

## **CHAPTER 11 LOGISTICS SUPPORT**

**General.** The WHFRTC Supply and Services Section are responsible for issuing and receiving all installation property and supplies. Troop Housing, Chargeable Housing, Classrooms, Headquarters Building, Shower Buildings, Simulation Buildings, and housekeeping supplies are available upon request. All support requests must be received NLT 30 days prior to execution, and units will confirm requests either in person or via phone call NLT 15 days prior. Requests outside this timeline will be denied; exceptions to policy must be approved by the Base Operations Manager. A support request will consist of the WHFRTC Support Agreement (DD Form 1144) and an equivalent MIPR (if applicable).

### **11-1. Cost.**

- a. Kentucky Army National Guard Units will not incur any costs associated with training at this center. Non-Kentucky National Guard units will be charged for Class II supplies, chemical latrines, and dumpsters.
- b. All other units and non-DoD organizations training at GTC-KY shall incur costs to offset the operational costs of the facilities.
- c. Cost of supplies and Post property usage will be recorded on DA Form 3161 upon issue. Representatives from the Training Site and the unit will sign the DA Form 3161. An invoice will be prepared and forwarded to USPFO for processing after the unit departs the training center. The unit representative will receive a copy of the receipt after they have cleared the Training Site's Supply and Services Section.
- d. Refer to the current support agreement located on the website, SharePoint, or provided by contacting the Training Site Supply and Services Section.

### **11-2. Military Interdepartmental Purchase Request (MIPR).**

- a. Non-KYARNG military units using the Training Site will make payment of any identifiable costs utilizing DD Form 448 (MIPR). MIPRs shall be emailed to the Training Site's Supply and Services Section. MIPRs will not be used for rations at the Dining Facility, or Chargeable Housing unless approved by USPFO for KY. After the approved MIPR is received the signed DD Form 448-2 (MIPR Acceptance) with the assigned Work Breakdown Structure (WBS) will be returned to the unit to fund in General Fund Enterprise Business System (GFEBs). Once WBS is set up in GFEBs, unit will notify WHFRTC and must be complete NLT 15 days prior to training event.
- b. Non-DOD and civilian organizations utilizing the Training Site will make checks payable to US Treasury and mailed to the below address with a copy of the invoice. All checks will be required for final clearance of Training Site's Supply and Services Section.

USPFO for Kentucky  
ATTN: Fiscal Accounting  
Bldg. 120, 120 Minuteman Pkwy  
Frankfort, KY 40601-6192

- c. Payment/reimbursement arrangements shall be made prior to training or arrival of the unit.

### **11-3. Unit Movement.**

- a. Units arriving via ground convoy shall forward a copy of the convoy movement order prepared by KG-DOL-DMC to the training center Logistics Office.
- b. Units deploying via rail shall coordinate through their higher headquarters with the training center Logistics Office for use of the railhead.
- c. Special Hauling permits are required to be on-hand for transport of hazardous materials or ammunition onto the training center. This will be obtained from the KG-DOL-DMC office.

d. Ammunition and bulk fuel are not permitted to enter the installation through the main gate. All ammunition and bulk fuel are required to enter the installation property through the convoy access route.

e. Ammunition and bulk fuel are not authorized to enter into the cantonment area at any time without approval from Range Operations.

**11-4. Housekeeping.** All supplies associated with the cleaning of assigned facilities are available at the center. Using units can draw items on an as needed basis. These items include but are not limited to linen, toilet paper, garbage bags, paper towels, and window cleaner. These items will be issued based on number of troops and square footage of building space being utilized. These supplies are for use by soldiers in the cantonment area. Non-KYARNG units will be charged for cleaning supplies after the initial stock is depleted.

**11-5. Petroleum, Oil, and Lubricants.** Package POL is the using unit's/organization's responsibility. Diesel fuel is available at U.T.E.S. Units requiring diesel fuel will route requests through KG-DOL to U.T.E.S.

