electricity, it is imperative that all personnel join in an effort to conserve and eliminate waste of energy. All commanders are requested to aggressively support the energy conservation program.
- c. Conservation of electricity will be as follows:
 - (1) Energy consumed for lighting will be reduced by turning off nonessential lamps and fixtures.
 - (2) All exterior lights will be turned off during daylight hours.
 - (3) Energy consumed for cooling will be reduced to the minimum necessary. Temperature will not be maintained lower than 78° F.
 - (4) When possible, air conditioning will be turned off at night and not started again before the start of the new business day. Air conditioning should not be used at night if the outside temperature is 78° or less and windows can be opened.
 - (5) Whenever possible, use outside air in the morning for cooling instead of turning on air conditioning. Residual heat should be removed during the first three to four hours after sunrise by forced or natural ventilation. Personal electrical appliances will be minimized. Check all dining facility equipment, ranges, ovens, etc., to ensure that they are turned off after the evening meal.
- d. Personal or unit-owned air conditioners will not be installed.
- e. The following pertains to the conservation of POL products:
 - (1) Commands/activities will use the minimum-use vehicle to meet the operational commitment. Pooling of trips will be encouraged.
 - (2) Examine present vehicle/aircraft operating procedures to determine if usage can be reduced while still maintaining operational capability.

5-5. WATER CONSERVATION. The following water conservation measures will be in effect at Fort Chaffee beginning 15 May through 15 October 1990:

- a. No vehicle or aircraft washing except for maintenance, rail and air transport.
- b. No washing of walks, patios, tennis courts, etc.
- c. No construction water from hydrants.
- d. No dust control water from hydrants.
- e. No lawn watering except golf course greens and tee boxes.
- f. Shrub and plant watering by hand-held hose only.
- g. Reduce shower water use to minimum.
- h. Wash clothes only with full machine load.
- i. Water served in mess hall only upon request.

5-6. EQUIPMENT AND VEHICLE WASHING.

- a. All equipment and vehicle washing shall be minimized and shall adhere to the water conservation requirements of paragraph 2-57.
- b. When washing vehicles, only washracks located in the motor pools will be used. Sand and debris traps will be cleaned by the using units before clearing Fort Chaffee. Washing of vehicles on the hardstands and on streets is prohibited. The use of fire plugs is prohibited.

5-7. FIRE PREVENTION. Fire prevention is a command and individual responsibility. Everyone is expected to continuously support the fire prevention program. USAFACFS Regulation 420-90 contains appropriate and necessary information for units to operate an effective fire prevention program.

5-8. BILLETING.

- a. The Billeting Office is located in Building 1377 (484-2252/2917) and office personnel will issue all OQ/SEQ assignments. Assignments will be made in accordance with AR 210-11, local policy, availability, and the priority of receipt of requests.
- b. All billeting requirements should be identified to the C,F&E representative and Billeting during the Training Planning Conference. Total anticipated strength should be broken out for officer and enlisted with enlisted further broken out into male and female for rank of Sergeant First Class and above as well as Staff Sergeant and below. During the conference, tentative Officers Quarters (OQ)/Senior Enlisted Quarters (SEQ) and troop billet areas will be identified.
- c. Active Army personnel on TDY for purposes other than participating in or supporting AT will be assigned adequate quarters in accordance with AR 210-11 when such quarters are available. The lack of air conditioning does not constitute grounds for inadequacy of quarters. Certificates of nonavailability will be issued only if adequate quarters are not available or if travel orders indicate that utilization of government quarters would be impractical for mission accomplishment.
- d. SEQ billets for females in the rank of Sergeant First Class or above are not available. Other enlisted women will be billeted by their unit of assignment in the nearest female barracks which have been identified as Buildings 833, 840, 1139, 1329, 1466, 1513, 1605, 1641, 1713, 1724, 1739, and 1740.
- e. Priority issue of rooms will be as follows:
 - (1) Official visitors, rank of Colonel and above.
 - (2) Active Army and Augmentee Reservists in the rank of Sergeant First Class and above.
 - (3) Reserve Component unit personnel Sergeant First Class and above when units or individuals are funded for billeting.

f. All occupants of rooms individually assigned will be accountable for property therein. Inventory instructions and clearance procedures will be provided at the time room assignments are made. Units issued an OQ or SEQ building will be responsible for the inventory accountability of property and turn-in as specified by the Billeting Office.

5-9. BUILDING ISSUE.

a. Issue of installation property, buildings, and garrison facilities will be made by Facilities and Engineering, Building 242.

b. All property in buildings will be listed on Building Inventory/Issue forms. Additional property requirements should be submitted to the Storage Branch, Building 301, for issue on temporary hand receipt.

c. All property issued with buildings must remain in, or be returned to, those buildings, and all material issued on temporary hand receipts must be returned to the Storage Branch before the using unit will be allowed to clear through the Fort Chaffee Logistics Office.

d. A valid signature card (DA 1687) signed by the organizational commander authorizing individuals to receipt for buildings and/or installation property will be submitted to the Storage Branch (Building 301) and Facilities and Engineering, Building 242, prior to issue.

e. Dining facility equipment will be cleaned and arranged in accordance with installation clearance procedures. The building will be clean, all food removed, grease traps clean and dry, garbage cans cleaned, and the area around the dining facility will be thoroughly policed prior to acceptance by Building Issue personnel.

f. All milk crates and bread boxes will be cleaned and returned to the ration breakdown warehouse.

g. Beds and mattresses will be left in place. Mattresses will be left flat on the beds.

CHAPTER 6

IN-PROCESSING AND INSTALLATION CLEARANCE

6-1. IN-PROCESSING. In-Processing Procedure applies to all units training at Fort Chaffee with the following provisions:

- a. Active Component units in-process with Operations, Fort Chaffee Garrison.
- b. National Guard, Reserve Forces, and ROTC units in-process with the Division of Reserve Component Support (DRCS).
- c. Rotational units in-process with the Joint Readiness Training Center (JRTC).
- d. The following staff sections should be contacted upon arrival at Fort Chaffee:
 - (1) All Active Component units - Operations Office - Building 1370.
 - (2) All National Guard, Reserve Forces, and ROTC units - Division of Reserve Component Support - Building 1479.
 - (3) All Rotational units - JRTC - Building 100.
 - (4) Personnel and Administration - Unit Fund Briefing - Building 1370.
 - (5) Installation Safety Officer - Building 1370.
 - (6) Facility Engineers - Briefing by Environmental Officer - Building 241.
 - (7) Troop Medical Clinic - Briefing by Medical Officer - Buildings 130 and 125.
 - (8) Range Control - Briefing by Range Control Officer - Building 7102.
 - (9) Resource Management - To ensure receipt of a copy of your DA-2544, Intra-Army Order for Reimbursable Services - Building 1370.
 - (10) USAISC - Building 1323 - A Telephone Control Officer must be appointed in writing for units requesting Class "A" phones. DA Form 360 (Report of Authorized Official Toll Telephone Calls) must be maintained and turned in when clearing post.
 - (11) Aviation units/assets - Installation Aviation Officer, Operations Division, Building 1370.
- e. Signature Card. A current DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) must be on file with each of the following sections, from which services/facilities will be required prior to unit arrival at Fort Chaffee, or the form may be delivered by the unit's Advance Party:
 - (1) Facilities and Engineering Division - Building Assignment/Issue - Building 242.
 - (2) Equipment Concentration Site #15 - Building 470.
 - (3) TSC (Training Service Center) - Building 2052.
 - (4) Logistics Division: A DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) must be mailed or delivered to the Logistics Division, Building 441, for each of the following sections from which the unit will draw equipment and/or supplies.
 - (a) Expendable, Nonexpendable supplies - Building 304.
 - (b) Troop Issue Subsistence - Building 216.
 - (c) Transportation Motor Pool - Building 418.
 - (d) Ammunition Supply Point - Building 6026.
- f. Miscellaneous. The following actions will be taken:

(1) Unit order with Personnel Roster must be submitted to the following sections:

- (a) Operations Office - Building 1370.
- (b) Division of Reserve Component Support - Building 1479.
- (c) Troop Medical Clinic - Buildings 130 and 125.
- (d) Post Locator - Building 1440.
- (e) Billeting Office - Building 1377.

