

Operations and Training:

Training Site Utilization

Headquarters
Kentucky Army National Guard
Frankfort, KY 40601
8 January 2019

SUMMARY of CHANGE

KYARNG Regulation 350-7

Training Site Utilization

This major revision, dated 8 January 2019 –

Updates to Chapter 1 Introduction:

- 1-1 Purpose and Scope
- 1-2 GTC-KY Mission Statement
- 1-3 NGR 5-3 providing a more detailed description of the regulation
- 1-4 NGB-TR Reworded and expanded upon
- 1-5 Changed from Training Center Advisory Council to Training Center Command Advisory Council
- 1-6 Changed Garrison Center Category Levels and Profiles to Garrison Training Center Categories
- Added Figures 1-6.1, 1-6.2, 1-6.3, 1-6.4, and 1-6.5
- Added GTC profiles Chapter 1-7
- Chapter 1-8 J3 changed to G3
- Forms Chapter 1-12 now listed in Appendix A

Updated Responsibilities throughout Chapter 2

Updates to Chapter 3:

- Updated 3-4 Motorcycle Operations
- Removed Chapter 3-3 Clearance requirements
- Added 3-8 Common Access Card (CAC) information
- Removed 3-12 Clearing Barrels
- Updated Chapter 3-10 Mail Operation added hours of operation
- Updated GTC GKO Portal
- Updated Figure 3-1, GKO GTC Portal for KYNG Users
- Removed 3-13 Share point site

Updates to Chapter 4 User Agreements:

- Updated Table 4-2, 4-3, 4-4
- Updated Chapter 4-4 Long Range Planning
- Moved 4-5 Facility Request, 4-6 Scheduling Priority, 4-7 Cancellations to chapter 7 Range Operations
- GTC Website now located at 4-8

Updates to Chapter 5 Communications:

- 5-1 General, Rewrote and expanded
- 5-2 Telephone Numbers, added Provost Marshal and Fire Department
- 5-5 a. reworded to KY State Computers only

Updates to Chapter 6 Training Resources updates throughout the entire chapter

Updates to Chapter 7 Range Operations throughout the entire chapter

Chapter 9 Safety and Medical separated Safety moved to chapter 8 Medical moved to chapter 9

- 8-26 Basic weapons safety section i Personally owned weapons added
- 8-29 Weather Warning section updated
- Updates throughout entire chapter 9 Medical

Environmental section updated to chapter 10

Chapter 11 changed to Logistics Support and entire section updated

Chapter 12 changed to Engineering/Facility Maintenance

- 12-3 Dig Permits added
- 12-4 Facilities Maintenance Support added
- 12-5 a Work Order System management updated

Chapter 13 Moral, Welfare and Recreation

- 13-4 Canteen Operations deleted

Appendix Changes/Revisions

- Appendix A changed to forms
- Appendix B changed to Basic Requirements for Operating a Range/Training Area
- Appendix C changed to Hot Range Denial List
- Appendix D changed to Air Operations
- Appendix E changed to Field/Tent Heaters Safety Guidelines
- Appendix F changed to Physical Security of Arms, Ammunition, and Explosives
- Appendix G changed to GTC-KY Maps
- Appendix H changed to Rappelling
- Appendix I changed to Fast Rope Insertion
- Appendix J changed to Personal Protective Equipment
- Appendix K changed to Portable Toilet Coordination
- Appendix L changed to Range Operations Communications Procedure
- Appendix M changed to Release of Liability and Hold Harmless Agreement
- Appendix N changed to Commander's Live Fire Shoot House Certification Letter
- Appendix O changed to Commander's Rappel Operations Certification Letter
- Appendix P changed to Mental Health Policy
- Appendix Q changed to Physical Fitness

Headquarters
Kentucky Army National Guard
Frankfort, KY
8 January 2019

*Kentucky National Guard Regulation 350-7

Operations and Training:
Training Site Utilization

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History. This publication is an administrative revision. This administrative revision is effective 08 January 2019. The portions affected by this revision are listed in the summary of change.

Summary. This regulation/order prescribes the general policies and procedures governing activities conducted on training lands controlled by the Kentucky National Guard. These training lands include Wendell H. Ford Regional Training Center (WHFRTC), Harold L. Disney Training Center (HLDTC), and Hidden Valley.

Applicability. This regulation/order applies to the active Army, the Army National Guard/Army National Guard of the United States, the U.S. Army Reserves, and any Non-DoD agency, unless otherwise stated. It also applies to the following: the United States Military Academy, Department of Military Affairs civilian employees and contractors, Reserve Officers' Training Corps students training on KYNG controlled training lands, and any person or organization using KYNG controlled real estate or operational ranges; operational range training and target practice activities.

Proponent and exception authority. The proponent for this Regulation/Order is the KYARNG G3. All requests for exception to policies or procedures will be submitted, in writing, to WHFRTC Range Management Authority for review, approval, or further processing to KYARNG G3.

Suggested improvements. Using units and organizations are invited to submit comments and suggestions for improvements on DA Form 2028 (Recommend Changes to Publications and Blank Forms) directly to WHFRTC Range Management Authority, 4675, State Route 181 North, Greenville, KY 42345.

Distribution. This publication is available in hard copy or electronic media via the internet. It is intended for all DoD Organizations and Non-DoD Organizations utilizing training lands controlled by the KYARNG.

*This regulation supersedes KYARNG 350-7, dated 1 January 2017

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AR 40-5	Health and Environment
AR 75-1	Misfire & Dud Report
AR 75-15	Malfunctions involving Ammunition and Explosives
AR 145-2	Organization, Administration, Operation, and Support
AR 190-40	Serious Accident Reporting
AR 210-22	Private Organizations on Army Installations
AR 210-50	Housing Management
AR 385-40	Accident Reporting & Records
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DMAKY 385-14	Range Safety Training and Impact Areas
TC 25-8	Training Ranges

CHAPTER 1 INTRODUCTION

1-1. Purpose and Scope. The purpose of the regulation is to provide guidance and direction for the safe use of GTC-Kentucky training lands and ranges while training at Wendell H. Ford Regional Training Center, Harold L. Disney Training Center, and Hidden Valley Training Area. This regulation will serve as a complement to NGR 5-3, Installation Management and Organization. The primary purpose of this regulation is to establish a basic organizational framework to achieve quality, excellence, and enhanced productivity in all aspects of Training Center management and operations by:

- a. Prescribing the procedures for scheduling use of ranges, facilities, and training areas.
- b. Prescribing responsibilities and procedures for the safe and environmentally sound use of the ranges, facilities, and training areas.
- c. Listing the capabilities, limitations, and any special requirements of available ranges, facilities, or training areas.

1-2. GTC-Kentucky Mission Statement. Command, operate, and administer the use of a Garrison Training Center to accomplish all assigned missions. Provide year-round customer service through administrative, engineering, logistical, training, and operational support to assigned, attached, transient, or tenant units and Joint Forces activities for multiple battalions.

1-3. National Guard Regulation 5-3. This regulation sets forth the basic Army National Guard (ARNG) policies and guidance for the organization and management of ARNG Garrison Training Centers (GTCs). Its primary purpose is to establish the framework of an ARNG Standard Garrison Organization (SGO). This core model is flexible and is sized to meet mission requirements by aligning the SGO structure with consistent functions and processes for all ARNG Garrison Training Centers (GTCs), thereby providing a platform for the delivery of Common Levels of Support (CLS). It also provides the methodology and criteria used to assess the operational capability and capacity of ARNG GTCs, assign a classification, and validate force structure manning requirements and allowances for both the full-time force and the Table of Distribution and Allowances (TDA). This regulation is not directly used to determine funding levels for programs such as the Range and Training Land Program (RTLTP), the Integrated Training Area Management (ITAM) Program, or the Sustainment, Restoration, and Modernization (SRM) Programs.

1-4. National Guard Bureau, Army Training Division (NGB-TR). The ARNG Army Training Division (ARNG-TR) serves as the proponent for all ARNG Garrison Training Centers, ARNG RTLTP, ARNG ITAM, and Sustainment Program and other programs that support the Garrison Training Centers. The ARNG Training Support Branch (ARNG-TR-S) serves as the primary point of contact between NGB and other Department of Defense agencies for all Garrison Training Center issues. ARNG-TR-S provides guidance and assistance to ARNG Training Centers on:

- a. Policy
- b. Resourcing
- c. Organization
- d. Management of Garrison Resources

1-5. Training Center Command Advisory Council (TCCAC). This outlines the basic concept and requirements of the Training Center Command Advisory Council (TCCAC). This council will operate as a sub-committee to the Plans, Operations, Readiness, and Training Advisory Council (PORTAC) and under the guidance of the Chief, ARNG-TR. The ARNG-TR-S will serve as the point of contact for administrative support functions required by the TCCAC.

- a. Mission:

(1) The TCCAC's primary mission is to advise the Chief, ARNG-TR on all matters pertaining to ARNG GTCs. This may include conducting studies, surveys, or data calls to obtain the information necessary to provide recommendations.

(2) The TCCAC will obtain issues from the field, conduct necessary research, and provide issue papers to ARNG-TRS for GTC matters affecting the community.

(3) TCCAC issues will be coordinated with the National Guard Range Sustainment Integration Committee (NGRSIC) as necessary.

b. Membership:

(1) The TCCAC membership consists of sixteen voting members: one National Chair, one National Co-Chair, seven Region Chairs, and seven Region Co-Chairs. Non-voting membership includes one National Senior Enlisted Advisor, seven Regional Senior Enlisted Advisors, and an Executive Secretary. At Council meetings each Region will have only one vote, even if a Co-Chair is in attendance. Regional boundaries will be the same as those delineated by the Chief of Staff Advisory Council (COSAC) charter, and match those of the PORTAC.

(2) At the discretion of the National Chair, TCCAC members may be appointed to represent the TCCAC and participate in other national advisory council meetings. The National Chair may also invite representatives from other national advisory councils to attend TCCAC meetings in an advisory capacity. In addition, each Region Chair or Co-Chair is highly encouraged to attend and/or participate in their Regional PORTAC meetings. The TCCAC may be called upon to establish teams, or special work groups, in order to address a specific requirement or informational need; these working groups will be chaired by a Council member but may consist of members outside of the TCCAC. Ex-Officio members may attend TCCAC meetings and include, but are not limited to, NGB Division Chiefs and past National and Regional Chairs.

