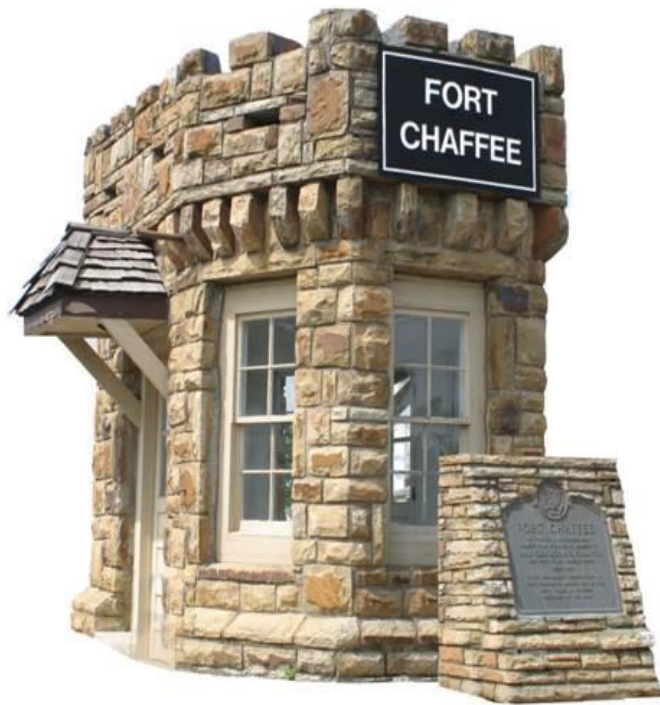


FCJMTC Regulation 210-1

**Fort Chaffee Joint Maneuver
Training Center Regulation**



**Fort Chaffee Joint Maneuver Training Center
Arkansas Army National Guard
Fort Chaffee, Arkansas 72905-5000
01 February 2019**

UNCLASSIFIED

**Headquarters
FCJMTC Regulation 210-1
Arkansas Army National Guard
Fort Chaffee, Arkansas 72905-5000
1 February 2019**

Fort Chaffee Joint Maneuver Training Center

By Order of the Commander:

**MARK MCQUIRE
COL, ARARNG
Commander**

Official

**DWIGHT D. IKENBERRY
LTC, ARARNG
Training Site Manager**

Summary. This regulation establishes Guidance and procedures to be used by Visiting units, Reserve or Active Components, while training at and/or Utilizing Fort Chaffee facilities.

Applicability. The procedures in this Regulation apply to all military (AC/RC) and civilian agencies utilizing any facility on Fort Chaffee.

Impact on Army Manning System. This regulation does not contain any Information that affects the Arkansas Army National Guard Full Time Manning System.

Army Management Control Process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain a checklist.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Training Site Manager.

Suggested Improvements. Users are encouraged to send comments and suggested improvements on DA 2028 (Recommended Changes To Publications and Blank Forms) directly to Commander, Fort Chaffee Joint Maneuver Training Center.

Distribution. A

Contents (Listed by paragraph and page number)

Chapter 1

General Information

- Purpose • 1-1, *page 1*
- Responsibility • 1-2, *page 1*
- Hours of Operation • 1-3, *page 1*
- Points of Contact • 1-4, *page 1*
- Uniform and Appearance Standards • 1-5, *page 2*
- Military Courtesy • 1-6, *page 2*
- Safety • 1-7, *page 2*
- Accident Reporting Requirements • 1-8, *page 3*
- Prohibited Practices • 1-9, *page 3*
- Fishing • 1-10, *page 4*
- Construction Sites • 1-11, *page 4*
- Police Call Area • 1-12, *page 4*
- Operation of Motor Vehicles • 1-13, *page 4*
- Law Enforcement • 1-14, *page 4*
- Fort Chaffee Services and Facilities • 1-15, *page 5*
- Concealed Firearms and Weapons • 1-16, *page 5*
- Obtaining Fort Chaffee Maps • 1-17, *page 5*

Chapter 2

Personnel Activities

Section I

Individual Support

- Mail Service • 2.1-1, *page 6*
- American Red Cross Emergency Notification • 2.1-2, *page 6*
- Military ID Card Machine • 2.1-3, *page 6*

Section II

Information Management and Technology Section

- Scope • 2.2-1, *page 6*
- Additional or Special Telephone Requirements • 2.2-2, *page 6*
- FCJMTC Telephone Directory • 2.2-3, *page 6*
- Analog Equipment • 2.2-4, *page 6*
- Wireless Network • 2.2-5, *page 7*
- KIOSK Computers • 2.2-6, *page 7*
- Distance Learning Center • 2.2-7, *page 7*

Section III

Medical Facilities and Support

- Scope • 2.3-1, *page 7*
- Troop Medical Clinic • 2.3-2, *page 7*
- Medical Support, Supplies, and Equipment • 2.3-3, *page 7*
- Local Civilian Medical Facilities • 2.3-4, *page 7*
- Evacuation • 2.3-5, *page 8*

Contents—Continued

Chapter 3

Operations and Training

- Scope • 3-1, *page 9*
- RFMSS Request • 3-2, *page 8*
- In-Processing Annual Training • 3-3, *page 8*
- Out-Processing Annual Training • 3-4, *page 9*
- After Action Reports • 3-5, *page 9*
- Training Support Center (TSC) • 3-6, *page 9*
- Mission Command Training Center (MCTC) • 3-7, *page 9*
- Range Control Operations • 3-8, *page 10*
- Military Convoys • 3-9, *page 10*
- Ammunition/Explosives/Pyrotechnics • 3-10, *page 10*
- Physical Security of Weapons • 3-11, *page 10*
- Restricted and Limited Access Areas • 3-12, *page 11*
- Training Area Restrictions • 3-13, *page 11*
- Unexploded Ammunition or Duds • 3-14, *page 11*
- Range Surface Danger Zone (SDZ) • 3-15, *page 11*
- Airspace Operations • 3-16, *page 11*
- Security • 3-17, *page 12*
- Fire Prevention • 3-18, *page 12*

Chapter 4

Logistics

- Scope • 4-1, *page 13*
- Classes of Supply • 4-2, *page 13*
- Services • 4-3, *page 14*
- Signature Cards • 4-4, *page 15*
- Accountability • 4-5, *page 15*
- Billeting and Facilities • 4-6, *page 16*

Chapter 5

Facilities Engineering & Environmental

- Scope • 5-1, *page 17*
- Energy Conservation • 5-2, *page 17*
- Utilities • 5-3, *page 18*
- Maintenance of Facilities • 5-4, *page 18*
- Facilities Fires & Alarms • 5-5, *page 18*
- Dining Facilities Equipment • 5-6, *page 18*
- Construction or Modifications • 5-7, *page 19*
- Parking • 5-8, *page 19*
- Digging • 5-9, *page 19*
- Location of Fuel Tankers • 5-10, *page 19*
- Flammable Liquids • 5-11, *page 20*
- Volatile Materials • 5-12, *page 20*
- Tools and Equipment • 5-13, *page 20*
- Environmental Quality Protection and Enhancement Policy • 5-14, *page 20*

Contents—Continued

Cultural Resources • 5-15, *page 22*

Recycling • 5-16, *page 22*

Engineer Troop Projects • 5-17, *page 23*

Field Operations and Environmental Protection • 5-18, *page 23*

Signage • 5-19, *page 24*

Refuse Collection/Removal • 5-20, *page 24*

Grounds Maintenance • 5-21, *page 25*

Chapter 6

Resource Management

Scope • 6-1, *page 26*

References • 6-2, *page 26*

Cost for Use of the Training Center • 6-3, *page 26*

Verification of Charges • 6-4, *page 27*

Appendices

- a. Submission Timeline
- b. FCJMTC Dig Permit Request
- c. FCJMTC Work Order Request
- d. Sample Annual Environmental Briefing Certification
- e. In-processing/Out-processing Annual Training

Chapter 1

General Information

1-1. Purpose. This regulation establishes guidance and procedures to be used by visiting civilians, National Guard, Reserve or Active Component units that are training and/or utilizing Fort Chaffee Joint Maneuver Training Center (FCJMTC) facilities.

1-2. Responsibility.

a. The Adjutant General (TAG), State of Arkansas, exercises overall command and control of Fort Chaffee and approves all policies developed by the Arkansas Military Department and the Arkansas Army National Guard (AR ARNG) in the development and operation of FCJMTC.

b. The Commander, FCJMTC, AR ARNG, under the command of TAG receives guidance, direction and operational control from the Director of the Joint Staff (DJS) to execute the operations of FCJMTC. He/she will maintain operational control and supervision over the following:

- (1) Federal and state property not issued to troops.
- (2) Sustainment, Restoration and Modernization (SRM) of roads, buildings and facilities as well as supporting infrastructure including: electrical, water, sewer and telephone utilities and services.
- (3) Control and supervision of training and administrative facilities.
- (4) Direction of the military police.
- (5) Provide supervision in construction of approved projects and plans during the development process.
- (6) Command all assigned military members of FCJMTC.
- (7) Provide guidance and direction in the form of standard operating procedures (SOP).
- (8) Supervise tenant unit/activity use of FCJMTC facilities. This does not include internal operation of the tenant.

c. Training Site Manager (TSM), FCJMTC.

- (1) Performs the duties of the Commander during non-military duty days. Duties are performed under supervision of the DJS, AR ARNG.
- (2) Supervises all FCJMTC full-time support (FTS) personnel including AGR personnel, Federal Military Technicians, and State of Arkansas employees.
- (3) Responsible for the day-to-day operations of FCJMTC.

d. Commanders and/or officer-in-charge (OIC) of units or organizations using FCJMTC are responsible for:

- (1) Ensuring that all provisions of this regulation are followed.
- (2) Training and administration of their units/organizations and their personnel.
- (3) Providing internal security of all facilities within their assigned areas.
- (4) Ensuring all safety procedures and regulations are followed.

1-3. Hours of Operation.

a. The primary work schedule for FTS personnel is on Monday-Friday from 0700-1530.

b. The hours of operation during weekend training are Saturday from 0700-1700 and Sunday from 0700-1600. However, Range Control operates on extended hours during week day and weekend training. Public Safety Department operates 24/7.

1-4. Points of Contact. Each section office, building number, and telephone number:

- a. Headquarters, Building 1370, 479-484-2610
- b. Logistics Division, Building 7047, 479-484-2116
- c. Billeting Division, Building 1317, 479-484-3130

- d. Operations and Training Division, Building 1370, 479-484-2201
- e. Environmental Branch, Building 1370, 479-484-2226
- f. Training Support Center, Building 2568, 479-484-2475
- g. Public Safety Department (PSD), Building 2100, 479-484-2666
- h. Facilities Engineering Division/Facility Manager, Building 1389, 479-484-2260
- i. Range Control, Building 7104, 479-484-2362

1-5. Uniform and Appearance Standards. All on duty military personnel will wear the appropriate uniform prescribed in regulations for their service branch. The highest standard of personal appearance is required. All military personnel in uniform will wear appropriate headgear when walking or traveling in military vehicles. Commanders and/or OICs will prescribe appropriate civilian clothing for their personnel in accordance with the highest standards of a military installation. *Ref: FCJMTC Garrison Policy, Wear and Appearance of Uniforms and Civilian Attire.*

1-6. Military Courtesy. Military personnel, regardless of component, are expected to meet the highest standards of military courtesy as outlined in current Department of Defense (DOD) regulations.