(2) A Strength Report must be called or turned in to the Operations Office daily, prior to 0930 hours - Building 1370, Extensions 2041/2466.

(3) Coordination by Active Component units for Portable Chemical Toilets (PCTs) delivery must be coordinated with Facilities and Engineering, Building 242, extension 2505.

(4) Reserve Component units will coordinate PCTs through the Division of Reserve Component Support - Building 1479.

g. Out-Processing.

(1) Active Component units, including rotational units participating with JRTC, obtain an SOP for out-processing from the Operations Office - Building 1370.

(2) Reserve Component units obtain SOPs from the Division of Reserve Component Support - Building 1479.

6-2. INSTALLATION CLEARANCE AUTHORITY IS DELEGATED AS FOLLOWS:

a. The Operations Officer is responsible for granting final installation clearance to Active Component units, and all other activities not covered below.

b. The Chief, Division of Reserve Component Support is responsible for granting final installation clearance to Reserve and National Guard performing Annual Training (AT), Inactive Duty Training (IDT) or providing AT support at Fort Chaffee.

c. The Joint Readiness Training Center (Forward) is responsible for granting final installation clearance to all rotational units, support and OPFOR, after coordination with Fort Chaffee Operations.

d. Each post activity granting activity clearance is responsible for complying with procedures outlined in this regulation.

e. It is the responsibility of each unit commander to ensure that no lateral transfers of buildings or equipment between units or individuals are made prior to approval by Post Building Assignments (Building 242).

f. An SOP detailing specific clearance procedures can be obtained from either Post OPS, DRCS, or JRTC (Forward).

6-3. UNIT CLEARANCE PROCEDURES.

a. It is the responsibility of each unit commander to ensure that no lateral transfers of buildings or equipment units or individuals are made without prior approval by the Building Issue Section (Building 242).

b. Immediately upon arrival of any detachment, unit, organization or activity, copies of the Installation Clearance Policy Statement will be provided to the Advance Party by the Chief, Operations. Personnel responsible for obtaining clearance should familiarize themselves with the policy statement immediately upon arrival to ensure that all clearance requirements are met prior to departure.

c. Clearance requirements are as follows:

(1) Units will coordinate with the Building Issue Section, Building 242, for turn-in of buildings.

(2) All buildings will be cleaned to include: floors, latrines, furniture, waste receptacles, etc.

(a) Whenever practical, like items such as chairs, etc., will be grouped to expedite inventory and inspection.

(b) All outside doors and windows will be closed and locked except the entrance door. Locks that are not the property of Fort Chaffee will be removed.

(c) Property that has been moved from one building to another will be returned in accordance with the building inventory/issue form.

(d) The outside area surrounding the building will be thoroughly policed and mowed when and where required.

(e) Filing cabinets and safes with combination locks will be left open with the combination recorded on the outside of the top drawer.

(f) Garbage cans will be cleaned and grouped inside buildings.

(3) Borrowed equipment will be cleaned and returned to the appropriate warehouse or shop.

(a) Linen will be turned in to the warehouse, Building 304, as prescribed: pillows--turned in individually, pillowcases--24 inside of one; mattress covers--rolled flat in 10s; sheets--rolled flat in 25s; and blankets--rolled flat in 10s.

(b) Excess expendable supplies will be returned to Warehouse 302 if not required by using units. In no instance will supplies or equipment be left in buildings upon clearing. Expendable nonconsumable supplies that may be reissued (i.e., mess utensils) will be closely monitored for losses. The Property Officer will initiate action for losses in accordance with AR 735-5.

(c) Units are required to notify the Work Order Section, Extension 2156, Building 242 of any repairs required on buildings as they occur during occupancy of those buildings.

d. Special Instructions are as follows:

(1) Clearance forms must be obtained from all activities listed below before final clearance from the Property Office is obtained. All shortages or damages of property will be resolved with the Property Officer prior to obtaining final clearance.

(2) The Operations Officer, Building 1370, is responsible for granting final installation clearance to Active Component units and all other activities not covered below.

(3) The Chief, Division of Reserve Component Support - Building 1479, is responsible for granting final installation clearance to National Guard and Reserve Forces performing Annual Training (AT), Inactive Duty Training (IDT) or providing AT support at Fort Chaffee.

(4) The Joint Readiness Training Center (Forward) is responsible for granting final installation clearance to all rotational units, support, and OFFOR, after coordination with Fort Chaffee Operations.

6-4. INSTALLATION ACTIVITIES TO BE CLEARED PRIOR TO DEPARTURE.

- a. Dispensary--Building 130.
- b. Linen Warehouse--Building 304.
- c. Non-expendable Warehouse--Building 304.
- d. Ammunition Storage Site--Building 6026.

- e. ECS--Building 470.
- f. Range Control--Building 7102.
- g. Training Aids--Building 2052.
- h. Billeting--Building 1377.
- i. Transportation Motor Pool--Building 400.
- j. Building and Supply Issue--Building 304.
- k. Recreation Services--Building 1487.
- l. TISA--Building 216.
- m. Unit Fund/Telephone Log--Building 1370.
- n. Facilities Engineer--Building 242.
- o. Building Issue--Building 242.
- p. Property Officer--Building 441.

6-5. CLEARANCE FORMS.

a. Units clearing post will obtain three copies of the Activity Clearance Form from ALL of the activities listed on the final clearance form. One copy to be retained by the activity, one by the unit, and one presented with the final clearance form to the Chief, Operations, Building 1370, or the Chief, Reserve Component Support, Building 1479, for Reserve Component units.

b. The Final Clearance Form will be prepared in duplicate. No unit, detachment, organization, or activity will be allowed clearance by the Property Book Officer, unless an activity sheet is completed, and the final clearance initialed by the rest of the activities. The final clearance sheet, with a copy of the sheet from each activity will then be presented to the following:

(1) Chief of Operations, Building 1370 - Active Component, or JRTC units.

(2) Chief, Division of Reserve Component Support - Building 1479 - All Reserve Component units other than JRTC support.

c. Clearance Forms are to be picked up at the Operations Office, no later than three days prior to departure of the units; RC units will be issued forms in their in-processing packet.