(3) Regional TCAC chairpersons will elect representatives from the Garrison Training Centers to represent the regional TCACs on other advisory councils at the invitation of the appropriate NGB division chief. Representatives from other advisory councils may sit on the TCAC at the invitation of the Chief, NGB-ART.

c. Meetings:

(1) The TCAC will meet at least once annually at the call of the Chairperson/Co-chairperson. Regional representatives shall also schedule an annual meeting of their respective region prior to the annual TCAC meeting.

(2) Garrison Training Center Workshop - The TCAC will conduct an annual workshop to provide the Garrison Training Centers with the latest range, environmental, construction, and personnel information, and with organization and management techniques. The HQDA and NGB proponent agencies will be invited to ensure uniform actions.

1-6. Garrison Training Center Categories.

a. The classification level will be determined based on a methodology aimed at the operational capability of the GTC to support training and proficiency levels of the Army training strategy and ARFORGEN training models. It further supports home station training, by aligning training capabilities and resources in order to facilitate unit readiness.

b. Classification levels follow a progressive and sequential block approach, supported by unit ARFORGEN training models, related Event Menu Matrices (EMMs) and the Combined Arms Training Strategy (CATS). Classification levels are established to define the core operational capabilities and resources of a given GTC. Table 1-6 below, illustrates this concept of achieving the various readiness levels, by organizational echelon and classification criteria.

Classification	Training Center Classification Capabilities						
	Billeting Capability	Maneuver Capability	Range Live Fire Capability				
			Indiv Wpn Qual	Crew Serve Wpn Qual	Collective		CO
					Tm/Crew & Squad	Section & PLT	
Level I	BDEs	CO	X	X	X	X	X
Level II	BDE		X	X	X	X	
Level III	BNs	PLT	X	X	X		
Level IV	BN	SQUAD	X	X			
Level V	CO	TM/CREW	X				
Level VI	NA	INDIV	X				

Table 1-6.1, Training Center Classification Capability

c. Criteria is evaluated and scored based on real property assets by specific facility category codes (FCCs), and their related unit of measure (UM) as applicable within PRIDE Web.

d. Once a GTCs classification level is established, it's secured in order to not disrupt TDA and FTM authorizations. The classification system is not designed to grow (advance) or shrink (reduce) classification levels, but rather portray a universal definition of its core operational capabilities. *Example: Camp ABC, a Level II training center would be defined as a training center capable of supporting individual and collective training for a Brigade, with Company- level maneuver and a Platoon-level range live-fire capability.*

e. Classification Determination Procedures.

(1) Data reports are extracted from the authoritative database sources for each criteria, by state and for each training center/site.

(2) The data is then evaluated and a score level determined for each criteria using tables C-2, C-3 and C-5.

(3) An overall classification level is then determined by comparing each of the criteria score levels. The desired end state is for the capability levels to match when determining the overall classification level of a training center. If any criteria do not match (or equal) then the overall classification level is determined by using the lowest capability level (highest number) achieved. *Example: Camp XYZ has a billeting capability score of Level II; a maneuver land capability score of Level III; and a range live fire capability score of level II. The overall classification level for Camp XYZ would be a Level III.*

(4) An analysis of each criteria score may be further required and conducted using tools such as the Facility Investment Strategy (FIS), the Training Support System Mission Essential Requirements (TSS-MERs), and the Army Range Requirements Model (ARRM). This measure aids the analysis and further defines known requirements and potential considerations towards an exception to criteria.

(5) Validated criteria shortfalls for any given training center will not be used to reduce its classification, as long as the validated requirement exists, and the project is capable of being programmed or built on the training center. Example sources for validated requirements are the Future Year Defense Plan (FYDP), FIS, MERs, and the Range Complex Master Plan (RCMP) validation memorandum.

(6) Validated criteria that exceed a requirement may be used as a mitigation measure against a criteria shortfall but will not be used to justify an increase in classification.

(7) Requests to combine multiple training centers for the purpose of achieving a criteria shortfall will be considered and reviewed by ARNG-TRS on a case-by-case basis. Requests to combine multiple training centers for the purpose of achieving a greater classification level will not be considered.

(8) States may submit an exception to criteria with justification if a capability shortfall against any of the criteria is identified during profiling that would impact its current classification. ARNG-TRS will conduct an analysis of all exceptions to criteria on a case-by-case basis.

(9) ARNG enclaves are federal properties licensed to the ARNG for GTCs co-located on other installations. Enclaves are classified based upon their own separate criteria. *See paragraph 1-6.6.*

f. Transient Billeting and Lodging:

(1) This criteria examines specific and measured real property FCC assets that provide transient training billeting and lodging facilities compared to organizational echelon levels on the training center. (*Table 1-6.2*).

Classification Level	Billeting Capability	# of Billets
Level I	Multiple Brigades	4561 - 9120
Level II	Brigade	2281 - 4560
Level III	Multiple Battalions	1041 - 2280
Level IV	Battalion	641 - 1040
Level V	Company	640 and below
Level VI	NA	NA

Table 1-6.2, Transient Billeting and Lodging Capability Criteria

(2) This metric defines an organizational capability level for transient billeting and lodging on a training center. The total quantity of beds is summed using the secondary UM for each real property record against the following FCCs:

- (a) 72114, Enlisted Barracks, Transient Training
- (b) 72412, Officer Quarters, Transient Training
- (c) 72115, Enlisted Barracks, Mobilization (Only applicable to Level I/MFGIs)
- (d) 72410, Unaccompanied Officer Quarters

(3) Billeting and lodging authorizations are based on the classification level of the training center. Space allowances are authorized in accordance with the approved State Real Property Master Plan (RPMP), which includes the training installation real property master plan or site development plan. (Reference NG Pam 415-12, Chapter 5-3a.)

g. Maneuver/Training Land Criteria:

(1) This criteria examines specific and measured real property FCC asset amounts of maneuver land (light and/or heavy) compared to the maneuver land requirements of various unit types and based on METL tasks. (*Table 1-6.3*).

Classification Level	Maneuver Land Capability	Light, Maneuver Land (UM = Acres)	Heavy, Maneuver Land (UM = Acres)	Notes
		FCC 17710	FCC 17720	
Level I	Company	7,400 or more <u>AND</u>	12,000 or more	<u>OR</u> 21,000 or more of Heavy (17720)
Level II	Platoon	5,000 to 11,999		Combined 17710 and 17720
Level III	Squad	2,500 to 4,999		
Level IV	Team/Crew	1,000 to 2,499		
Level V	Individual	250 - 999		
Level VI	NA	Less than 250		

Table 1-6.3, Maneuver/Training Land Capability Criteria

(2) This metric defines the organizational capability level for maneuver training land on a given training center. The unit of measure is acres and is based on each real property record for a training center, and is defined by the types of forces that use them using the following FCCs:

(a) 17710, Maneuver/Training Land, Light Forces. The “light” designation refers to areas where maneuver may be restricted to only small unit or units having only wheeled vehicles. Light maneuver/training areas cannot be used by heavy forces.

(b) 17720, Maneuver/Training Land, Heavy Forces. The “heavy” designation refers to areas where maneuver is unrestricted and can consist of all types of vehicles and equipment, including track vehicles. Heavy maneuver/training areas can be used by light forces.

(3) Individual-level maneuver requirements were derived using the average 10-level MOS Institutional POI; while unit-level collective training requirements were derived using the METL task with the highest maneuver requirement from each proponent CATS, and TC 25-1, Training Lands.

(4) A training centers’ maneuver land capability can be further expressed by its capacity in the number of Company (CO) level maneuver boxes for Light and Heavy maneuver forces. CO Level maneuver boxes are based on the average maneuver and training land requirements measured in KM² and converted to acres (*Table 1-6.4*).

Maneuver Force	Average in KM ²	Conversion Factor from KM ² to Acres	Acres
Light Maneuver CO Box	12 KM ²	Multiplied by 247	3,000
Heavy Maneuver CO Box	18 KM ²		4,500

Table 1-6.4, CO Level Maneuver Box Capability Formula

h. Range Live Fire Criteria.

(1) This criteria examines specific and measured real property by FCC range assets based on weapons systems, their associated gunnery strategies or tables and Appendix A of TC 25-8.

(2) This metric defines the organizational capability level for range live-fire capability on a given training center and is supported by the ARNG Live Fire Training Investment Strategy.

Level V Basic Indiv LFX (non-automated)	Level IV Individual Wpns Qual	Level III Crew Served Wpns Qual	Level II Tm/Crew Squad Collective LFX	Level I Section/Platoon Collective LFX
Core Preferred Ranges (Standard)				
17801, Basic 10/25M Range	17822, CP/MPQC <u>and</u>	17833, MPMG <u>or</u>	17895, A/ISBC <u>or</u>	17897, A/IPBC <u>or</u>
	17805, ARF <u>or</u> 17806, MRF	17834, 40mm MG Qual	17859, D/MPTR <u>or</u>	17860, D/MPRC <u>or</u>
			17858, Scout REECE	17771, CLFX/ECP
Alternate (Core Equivalent) Ranges				
17814, NS Small Arms Range	17821, Auto Pistol (Alt for 17822)	17831, MG Trans	17894, ISBC (Alt for 17895)	17896, IPBC (Alt for 17897)
	17804, Record Fire (Alt for 17805/17806)		17893, Squad Defense Range (Alt for 17895 with limitations)	17868, MPRC-H (Alt for 17860)
			17865, A/MPTR (Alt for 17859)	17858, Scout REECE (Alt for 17771)

Table 1-6.5, Range Live Fire Capability Criteria

(3) The ARNG–TR Live Fire Training Investment Strategy (LFTIS) memorandum published annually, outlines the principles and the live fire investment priorities for all TC 25–8 ranges and their associated category and can be found on the ARNG-TRS GKO SharePoint portal.

(4) Ranges with the same FCC are scored as a single capability, while multiple ranges of the same FCC will be viewed and scored as capacity (used for range capacity throughput evaluations).

(5) Range FCCs designated “core–preferred” represent the range(s) required for each Level and therefore become progressive and required critical gates to meet the appropriate level(s).

(6) Manually scored, legacy and “alternate” (core– equivalent) ranges are counted as range assets until they are either modernized to the preferred range, or validated as an acceptable alternative that meets mission requirements.

(7) Identified range FCC shortfalls during profiling for preferred or alternate ranges will be reviewed annually within the RCMP submission. This allows for an analysis of the shortfall using ARRM to either validate the requirement as a shortfall, or provide for an exception to criteria exemption.

(8) In order to obtain a level IV, Individual Weapons Qualification capability, both range capabilities of pistol and rifle are required by either the primary or alternate FCCs, or a combination of both.

