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TRAINING SUPPORT

Summary. This regulation provides policy governing training support provided by Army Support Activity (ASA), Joint Base Langley-Eustis - Fort Eustis (JBLE-FE). Policies contained in this regulation align with doctrine for training management established in AR 350-1, Army Doctrine Publication 7-0, and Headquarters, Department of the Army (DA), G3/5/7 Executive Order (EXORD) 360-8, and establishment of the Training Support System (TSS) – Enterprise (TSS-E). This publication is in support of all supported and non-supported Active and Reserve component units utilizing JBLE-FE. This publication does not address those training programs associated with Initial Military Training (IMT) except where IMT integrates training support into the conduct of IMT.

Applicability. This regulation applies to all organizations conducting training at JBLE-FE.

Supplementation. Supplementation of this regulation is prohibited without prior approval of the Commander, Army Support Activity, JBLE-FE.

Suggested improvements. The proponent of this regulation is the Training Division, ASA, and JBLE-FE, Virginia. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to: Chief, Training Division, IMEV-PLT, Building 2432 Mulberry Island Road, Fort Eustis, VA 23604. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is only available in electronic format on the JBLE-FE ASA homepage at <http://www.jble.af.mil/units/armyunits/armysupportactivityforteustis.asp>

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Chapter 1 Introduction

1-1. General. This regulation provides guidance, standards, procedures, and requirements for training support at JBLE-FE. It serves as a guide to the installation's training support management system, which prescribes management guidelines for utilization of the JBLE-FE Range and Training Complex to include live fire ranges, training land, training facilities, those training enablers supporting training (ammunition management, training support, and service school requirements) managed by the Training Division, ASA and the Training Support Center (TSC), Standard DA training requirements per Army Regulation (AR) 350-1 are not provided (see AR 350-1 for specific annual requirements).

1-2. References. Appendix A contains the required and related publications.

1-3. Explanation of abbreviations and terms. See Glossary.

Chapter 2 Responsibilities

2-1. General. A training management program ensures that good training is executed. It is a system that allows time, personnel, equipment, and resources to come together. Training assets and resources will be managed as established by doctrine outlined in ADP 7-0, Training Units and Developing Leaders.

2-2. Training Division, ASA

- a. Training Division as the Army component in support of Senior Commander Army Element, Commander ASA and Army Mission Commanders' training support requirements, is the responsible office for non-institutional training management under the auspice of the TSS-E and the components of Sustainable Range Program (SRP), Integrated Training Area Management (ITAM) and selective Soldier Training Support Program (STSP) and gaming systems. Training Division provides support for other Training Enablers required by supported and non-supported units (ammunition management, and service schools). Training Division provides direct training support to all active and reserve Army supported organizations on JBLE-FE, non-supported DA and Department of Defense (DOD) organizations within Southeastern Virginia and other non-supported DOD organizations outside of Southeastern Virginia.
- b. Manages the range and training complex consisting of five (5) small arms ranges, twenty-six (26) training areas and six (6) training facilities. In-conjunction with the TSC supports the use of other TSS programs under the management of the TSC.
- c. Manages the Range Facility Management Support System (RFMSS) for training reservations on JBLE-FE.
- d. Manages the installation ammunition program providing direct oversight of Installation Management Command (IMCOM) and Training and Doctrine Command (TRADOC) accounts and validation of all other Army Commands' (ACOMs) training ammunition accounts in coordination with (ICW) ACOM Ammunition Managers. The Installation Ammunition Manager authenticates all requests for issuance of ammunition through the Total Ammunition Management Information System (TAMIS).
- e. Conducts selective courses to include the monthly Explosive Driver's Course and weekly Range Facility Management Support System (RFMSS) and Range Certification Course. Assists in the coordination for the Ammo-62 and TAMIS certification course.
- f. Manages the Army Training Requirements and Resource System (ATRRS) for all Professional Military Education (PME) courses. This includes courses conducted in the Officer Education System (OES), the Warrant Officer Education System (WOES), the Non-Commissioned Officer Education System (NCOES) and Warrior Leadership Course (WLC) and other requirements programmed under the approved management assigned by Headquarters, TRADOC and Headquarters, IMCOM.

- g. Provides civilian training management oversight for ASA personnel under IMCOM Regulation 350-10.
- h. Develops and receives submission approval on the annual update to the Range Complex Master Plan (RCMP). This plan incorporates all operational and Military Construction requirements for the SRP/ITAM programs to include budget year and POM year requirements based on Commander, ASA training goals, Mission Commander (MC) requirements and Training Division's requirements. This plan further identifies those restrictions impacting the training support mission.

2-3. Training Support Center (TSC), ASA

- a. Is the Army component in support of Senior Commander Army Element, Commander ASA and Army Mission Commanders' training support requirements, responsible for the overall training support for installation level STSP simulations, simulators, gaming systems and non-TSS training systems.
- b. Coordinates the reservations and use of the High Mobility Multipurpose Wheeled Vehicle (HMWV) Egress Assistance Trainer (HEAT), the Engagement Skills Trainer 2000 (EST 2000) and the Virtual Battle-Space 3 (VBS3) facilities via RFMSS.
- c. Conducts Instructor/Operator (I/O) certification on a monthly basis.

2-4 Major Subordinate Commands (MSC) and Subordinate Units

- a. Provides annual TSS requirements.
- b. Adheres to all directives as provided in this regulation.
- c. Provides funding, when applicable, for overtime requirements in support of mission requirements (See Chapter 6 for procedures). Live fire range operations requiring overtime in support of supported commands is funded via range operations funding. Overtime for EST 2000 support is no longer supported. Non-supported activities are now required to fund for the utilization of live fire ranges and selective training facilities. Upon tentative approval of RFMSS reservations funding estimate will be provided via RFMSS email for either Military Interdepartmental Purchase Request (MIPR) or General Fund Enterprise Business Systems (GFEBS) reimbursement. Upon notification of receipt of funding Range Scheduling will finalize reservation. No overtime support will be provided for RC billeting support all support will be provided during normal duty week.
- d. Provides annual Total Army Centralized Individual Training Solicitation (TACITS) requirements.

Chapter 3 Training Division

3-1. General. This chapter establishes policy, procedures, and responsibilities for training support requirements to include: Army Service Schools, Range and Training Complex facilities on JBLE-FE. It applies to all supported staff offices, commanders on JBLE-FE and to non-supported DOD and DA organizations.

3-2. Training Support Functions

- a. Functional Courses
 - (1) Explosive Driver's Course. Names of personnel are required for reservation and will be submitted by unit S3/TNG Section no later than (NLT) 14 days prior to start date. Minimum class size is 5 and maximum class size is 35 personnel. 7th Transportation Brigade (Expeditionary) will have 17 seats per class; all other supported activities requests will be on a first come first served basis. Inside of 14 days, all unfilled seats are open for reservation. Personnel substitution of approved reservations will be accepted up to 24 hours prior to class start date. Class start time is 0800 hours for all course dates. Point of Contact (POC) is the Installation Ammunition Manager at 757-878-4412 ext. 232.

- (2) Total Ammunition Management Information System (TAMIS). Names of personnel to be trained will be provided by unit S3/TNG Section NLT 14 days prior to start date. Minimum class size is 5 personnel, maximum size is 12 personnel. Start time is 0900 daily. POC is the Installation Ammunition Manager at 757-878-7324.
- (3) Army Training Requirement and Resource System (ATRRS). As required unit S-3 will provide name(s) of personnel to be trained. POC is Installation ATRRS Manager at 757-878-7324.
- (4) Range Facility Management Support System (RFMSS). Conducted every Wednesday starting at 0900. Contact Range Scheduling at 878-7404 or 7405 for additional information.
- (5) Range Certification Course. Units conducting training at JBLE-FE are required to have certified Range Officer-in-Charge (OIC) and Range Safety Officers (RSO). OIC/RSO certification is conducted every Friday at 0900 at building 2432 Mulberry Island Road. Contact Range Operations at 757-878-7404 or 7342 for reservations.

3-3. Schools

- a. General. Institutional training is a critical resource, which has a key role in the training program at JBLE-FE. Soldiers grow professionally and personally by attending military schools. It is imperative that Soldiers be allowed the opportunity to attend schools to further broaden their leadership skills and to increase their technical and tactical expertise.
- b. Training Division has overall responsibility for the Army military schools program on JBLE-FE under quota management provided by HQ, TRADOC and HQ, IMCOM; Training Division is responsible for planning, coordinating, and managing the installation Service School Program in order to support the training needs of all military and civilian personnel.
- c. Policy. Only qualified personnel are selected for school training. The number of personnel selected is kept within programmed and budgeted limits.
 - (1) Training Division is the approving authority for all individual school applications submitted by military and civilian employees for Army service schools and DOD courses utilizing the Training Division approved quota management from HQ, TRADOC and HQ, IMCOM for respective Commands' personnel. Additional course requirements supporting other ACOM activities must have an approved ACOM quota to support reservation requests.
 - (2) See DA PAM 351-4, Army Formal Schools Catalog for information on service school instructions and courses offered by other agencies for the DOD. For class numbers and dates see the ATRRS homepage at www.ATRRS.army.mil
- d. Civilian Education System (CES). Effective January 2007, DA instituted the CES. CES provides eight (8) levels of Civilian development: Foundation Course, Basic Course, Intermediate Course, Advance Course, and Continuing Education for Senior Leaders: Action Officers Development Course, Supervisors Development Course and Managers Development Course. The method of delivery is distributed learning (DL), resident instruction or blended learning; a mixture of both DL and resident instruction. Funding: Most permanent Army Civilians are centrally funded – the Army pays for your tuition, travel and per diem. Military, and term and temporary civilian employees may attend these courses, but the course funding is a unit responsibility.
 - (1) Supervisors Development Course. Per ALARACT 250/2011, Mandatory Supervisor Training for all Supervisors. Effective fiscal year (FY) 12 all supervisors (Military and Army Civilian) of Army Civilians are required to complete this course. New supervisors must take this course within one (1) year of appointment to a supervisor position. Current supervisors must have refresher training every three (3) years.

e. Responsibilities

(1) Supported Mission Commanders and ASA staff

- a. Program in advance the annual requirements for individual training in consonance with organization training plans and/or anticipated personnel requirements. Provide input by the annual suspense date on the TACITS – normally 15 Apr of each FY.
- b. Ensure that personnel meet prerequisites and necessary waivers are requested (including any required security clearances).
- c. Submit requests for course quota on ATRRS School Request Worksheet NLT forty-five (45) days prior to the course start date.
- d. If waivers are not granted, submit request for relief of approved or allocated quotas or provide a substitute candidate through the chain of command to this headquarters, ATTN: Training Division (IMEV-PLT), by the suspense dates outlined in each agency's schedule of classes and "nomination due date. Receipt of waivers/deferments for approved reservations must be received by the Human Resource Command NLT seventy-two (72) hours prior to the course start date. Memorandums must be signed by the first 06 (Colonel) in the chain-of-command.

(2) Training Division

- a. Evaluate individual applications and obtain approval or disapproval from Department of the Army.
- b. Monitor approval/disapproval requests for relief of approved or allocated quotas.
- c. Conduct annual TACITS for JBLE-FE and input solicitation results into the ATRRS database.
- d. Coordinate with the Resource Management Office (RMO), ASA on Military Training Special Allotments (MTSA) funding allocations for IMCOM employees and other supported organizations.
- e. As requested by MC solicits other installations/schools/ACOMs for quotas when JBLE-FE quotas are completed or not provided for service schools.

(3) Security Branch, 633d Air Base Wing (ABW) will furnish verification of security clearances upon request to the schools.

3-4. Safety

- a. General. Safety must always be every Soldier's number one priority. Safety briefings must be a daily occurrence and stressed during periods of high-risk training. No mission is more important than the safety of our Soldiers.
- b. Risk management is a process the commanders use to assist them in assessing and controlling the risks associated with an Army mission or operation. Leaders at all levels must be aware of how to integrate risk management into troop leading procedures when coordinating any mission.
- c. Commanders must complete a risk management matrix before any mission. Extremely high-risk training for supported Army Component units requires the approval of the Senior Commander Army Element, JBLE-FE (DCG-IMT); non-supported Army units extremely high-risk training will be as directed by the Chain-of-Command; high-risk training requires the approval of the of the first 06/civilian equivalent in the Chain-of-Command; moderate-risk training requires the approval of the first 05 or equivalent level commander/director in the Chain-of-Command; and low-risk training requires the approval by the unit or organization level commander, director, or chief. Training will be reengineered when the apparent risk becomes too high for effective training.