FORT CHAFFEE CLEARANCE CHECKLIST

UNIT: _____

DATE _____

POC: _____ PHONE: _____

<u>ACTIVITY/SUB-ACTIVITY</u>	<u>POC</u>	<u>BLDG #</u>	<u>TELEPHONE</u>	<u>INITIALS</u>
FACILITIES & ENGINEERS				
Building Issue	Building Issue Officer	242	2090/2443	_____
Billeting	Billeting Officer	377	2252/2917	_____
Roads & Grounds	Roads/Grounds Officer	247	2744/2202	_____
U-Do-It	Mgr, U-Do-It	228	2725	_____
Environmental Office	Environmental Officer	241	2926/2516	_____
LOGISTICS				
TISA	Mgr, TISA	216	3115/3170	_____
ASP	Ammunition Officer	6026	2352/2864	_____
TMP/Transportation	Transportation Officer	400	2068/2169	_____
POL/SSSC/Linen Warehouse	Warehouse Officer	304	2019	_____
Property Book Officer	PBO	441	2240/2239	_____
OPERATIONS				
TSC	Training Aids Officer	2052	2072/2107	_____
MILES Warehouse	MILES Warehouse Officer	2052	2072/2107	_____
Range Control	Range Control Officer	7102	2272/2362	_____
PERSONNEL/ADMINISTRATION				
Mail/Distribution	Mail/Dist Officer	1440	2460/2933	_____
Unit Funds	Unit Funds Officer	1370	3130/2480	_____
MWR	MWR Officer	1318	2550/3228	_____
ECS #15	Mgr, ECS #15	470	2404/2414	_____
SAFETY				
AVN Safety	Instl Avn Safety Officer	5860	2636	_____
Ground Safety	Instl Safety Officer	1370	2711/2467	_____
MISCELLANEOUS				
TMC	NCOIC, TMC	130	2228/2488	_____
USAISC	C, USAISC	1323	2210/2211	_____
AAFES	Mgr, AAFES	310	2178	_____
Club System	Mgr, Club System	1683	2340/2639	_____
FINAL CLEARANCE				
JRTC	OIC, JRTC HQ (Fwd)	100	2115/2116	_____
Reserve Components Support	C, DRCS	1479	2206/2121	_____
Fort Chaffee Operations	Program Manager	1370	2466/2041	_____

CHAPTER 7

JOINT READINESS TRAINING CENTER

7-1. PURPOSE. The Joint Readiness Training Center is organized to provide the light infantry soldier the most rigorous and realistic training possible short of actual combat by use of a very demanding field training exercise that pits the soldier against OPFOR forces trained and organized similarly to Warsaw Pact forces.

7-2. INSTRUCTION. For detailed instruction/information on Installation/Joint Readiness Training Center coordination, refer to SOP, Installation/Joint Readiness Training Center Rotation Coordination.

CHAPTER 8

NATIONAL GUARD, RESERVE FORCES AND ROTC TRAINING

8-1. PURPOSE. The Division of Reserve Component Support (DRCS) is the single point of contact for all Reserve Component (RC), National Guard, Reserve Forces, and Junior/Senior Reserve Officer Training Corps (ROTC) training coordination at Fort Chaffee. All requests for any type of support from the Fort Chaffee staff should be submitted in writing to the DRCS: Commander, U.S. Army Garrison, ATTN: ATZR-ZRC, Fort Chaffee, Arkansas 72905-5000.

8-2. LOCATION. The DRCS is located in Building 1479. The telephone numbers are:

<u>SECTION</u>	<u>AUTOVON</u>	<u>COMMERCIAL</u>
Coordinator	962-2556	(501) 484-2556
NCOIC/Individual Training	962-2121	(501) 484-2121
Unit Training	962-2206	(501) 484-2206

8-3. UNIT REPRESENTATIVE. A representative from all RC units, or individual soldiers, who are not training with one of the major tenant units (i.e., Joint Readiness Training Center or Fifth Army Consolidated Training Center) should report to the DRCS upon arrival on post.

8-4. RC UNIT SCHEDULING.

a. Annual Training (AT). The AT window is normally limited to the last two weeks of May and all of June, annually. This window is subdivided into three two-week cycles which start and end on Saturdays. Units interested in performing AT at Fort Chaffee should contact the DRCS Unit Training Section to inquire about open training cycles. Once a verbal confirmation for an open date is agreed upon, a written request should be forwarded through appropriate channels to Fifth U.S. Army, with an information copy submitted to this office. Confirmation of training is only tentative until approved by Fifth Army, and entered on the Site/Date schedule. An Annual Training Planning Conference (ATPC) will be held each year, and is discussed further in paragraph 8-6.

b. Inactive Duty Training (IDT)/Other. All requests to schedule IDT, special exercises, JROTC/SROTC, and other types of RC training should be submitted to this office at least 60 days prior to training dates.

8-5. RC TRAINING SUPPORT. There are many types of training support available to units training at Fort Chaffee. By following this training regulation, most problem areas should be identified and eliminated. All reimbursable items must be covered by the transfer of funds on a DD Form 448 (Military Interdepartmental Purchase Request). Reimbursement Voucher, to the Fort Chaffee Resource Management Office (RMO), **should be turned in prior to training.**

a. Range and Training Areas - The FS Form 105 (sample at figure 3-1.) is used to request Ranges, Training Areas, Rappelling Tower, Obstacle Course, Compass Course, and all other areas under the management of Range Control.

b. Training Support Requests - The FS Form 104 (sample at figure 3-2.) is used for any number of support requests as noted on the sample. Special instructions are given below that cover some of the support available.

(1) POL - A fuel forecast should be submitted to the DRCS so the amount and type of fuel required will be available. If fuel will be needed at times other than the normal operating hours of the fuel point, this should be included so coordination can be made.

(2) Portable Chemical Toilets (PCTs) - PCTs are allocated by the number of personnel. When PCTs are requested, the number of soldiers training, and grid coordinates for placement, must be supplied. These can be furnished only after approval of the range or training area request. The grid coordinates must be furnished no later than 10 days prior to use. There is no charge for use of the PCTs as long as they are used on Fort Chaffee.

c. A current DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) must be on file with each Fort Chaffee section from which you wish to draw facilities or equipment.

d. All transactions for facilities and equipment must be completed during normal duty hours, 0730-1600, Monday through Friday except during AT. If circumstances prevent this, an exception to policy should be requested prior to the training dates. Normally, all requirements that result in overtime, except during AT, will be reimbursed by the requesting unit.

e. Subsistence - Fort Chaffee now has Dining Facilities open on a year-round basis. Units without mess capabilities should submit a request to the DRCS which lists: first meal, number of meals per day, and last meal required. The list should show the exact dates and the number of personnel per meal. This requirement applies to the AOD and rear detachment for personnel with mess capabilities.

f. Billeting - The shortage of BOQ/SEQ rooms has presented problems in the past. Every effort will be made to accommodate the officer and senior enlisted personnel from the units; however, officers will be given priority of billeting. In some cases, senior enlisted personnel may have to occupy open bay barracks. This will be done only when necessary, usually during AT. Fort Chaffee is no longer reimbursed by FORSCOM for AT Billeting, therefore, unless a DD Form 448 is submitted to RMO by the unit's higher headquarters, individuals will be required to pay for their room.

8-6. RC INDIVIDUAL TRAINING. The DRCS will coordinate the various types of individual training categories with the garrison staff. The following are the major types of individual training categories:

a. Active Duty for Special Works (ADSW). Fort Chaffee has two types of ADSW tours: AT Site Support (May thru June) and other. The DRCS will task the staff to submit required tours upon receipt of budget requirements from TRADOC and Fifth Army. By name requests, including job descriptions and milestones, will be justified by staff sections and submitted to the DRCS.

b. Special Active Duty for Training (SADT). Individual Ready Reserve (IRR) SADT tours will be submitted by the staff, and then forwarded to ARPERCEN and coordinated by the DRCS. The DRCS will notify the staff of approved tours.

c. Individual Mobilization Augmentee (IMA) and Drilling Individual Mobilization Augmentee (DIMA) training will be coordinated by the DRCS. Specifics are included in the IMA/DIMA SOP, available from the DRCS.