(9) In order to obtain a level III, Crew Served Weapons Qualification capability, only one of the preferred or alternate range FCCs are required.

(10) Level I and II collective range capabilities are based on unit training alignments along with their associated range and gunnery requirements. The preferred or their alternate ranges at these levels portray specific unit range requirements, and illustrate the type of unit and range required for support.

(11) A level II, Team/Crew/Squad qualification capability is based upon the following core preferred ranges:

- i. Auto Infantry Squad Battle Course (FCC 17895) for Infantry Brigade Combat Teams.
- ii. Digital Multi-Purpose Training Range (FCC 17859) for Armored/Stryker Brigade Combat Teams (supports Tables III – VI).
- iii. Scout REECE Range (FCC 17858) for Functional/Multi-Functional Brigade units (supports convoy protection platform tables III – VI).

(12) A level I, Section/Platoon qualification capability is based upon the following core preferred ranges:

- i. Auto Infantry Platoon Battle Course (FCC 17897) for Infantry Brigade Combat Teams.
- ii. Convoy Live Fire/Entry Control Point Range (FCC 17771) for Functional and Multi-Functional Units (supports convoy protection tables VII – IX).
- iii. Digital Multi-Purpose Training Range (FCC 17860) for Armored/Stryker Brigade Combat Teams (supports section table VII – IX and platoon tables X – XII).
- iv. Single range assets that were built on top of each other (*Example: a Scout REECE Range on top of an Infantry Platoon Battle Course (IPBC)*) will be scored as separate FCC range assets as long as both are built to TC 25–8 standards. This is because each facility and its usage has either a distinct set of targets and/or firing points with different FCCs for each asset.

- i. DoD Utilization.

(1) The Range Facility Management Support System (RFMSS) is an automated scheduling and management tool that supports Soldier training and training resource management, as well as data collection and management programs for all ARNG GTCs IAW AR 350–19.

(2) RFMSS is the database of record for munitions expended by DODIC and quantity per facility, unexploded ordnance (UXO) tracking by location and type (if possible), and training center utilization.

(3) RFMSS strength event by component and real property facility and event utilization reports will be used for evaluating and determining exceptions to criteria, and throughput capacity analysis for a given facility or event.

- j. ARNG Enclaves.

(1) An enclave for real property purposes is defined as an out granted section of a site where the using organization is from a different DoD component than that of the site reporting organization (the host).

(2) ARNG enclaves are encouraged to coordinate with their host and participate in Real Property Planning Board meetings that may provide for opportunities for cross component/service coordination use of existing facilities and the potential access to vacant real estate.

(3) ARNG enclaves rely on a “use agreement” with the host to provide access to their maneuver land and ranges if the enclave does not have its own. ARNG enclaves are required to maintain a current “use agreement” with their host and will forward to ARNG- TRS in order to maintain a central repository for all ARNG enclave training land and range use agreements.

(4) Construction authorizations for ARNG enclaves will be IAW NGR 415-12, Chapter 5. Requests for new construction must include detailed justification of why existing facilities owned by the host DoD component cannot be utilized.

(5) Enclaves are classified solely on their billeting capability, and based on the following:

- (a) Level III – 1,041 – 2,280 billeting capacity
- (b) Level IV – 641 – 1,040 billeting capacity
- (c) Level V – 640 and less billeting capacity

1-7. Garrison Training Center Profiles.

a. Profiling of ARNG GTCs is based upon specific training criteria that aid in defining the core operational capability in support of Home Station Training (HST). While the focus of profiling is on specific Training Support System (TSS) facilities and capabilities, it also aids the ARNG is assessing current capacity and required capabilities of TSS functions and enablers at the regional, virtual state and the training center level.

b. These capability and capacity profile assessments form individual and collective TSS Mission Essential Requirements (MERs). They provide ARNG leadership with a comprehensive TSS Master Plan to identify critical gaps and a plan for future programming requirements in a resource-constrained environment. The TSS Master Plan is located on the ARNG GKO SharePoint portal.

c. GTC profiling is designed around effective home station training by aligning training capabilities to facilitate building unit readiness. Training center profiling is:

- (1) Specific to real property capabilities.
- (2) Defined in terms of organizational echelon levels (Individual, Team/Crew, Squad, Section/Platoon, Company, Battalion, Brigade).
- (3) Expressed in the form of a classification level.

d. Current GTC classifications as of the date of implementation of this regulation will be maintained in order to stabilize current TDA force structure authorization's and full- time manning vouchers. Criteria scoring will be reviewed annually (each FY in October) using Appendix C, and only be used to identify and document any GTC capability changes, and validate requirement shortfalls.

1-8. Funding.

a. Range Training and Lands Program (RTLTP) – Funded from TR- S through the G3 for Ranges and Training Lands.

b. Integrated Training Area Management (ITAM) – Funded from TR-S through G3 for Land Sustainment and Changes to support training.

c. Maintenance and Repair (M/R) – Funded from ARI through the FMO to the Facilities branch to sustain facilities, roads and ranges. These funds are identified as SRM funds (Sustainment, Restoration and Modernization). Sustainment and Restoration funds are typically executed at the local level. Modernization funds are approved by the SRM Committee at JFHQ. Any new construction is considered Modernization funds, regardless of size and cost, and must be approved by the SRM Committee. For example, a sidewalk in disrepair that is 100 foot long can be repaired through local SR funds, a minor modernization pool is available

for the CFMO to approve projects up to \$20,000. A DA form 1354 must be completed for any addition to the real property inventory and submitted to the plans and programs branch to be updated in the facility Inventory Support Plan. Annually the Garrison Training Center Command will consolidate all Modernization Requests, ensure they are in the Work order system and forward to the FMO in priority order for the SRM Committee.

d. ADOS 124 – Funded through TR-S through the G3 based on Training Site Usage to be utilized to support NG units training on site.

e. Non Appropriated Funds (NAF) – Primarily Chargeable Housing. Funds are secured by the sales of rooms. They are not funded from external source.

1-9. Construction.

a. MILCON Funding – Typically 5-7 years out. These funds are processed by the FMO based on TAG Priorities, normally projects that cost more than \$2,000,000.

b. Sustainable, Restoration and Maintenance – These funds are considered Minor Construction Funds processed by the FMO primarily for maintenance and restoration, but can occasionally (less than 10% of budget) be utilized for construction. Typically, these projects are contracted.

c. Troop Labor Projects – These projects are “training” projects units execute that have a dual benefit to the Training Site or National Guard. Their labor cost and some materials are paid for through J3 funds and the plans, designs and funding of materials through the FMO. Typically the most cost effective, but most difficult projects to execute. Funding for Troop Labor typically comes from the SRM Budget.

1-10. Long Term Planning.

a. Long Term Master Plans – Both GTC-KY and HLDTC have Master Plans that were created in 2015 that identifies construction requirements through 20 years. These plans are located in the FMO, G3 and Deputy Commander offices. Typically, these are updated every 5-7 years by the FMO through a contractor.

b. Training Site Executive Committee – This committee meets annually to determine short term to long range planning priorities for both the HLDTC and GTC-KY sites. The committee is appointed by the TAG and consists of all Directorates and MACOM Commanders.

1-11. Source Data Applications.

a. RFMSS - (Range Facility Management Support System). RFMSS is a scheduling and recording system for training at the unit level. Data is entered at the facility level and includes location of training; FACNO if available; type of munitions used (DODIC), number of rounds fired by DODIC by date, number of duds and impact area. RFMSS data is updated cautiously as required by RFMSS Functional Administrator or Range Staff.

b. PRIDE - (Planning Resource for Infrastructure Development and Evaluation). Pride is a facilities management system that contains real property data for every facility in the ARNG. Data are entered/retrieved by INSNO and FACNO. Data is input at the installation level on a continuous basis and NGB has an NGB-view on a daily basis. PRIDE data is updated in TCSI on a weekly basis.

c. GIS – Geographic Information System. The GIS layers used by TCSI include environmental setting information such as threatened and endangered species habitat, wetland delineations, encroachment (population growth), and surface water. GIS information is updated as new layers become available.

d. RCMP – Range Complex Master Plan. The RCMP is a system utilized by installations and updated annually that NGB will use to justify and rank range requirements nationally. NGB will then utilize the database to develop the life fire investment strategy for the National Guard.

1-12. Forms. See to Appendix A.

CHAPTER 2 RESPONSIBILITIES

2-1. Installation Commander (TAG). The Adjutant General (TAG) of a state or territory; who conveys strategic mission priorities, provides executive oversight, and communicates ARNG installation management priorities to the garrison commander of the training center.

2-2. Kentucky Deputy Chief of Staff for Operations, G3.

- a. Serves as a point of contact between ARNG-TR/TRS and the state, in coordination with the garrison commander of the training center, on issues concerning ranges and training areas.
- b. Provides coordination for the development of the GTC requirements for the state.
- c. Develops and submits annually unit IDT/AT training alignments per the HQDA Annual Training Budget (TBUD) memorandum (generally established in January), NLT 15 April each year for the next fiscal year. (*Example: 15 April 2015 submitted for FY2016*).
- d. Coordinates the completion of the Range Complex Master Plan (RCMP) and its update for each GTC located in the state.
- e. Ensures that the tenant population (MTOE and TDA) on the GTC is accurate in the Army Stationing and Installation Plan (ASIP) for resourcing purposes.
- f. Participates in, and coordinates with, the development of the Integrated Natural Resource Management Plan (INRMP), Integrated Cultural Resources Management Plan (ICRMP), and any NEPA documents involving the GTC. The INRMP and ICRMP must reflect mission requirements for ranges and training lands.

2-3. GTC Commander.