- d. Range Operations maintains generic risk assessments for all ranges, training areas and installation level training facilities. These are available in the RFMSS library for units to use and adjust for their applicable training requirements. All units training on JBLE-FE will have a completed risk assessment matrix signed by the appropriate commander or acting commander on hand during all training and provide this to appropriate Training Division activity supporting the training.
- e. Unit leaders must be aware of environmental situations that might require curtailment or changes to training. Severe weather can cause adjustments to on-going or anticipated training. Adjustments to training and uniform wear will be per JBLE-FE Comprehensive Emergency Management Plan 10-2 or other JBLE-FE Installation Operations Center severe weather notifications.
- f. All Serious Incidents will be reported to Range Operations at 757-878-7404, and the 733 Security Forces Squadron at 757-878-4555.
- g. Due to the nature of some weapon training systems used with the Range and Training Complex, unit personnel must be aware of the following information when using Multiple Integrated Laser Engagement System (MILES), the EST 2000 and other laser targetry systems:
 - (1) Laser Safety IAW FM 22-3-9 A-15. The lasers used in the simulated weapons meet American National Standards Institute (ANSI) standard Z136.1-1993 Class I Standards for single pulse power. This classification is commonly referred to by the industry rating of “eye-safe”. However, even “eye-safe” lasers may be dangerous under extraordinary circumstances.
 - (2) To ensure personnel safety, weapon handlers should not stare directly down a simulated weapon’s muzzle. Serious eye injury could result if a laser malfunctioned while a user was staring into the weapon’s muzzle.
 - (3) **WARNING: LASER LIGHT IS USED IN THE OPERATION OF THIS EQUIPMENT. INJURY MAY RESULT IF PERSONNEL FAIL TO OBSERVE SAFETY PRECAUTIONS. NEVER STARE INTO THE LASER BEAM, LOOK DOWN THE BARREL OF THE SIMULATION WEAPON, OR DIRECTLY VIEW THE LASER BEAM WITH OPTICAL INSTRUMENTS. AVOID DIRECT EXPOSURE.**

3-5. Range Operations

- a. Reviews, approves, or rejects all reservation requests submitted by organizations.
- b. Notifies requesting organization via RFMSS e-mail of status of request.
- c. Mediates duplicate requests for areas.
- d. Assists units in utilizing the resources available through the Integrated Training Area Management (ITAM). ITAM will validate operational needs that might impact on the environment. Assistance can be requested by contacting the ITAM Coordinator at 757-878-7153.
- e. Provides support to JBLE-FE users with training area-mapping requirements through the ITAM SRP Geographic Information System (GIS) Support Contract. Under this contracted support, training area map requirements can be supported based on the need of the unit. Requests for maps or other GIS support should be submitted to the GIS Support Contractor at 757-878-7390.
- f. Manages range and training operations on the JBLE-FE complex.
- g. Approves all concepts of operations which would require reconfiguration of live fire ranges and training area facilities.

- h. See Chapter 4 for further guidance on range and training area requirements.

3-6. Scheduling. Scheduling can be made 365 days out, but confirmed reservations are dictated by priorities listed in paragraph 3-7, k.

- a. RFMSS is the DA standard reservation system used on JBLE-FE for all ranges, training areas (TA), and training facilities managed By Training Division. No other forms of reservation request will be supported by Training Division for reservations.
- b. Training Division manages the range and training complex at JBLE-FE. Training Division does not manage the RFMSS for utilization of training facilities at Joint Expeditionary Base Little Creek Fort Story (JEBLC/S). Contact N7 Training, Ranges, and Readiness Officer 757-422-7101 x 232 for JEBLC/S reservations.
- c. RFMSS users must continually access RFMSS for email confirmation from the Training Division RFMSS Scheduler. Normal approval/disapproval notification will be made within 24 hours of the reservation request.
- d. Reservation requests are not considered approval for use. It is the unit's responsibility to stay current on the request status up until day of training.
- e. For Army supported units on JBLE-FE, RFMSS is provided at the battalion S-3 only.
- f. Effective 1 October 2012 Reserve Component units are required to submit requests directly via RFMSS.
- g. All remaining authorized DOD units/users that are registered can access RFMSS via the website at <https://rfmss.belvoir.army.mil>. Select JBLE-FE for logon data.
- h. For RFMSS registration information contact the Range Scheduling office at 757-878-7404 or 7405: DSN 826-7404, 7405.
- i. All active component non-supported DOD units/agencies must contact the Training Support Specialist at 757-878-7342 or DSN 826-7342 prior to conducting or scheduling training on JBLE-FE.
- j. Requests for ranges, training areas and training facilities have various lead-times for submission. These lead-times and more specific information are provided below. Requests for exception to lead times need to be made to the Installation Range Operations Officer (ROO), IMEV-PLT, Bldg. 2432, JBLE-FE or 757-878-7155. These timeframes are minimum requirements and units requiring training support facilities will be supported on a case-by-case basis.
 - (1) Ranges - minimum of fourteen (14) days prior to start of training funds should be received by ASA Budget Office. ASA RM, ATTN: IMEV-RM (Gail Crutcher), 705 Washington Blvd., Fort Eustis, VA 23604. Ms. Crutcher can be reached @ CML: (757) 878-6070 or DSN: 826-6070.
 - (2) Over time - minimum of fourteen (14) days prior to start of training funds should be received by ASA budget office.
 - (3) Training Facilities/Devices – fourteen (14) days prior. All scheduling of ranges, training areas, and Facilities will be via RFMSS.
 - (4) Training areas not listed in paragraphs (1) – (3): requests must be received 24 hours prior.
- k. The following priorities are in effect for scheduling purposes on JBLE-FE. **NOTE: US ARMY SUPPORTED UNIT'S DEPLOYMENT TRAINING SUPERCEDES ALL OTHER PRIORITIES.** Every effort will be made to minimize impact on previous schedules when deployment requirements are made.

- (1) Greater than 90 days. All supported TRADOC institutional Program of Instruction (POI) organizations. This includes the Total Army Schools Systems (TASS) organizations conducting institutional training on JBLE-FE.
- (2) Less than 90 days but greater than 45 days. All Army supported units located on JBLE-FE have equal access and priority for requesting ranges, training areas and training facilities.
- (3) Less than 45 days. Training Division will reserve all agencies requests for ranges, training areas and facilities on a first-come, first-served basis. All reservations are locked and no bumping will occur.

3-8. Non-DOD Use of Ft Eustis Ranges, Training Areas and Facilities

- a. The 633d ABW Public Affairs (PA) administers the Community Relations Program and is the sole agency authorized to commit Army assets in support of community activities. The areas of responsibility extend to a 75-mile radius of the post with possible coverage extended beyond that radius on a case-by-case basis. PA POC can be reached at 757-878-4920.
- b. Use of facilities will be restricted to training areas and selected facilities (barracks, obstacle course, leadership reaction course).
- c. Use of live fire range facilities by civilian organizations is not authorized.
- d. Approval of these facilities listed above will be contingent upon the requesting organization having a military sponsor as the installation point of contact for the organization which will provide the necessary trainers to support the activity requested. The sponsoring activity will be responsible for adhering to all regulatory requirements to include this regulation, formulation of risk assessments and obtain liability waivers prior to the use of any training area or facility approved. Medical support must be provided by requesting organization or military sponsor organizations.
- e. All personnel using these facilities will have an approved ASA Legal Office liability statement signed by the participants or in the case of minors by the participants' parents prior to the use of the facility. These statements are available at range operations and the completed statements will be turned into Range Operations upon acceptance of the facility.

3-9. Preliminary Marksmanship Training/Weapons Qualification. The importance of individual marksmanship cannot be stressed enough. Soldiers must excel at marksmanship. There are no shortcuts to good marksmanship; the key is good preliminary marksmanship instruction (PMI).

- a. All Soldiers authorized individual weapons will qualify. FM 3-22.9 w.CH3, Rifle Marksmanship M16A1, M16A2/A2 and M4 Carbine, August 2008, is the primary guide for PMI.
- b. Units conducting weapons qualification will incorporate PMI as a pre-requisite to range qualification and will be included on units' training schedules.
- c. Standards. DA Pamphlet (Pam) 350-38, The Standards in Training Commission (STRAC) (www.atsc.army.mil) has evolved from a weapons based requirement to a unit based requirement. Commanders need to review this PAM to ensure validation of the DA Authorizations Requirement Tool (DAART) is accurate in TAMIS. Weapons qualification standards are clearly outlined in PAM 350-38 and other weapon systems field manuals (FM) Chapters 8 (Military Police) and Chapter 9 (Combat Service Support) are the prime chapters for JBLE-FE units. All AC/RC Army units assigned or supported by JBLE-FE will use the "with EST 2000" for validating ammunition requirements. Soldiers assigned to tables of distribution and allowances (TDA) organizations with no assigned weapons are exempt from qualification. However, Military Occupational Specialty (MOS) proficiency and individual Soldier readiness or Outside of Contiguous United States (OCONUS) deployment have dictated that Soldiers qualify.

- d. Familiarization firing is not authorized. (EST 2000 can be used for this purposes)
- e. Ammunition requirements for TRADOC Schools will be based on the TRADOC approved POI ammunition tables.

Chapter 4

Training Support Center

4-1. General. This chapter establishes policy, procedures, and responsibilities for Training Support Center (TSC) requirements. It applies to all supported staff offices, commanders on JBLE-FE and to non-supported DOD and DA organizations. The TSC is responsible for the overall training support for installation level Training Aids Devices Simulations and Simulators (TADSS) under Soldier Training Support Program (STSP) simulations, simulators, gaming systems and non-TSS training systems.

4-2. Training Support Center Functions.

- a. As the Installation TADSS Instructors, the TSC schedules and conducts monthly instructor/operator (I/O) Classes to establish operators on TADSS that require operators on Program of Record TADSS and Non-Program of Record TADSS. Units are required to ensure there are an adequate number of TADSS operators certified to operate Training Devices prior to the unit's scheduled training date. Operator's training is scheduled through RFMSS by the TSC Staff.
- b. Approves the RFMSS reservations and use of the Engagement Skills Trainer 2000 (EST 2000) facility, operators are required.
- c. Approves the RFMSS reservations and use of the HMMWV Egress Assistance Trainer (HEAT), operators are required.
- d. Approves the RFMSS reservations and the use of the Games for Training (GFT)-(VBS3).
- e. Operator's must be in the rank of Sergeant (E-5) above and must be listed on DA FORM 1687 with Assumption of Command Letter on file with the TSC, AR710-2-1.
- f. Battalion S-3s are responsible for requesting training through RFMSS.
- g. Facilities may be scheduled six months out.
- h. Units are responsible for checking the status of their requests.
- i. The scheduling priorities are as follows: 1. Deploying units, 2. Mobilizing units, 3. Schools, 4. Space available.
- j. Units wishing to cancel scheduled and approved training must do so no less than forty-eight hours prior to a scheduled training event. Cancellations less than forty-eight hours prior to training will automatically be a NO-SHOW. All cancellations must be done by the unit RFMSS operator.
- k. Contact the Training Support Officer (TSO) or TADSS Instructors at (757) 878-4519.

4-3. Responsibilities

TSO Managers:

- a. Manages and operates the EST 2000 and HEAT.
- b. Provides direct oversight of all Soldiers and units utilizing the facility to ensure the facility is operated in a safe and efficient manner.

- c. Primary manager interfacing with U.S. Army Training Support Center (ATSC), Program Executive Office for Simulation, Training and Instrumentation (PEO-STRI) for coordination of additional STSP systems required by MCs in support of training and deployment requirements.

Chapter 5

Ranges and Training Areas

5-1. General. This chapter prescribes local policies and procedures for access into the JBLE-FE Range and Training complex to include the testing of special weapons and demonstrations of all types. The following policies will be adhered to:

- a. All personnel in preparation for, conduct of, and post-event operations of any course of fire on JBLE-FE will adhere to all DOD, US Army, and local safety regulations.
- b. Personnel engaged in firing, using explosives including pyrotechnics (pyro), or operating ranges will adhere to AR 385-63 and DA PAM 385-63, field and technical manuals, and local standard operating procedures pertaining to the type of weapon and range in use.
- c. Ranges are “OFF LIMITS” to personnel not engaged in scheduled firing, operation, or inspection, unless clearance is obtained from the Installation Range Officer (IRO) or designated representative.
- d. The Range OIC, RSO and personnel concerned with operating or using any range, demonstration area, and/or location where utilization of weapon systems and/or weapon simulation systems is conducted will read and be thoroughly familiar with this regulation, instructions and applicable regulations that apply to the weapons which are utilized on the range.
- e. Range OICs and RSOs will be trained and certified in a Range Safety Certification Course conducted by Range Operations Branch in accordance with (IAW) AR 385-63 and DA PAM 385-63.
- f. A minimum of 10 firers on each range is required to use range facilities. Units not providing a minimum of 10 firers on each range will be rescheduled at a later date with another organization/activity. Reserve Component units may request an exception based on limited available training dates.
- g. Units must have appropriate FMs and Technical Manuals (TM) for all weapons being fired on-hand at the range.
- h. Privately-owned Vehicles (POV) are prohibited on all JBLE-FE ranges. Vehicles will not be permitted on ranges except in emergencies or when authorized by the IRO. Military and civilian vehicles may be parked only in authorized parking areas and off the grass. No military weapons or ammunition will be transported in POVs.
- i. Using explosives or demolitions is prohibited on JBLE-FE and in any waters within or surrounding the installation unless authorized by the IRO.
- j. When firing record fire, each firer must wear the proper uniform including: Hearing Protection, Kevlar, Load Bearing Equipment (LBE) and Individual Ballistic Armor (IBA) with all Small Arms Protective Inserts (SAPI) plates (if available). No other armor is required.