8-7. INDIVIDUAL TRAINING SUPPORT.

a. Arrivals After Normal Duty Hours. Soldiers supporting Fort Chaffee during non-AT periods should arrange for billeting through their sponsor/point of contact. During AT soldiers arriving after normal duty hours will be billeted by the Headquarters and Headquarters (Provisional). All personnel will then report to the DRCS, at the beginning of the next duty day.

b. In-Processing.

(1) Soldiers will report at 0800 the first workday upon arrival with an entrance interview/briefing by the DRCS or his designated representative.

(2) Reception. The briefing will include standards of appearance and dress in accordance with provisions of AR 670-1 and any local policy statements. Appearance and dress will be strictly enforced. Finance, administration and UCMJ will also be covered in the briefing.

(3) Finance. Finance forms will be completed in the Reserve Component Processing Center immediately following the briefing.

c. Out-Processing.

(1) Upon completion of the training period, each soldier training individually will turn in hand-receipted equipment and clear post using a clearance form provided by the DRCS.

(2) Lost or damaged items will be noted on issue slip and individuals will be charged. Personnel will not be allowed to clear post until all shortages have either been made up or paid for on a statement of charges or a report of survey has been initiated.

d. Early Release. Personnel are required to be at the training site for the period specified in official orders (AR 140-1). However, in case of an emergency an early release may be obtained from the DRCS. Red Cross verification is required. When an early release is necessary for other than an emergency, coordination will be made with the DRCS, or the OIC, RCPC.

e. Disciplinary Action. When disciplinary action against an individual soldier at AT/ADT is considered necessary, the commander to whom the individual is attached will be responsible for administration of military justice. IRR soldiers attached to the National Guard units for training are attached to the USAG headquarters for court-martial jurisdiction. Assistance in military justice matters should be coordinated between the OIC, Reserve Component unit, the Staff Judge Advocate Section of the USAG undergoing training, and the Chief, Military Justice Branch, Office of the Staff Judge Advocate, Fort Sill, AUTOVON 639-4361.

8-8. ANNUAL TRAINING PLANNING CONFERENCE (ATPC).

a. The ATPC will be scheduled by Headquarters, U.S. Army Garrison, Fort Chaffee, for all Annual Training (AT) units. A letter will be mailed to each unit on the AT list announcing place, date and times of the ATPC.

b. The purpose of the ATPC is to discuss initial planning guidance; explain aspects of the training period unique to the forthcoming training, formulate tentative building, range, and training area assignments, and answer questions relative to training. Unit commanders and principal staff officers should attend to ensure maximum efficiency in planning and coordination. Attendance should be limited to those personnel necessary to coordinate training requirements.

c. Upon notification of the conference date, units are required to submit their support forms for buildings, ranges, and training areas at least 30 days prior to the conference. The information listed below should be submitted not later than 10 days prior to the conference. Correspondence will be addressed to Commander, U.S. Army Garrison, ATTN: ATZR-ZRC, Fort Chaffee, Arkansas 72905-5000.

(1) Name, rank, and position of attendees.

(2) Requirements for billeting and meals.

(3) Location of unit representative (POC) in case of emergencies at Fort Smith or Fort Chaffee, Arkansas.

(4) Site reconnaissance requirements.

d. Upon arrival at Fort Chaffee a member of each unit conference group should contact the Division of Reserve Component Support, Building 1479 (telephone 484-2206/2121) confirming arrivals.

e. The ATPC will be as brief as possible, but sufficiently comprehensive to assure adequate planning and coordination. Where appropriate, detailed instructions, SOPs, policies, and other items of information will be made available to attendees in printed form for their retention.

f. Coordination sessions and workshops will be scheduled for conferees to meet their counterparts for discussion of specific and detailed support requirements. Topics of discussion and coordination will include those items in the precamp conference checklists found in FORSCOM Reg 350-2 and in Fifth Army Circular 135-8.

(1) Building assignments will be tentatively agreed upon and status of equipment requirements discussed; however, equipment requirements will be processed in accordance with FORSCOM Reg 350-2, prior to actual commitment of Fort Chaffee assets.

(2) Appropriate distribution of the ATPC Summary of the Conference Minutes will be accomplished as soon as possible after the conference.

g. Reconnaissance. A tour of facilities, buildings, ranges, training areas, and other facilities, will be provided, as requested.

h. Post Exchange facilities are available to military personnel of training units and vary according to the time of year and number of soldiers trained at Fort Chaffee. A current listing of open facilities is printed in the Chaffee Bulletin. Requests for special items such as unit insignia should be made at the ATPC. Requests for mobile food service will be made on FS Form 104 (Training Support Request), figure 3-2, 30 days prior to scheduled training.

i. Map issue for AT units will be made at the ATPC. The unit/organization will consolidate their requirements and use their chain of command for requesting issues.

8-9. EQUIPMENT CONCENTRATION SITE (ECS #15). The ECS is a Fort Chaffee tenant activity under the Command of the 122d U.S. Army Reserve Command. Administration and supervision is through the Deputy Chief of Staff, Logistics, ATTN: AFKB-AC-CK-AD, 8001 Camp Robinson Road, North Little Rock, Arkansas 72118-2206. Commercial telephone AC 501-771-0419: AUTOVON 731-1110, ask for 771-0419. The ECS point of contact can be reached by calling AUTOVON 962-2404 or commercial AC 501-484-2404. Specific instructions regarding issue and turn-in of equipment can be found in the ECS Standing Operating Procedure.

8-10. POSTAL SERVICES.

a. Units arriving for annual training are required to submit DA Forms 3955 (Change of Address and Directory Record) to Chief, Personnel and Administration, Building 1370. These forms will be ordered through the unit's normal supply channels. Machine/computer printouts for units will be accepted.

b. Unit commanders are responsible for inspection and technical supervision of postal administration and operation within their units. Commanders will designate unit postal officer/alternate postal officer in writing (duty appointments). Unit mail clerks, alternate mail clerks, and mail orderlies will be designated using DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly) IAW DoD Postal Manual 4525.6-M, Vol II.

c. Mail pick-up and delivery will be coordinated through the Barling Post Office. The sale of money orders and stamps is provided by the Main PX.

d. An example of the correct mailing address for personnel at Fort Chaffee for AT is:

Grade, Name, SSN, (PFC Joe B. Jones, 000-00-0000)
Complete Unit Designation (CO A, 125th IN REG, 35th Div)
Fort Chaffee, AR 72905-5000

e. A unit Representative should in process with the Mail and Distribution Center (Bldg 1440) upon arrival on post. Each unit will be assigned a distribution box, which should be checked at least once daily, Monday through Friday, between the hours of 1000-1100 and 1300-1500.

8-11. DRCS CONFERENCE CENTER.

a. The DRCS has a Conference Center (Building 1391), which is located on the corner of 4th Avenue and 15th Street. It will seat 100 people with tables, and 200 people with chairs only. Equipment such as a podium, screen, TV, and 1/2- and 3/4-inch VCRs, are available upon request.

b. The Conference Center can be scheduled through the DRCS Office, AUTOVON 962-2121, or commercial 501-484-2556/2121. This must be accomplished at least 30 days prior to the intended date of use. Reserve Component organizations will have priority of use.

8-12. NONAPPROPRIATED FUNDS.

a. Morale Support Fund Dividends.

(1) All Reserve Component units performing annual training at Fort Chaffee will submit a memorandum requesting dividends from the Morale Support Fund in triplicate, with one copy of the unit's AT orders to Headquarters, Fort Chaffee, Personnel and

Administration. This request should show inclusive dates of training periods for the advance party and main body and be broken down by officers, warrant officers and enlisted personnel. Requests will be forwarded to the Custodian, Central Post Fund, Fort Sill, for dividend payment. To ensure that unit fund checks can be received from Fort Sill by Thursday of the second week of training, units should submit requests to the Personnel and Administration Division no later than noon on the first work day after arrival of the unit.