- a. The GC is typically a field-grade officer appointed by TAG and rated by a senior commander, as determined by TAG. May serve as the senior GC under the Fort State concept when appointed by TAG. Individuals designated for assignment as the GC are strongly encouraged to attend the United States Army Garrison Pre-Command Course, Senior Officer Legal Orientation Course, and the ARNG Garrison Command Leadership Course.
- b. The TAG may appoint a senior GC using the Fort “State” concept for states that have multiple GTCs. This optional position utilizes the TDA GC position of the “AA” UIC and communicates priorities and provides operational oversight to subordinate GCs at the derivative UIC level.
- c. Commands the ARNG garrison and serves as the TAGs senior executive for ARNG GTC activities.
- d. Is responsible for daily operations and overall management of the ARNG GTC and base operations services including the operations, maintenance, and management of all real property assets located on the ARNG training center cantonment area, ranges, training facilities, and training lands.
- e. Ensures that ARNG GTC services and capabilities are provided in accordance with NGB and HQDA directed programs and TAG guidance. Provides additional service support in accordance with NGB and HQDA (ACSIM) directives and provides reimbursable services in accordance with Memoranda of Understanding or Agreement (MOU/MOA) or Inter/Intra Service Support Agreements.
- f. Coordinates and integrates the delivery of support from other service providers.
- g. Obtains TAG approval of the GTC Real Property Master Plan (RPMP), in coordination with the State CFMO.
- h. Serves as the primary point of contact with ARNG-TR in all matters pertaining to ARNG GTC operations, resources, management, and Range Management Plans (i.e., RCMP, RDP, INRMP, ICRMP).
- i. Operates ARNG GTCs effectively, economically, and in accordance with applicable laws and regulations.
- j. Approves and issues garrison policies in accordance with respective state, NGB, and Army regulations as directed by TAG.

- k. Develops and implements the ARNG GTC force protection program.
- l. Provides the CFMO with a prioritized list of SRM and UMMC projects and requirements.
- m. Evaluates the effectiveness of ARNG GTC services and support.
- n. Organizes ARNG GTC support activities and establishes managerial procedures in accordance with laws and regulations.
 - o. Develops and forwards through command channels appropriate requests for deviation from the standardized organizational and functional alignments prescribed by this regulation.
 - p. Ensures that key garrison staff, both civilian and military, receive appropriate training.
 - q. Acts as the program manager for all SRP funds, prepares the annual RTLP and ITAM budget submittal requests and submits through the State DCSOPS/G3/J3 or appropriate office, to ARNG-TR.
 - r. Participates in and coordinates with the development of the ICRMP and any NEPA documents involving the ARNG GTC. The INRMP and ICRMP must reflect mission requirements for ranges and training lands.
 - s. Develops and implements appropriate environmental, safety, natural resource, and public information programs to ensure continual effective operation of the ARNG GTC.
 - t. Verifies proper use of ARNG GTC real property facilities and coordinates any changes in real property facility use from original constructed purpose.
 - u. Oversees the Morale, Welfare, and Recreation (MWR) Program for the ARNG GTC, responsible to manage the MWR State Non-Appropriated Funds (NAF) account in accordance with applicable State laws and regulations.
 - v. Represents the ARNG and the ARNG GTC in the surrounding community as directed by the TAG.

2-4. GTC Deputy Commander.

- a. The Training Center Deputy Commander (DC) is typically a field-grade officer and is usually a full-time member and is rated by the GC. May serve as the senior GC under the Fort State concept when appointed by TAG. Individuals designated for assignment as the DC are strongly encouraged to attend the United States Army Garrison Pre-Command Course, Senior Officer Legal Orientation Course, and the ARNG Garrison Command Leadership Course.
- b. Supervises the GTC and serves as the GC's senior executive for GTC activities.
- c. Is responsible for daily operations and overall management of the GTC and base operations services including the operations, maintenance, and management of all real property assets located on the ARNG training center cantonment area, ranges, training facilities, and training lands.
- d. Ensures that ARNG GTC services and capabilities are provided in accordance with NGB and HQDA directed programs and TAG guidance. Provides additional service support in accordance with NGB and HQDA (ACSIM) directives and provides reimbursable services in accordance with Memoranda of Understanding or Agreement (MOU/MOA) or Inter/Intra Service Support Agreements.
- e. Coordinates and integrates the delivery of support from other service providers.
- f. Obtains GC's approval of the GTC Real Property Master Plan (RPMP), in coordination with the State CFMO.
- g. Serves as the secondary point of contact with ARNG-TR in all matters pertaining to ARNG GTC operations, resources, management, and Range Management Plans (i.e., RCMP, RDP, INRMP, ICRMP).
- h. Operates ARNG GTCs effectively, economically, and in accordance with applicable laws and regulations.
- i. Enforces garrison policies in accordance with respective state, NGB, and Army regulations as directed by GC.
- j. Supervises and enforces the ARNG GTC force protection program.
- k. Provides the GC with a prioritized list of SRM and UMMC projects and requirements.
- l. Evaluates the effectiveness of ARNG GTC services and support.

- m. Organizes ARNG GTC support activities and supervises managerial procedures in accordance with laws and regulations.
- n. Develops and forwards through command channels appropriate requests for deviation from the standardized organizational and functional alignments prescribed by this regulation.
 - o. Ensures that key garrison staff, both civilian and military, receive appropriate training.
- p. As the program manager for all SRP funds, prepares the annual RTLP and ITAM budget submittal requests and submits through the State DCSOPS/G3/J3 or appropriate office, to ARNG-TR.
- q. Participates in and coordinates with the development of the ICRMP and any NEPA documents involving the ARNG GTC. The INRMP and ICRMP must reflect mission requirements for ranges and training lands.
- r. Develops and implements appropriate environmental, safety, natural resource, and public information programs to ensure continual effective operation of the ARNG GTC.
- s. Verifies proper use of ARNG GTC real property facilities and coordinates any changes in real property facility use from original constructed purpose.
- t. Oversees the Morale, Welfare, and Recreation (MWR) Program for the ARNG GTC, responsible to manage the MWR State Non-Appropriated Funds (NAF) account in accordance with applicable State laws and regulations.
- u. Represents the ARNG and the ARNG GTC in the surrounding community as directed by the TAG.
- v. Conduct weekly GTC Synchronization meeting across all support sections to ensure the GTC staff are all working to achieve excellence and quality in customer service and support.

2-5. Range Operations Officer (ROO)/Range Management Authority (RMA).

- a. Serve as the central point for control and coordination for all activities conducted within the installation training complex to ensure safety and unified operations.
- b. The Training Center Range Operations Officer (ROO)/Range Management Authority (RMA) has the inherent responsibility for the safe conduct of all training conducted on the installation and for the enforcement of installation regulations related to all training operations. Therefore, the Range Operations Officer/Range Management Authority reserves the right to review all Deliberate Risk Assessment Worksheets 30 days prior to the conduct of requested training. The ROO/RMA has the authority to refuse to accept a Deliberate Risk Assessment Worksheet if he feels it is inadequate or incomplete even if the unit commander has signed it.
- c. If authorized in writing by the Garrison Commander/Senior Commander, withdraw or suspend installation training complex privileges from any person, organization, agency, or club that willfully violates the policies in this publication or local range regulations/SOPs; or from any person whose ability or conduct is incompatible with the safe use of State range structures and facilities.
- d. 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. Publish (electronic), update and distribute range activity schedule to appropriate training center staff that have a need to know (Fire Department, Security, etc.). Schedule should include any future range reservations identifying unit identification code (UIC) and type/quantity ammunition forecasted for expenditure.
- f. Establish, maintain, and document safety certification procedures for unit range OIC and RSOs. For artillery units, the commander provides the installation ROO/RMA a list of personnel who have successfully completed the unit certification program. The installation ROO/RMA ensures that all OIC and RSOs have received baseline education addressing the use of the installation training complex facilities (for example, installation procedures for opening and closing facilities, communications requirements, medical evacuation procedures, and so forth).
- g. Exercise oversight of unit range OIC and RSO training programs and serve as the authority on suspension or termination of IC/RSO certification.
- h. Develop installation level range regulations and/or SOPs.

- i. Develop safety SOP for range clearance operations using the CRM process and the requirements of AR 385-63 and DA PAM 385-63.
- j. Prohibit unauthorized personnel from entering the impact area(s).
- k. Maintain a permanent record, in RFMSS, of all munitions expended to include an estimated dud rate, by type, quantity, DoD Identification Code (DoDIC), location and using organization. Permanent records must include documentation of all UXO clearance operations or EOD incidents on the range.
- l. Assist the State Safety Office and PAO in establishing and implementing an on- and off-post range safety and dud awareness educational program.
- m. Establish and implement all feasible access controls and security measures to deter unauthorized access to ranges and impact areas.
- n. Ensure that all ranges owned and/or operated by the KY-GTC have approved SDZs prior to allowing any member of the armed forces to conduct live-fire training. All SDZs must have the concurrence of the SOHM.
- o. Develop initial placement of standard SDZs for new ranges. Submit SDZ placement diagrams to SOHM for review and concurrence prior to submission to approval authority.
- p. Upon Determination that a range deviation is required, compile the required information IAW DA PAM 385-63, AR 385-63, and in coordination with the SOHM.
- q. Comply with AR 11-9, AR 385-63, DA PAM 385-63, NGR 385-63, and the State Laser Range Safety program requirements if/when it becomes applicable to the training site.

2-6. GTC Logistical Officer.

The GTC-KY - Logistics Chief in many cases will be held by the fulltime Logistics Officer position. He / She works under the direction of the Garrison Commander and/or Deputy Commander. The Logistics Chiefs primary duties include:

- a. Supervises the Logistics Warehouse and personnel.
- b. Establishes, with command guidance, policies and procedures for using unit operations and SOPs for GTC-KY Logistics Section.
- c. Observe training and provide feedback to the unit leaders, as needed, regarding safety issues.
- d. Write and submit training AARs to the Garrison Commander.
- e. Provide Supervision of Dining Facilities, Chargeable and Open- Bay Housing and general supply and services.
- f. Works closely with the JFHQ- J4 and USPFO.

2-7. GTC Engineer Officer.

The GTC-KY - Engineer Chief in many cases will be held by the fulltime Engineer Officer position. He / She works under the direction of the Garrison Commander and/or Deputy Commander. The Engineer Chief's primary duties include:

- a. Supervision of all Troop Labor Projects.
- b. Establishes, with command guidance, policies and procedures for using unit operations and SOPs for GTC-KY Engineer and Facilities Section.
- c. Sustainment of Facilities, roads, training areas and parking lots
- d. Write and submit training AARs to the Garrison Commander.
- e. Provides General Supervision of all state and federal maintenance and engineer employers to ensure the overall sustainment of the site.
- f. Works closely with the JFHQ – FMO.

2-8. GTC Command Sergeant Major.

The Sergeant Major is the senior NCO of the training site. As such the SGM carries out and enforces Army, KYARNG and installation policies, procedures and standards of performance, training, appearance and

conduct of enlisted personnel assigned to GTC-KY. Additionally the Training Site SGM assists the Commander in ensuring visiting units and organizations meet these standards. The Training Site SGM:

- a. Provides advice and recommendations to the Garrison Commander in matters pertaining to enlisted personnel and operation of the training site.
- b. Directs the activities of the NCO support channel.
- c. Assists the Garrison Commander in determining the leader tasks, training objectives and individual tasks for enlisted personnel assigned to the training site.
- d. Responsible for administering the training site NCOBP and overseeing the training site training program.
- e. Represents the commander at military and civilian functions to maintain good community relations.