1-7. Safety. The safety requirements listed below pertain to the Cantonment Area only. Refer to FCJMTC Range Regulation 385-63-1 for range safety requirements and the FCJMTC Safety SOP. Unit commanders are responsible for integrating Risk Management/Accident Prevention into all operations and activities within their command. Deliberate Risk Assessment Worksheets (DRAW), DD 2977s, will pertain to risk and signed at the appropriate levels IAW ARARNG State Safety SOP. An aggressive safety program, adequate to the needs of the unit, will be maintained IAW AR 385-10. Commanders and Safety Officers will be held accountable for unsafe acts by unit personnel.

a. Military family members and guests will not be permitted on firing ranges or unescorted in troop areas except as authorized by the Commander, FCJMTC. Civilian personnel will not ride in any type of U.S. Government Transportation except as required by their duties or authorized by the Commander, FCJMTC. If the Commander authorizes civilian personnel downrange, a hold harmless agreement must be signed and turned into Operations and Training Division.

b. Personal flotation devices will be worn by all personnel working or training over or near water and non-swimmers will be identified.

c. The Director of the Army National Guard has mandated the use of head protection while operating Army Tactical Vehicles in the field. Head protection, Kevlar helmet, combat vehicle crewmember or flight helmet as appropriate shall be worn by all operators and occupants of Army Tactical Vehicles conducting tactical operations in the field. This policy applies when vehicles are being operated during training on a military installation, or in a local training area. Tactical vehicles being used for administrative purposes in Garrison or administrative motor marches on public highways are exempt from this requirement.

d. Road guards and wearing reflective vests are required when having a formation in roadways.

e. When running alone at dusk or dawn, a reflective belt is required. If running in a formation at any time, road guards with reflective vests are mandatory. No running is authorized on 1st Avenue. 3rd Avenue is closed from 0530-0800 daily for unit and individual physical fitness.

f. Any formation/unit/group PT events that utilizes Cantonment Area roadways must be approved 24 hours prior to the event by Operations and Training, Building 1370.

g. Marching elements, using roadways of any size, must have road guards at the front and rear wearing reflective vests.

h. All personnel operating a motorcycle at FCJMTC are required to wear a properly fastened DOT approved helmet, proper eye protection, full-fingered gloves, long trousers, long-sleeved shirt or jacket, high-visibility garments (bright color for day and retro reflective for night are recommended) and leather boots or over-the-ankle shoes. All military personnel are required to have Motorcycle Safety Foundation training IAW ARARNG State Safety SOP. All civilians are required to have a state motorcycle endorsement on license.

1-8. Accident Reporting Requirements.

a. Reference: AR 385-10, AR 385-40, NGB Supplement 1 to AR 385-10, CCIR SIR Reporting Policy and AR ARNG SSO SOP for Accident Reporting and Records.

b. Accident reports, DA Form 285, must be prepared by the unit/organization and submitted to the FCJMTC Safety Officer.

c. The Chief, Operations and Training Division at FCJMTC will submit the original report to TAG of Arkansas, ATTN: State Safety Officer.

d. An Accident Report, DA Form 285, must be submitted for any unexpected event or series of events that result in one or more of the following:

(1) Accidental damage to military and/or nonmilitary property, to include facilities, equipment or material where there is a cost to repair or replace.

(2) Injury to military personnel, including federal military technicians, on or off duty as defined in AR 385-10. Any medical treatment by civilian medical personnel or facility must be reported to Operations and Training, Building 1370.

1-9. Prohibited Practices.

a. Climbing on buildings and power poles.

b. Throwing telephone wire or other objects over power lines and buildings.

c. Erecting radio antenna within 50 feet of an overhead power line, or without clearance from the Director of Department of Public Works (DPW).

d. Removal of fire plugs, manhole covers, telephone poles or other construction material from any area without authorization.

e. Cutting trees, except as specified authorized by the Environmental Branch.

f. Tampering with, or unauthorized repair of, refrigeration and air conditioning systems.

g. Washing vehicles or equipment except at the designated authorized site.

h. Altering any building, facility or road network without written authority from the Commander or the DPW.

i. Depositing gasoline, oil, trash, cans or dirt (mud) in sewage and draining systems.

j. Driving tracked vehicles or vehicles over 10 tons on asphalt covered roads.

k. Operating privately owned vehicles (POV) in the training areas without clearance from Range Control.

l. Driving on FCJMTC with an open container of alcohol or under the influence of alcohol or any controlled substance.

m. Using or occupying areas without prior clearance from the Environmental Branch.

n. Digging holes, trenches or pits in the Cantonment Area without approval of the DPW and Range Control.

o. Tampering with road barricades, fences or using roads blocked by range barricades.

p. Tampering with, splicing into, removing or changing locations of commercial and/or internal telephone systems.

q. Installing air conditioners in buildings without prior approval of the Commander or DPW.

r. Trespassing on adjoining private property.

- s. Stringing of wire on ground or overhead around helipads.
- t. Tampering with or adjusting hot water heaters.
- u. Driving or parking vehicles on mowed areas, except areas designated for driving or parking.
- v. Hunting inside the Cantonment Area.
- w. Smoking in government buildings and other facilities.
- x. Commercial off the shelf unmanned aerial systems are unauthorized for operation at FCJMTC.
- y. Explosives parking is not authorized inside the cantonment area (i.e., barracks, Post Exchange (PX), motor pools and supply rooms).
- z. Use of Commercial off the Shelf (COTS) Unmanned Aerial System (UAS) of any type on Fort Chaffee without explicit Training Site Manager including Office of the Secretary of Defense Exception to Policy.

1-10. Fishing.

- a. Fishing is allowed in areas open to public access. The list of open public use compartments are posted in bulletin boards at legal access gates into FCJMTC.
- b. An Arkansas resident or non-resident fishing license and a Fort Chaffee Sportsman Permit must be carried by all personnel while fishing in the open public use compartment. Soldiers in a military status are not required to possess the Fort Chaffee Sportsman Permit as long as the compartment is open and have a copy of unit's orders and personal identification on their person. POVs are prohibited without a POV pass from Range Control.
- c. All state wildlife management laws apply, including possession of a valid Arkansas fishing license or proof of exemption.
- d. All boating on FCJMTC will meet the Arkansas Boating Laws and Regulations.

1-11. Construction Sites. All construction sites are off limits.

1-12. Police Call Area. Using units and organizations are responsible for the policing of their assigned area. The Command Sergeant Major (CSM) or Operations SGM will coordinate with the using unit's CSM, First Sergeant (1SG), Detachment Sergeant, etc. to ensure compliance with police call policy.

1-13. Operation of Motor Vehicles.

- a. All vehicles, government or private, will be operated safely in full accordance with the laws of the state of Arkansas and these regulations.
- b. The training unit commander will control the use of POVs. It is desirable to designate one central parking area and require troops to use only military vehicles for training purposes. **NO POVs ARE ALLOWED IN THE TRAINING AREAS w/o written authorization from Range Control. NO POVs ARE ALLOWED IN THE MOTORPOOLS w/o written authorization from the Commander.**
- c. No vehicles will be operated or parked on designated air strips/heliports, lawns or mowed area. FCJMTC Police can issue parking citations for any vehicle found in violation of this regulation. *Ref: FCJMTC Parking Policy #2015-09 Vehicle Parking.*
- d. Track vehicles will not operate on paved roadways.
- e. General speed limits unless otherwise posted:

(1) Hard Surface Roads	AS POSTED/ 35MPH UNPOSTED
(2) Gravel Roads	25 MPH
(3) Unimproved Roads and Cross-country	15 MPH

1-14. Law Enforcement. Both federal and state laws apply to all personnel at FCJMTC.

1-15. Fort Chaffee Services and Facilities. The MWR operates a PX. The PX is located in Building 1585.

- a. The hours of operation are Monday-Friday from 0700-1600.
- b. The hours of operation are Saturday from 0800-1500 and 0700-1700 on drill weekends.
- c. The hours of operation are Sunday from 0900-1400 and 0700-1500 on drill weekends.
- d. The PX is closed on federal holidays.
- e. Self-service laundry. Unit Laundromats are located in Buildings 1349, 1435, 1530, 1573, 1672 and 1757. There is no charge to training soldiers. Units requesting the free services will need to request it through Range Facility Management Support System (RFMSS).

1-16. Privately Owned Firearms and other Weapons. Privately owned firearms, ammunition, and/or weapons are prohibited in National Guard facilities and/or property unless specifically approved by TAG, REF: [TAG Policy 2018-15](#). It is unlawful for any person, military or civilian, who has been convicted of a felony or a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. By Arkansas Concealed Carry Law, any structure owned or leased by the city, county, state or federal government is a prohibited place.

- a. These provisions do not apply to law enforcement personnel, on or off duty, in the execution of their duties. However, off-duty law enforcement officers must possess and carry (on person) proper law enforcement identification.
- b. These provisions do not apply to hunters who are properly licensed and permitted on National Guard property during legal hunting seasons as authorized by law and agreement with the Arkansas Game and Fish Commission (AGFC).
- c. These provisions do not apply to competitive shooters attending an approved event on National Guard ranges.
- d. Weapons will be transported by the most direct route when entering or leaving the installation to hunting areas, ranges or any other authorized activity. Intermediate stops to the PX, place of work or other facility are not authorized.
- e. Firearms will be unloaded when transported.
- f. Ammunition will be carried separate from the weapon.
- g. Weapons will be kept in a locked case, rack, box or trunk with a trigger lock or cable, or in any other approved locking device.
- h. Privately Owned Weapons are not authorized for Soldiers performing Annual Training (AT) unless approved by their Brigade Commander/O6. A consolidated roster of approved Soldiers, signed by the Brigade Commander/O6, must be submitted to Operations Division 30 days prior to reporting to Annual Training.

1-17. Obtaining Fort Chaffee Military Installation Maps (MIM). Fort Chaffee Division of Operations and Training has a limited number of installation maps available to units upon request. Bulk maps can be requested through DoDEMALL by unit supply personnel. The NSN for the Fort Chaffee map is 7643014022368. NGA Reference number is V784SFTCHAFFMIM. Soft copy (digital) maps are available through the Defense Logistics Agency by visiting <https://www.dla.mil/Aviation/Offers/Products/Mapping/Topographic/>, and may also be requested via email from Fort Chaffee Division of Operations and Training.

Chapter 2 Personnel Services

Section I Individual Support

2.1-1. Mail Service.

a. Each unit will ensure that all they have a current DD Form 285 in their possession when picking up mail.

b. Incoming mail is available for pickup at Building 1324. FCJMTC does not provide mail distribution and is the responsibility of the unit.

c. The address to be used by the training units for personal mail is:

Name
Complete Unit Designation
Building 1440
Fort Chaffee, Arkansas 72905

2.1-2. American Red Cross Emergency Notification. FCJMTC does not operate a Red Cross center. Red Cross messages and emergency notification is the responsibility of the unit and should be addressed through their chain of command.

2.1-3. Military ID Card Machine.

a. A DEERS/RAPIDS system for making military ID Cards is located at Building 7075 off Arkansas Highway 22 in the Armed Forces Reserve Center.

b. The DEERS/RAPIDS system hours of operation are Monday-Friday from 0700-1530 and by appointment only on Inactive Duty Training (IDT) weekends.

Section II Information Management and Technology Section

2.2-1. Scope. The Information Management & Technology (IM&T) Section is responsible to the commander and the Arkansas Military Department Director of Information Management (DOIM) concerning the overall management of the IM&T Section, located at Building 1321, 479-484-2093.