(2) Troop unit dividend payments, based upon the reported strength, will be returned to the unit fund custodian through the Personnel and Administration Office, Building 1370.

APPENDIX A

SUMMARY OF SUSPENSE DATES

<u>ACTION</u>	<u>REF PARA</u>	
Advance Operating Detachment (AOD) Roster	3-2a	3 weeks prior to AT
Aircraft Support Request	3-3b	120 days prior to AT
Ammunition Request	4-1h	180 days prior to AT
Audiovisual Equipment Request	3-17e(2)	4 weeks prior to AT
Audiovisual Film & Strip Request	3-17e(1)	30 days prior to AT
Billeting	5-6	Pre-AT Conference
Chaplains	10-1	Pre-AT Conference
Convoy Clearances	4-15	10 days prior to movement date
Engineer Troop Projects Material Request	5-1(b)	15 January
Equipment (FORSCOM Form 156-R)	4-5 4-8d	Letter, 5th U.S. Army, AFKB-LG-S, dated 14 Jan 77, subject: Equipment Requesting Procedures
Field Ration Request	4-3c(1)	14 days prior to AT
Package POL Products	4-11f	60 days prior to encampment
Fund Site		Three weeks prior to AT, CDR, USAG, ATTN: ATZR-ZM, Fort Chaffee, AR
Immunization Requests	9-2b	Pre-AT Conference (90 days prior to AT)
Locator Cards		Arrival of Advance Party
Medical/Dental Personnel Report		Precamp Conference
Menu Board Agreements	4-2c	Precamp Conference
Mobile PX Requests		30 days prior to AT
Name of Unit Commander		Notification of Pre-AT Conference
Nonunit Reservists (IRR)	8-6b	Pre-AT Conference
On-the-Job Training (OJT)		Pre-AT Conference
On-the-Job Training (OJT) MOS Confirming Rosters		Three weeks prior to AT
Photographer & Photographic Supplies Request	3-17f(2)	30 days prior to AT
Annual Training Planning Conference	8-8c.	Not Later than 10 days prior to precamp conference
Pre-AT Food Service School	4-2b	Pre-AT Conference

<u>ACTION</u>	<u>REF PARA</u>	
Prefiring Inspection of Weapons	4-5e	90 days prior to firing
Range Request	3-1c	60 days prior to AT
Radio Frequencies Request		30 days prior to Pre-AT Conference (to Army Frequency Coordinator, Central U.S., ATTN: CC-OPS-CE-UC, Fort Sam Houston, TX 78234-7000)
Recreation Services Equipment Request	10-4c(2)	Upon Arrival at Fort Chaffee
Safety Orientation	9-3k	Arrival of main body
Security Clearance	10-7	Seven days prior to AT
Shipment in Excess Cargo/ Personnel	4-14	30 days prior to movement date
Senior Medical Officer Orientation	9-2	24 hours after arrival at Fort Chaffee of MEDDAC Representative
Signature Cards	3-17c 4-5c 4-8f 4-11g	Arrival of Advance Party
Daily Training Strength Report	3-9b	From Arrival of Advance Party until Day of Departure of the Rear Detachment
Special PX items		Pre-AT Conference
Spot check of Equipment to be Hand Receipted		ASAP after arrival
Telephone Request	10-2a(2)(b)	30 days prior to AT
Training Aid Request	3-10a	30 days prior to precamp conference (to 5th U.S. Army Training Aid Center, Fort Chaffee, AR 72905-5000)
Training Support Request	3-13	30 days prior to Pre-AT Conference
Unit Fund Dividends	8-12	NLT Noon on the first work day after arrival of the unit
Weapons to be Inspected Listing and Training Dates of unit	4-5e	90 days prior to arrival of weapons at training site

CHAPTER 9

MEDICAL, DENTAL AND SAFETY

9-1. LINE OF DUTY (LOD).

a. A Line of Duty Investigation is required in each instance where disease, injury, or death involves an Active Duty, ADT, or AT soldier in the Fort Chaffee area of responsibility. A LOD Investigation will be conducted in accordance with AR 600-8-1 and will be completed within 10 calendar days from the date of the incident and prior to the individual's release from training.

(1) Part 5 (Chapters 37, 38, 39, 40, 41) AR 600-8-1 should be reviewed before an LOD Investigation is begun.

(2) Headquarters, USAG, Fort Chaffee, is responsible for effecting and monitoring all LOD Investigations. Incidents which involve civilians, nonunit Reserve soldiers, or Active Army soldiers will be investigated by personnel assigned or attached to Headquarters, USAG, Fort Chaffee.

(3) Incidents involving training unit soldiers other than National Guard will be investigated by an officer from that unit or its higher headquarters. If, upon departure of the unit from Fort Chaffee, the investigation is not complete, all items pertaining to the investigation will be turned in to the Commander, U.S. Army Garrison, ATTN: Chief, Personnel and Administration, Fort Chaffee, for completion.

b. A statement of Medical Examination and Duty Status (DA Form 2173) will be issued by the TMC, Fort Chaffee, Arkansas within 48 hours after the incident. It will be processed through the AG Personnel Actions Section LOD Clerk, Fort Sill (Building 3162). The form will then be forwarded to the unit. Section II, DA Form 2173, will be completed by the individual's commander. A copy of the orders assigning the unit or individual to Fort Chaffee for training will be returned through the chain of command to the registrar (RC only). This action must be completed to furnish information to higher headquarters in the event of physical evaluation boards, entitlement to benefits, or payment of claims made by individual or civilian medical facilities.

c. Individuals concerned will be notified in writing that a formal LOD Investigation is being conducted. They will be shown a copy of the completed investigation and they will indicate they have examined the report. The individuals will be advised, they will receive final notification of the findings from the Department of the Army.

d. An investigation will be completed on DD Form 261 (Report of Investigation-LOD and Misconduct Status). The completed investigation with all exhibits attached will be forwarded to AG Personnel Action Section (Building 3162), Fort Sill, in an original and four copies. In cases involving death, item 10, DD Form 261, will ALWAYS be left blank. Any extension of the 10-day suspense date must be coordinated with the AG Personnel Actions Section LOD Clerk and with Headquarters, Fifth U.S. Army, Fort Sam Houston, TX 78234-5200.

9-2. MEDICAL AND DENTAL--GENERAL.

a. Units shall be prepared to provide their own dispensary-type medical support. Medical personnel of training units may be given OJT at Fort Chaffee. The senior medical officer will report to Fort Chaffee's medical officer or designated representative within 24 hours after arrival for an orientation on Fort Chaffee medical procedures.

b. Immunizations can generally be given during the months of May and June with 90 days advance notice.

c. Fort Chaffee will operate the Troop Medical Clinic (TMC) in Buildings 130 and 125. Except in an emergency, units will evacuate all patients through this facility. The Fort Chaffee medical officer will be responsible for medical evacuation from training sites to either Reynolds Army Community Hospital, Fort Sill, Oklahoma, or to a local hospital.

(1) Ground ambulance service will be provided throughout the Post cantonment area 24 hours a day. When ground evacuation is required, the ambulance stationed at the Medical Clinic may be obtained by dialing 2212.

(2) Helicopter ambulance, when available, is a supplementary means of transportation and should be used only when the nature and severity of the patient's condition warrants speed in evacuation. Aerial ambulances will be used to transport patients and medical service personnel, and will not be used in transportation of troops or administrative flights.