**11-6. Field Support.** Units/Organizations will request Portable Toilets and Dumpsters through the Supply and Services Section NLT 30 Days prior to delivery using Logistics Support Request. The Supply and Services Section will order chemical latrines and dumpsters based on requests. Non-KYARNG will incur a cost and that cost will be added to the MIPR and/or invoice.

#### **11-7. Issue and Turn-In.**

a. Issue Procedures

(1) Units must have current copy of DA Form 1687 and assumption of command letter, on file with the Supply and Services Section prior to issuing of any installation property or supplies.

(2) Prior to issuing installation property and supplies, the unit's representative will coordinate and schedule drawing time with the Supply and Services Section.

(3) Key control register will be used to account for facility keys issued to the unit's representative. Unit representative will sign for the facility keys at the facility being drawn.

(4) Preprinted DA Form 2062 will be used to issue requested facilities to the units. The Training Center and unit representatives will inspect and jointly inventory the facilities. At the completion of the inventory the unit's representative will sign for the facility.

(5) Units will be required to draw linen for troops that are housed in the barracks. Linen will be issued out of the Headquarters Building 332. See ANNEX for linen charges pertaining to Non-KYARNG units.

b. Turn-in Procedures:

(1) Three days prior to the unit departure the unit will coordinate turn-in time with the Supply and Services Section for the signed Installation Property. Linen will be turned in first at the Headquarters Building 329. Installation property clearing standards checklist can be obtained from the Supply and Services Section upon issue.

(2) The Training Center and unit's representatives will inspect and jointly inventory keys and the facility that were drawn. At the completion of the inventory the Training Center representative will sign in the keys recorded on key control register, sign and returned the preprinted DA Form 2062 to the unit, unless there are shortages or damages noted during the inventory. Adjustment document will be prepared and turned in to Supply and Services Section before the preprinted 2062 is cleared and returned to the unit. Cleaning of the facility will be completed and the floors will be dry before a Training Center representative will enter the building for the purpose of clearing the building.

c. Units will complete and get appropriate signatures on AGO KY Form 35-13 WHFRTC Clearance Request prior to departing the Training Center. Completed forms will be turned in to the Logistics Office.

## **11-8. Chargeable Housing.**

a. Chargeable housing units are available for official and non-official use. Non-official user's daily room rates are \$5.00 higher to account for a daily surcharge. All rooms are reserved on a first come first serve basis. Advance reservations are required. Walk-in service is available.

b. Reservations will be submitted to the WHFRTC Billeting Office @ 4675 State Route 181N, Greenville, KY 42345, via email to [whfrtc\\_scheduling@ng.army.mil](mailto:whfrtc_scheduling@ng.army.mil) or FAX using the Official WHFRTC training request form. Telephonic requests will be accepted only when reserving with a credit card. Units wanting to make block reservations will submit a by name roster with all required information and unit POC to the billeting office, no later than 45 days out. Substitutions or cancellations will be made by the unit POC for block reservations or by the individual with the reservation for individual reservations. The following information is required in the reservation request:

- (1) Arrival date
- (2) Departure date
- (3) First name
- (4) Last name
- (5) Gender
- (6) Rank
- (7) Unit
- (8) Event
- (9) POC name & phone number
- (10) Method of Payment

c. Chargeable Transient Quarters office hours are from 0630 to 1530 Monday through Friday. Depending on weekend usage, the office will generally be open during the same hours during the weekends. Customers can check-in at the CTQ Office (bldg. 332) during scheduled office hours and in the Security Office after office hours.

d. DVQ -Five Distinguished Visitors Quarters are designated for O-6 and above, CCWO or CW5 in a command position, and CSM/CCM SGT at BDE level and above. These quarters must be specifically requested and will be made available on a first come first serve basis. General Officer requests will be given priority.

e. Field Grade Officer/SR NCO Quarters (bldgs. 320, 322, 323 and 324) - Field Grade Officer/SR NCO Quarters are available for O-4 and above, CW3 and above and E-8 and above.

f. Officers, WO1-CW2 and NCO Quarters are Bldgs. 304, 305, 311, 312, and 321.

g. The Training Center Commander retains the authority to adjust room assignments in the interest of the training center. E-6 and below may be housed in chargeable housing at the discretion of the Training Center Commander.

h. Payment Options - Cash, Check, MasterCard, Visa, or USPFO. For payment by USPFO units must submit a by-name request in advance to USPFO for approval of payment. Upon confirmation of approval, charges will be billed to USPFO.