5-2. Responsibilities

- a. The Commander of using units will:
 - (1) Ensure all facilities within the Range and Training Complex are signed for by the unit prior to occupying or conducting training. Units that are found within the complex without proper

authorization will immediately have training stopped until the area is signed for. Units determined to not have a validated RFMSS reservation will vacate the location.

- (2) Ensure all personnel are familiar with and understand range procedures and safety requirements outlined in this regulation.
 - (3) Conduct a thorough risk assessment prior to the start of training, IAW DA regulations, this regulation and unit SOPs.
 - (4) Designate a range safety certified Range OIC and RSO for each range being conducted according to AR 385-63 and DA PAM 385-63.
 - (5) Ensure that all key personnel and leaders read, understand and comply with this regulation.
 - (6) Determine the unit's training requirements using DA PAM 350-38, AR 350-1 and other applicable training publications.
 - (7) Ensure weapons security procedures outlined in AR 190-11, Chapter 4 are complied with.
 - (8) Ensure the OIC appoints a knowledgeable ammunition handler IAW Chapter 3, AR 385-63.
 - (9) Assume responsibilities for facilities and equipment in the assigned training area/ranges, such as buildings, training cargo, portable latrines, and dumpsters.
 - (10) Ensure damage(s) caused by their units are reported to Range Operations immediately for repair.
 - (11) Before commencement of training exercises, ensure a thorough safety briefing is given to all personnel to include the use of blank ammunition and pyro, fire safety, water safety and vehicle operators' safety.
 - (12) Units failing to notify Range Scheduling office of cancellations of reservations will be removed from the RFMSS scheduling system after the third such failure. Units will be required to have the first O5 Lieutenant Colonel (LTC) in the Chain-of-Command request reactivation of RFMSS account.
 - (13) Once satisfied through training and testing that individuals are qualified to perform the duties of OIC and RSO of the firing unit, battalion/squadron commanders will forward those selected individuals names to Range Operations in a memo. Memo format is available by contacting Range Operations.
- b. The Range OIC is designated by the unit Commander as being responsible for the entire conduct of the range. Responsibilities of the Range OIC are outlined in AR 385-63, para 4-5. Prior to range operations the Range OIC will validate the following:
- (1) Be present on the range at all times and,
 - (2) Ensure that the unit is occupying the correct range.
 - (3) Ensure that a minimum of two means of communication exist between the range and range operations. (NOTE: If communications fail, cease firing, clear all weapons, and immediately restore communications). Firing on ranges will not take place without two means of communication between the range and range operations.
 - (4) Ensure firers have proper equipment to include, but not limited to the following:
 - a. One weapon with three magazines for each firer.
 - b. Brass deflectors for left handed firers are available if the unit is firing M16A1 rifles.

- c. Uniform consistent with safety and seasonal weather conditions.
 - d. Hearing protection and eye protection must be worn by all personnel on/near the firing line.
- (5) Ensure the following positions are assigned:
- a. Tower Operator.
 - b. Road guard to cover all normal approaches to danger areas, where required.
 - c. Ammunition breakdown supervision.
 - d. Assistant instructors/lane safeties. NOTE: Safeties will not use cell phones while the firing line is hot or while firers are on the firing line.
 - e. Aerial observers.
- (6) Ensure all Soldiers receive the Range Safety Briefing.
- (7) Ensure equipment required for running the range has been drawn from Range Operations technicians. Equipment includes:
- a. Red and white paddles,
 - b. Clearing rods, and
 - c. Paper targets if applicable (Ranges 1 cell 1, 2 & 3A).
- (8) Red Flag is raised on the flagpole immediately upon occupation, and throughout occupation of the range.
- (9) For night firing the red sign on the entrance yellow gate shall be visible to traffic when range is in a hot status, red blinking lights are located on top of the range towers and will be on throughout occupation of the range.
- (10) Adequate facilities for voice control of range (public address systems) are available and in working order.
- (11) A combat lifesaver or medic must be present on the range at all times while live fire is conducted, and while the unit occupies the range.
- a. The designated combat lifesaver or medic must have a complete aid bag and litter in order to perform this responsibilities.
 - b. The RSO will ensure that the combat lifesaver or medic knows the correct evacuation procedures and has a strip map to the medical treatment facility.
 - c. All operations where live or blank ammunition, to include pyro, is being used are required to have a medical evacuation vehicle that must be able to carry a litter with patient.
 - d. The combat lifesaver or medic and the designated evacuation driver will not hold any other duties throughout the training period.

- (12) Ammunition has been drawn from the Ammunition Supply Point (ASP). Ensure:
- a. Safety precautions outlined in AR 385-63 (Chapter 3), DA PAM 385-64 (Chapter 2, paragraph 2-9), and DA PAM 710-2-1 (Chapter 11) are implemented.
 - b. Handling procedures for specific types of ammunition are in TM 9-1300-200 and DA PAM 385-64. Ammunition will be placed only at designated ammunition points.
 - c. Only the quantity of ammunition required for immediate firing will be unpacked.
 - d. Smoking is permitted in designated areas only and will not be allowed within 60 feet of ammunition being stored, handled, or on the firing line.
 - e. Troop concentrations will not be within 200 feet of explosive ammunition storage or handling points.
 - f. Tampering, experimenting with, or altering ammunition, pyro, explosives, or their components is prohibited.
 - g. Perform ammunition container inspections before being disposed of to ensure they do not contain live rounds, powder increments, components, or brass.
 - h. Unit commanders will ensure only experienced or well-trained personnel are designated ammunition, explosive, and/or pyrotechnic handlers.
 - i. The OICs and RSOs will ensure ammunition, explosives, or their components do not remain in the hand of any individual except when engaged in training operations or actual firing.
 - j. An inspection for unexpended ammunition will be conducted before leaving the range, training areas or training facilities.
 - k. Overnight storage of ammunition, explosives, pyro, or their components on range is prohibited unless a unit occupies the range and adheres to all safety and security measures required in AR 385-64 and AR 190-11.
- (13) Ensure POVs are parked in designated areas only.
- (14) Ensure ranges are signed from Range Operations, Bldg. 2432 Mulberry Island Road, JBLE-FE.
- (15) Before accepting responsibility for any range, the OIC will inspect the area jointly with Range Operations personnel to determine the status of maintenance and police of the range. If deficiencies are not found, the OIC will accept the range at that time. If deficiencies are found, they will be brought to the attention of the Range Support Technician on site who will take corrective action immediately. However, if time does not permit range support to make corrections, and if such deficiencies do not constitute safety hazards or possible damage to equipment, Range Operations will authorize use of the range with the deficiencies noted and the Range Support Technician will accept full responsibility for corrections.
- (16) If the Range OIC fails to notify Range Operations of any deficiencies before using the range, he automatically accepts responsibility for any and all deficiencies. The using unit will be expected to correct these deficiencies even though his unit may not have caused them.
- (17) Major units may coordinate with range support to have the range officially cleared by their last using unit. Otherwise, each using unit will complete official clearance after training. When clearance cannot be completed the same day of training due to darkness or inclement weather, ranges will be ready for clearance not later than 0730 the following morning or earlier, depending on the range schedule for that

area. Range support will designate the clearance time for the next day, if necessary. Units will not leave the range before clearance. A sufficient detail will be left on the range to perform tasks deemed necessary by range support.

- (18) Failure to clear a range through range support will result in the forfeiture of all range privileges for that individual unit. Range privileges will be restored upon proper clearance of the range facilities.
- (19) Ensure permission is obtained from Range Operations to commence firing (Go Hot), prior to firing.
- c. The RSO is primarily responsible for the following safety observations and tasks prior to and during the conduct of the range.
 - (1) RSOs minimum rank is E-5 for small arms, machineguns, practice grenade ranges, chemical agent and smoke use, and field exercise use of simulators and trip flares. Personnel assigned as RSO will have no other duties during that period training.
 - (2) Receives range briefing from Range Operations on use of the Range Complex.
 - (3) Ensures unit is on the correct range as assigned by Range Operations.
 - (4) Ensures authorized ammunition is being used prior to going "hot"
 - (5) Ensures weapons are within the prescribed safety limits and verified.
 - (6) Danger zone is clear of all unauthorized personnel.
 - (7) Proper personnel protective equipment (PPE) is worn by personnel.
 - (8) Permission is received from Range Operations to commence training and live-fire operations.
 - (9) Prior to commencing live-fire operations, conducts final coordination with the OIC.
 - (10) Orders immediate cease-fire or check-fire when any unsafe condition occurs.
 - (11) Is physically present at the training site for as long as the unit occupies the site.
 - (12) Verifies upon completion of firing or firing order, to the OIC that all weapons and weapons systems are clear and safe before allowing removal of weapons from the firing area.
- d. The Supervisory Range Officer, Range Operations Branch, is designated as the Installation Range Officer and is responsible for:
 - (1) Overall management of the Range and Training Land Program (RTLTP) and as such is responsible for the overall execution of subordinate RTLTPs and for the overall range safety in accordance with AR 385-63 and DA PAM 385-63.
 - (2) Designating an on-site Installation Range Safety Officer (IRSO).
 - (3) Developing and publishing an installation Standard Operating Procedure (SOP)/range regulation.
 - (4) Implementing and developing range safety procedures in coordination with the 633d ABW Safety Office.
 - (5) Establishing, maintaining, and documenting safety certification procedures for unit range OIC/RSOs per AR 385-63/DA PAM 385-63.

- (6) Enforcing DA regulations and establishing local inspections pertaining to supervision of ammunition handling, storage, and turn-in ICW Installation Ammunition Manager and the Quality Assurance Specialist Ammunition Surveillance (QASAS).
 - (7) Programming for and scheduling attendance at DA level Range Safety Courses for all personnel within the Training Division requiring such training.
 - (8) Updating the Small Arms Range Safety Area (SARSA) ICW 1st Fighter Wing, Felker Army Airfield (FAAF) Manager, and the 633d ABW Safety Office.
 - (9) Updating as directed by HQ, IMCOM the RCMP integrating this plan with applicable 733 Civil Engineering Division (CED) master and environmental plans.
 - (10) Designating ranges/areas that are not known or suspected to contain unexploded ordnance (UXO) for hunting and other recreational activities. Control the movement of personnel so as not to interfere with the operational range training.
 - (11) Exercising oversight of unit range OIC and RSO training programs and serves as the authority on suspension or termination of OIC/RSO certification.
 - (12) Withdrawing or suspending installation training complex privileges from any person, organization, agency, or club that willfully violates the policies in this publication or local range regulations and procedures; or from any person whose ability or conduct is incompatible with the safe use of Government range structures and facilities.
 - (13) Maintain current maps and overlays of training complex impact area boundaries, danger zone diagrams, and ground hazards for dissemination of information to installation training complex users.
- e. The Installation Range Safety Officer is designated as the IRSO and is responsible for the following:
- (1) Acts as the primary live-fire subject matter expert (SME) on the installation for all weapon systems and explosives training.
 - (2) Ensuring ranges, surface danger zones (SDZs), parking areas, and smoking areas are properly designated and marked.
 - (3) Train and orient the unit range OIC and RSO on range procedures, policies, and safety requirements; to include contact numbers and evacuation procedures in the event personnel are injured. Conducts the Range Certification Course weekly or on an as needed basis.
 - (4) Monitoring fire indexes and notifies units when prolonged dry weather warrants canceling or limiting training. Coordinates with 733 CED/Civil Engineering Fire (CEF) for current fire index.
 - (5) Establishing procedures and coordinating for disposal of UXO and duds.
 - (6) Developing and maintaining all SDZs within the Range and Training Complex (RTC).
 - (7) Provides SME input concerning the safety of use of restricted airspace and/or SARSA in support of training events (live-fire and non-live-fire).
 - (8) Reports and investigates all accidents/incidents within the RTC to include ammunition malfunctions. Inputs as required into the 633d ABS Safety Office (Eustis) database the initial incident report.
 - (9) Evaluates the overall effectiveness of the Range Safety Program annually IAW AR 385-63.