2.2-2. Additional or Special Telephone Requirements. Requests for additional services, special services or changes to services must be submitted on the ARARNG Form 107E or by memorandum at least six (6) weeks prior to the scheduled training.

2.2-3. FCJMTC Telephone Directory. The directory is updated and posted monthly on the FCJMTC website; <https://arkansas.national.guard.mil>

2.2-4. Analog Equipment. The FCJMTC phone system is Voiceover IP (VoIP); analog lines are in limited locations. Usage of any analog equipment must be coordinated with the IM&T Section. Movements of FCJMTC VoIP phones is not authorized without prior approval from IM&T Section. Additional equipment and requirements will be coordinated through the IM&T Section.

a. The FCJMTC is on Active Directory. All IM&T related equipment must have prior approval by the ARDOIM or IM&T offices before connecting to the network. Personal laptops and desktops are not allowed on the network.

- b. Limited IT equipment may be available for checkout upon request.
- c. VoIP and network drops are located in billets and most chargeable quarters, access and additional drops must be coordinated through the IM&T Section.

2.2-5. Wireless Network. The Cantonment Area has a wireless network setup for work and personal use. This is an evolving system and different implementations will be applied to it. Contact the IM&T Section for the status of the wireless network.

2.2-6. KIOSK Computers. KIOSK computers have been emplaced in certain buildings within the Cantonment Area at FCJMTC. Their purpose is to allow traditional NG soldiers to access their AKO accounts.

2.2-7. Distance Learning Center. The distance learning center offers 39 student workstations, one instructor workstation, projector, VTC, conference call center. The DL Lab is scheduled and requested through RFMSS and is located at Building 1594.

Section III Medical Facilities and Support

2.3-1. Scope. ARARNG medical personnel on duty at FCJMTC are responsible to TAG of Arkansas, the State Surgeon and the Commander concerning the overall professional medical management of the FCJMTC medical facilities.

2.3-2. Troop Medical Clinic (TMC).

- a. The TMC is located in Building 1340. The clinic is available for issue to certified, professional medical personnel only.
- b. The clinic is partially equipped for use by qualified professional medical personnel.
- c. The clinic is not supplied with medical supplies or drugs and must be coordinated through Billeting.

2.3-3. Medical Support, Supplies and Equipment. FCJMTC does not provide medical support, supplies or equipment.

- a. Medical personnel are not assigned to FCJMTC.
- b. Medical supplies, including both over-the-counter drugs and prescription drugs, are not available through FCJMTC.
- c. Medical personnel must be credentialed through MEDDAC Fort Sill, Ok.

2.3-4. Local Civilian Medical Facilities. Routine minor illness, injury, or sick call is treated at local civilian medical facilities. Military personnel, active or reserve component, are required to provide their full name, rank, SSN, unit designation, unit address, home address, POC at unit's home station, telephone number at unit's home station, and branch of military service. Local facilities are:

- a. Mercy Hospital, 7301 Rogers Ave, Fort Smith, AR, 479-314-6000.
- b. Mercy Hospital Emergency Room, 7301 Rogers Ave, Fort Smith, AR, 479-314-6245.
- c. Sparks Regional Medical Center-Emergency Room, 1001 Towson Ave, Fort Smith, AR, 479-441-4000.

2.3-5. Evacuation.

- a. Units or organizations training at FCJMTC should ensure that their key personnel are aware of MEDEVAC/CASEVAC radio frequency and Ambulance Exchange Points.
- b. Military MEDEVAC/CASEVAC is not routinely available at FCJMTC. Units or organizations must coordinate military MEDEVAC/CASEVAC support in advance through the appropriate channels. When military MEDEVAC/CASEVAC is provided, the aircraft is stationed at the heliport adjacent to Headquarters, Building 1370.
- c. Requests for military MEDEVAC/CASEVAC for ARNG must be sent to the ARARNG Aviation Office, at least 60 days prior to the beginning of training.
- d. Ambulance Exchange Points are established throughout FCJMTC for the rapid deployment of ground and aerial MEDEVAC/CASEVAC. Grid coordinates are provided by Range Control.
- e. Commercial MEDEVAC/CASEVAC is provided by Air Evac Lifeteam 149 in Fort Smith, Arkansas.
- f. All air and ground evacuations from the Cantonment Area must be requested through PSD All air and ground evacuations from ranges and training areas must be requested through Range Control.

Chapter 3 Operations and Training

3-1. Scope. The Operations and Training Division is responsible to the Commander for the overall management of operations and training programs of the training center, the range control and safety programs in the training areas, and the security of the training center in the training areas and the Cantonment Area.

- a. Range Control is responsible for the overall scheduling of all ranges, training areas and range facilities at FCJMTC as well as for the overall management, maintenance and repair, preparation, issue, and receipt of all ranges and training areas.
- b. The Director of Public Safety is responsible to the Chief, Operations and Training Division for overall security of FCJMTC.

3-2. RFMSS Request. RFMSS is the primary means for requesting and scheduling resources at FCJMTC. All FCJMTC reference material is stored in the RFMSS Library. Organizations may request RFMSS passwords from the RFMSS administrator at Range Control, 479-484-2031.

- a. Reference AR ARNGR 385-63-1, FCJMTC Range Regulation for unit assignment priorities.
- b. RFMSS desk operator POCs for FCJMTC are:
 - (1) Strength – Strength Manager, 479-484-2121
 - (2) Logistics – Warehouse Manager, 479-484-3115
 - (3) Billeting – Housing Manager, 479-484-2316
 - (4) Range Control – Range Scheduling NCO, 479-484-2189
 - (5) Distance Learning – Administrator, 479-484-2440
 - (6) Training Support Center – TSC Manager, 479-484-2475
- c. Cancellation of approved RFMSS request must be initiated by the requesting agency/unit via email to the appropriate RFMSS desk operator.
- d. An Annual Training Planning Conference (ATPC) is held in the 2nd quarter of each year to synchronize training and logistical requirements of all units conducting Annual Training at FCJMTC.

3-3. In-processing Annual Training. In-Processing procedures apply to all units training at FCJMTC in an Annual Training status. Training in an IDT status does not require in-processing.

- a. All units, BN and above will report to Operations Division, Building 1370, upon arrival and prior to any training in order to in-process their unit(s). Advance party personnel is preferred. If a unit is performing annual training without a BN Higher HQ, then that unit is responsible for in-processing.
- b. Personnel responsible for in-processing should familiarize themselves with this Regulation upon arrival to ensure that all requirements are met prior to arrival.
- c. All units are required to complete an Environmental briefing prior to conducting annual training. Units will submit a memorandum stating their unit has performed the briefing for their respective units to the environmental division 30 days prior to training.
- d. Out of state units performing annual training are required to submit an Alpha Roster of all personnel to the Operations Division.
- e. Training Units must report daily strength to Operations via a FCJMTTC Form 52.

3-4. Out-processing Annual Training. Out-Processing procedures apply to all units training at FCJMTTC in an Annual Training status. Training in an IDT status does not require out-processing.

- a. Personnel responsible for obtaining clearance should familiarize themselves with this Regulation upon arrival to ensure that all clearance requirements are met prior to departure.
- b. Clearance requirements are as follows:
 - (1) Units will coordinate with Billeting for turn-in of buildings. Units will schedule building turn-in not later than five (5) days prior to departure, or earlier, to ensure scheduling is completed.
 - (2) Units will coordinate and schedule turn-in of ammunition prior to departure. *Ref: ASP SOP.*
- c. Units are required to notify the DPW, Work Order Section, Building 1389, 479-484-2156/2569 of any repairs required on buildings as they occur during occupancy of those buildings.
- d. A unit clearance meeting will be conducted with FCJMTTC sections no later than five (5) days prior to departure.
- e. A Final Clearance Form will be completed prior to the departure of the unit's rear detachment. No unit or activity will be allowed clearance until the form is initialed by all of the FCJMTTC Directorates or their representative. Once all initials are obtained, the final clearance form will then be presented to Operations, Building 1370.

3-5. After Action Reports. Upon Completion of Annual Training, military units are requested to submit an after action report. Included in the reports are the types of training conducted, problems regarding the use of training areas and/or ranges, difficulties encountered due to the lack of facilities provided by FCJMTTC, and any other information that may be of value to the Commander and his staff. Positive, constructive reports provide FCJMTTC the information needed for future expansion, changes to current facilities and improved facilities for training.

3-6. Training Support Center (TSC). *Ref: FCJMTTC TSC SOP.* FCJMTTC provides services for storage, operation, instruction, issue, accountability and maintenance of TADSS. Support and assist organizations with TADSS capabilities and integration into training plans that support individual, crew and collective training objectives. Certification and re-certification on TADSS. Maintain and control facilities for training events and when possible support organizations with non-exercise related training events. Provide relevant and responsive training support enabling commanders to accomplish training objectives which enhances the organizations ability to successfully operate across an ever evolving full spectrum.

3-7. Mission Command Training Center (MCTC). FCJMTTC MCTC provides Mission Command (MC) and staff training support in a digital environment to ARNG units (battalion and above) during pre-mobilization. The objective is to support the commander's training strategy in order to develop

proficient staffs and trained operators. Training support is provided primarily at home station, but commander's can request training at MTCs.

3-8. Range Control Operations. *Ref: FCJMTC Range Regulation, AR ARNGR 385-63-1.*

- a. Range Control personnel are on duty while units are training. Units are not authorized to conduct operations without Range Control on duty.
- b. Units will continuously monitor the FCJMTC FM Range Control frequency for emergencies, fire, weather, and range safety (38.50 MHz) while training.
- c. Range Control will coordinate issue and receipt of all FCJMTC training areas, ranges and range equipment.
- d. Prior to going downrange or conducting downrange training, units must check in with Range Control.
- e. Daily synchronization meeting. In order to synchronize and de-conflict training areas/ranges during Annual Training periods, Range Control will hold a daily synchronization meeting at 0900 in Building 7104.

3-9. Military Convoys. All military convoys will enter/exit FCJMTC through the gate located off of Arkansas Highway 22 (Gate 1). While conducting training, units will utilize Fort Smith BLVD and South Boundary Road to access Training Areas. If a unit is exiting FCJMTC with a convoy and require the assistance of Public Safety for traffic control, they must coordinate with Operations prior to departure.

3-10. Ammunitions/Explosives/Pyrotechnics. *Ref: ASP SOP.* Ammunition, explosives and pyrotechnics are not authorized in the cantonment area. Coordination with the Ammunition Supply Point (ASP) is required prior to arrival for specific requirements to draw ammunition, explosives and pyrotechnics. Some specifics are:

- a. Using units/organizations will provide a digital copy of their DA Form 1687 and assumption of command prior to drawing ammunition.
- b. ARMAGs for storing ammunition are on a first come first serve basis.
- c. Obtain a range and safety policy and operations procedural briefing.
- d. Coordinate the date the transport vehicle will arrive.
- e. Ensure the vehicle transporting ammunition or explosives is properly inspected, loaded, and posted with the appropriate placards in accordance with regulatory requirements.
- f. Operators and handlers will be licensed on equipment and possess a current HAZMAT Certification before transporting A&E.
- g. Ammunition Holding Area locations can be coordinated at Range Control for downrange operations.