2-9. GTC Security.

- a. GTC-KY- Security personnel have responsibility for security of the installation, based on the Training Site Anti- Terrorism, Physical Security and Crime Prevention Plans. They provide law enforcement capability based on their Special Law Enforcement Officer Training. They answer directly to the Garrison Commander/Manager for daily tasking and to the Facility Branch Manager for oversight.
- b. The area of jurisdiction is limited to the geographical boundary of GTC-KY, but may be assigned to other Department of Military Affairs property by the TAG in times of emergencies.
- c. Security personnel will assist in emergency evacuation and response with emergency personnel while maintaining a security presence. During emergencies the primary duty of security personnel, remains security of the incident sight and installation.

2-10. GTC Fire Department.

- a. Assumes responsibility as Incident Commander for all fires within Cantonment.
- b. Upon request from Range Operations, notify and ensure dispatch of emergency medical personnel to designated locations within the Range Facility Complex.
- c. Assumes responsibility as Incident Commander for any HAZMAT spills.

2-11. GTC Range Operations.

- a. Training Center Range Operations personnel have the inherent responsibility for the safe conduct of training on the installation and for the enforcement of installation regulations related to all training operations. Therefore, Training Center Range Operations personnel will have complete access to all training areas and facilities at all times while in performance of their duties. In areas occupied by using units/organizations Range Operations personnel will announce themselves and introduce themselves as members of Range Operations.
- b. Range Operations personnel will make on-the-spot corrections in accordance with KYARNG 350-7 and have the authority to suspend unit training as needed to ensure the safety of personnel and equipment. Any such suspension will be reported to GTC HQ.
- c. Range Operations is the communication hub of the installation for both internal GTC operational radio network and the Range Operations radio network.
- d. Range Operations personnel will coordinate emergency evacuation and response with emergency personnel and relay crucial information between responding agencies, GTC Security, and the organization requesting the MEDIVAC. During emergencies the primary duty of Range Operations is Command and Control of the evacuation process from the initial MEDIVAC request until the casualty is off the Training Center grounds.
- e. Training Center Range Operations issues and clears all training facilities on the site.
- f. Issue to and takes in from using units/organizations equipment related to range operations.
- g. Ensures ranges and automated systems are functioning properly and coordinates any maintenance requirements.

- h. Range Operations personnel will conduct the GTC Range Operations Range Safety Briefing and conduct routine safety inspections of training being conducted.
- i. Range Operations supports personnel requirements for specialized equipment required for training.

2-12. GTC Command.

The Training Site TDA consists of 74 Soldiers. Their mission is to support using units on site, sustain the facilities, and train for future deployments. These Soldiers along with the full-time support are typically divided into teams to support the site 7 days a week, 24 hours a day, 365 days a year.

2-13. Using Units / Organizations.

- a. Battalion and/or Squadron Commanders will:
 - (1) Comply with the installation procedures for the certification of OIC/RSO/Laser Range Safety Officer (LRSO). Once satisfied through training and testing that individuals are qualified to perform the duties of OIC/RSO/LRSO, forward their names to the range operations facility for appropriate action.
 - (2) For commanders of Army field artillery battalions and larger field artillery units, establish and maintain an artillery safety training and certification program to train and qualify personnel in safety procedures for their specific areas of responsibility.
 - (3) Ensure personnel who have not completed training and certification are not appointed as an OIC or RSO. For the Marine Corps, commanders of field artillery and tank battalions will establish and maintain weapon safety and certification programs to train and qualify personnel on their respective weapon systems. Personnel must complete this training prior to being nominated by their commanders as OIC and RSOs in the installation's range safety certification program.
- b. Military units/organizations will:
 - (1) Ensure compliance with this publication, AR 385-63, DA PAM 385-63, NGR 385-63, applicable technical manuals, field manuals, doctrinal publications (Marine Corps), installation range guidance, and applicable SOPs for safe training and firing for each weapon system within the command.
 - (2) Ensure all personnel within the command are briefed on and comply with installation range procedures and safety requirements including required personal protective equipment.
 - (3) Designate an OIC and an RSO for each firing exercise and/or maneuver in accordance with OIC/RSO appointment requirements in DA PAM 385-63. Except as designated in paragraph 2-13h(1)(a), below, the RSO may have no other additional duties during the firing exercise.
 - (4) Ensure personnel performing duties of OIC and RSO are certified in accordance with established installation range safety certification program.
 - (5) Comply with range safety certification program requirements in DA PAM 385-63 for OIC and RSOs to ensure they are –
 - (a) Competent and properly instructed in the performance of their duties.
 - (b) Knowledgeable or qualified in the weapon systems for which they are held responsible and in safe ammunition handling and use procedures.
 - (c) Employing proper risk management procedures.
 - (d) The proper use of installation equipment and facilities in accordance with KYARNG 350-7 and established SOPs.
 - (e) Safeguarding all unit weapons, ammunition and equipment.
 - (f) Proper reporting of any accident/incident.
 - (g) Ensure alcohol policy is adhered to.
 - (h) Ensure the strict compliance of regulatory guidance.
- c. Non-military organizations/authorized individuals are responsible for:
 - (1) Ensure compliance with this publication, AR 385-63, DA PAM 385-63, NGR 385-63, applicable technical manuals, field manuals, doctrinal publications (Marine Corps), installation range guidance, and applicable SOPs for safe training and firing for each weapon system within the command.

(2) Ensure all personnel within the command are briefed on and comply with installation range procedures and safety requirements including required personal protective equipment.

(3) Designate an OIC and an RSO for each firing exercise and/or maneuver in accordance with OIC/RSO appointment requirements in DA PAM 385-63. Except as designated in paragraph 2-13h(1)(a), below, the RSO may have no other additional duties during the firing exercise.

(4) Ensure personnel performing duties of OIC and RSO are certified in accordance with established installation range safety certification program.

(5) Comply with range safety certification program requirements in DA PAM 385-63 for OIC and RSOs to ensure they are –

(a) Competent and properly instructed in the performance of their duties.

(b) Knowledgeable or qualified in the weapon systems for which they are held responsible and in safe ammunition handling and use procedures.

(c) Employing proper risk management procedures.

(d) The proper use of installation equipment and facilities in accordance with KYARNG 350-7 and established SOPs.

(e) Safeguarding all unit weapons, ammunition and equipment.

(f) Proper reporting of any accident/incident.

(g) Ensure alcohol policy is adhered to.

(h) Ensure the strict compliance of regulatory guidance.

CHAPTER 3 ADMINISTRATION

General. This chapter provides administrative guidance for using units that training at GTC-KY. Maps, forms, KYARNG 350-7, and various SOPs are available at Range Operations and at www.whftrc.ky.gov. Maps can also be found at the end of this document. **Open fires are permitted for Fire Fighting Teams (FFT), all other units will requests will be on a case-by-case basis. All requests for open fires must be coordinated through Range Operations.**

3-1. In-Processing.

- a. Using unit must have properly scheduled the use of GTC-KY using the Range Facility Management Support System (RFMSS). All support requests must be received NLT 45 days prior to execution, and units will confirm requests either in person or via phone call NLT 30 days prior. Exceptions will only be approved by the Deputy Commander.
- b. All units conducting weekend training at GTC-KY must check in not later than 1300 hours at Range Operations. At this time units will be briefed as to range/training area/facility utilization. All units training at GTC-KY must have a representative with signature authority. **If a representative fails to check in at Range Operations, the training area/range/facility will not be issued to the unit.** Units will provide a unit representative at 1300 the following day and thereafter, until departure. Units unable to have a representative check in prior to 1300 will contact Range Operations at least 5 working days prior to the date of training to make alternate arrangements for drawing their facilities.
- c. The GTC-KY Range Safety Briefing is conducted at 1400 every Friday for those organizations needing personnel safety certified at Range Operations Conference Room. Safety briefings for training events during the week will be coordinated with Range Operations as needed.
- d. No unit is allowed to occupy any training area, range or training facility without checking in with Range Operations. Range Operations Officer/Range Management Authority will be notified of all units that fail to report for training.

3-2. Convoy Procedures.

- a. Convoy access to GTC-KY will be through the convoy staging lane. A convoy is three or more vehicles. See the enclosed Convoy Entrance Map.
- b. Convoy planning is a unit responsibility.
- c. All vehicles in a convoy will enter GTC-KY without stopping on or blocking the public roadway (Highway 181 North). Military Convoys DO NOT have right-away along HWY 181 and must take extra precautions when crossing the highway from the East or West bound exits of West Kentucky Parkway (Wendell H. Ford Parkway). In special circumstances, primarily due to the size of the convoy, the Training Site can be contacted to coordinate support from local law enforcement. When planning convoy procedures, the following concerns must be addressed.
 - (1) The size of the convoy. Can the convoy cross HWY 181 into the convoy entrance from the east or west bound exit one vehicle at a time without blocking east or west bound traffic on Western Kentucky Parkway? If not, local law enforcement support should be requested through the Garrison Training Center Command.
 - (2) The time of arrival. Will the convoy arrive during normal business hours? If not, does the convoy commander have contact numbers for the Garrison Training Center Command?
 - (3) Staging in the cantonment area. How will the convoy enter, unload cargo and passengers in the cantonment area without blocking roadways for emergency vehicles?
 - (4) Parking. Where will the convoy stage before and after offloading equipment, supplies and personnel?

- d. Convoys will not enter the cantonment area through the main gate. All convoys must utilize the Convoy Entry/Exit lane and use the bridge to cross over HWY 181.
- e. Mud left on public roadways will be reported to Range Operations and the responsibility of the unit to clean if required.

3-3. Vehicle Operations.