- (10) On a weekly basis provides current firing schedule to the 633d ABW PA for publishing. Provides schedule of any training event impacting neighboring communities.
 - (11) Is the primary lead on range safety publications specific to weapons firing, including range SOPs.
 - (12) Reviews hearing conservation policies and procedures for live-fire training.
 - (13) Reviews deviation packet(s) and coordinates with submitting unit prior to submission to the Installation Range Officer and the Safety Office.
- f. Range Support Supervisor is responsible for all technical support as this pertains to the operation of all live fire ranges and range training facilities and is further responsible for the following:
- (1) Maintaining and policing all ranges and facilities, obtaining support from CED, Logistics Readiness Division (LRD) and Network Enterprise Center (NEC) on maintenance requirements.
 - (2) Conducts inspections of training activities ongoing in training areas.
 - (3) Conducts clearing inspections.
 - (4) Coordinates with units on special range or training concept of operations.
 - (5) Conducts of live fire ranges requiring technician support.
 - (6) Ensures all ranges, training areas and training facilities are prepared for operational requirements per RFMSS daily schedules.
- g. Supervisory Range Operations Officer is designated as the ROO and is responsible for the following:
- (1) Supports IRO in managing the day-to-day operations of the Range Branch.
 - (2) Disseminates Range SOPs for all installation range facilities and assets.
 - (3) Ensures the range schedule is coordinated with FAAF on a daily basis to de-conflict air space management. Range operations will notify FAAF tower daily on all hot and cold statuses.
 - (4) Assists IRO with managing range scheduling, range personnel, including Firing Desk operations, administration, information technology personnel, range maintenance, range technicians, and other management tasks.
 - (5) Coordinates with the Installation Ammunition Manager on ammunition usage and type expended on each range.
 - (6) Assists in Managing the development of SDZ deviations to augment training capabilities and ensure safe operation for all ranges.
 - (7) Ensures local news media publicizes dates/hours of firing and boundaries of live fire IAW AR 385-63.
 - (8) Assists in providing IRSO instructions to meet all regulatory requirements.
 - (9) Assists in the development of the RCMP, Installation Real Property Master Plan, and other future growth planning cycles.

- h. 633d ABW Safety Branch
 - (1) Provide the JBLE-FE ROO and IRSO with Safety-Grams, periodicals and messages pertaining to applicable training safety issues.
 - (2) Investigate accidents, incidents or injuries occurring at JBLE-FE training areas and ranges.
 - (3) Advise on all aspects of safety in training.
 - (4) Approves or disapproves suspending faulty ammunition when the Range Manager, Installation Ammunition Manager, QASAS or designated representative recommends the suspension of faulty ammunition,
 - (5) Assists LRD in disposing of items or evidence collected regarding accidents or malfunctions.
 - (6) Reviews surface danger zones dimensions and locations on all ranges.
 - (7) Reviews all range deviation requests and forwards to appropriate Army level for approval (DCG-IMT).
- i. 733 Civil Engineering Division
 - (1) Provides maintenance and improvement support for ranges, range buildings, range trails, range berms, impact areas and access trails as required via Sustainment, Restoration and Modernization (SRM) or via GFEBS Work Breakdown Structure (WBS) transaction based on submitted AF IMT 332, Base Civil Engineering Request.
 - (2) Provides engineering and design support for all range improvements and construction.
 - (3) Coordinates non-military construction (MILCON) with the Army Corps of Engineers (COE) project support.
- j. 733 CED/CEF
 - (4) Advises IRSO when dry weather presents a fire hazard and warrants closing of ranges.
 - (5) Provides daily category information during the period of 1 May – 30 Sep each or as warranted based on current weather conditions.
 - (6) Renders technical advice on fire control and actual fire-fighting procedures to the IRSO.
 - (7) Assumes direct and control of all fire-fighting activities when arriving at the scene.
- k. The Network Enterprise Center (NEC)
 - (1) Provide technical repair of phone lines and other communication lines within the Range and Training Complex to include activations of specific phone lines.
 - (2) Assign permanent frequency for the radio systems used in support of operations.
- l. The 733 LRD
 - (1) Provide a small arms technical assistant to the firing units when requested.
 - (2) In conjunction with the 633d Safety Office furnish instructions for the disposition of items or evidence collected regarding accidents or malfunctions.

5-3. Range Operations. Responsibilities of the Range OIC are outlined in AR 385-63, para 4-5. Additional requirements are as follows:

b. During firing, the Range OIC will ensure:

- (1) If an accident or unsafe act occurs, firing will cease immediately and the Range OIC and/or Noncommissioned Officer in Charge (NCOIC) will make all necessary corrections and direct the combat lifesaver or medic to any wounded or injured personnel.
- (2) The Range OIC/NCOIC will notify Range Operations of the nature of the wound, injury or unsafe act. If an injury or wound has occurred, the combat lifesaver or medic will administer proper treatment and determine if the injured Soldier needs to be evacuated.
- (3) Life threatening injuries (danger to life, limb or eyesight) will be stabilized by the combat lifesaver or medic and Range Operations will be notified with the following information: location and range number, number of casualties and type of wounds.
- (4) Range Operations will immediately notify the JBLE-FE Emergency Services (911) utilizing Defense Switched Network (DSN) telephone (911) or dial 878-1008 if using a cellular phone and request evacuation.
- (5) All non-life threatening injuries will be treated by the combat lifesaver or medic and evacuated to the JBLE Medical Department Activity (MEDDAC), if necessary, utilizing the dedicated evacuation vehicle on the range.
- (6) If medical personnel leave the range at any time, the range will not be operational until a dedicated evacuation vehicle and combat lifesaver or medic return and assume their duties.
- (7) Corrective misfire/dud procedures are applied IAW the operator's weapons manuals, locally approved procedures and AR 75-1. Notify range support if remedial action drills fail to correct the problem.
- (8) All rounds are hitting the impact area inside the left and right limit poles and personnel are firing only at targets inside of their assigned lanes.
- (9) No firer leaves the firing line without having their weapons cleared, visually inspected by the RSO, and physically rodded with the brass rods provided by Range Operations.
- (10) All firers will be on line and unarmed while going down the range during firing on any range that requires the shooter to check their targets.
- (11) Weapons will be cleared by a safety, selector switch placed on safe, and placed on the ground.
- (12) During an electrical storm, all firing will cease, weapons grounded in a secure area and personnel will be evacuated to a safe area. The bleachers at Ranges 2, 3, 5 and 6 are lightning protected.
- (13) If smoke is seen on any live fire area cease fire immediately. Call 911 and notify Range Operations of the situation.
- (14) Range support personnel and unit will attempt to put the fire out until CED/CEF units arrive and assume situational control.

c. After firing, the Range OIC will ensure:

- (1) Range Operations is notified that firing has been completed (Range is Cold).
- (2) Equipment on hand receipt is returned to Range Operations.

- (3) The entire range, to include but not limited to, mess area, tower, firing lines, latrines, and target houses are properly policed.
- (4) Range clearance is approved from a Range Support Technician.
- (5) Compliance with special instructions issued by Range Operations.
- (6) Range Operations is provided with the number of personnel fired, qualified and total rounds fired by Department of Defense Identification Code (DODIC).
- (7) Ammunition residue shakedown of personnel is conducted.
- (8) All unpacked ammunition is repackaged to original pack prior to being transported off the range.

5-4. Unit Processing

- a. Monday through Friday units will sign for approved reservations on the day of utilization. For training being conducted on weekends or holidays that fall on a Monday, units will sign for approved reservations on the Friday prior to utilization unless it is a live-fire range; in which units will sign for the range on the day of utilization.
- b. Range Operations will ensure:
 - (1) A copy of this regulation is available for the unit representative and that the representative has read and fully understands it.
 - (2) Units have been briefed on the current fire index (May – Sep).
 - (3) Units have been briefed on applicable restrictions.
 - (4) Units have received safety briefing and reviewed emergency procedures for medical evacuations.
 - (5) Units have signed for all keys and equipment, if required.
 - (6) Time/date for clearances have been scheduled.
 - (7) Units have a copy of signed risk assessment for training being conducted.
- c. Clearing Training Areas and Facilities.
 - (1) Range Support is responsible for clearing units from assigned training areas and facilities.
 - (2) Unit Commanders and instructors will coordinate clearing with Range Operations upon signing for all Range Complex areas.
 - (3) All clearance inspections will take place prior to the departure of the unit so discrepancies can be corrected promptly.
 - (4) If required, the unit will provide a vehicle, driver and noncommissioned officer (NCO, E-5 or above) to the Range Support Section at the predetermined time and date to inspect the areas/facilities that were used.
 - (5) Supervisory Range Support Specialist will assign a Range Technician to conduct inspections as scheduled.

5-5. Requirements and Limitations

- a. POVs are not authorized within the training areas of JBLE-FE nor will they be parked adjacent to training areas except:
 - (1) When a properly designated parking area exists.
 - (2) When a POV is used in an official capacity, with the appropriate parking permit form the 733 SFS and authorization from the ROO.
 - (3) During the approved hunting season POVs may be parked adjacent to the areas if hunting participants have obtained the appropriate permit from 733 CED, but only if these do not constitute a traffic hazard.
- b. POVs found in or adjacent to training areas are subject to ticketing and will be removed at owner's expense.
- c. Ensure live trees, branches, and foliage are not cut or destroyed.
- d. Individual fighting positions
 - (1) Will not be dug close to trees, this minimizes the risk of cutting roots or man-made objects (water pipes).
 - (2) Will be completely filled when training is completed.
 - (3) Neither individual fighting positions nor any other subsurface digging is permitted in archeologically/historically sensitive areas. Prior to any digging in training areas the unit must coordinate with the Training Division Land Manager located at 2432 Mulberry Island Road for a list of areas approved for digging.
- e. Adhere to all safety and fire regulations.
- f. Grades E4 and below are prohibited from using pyro of any kind unless supervised by and NCO (SGT/E5 or above) or an officer.
- g. Pyro use in and around FAAF is not authorized without prior coordination with Range Operations and FAAF Operations.
- h. The use of any ammunition is prohibited on JBLE-FE unless on a scheduled and approved live fire range or within the training areas.
- i. Open fires are prohibited in all training areas with the exception of the Scout Camping Area (TA-7), after receiving prior approval from ROO and 733 CED/CEF.
- j. Commanders of units engaged in field training must exercise care and be observant to fire hazard conditions. Commanders should brief troops on fire prevention in training areas before beginning any exercise. Careful attention should be given to the proper control of smoking, use of burning incendiaries and blank ammunition to prevent fires.
- k. Fire Index
 - (1) On days when the fire index is Class 1 or 2 there are no restrictions except normal precautions as directed by the local situation.
 - (2) When the fire index is Class 3, pyro may only be used when approved by Range Operations.
 - (3) When the fire index is Class 4 or higher the use of pyro, including smoke grenades, flare devices and simulators, is prohibited.

- l. Ensure wildlife in training areas are not harassed. Report injury of wildlife to Range Operations immediately.
- m. Submit in writing within forty-five (45) days plans for construction within training areas or alteration to training areas, including temporary latrines, to ROO/IRSO.
- n. Trash or refuse will not be burned or buried, but will be placed in dumpsters which the unit requests from CED at 757-878-1387.
- o. Dumpsters must be placed beside paved roads. Wood and steel will not be placed in the dumpsters. Units will contact CED when steel, wood and items larger than the dumpster must be disposed of.
- p. Field mess will be categorized into two (2) parts, edibles and inedible (solids and liquids). Edibles will be placed in trashcans lined with plastic. Inedible solids will be bagged and placed in the provided dumpsters.
- q. Units requiring blackout drive (BOD) or night vision device (NVD) training on JBLE-FE will coordinate with Range Operations. **In BOD/NVD operations vehicles will maintain a speed of 5-10 MPH (8-16 KMH).** BOD/NVD training is not authorized on any paved road surface on JBLE-FE. Training Area 28 is the only approved BOD/NVD location.
- r. IAW AR 200-1 and DA PAM 420-40 units are prohibited from using heavy equipment, digging foxholes, road resurfacing, clearing vegetation and other ground disturbing activities to archeological requirements in restricted use training areas.
- s. Field bath and laundry units may operate in training areas as long as drainage is connected to the sanitary system or collected in a tank and delivered to the sanitation facility. Additionally if a unit needs to hook up a bath or laundry to the fire hydrant, then a back flow preventer valve is required. To coordinate hook up or delivery call CED operations at 757-878-4357.
- t. Direct support/general support maintenance teams may operate in training areas; however precaution must be taken to avoid petroleum spills. Suggestions are drip pans, berms to collect spillage, and absorbent material on hand to mop up soiled petroleum products. Excess and/or non-contaminated petroleum products can be taken to the oil separator at 3rd Port by coordinating with sanitation personnel at CED, 757-878-2492. Petroleum, oils and lubricants (POL) spills must be immediately reported to 911 (CED/CEF).
- u. Only blank 5.56mm, and 7.62mm ammunition will be used in tactical exercises. IAW Table 4-1 pyro, artillery, hand grenade or chemical attack simulators will be used only in Training Areas cleared for such use. Any activity using cone stabilized (CS) gas or aerial pyro that clear treetop level in the Training Areas and/or ranges must notify airfield operations at 757-878-3588, aircraft control at 757-878-3530, or FM frequency 41.75, 30 minutes prior to use. This notification is mandatory between the hours of 0700-2300 daily. Without notification the use of these munitions is prohibited. During the hours of 2300-0700 the use of these munitions is strictly prohibited unless written permission is received by the IRSO.
- v. Unit road marches are restricted to Harrison Road and training areas subject to an approved RFMSS reservation for such. No road marches are authorized on Mulberry Island Road without the approval of the 733 SFC ICW Range Operations and 633 Safety Office.
- w. Prior to hunting season, Outdoor Recreation Office will request training areas for use by qualified hunters, to include waterfowl hunting season, via RFMSSS. During hunting season, Outdoor Recreation Office will coordinate with Range Operations 24 hours prior to next duty day to ensure training areas reserved for hunting have not been scheduled for training prior to assignment to hunters. A boat launch is located adjacent to TA 18 outside of the fenced areas for use during waterfowl hunting season. Outdoor Recreation will call Range Operations prior to use of this ramp to ensure such will not interfere with scheduled training.