**Refer to the CTQ SOP for in-depth details on CTQ operations and support.**

**11-9. Dining Facility Subsistence.** Units training at the Wendell H Ford Regional Training Center should acquire meals for their personnel in the same manner as any other IDT or AT period, when the MKT is established in the Range areas and units are supporting themselves. Units utilizing the Dining Facility will coordinate with the Food Services Technician for all rations obtained from the Dining Facility. The DFAC has a capacity of serving 600 meals per hour. The Dining Facility does not have the storage capacity to support MRE's.

a. Procedures:

(1) Commanders must furnish the WHFRTC Food Services Technician with a current command appointment order and a DA Form 1687, Delegation of Authority, designating personnel who are authorized to request or receive rations when their unit uses the WHFRTC Dining Facility.

(2) The following procedures will be used when requesting meals in the situations listed below:

(a) Unit IDT: Units requiring meals from the WHFRTC Dining Facility (regular meals, box meals, or field feeding) will complete an AGO Form 30-1-E, dated MAY01 (WHFRTC Subsistence Request), which is on the E-Forms. One signed copy will be e-mailed or faxed to the Food Services Technician at least 30 days prior to the training dates and one copy will be sent to USPFO-L-SC along with the DA Form 5913; dated MAR06. USPFO-L-SC will then assign a ration control number to the AGO Form 30-1-E and return to requesting unit and WHFRTC Food Service Representative. DA Form 5913 and AGO Form 30-1-E must be signed by the unit commander, there are no exceptions, this is according to AR 30-22, 3-30 a (1). The unit will then present a copy of the form with the Rations Control Number to the Food Service Representative upon arrival to WHFRTC. This will cover only Subsistence in Kind (SIK) Soldiers. Active Guard/Reserve personnel, Technicians, personnel assigned to Joint Support Operations, officers and any other personnel authorized Per Diem will pay the contract price when consuming meals at the WHFRTC Dining Facility. The requirements for their meals will be placed in the "Others" column of the AGO Form 30-1-E for regular meals, box lunches or field feeding. It will be the commander's responsibility to ensure that his/her headcount is correct before leaving WHFRTC. A unit may change the number of meals requested up to 48 hours before the first meal is to be consumed.

(b) Unit Annual Training: Units requiring meals from the WHFRTC DFAC during this period will follow the same procedures as listed above. The only difference is that AGR enlisted personnel, officers and warrant officers will be included in the SIK portion of the request. The unit will submit a DA 4187, Personnel Action, on each AGR enlisted individual, officer and warrant officer, which will take the subsistence from their pay while at annual training. They will follow the same procedures stated above.

(c) Individual IDT and AT:

1) Individual enlisted Soldiers and/or small groups (10) or less of enlisted Soldiers from the same unit, will dine in the WHFRTC Dining Facility with no out of pocket expense to the individual. Officers, warrant officers and AGR Soldiers are required to pay for their meals. Soldiers whose duty requires them to remain overnight should be on either IDT or AT travel orders.

2) Units are responsible to contact the WHFRTC Food Services Representative at 502-607-7990 to make arrangements for feeding their Soldiers who are performing duty in IDT or AT status at the training site. For small groups, units will be responsible for providing a roster to the Food Services Technician NLT 15 days prior to the reporting date. This roster must also include any officers, warrant officers, Technicians or AGRs that will be eating in the Dining Facility. Units must notify the Food Services Representative immediately if any changes occur after the initial roster submission. Units will inform their Soldiers that they must report to the Food Services Representative or his/her designated representative in order for them to be added to the unit roster, so that they can eat at the Dining Facility. If a Soldier comes to WHFRTC without an order in hand or if one has not been cut, that Soldier must pay for their meals and request for reimbursement thru Defense Travel System (DTS) once his/her duty has been completed.