(3) Aeromedical evacuation (MEDEVAC) will be provided from range locations to local hospitals in Fort Smith. During scheduled training, a 5-minute reaction time is required for MEDEVAC crews for emergencies. All requests for aeromedical evacuation will be requested through the range office.

(4) The unit will notify the range office of any evacuation requests by radio, utilizing FM 38.50 or 51.20. In order for adequate preparations to be made prior to evacuation, the following information must accompany requests for medical evacuation by air ambulance:

(a) Pickup location and destination, grid coordinates with common name should be given, if available, i.e., Grid 009029, Firing Point A-164, and the method of marking the pickup point for easy access.

(b) Number of patients.

(c) Urgency of mission. Care should be employed in determining urgency; MEDEVAC is for EMERGENCY USE ONLY!

(d) Brief description of the patient's condition with a notation that the patient is either ambulatory or requires a litter.

(e) Call sign and frequency at the pickup point (if radio is available) or name of person to contact in the event the aircraft is not met.

(f) Any special equipment or personnel requirements.

d. Sanitation of facilities is the responsibility of the using unit. Units will be prepared to furnish their own work details (latrines, etc). Units will be required to clean their facilities and to meet an inspection clearance by the MEDDAC Preventive Medicine Inspector or Building Issue personnel prior to departure from Fort Chaffee. All janitorial equipment and supplies will be provided by using units.

e. If requested, medical and dental personnel may assist as available in the medical and dental training of personnel from Reserve Component units and provide guidelines and backup support to assist in the completion of the AT mission.

f. Sick Call.

(1) Sick call will be held from 0700-0930, Monday through Friday only. A medical doctor will be available on call at all times when not physically present at the TMC to handle emergencies after sick call hours. (An emergency is defined as the possible loss of limb(s) or threat to loss of life.)

(2) Individual will obtain properly executed DD Form 689 (Individual Sick Slip) from the unit orderly room. U.S. Army Reserve personnel should bring and have in their possession, if needed, a copy of orders bringing them to Fort Chaffee for training. If it becomes necessary to send patient off post for medical care, unit orders are required.

(3) During AT periods, sick call will be 0700-0930, Monday through Saturday only.

g. Emergency Medical/Dental Treatment.

(1) Active military and USAR personnel on IDT or AT requiring emergency medical care while traveling to Fort Chaffee, or while returning to home stations, will be taken to the nearest military medical facility. If there is no nearby military facility, individuals will be taken to the nearest civilian facility. The civilian facility will forward the bill for payment directly to: CDR, MEDDAC, ATTN: Civilian Medical Claims-

PAD, Fort Sill, Oklahoma 73503-6300. After arrival at the destination, the individual's commander will notify the Patient Administration, Reynolds Army Community Hospital, of details of illness or injury and of all civilian medical facilities involved. If an ambulance was utilized, the name and address of the ambulance company will be included. The commander will state duty status, method of transportation, circumstances surrounding the injury, and other required information.

(2) While at Fort Chaffee, medical care at civilian medical facilities must be authorized by the Claims Officer who is located in Building 130, TMC. In case of an emergency, military personnel may be evacuated to the nearest civilian medical facility for treatment. The TMC must be notified of such action at the earliest opportunity.

(3) Elective treatment from civilian facilities is not authorized for active military and USAR personnel.

(4) Drugs and medicines prescribed by physicians will not be purchased on the local economy unless the medical officer considers the purchase absolutely necessary, authorizes such purchase in writing, and obtains approval by the Claims Officer.

(5) Army Reserve units will be expected to furnish the Claims Officer with copies of unit or individual orders for all personnel evacuated to a civilian hospital for medical care. All evacuations to Fort Smith medical facilities will be through the TMC, except in cases of emergency.

(6) All Army National Guard units and their U.S. Property and Fiscal Officer (USPFO), or designated representative, are expected to meet with the Post Medical Clinic Claims Officer for coordination of all National Guard evacuations to the Fort Smith Medical Community.

(7) If hospitalization is required, a patient will be transferred to Reynolds Army Community Hospital, Fort Sill, Oklahoma, as soon as confirmation has been arranged with an accepting physician and Patient Administration Division/A&D during normal duty hours. Both the physician and Patient Administration Division will be notified before the patient's evacuation is made.

(8) Air ambulance is available upon an emergency basis by contacting the Range Control Office for local movement.

h. A soldier may only be considered for retention past the AT/ADT/FTTD release date when continuous hospitalization is required and/or physical disability processing is required or has been initiated by the Medical Boards Section, Reynolds Army Community Hospital. This includes any member under orders of AT/ADT/FTTD who is sick in the hospital, receiving follow-up medical care immediately after a period of hospitalization, has sustained an acute, grave illness/injury or other deterioration of the individual's physical condition which renders the member unfit for further duty, or places the individual in need of dental care for Class 4 or 6 dental defects.

(1) Only in cases of extreme emergency will an individual report for medical care at civilian facilities without prior authorization. Authorization will be obtained from the Officer in Charge of the Post Medical Clinic.

(2) All hospitalization/outpatient treatment furnished by civilian facilities will be approved by the Troop Medical Clinic.

i. The patient remaining on active duty for medical treatment will be counseled by an officer authorized to administer oaths (MTF unit personnel officer, unit commander, patient administrator) on the advantages of remaining on ADT/FTTD within the prescribed regulations.

(1) Orders for all patients remaining on active duty will be cut and processed by the agency that issued the original order for ADT, FTTD or SADT.

j. Upon determination by the approving authority that a service member on AT/ADT/FTTD may be extended on active duty for further medical care, an affidavit will be signed by the individual accepting or rejecting extended active duty for medical care. A member retained on ADT will be attached to the Medical Hold unit, Reynolds Army Community Hospital, until released from active duty or further processing by Medical Boards. The length of ADT will be extended to the anticipated date of recovery or final processing.

All processing of affidavits will be handled by the Patient Administration Division/ Medical Boards Section, Reynolds Army Community Hospital.

k. Replacement or repair of glasses as authorized under AR 40-3, paragraph 11-17 will be made through the Fort Chaffee Dispensary. Personnel reporting for these services must have written determination that the conditions outlined in AR 40-3, paragraph 11-17, subparagraph a(1), (2), and (3) exists. The Fort Chaffee Medical Officer will determine whether local civilian facilities will be used for repair or replacement of lenses. Evacuation to Fort Sill will probably be necessary when the cost of repair or replacement will exceed the rates authorized under AR 40-330. Anyone performing duty 30-days or less will not meet minimum time requirements necessary to have glasses procured.

1. In addition, the unit commander of any soldier who is receiving hospitalization or outpatient care will forward duty-status certificates for all assigned personnel. Delays in payment have been experienced because bills are received at Fort Sill without duty-status certificates. These certificates will be forwarded to the Fort Chaffee Troop Medical Clinic and will indicate one of the following concerning affected individuals:

- (1) Duty.
- (2) Pass (dates).
- (3) Leave (dates).
- (4) AWOL (dates).
- (5) TDY (two copies of orders).
- (6) Delay Enroute (DDALV), to indicate the following:
 - (a) Authority (supply two copies of orders).
 - (b) Number of days (delay authorized and travel authorized).
 - (c) Station involved.
 - (d) Reporting date to new station and DCSA.

m. Dental Services-Fort Chaffee.

(1) No routine on-site permanent dental support is available at Fort Chaffee. Dental support should either be provided by organic personnel to the training unit or by other ADT dental personnel on-site as scheduled during their training rotations.

(2) During peak ADT periods (from about mid-May to EOM Jul) the Fort Sill DENTAC will provide paraprofessional personnel to take panoramic x-rays.

n. Funding--Medical/Dental.