- x. The following areas on JBLE-FE are off limits:
- (1) Warwick River to all blank weapons firing military harbor craft. Restricted non-formation slow speed boat operations requires 21 day notification to City of Newport News Police Department, Intelligence Unit, 757-928-4262 is required.
 - (2) From the westernmost point of Goose Island (to include all of Goose Island) east to Taylor Avenue.
 - (3) Wetlands not designated with a training area. Wetlands within training areas are authorized to be used for dismounted movement only. No vehicular traffic is authorized. **NOTE: Wetlands are designated by the State of Virginia as special conservation areas.**
 - (4) One-quarter (1/4) mile radius of any designated eagle’s nest. Range Operations will annotate information in RFMSS and GIS files indicating such off-limit areas when these are announced by CED.
 - (5) All impact areas.
 - (6) Areas marked off-limits in Table 4-1. (SEE Table 4-1).
 - (7) Selected obstacles in TA 8 (confidence course) to Initial Entry Training (IET) students.

TABLE 4-1. JBLE-FE TRAINING AREAS. The following definitions apply the supplied acronym. CS – Chemical Gas, FAAF – Felker Army Airfield, PT – Physical Training, PYRO – Pyrotechnics, LANDNAV – Land Navigation, SIM – Artillery, Hand Grenade and Chemical Simulators, RG OPS – Range Operations, TA – Training Area.

TA	TRAINING USE	SCHEDULE THROUGH	MUNITIONS RESTRICTIONS	OTHER RESTRICTIONS
1	Tactical Bivouac / LANDNAV Basic	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
2	Tactical Bivouac / LANDNAV Basic	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
5	Vehicle/Cargo Staging	Range Operations	No Munitions or CS use	No Digging
6	Rail Loading, Material handling	Range Operations	No Munitions or CS use	No Digging
7	Scout Camping Area	Range Operations	No Munitions or CS use	No Digging
8	Confidence CRSE/CTT Area	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
9	Aircraft Mock-up	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging; use of PT Track through 8 th BDE S-3
14A	Vehicle Staging Area	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
14B	Grenade Assault Course	Range Operations	No Munitions or CS use	No Digging; Vehicles usage restricted to highlighted areas
15	Cargo Storage Yard: Material Handling Equipment (MHE)	Transportation School	No CS, Coordinate PYRO and SIM through RG OPS	No Digging

17A	Tactical Bivouac, LANDNAV Intermediate	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
17B	FAAF/RCS Bivouac Site	FAAF	No CS, Coordinate PYRO and SIM through RG OPS	No Digging, Use of facility to be coordinated through FAAF, 878-3398
17C	Tactical Bivouac, LANDNAV Intermediate	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
18	Logistics-over-the-shore	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	Permit Required for Digging – Coordinate with ITAM and CED; No Sandbag filling
19	Tactical Bivouac	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
20	Logistics-over-the-shore, MHE, Vehicle Staging, Driver's training, Convoy reaction course	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
21	Tactical Bivouac, MOUT Village, LANDNAV, Driver's training, Convoy reaction course	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
22	Tactical Bivouac, LANDNAV Advanced	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
23	Tactical Bivouac, LANDNAV Advanced	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
24	Tactical Bivouac, LANDNAV Advanced	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
26	Tactical Bivouac, NBC Chamber, Leadership Reaction Course (LRC)	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
27	3 rd Port, Landship & Haglund Crane	Harbor Master, Transportation School	No Munitions or CS use	No Digging
28	Helicopter sling load, Driver's training, Convoy reaction course, LANDNAV, Urban Operations Site (UOS)	Range Operations	No CS, Coordinate PYRO and SIM through RG OPS	No Digging
29	Rail Loading, Material handling	Range Operations	No Munitions or CS use	No Digging
30	Tactical Bivouac	Range Operations	No Munitions or CS use	No Digging

- y. Portable Latrines. Portable latrines are provided as depicted in the below table on JBLE-FE; and subject to change. Units requiring additional facilities are responsible for coordinating with a local vendor and using the unit’s Government Purchase Card for this support. Training Division is not responsible for placement, pick-up or damage of these latrines. Coordination must be made with Range Operations to ensure Training Areas are open for receipt and pick-up. Damages to installation latrines will be reported to Training Division Contract Officer Representative at 878-7155.

Table 1. List of training areas with portable latrines at JBLE-FE.

Training Areas with Portable Latrines (subject to change)	QUANTITY
TA 9	1
TA 8	1
TA 15	2
RANGE 1	2
RANGE 2	2
RANGE 3	2
TA 29	1
TA 14A	1

5-6. Emergency Procedures

- a. If an accident or injury occurs in the JBLE-FE Range and Training Complex the on-site combat life saver (CLS) or medic will immediately administer first aid and determine if injured Soldier needs to be transported to a medical facility. All non-life threatening injuries will be treated by CLS/medic and transported to the closest medical facility (McDonald Army Community Health Clinic, 576 Jefferson Avenue, 757-314-7500).
- b. If the CLS/medic determines the injured Soldier has life threatening injuries (danger to life, limb or eyesight), they will be stabilized and the unit will immediately coordinate medical assistance by calling 911 or 757-878-1008 (cell phone) and request evacuation. If no telephone access is available, unit will contact Range Operations with location, casualty numbers and type of injury. Units must place a guide at the entrance to the unit’s location to assist in directing the medical evacuation unit.

**Chapter 6
Funding Procedures**

6-1. Cost Estimates. All units requesting reimbursable support will be provided an estimate of cost either via RFMSS email or directly from requested supporting activity. Any required support outside normal operating hours will required reimbursement before conducting the training. Normal operating hours for Training Division and Range Operations is Monday thru Friday from 0600 to 1400. This does not include Federal holidays.

6-1. Responsibilities

- a. Training Division organizations, upon request, or based on standard charges will provide an estimate of charges (overtime, range costs) NLT 14-45 days prior to supported event. Overtime costs are based upon the type of training event required, the number of days required for training and the number of Range Operations personnel needed to cover the training event.
- b. Units requesting reimbursable support will coordinate with applicable Resource Management Office/G8 for funding allocation for supported training. Failure to provide funds as required will result in in cancellation of supported activity.

- c. MIPRS/WBS will be forward to the following. Contact budget analyst for fax and email.

ASA RM, ATTN: IMEV-RM (Gail Crutcher)
705 Washington Blvd.
Fort Eustis, VA 23604

Ms. Crutcher can be reached @ CML: (757) 878-6070 or DSN: 826-6070.

FOR THE COMMANDER:

RICARDO L. SIERRA-GUZMAN
LTC, LG
Commanding

APPENDIX A. References and Forms

A-1. References

AR 5-5, 30 June 1996, Army Studies and Analyses

AR 15-6, 30 September 1996, Procedures for Investigating Officers and Boards Officers

AR 25-400-2, 18 March 2003, the Army Records Information Management System (ARIMS)

AR 75-1, 23 April 2001, Malfunctions Involving Ammunition and Explosives

AR 190-11, 12 February 1998, Physical Security of Arms, Ammunition and Explosives

AR 200-1, 21 February 1997, Environmental Protection and Enhancement

AR 350-1, 9 April 2003, Army Training and Education

AR 350-10, 14 September 1990, Management of Army Individual Training Requirements and Resources

AR 350-17, 31 May 1991, Noncommissioned Officer Development Program

AR 385-63, 19 May 2003, Range Safety

AR 600-8-105, 28 October 1994, Military Orders

AR 600-9, 10 June 1987, The Army Weight Control Program

AR 600-60, 25 June 2002, Physical Performance Evaluation System

AR 611-6, 16 Feb 1996, Army Linguist Management

AR 614-200, 21 July 2001, Enlisted Assignments and Utilization Management

AR 621-1, 20 August 1999, Training of Military Personnel at Civilian Institutions

AR 621-5, 17 November 1993, Army Continuing Education System (ACES)

AR 670-1, 1 July 2002, Wear and Appearance of Army Uniforms and Insignia

AR 385-64, 1 February 2000, US Army Explosives Safety Program

AR 700-84, 28 February 1984, Issue and Sale of Personal Clothing

AR 735-5, 10 June 2002, Policies and Procedures for Property Accountability

DA PAM 350-38, 1 October 2002, Standards in Weapons Training

DA PAM 351-4, 30 October 1995, Army Formal Schools Catalog

DA PAM 385-63, 10 April 2003, Range Safety

DA PAM 385-64, 1 February 2000, Ammunition and Explosives Safety Standards

DA PAM 350-59, 1 Oct 2002, Army Correspondence Course Program Catalog

DA PAM 420-40, 15 May 1984, Historic Preservation

DA PAM 710-2-1, 31 December 1997, Using Unit Supply System (Manual Procedures)

FM 7-0, October 2002, Training the Force

FM 7-1, September 2003, Battle Focused Training

NGR 190-11, Physical Security of Arms, Ammunition and Explosives

FM 100-14, 23 April 1998, Risk Management

TR 1-8, 13 November 2001, TRADOC Operations Reporting

FE ASA Reg 210-9, 21 November 2002, Personnel and Equipment Support

FE ASA Reg 385-10, 7 January 2002, Occupational Safety and Health Program

TFCE Reg 420-90, 8 January 2001, Fire and Emergency Services

FE ASA PAM 710-3, 1 September 1999, Supply Procedures for Using Units

FE ASA Plan 525-13-1, 13 April 2001, Antiterrorism/Force Protection Program

FE ASA Plan 525-13-2, 13 April 2001, Antiterrorism/Force Protection Crisis Management Plan

FE ASA Plan 600-2, 30 April 2003, Severe Weather Plan

CTA 50-909, Field and Garrison Furnishings and Equipment

Army Training Resource Requirements System Homepage <http://www.ATTRS.army.mil>

Army Correspondence Course Program Catalog <http://www.atsc.army.mil>

Training Ammunition Management Information System <https://tamis.army.mil>

A-2. Prescribed Forms

DD Form 626 Motor Vehicle Inspection (Transporting Hazardous Materials)

DD Form 2890 Multimodal Dangerous Goods Declaration

DD Form 1556 Request, Authorization, Agreement, Certification of Training and Reimbursement

DA Form 2-1 Personnel Qualification Record, Part II

DA Form 2A Personnel Qualification Record, Part I – Enlisted Peacetime

DA Form 3020-R Magazine Data Card

DA Form 581 Request for Issue and Turn-In of Ammunition

DA Form 581-1 Request of Issue and Turn-in of Ammunition Continuation Sheet

DA Form 1045 Army Ideas for Excellence Program (AIEP) Proposal

DA Form 1687 Notice of Delegation of Authority – Receipt for Supplies

DA Form 2028 Recommended Changes to Publications and Blank Forms

DA Form 2064 Document Registry for Supply Actions

DA Form 2446 Request for Orders

DA Form 3151-R Ammunition Stores Slip

DA Form 3349 Physical Profile

DA Form 3938 Local Service Request

DA Form 4187 Personnel Action

DA Form 4379 Ammunition Malfunction Report

DA Form 5203 DODIC Master/Lot Locator Record

DA Form 5515 Training Ammunition Control Document

DA Form 5811-R Certificate of Lost or Damaged Class V Ammunitions Items

DA Form 7281-R Command Oriented Arms, Ammunition and Explosives Security Screening and Evaluation Record

FE ASA FL 91 Commander's Checklist for Processing Individual School Applications

AAC-PL5 WLC Attendance Status Report

APPENDIX B. Training and Operational Ammunition Management Policy

B-1. General

- a. Ammunition is one of the Army's most expensive commodities because of the huge volume required for training and it requires intensive management to derive maximum benefits. Cost and resource availability are major restrictions that affect unit-training programs. To lessen this impact and increase benefits commanders at all levels must include training ammunition requirements in initial planning of all training events. The lead-time required for forecasting dictates accurate and thorough prior planning. Forecasting must be in-synch with long and short-term range training plans. The policies and procedures in this regulation should assist and support unit commanders training programs.
- b. ACOMS provide an annual training ammunition authorization to JBLE-FE. Reserve Component and, supported units receive ammunition authorizations through their command channels.
- c. Training Division has overall staff responsibility for ammunition management for JBLE-FE.
- d. Every phase of ammunition management must be carefully monitored to support training within established authorizations. Managers must emphasize the need for accuracy in forecasting requirements and reduce the difference between actual expenditures and projected requirements. Ammunition requirements must be held to the minimum consistent with achieving combat readiness of units IAW DA PAM 350-38, particularly during constrained budget periods.