3-11. Physical Security of Weapons. Units and organizations training at FCJMTC are responsible for security of their weapons. The following guidance is provided:

- a. Approved rifle and pistol racks sufficient to secure arms are the responsibility of the commander concerned for utilization while at FCJMTC.
- b. Small arms will be secured at all times in locked arms racks when not in the personal possession of the issued unit member. Individuals are responsible for safekeeping of individual weapons issued to them while in their possession.
- c. Small arms stored in locked arms racks within a field environment must be safeguarded on a 24 hour basis.

d. In the Cantonment Area, weapons stored in locked arms racks or lockers in a secure supply room must be kept under constant surveillance by the charge of quarters or other designated personnel. Personnel designated as security guards do not need access to the security keys, but will know who has possession of the keys in case of fire or other emergencies.

3-12. Restricted and Limited Access Areas.

- a. Warehouse Areas
- b. Facility Engineer Storage Yard
- c. Ammunition Holding Area
- d. Range Maintenance Complex Area/Compound
- e. Building Maintenance/Roads and Grounds Area/compound
- f. Water Intake Building
- g. Small Arms Ranges/Control Towers
- h. Fuel Point
- i. Motor Pools
- j. Obstacle Course
- k. Landing Zones
- l. Training Support Center (TSC)
- m. Network Operations Center
- n. SIPR Classroom
- o. NSWG Compound
- p. Department of Energy Compound
- q. Range Impact Area
- r. Razorback Range

4-13. Training Area Restrictions. Prior to entering any training area all personnel (military or civilian), will obtain a clearance from Range Control. POVs are not allowed outside the cantonment area. Exceptions to policy are considered by Range Control on a case-by-case basis and will be allowed only by a POV Pass.

3-14. Unexploded Ammunition or Duds. All persons are warned not to disturb unexploded or unexpended ammunition, what is commonly referred to as duds. Any type of unexploded ammunition should be considered extremely dangerous. When any type of unexploded ammunition is found follow these procedures:

- a. Mark the area distinctly where the unexploded ammunition is located.
- b. Determine accurate location (eight digit grid coordinates when possible).
- c. Notify Range Control at extension 6041 or by FM radio (Frequency: Primary 38.50/Alternate 51.20).

3-15. Range Surface Danger Zone (SDZ). This is the actual impact area within which firing of live ordnance is conducted. Personnel must receive clearance from Range Control before entering a SDZ to assure that no firing is scheduled during the period of entry. When range firing is in progress, training areas inside the SDZ impact area will not be utilized for other training activities.

3-16. Airspace Operations.

a. Hopi Landing Zone will be the primary helicopter landing location at FCJMTC. All helicopter operations in and out of FCJMTC airspace is monitored by Range Control FM Primary (38.50).

b. Aviators are responsible for visually separating their aircraft from other aircraft operating at FCJMTC.

c. The capability of rotary wing aircraft to operate from unimproved training areas is recognized. Subject to FCJMTC approval, rotary wing aircraft may land and take off from any part of the training center other than the Cantonment Area with the following exceptions:

(1) Any area closed by Range Control for weapons firing and Airborne Operations.

(2) Landings are not authorized in areas occupied by troops and vehicles, unless the helicopter(s) is/are participating in that exercise scenario, or if the helicopter is involved in an actual MEDEVAC mission. Pilots are responsible for ensuring that such operations pose no hazard to personnel on the ground.

d. Private unmanned aerial systems such as drones are not authorized to be utilized on FCJMTC unless approved by the Commander.

3-17. Security. Entrance to FCJMTC may be restricted/limited dependent on the threat condition level and by the order of the Commander.

a. Police officers and security guards will monitor all incoming and outgoing traffic.

b. All entrance gates are locked at all times except as indicated:

(1) Arkansas Highway 22 Gate 1 is the main entrance, it is open during normal duty hours and manned 24 hours daily.

(2) South Cantonment Area Gate 9 is open 0630-0730 and 1500-1600 during the work week for employees who live south of FCJMTC but is determined by and if security guard manning allows.

(3) All other gates are open when requested and approved by the Operations and Training Division.

c. Activities of visitors are monitored, gates and fences are checked for security breaches and the PSD patrol the Cantonment Area.

d. PSD Police officers and security guards will enforce regulations concerning traffic and parking within the Cantonment Area.

e. PSD Police officers and security guards make random spot checks of unregistered vehicles. These checks are particularly conducted in restricted areas in restricted areas or limited access areas.

f. Contractors and their employees, vendors and other workers are monitored as they enter and leave FCJMTC. Based on DOD and Department of the Army regulations, they are subject to inspection at any time by the military police and/or security.

g. Emergency vehicles are normally admitted to any restricted area or training area while in the process of performing official emergency duties and is given the full cooperation of the FCJMTC staff.

3-18. Fire Prevention. Units and organizations will appoint a unit Fire Marshal who is responsible for a continuing program of educating personnel in fire prevention, prompt reporting of fires, and in firefighting. Upon arrival and prior to the start of training, the unit Fire Marshal must report to Range Control to obtain a safety briefing regarding weather, fire conditions, and any restrictions. The following points are emphasized:

a. Lighted smoking material and matches are not thrown from vehicles.

b. Warming fires are not authorized.

c. Do not smoke within 50 feet of ammunition or petroleum products.

d. Pyrotechnics such as signal flares, smoke grenades, trip flares and artillery simulators present extreme fire hazards. Do not activate without Range Control approval. Range Control will assist you in selecting a location that is clear of all combustible material and can be observed until completely extinguished.

e. Blank ammunition is capable of starting a fire; do not fire into dry foliage.

- f. Report all fires in the Cantonment Area immediately upon discovery to PSD at 479-484-2666.
- g. Report all fires downrange immediately upon discovery to Range Control.

h. Reporting procedures:

(1) Use FM primary radio frequency 38.50 MHz. The alternate frequency is 51.20 MHz. Telephone may be used if available, 479-484-2272.

(2) Give the fire location, size, direction of fire movement, unit designation, caller name, and number of personnel present. Take immediate action, except in SDZ areas, to stop the spread of the fire to prevent loss of life or government property.

Chapter 4

Logistics, Ref: FCJMTC Logistics SOP

4-1. Scope. Logistics (LOG) provides minimal Class I Support, Class III (Bulk) and Class V. All facilities and related items must be requested in RFMSS. For more detailed information regarding LOG capabilities and requirements, consult the FCJMTC Logistics SOP.

4-2. Supply.

a. Class I (Subsistence)

(1) Rations. The Ration Distribution Section stores and issues all operational rations (MRE, UGR-A/H&S) for all units as required. AR ARNG units with messing capability may operate a dining facility during training. Sufficient dining facility personnel should be included in the training units advance party to initiate opening facilities. Ice is available from the Ration Distribution Section for ARARNG units. The DOL will assist with contract and storage of ice for non-ARARNG units 479-484-3115.

(2) Storage Capacity. There are 4ea - 20x60 freezers and 2ea – 20x60 refrigerated units located at Bldg. 7046 for training battalions to draw through RFMSS and utilize for cold storage of rations and ice as needed. These units can each store 48 single stacked pallets. Locks and keys for storage units will be signed out from the LOG Ration Control NCO. The administrative office space at Building 7046, with telephone drop that is separate from the warehouse area, can be drawn on a first come first serve basis and utilized by the units mess section to issue rations or ice. LOG has a 12,000 square foot warehouse typically available for dry rations storage. Training units coordinating the shipment of rations to the LOG Warehouse will ship cargo NET D-5.

(3) All Non-AR ARNG/DOD Components must drop ship or bring their own rations. If a unit elects to drop ship rations they must contact the LOG Ration Control NCO at 479-484-3115 to coordinate the shipment. The LOG Ration Distribution Section will help unload and store dropped shipped rations if the unit has made proper coordination and is available to receive, inventory, and sign for rations on arrival.

(4) Courtesy copies of any Government Bill of Lading drop shipments to the warehouse are required as well. Ship-to address is:

Fort Chaffee Joint Maneuver Training Center, Building 7047
Gate 19 Road
Fort Smith, Arkansas 72916-5000
DODAAC: W90DED

(5) Potable Water. A potable water station consisting of a single tactical overhead fill port for filling water buffalos and large water tanks is located between the Retail Fuel Point and Hazmat Disposal Facility on Fort Smith Boulevard. Station is open 24/7, no prior coordination needed.

b. Class II (OCIE/SSSC). LOG has a limited supply of bed linens comprised of blankets, sheets and pillow cases which can be drawn by training units for use in the FCJMTC billets. Training units need to supply the LOG warehouse manager with a list of required linens NLT 30 days prior to training. Training units will be charged \$13.00 per linen set drawn for cleaning. A linen set consists of 1 wool blanket, 2 sheets, and a pillowcase. A DA Form 1687 and Assumption of command orders need to accompany all requests for linen. OCIE, office supplies, janitorial supplies and single service/food service items are a unit responsibility and must be brought or drop shipped by the training unit.

c. Class III (Petroleum, Oils & Lubricants (POL))

(1) Packaged POL is not available at FCJMTC for training units.

(2) Bulk POL. LOG has the responsibility to see that bulk and retail fuels (F24 & Gasoline & DS2) are available for training units 24 hours a day, 7 days a week utilizing the automated fuel accounting system. Bulk fuel issue will be coordinated at least two weeks in advance from 0700-1530, Monday through Friday. The Fuel Manager is responsible for the day-to-day operation, maintenance, and accountability of the fuel point. Fuel is available in the following normal storage capabilities:

(a) Bulk/Tactical Vehicle: 60K Gallons F24 (JP8)

(b) Retail/NTV: 16K Gallons DS2; 8K Gallons Gasoline No Lead

d. Class IV (Engineering Materials). LOG does not maintain a Class IV operation, this facility is mainly for temporary storage of any Class IV purchased by the training unit prior to arrival at FCJMTC. Storage arrangements for Class IV should be coordinated with the LOG Warehouse Manager.

e. Class V (Ammunition). FCJMTC operates an ASP, Building 6275, 479-484-2352.

(1) Training units must forecast training ammunition in the TAMIS-R online system 120 days prior to the scheduled training cycle. The request for the Issue of Ammunition (DA Form 581) (Electronic) must be completed in TAMIS-R at least 45 days prior to the date of training. The TAMIS-R website is <https://tamis.army.mil>.

(2) Hours of operation for ammunition issues, receipts, and turn-ins will be: 0730-1430 on Mondays and 0730-1530 Tuesday through Friday. ASP personnel will use TAMIS requested times and dates for ammunition issues and will contact requesting unit if adjustments must be made. Units will coordinate with ASP Personnel for their turn-in appointment at the time of pick up.

(3) See the FCJMTC LOG Information Packet for specific instructions on required tasks. ASP SOP is available on request. Proper documents such as the signature card, assumption of command letter, and the request for issue of ammunition must be on file at the ASP.

f. Class VI (Personal Demand Items). The PX is available and located in Building 1589.

g. Class VII (Major End Items). The FCJMTC DOL has no major end items available to loan. Training units may request to borrow equipment from the ARARNG units through the STARC DCSLOG, or may make arrangements with the USAR Equipment Concentration Site (ECS) 15, located at FCJMTC in Building 7020, 479-484-3810/3812. All requests must be submitted on FORSCOM Form 156-R IAW FORSCOM Reg 350-2.

h. Class VIII (Medical). Training units are responsible for any/all medical supplies.

i. Class IX (Repair Parts). There is no Class IX activity available at FCJMTC. Training units are responsible for any/all necessary repair parts.