(1) When it is necessary for AT Reserve Component personnel to use outpatient civilian medical care facilities at Fort Smith (due to nonavailability of required services at Fort Chaffee) costs will be charged to Active Army funds in accordance with AR 40-3.

(2) AT Reserve personnel transferred to Fort Sill or to other hospitals for admission will be placed on TDY orders by their units, utilizing open allotment funds of the Surgeon General.

(3) Personnel sent for outpatient or consultant visits will be placed on TDY orders published by the units to which they are assigned. Travel to and from military treatment facilities for outpatient care is chargeable to the funds financing the unit to which the patient is assigned or attached. Patients sent from Fort Chaffee for admission to military hospitals are funded by Active Army funds. Those who leave Fort Chaffee for outpatient services at other military installations will use funds provided by the Reserve Component. Payment from active duty funds will be expedited if a copy of orders ordering individual to AT and an itemized certified bill from the civilian hospital are submitted to: Commander, MEDDAC, ATTN: Registrar (MSA), Reynolds Army Community

Hospital, Fort Sill, Oklahoma 73503-6300 as soon as possible after completion of hospitalization. The diagnosis and inclusive dates of hospitalization must be a part of the bill.

9-3. SAFETY.

a. The Fort Chaffee Safety Office is located in Building 1370 and is a coordinating office for all Active and Reserve Component units training at Fort Chaffee.

b. Unit commanders are responsible for integrating accident prevention into all operations and activities within their command. An aggressive safety program, adequate to the needs of the unit, will be maintained. Firing of all live ammunition is prohibited until procedures outlined in paragraph k. below have been accomplished.

c. Military family members and guests will not be permitted on firing ranges or unescorted in troop areas except as authorized by the Commander, USAG, Fort Chaffee. Civilian personnel will not ride in any type of U.S. Government transportation except as required by their duties or authorized by the Commander, USAG, Fort Chaffee.

d. Personal floatation devices will be worn by all personnel working or training over open water.

e. Each training unit commander, other than National Guard, is responsible for initiating and forwarding DA Form 285 (Accident Report) in three copies to the Fort Chaffee Safety Officer (Building 1370) within 72 hours after an accident in accordance with instructions contained in AR 385-40 and in USAFACFS Reg 385-10. (DA Form 285 involving lost time should be submitted through the Fort Chaffee Safety Officer to the Commander, U.S. Army Field Artillery Center, ATTN: ATZR-PCS, Fort Sill, OK 73503-5100.)

f. Reserve Component unit commanders will forward two copies of the DA Form 2398 (Summary of Accident Exposure) to the Post Safety Officer (Building 1370) on the last Friday prior to departure date of training.

g. Reserve Component units (including each individual battery/company) will have safety officers appointed prior to arrival for training. Safety officers will be regular members of units. Division, group, brigade, and battalion safety officers will contact the Post Safety Officer, Building 1370, upon arrival at Fort Chaffee, as required for in briefing.

h. All personnel at Fort Chaffee will comply with Post Fire Regulations (USAFACFS Reg 420-90). Individuals reporting any fire will call "17."

i. All officers acting as range safety officers should become familiar with USAFACFS Reg 385-1-1 and USAFACFS Reg 385-10-2 prior to arrival at Fort Chaffee. USAFACFS Reg 385-1-1 will govern range safety and USAFACFS Reg 385-10-2 will govern tactical safety at Fort Chaffee.

j. All unit safety officers must become familiar with USAFACFS Reg 385-10 prior to arrival for training, and will comply with the provisions set forth in each case applicable at Fort Chaffee.

k. The Post Safety Officer will give each training unit safety officer an orientation upon arrival. This orientation will then be presented by the training unit safety officer to all unit personnel during the first day of training (USAFACFS Reg 385-10). Safety officers will familiarize all personnel with applicable regulations and safety precautions for firing ammunition or explosives as outlined in AR 385-63, and in USAFACFS Reg 385-1-1. Firing of live ammunition is prohibited until this can be accomplished. Accident reports should be submitted to the Commander, USAG, ATTN: Safety Officer, Fort Chaffee (Building 1370) within 72 hours after an accident occurs.

9-4. COLD WEATHER INJURY TRAINING. For cold weather injury training, contact the Troop Medical Clinic for lesson plan and other preventive information.

CHAPTER 10

MISCELLANEOUS

10-1. CHAPLAIN SECTION.

a. The Chaplain's Section is staffed by one chaplain, assigned to the Joint Readiness Training Center. The chaplain is stationed at Little Rock Air Force Base and rotates to Fort Chaffee during JRTC rotations and Annual Training periods.

b. There are four chapels on the Post available to chaplains who accompany units to Fort Chaffee. Unit chaplains should coordinate their activities with the JRTC chaplain.

10-2. COMMUNICATION SUPPORT.

a. Telephones.

(1) Fort Chaffee has the following telephone service available to official subscribers.

(a) Class A service is provided to conduct business of the Department of the Army with direct access to commercial circuits.

(b) Class AA service is provided to conduct official business of the Department of the Army with direct access to the AUTOVON and commercial circuits.

(c) Class C service (official-restricted) is authorized for the transmission of official Government business, as required throughout this installation. This service is restricted from accessing local commercial, toll, and AUTOVON circuits.

(d) All Fort Chaffee telephones can receive incoming AUTOVON and commercial calls.

(2) After receiving building assignments, all buildings should be inspected and telephone requirements determined.

(a) A Telephone Control Officer (TCO) will be designated in writing by the unit. A copy of this duty assignment will be forwarded to USAISC - Fort Chaffee Division, Building #1323, Fort Chaffee, AR 72905-5000.

(b) Requests for telephone service will be submitted on DA Form 3938 a minimum of 30 days prior to arrival. A separate request in two copies will be required for each number and will reflect class of service, number of extensions and correct directory listing. Buildings requiring more than one telephone should be accompanied by a diagram indicating proposed locations.

(c) All toll calls will be entered on DA Form 360 and maintained by each unit. Prior to departure from Fort Chaffee, DA Form 360 will be submitted by the TCO to the Telephone Accounts Clerk, Building #1323.

b. Official Long Distance Calls and Reports.

(1) Each outgoing and collect incoming long distance call will require authorization by the appropriate TCO, who must maintain DA Form 360.

(2) A Telephone Control Officer will be appointed and a copy of orders furnished to USAISC.

c. Range Control has PRIORITY on use of range lines.

d. Units will remove field wire from range lines when not in use.

10-3. PROTOCOL OFFICE.

a. Preparation of itineraries for military or civilian personnel representing agencies of the Federal Government visiting Fort Chaffee normally will be the responsibility of the Protocol Office (Building 1291), who will coordinate planned activities with training units to be visited. Exceptions to this policy will be only

where the visitors, regardless of representation, specifically state their intention to visit units assigned/attached to a single headquarters (i.e., Arkansas National Guard, 142d Field Artillery Brigade). In this situation the unit to be visited will prepare the itinerary; however, coordination with the Protocol Office will be effected as early as possible.

b. Training units will notify the Protocol Office of visitors expected as soon as the information is available. An information copy will be furnished to the Commander, U.S. Army Garrison, ATTN: ATZR-ZA, Fort Chaffee. Notification will include:

- (1) Name of individuals in order of seniority.
- (2) Position of senior visitors and biographical sketch.
- (3) Modes of travel.
- (4) ETA and places of arrival.
- (5) ETD and places of departure.
- (6) Locations and/or requests for quarters.
- (7) Transportation requirements.
- (8) Areas of visitor's interest.
- (9) The Commander, USAG, will be kept informed of all persons scheduled to visit the installation.

c. A representative from the training unit to be visited and an officer from Headquarters, Fort Chaffee, will normally meet visitors at the point of arrival, where there is a possibility of questions arising that pertain to Fort Chaffee. The training unit will provide a full-time escort and will arrange for transportation for the visitor. A representative from Headquarters, Fort Chaffee, will be available on-call to answer questions pertaining to site support.