B-2. Expenditure and Usage

- a. DA expenditure goals encourage effective management of training ammunition through cross leveling and turn back of excess ammunition authorizations. The command goal for training ammunition is to consume only that ammunition necessary to conduct valid training events. Authorizations not needed will be turned back to your ACOM Ammunition Manager. Units will document ammunition authorizations turned back or not used and analyze the reasons for large variances between authorizations and expenditures.
- b. Commanders will monitor training ammunition usage, compare the training events and ammunition expenditures of similar units, adjust usage, and avoid consumption of ammunition during the last month of the FY merely to meet expenditure goals.
- c. Units are encouraged to conserve ammunition by using training devices and simulators. The use of training devices and simulators will be incorporated into school training programs.

B-3. Timeliness of Issue/Turn-in and Reconciliation

- a. DA Form 581, Request for Issue and Turn-In of Ammunition, must arrive at the ASP at least seven working days before the requested pick-up date. Note: The date of submission counts as one (1) of seven (7) working days.
- b. Turn-in and reconciliation of live ammunition must be completed within five (5) working days of training completion. An extension of one additional 3-day period may be granted. If not completed after the extension future ammunition issues will be denied and the unit commander will be notified of the suspension.
- c. Units that request and receive ammunition from an ASP must maintain training ammunition management and control documents as listed in DA PAM 710-2-1, chapter 11.
- d. Training ammunition requirements for schools must be based on approved POIs and historical data (drop out, cancellation, student enrollment, and the number of students graduating). Actual expenditures must be compared to POI requirements. POI changes must be justified and approved before requesting additional ammunition. If blocks of instruction are canceled, excess ammunition authorizations will be returned to the Installation Ammunition Manager.

B-4. Installation Ammunition Manager Responsibilities

- a. The Installation Ammunition Manager will exercise overall staff responsibility for training and operational ammunition management for all units that draw ammunition from the JBLE-FE ASP.
- b. Training Division, as the Installation Ammunition Management Office, will approve unit submissions and units will receive their annual authorizations directly from DA.
- c. Reallocate ammunition to meet command-training requirements.
- d. Provide directly supported units and agencies with information updates, guidance, and assistance.
- e. Process and authenticate all DA Forms 581 for all supported activities maintaining records of unit's authorizations, expenditures, and balances via TAMIS.
- f. Maintain and operate the JBLE-FE TAMIS program.
- g. Coordinate, manage, and schedule the Explosive Drivers Course.
- h. Provide STRAC table of allowances for units when requested.

B-5. Logistics Readiness Division (LRD); ASP

- a. Operate ASP within all applicable rules, regulations, and other requirements.
- b. Establish responsibility for receipt, storage, issue, turn-in, transportation, security, and accountability for all ammunition items.
- c. Maintain a file of all authorized units on-hand Combat Load (CL) ammunition with prepared documentation for deploying units.
- d. Manage the overall CL ammunition program for this command.
- e. Ensure all units who will mobilize through JBLE-FE have approved orders to receive CL ammunition.
- f. Review on-hand assets quarterly to ensure sufficient serviceable stocks in the proper account codes are available to support units approved CL ammunition documentation.
- g. Inform the Installation Ammunition Manager of any supply action or shortage of training ammunition that will affect the overall training program.
- h. Provide the Installation Ammunition Manager with a monthly Class V asset report.
- i. Provide the Installation Ammunition Manager with a monthly list of units that are delinquent in reconciling their outstanding documents.
- j. Ensure that DA Form 581 expenditure data is inputted accurately to Standard Army Ammunition System (SAAS)-MOD/TAMIS.

B-6. Commanders of Major Subordinate Command (MSC) Reserve Component (RC) and Supported Activities

- a. Commanders of MSCs will manage training ammunition for all subordinate units.
- b. Review and ensure unit's monthly forecast has been submitted into TAMIS.

- c. Ensure that a valid DA Form 1687 and duty appointment/command orders are on file before processing any unit ammunition transactions.
- d. Ensure all training ammunition forecasts are based on long range, short-range training requirements, and DA PAM 350-38 training requirements.

B-7. Unit Commanders

- a. Manage control, and security of the unit's ammunition program IAW this regulation.
- b. Maintain training ammunition management control documents IAW DA PAM 710-2-1, para. 11.1.
- c. Keep an accurate monthly forecast of Class V requirements in TAMIS, supporting short-range requirements.
- d. Ensure forecasts do not exceed or fall short of authorizations. Identify excess ammunition and turn back through channels to the MSC Ammunition Manager.
- e. Ensure units input their annual training ammunition requirement into TAMIS, supporting long-range training requirements, by 31 May for two FYs in advance.
- f. Provide a completed DA Form 581, processed at any installation other than JBLE-FE, to their MSC ammunition manager upon return.
- g. Units will notify their MSC Ammunition Manager and the ASP of any changes in training which affect already processed ammunition documentation, such as cancellation of training, which will result in cancellation of a document.

B-8. Training Ammunition Authorization

- a. JBLE-FE and RC/NG units will receive their training ammunition authorizations from HQDA-G3 based upon them having submitted their two year fiscal requirements in TAMIS. Weapon test requirements and ammunition used with new equipment training is not supported from these authorizations.
- b. **Changing Authorizations.** Since all annual training ammunition authorizations are approved and assigned at the HQDA-G3 level, specific procedures are required to obtain any type of changes to these authorizations. The procedures outlined below will provide guidance on increasing authorizations.
 - (1) Submit requests for authorization increases for units under the control of an MSC through normal command channels to their unit's ACOM Ammunition Manager for action. Choosing the level within the MSC should be the first step and if any changes are made TAMIS should be updated.
 - (2) If a unit feels they MUST have the increase in an authorization and there is not enough within the MSC to support it, a FY authorization increase request must be submitted to the ACOM Ammunition Manager in TAMIS. This request must specify the quantity and types of ammunition needed, the amount forecasted by the unit for that period, the amount currently authorized, and a complete justification for the increase of each type item.
 - (3) Ammunition Manager will not approve, or forward the request without a valid justification.
 - (4) Upon receipt of the TAMIS request, the ACOM Ammunition Manager will review the request, compare it to the quantities authorized for the unit by DA PAM 350-38 and, if applicable, determine if the additional increases can be supported from within the ACOM current authorizations.

B-9. Operational Load (OPL) Ammunition for Miscellaneous Activities.

- a. Operational load authorizations (i.e., post salute, reveille, and retreat ceremonies only) are provided by the Installation Ammunition Manager and are not charged against unit OPL or training authorizations. Units that require OPL authorizations for their unit's Change of Command must request it from their ACOM (60) sixty days prior to the schedule event.
- b. Units that require OPL ammunition will submit their request at least seven (7) working days before the requested pick-up date in TAMIS to the Installation Ammunition Manager.
- c. OPL Ammunition that is not expected to be expended (i.e., guard, military police, signals for survival kits) will be maintained on the property book.
- d. Those units that have ACOM approved authority to retain OPL ammunition will ensure the following:
 - (1) The unit will prepare a DA Form 581 as a request for issue in TAMIS.
 - (2) The MSC, or unit's ammunition section will coordinate with the Installation Ammunition Manager to ensure the unit request can be supported before it is approved. The unit's ammunition section will sign the DA Form 581 and Property Book Office (PBO) will assign a document number. Additionally, the unit will ensure that a copy of the DA Form 581 will be given to the PBO once the ammunition has been signed for at the ASP.

B-10. Dummy, Drill, and Inert (DDI) Ammunition.

- a. **Allowances.** The initial allowances for DDI ammunition are prescribed in the DA PAM 350-38.
- b. **Annual Requirements.** Units will review and submit all annual requirements for DDI ammunition items to their ACOM Ammunition Manager via TAMIS by 31 May each year.
- c. **Exceptions.** DDI ammunition items such as expended AT-4 launchers, expended Dragons, practice grenade bodies, and practice claymore mines will be classified as security Category IV ammunition items.
- d. **Guidelines.** DDI ammunition items should be conspicuously marked and will not be stored with live ammunition if other storage space is available. Turn-in of DDI ammunition will be on a live (not residue) turn-in DA Form 581.

B-11. Ammunition Forecasting

- a. Forecast requirements are determined by projected training events, DA PAM 350-38, STRAC, ARTEP, and Mission Training Plan Requirements.
- b. **Forecast Reports.** The TAMIS website (<https://tamis.army.mil>) is used by all units to forecast their projected training ammunition needs. Some factors that may impact on requirement determination and forecasting are listed below.
 - (1) Historical and actual consumption data from previous training exercises
 - (2) Training objectives
 - (3) Range time
 - (4) Equipment/weapons availability

c. **Instructions**

- (1) Ensure the forecast covers the next 12 months and does not exceed the DODIC and quantity authorized for the FY.
- (2) Ensure forecasts are inputted into TAMIS within the 90-day lockout window. Lockout window is the current month plus the following two months (i.e., a unit wanting to forecast for April will have to forecast by 31 January, on 1 February the unit will be unable to forecast anything for April).
- (3) Active duty units desiring to draw training ammunition and not normally supported by the JBLE-FE ASP, must input their forecasts via TAMIS and contact the Installation Ammunition Manager for requisition approval.

B-12. Off Post Training Ammunition Requests.

- a. **General.** Many JBLE-FE units participate in training exercises at locations other than JBLE-FE. This creates a need for units to receive their ammunition at the off-post training site in the easiest and most cost-effective manner. Units will need to contact the desired off-post Installation Ammunition Manager and ASP representatives to ensure that local installation training requirements (Ammo Handler and Range Safety Classes) are met before arriving at off-post installation.
- b. **Forecasting.** Units that wish to train at other installations must forecast the required ammunition they want available for them at the desired installation via TAMIS for their required training month.
- c. **Request Submission.** DA Forms 581 must be submitted through TAMIS to their MSC Ammunition Manager for approval and then automatically forward via TAMIS, to the Installation Ammunition Manager of their installation. The unit's DA Form 581 must arrive, 10 days prior to the start of training. Once the training has been completed, the unit will bring a copy of a completed DA 581 to their MSC Ammunition Manager for reconciliation.

B-13. Requesting Training Ammunition.

- a. **General.** All DA Form 581s used to request training ammunition will be executed in TAMIS.
- b. **Requesting Procedures**
 - (1) The Unit Ammunition Manager will create an e581 form in TAMIS. This form will be automatically forward to the unit's MSC Ammunition Manager for approval.
 - (2) Each DA Form 581 will be assigned a document number from the expendable document register. The document number cannot be duplicated.
 - (3) The unit commander or designated representative that is delegated on the unit's DA 1687, (IAW DA PAM 710-2-1, para. 11.9 and any new messages) will sign the DA Form 581 with their common access card (CAC) in TAMIS.
 - (4) Units will print out and keep one (1) copy of DA Form 581 and DA Form 581-1, Request for Issue and Turn-In of Ammunition Continuation Sheet, in the unit suspense file.
 - (5) If the request is not forecasted, a Letter of Unforecasted Ammunition must be submitted with the request and signed by the first LTC in their command. The letter must state DODIC, amount required, and reason for the ammunition being unforecasted. Unforecasted ammunition will only be supported if there is an excess of a 90-day supply for the DODIC requested.
 - (6) The DA Form 581 must arrive at the supporting ASP seven (7) working days prior to the requested pick-up date.

- (7) The DODIC and quantity requested is approved based on the unit not exceeding both their annual authorizations and monthly forecasts.

B-14. Ammunition Pick up Procedures. The following procedures are required:

- a. Unit personnel that have been designated to pick-up ammunition from the JBLE-FE ASP must attend and pass the Explosive Drivers Course facilitated by the Installation Ammunition Manager.
- b. Units will arrive on the date given to them by the ASP Manager. Units must have all members of their detail present. Unit vehicles must be inspected with a DD Form 626 (2 copies), a DD Form 2890, if transporting ammunition off post vehicle will have two (2) A:10 BC fire extinguishers, a supply of tie down straps, and be prepared for upload of ammunition IAW this regulation and the Installation Ammo Handlers Class.

B-15. Signature Cards (DD Form 1687)

- a. Unit commanders are responsible for the security and control of unit ammunition and ensuring that only authorized personnel will receipt for Class V drawn from the ASP.
- b. Signature cards are valid for the time the approving authority expects to remain in his/her position or not to exceed one year whichever is less. Units should review signature cards quarterly for accuracy.
- c. Commanders will authorize only officers and sergeants (SGT/E-5) or above to sign requests for issue of ammunition. Only personnel in the rank equivalent of staff sergeant (SSG) or above are authorized to receipt for category I and II, ammunition and explosives as defined in AR 190-11.
- d. Commanders will designate a responsible person to receipt for categories III and IV ammunition.
- e. Signature cards with authorized representatives will be processed through Provost Marshal Office (PMO) for security screening IAW AR 190-11. Units will hand-carry the DA Form 1687 and DA Form 7281-R, Command Oriented Arms, Ammunition, & Explosives Security Screening and Evaluation Record to the local Provost Marshal Office (PMO) for a records screening IAW AR 190-11 on each individual authorized to requisition and receipt for ammunition and explosives. The Provost Marshal Representative conducting the screening will indicate favorable results by placing a stamp and his/her initials in the remarks block. After the records screening is completed, the DA Form 1687 will be sent to the ASP for approval, then it will be stamped by an ASP representative indicating the form is in proper order.
- f. Provide three (3) copies of signature card with original signatures to the supporting ASP and copy to the applicable authenticating officer. Attach a copy of the commander's Assumption of Command orders to each of the signature cards.