- a. Seat belt usage for all vehicles equipped with operator and passenger restraints is mandatory.
- b. Speed limit on the GTC-KY is 20 MPH, 5 MPH when passing troops, unless otherwise posted. GTC-KY Security will monitor speed of vehicles, seat belt usage and will advise leadership of personnel found in violation.
- c. Off road usage will be in accordance with Chapter 8 of KYARNG 350-7.
- d. Units will not conduct blackout driving or tactical movements on the public roads adjacent to WHFRTC.
- e. Night Vision Device Driving Policy will be followed and can be obtained from Range Operations. This policy requires a certified trainer.
- f. All ground vehicle accidents will be reported to either to Range Operations or Security and are to be reported on DMAKY form 15 and DA Form 285-AB-R, JUL 94. See Chapter 9 for more information.
- g. POV's are not allowed in the tactical training areas unless coordinated with Range Operations. Vehicles must have a POV pass obtained from Range Operations.
- h. Soldiers operating or riding in tactical vehicles conducting tactical training will wear Kevlar/ACH helmet and ballistic eye protection.
- i. The GTC-KY Command has the authority to suspend individual driving privileges for serious or repeated violations of these policies. GTC-KY Security has authority to issue or contact local law enforcement to have individuals arrested or ticketed.

3-4. Motorcycle Operations.

- a. All military and civilian motorcycle operators will comply with Kentucky State motorcycle operation laws regardless of duty status. No additional PPE or certificate are required to operate motorcycle on WHFRTC.

3-5. Vehicle Parking.

- a. POV parking is authorized in the cantonment area authorized parking spaces, this option is at owner's risk.
- b. All parking spaces are clearly marked with white lines; vehicles are not authorized to park in loading / unloading areas. Vehicles parked in unauthorized locations may be ticketed and or towed to a local civilian lot.
- c. Tactical vehicles including HMMWVs are only authorized to park in the fenced parking lot inside gate #3 (southeast end of the GC) or in other areas designated by GTC-KY HQ or Range Operations.
- d. Vehicles in cantonment area/range complex will not drive through ditches or park on grass areas, violations of this nature may result in loss of driving privileges at GTC-KY.
- e. Use of chock blocks and drips pans for military vehicles is mandatory. (KYARNG Memo, dated, 11 April 2000).
- f. The Garrison Commander and or Deputy Commander have authority to suspend individual driving privileges for serious or repeated violations of these policies. GTC-KY, Range Operations, and Security have authority to contact local law enforcement to have individuals ticketed.
- g. Parking spaces are limited in the cantonment area and it is the using unit's responsibility to control the use of POV's and ensures parking is accomplished in a manner that will not affect emergency services support to life support operations.

3-6. Alcohol Policy.

GTC-KY has an alcohol policy limiting alcohol consumption strictly to the cantonment area (any area inside the fenced WHFRTC main living area) and is monitored by using units command. No alcohol is allowed outside the cantonment area, this includes stored or transported in vehicles used around the UTES, SIMCENTER or Training Areas. Commanders are responsible for the conduct of their Soldiers while on and off duty. All personnel on site are subject to KRS 500 which will be enforced by the GTC-KY Security Force, Muhlenberg County Sheriff and the Kentucky State Police. All incidents involving alcohol, including its presence, will be relayed to JFHQ-G-3 through GTC-KY chain of command, without exception. Any subsequent incidents involving alcohol will result in the user or unit being ordered off of GTC-KY grounds. It is important to note that the use of alcohol on site is the responsibility of the unit command. The Garrison Training Center Command along with higher headquarters assumes this responsibility when the units fail to monitor and control the use of alcohol. This alcohol policy also applies to recreational use of the training site areas for activities such as hunting and fishing. Alcohol consumption is expressly forbidden on all ranges, training areas, and training facilities. The Garrison Commander reserves the right to revoke this privilege at any time for any unit or person.

3-7. Violations of this Regulation.

a. Serious or continuous infractions of the policies and procedures contained within this regulation may result in individuals being subject to disciplinary action and/or removal from GTC-KY at the discretion of the Garrison Commander or designee as outlined in chapter two of this regulation.

b. If an individual or unit is instructed to leave a training area, the unit commander / supervisor will be required to submit a memorandum through unit command channels and through JFHQ-G3 for the Assistant Adjutant General –Army, which will include the following:

- (1) An explanation of why the individual or unit was removed from a GTC-KY.
- (2) What corrective action was taken?
- (3) Justify why the individual or unit should be allowed to train at GTC-KY in the future.
- (4) The actions that will be taken in the future to prevent a similar issue or incident.
- (5) This memorandum must be received at G3 NLT seven (7) days after the incident. The unit, organization or individual will be prohibited from training at GTC-KY until a response letter is provided authorizing future training activities.

c. GTC-KY Range Operations personnel have access to all training areas and ranges at all times. Units violating the provisions of this regulation pertaining to training operations or conducting training in an unsafe manner may have training operations suspended by Range Operations personnel until action is taken by the unit to correct the violation or safety issue.

d. Repeated safety violations or issues may result in the unit being placed in a safety stand down at the discretion of the Range Officer or senior Range Operations NCO on duty. The safety stand down will be lifted when the Range Operations representative initiating the stand down is satisfied that the unit has taken corrective action to resolve the problem.

e. The Garrison Training Center Command (WHFRTC and HLDTC) is responsible for the overall security and law enforcement and has unrestricted access to all areas, Buildings and rooms at all times and has authority to enforce all provisions of this regulation.

3-8. Common Access Card (CAC).

The Training Site currently has CAC issue ability. Please contact front desk at 502-607-7928 for hours of operation and required administrative documents.

3-9. Identification Tags.

Identification tags can be made on site. The unit must provide the blanks and the personnel to make the tags. The ID tag machine is located in building 332. Units will need to contact the GTC Logistical Branch in order to reserve for usage.

3-10. Mail Operations.

Incoming and outgoing mail services are located in building 332. All units training on site must designate a mail representative, in writing. The mailing address for the GTC is:

Garrison Training Center Command, Kentucky

Kentucky Army National Guard

ATTN: (Name of Soldier and Unit)

4675 State Route North

Greenville, Kentucky 42345

- a. Mailroom hours of operation: Monday-Friday, 0700-1630.

3-11. GTC GKO Portal.

The GTC-KY GKO Portal is utilized by the Garrison Training Center Command to coordinate and store active documents that affect the operation of WHFRTC, HLDTC, and HVTA. The GKO Portal can be accessed by individuals and units within the KYNG with intranet access rights by placing your cursor over the Units link on the GKO Portal then click GTC. There they will find information concerning policies, vision, projects, and schedules.

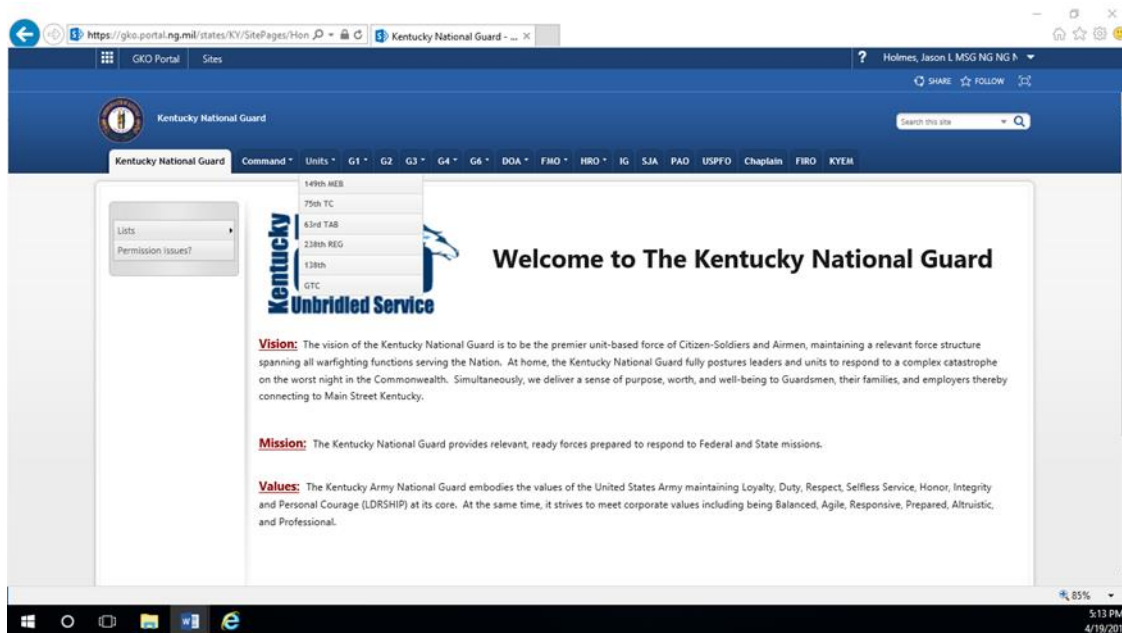


Figure 3-1, GTC GKO Portal for KYNG Users

CHAPTER 4 USER AGREEMENTS

4-1. Use Agreements. See Chapter 11, Logistics Support.

4-2. Federal and Non-Federal Use Agreements.

- a. Processes, periods and requirements for various classes of users to submit requests for reservation of GTC-KY facilities are contained in tables 3-1 through 3-4 below.
- b. Military and Federal organizations will take precedence over non-federal usage of the GTC-KY.
- c. GTC-KY will be available on a case-by-case basis to non-military organizations (i.e. Department of Corrections, State Police, County Sheriff, City Police, Boy Scouts, etc.).
- d. In order to request use of any of the facilities or ranges at GTC-KY, all KYARNG units will use the Range Facility Management Support System (RFMSS) to request training or agencies will submit the appropriate Request form(s) for use of facilities. This form will be submitted a minimum of 90 days in advance of the projected date of use. Requests should be emailed to: ng.ky.kyarng.list-scheduling@mail.mil . The requesting agency/organization will then receive written email notification of approval/disapproval of their request. Subsequent to this, the agency / organization will be provided additional correspondence regarding use agreements and fees.
- e. Non-governmental organizations will be restricted to organizations such as scouts, JROTC, and other civilian organizations in accordance with 32 USC 508, AR 145-2 and AR 210-22. Authorized groups will submit the appropriate GTC-KY request form(s) and provide a copy of current liability insurance with at least a 1 million-dollar limit, in order to utilize the GTC-KY facilities. These forms will be submitted a minimum of 90 days in advance of the projected date of use. Requests should be emailed to: ng.ky.kyarng.list.whfrtc-scheduling@mail.mil . The requesting agency/organization will then receive written email notification of approval/disapproval of their request.
- f. Cancellations must be submitted as soon as possible so that the facilities can be made available to other potential users.