4-3. Services.

a. Laundry. Unit Laundromats are located in Buildings 1349, 1435, 1530, 1573, 1672 and 1757, no charge to training soldiers. These buildings will be scheduled through RFMSS, followed by a FC Form 1, submitted to OPS.

b. Vehicle and Equipment Wash Point. Scheduling will be submitted through RFMSS, follow by an FC Form 1 submitted to OPS. The wash point is adjacent to LOG at Building 7047, 479-484-3117. The Vehicle Wash Point is the only location authorized for washing vehicles, tents or other equipment. Fire hydrants, located throughout the Cantonment Area, are OFF LIMITS with exception to firefighting requirements.

c. Hazardous Waste. Any hazardous waste generated at FCJMTC may be turned in at Building 7045. There will be charges for the disposal costs for Non-ARARNG units. Contact 479-484-3229 for further information.

d. Maintenance.

(1) Vehicles. FCJMTC does not have maintenance operations to support training units. Training units must provide their own maintenance support.

(2) Facilities. All buildings and facilities maintenance will be provided through the DPW, Work Order Section, 479-484-2156.

e. Transportation.

(1) Rail. FCJMTC has rail capability at FCJMTC. Two (2) loading/unloading ramps are available for incoming/outbound traffic. FCJMTC is serviced by the Arkansas Missouri Railroad. Requires minimum of 60 days prior notice and coordination

(2) Commercial Truck. Unloading ramps (high and low) are available at various locations at FCJMTC.

(3) Air. Units deploying to FCJMTC by commercial or military air will coordinate arrival requirements no later than 60 days prior to arrival at FCJMTC through Operations 479-484-2121 or DSN 962-2121.

4-4. Signature Cards (DA Form 1687). Signature Cards, DA Form 1687 must be prepared in accordance with DA Pamphlet 710-2-1 and forwarded to each activity listed below prior to services/supplies being rendered. A copy of the authenticating officer appointment orders must accompany each signature card.

- | | |
|------------------------------|---|
| a. Expendable/Non-Expendable | Building 7047 |
| b. Bulk POL | Building 7047 |
| c. ASP | DCSLOG, Building 7100 Camp
Robinson, NLR, AR |

(Note: The original signature card (DA Form 1687) and the assumption of command letter must be submitted through the Class V Manager at DCSLOG in Camp Robinson, NLR, Arkansas, not later than 45 days prior to training. Upon approval of the documents, the Class V Manager will forward the original signature card and assumption of command letter to the ASP).

d. Engineering Supplies (Troop Projects) Building 1389

e. Buildings (Troop Housing) Building 1318

f. Miles Warehouse Building 2535

g. A Signature Card (DD Form 577) is required for each individual receipting for Class I from either the prime vendor delivery driver or the Food Distribution Section, Building 7047. This card should be kept with the receipting individual at all times.

4-5. Accountability. Documents necessary to account for lost, damaged, or destroyed property (Administrative Adjustment Reports, Statement of Charges, Cash Collection Vouchers, or Reports of Survey) will be prepared by the training unit prior to departure from FCJMTC or with the concurrence of the Property Book Officer. Determination of the proper document to use will be in strict compliance with AR 735-5.

4-6. Billeting and Facilities.

a. References:

- (1) NGR 5-3
- (2) NGR 5-3-1
- (3) NGR 210-50
- (4) AR 215-1
- (5) AR 420-1
- (6) AR 735-5
- (7) FCJMTC Lodging SOP

b. Requests for quarters are to be made at least 14 days in advance. Requests received less than 14 days prior to utilization is honored on an "as available" basis. FCJMTC SBOQ/SBEQ Reservations need to be made through calling the Lodging Office at 479-484-2252 or by emailing a lodging personnel.

c. Limited chargeable quarters are available for distinguished visitors, bachelor officers, senior NCO personnel, enlisted personnel and other authorized visitors. A roster by name, rank and gender is required NLT 14 days prior to training date to hold reservations.

- (1) Personnel may be billeted in chargeable quarters with amenities and maid service.
- (2) Quarters are available for both male and female.
- (3) A nineteen-point modern RV Park with picnic tables, security lights, charcoal grills and fire pits.

d. Priority of billeting assignments for chargeable quarters:

- (1) Annual training attendees.
- (2) Military personnel having an attendance requirement of 20 days or more.
- (3) Military personnel having an attendance requirement of 16-19 days.
- (4) Military personnel having an attendance requirement of 5-15 days.
- (5) Military personnel having an attendance requirement of less than 5 days.
- (6) IDT attendees.
- (7) Visitors and transient military personnel.
- (8) Unofficial quarters are provided when available, with military identification.

e. Permanent facilities available consist of the following type buildings:

(1) Administrative Buildings, Classrooms, and Supply Facilities:

- (a) 12 – Brigade HQ
- (b) 15 – Battalion HQ
- (c) 35– Company Size HQ

(2) Medical Facilities: 1 – Brigade Medical Clinic

(3) Barracks Buildings and Facilities – 100- 50 bed capacity barracks, both for male and female personnel.

(4) Conference and Classroom Buildings and Facilities:

- (a) 2 – 100 personnel capacity
- (b) 1 – 70 personnel capacity (building divided into 2 classrooms seating 35)
- (c) 1 – 350 personnel capacity auditorium

(5) Dining Facilities:

- (a) One Brigade (1) – Dining Facility with a capacity of 1000 personnel
- (b) Two Battalion (2) - Dining Facilities with a capacity of 500 personnel
- (c) Ten Company (10) – Dining Facilities with a capacity of 125 personnel
- (6) Motor pools – 6 available, with offloading ramps

f. All buildings and facilities are issued and turned in using a prepared lodging form that will be issued from the Gym, Building 1318. They are furnished with the following:

- (1) Barracks – bedframes, mattresses and wall lockers. Linens are not available for issue.

- (2) Administrative – desks, chairs, file cabinets and tables.
- (3) Dining facilities – kitchens are fully equipped, including tables, chairs and cooking equipment. Some Serving pots, pans, and utensils are not available; these must be brought by the training unit.
- g. Installation of any type air conditioning system is prohibited without written approval. Any unauthorized air conditioning system may be removed by FCJMTC personnel and stored until unit or organization departs.
- h. Recreational facilities are available. Reservations are preferred when unit or organizational activities are planned.
 - (1) One softball fields and a limited amount of softball equipment.
 - (2) One sand volleyball court with poles, nets and balls.
 - (3) Two horseshoe pits with horseshoes.
 - (4) Two-mile fitness track.
- i. Fitness Center/Gym. Fitness Center with exercise equipment, free weights, yoga area, and basketball court.
- j. A picnic area for unit and organization parties is available. This area is located behind the cottages on Fort Smith Blvd and 5th Avenue Reservations are required. Usage coordinated through the gym personnel. This area contains several picnic tables, grills and pavilions.

Chapter 5

Department of Public Works (DPW) & Environmental Branch

5-1. Scope. The DPW is responsible to the Commander for the Architectural and Engineering (A&E) plans and services of real property and the overall sustaining, restoration and maintenance of all real property, such as: buildings and facilities, equipment, and roads and grounds. The DPW division is also responsible for the overall environmental program.

a. The Engineering Plans and Services Branch is responsible to the Chief, Facilities Engineer for maintaining the engineering drawings, files and plans at FCJMTC. The branch works with the Director of Engineering at the Arkansas Military Department on current and future architectural and engineering plans and drawings at the training center. The branch maintains all records and files on the exact location of all underground utilities.

b. The Facilities Maintenance Branch is responsible to the Chief, Facilities Engineer for the overall maintenance and repair of the buildings, equipment, utility infrastructure and roads and grounds.

c. The Environmental Branch is responsible to the Chief, Facilities Engineer for the overall environmental program, which includes: protection of wildlife (specifically threatened and endangered species), various plants, soils, air quality, etc. The branch coordinates with the Arkansas Military Department and the National Guard Bureau for environmental concerns.

5-2. Energy Conservation. FCJMTC is on an Energy Management System (EMS), AR 420-1. The units and organizations requesting to train at FCJMTC are expected to follow these guidelines and regulations unless superseded by the Commander, or TSM.

- a. Heating is set at 72 degrees Fahrenheit during the winter months.
- b. Buildings and facilities with air conditioning are set at 78 degrees Fahrenheit during the summer months.
- c. Installing heaters or air conditioners is strictly prohibited. The DPW, or his representative, may make random checks to ensure compliance with the guidelines and regulations.
- d. Energy consumed for lighting will be reduced by turning off nonessential lamps and fixtures.
- e. All exterior lights will be turned off during daylight hours.

- f. Check all dining facility equipment, ranges, ovens, etc., to ensure they are turned off after the evening meal.
- g. Report problems with the Energy Management System directly to the DPW.

5-3. Utilities. FCJMTC provides electricity, water, and a modern sewage system to the units and organizations.

- a. Electricity is provided by a rural cooperative, which provides service for the training center. Do not alter any of the electrical circuits, inside or outside of the buildings, without consulting with DPW.
- b. FCJMTC does not produce its own water. Water is supplied from the Fort Smith Water System. Potable water is provided at LOG, Building 7034A.
- c. The sewage system is modern and will support approximately 4000 personnel.
- d. Report all utility breaks to the DPW as soon as possible. Safety and sanitation is an utmost concern when utility lines break.

5-4. Maintenance of Facilities.

- a. During duty hours, send requests for the maintenance or repair of buildings and facilities to the DPW, Building 1389. After hours contact the PSD, Building 2100. Requirements for facility, grounds maintenance, repair, alteration and construction will be requested through DPW, Work Order Desk, Building 1389, and utilizing AG AR FORM 5-27 (Work Order Request). Requests will be reviewed and approved by the DPW and prioritized. Emergency Service Orders may be phoned into the DPW, Work Order Desk, 479-484-2156.
- b. Work Order Request (AG AR FORM 5-27). The Work Order Request Form may be e-mailed or hand-carried to the DPW, Work Order Desk, Building 1389, 479-484-2156. Each unit, tenant or activity will designate a control officer, by memorandum to the DPW. The designated control officer will be the only person authorized to submit Work Orders.
- c. Emergency Work Orders. Typical examples are backed up drains, no potable water, leaking natural gas, no electricity, no heat, and for dining facilities, the loss of refrigeration. During normal duty hours contact the Work Order Desk, 479-484-2156. During Non-Duty hours contact the PSD, 479-484-2666/2127.

5-5. Facilities Fires & Alarms. When alarms are triggered, the commander will notify PSD immediately and evacuate the building to an identifiable location and account for all personnel. The facility is not to be re-entered until cleared by Fire Department or DPW.

5-6. Dining Facilities Equipment. Do not relocate any equipment without approval from the Facilities Engineer due to circuit limitations. Contact the Facilities maintenance officer if the equipment needs repair.

- a. Proper operation of dining facility equipment is important for preventive maintenance. Contact LOG if you need guidance.
- b. Due to fire hazards, do not store anything in the hot water heater closets. Keep the doors closed and contact the Facilities Maintenance Officer for maintenance or repairs.
- c. Sanitation around the dining facilities is important. Do not empty or wash food particles in garbage cans and then dump onto the ground. Discharge gray water and waste into the sanitary sewer.
- d. To prevent damage to garbage disposals, do not dispose of bones, paper products, and similar items.
- e. Clean grease traps thoroughly on a regular schedule, dispose of the debris in plastic bags, and place in the dumpsters. All grease traps will be cleaned prior to the unit's departure.