B-16. Turn-in of Ammunition and Residue

a. **Instructions**

- (1) Requests for ammunition and residue turn-in will be submitted to the ASP within five (5) working days after completion of the exercise or training event.
- (2) Prepare a separate DA Form 581 to turn-in live ammunition, residue, and unserviceable ammunition in six (6) copies for each ammunition issue document, listing the training event code of the issue document register.
- (3) Assign unit document numbers from the expendable items document register.

- (4) Units that desire to turn-in a completed issue on the same day as the issue was made will be requested to maintain that ammunition under their accountability until a turn-in appointment can be scheduled. The ASP will make every effort to accommodate the same day turn-in.
- (5) All unexpended ammunition and residue remaining after completion of the firing or training exercise will be returned to the ASP from which it was drawn. It is the responsibility of the using unit to return all unused ammunition and residue in original boxes or containers.
- (6) Ammunition that has not been removed from its original sealed outer pack will be checked to determine the condition of the outer pack and seal. Seals broken on ammunition containers will require 100 percent inspection by quality assurance personnel before turn-in will be accepted.
- (7) To facilitate turn-ins and preserve ammunition quality and lot integrity, using units will keep ammunition sealed in its original package until use. Opened ammunition containers will be inspected by a Sergeant or above from the using unit to ensure the lot numbers match and that all components are present and properly repacked. A statement certifying that the above is correct will be signed by the inspector and placed in each open box.
- (8) Using units will be required to correct any deficiencies or discrepancies that prevent acceptance of items (i.e., documentation, segregation, packing, etc.). If any deficiencies are found, the Soldier turning in the ammunition will not be allowed to draw or turn-in ammunition from the ASP until they are retrained. Further violations will result in the revocation of the Soldiers Ammunition Handlers Card.
- (9) Before arrival at the ASP, each type of ammunition will be separated for inspection (i.e., 5.56 mm, 7.62 mm, etc.). If more than one lot number was issued, lots will also be separated. Separate vehicles are not required, but the individual turning in the ammunition must be capable of distinguishing the separate lots.

B-17. Live Ammunition.

- a. Each separate item will be repackaged in its original container.
- b. Individual containers of items will be placed in the original container.
- c. In all cases, lot identity must be preserved.
- d. A unit turning in known unserviceable live ammunition will prepare a DA Form 5811-R, Certificate of Lost or Damaged Class 5 Ammunitions Items, explaining the circumstances surrounding the damage. The first LTC in the chain of command will review the circumstances and recommend appropriate action. Final determination of the condition of ammunition (serviceable or unserviceable) rests with ASP personnel. If damage to live ammunition is determined to be other than fair wear and tear, the completed DA Form 5811-R and evidence of initiation or recommendation action (copy of report of survey or request for investigation) is required to complete reconciliation with the ASP.
- e. Ensure that the DA Form 581 for live ammunition turn-in contains this statement: "The above items drawn on document number # were not expended. Residue turn-in is under document number #".
- f. Missing live ammunition requires action under AR 190-11/NGR 190-11. An AR 15-6 investigation will be initiated when a shortage of category 1 ammunition or category 1 residue occurs. Refer to AR 190-11, chapter 8 and AR 15-6, Appendix E for investigations.

B-18. Damaged Ammunition. The following are considered to be examples of ammunition damage due to fault or neglect:

- a. A quantity of 1,600 rounds or greater of loose small arms ammunition having lost lot number identity.

- b. Removal of rounds from linked ammunition or otherwise altering the original items as issued.
- c. Damage due to rough handling.

B-19. Residue

- a. At the time of issue the ASP will provide the unit with a listing of residue turn-in requirements.
- b. Units must initiate DA Form 5811-R for any residue shortages that exceed the allowable losses specified in DA Pamphlet 710-2-1, Annex L and the local ASP turn-in requirements. The first O5 in the chain of command must sign in block 13 and if fault or neglect is indicated a Report of Survey will be initiated IAW AR 735-5. The DA Form 5811-R along with evidence of initiation of recommended action serves as positive reconciliation of that issue.
- c. All residue components listed in the turn-in document will be keyed to the corresponding live item number of the ammunition drawn on the issue document.
- d. Small arms cartridge cases (37 mm or smaller), clips, and links will be accounted for by weight and packed in the original container as issued.
- e. If residue is needed for a specific training purpose, units will request the residue from the ASP using a DA Form 581. Issues of residue items will be at the discretion of the ASP.
- f. Ensure that DA Form 581 for residue turn-in contains this statement: "The above items were drawn on document number # and were properly expended. All other items drawn on that document number are being returned under document number #. Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosive or other dangerous materials". This will be signed by the individual who conducts the inspection.

B-20. Reconciliation/Delinquent Documents

- a. Commanders are responsible for the prompt return of all unexpended ammunition and residue as soon as possible after training completion. All DA Forms 581 must be reconciled and closed out. If this is not accomplished within five (5) working days following the event for which the ammunition was issued, the ASP initiates command notification and will not issue any more training ammunition to that unit until the turn-in action is completed.
- b. When requested by the unit, the ASP will schedule a turn-in appointment within five (5) working days after training completion date or grant an extension.
- c. The unit may request a onetime only extension not to exceed five (5) working days. The extension must be requested before the original delinquency date. The extension will be signed by a commissioned officer in the unit's chain of command.
- d. Turn-in quantities of live ammunition and adjusted residue must equal the amount drawn on a DA Form 581.
- e. 5811-R must be initiated. Every effort must be made to collect all possible residues for turn-in even when the nature of the training prevents total recovery. The first O-5 (LTC) in the unit's chain of command will sign this form.

B-21. Turn-in Completion.

- a. After the using unit completes the turn-in of ammunition and residue, the ASP gives signed copies of the DA Form 581 and DA Form 3151-R, Ammunition Stores Slip, to the unit.

- b. The unit ammunition account holder will attach the following to the issued DA Form 581: appropriate turn-in DA Forms 581, Live and Residue, all pertinent DA Forms 5515, Training Ammunition Control Document, supporting reconciliation documents, and other documents as required.
- c. Account holders will maintain the file under AR 25-400-2 as applicable.

B-22. Authorization to Store Small Arms Training Ammunition in Unit Arms Rooms.

- a. **General.** IAW AR 190-11, commanders within JBLE-FE are authorized to store small arms ammunition issued for training within their respective arms rooms.
 - (1) The operational necessity for storage is not convenience, but for supporting range firing or to enhance security of the ammunition until expenditure or turn-in to the ASP.
 - (2) The storage period will not exceed 11 days.
 - (3) TRADOC has given approval for temporary storage of Hazard Class/Division (HC/D) 1.4S ammunition under certain conditions.
 - (4) HC/D 1.4S ammunition includes most small arms ammunition less than .50 cal.
 - (5) The storage of ammunition other than HC/D1.4S is not authorized and is not eligible for a waiver.
 - (6) A DA Form 3020-R, Magazine Data Card (MDC), is required for each lot of ammunition in the arms room. This form is used to maintain an accurate update count of the ammunition.
- b. **Coordination.** Commanders must coordinate with the Installation Safety Office to obtain an ammunition storage license before storing ammunition. Only quantities authorized and allowed by the Installation Safety Office are to be stored in unit arm rooms with no exception.
- c. **Authorization Applicability.** This authorization is for small arms ammunition only. Pyrotechnics, smoke, simulators, high explosives, rockets, or any ammunition item in a hazard class/storage compatibility group other than 1.4S is expressly forbidden under these guidelines. Category I and II training ammunition is not authorized for storage within unit arms rooms because of security category or hazard class. Training ammunition will be secured within the installation ASP.

B-23. Training Ammunition Management and Control Documents. Unit ammunition account holders must maintain the following management and control documents. Use these documents to manage training ammunition and to control issue of ammunition until it is returned to the supporting ASP.

- a. TAMIS authorization
- b. DA Form 581 Request for Issue and Turn-in of Ammunition
- c. DA Form 2064, Document Register for Supply Actions, maintained by BN ammunition office, or separate unit supply personnel
- d. DA Form 3151-R Ammunition Stores Slip
- e. DA Form 5203, DODIC Master/Lot Locator Record, maintained by BN ammunition office, or separate unit supply personnel
- f. DA Form 5515 Training Ammunition Control Document

B-24. Malfunction Reports

- a. **General.** A malfunction is defined as the failure of an ammunition item to function as expected when fired or launched or when explosive components function during a nonfunctional test. Malfunctions include hang fires as well as abnormal or premature functions of explosive ammunition items, warheads, missiles, and rockets under normal handling, maintenance, storage, transportation and tactical deployment.
- b. **Classification**
 - (1) A Class A malfunction is one that endangers life, material or both. A Class A malfunction is capable of causing fatalities, serious injury, and destruction of or serious damage to the weapon or launcher under normal training or combat conditions.
 - (2) All malfunctions other than Class A are Class B.
- c. **Malfunctions during Firing.** In the event of a malfunction during firing, an immediate “cease fire” will be called and firing will not be resumed until a proper investigation is conducted. The following procedures will be followed:
 - (1) Assist or administer aid to injured personnel
 - (2) Evacuate personnel from the immediate area if a possible hazardous condition exists
 - (3) Report the malfunction telephonically or by radio to range operations and provide the following information:
 - a. Class of malfunction
 - b. Location of the range
 - c. DODIC, NSN (nomenclature serial number), and ammunition lot number of ammunition involved in the malfunction
 - (4) Do not disturb the immediate malfunction area (including equipment) before authorized personnel complete an on-site investigation. This does not preclude necessary safety and security actions regarding the malfunction site.
 - (5) The range OIC/RSO must ensure the area remains in an “as is” condition until the area is released by the authorized investigators. This cannot be overemphasized as it makes it very difficult at best to determine the cause of the malfunction.
 - (6) Suspend all further firing on the site or range until resumption is authorized by Range Operations.
- e. **Notification Procedures**
 - (1) Range Operations will immediately notify the QASAS and the logistic assistance representative. The Safety Office, the Explosive Ordnance Detachment (EOD), and the installation armament equipment specialists may be notified as required.
 - (2) IAW AR 75-1, the QASAS will complete DA Form 4379, Ammunition Malfunction Report, for conventional ammunition. The report will be submitted as soon as possible for processing.
 - (3) All duds, misfires, and malfunctions that meet or exceed AR 75-1, table B-1 will be reported by the range OIC or RSO.

B-25. Accidents

Accidents will be reported IAW AR 385-40. Accidents in which ammunition malfunction is thought to be a direct or contributing factor will also be reported as a malfunction.

B-26. Incidents

Incidents involving ammunition and explosives will be handled IAW AR 5-5. Incidents in which ammunition malfunctions are thought to be a direct contributing factor will also be reported as a malfunction.

Glossary

Section I. Abbreviations

AIEP	Army Ideas for Excellence Program
ABW	Air Base Wing
ACOM	Army Command
ANSI	American National Standards Institute
AR	Army Regulation
ASA	Army Support Activity
ASP	Ammunition Supply Point
ATRRS	Army Training Requirements and Resources System
ATSC	U.S. Army Training Support Center
BDE	Brigade
BOD	Blackout Drive
CED	Civil Engineering Division
CEF	Civil Engineering Fire
CES	Civilian Education System
CL	Combat Load
CLS	Combat Life Saver
CS	Cone Stabilized Gas
COE	Army Corps of Engineers
DA	Department of the Army
DAART	Department of the Army Authorization Requirement Tool
DDI	Dummy, Drill and Inert
DL	Distributed Learning
DOD	Department of Defense
DODIC	Department of Defense Identification Code
DSN	Defense Switched Network
EOD	Explosive Ordnance Detachment

EST	Engagement Skills Trainer
EXORD	Executive Order
FAAF	Felker Army Airfield
FM	Field Manual
FY	Fiscal Year
GFEB	General Fund Enterprise Business System
GFT	Games for Training
GIS	Geographic Information System
HC/D	Hazardous Class/Division
HEAT	HMWV Egress Assistance Trainer
HQ	Headquarters
IAW	In Accordance With
IBA	Individual Ballistic Armor
ICW	In Coordination With
IET	Initial Entry Training
IMCOM	Installation Management Command
I/O	Instructor/Operator
IRO	Installation Range Officer
IRSO	Installation Range Safety Officer
IT	Information Technology
ITAM	Integrated Training Area Management
IMT	Initial Military Training
JBLE-FE	Joint Base Langley Eustis-Fort Eustis
LANDNAV	Land Navigation
LBE	Load Bearing Equipment
LOTS	Logistics-Over-the-Shore
LRC	Leadership Reaction Course
LRD	Logistics Readiness Division

