



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY NON COMMISSIONED OFFICER ACADEMY
BUILDING 3661, SWARTZ ROAD
FORT SILL OKLAHOMA 73503-5600

ATSF-W
Appendix 1

6 February 2008

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Standard Operating Procedures for Usage of Camp Eagle/ Practice Land Navigation Course.

1. Purpose: To establish procedures for requesting use of the practice land navigation course, Training Areas 12, 13 and 14, the Camp Eagle training area, the eight-digit grid coordinates answers folder, establishing contact with Range Control and information for submitting an FS 104 request sheets form.

2. Request Procedures:

a. Request for course:

(1) Submit either a hard copy FS 104 or email an FS 104 along with a Risk Assessment, signed at the appropriate level, to the NCOA Operations Section. **Do not send the FS 104 to WLC or anyone else within the Academy. FS 104 MUST be submitted 45 days prior to the date of training.** NCOA Operations POC numbers are 442-5606 / 3466.

(2) The NCOA Commandant is the ONLY authorized approving authority for requests.

(3) **The FS 104 will not be processed without a Risk Assessment.** The risk assessment must be appropriate for the training to be conducted and signed at the appropriate level.

b. FS form 104 should consist of the following requirements:

(1) The unit using the practice course.

(2) The POC and phone number.

(3) Date and time required for the use of the course.

(4) Number of personnel utilizing the course and name of NCOIC / OIC (SSG/E-6 or above IAW USAFCoEFS 385-1). NCOIC / OIC must have attended the Range Control OIC / RSO briefing and be able to sign in as OIC / RSO. NCOA will not provide an OIC / RSO.

(5) Upon approval of FS 104, the requesting unit will be notified by email or phone call from NCOA Operations Section.

c. Land requests through Range Control:

(1) Upon approval of the FS 104, all units must request Training Areas TA12, TA13 and TA14 through Range Control via the Intranet site or telephone (2-6191).

(2) Land must be requested seven days prior to the training dates.

(3) It is the training unit's responsibility to keep communications with Range Control at all times while using the course.

d. Signing for Training Areas and Safety Briefing:

(1) One working day prior to using the land navigation course, the NCOIC must coordinate with the NCOA Operations Section to arrange a time to meet at Camp Eagle to pre-inspect the area and sign for the training materials.

(2) A member of the NCOA Operations Section will give the Safety Briefing to all Soldiers present (both those participating in the training event and providing support). **Unless prearranged through the NCOA Operations, NCOA Commandant and WLC School Chief, access to any and all buildings at Camp Eagle will not be granted.**

e. Close out procedures:

(1) After training is complete, the using unit NCOIC and the NCOA Operations Section will inspect the areas used for trash and/or damages.

(2) The land navigation book and all test cards (complete or incomplete) will be given to NCOA. Any deficiencies identified on the course, (fallen or broken signs, missing signs, etc.), will be reported to the NCOA Operations personnel. Do not move fallen or damaged signs back to the cantonment area. Write down the 8-digit grid coordinate and turn it in to the NCOA Operations personnel when you close out the range.

(3) The using units NCOIC will contact Range Control and close out the range.

f. Utilizing the Practice Land Navigation Course and Camp Eagle Cantonment Area.

(1) When utilizing Camp Eagle cantonment area, units are responsible for bringing all required supplies for training; (transportation, food, water, porta johns [if needed] and communication equipment). Using unit NCOIC and OIC will ensure that all supplies required for the training are present for use. NCOA is not responsible to provide any supplies.

Appendix 1: Standard Operating Procedures for Usage of the Practice Land Navigation Course

(2) The only authorized smoking areas are the POV parking lot and near the guard shack on the East end of the bridge. There is no smoking on the Land Navigation Course.

(3) All vehicles will observe the 15 MPH speed limit in and around the cantonment area.

(4) All units using Camp Eagle are responsible for the safety of their units Soldiers and equipment.

(5) After completing training, units will conduct police calls of all training areas used, to include the cantonment area. All trashcans will be emptied into the dumpsters located behind the DFAC.

g. Uniform and Equipment:

(1) The using unit's commander will determine the uniform for all Soldiers utilizing the course. The minimum uniform is ACUs, Patrol cap and a water-carrying device (Camel Back, 2 Quart Canteen or LBE / Pistol Belt with Canteen and Cover).

(2) Equipment needed:

(a) Lensatic compass

(b) Coordinate scale and protractor

(c) Pencil (wood or mechanical)

(d) Standard Fort Sill map.

3. Available dates for use of the practice land navigation course are subject to change due to WLC STXs: Contact the NCOA Operations office for possible dates. **All NCOA schools have priority over other Fort Sill units for use of Camp Eagle, units may have to adjust accordingly.**

4. POC for this memorandum is NCOA Operations @ 2-5606 / 3466.

BRYAN A. PINKNEY
CSM, USA
Commandant

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Appendix 1: Standard Operating Procedures for Usage of the Practice Land Navigation Course

DISTRIBUTION:

75TH FiBDE CSM (AFVI-AM)
214TH FiBDE CSM AFVI-EM)
100TH BSB CSM (AFVI-ABM)
3/13TH FA CSM (AFVI-ADM)
2/18TH FA CSM (AFVI-ACM)
1/17TH FA CSM AFVI-AEM)
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