5-7. Construction or Modifications. All construction or modification of buildings or facilities, regardless of scope, must have the approval of the Installation Commander. Submit request to the Facilities Engineer for review identifying the type of work, the scope of work, and who will perform the work. An NGB Form 420 may be obtained for the DPW Office for your use to include this data. A sketch of the area and work is very helpful in approving or identifying the work.

5-8. Parking. The DPW allows parking on the side of the street nearest the building, with the support of the PSD, for a maximum of ten (10) minutes for loading or unloading vehicles. We wish to prevent damage to the shoulder of the streets and the grounds and ensure safety of personnel walking between the vehicles and for the access to facilities for emergency purposes. Parking is not allowed on grass or in front of dumpsters.

5-9. Digging. Digging within the Cantonment Area is strictly prohibited. The DPW Officer is the only one who can approve digging within the Cantonment Area. A Dig Permit must be obtained from Building 1389 prior to any type of digging.

a. Dig Permits are obtained from and submitted to the DPW Work Order Desk. Excavation permits should be submitted NLT 15 days prior to the activity. However, if time does not permit, (IAW Arkansas law) a minimum of two working days Monday-Friday is required for location of utility services. The requester is responsible for contacting the various utility providers or Arkansas One Call, phone numbers are provided on the Excavation Permit.

b. Cantonment Area Dig Permits are required for all excavations or other earth disturbing activities within the Cantonment Area including driving tent or antenna stakes, pickets or other poles/posts, regardless of depth.

c. A Dig Permit application must be submitted in advance of deployment to insure adequate time for alternate site selection and approval by the Facility Engineer prior to any ground disturbing activity. Ground disturbance includes digging of tank ditches, tank traps, foxholes, bunkers, gun emplacements and similar activities.

d. Field Training Area Dig Permits are required for all mechanical excavation/digging regardless of depth and other excavation that will be more than 12 inches deep. The purpose of this requirement is to protect wetlands; receive USFWS concurrence for endangered and threatened species, specifically the American burying beetle (*Nicrophorus americanus*; ABB) and the Northern long-eared bat (*Myotis septentrionalis*; NLEB), ; protect numerous historic and archeological resources found on FCJMTC and to manage assets for future training needs. In addition, there is numerous telephone, electric and gas lines buried throughout the range area. Upon completion of training, the unit, tenant or activity commander will ensure that all holes are filled and the site is returned to its natural landscape.

5-10. Location of Fuel Tankers. Authorized fuel point areas are as follows:

a. Fuel tankers are not allowed to operate within any other areas inside the Cantonment Area without prior approval.

b. Units will adhere to safety regulations concerning refueling.

c. Aviation fuel tankers will have the tractor attached at all times in the event of grass fires.

d. Report all spills to Range Control immediately and then to the Environmental Branch. Adequate absorbent material should be available in the event of spills.

5-11. Flammable Liquids. (Reference TM-1101 and TM 10-1113)

a. Tanks, containers, and pumping equipment, portable or stationary, used for storage or handling of flammable liquids, will meet OSHA, Department of Army, and National Guard Bureau regulations. Storage, handling, or use of flammable liquids will be under the supervision of qualified personnel.

b. Keep ignition sources, such as matches and lighters, away from flammable liquids. Post warning signs and “No Smoking” signs.

c. Report spills to Range Control immediately and then to the Environmental Branch. Keep the area isolated.

d. Keep an adequate number of fire extinguishers and make sure all personnel know where they are located.

5-12. Volatile Materials. Keep packages containing: paints, thinner, or other volatile material, in a tightly closed area when not in use, store in an approved facility.

5-13. Tools and Equipment. FCJMTC does not provide tools or equipment to units or organizations. Exceptions are: State authorized Active Duty Missions, Emergency Operations within FCJMTC, a transfer of funds (MIPR) from the state of the borrowing unit.

5-14. Environmental Branch.

a. The Environmental Management SOP was updated January 2004 and is available from the Environmental Branch.

b. National Environmental Policy Act (NEPA) analysis

(1) Training activities that are covered by the NEPA, specifically an Environmental Assessment (EA) include, but may not be limited to, training activities with ground disturbing impacts include live fire, artillery impact, weapon firing, and explosives, air-to-ground bombing, helicopter gunnery, use of tracked and wheeled tactical vehicles, troop movements (creation of bivouacs, drop zones, trenching, etc.), use of mock chemical weapons, disposal of unused propellant increments (gun powder), accidental wildfire, and construction and engineering to restore sites after completion of troop training.

(2) Specific military training activities and other common activities at FCJMTC affecting natural resources that may require NEPA analysis and consultation with the USFWS include, but may not be limited to:

Construction and maintenance activities

Cantonment Area (as defined in 2009) construction and maintenance

Runway construction and maintenance

Firebreak construction and maintenance

Utility right-of-way maintenance

Range construction and maintenance

Road construction and maintenance

Military training activities

Short-term TTB

Shale/Clay pit excavation

Natural gas resource development

Gas well road access construction and maintenance

Gas pipeline construction and maintenance

Wildlife food plots

Forestry and agricultural activities

Pine plantation establishment

Pine plantation maintenance

Hay lease rehabilitation

Bridge construction and maintenance**Ground disturbing activities****LRAM projects****Management plan updates (i.e., ICRMP, INRMP)****Projects affecting wetlands**

(3) Project proponents may conduct their own NEPA analysis, however the Environmental Branch oversight and approval is required to ensure NEPA compliance. Proponents are expected to fund externally-prepared NEPA documentation. As many projects at FCJMTC go through the DPW, this organization is often used to inform project proponents of NEPA requirements and to establish initial NEPA coordination. NEPA analysis is oftentimes completed by the proponent.

c. Endangered Species Act (ESA) compliance

(1) The ESA directs all federal agencies to use their existing authorities to conserve threatened and endangered species and, in consultation with the USFWS, to ensure that their actions do not jeopardize listed species or destroy or adversely modify critical habitat. The ESA sets forth requirements for consultation to determine if a proposed action could potentially affect a federally threatened or endangered species. One federally endangered species (ABB), two federally threatened species (*Geocarpus* (*Geocarpus minimum*) and NLEB) and one candidate species (Rattlesnake master borer moth (*Papaipema eryngii*) are listed at FCJMTC. Additionally, the bald eagle occurs at FCJMTC and is protected under the Bald and Golden Eagle Protection Act (BGEPA) and the Migratory Bird Treaty Act (MBTA).

(2) All land alteration activities, pesticide use, tree removal, prescribed burning, military smoke and obscurants within forested suitable habitat require consultation with the USFWS.

(3) Consultation with the USFWS is conducted by the Environmental Branch and must be completed before the requested activity.

d. Upon completion of training, all structures must be disassembled and restore the terrain to its natural state.

e. Training activities are limited to approved areas only.

f. Tracked vehicles will not perform neutral turns or use any paved or hard surfaced road.

g. Report POL leaks or spills to Range Control and Environmental Branch upon discovery. Refer to the CGTC Spill Prevention & Countermeasure Plan (Version 2.0, February 2004) for any additional guidance as necessary.

h. Field kitchens will dispose of waste water either at the site according to FM 21-10, Field Hygiene and Sanitation, page 107 (see Appendix D), or by returning the water to the Vinny Dump site for disposal in the waste water system. DPW will not dig gray water pits for field kitchens.

i. Do not bury or leave solid waste in any training/range area. Bag and transport solid waste to dumpsters in the Cantonment Area. Maximize the use of Vinny Dumpsters at all times.

j. Field latrines are not authorized.

k. Use of demolitions is limited to authorized demolition training ranges or approved construction project sites. The amount of explosives authorized on demolition ranges is outlined in FCJMTC 385-63-1.

l. Hazardous substances such as electrolyte, batteries, oil, lubricants, solvents, etc. is stored and disposed of by Unit Training and Equipment Site (UTES). Hazardous substances must be disposed of at the Hazardous Waste Lot. Contact the Environmental Branch for additional assistance if necessary.

m. For training exercises involving water purification, written approval of purification points must be obtained from Range Control and the Environmental Branch. The backwash water discharge resulting from these operations shall not be discharged to the surface water. The backwash shall be contained and taken to the Vinny Dump site for disposal into the wastewater system.

5-15. Cultural Resources. Requirements set forth in NEPA, the NHPA, ARPA, NAGPRA, AIRFA, 36 CFR § 79, EO 13007, EO 13175, and their implementing regulations, define the ARARNG's compliance responsibilities for management of cultural resources. DOD Instruction 4715.3 and Army Regulation (AR) 200-1 require installations to develop an Integrated Cultural Resources Management Plan (ICRMP) as an internal compliance and management tool that integrates the entirety of the cultural resources program with ongoing mission activities.

a. The majority of off-limits areas (i.e., cemeteries, cultural resources sites, hazardous areas, etc.) have been marked with siber stakes to prevent further damage to sensitive areas and avoid injury to military personnel and other individuals utilizing FCJMTC. Siber stakes are readily identifiable markers mounted on posts and marked with both reflective sheeting and thermal tape for 24-hour visibility.

b. Collecting artifacts, such as arrowheads and WWII items, is prohibited and a violation of federal law. If artifacts are found, leave them where found, mark the location, and report it to the Environmental Branch.

c. Natural resources management activities will be conducted in a way that ensures cultural resources protection (i.e., marking sites using a 50 meter buffer with flagging prior to ground disturbing activities, using siber stakes to mark protected areas and requiring dig permits for projects that disturb soil six inches or more in the Cantonment Area and 12 inches or more in the training areas.

5-16. Material Recycling Program (MRP). The MRP site is located at Building 2058 on the corner of First Avenue and Fort Smith Boulevard 479-484-2705. The MRP is available to assist in the disposal of recyclable materials. The following is a list of recyclable materials Recycling handles.

a. Cardboard: Break down and place in the green dumpsters only. If a green dumpster is required, contact the MRP.

b. Paper

(1) Old Corrugated Cardboard (OCC). It is not necessary to remove tape, labels, or staples from OCC. Remove any plastic, metal, wooden, or other items from inside cardboard boxes and flatten before submitting them for recycle.

(2) If necessary arrangements can be made for temporary placement of large Tri-Wall boxes and/or wire pallet baskets for the collection and storage of small, loose cardboard at the customer's location.

(3) Recycling presently has thirteen cardboard collection containers located where the most OCC is generated.

(4) Copy paper, plain paper, fax paper, letterhead, computer print-outs, typing paper, colored paper, shredded paper, manila folders and most other types of office paper can be recycled. Newspapers, slick inserts, magazines, manuals, carbonless forms, envelopes (window and non-window), junk mail, phone books and hard cover books. If you are unsure about the type of paper or whether it is recyclable, place it in the recycle bag and our MRP team will make that decision.

c. Metals

(1) Scrap Metal. All scrap metal, used conduit, appliances, washers, dryers, dish washers, etc., are accepted.

(2) Precious and semi-precious metals. All DFAC equipment, heating and air conditioning units, water fountains, communications wire, etc. may contain metals that bring a higher scrap price. These

need to be segregated from scrap metals. Contact Recycling if you need containers to segregate these items from scrap metal. Some precious and semi-precious metals include copper, aluminum, brass, stainless steel, zinc, etc.

d. Shipping Pallets (wood, metal or plastic)

- (1) Wood, plastic, or metal pallets are accepted.
- (2) Please remove all plastic and cardboard from pallets.
- (3) Recycling accepts drop offs or will come get them with prior coordination.

e. Wood

- (1) Wood used in construction projects may be reused or recycled into wood chips.
- (2) Old wood furniture may be reused or recycled into wood chips.
- (3) Wood scraps should be placed into the wood dumpster located in front of the wash point.

f. Aluminum Cans and Plastic Bottles

- (1) Plastic containers for these items have been placed in break areas around FCJMTC.
- (2) Number 1 PET only. (soft drink, water bottles)

g. Electronics

- (1) Computer monitors, printers, cellular phones, TV's, VCR's and radios are all accepted.

h. The following is a list of non-recyclable materials that the MRP currently does not handle.