NLT 90 Days before Event	Within 10 Working Days Receipt of Request	Within 60 Days of Event	Post Event Actions
Requestor completes, GTC-KY Request Form(s) and forwards to GTC-KY Scheduling.	(1) GTC-KY Scheduler: Blocks Billeted Rooms Assigns Classroom & Facilities Assigns Event Number Prepares IIC Worksheet Prepares Written Email Responds to Unit w/Approval. (2) TCM sends GTC-KY Request Form(s), IIC Worksheet & MIP to PFOKY-CG.	Requestor finalizes dining hall/subsistence requirements and provides numbers to GTC Manager and DOL.	(1) If services rendered are beyond what is normally provided, the GTC Manager finalizes the IIC Worksheet reflecting final costs with requestor and forwards to PFOKY-GC. (2) PFOKY-CG reconciles IIC Worksheet with & arranges for transfer of funds.

Table 4-1, ARNG/ANG Users

NLT 90 Days before Event	Within 10 Working Days Receipt of Request	Within 60 Days of Event	Post Event Actions
Requestor completes, GTC-KY Request Form(s) and forwards to GTC Manager & provides information regarding use of dining facility.	GTC Manager will: - Block Billested Rooms - Assign Classroom and Facilities - Prepare Event Number - Prepare IIC Worksheet - Prepare Written Email Response to Unit w/Approval	(1) Requestor Prepares MIPR & DD Form 1144 or MOU/MOA & forwards to GTC Manager. (2) GTC Manager sends to GTC-KY Request Form, IIC Worksheet, MIPR, & DD 1144 to PFOKY-CG	(1) GTC Manager determines final charges on IIC Worksheet & forwards to PFOKY-CG (2) PFOKY-CG reconciles with MIPR & prepares to receive transfer of funds.

Table 4-2, Other DoD Federal Users

NLT 90 Days before Event	Within 10 Working Days Receipt of Request	Within 60 Days of Event	Post Event Actions
Requestor completes, GTC-KY Request Form(s) and forwards to GTC Manager & provides information regarding use of dining facility.	GTC Manager will: - Block Billested Rooms - Assign Classroom and Facilities - Prepare Event Number - Prepare IIC Worksheet - Prepare Written Email Response to Unit w/Approval	(1) Requestor Prepares MIPR & DD Form 1144 or MOU/MOA & forwards to GTC Manager. (2) GTC Manager sends to GTC-KY Request Form, IIC Worksheet, MIPR, & DD 1144 to PFOKY-CG	(1) GTC Manager determines final charges on IIC Worksheet & forwards to PFOKY-CG (2) PFOKY-CG reconciles with MIPR & prepares to receive transfer of funds.

Table 4-3, Other Federal Users

NLT 90 Days before Event	Within 10 Working Days Receipt of Request	Within 60 Days of Event	Post Event Actions
Requestor submits ANNEX C, GTC-KY Request Form or RFMSS forward to scheduling link. GTC-KY Rental Worksheet with proof of insurance.	GTC Manager will: - Block Billested Rooms - Assign Classroom and Facilities - Assign Event Number - Prepare IIC Worksheet - Prepare Written Email Response to Unit w/Approval	(1) GTC Manager will prepare Inter-Governmental Use Agreement. (2) GTC Manager sends GTC-KY Request Form, IIC Worksheet & proof of insurance to PFOKY-CG. (3) PFOKY-CG will coordinate with DMAKY-FE, DMAKY-JA, USPFO & obtain TAG approval.	GTC Manager and Requestor determine final charges on IIC Worksheet. Requestor makes final payment by VISA or Check payable to U.S. Treasury Department.

Table 4-4, State, Local Government Agencies and Approved Non-Governmental Organizations

4-3. Fees for Use.

Costs specifically associated with Facility use, Identifiable Incremental Costs, or services will be charged to using organizations based on the fee schedule approved by USPFO and can be obtained by contacting the Garrison Training Center Command Logistics Office or from the SharePoint / Internet Site. A list of current fees is located on the GTC-KY Support Agreement (DD Form 1144).

4-4. Long Range Planning.

a. KYARNG Circular 350-TY-3 “Training Program” establishes the next training year’s Range Schedule Matrix for KYARNG units. Units will refer to this document prior to submission of a request for use of any Facility at GTC-KY.

b. The KYARNG training year runs from 1 Oct to 30 Sep annually. The KYARNG conducts Unit Training Plan (UTP) reviews and resource requests with KYARNG units on an annual basis. Only after this meeting will requests from other units or organizations be accepted beginning 1 Jun for the next training year.

4-5. GTC Public Website.

The GTC-KY website is a public domain site www.whfrtc.ky.gov. NON-DOD users can utilize the site to plan activities at both GTC-KY and HLDTC. Those visitors to the WHFRTC site with AKO privileges can typically obtain additional information on the site through certain links.

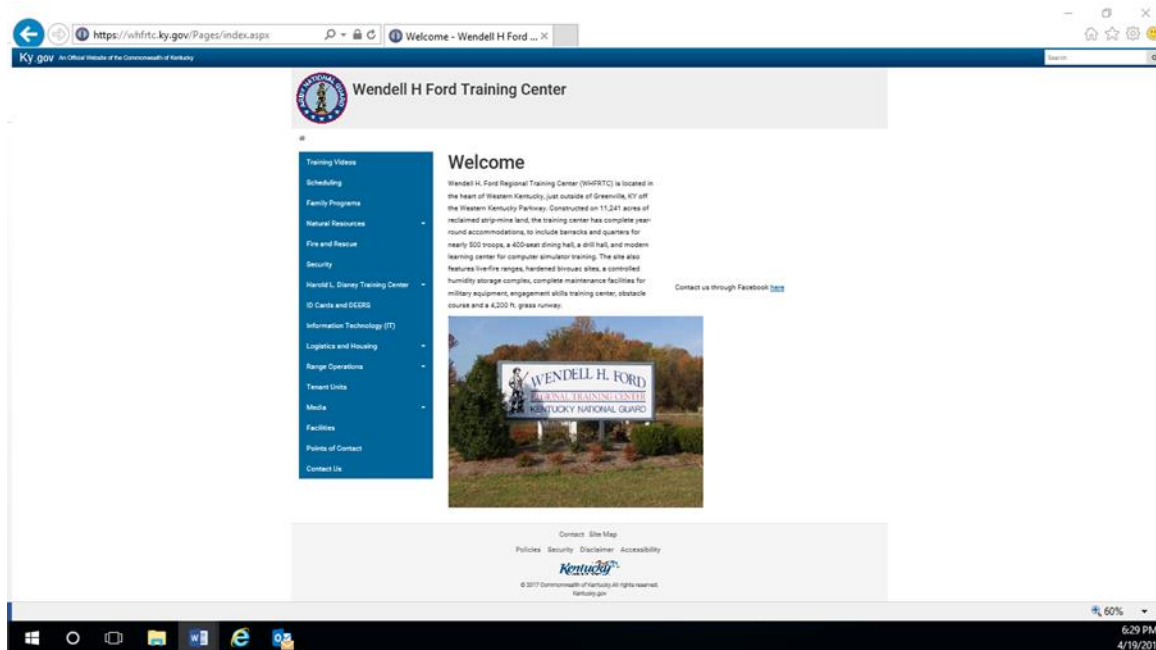


Figure 4-5, GTC Public Website

CHAPTER 5 COMMUNICATIONS

General. This chapter outlines the basic concept and requirements of the Training Center communications ability and requirements. The WHFRTC Range Operations FM radio net is a high band civilian system not compatible with military low band radios. Limited radio assets will be issued to using units from WHFRTC Range Operations to all using units / organizations for communications with Range Operations. Radios will be operated on Channel 1 as the primary channel, and channel 2 as the alternate. Range Operations will issue frequencies for those wishing to communicate with Range Operations via SINCGARS, Range Operations has a primary and an alternate frequency for SINCGARS. Telephone Services for all using units is available in the Troop Barracks, Chargeable Housing, Headquarters Building, the Multi-Purpose Building, and the Simulations Center. Additional telephone support is available through WHFRTC Information Technology. To contact WHFRTC IT please reference the phone numbers listed below or you can send an email to <mailto:ng.ky.kyarng.list.whfrtc-scheduling@mail.mil> requesting IT support.

5-1. Telephone Numbers.

- a. Garrison Commander • (502) 607-7922
- b. Deputy Commander • (502) 607-7922
- c. WHFRTC Logistics • (502) 607-7938/7912/7990/7949
- d. WHFRTC Range Operations • (502) 607-7415 /7416 /7418/7423/7425
- e. WHFRTC Provost Marshal • (502) 607-7891
- f. WHFRTC Security • (502) 607-7898/7899
- g. WHFRTC Fire Department • (502) 607-7873/7874
- h. WHFRTC Scheduling • (502) 607-7425
- i. WHFRTC Information Technology • (502) 607-7851/7891
- j. WHFRTC Billeting • (502) 607-7925/7928
- k. WHFRTC Facilities Division • (502) 607-7262
- l. UTES • (502) 607-7461/7459/7453
- m. Muhlenberg County Hospital • (270) 338-8000
- n. Muhlenberg County Dispatch Emergency • 911 / Non-Emergency • (270) 338-2000

5-2. Tactical Communication.

- a. One radio is permanently mounted in the range tower on the Zero Range, M-9 Range, M-16 Range, M203/320, 10-25 Meter Range, and the Multi-Purpose Range for unit use.
- b. One telephone is located in the range towers of the Zero Range, M-9 Range, and the M-16 Range. The Multi-Purpose range does not have a telephone and requires units to obtain another form of communication so that using units can maintain the two forms of communication with Range Operations.
- c. Units training at WHFRTC will provide two forms of two-way communications for the Training Areas. Range Operations will issue radios on a case by case situation with prior approval.
- d. Routine training in the training areas requires two forms of two-way communications with Range Operations. Each unit in each training area must establish and maintain communications with Range Operations at all times. When a unit departs a training area, either to occupy another area or to clear WHFRTC, they will contact Range Operations to request a closing time and will provide their closing information. When units are conducting joint training in the same training area or Facility, each will be required to establish and maintain communications with Range Operations.
- e. Rappel Tower, hand grenade range, CS chamber and other facilities do not have communication assets on site. Units using these facilities will furnish primary and secondary two-way communications with Range Operations.

f. Units conducting waterborne, sling load or smoke operations will furnish primary and secondary two-way communications with Range Operations.

g. WHFRTC Range Operations maintains a low band radio net for communications with KYARNG aviation assets, primary operating frequency is Single Channel, Plain Text 46.950, and alternate frequency is Ingle Channel, Plain Text 38.950. Aviation units are expected to establish and maintain communication with WHFRTC Range Operations for the duration of their training time on site.

h. Units conducting training operations at WHFRTC should operate in the Frequency-Hop (FH) mode to prevent operational interference with other units. Frequency-hop and SOI information will be generated at the Brigade S6 office and will be downloaded to a subordinate units DTD's prior to any exercises at WHFRTC. The Brigade S6 can coordinate for frequencies and COMSEC fills through the State Frequency Manager's Office at 502-607-1727.

i. Range Operations:

(1) Units will establish and maintain a primary and alternate method of two-way communications with Range Operations.