3) For all individuals on IDT or AT travel orders, who are performing duty at WHFRTC, the DCSOPS-TA will put the following additional instructions on the orders: "GOVERNMENT MEALS AVAILABLE AT NO COST TO INDIVIDUAL, PER DIEM NOT AUTHORIZED".

4) Soldiers attending schools at the 238<sup>th</sup> Regiment (CA): Enlisted Soldiers will be provided meals at no cost. Officers will pay the contract cost of the meal. The 238<sup>th</sup> Regiment (CA) will provide an AGO Form 30-1-E to the WHFRTC Food Services Representative, signed by their unit commander only.

5) Long term duty at WHFRTC: Soldiers who are on long term duty (124 site man-days, force protection, etc.) is defined as follows: if the Soldier is outside the commuting distance (50mile radius) DCSOPS-TA will put the following additional instructions on the orders: "GOVERNMENT MEALS

AVAILABLE AT NO COST TO INDIVIDUAL, PER DIEM NOT AUTHORIZED”. If the Soldier is within commuting distance (50 mile radius), the DSCOPS-TA will put the following additional instructions on the orders “PER DIEM IS NOT AUTHORIZED FOR MEALS AND LODGING, ENTITLED TO RNA/BAS IF IN MILITARY STATUS.”

6) All others: (ADSW, ADT, AGR travel, Tech travel, etc.). If individuals are outside 50 miles from their duty station and/or home of record, they must be on orders if they are to use the DFAC. Program managers will put the following instructions on the orders: “GOVERNMENT MEALS AVAILABLE AT NO COST TO THE INDIVIDUAL.PER DIEM NOT AUTHORIZED”

7) Units or directors who are conducting conferences, meeting, or unit schools at WHFRTC are encouraged to use the Dining Facility whenever possible. Program managers may require units and/or directors to use the WHFRTC Dining Facility, based upon the type of activity and funding availability. If they chose to do so, they must submit a roster of individuals who will eat in the Dining Facility to the WHFRTC Food Services Representative and an AGO Form 30-1-E with the number of meals required, broken down by breakfast, lunch and dinner. Program Managers will put the following additional instructions on the orders: “GOVERNMENT MEALS AVAILABLE AT NO COST TO INDIVIDUAL, PER DIEM NOT AUTHORIZED”.

i. To submit changes on the original AGO Form 30-1-E, a corrected copy will be sent to the WHFRTC Food Service Representative and USPFO-L-SC no later than 24 hours prior to the first requested meal served. “CORRECTED COPY” and date submitted will be placed on the new 30-1-E. This includes date of meals requested, types of meals and the quantity of meals.

ii. Alternate locations have been established for meal support when the DFAC is not open. Only personnel on orders stating meals provided and having a DTS authorization are authorized to sign in. Personnel on Unit IDT or AT are NOT authorized to sign in and must go through their units for meal coordination and guidance.

iii. All Units, Groups, and personnel outside of the KYARNG will coordinate for meals directly with the Food Services Technician.

b. Logistics/Supply

(1) Procurement of ice is requested through Logistics at least 30 days prior to training event. Procurement of ice is the responsibility of the WHFRTC Supply and Services Section. Units are required to estimate Ice usage and submit their requirements on the initial training request. Non-DOD organizations can request Ice usage and support but will be charged. Local vendors are available for the purchase of ice. Organizations may contact the Training Center Supply and Services Section for local vendors and storage.

(2) Refrigeration units can be drawn from the Training Center's Supply and Services Section Office. Prior scheduling coordination for these assets is required through Logistics.

(3) Potable water is available for field use. Units will coordinate with the WHFRTC Supply and Services Section to establish a water account. Non-Army National Guard customers will be charged for water drawn from the water point.