- (1) Carbon Paper/Forms
- (2) Trash/Garbage
- (3) Binders
- (4) Tyvek (FedEx type envelopes)
- (5) Plastic
- (6) Rechargeable batteries

5-17. Engineer Troop Projects. Engineer units training at FCJMTC will coordinate projects with the DPW, Plans and Services Branch, Building 1389.

a. Projects may be selected from a standing list. A number of these projects are complete with drawings, estimates and bill of materials.

b. Projects requested are in addition to those listed on the standing list must be submitted in sufficient time to allow development of plans, estimates and bills of materials. Projects scheduled for Annual Training must be submitted NLT the date of the ATPC, projects scheduled for IDT weekends must be submitted NLT 180 days prior to scheduled start date.

c. Manpower and equipment utilization reports must be submitted for each project weekly to the DPW Plans and Services Branch. This information is included in the project completion report and total cost.

5-18. Field Operations and Environmental Protection. Units, tenants and activities will conduct training and field exercises in the FCJMTC ranges and maneuver area in a manner that recognizes and protects the environment.

a. Each unit training on FCJMTC must have an Environmental Officer (UECO). The Environmental Officer must coordinate with the Environmental Branch for the required in-processing packet. The packet must be completed and submitted to the Environmental Branch for approval 30 days prior to arrival at FCJMTC. The Environmental in-processing packet covers: Environmental Briefing, Unit Information Sheet, Environmental Briefing Certification Letter, Spill Contingency Plan and Refuel Plan.

b. An Environmental Account may be required to cover the cost of a hazardous material incident and/or excessive maneuver damages. If required, a MIPR must be sent to the Resource Management Office.

c. Commanders will ensure that measures are taken to prevent chemicals, fuels, oils, greases and other materials from entering streams, rivers and lakes. All spills of these materials will be reported to Range Control and the Environmental Branch immediately. A spill report must be submitted to the Environmental Branch within 24 hours.

d. Hazardous waste turn in and disposal must be in accordance with the ARARNG Hazardous Chemical & Waste Management SOP. Questions concerning these Policy Statements should be forwarded to the Environmental Compliance Manager 479-484-2355.

e. Used oils, solvents, battery acid, recycled materials, anti-freeze/coolant and other hazardous/non-hazardous materials can be turned-in to the Hazardous Waste Lot, Building 7050, 479-484-3229. Do not mix substances such as degreasing solvents, Mogas, JP-8, diesel or paint stripper with oil.

Information required for material turn-ins to Hazardous Waste Lot is:

- (1) NSN or manufacture and material part number
- (2) Item nomenclature
- (3) Safety Data Sheet

f. The approved cleaning solvent for weapons and equipment is Break Through. The 5-gallon NSN is 6850-01-378-0679 and the fifty-five gallon NSN is 6850-01-378-0666. All other solvents can be approved through the Environmental Branch.

g. MRE heaters must be activated, by filling with water, prior to disposal as common trash (see 5-11 (d)). Otherwise, MRE heaters must be turned in for disposal at the Hazardous Waste Lot as a Hazardous Waste.

h. Vehicles will only be washed in authorized wash racks. Fire hydrants will not be used. Civilian vehicles will NOT be washed at FCJMTC wash racks.

(1) All unused propellant increments generated at FCJMTC must be burned at the firing point, utilizing procedures outlined in applicable weapons manuals. (See paragraph 3-13, this SOP, for further guidance).

i. Live vegetation should not be used for camouflage. If live vegetation is used, it should be limited to herbaceous plants, and small trees and shrubs less than three inches in diameter. Camouflage netting is the preferred method for concealment. 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.

j. Application of pesticides is prohibited in training areas or bivouac sites with the exception of personal protection.

5-19. Signage. Units training at FCJMTC are encouraged to display unit signs with the following restrictions.

a. Units training at FCJMTC are encouraged to display unit signs with the following restrictions.

- (1) No larger than 3 x 5.
- (2) Do not obstruct vision of motor vehicles.
- (3) Do not attach to buildings, stair rails, utility poles, trees, etc.
- (4) Obtain an approved dig permit as required.

b. Exceptions to restrictions must be requested from the DPW no later than ten (10) working days prior to arrival. If the exception is granted, specific stipulations will be provided.

c. Violations will result in removal of the signage and the unit will be assessed the cost for all repairs/damages.

5-20. Refuse Collection/Removal.

a. Refuse collection is administered by the DPW, Building 1389 479-484-2510/2778. Fort Smith Sanitation provides the collection/removal service. If a POV is parked in a manner that does not allow the truck to load the dumpster, that dumpster will not be emptied until the next scheduled pick up. If

trash is piled over the rim of the dumpster, the truck will collect the dumpster. However, the driver will not pick up any refuse that has fallen out of the bin. That will be the responsibility of the unit.

b. Refuse collection points are provided at designated locations within the Cantonment Area and maneuver areas. The refuse collection is provided at no cost to military units training at FCJMTC.

c. All refuse is disposed of at a civilian landfill. Therefore, all household refuse must be bagged in trash bags and sealed. All cardboard boxes, crates, etc., must be broken down (flattened) and turned in at Recycling. (See 5-6 Materials Recycling Program, for recycling of pallets). All refuse will be placed within the refuse container. AT NO TIME will refuse be placed outside of any dumpster.

d. Refuse will be limited to common trash. No construction materials, pallets, tires, batteries, chemicals or other uncommon substance or items. If you're unsure if an item is common trash, contact the Hazardous Waste Manager or the Environmental Branch.

e. During the Annual Training period, refuse containers at dining facilities will be dumped once daily; all others will be dumped as required but not less than once every other day.

f. If refuse containers require servicing or additional containers* are required. Notify the DPW NCO, 479-484-2778. *Note: Additional refuse containers may be provided if available, additional containers are a reimbursable item from the requesting unit to FCJMTC.

g. Refuse Collection Points are:

(1) Maneuver area grid locations:

- (a) Butler's Knob 9205 0675
- (b) Engineer Lake 9825 0490
- (c) Oil Hill Road 9150 0365
- (d) Rattlesnake/Gin Creek 0320 9530
- (e) South Boundary Road 8335 0225
- (f) White Oak Ridge 9230 0045

(2) Cantonment Area:

- (a) Located along 3rd Avenue
- (b) At dining facilities (for dining facility use only)
- (c) Other various locations as required

h. Concertina found and recovered by training units will be placed outside of the refuse container located at grid 917037. The concertina must be wound into a spool and secured by wire. Concertina has special disposal requirements; therefore, DPW will dispose of this material.

NOTE: Burning, burying or dumping of garbage, refuse and rubbish is prohibited and offenders are subject to state and federal fines. Please utilize the refuse containers.

5-21. Grounds Maintenance.

a. All hand mowing or trimming on ranges and training areas will be accomplished by DPW.

b. Application of herbicides is prohibited, unless authorized by the DPW and the Environmental Branch.

c. Assigned areas for police of grounds will include buildings, motor pools/parks, parking lots, storage areas, etc. Range/Training areas will be assigned for police call by the Range Control Officer or his designated representative. If the assigned police area is fenced, the area of responsibility will include the fence and 15 feet outside the fence. Parking lots will be maintained 15 feet outside the parking perimeter. Any area surrounded by concertina wire will be maintained 15 feet outside the wire by the using unit.

d. Policing of grounds. All paper, trash, rubble, debris, etc., will be picked up on a daily basis and placed in dumpster containers.

e. Disposal of material. Any paper, trash, grass clippings, leaves, small limbs, debris, etc., will be placed in a dumpster container. Large limbs or larger material will be stacked on the street shoulder and Facility Manager notified by the user for pick-up.

f. Policing around dumpster containers will be the responsibility of the unit assigned to the facility adjacent to the dumpster. All trash and debris will be picked up from within 30 feet of the dumpster. No trash or debris will be stacked on top of, or left outside of a dumpster. All dumpsters are emptied on a regular basis; however, if the dumpster container is full, the DPW should be contacted for emptying. A full dumpster will not be an excuse for stacking trash outside or around the dumpster. Do not park vehicles in a manner that will block the dumpster from being emptied.

g. All policing on the range will be the responsibility of the user. Training areas and ranges will be policed immediately after use.

Chapter 6

Resource Management

6-1. Scope.

The Resource Management Office is responsible to the Commander concerning the FCJMTC overall fiscal management program, and develops and implements policies, procedures, guidelines and regulations pertaining to fiscal management, including pre-planning, budgeting, programming, funds allocation, procurement, commercial accounts management, accounting, internal controls, auditing and reporting.

6-2. References.

- a. AR 37-1
- b. DFAS Regulation 37-1
- c. NGB Pam (AR) 37-1
- d. OMD PFO Pam 37-100
- e. NGR 5-1/ANGI 63-101
- f. Army National Guard Master Cooperative Agreement

7-3. Cost for Use of the Training Center.

a. Units training at FCJMTC are required to reimburse the ARARNG FCJMTC for expenses incurred as a result of training. This will normally be accomplished through the use of a DD Form 448, MIPR. Training units will submit MIPR's for their training requirements 60 days prior to arrival at FCJMTC IAW ARARNG Reg 37-1, Chapter 6. Copies are available upon request by contacting the Resource Management Office 479-484-2610 or DSN: 962-2610. Call for email address.

b. MIPR's will be addressed to the USP&FO for Arkansas, but delivered to:

Fort Chaffee Joint Maneuver Training Center
ATTN: CMTC-RM,
Building 1370, Fort Smith Boulevard
Fort Chaffee, Arkansas 72905-1370

c. Separate MIPR's are required as follows:

(1) Class I. Requires a Direct Fund Cite MIPR to cover food cost, (does not include ice).

Coordinate through the LOG at DSN 962-3115/3117 or Commercial 479-484-3115/3117.

(2) Other Costs. May require a MIPR for reimbursable support provided.

d. Environmental and Maneuver Damage Deposits. In most instances, deposits are not required, however, they could be required depending upon the type of training or equipment the unit will be

utilizing (i.e. track/armor). Deposits are used to cover any extraordinary damage or clean-up requirements incurred as result of training.

e. Ranges, Training Facilities and Training Areas. Units utilizing ranges, training facilities and training areas are required to reimburse FCJMTC for Identifiable Direct Cost (IDC) for operations, sustainment and maintenance above baseline level of service. Upon approval of training request, RM will forward estimates to using unit. Reimbursement will be made via MIPR by all DOD components and via check or money order, for all non-DOD components, made payable to U. S. Treasury Department and mailed to FCJMTC, ATTN: Resource Manager, Building 1370, Fort Chaffee, Arkansas 72905-5000.

f. The Resource Management Section will record information, track, and forward the acceptance memorandum to USP&FO for Arkansas. The USP&FO will process the MIPR and prepare a DD Form 448-2, acceptance of MIPR, they will send the acceptance to the unit and a copy to the Resource Manager.