10-4. RECREATION SERVICES.

a. The mission of Recreation Services is to stimulate, develop, and maintain the mental and physical well-being of military personnel through voluntary participation in planned recreational activities. The Recreational Services Office is located in Building 1318 (Field House). As a minimum, the Recreation Services Program will consist of athletics, handball, swimming, and a modest paperback library.

b. Training units are advised to bring their own recreational equipment, as the limited stock of such equipment at Fort Chaffee is inadequate to support all requirements. Units desiring to draw from this stock should submit their requests to the Recreation Services Officer.

c. The use of athletic facilities will be scheduled through the Recreation Services Officer. These facilities include seven softball fields, five soccer fields, one baseball field, eight tennis courts, two handball courts, a gymnasium, and a swimming pool available to units or individuals training at Fort Chaffee.

(1) A 150-person swimming pool operated at appropriate times of the year is available. Three certified lifeguards will be available; however, units desiring to use the pool may be required to furnish qualified lifeguards to augment assigned Fort Chaffee lifeguards. Recreation Services personnel will monitor pool operations to ensure compliance with existing safety directives.

(a) Rules and regulations will be posted at poolside for personnel using the swimming pool. Violations of these rules may result in suspension of pool privileges.

(b) Dependents and guests of Active Duty personnel are authorized to use the pool on a space available basis. All personnel using the pool will have proper identification (Identification Card or Dependent Privilege Card) or be signed-in as guests by persons authorized to use the pool. Children 12 years-of-age or younger will not be allowed in

the pool unless accompanied by persons 18 years-of-age or over. Sponsors are responsible for the conduct of their guests and dependents.

(2) Units planning athletic events which require the use of athletic fields are requested to appoint representatives to coordinate with the Recreation Services Officer. Using units will be required to sign for, maintain, and be responsible for property associated with athletic fields. Using units or groups are responsible for the police of these facilities.

10-5. AMERICAN RED CROSS. Training units should advise unit personnel that in the event of emergencies at home their family should contact members of their local Red Cross chapter. The Red Cross representatives may be reached at 501-782-1056, which is a 24-hour number.

10-6. POSTAL SERVICES.

a. Units arriving for training are required to submit DA Form 3955 (Change of Address and Directory Record) to Chief, Personnel and Administration, Building 1370. Units are responsible for procuring these forms through normal supply channels. Machine/computer printouts for major National Guard units will be accepted.

b. To receive mail, units must submit to the Barling Post Office the unit designation, period of time the unit will be training at Fort Chaffee, the name of the individual authorized to pick up and deliver mail for the unit and the time of mail pick up. Advance parties should submit required information immediately upon arrival for training.

c. Unit commanders are responsible for inspection and technical supervision of postal administration and operation within their units. Commanders will designate unit postal officers/alternate postal officers in writing (duty appointments). Unit mail clerks, alternate mail clerks, and mail orderlies will be designated using DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly) IAW DoD Postal Manual 4525.6-M, Vol II.

d. Mail pick-up and delivery will be coordinated with the Barling Post Office. The sale of money orders, stamps, stamped envelopes, parcel post, COD or customs delivery service is provided by the Main PX on Post, when an operational Postal unit is not providing this service. An announcement will be published in the Fort Chaffee Bulletin when the Installation Post Office is operational.

e. An example of the correct mailing address for personnel at Fort Chaffee is:

Grade, Name, SSN (PFC John Smith, 000-00-0000)
Complete Unit Designation (CO A, 125TH IN BN, 35TH DIV)
Fort Chaffee, AR 72905

f. Each unit will be assigned a distribution box in the mail room located in Building 1440. Units should check their distribution boxes at least once daily Monday through Friday, 0800-1600 hours.

10-7. SECURITY CLEARANCES.

a. Training units requiring classified information or instruction will forward rosters of those personnel both authorized and required to have access to classified material during training to the Commander, USAG, ATTN: ATZR-ZOM, Fort Chaffee with an information copy to Commander, USAG, ATTN: ATZR-ZC, Fort Chaffee, Arkansas 72905-5000 at least seven days prior to beginning of training period. Rosters may be transmitted by official electrical message (Western Union not TWX) or by letter signed by the organization commander or the security officer. Travel orders indicating clearances are not sufficient. The roster will contain:

- (1) Name.
- (2) Rank or grade.
- (3) Identification card number.
- (4) Social Security Number.

- (5) Place of birth.
- (6) Date of birth.
- (7) Security clearance.
- (8) Type of investigation conducted.

(9) Certification that the provisions of AR 50-5 have been met regarding personnel with security clearances having continued access to RESTRICTED DATA on a continuing basis.

b. All personnel who are authorized access to classified information during training must have verified security clearances.

c. Personnel to receive nuclear weapons training at this installation must be screened by the unit commander prior to arrival to determine that they meet the following criteria:

- (1) Screening as required by AR 50-5.
- (2) Security requirements established by AR 50-5 and AR 380-67.
- (3) The following records will be screened prior to the start of any nuclear weapons training:
 - (a) DA Form 201 (Military Personnel Records Jacket, U.S. Army)
 - (b) DA Forms 2 and 2-1.
 - (c) Medical and dental records.

10-8. FORT CHAFFEE BULLETIN. A bulletin will be prepared by the Chief, Personnel and Administration each Wednesday. All bulletins will be approved/signed by the Post Adjutant or designated representative (Building 1370). Notices for the bulletin must be submitted in writing to Commander, USAG, ATTN: ATZR-ZA, Building 1370, Fort Chaffee, AR 72905-5000, not later than 1300 on the day preceding the day on which publication is desired (except range schedules which are submitted weekly by the Range Officer). A copy of the bulletin will be posted on all unit bulletin boards for a period of ten days. Distribution will be made to company level for AT units.

10-9. OFF-POST WEAR OF THE DUTY UNIFORM.

a. The duty uniforms are defined as the Battle Dress Uniform (BDU), nomex flight suit, hospital duty uniform, or the food service uniform. Wear of the duty uniform is not encouraged off-post; however, it may be worn under the following circumstances:

- (1) 0500-1900, Monday through Friday, the duty uniform may be worn off-post except inside any establishment which has as its main purpose the consumption of alcoholic beverages on the premises (for example, bar, tavern, private club, etc.).
- (2) 1900-0500, Monday through Friday, weekends and holidays, the duty uniform may be worn off-post ONLY as follows:
 - (a) To and from work.
 - (b) On official business (example: duty driver).
 - (c) Stop at school or day care center to deliver or pickup children.
 - (d) Stopping for an emergency (example: gasoline, car repair, grocery store, drug store).

b. Commanders of units training at Fort Chaffee and supervisors on the U.S. Army Garrison staff will ensure compliance with this policy.

(ATZR-ZO)

The proponent of this regulation is Headquarters, U.S. Army Garrison, Fort Chaffee. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, U.S. Army Garrison, ATTN: ATZR-ZO, Fort Chaffee, Arkansas 72905-5000.

FOR THE COMMANDER:



JOSEPH P. MONKO, JR.
Colonel, FA
Chief of Staff

ANDREW J. KEHOE, JR.
Director, Information Management

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