LTC	Lieutenant Colonel
MC	Mission Commander
MDC	Magazine Data Card
MEDDAC	Medical Department Activity
METL	Mission Essential Task List
MHE	Material Handling Equipment
MILCON	Military Construction
MILES	Multiple Integrated Laser Engagement System
MIPR	Military Interdepartmental Purchase Request
MOS	Military Occupational Specialty
MOUT	Military Operations in Urban Terrain
MSC	Major Subordinate Command
MTSA	Military Training Specific Allotment
NBC	Nuclear, Biological, and Chemical
NCO	Noncommissioned Officer
NCOA	Noncommissioned Officer Academy
NCOES	Noncommissioned Officer Education System
NCOIC	Noncommissioned Officer in Charge
NCOPD	Noncommissioned Officer Professional Development
NEC	Network Enterprise Center
NLT	No Later Than
NSN	Nomenclature Serial Number
NVD	Night Vision Device
OCONUS	Outside of Contiguous United States
ODP	Officer Development Program
OES	Officer Education System
OIC	Officer in Charge
OPL	Operational Load Ammunition

PA	Public Affairs
PAM	Pamphlet
PBO	Property Book Office
PME	Professional Military Education
PMI	Preliminary Marksmanship Instruction
PMO	Provost Marshal Office
POC	Point of Contact
POI	Program of Instruction
POM	Prepare/Preparation for Overseas Movement
POV	Privately Owned Vehicle
PT	Physical Training
PYRO	Pyrotechnics
QASAS	Quality Assurance Specialist/Ammunition Surveillance
ROO	Range Operations Officer
RC	Reserve Component
RCMP	Range Complex Master Plan
RFMSS	Range Facility Management Support System
RGOPS	Range Operations
RMO	Resource Management Office
RSO	Range Safety Officer
RTC	Range and Training Complex
RTLTP	Range and Training Land Program
SAAS	Standard Army Ammunition System
SAPI	Small Arms Protective Insert
SARSA	Small Arms Range Safety Area
SDZ	Surface Danger Zone
SIM	Simulators
SME	Subject Matter Expert

SOP	Standing Operating Procedure
SRM	Sustainment, Restoration and Modernization
SRP	Sustainable Range Program
SSG	Staff Sergeant
STRAC	Standards in Training Commission
STSP	Soldier Training Support Program
TA	Training Area
TACITS	Total Army Centralized Individual Training Solicitation
TADSS	Training Aids Devices Simulations and Simulators
TAMIS	Training Ammunition Management Information System - redesign
TASS	Total Army School System
TDA	Tables of Distribution and Allowances
TNG	Training
TM	Technical Manual
TRADOC	Training and Doctrine Command
TSC	Training Support Center
TSO	Training Support Officer
TSS	Training Support System
TSS-E	Training Support System Enterprise
UXO	Unexploded Ordnance
VBS3	Virtual Battle-Space 3
WBS	Work Breakdown Structure
WOES	Warrant Officer Education System
WLC	Warrior Leadership Course

Section II Definitions

Active Army: The Active Army consist of: (1) members of the Regular Army on active duty; (2) members of the Army National Guard of the United States and Army Reserves on active duty (other than for training); (3) members of the Army National Guard in the service of the United States pursuant to a call; and for (4) all persons appointed enlisted, or inducted into the Army without component.

Advanced Individual Training: Training given to enlisted personnel subsequent to completion of basic training, so as to render them qualified for award of an MOS. Also, training conducted at training centers, Army service schools, and when so directed, by United States Strategic Army force units, which qualifies an individual to perform in an entry or higher MOS.

Advanced Technology Demonstrations: Demonstrations conducted in an operational versus laboratory environment used to conduct risk reducing, proof of principal tests for future battlefield system improvements. Typically, technology developers, materiel developers, and Army operational users evaluate potential technology improvements and performance specifications aimed at developing exit criteria for future battlefield system improvements.

Annual Training: The minimum period of annual active duty for training or annual field training a member performs each year to satisfy the annual training requirement associated with a Reserve Component assignment. It may be performed during one consecutive period or in increments of one or more days, depending upon mission requirements.

Army: The United States Army includes the Regular Army, the National Guard of the United States, and the Army Reserve; all persons appointed, enlisted, or inducted in the Army without specification of component; and all persons serving in the Army under call or conscription under any provision of law, including members of the National Guard of the States, Territories, and the District of Columbia, when in the service of the United States pursuant to call as provided by law.

Army Continuing Education System: Integrated system of voluntary and self-development educational opportunities.

Army Correspondence Course: A formal, centrally managed series of self-study, self-paced instructional materials, identified by a common course title and course number; and administered to nonresident students. A course may include phases, but usually consists of subcourses (modules) presented in a logical, progressive sequence, directed toward specific training objectives.

Army Correspondence Course Program: Overall program governing Army correspondence courses (see Army Institute for Professional Development). The AMEDD and JAG correspondence course extension programs are separate programs not under the Army Institute for Professional Development.

Army Institute for Professional Development: Organization responsible for overseeing, managing, and administering the Army Correspondence Course Program.

Army Learning Center: Facility providing education and training support services under the direction of the installation Army Education Center.

Army National Guard: The Army portion of the organized militia of the States, Commonwealth of Puerto Rico, and the District of Columbia whose units and members are federally recognized.

Army Program for Individual Training: A mission, planning, and resourcing document produced by ATRRS that identifies by FY projected individual training requirements for established courses and for skills where new courses are necessary.

Army-Wide Doctrinal and Training Literature: Publications that are DA numbered, indexed, and published. Products included are: field manuals, training circulars, ARTEP products (MTP, drill, exercise), Soldier training publications, non-equipment training manuals, selected DA pamphlets (350 and 351 series), and posters.

Army Training Requirements and Resources System: The Department of the Army's major online information system for support of institutional training missions during peacetime, partial or full mobilization, and subsequent reduction to the training base consisting of a centralized training management database with interactive terminals supporting: The HQDA, PERSCOM and its RC counterparts; Army schools and training centers; and others service or government agency schools and training centers.

Army Training: The instruction of Army personnel to accomplish their critical tasks and supporting skills and knowledge.

Collective Training: Either in institutions or units that prepares cohesive teams and units to accomplish their missions on the battlefield and in operations other than war.

Common Core: The combination of common military tasks, common leader, and directed or mandated tasks for specific courses, grade levels, or organizational levels regardless of branch or career management field or program.

Crew-Served Weapon: A weapon system for which a crew of at least two members is required

Distance Learning: The delivery of standardized individual, collective, and self-development training to Soldiers, civilians, units, and organizations at the right place and time through the use of multiple means and technology. Distance learning may involve student-instructor interaction in real time (for example, via two-way audio/video television) and non-real time (for example, via computer-based training). It may also involve self-paced student instruction without benefit of access to an instructor (for example, correspondence programs).

Functional Proponent: Organization providing oversight for the content and function of their functional or specialty course(s). May or may not be the same as the training proponent.

Functional Training: Designed to qualify leaders, Soldiers, and civilians for assignment to duty positions that require specific functional skills and knowledge.

Horizontally Aligned Training: Training when tasks selected for training are relevant to duties, responsibilities, and missions assigned to leaders who serve at a specific organization level, notwithstanding the rank or status of the individual being trained.

Inactive Duty Training: Authorized regularly scheduled unit training assemblies, or equivalent training periods performed by RC Soldiers who are not in an active duty or active for duty status.

Individual Development Plan: A set of career objectives, courses, strategies, and developmental activities to assist employees to plan and execute short- and long-term goals.

Individual Training Plan: A document prepared for each enlisted, warrant officer MOS and commissioned officer occupational specialty code and each functional or specialty training program that describes the overall plan to satisfy training requirements and documents the long range training strategy. The individual training plan is a part of the institutional component of the Combined Arms Training Strategy.

Institutional Training: Training, either individual or collective, that takes place in Army service schools, Army training centers, or other TASS locations.

Inter-service School or Course: School or course used by two or more services or agencies administered by a coordinating service or agency, presenting a curriculum developed in coordination with the participating (using) Services.

Integrated Training Area Management: ITAM is a core component of the SRP and is responsible for maintaining training land to help the Army meet its training requirements. It uses a management and decision-making process to integrate Army training and other mission land use requirements with sound natural resource management of the Army's lands.

Joint School or Course: School or course used by two or more services that has a joint faculty.

Leader Book: A tool for recording and tracking Soldier proficiency on mission oriented tasks.

Noncommissioned Officer Enlisted: Soldiers in the ranks of corporal through the Sergeant Major of the Army.

Nonresident Training: Individual training distributed to students for completion without the presence of an on-site instructor/facilitator, small group leader or otherwise designated trainer.

Orientation Course: Course that introduces the student to a particular technique or area of knowledge.

Power Projection: Army term used to describe the capabilities of the Army to respond rapidly to threats against national interests anywhere in the world and operating across the spectrum of conflict. The power projection Army provides national leaders with the option of responding to crisis with tailored infantry, armor, airborne, air assault, and special operations forces. In partnership with the Air Force, the Navy, the Army can strategically project a ground combat force capable of delivering decisive victory in regional conflicts, and conduct stability and support peace operations. The essential characteristics of the power projection Army are readiness, deplorability, versatility, and sufficiency. Additionally, it must be capable of dominating maneuver, conducting precision strikes, winning the battlefield information wars, protecting the joint force, and projecting and sustaining combat power.

Reclassification Training: Training intended to qualify an individual in a new MOS. Upon satisfactory completion of the training the new MOS will be awarded to the Soldier and designated as the Primary Military Occupational Specialty.

Reserve Component Training Institutions: The generic name, which applies to all schools, academies, and centers operated by the RCs to train Soldiers.

Resident Training: Training presented, managed, and controlled by an on-site instructor or facilitator, small group leader, or otherwise designated trainer.

Risk Management: Actions to reduce and eliminate hazards or control the impact of hazards during training and operational activities.

Self-development Training: Self-development training is directed or self-motivated training, which enhances and expands a Soldier's or DA civilian's ability to progress in technical and leadership positions and improve their performance capabilities. Self-development training principally takes place while the individual is assigned to a unit or organization, but may also occur at school or during AMT.

Schooling: Formal instruction of Soldiers at military or civilian educational institutions.

Small Group Instruction: The means of delivering training which places the responsibility for learning on the Soldier through participation in small groups led by small group leaders who serve as role models and mentors throughout the course. This instruction uses small group processes, methods, and techniques to stimulate learning.

Soldier: An enlisted member, warrant officer, or commissioned officer in the Army.

Soldiers Manual: A MOS-specific Soldier training publication that contains task summaries for the critical tasks in each skill level of a MOS. These task summaries identify for the trainers and Soldiers the conditions under which the task must be performed, the required standards, and the performance measures for evaluating the Soldier's performance.

Soldier Training Publication: A training publication that contains critical tasks and other information used to train all Army Soldiers to the same standards. It provides guidance on the conduct of individual Soldier training in the unit and aids all Soldiers in the training of critical tasks.

Special Qualification Identifier: Digit added to the specialty or MOS identifying special qualifications needed for performance of a specific type military activity.

Specialty: Professional military career field for training, utilization, and development of commissioned officers.

Student: An individual formally enrolled in any course of instruction.

Sub Course (for correspondence courses): Basic unit of instruction in an Army correspondence course. A grouping of lessons in the course. Synonymous and module.

Sustainment Training: Individual and collective training conducted in the unit or resident schools, units, and organizations to ensure continued expertise on the operations, employment, and logistics support of fielded systems or equipment.

System Approach to Training: The Army's training development process. It is a disciplined, logical approach to making decisions about all individual, collective, and self-development training in the Army. It determines whether or not training is needed; what is trained; who gets the training; how and how well, and where the training is presented; and the training support/resources required to produce, distribute, implement, and evaluate all training products. The SAT involves five related phases of training: analysis, design, development, implementation, and evaluation.

Tactical Engagement Simulation Training System: An advanced collective training methodology supported by a family of TADSS used in free-play, force-on-force, field training exercises. The TES training system consists of three subsystems: the simulator subsystem which includes TADSS and supporting procedures that simulate casualty-producing effects of weapons in real time; the control subsystem which includes a staff of trained observer-controllers who referee, ensure realism, record events, and report actions observed through AARs and unit take home packages; and the management subsystem which includes activities and computers to plan, schedule, conduct, and evaluate the training of battle-focused Mission Essential Task List (METL) tasks to standard. This live simulation training system includes unique curriculum, specially trained military and civilian instructors, and life cycle contractor support personnel worldwide.

The Army Centralized Individual Training Solicitation: The process by which DOD agencies, the total Army, other services, foreign military, and civilian agencies are requested to submit their individual training requirements by FY for input into ATRRS.

The Army School System: Fully accredited and integrated Active Army, Army National Guard, and U.S. Army Reserve schools that provide standard resident and nonresident (distance learning) training and education for the Army.

The Army Training System Course: A course designed to train the same MOS/AOC skill level or AOC, LIC, SQI, or SI throughout the Army. The course ensures standardization by training all critical tasks to task-performance standard. It may be trained at different sites and may involve use of different media and methods to train the various phases, modules, or lessons

Warrant Officer: Officer in the ranks of Warrant Officer One through Chief Warrant Officer Five.