MIPR PROCEDURE

Address MIPR To: USP&FO For Arkansas
ATTN: GOR, Michelle Wilson
Camp Robinson
North Little Rock, Arkansas 72199-9600

Send MIPR To: Fort Chaffee Joint Maneuver Training Center
ATTN: CMTC-RM,
Building 1370, Fort Smith Boulevard
Fort Chaffee, Arkansas 72905-5000

6-4. Verification of Charges.

Each organization should verify charges and costs of training with the Resource Manager.

Appendix A – Submission Timeline

ITEM	WHEN DUE
Engineer Troop Projects Material Request	ATPC or 180 days prior to Project
Ammunition Forecast	120 days prior to use, DCSLOG-SS, CJTR
Military Interdepartmental Purchase Request (MIPR)	60 days prior to arrival at FCJMTC
Fuel Key Account Information	60 days prior to training
Ammunition Request (DA Form 581)	45 days prior to training
Aircraft Arrival (Supporting)	30 days prior to arrival
Environmental Documents	NLT 30 days prior to arrival
Excavation (Dig) Permits	15 days prior to digging
Signature Cards	Upon arrival of ADVON
Building/Facilities Turn-in Coordination	5 days prior to Activity
Work Order Requests	As Required

Appendix B – Dig Permit

FCMTC TRAINING AREA EXCAVATION PERMIT #			DATE:	
WORK ORDER NO.				
1. CLEARANCE IS REQUESTED TO PROCEED WITH EXCAVATION AT, GRID COORDINATES _____, _____, _____, _____, _____, _____, _____, _____, _____. PROVIDE 1:50,000 OVERLAY INDICATING REQUESTED DIG LOCATIONS. AND WORK ORDER NO.				
2. TYPE OF GROUND DISTURBANCE ACTIVITY _____			Mechanical: Y N	
			Manual: Y N	
A. FIGHTING POSITIONS PERSONNEL:	B. Fighting Positions Vehicle/Type:	B. BURIED LAND MINES	C. BURIED COMMUNICATION LINES	D. FIRING POSITIONS Type WPN _____
E. KITCHEN SUMPS	F. TANK DITCHES	G. TROOP PROJECT	H. CONCERTINA WITH PICKETTS OBSTACLE	I. OTHER (List)
3. INSTRUCTIONS: The FORT CHAFFEE TRAINING AREA EXCAVATION PERMIT is used for any excavation that may disrupt vehicular traffic flow, base utility services, access for fire trucks, or routine activities of the installation. This form is used to coordinate the required excavation with key post activities and keep training activities delay to a minimum. This permit is used to ensure that cultural, historical, and environmental concerns are adequately addressed. It is also used to identify potentially hazardous work conditions in an attempt to prevent accidents. The permit clearance request is processed prior to the start of work. If delays are encountered and the conditions at the job site change (or may have changed) this work clearance request must be reprocessed. The original dig permit will be turned in to the Work Order Section, Building 2052, after the unit has completed approved/inspected closure of all excavations. NOTE: NO DIGGING, CUTTING, OR ALTERING OF ROADS OR TANK TRAILS, WITHOUT THE WRITTEN CONSENT OF THE FCMTC FACILITY ENGINEER.				
4. Requesting official's Printed or Typed name			5. Dates clearance requested: DTG (Date Time Group) From _____ Through _____	
6. REQUESTING OFFICIAL'S SIGNATURE		7. PHONE NUMBER	8. ORGANIZATION OR UNIT	
9. CLEARANCE / REVIEW				
ORGANIZATION	REMARKS	REVIEWER'S NAME & INITIALS		
DOIM Bldg. # 1321 Phone # (479) 484-2040	LOCATE REQUIRED _____ DATE: _____	OPEN		
ENVIRONMENTAL Bldg. # 1370 Phone # (479) 484-2226	SECTION 106 CLEARED _____ DATE: _____	OPEN		
RANGE CONTROL Bldg. # 7102 Phone # (479) 484-2272		OPEN		
		CLOSE		
CONTRACT: Bldg. # 1389 Yes ___ Signature _____; Phone: # (479) 484-2951 No ___				
REQUESTED CLEARANCE IS () APPROVED () DISAPPROVED DATE: _____.				
SIGNATURE OF APPROVING OFFICER (CMTC-OPS, Bldg. 1370): _____.				
SIGNATURE OF APPROVING OFFICER (CMTC-EN, Bldg. 1389): _____.				
COMMENTS:				
DIST: (WHEN APPLICABLE) CMTC-FE-R&G CMTC-PSB/FIRE DEPT.		* NOTE: FOR MECHANICAL EXCAVATION		SEE REVERSE SIDE OF FORM FOR ADDITIONAL INFORMATION, AND REQUIREMENTS

Appendix C – Work Order Request AG AR FORM 5-27

WORK ORDER REQUEST					
SECTION I					
1. REQUESTOR:		2. SITE OF WORK:			
3. WORK REQUESTED:					
3a. JUSTIFICATION:					
3b. PROBLEM:					
3c. EVALUATION:					
3d. WORK REQUIRED:					
4. CONTACT		5. TELEPHONE NO:		6. AUTHORIZED SIGNATURE	
				DATE:	
SECTION II					
7. DATE			8. WORK ORDER REQUEST NO.		
9. ACTION			10a ESTIMATED COST		10b ACTUAL COST
APPROVED DISAPPROVED			LABOR \$		LABOR \$
			MATERIAL\$		MATERIAL\$
SIGNATURE:			EQUIP \$		EQUIP \$
SELF HELP:			11. IF FEDERAL SUPPORTED-INDICATED PROPER SAC ACCOUNT:		
POST ENGINEER:					
ENVIR. REVIEW: Y N			12. STATE PURCHASE NO:		
REAL PROP REVIEW: Y N					
13. REMARKS: NEW CONSTRUCTION			MAINTENANCE,REPAIR,REPLACE		
SECTION III					
14	HOURS	LABOR	MATERIAL	TOTAL	15. I HAVE VERIFIED MATERIALS USED AND
SECTION	WORKED	COST	COST	COST	INSPECTED WORK PERFORMED
					(signature)
					(date)
TOTAL					PROJECT TOTAL: \$
16. REVIEW APPROVAL IF GRAND TOTAL EXCEEDS ESTIMATED TOTAL COST:					
17. COST FOR LABOR AND/OR MATERIALS CAN NOT EXCEED 10% OF ORIGINAL ESTIMATE. IF 10% IS EXCEEDED RESUBMISSION OF WORK ORDER IS REQUIRED.					
COMMENTS:					
DATE:		REVIEWED BY:			

Appendix E – Annual Training In-processing / Out-processing

DEPARTMENT OF THE ARMY
Fort Chaffee Joint Maneuver Training Center
Building 1370
Fort Chaffee, Arkansas 72905-5000

NGAR-CTC-OP

01 Feb 2019

MEMORANDUM FOR UNIT COMMANDERS

SUBJECT: IN-PROCESSING ORIENTATION

1. **GENERAL:** This is an outline of essential items required for units training at Fort Chaffee (FCJMTC).
2. **DA FORM 1687, notice of delegation of authority:** The DA Form 1687 will be used to request and/or receipt for all property listed in AR 710-2, paragraph 2-5e, Class VII, ammunition, housing, etc. An Assumption of Command memo is also required with the DA Form 1687.
3. **ADVANCE PARTY:** Your first and last stop will be Operations Division, building 1370. Upon arrival, you should have the following in your possession:
 - a. **DA FORM 1687:** A current signature card for each section from which equipment, buildings, supplies, etc., are to be drawn, or training support is required.
 - b. **Assumption of Command memo** for each section from which equipment, buildings, supplies, etc., are to be drawn, or training support is required.
4. **UNIT INFORMATION SHEET:** The Unit Information Sheet should be completed and returned via email, to Operations Division (charlotte.j.harper.civ@mail.mil) prior to arrival.
5. **REFERENCE MATERIAL:** FCJMTC SOP's and Regulations are not included in the packet, but are available on AKO and in the RFMSS library.
6. **PRE EXECUTION REQUIREMENTS:**
 - a. **FUEL FORECAST:** 90 days prior to unit arrival via direct coordination with Logistics.
 - b. **ENVIRONMENTAL IN-PROCESSING:** 30 days prior to arrival unit must complete the online ENV In-Processing brief and paperwork and return via email to Gerald.w.francis2.nfg@ail.mil .
 - c. **RANGE BRIEFS:** Prior to arrival, unit must direct coordinate with Range Control for date/time of range safety briefs.

d. CONOPS: 5 days in advance of any non-standard event.

7. INSTALLATION CLEARANCE: The Final Clearance Form will be utilized for clearing Post. All activities listed on the form must be cleared prior to final out processing with Operations. An out processing synchronization meeting will occur during the second week of AT IOT sync times and individuals responsible for clearing. A representative from the S3 and S4 shops are required to attend.

Date/time: _____ Location: _____

11. AFTER ACTION REVIEW: The After Action Review is your opportunity to tell us what we did right or wrong in providing support to your unit.

12. OTHER:

a. SUPPORT REQUESTS: All requests for non-standard use of facilities, resources, and space in the cantonment area must be routed through Operations.

b. RANGE CONTROL DAILY COORDINATION MEETING: Units conducting training of any type, in the tactical training areas (all areas east of First Avenue or North of Hwy 22), are required to attend the daily Range Control coordination meeting at Building 7105, 0900 hours. As a minimum the following personnel from units will attend; Brigade and Battalion Operations/S3 or Operations NCO, Separate Company or Battery, the Company/Battery Executive Officer or Operations NCO will attend, this includes units conducting OPFOR operations.

13. Point of contact is Ms. Charlotte Harper at 479-484-2121 or DSN 962-2121.

MARK MCQUIRE
COL, AR ARNG
Commanding

Annual Training In-Processing
Unit Information

Unit: _____

COMMANDER: _____

NCOIC: _____

RED CROSS POC: _____

	Name	24 hr Phone #
SAFETY OFFICER: _____	Name	24 hr Phone #

Representative	Position	Phone #

BUILDING ASSIGNMENTS:

Type	Building #	Phone #
BDE HQs	_____	_____
BN HQs	_____	_____
CO HQs	_____	_____

NOTES:

FCJMTC ANNUAL TRAINING FINAL CLEARANCE FORM

Date: _____

Unit: _____

Point of Contact/Phone#: _____

Normal duty hours are 0700-1530, Monday-Friday. If clearing must occur after normal duty hours, please coordinate with respective sections and Operations for final clearance.

Units must report to and receive clearance from each section prior to final clearance from Operations Division. Units must clear Dig Permits before clearing environmental or range control.

Representative Signature for Clearance

Ammo Supply Point / Bldg 6275

Logistics Division / Bldg 7047

Housing/Billeting / Bldg 1318

Safety Department / Bldg 1368

Range Control / Bldg 7104

Environmental / Bldg 1370

Training Support Center (TSC) / Bldg 2564

Dig Permits / Bldg 1389

I understand this clearance does not relieve the unit of any pecuniary liability for Government property which has been or may be raised on a report of survey or report of board of officers in lieu of report of survey.

Final Clearance is granted by -

Signature of Unit Representative

Operations Division / Bldg 1370

FCJMTC ANNUAL TRAINING AFTER ACTION REPORT

Date: _____

UNIT: _____

UNIT ADDRESS: _____

UNIT HOME PHONE #'s: _____

POC: (OPTIONAL) _____

REMARKS:

SUGGESTIONS:

WHAT TYPE OF TRAINING FACILITIES WOULD YOU LIKE TO SEE AT FORT CHAFFEE?