(2) Two forms of Two-Way communications are required to train at WHFRTC.

(3) Cell Phones are not an approved method of communications with Range Operations.

j. Wire Communications.

(1) Units will ensure that all wire is removed prior to clearing WHFRTC.

(2) Wire will not be strung over-head, if wire is strung across the surface of roads it will be staked down on both sides of the road. Will require an overlay

(3) Wire may be buried except in designated no digging areas. (See an Installation map or contact Range Operations for more information). Will require an overlay.

k. Procedures for requesting occupation, hot, and cold times for ranges, and for occupying and closing training areas and facilities is located in Appendix I of DMAKY 350-7.

5-3. Telecommunications/Data Communications.

a. Data access is available in all facilities for all computer devices.

b. Orange ports are used for data access. Both government and personal computer can be plugged into data ports. A Network Access Control device is used to automatically switch computers to the appropriate network.

c. The white ports are for telecommunication devices only. The telephones installed in the facilities are not to be moved to another port. Telecommunication devices will only work in their assigned ports. Those wishing to move telecommunication devices must contact WHFRTC IT for assistance.

d. Using units from Active Duty, Reserve Components, Non KY guard units or any other Government agency with approved systems wishing to access their network resources from the WHFRTC network must coordinate with their IASO or DOIM to ensure that VPN is configured on their system prior to arrival. WHFRTC IT does not have the ability to configure VPN for non-KYARNG units. Examples of network resources requiring VPN access would be Microsoft Outlook and RCAS.

e. Units that have requested the TOC pads located behind the Simulations Center must contact WHFRTC IT to gain access to data and telecommunications. These services are provided with minimal effort needed but WHFRTC IT must first grant units access to these services.

5-4. Personal Electronic Devices.

a. Only KY State computers are allowed to be plugged into the network. Personal computers are not allowed to be plugged into the network at any time.

b. Forbidden devices include but are not limited to gaming consoles such as the PS3, PS4, Xbox 360, Xbox One, personal wireless routers, personally owned hubs, network storage devices or servers.

c. Those caught in violation of these guidelines will have their devices confiscated and will have to report to the Garrison Commander or Deputy Commander to have them returned.

5-5. Wireless Access Points.

- a. The 238th Regiment utilizes a wireless access system for school house purposes.
- b. Access to this wireless system is restricted to school house purposes only. Questions regarding the wireless system should be directed to the 238th Regiment School House.
- c. The same guidelines listed in section 5-4b. Personal Electronic Devices apply to the Wireless access system.

CHAPTER 6

TRAINING RESOURCES

General. Range Operations normal business hours are Monday – Friday, 0700 – 1700. Weekend hours of operation are dependent upon units/organizations training needs. The Fire Desk (FD) will be manned IAW scheduling requirements which are based off of units/organizations training at WHFRTC, HLDTC, or HVTA. GTC-KY WHFRTC offers nine (9) live fire ranges; Multi-Purpose Range (MP), Army Record Fire Range, (2) 25 Meter Range, Combat Pistol Qualification Course Range (CPQC), 50 Meter Special Purpose Range, M203/M320 Grenade Launcher Range, Live Fire Shoot House (LFSH), and the Hand Grenade Familiarization Course.

Each Live Fire range is required, at a minimum, to have:

- a. Certified GTC-KY Range Officer in Charge
- b. Certified GTC-KY Range Safety Officer
- c. Certified Medic (68W), Combat Life Saver (CLS), Emergency Medical Technician (EMT) with medic/aid bag, and litter
- d. Dedicated covered Evacuation Vehicle capable of housing a litter
- e. Dedicated operator for the Evacuation Vehicle
- f. Two (2) forms of two-way communication. Cell phones are not authorized as a form of two-way communication.

Each Non-Live Fire range is required, at a minimum, to have:

- a. Certified GTC-KY Range Safety Officer
- b. Certified Combat Life Saver (CLS) with medic/aid bag, and litter
- c. Dedicated covered Evacuation Vehicle capable of housing a litter
- d. Dedicated operator for the Evacuation Vehicle
- e. Two (2) forms of two-way communication. Cell phones are not authorized as a form of two-way communication.

For all training areas and facilities only one unit or organization will be scheduled per Facility or training area when possible. Training demands often requires Co-using of some facilities and or training areas, details of these Co-uses are coordinated during the 1300 Range Operations daily Synchronization meeting. If multiple units or organizations are conducting joint training, the request(s) submitted will indicate unit of responsibility and all units involved in the training area or facility.

6-1. Multi-Purpose Range.

LOCATION: 16S DG 80975 24042. Located in TA-5 on Cypress Trail beside the NBC Chamber.

DESCRIPTION: 50 meter range with 10 firing points. CQM Live-fire, M16/M4 Series zero and qualification, M240 10 meter zero and record fire, M249 LMG/AR 10 meter zero and transition record fire, Non-Lethal Munitions Training, Shotgun Familiarization/Qualification, 9mm MPAFQC and Civilian LE Weapons training/qualification.

FACILITIES: Target shed, covered bleachers, ammo table, and tower. Portable toilets must be requested.

SPECIAL REQUIREMENTS: A minimum of one (1) line safety per five (5) firers

WEAPONS: M9 Pistol to .38 Caliber Pistol, M16/M4 series, M249(LMG)(AR), M240MG, and shotgun.

AMMUNITION AUTHORIZED: A011, A059, A062, A064, A111, A119, A124, A363, A413, AA33, AA49, AA51, AA52, AB57, AB58, AB73, and AB77.

SPECIAL INSTRUCTIONS: The only vehicle authorized on the range floor is the FLA or dedicated evacuation vehicle. All other vehicles must park on the opposite side of the berm. Automatic firing is authorized with prior approval from the RMA. Shotguns will not be fired at permanent target frames. Portable target frames are available and provided for shotgun usage. Smoking is prohibited in the tower or ammo shed.

6-2. Army Record Fire Range.

LOCATION: 16S DG 81151 23574. Located in TA-5 at the intersection of 35th Division Road and Range Road.

DESCRIPTION: Fully automated standard 300 meter rifle qualification range with 16 firing points and capable of computer scoring primarily used for Individual Weapons Qualification, CBRN, and Night Fire.

FACILITIES: Hard structure latrines on site.

SPECIAL REQUIREMENTS: A minimum of one (1) line safety per four (4) firers.

WEAPON TYPES: M16/M4 series, M249AR and shotgun.

AMMUNITION AUTHORIZED: A011, A014, A015, A017, A058, A059, A062, A063, A064, A065, A066, A068, A070, A071, A072, A073, A075, A080, AA12, AA21, AA33, AB57, AB58, AB74, and AB77.

SPECIAL INSTRUCTIONS: No rifle caliber larger than 5.56 mm or maximum ballistic range of greater than 3,400 meters will be fired on this range. Portable target frames are available and provided for shotgun usage. Smoking is prohibited in the tower or ammo shed. When the AB57, AB58, and AB74 rounds are being used the following ranges/training areas are shut down: **EST II Heavy, MP Range, and Live Fire Shoot House to include the AAR building.**

6-3. 25 Meter (Zero) Range.

LOCATION: 16S DG 81035 23351. Located in TA-5 beside the M16 Qualification Range on Range Road.

DESCRIPTION: Standard 25 meter range with 20 firing points primarily used for zeroing individual weapons.

FACILITIES: Hard structure latrines on site.

SPECIAL REQUIREMENTS: A minimum of one (1) line safety per four (4) firers.

WEAPON TYPES: M16/M4 series, M249AR, shotgun, and pistols up to .45 caliber.

AMMUNITION AUTHORIZED: A011, A059, A062, A063, A064, A066, A071, A086, A091, A363, A400, A475, AA12, AA21, AA33, AA49, AB57, AB58, and AB77.

SPECIAL INSTRUCTIONS: Automatic firing is authorized with prior approval from the RMA. Shotguns will not be fired at permanent target frames. Portable target frames are available and provided for shotgun usage. Smoking is prohibited in the tower or ammo issue point.

6-4. Automated Combat Pistol Qualification Course Range.

LOCATION: 16S DG 80984 23241. Located on Range Road beside the Zero Range.

DESCRIPTION: Fully automated standard Combat Pistol Qualification range with 15 firing points and capable of computer scoring primarily used for Individual Weapons Qualification, CBRN, and Night Fire.

FACILITIES: Covered bleachers, Ammo shed, Target storage building, and hard structure latrines.

SPECIAL REQUIREMENTS: A minimum of one (1) line safety per five (5) firers.

WEAPON TYPES: Pistols, submachine guns chambered for pistol caliber ammunition, and M16/M4 series.

AMMUNITION AUTHORIZED: A093, A363, A400, A413, A415, A475, A479, A480, A483, AA12, AA21, AA49, and AM14.

SPECIAL INSTRUCTIONS: No movement authorized beyond the graveled path. Smoking is prohibited in the tower or ammo shed.

6-5. 10/25 Meter Range.

LOCATION: 16S DG 80023 22924. Located in TA-5 on 35th Division Road.

DESCRIPTION: Basic 10/25 meter range with 32 firing points used for: CQM Live-fire, M16/M4 Series zero and qualification, M240 10 meter zero and record fire, M249LMG/AR 10 meter zero and transition record fire,

Non-Lethal Munitions Training, Shotgun Familiarization/Qualification, 9mm MPAFQC and Civilian LE Weapons training/qualification.

FACILITIES: Portable toilets must be requested.

SPECIAL REQUIREMENTS: A minimum of one (1) line safety per five (5) firers.

WEAPON TYPES: M9 Pistol to .38 Caliber Pistol, M16/M4 series, M249(LMG)(AR), M240MG, and shotgun.

AMMUNITION AUTHORIZED: A011, A059, A062, A064, A111, A119, A124, A363, A413, AA33, AA49, AA51, AA52, AB57, AB58, AB73, and AB77.

SPECIAL INSTRUCTIONS: Automatic firing is authorized with prior approval from the RMA. Shotguns will not be fired at permanent target frames. Portable target frames are available and provided for shotgun usage. Smoking is prohibited in the tower or ammo shed.

6-6. M203/M320 Grenade Launcher Range.

LOCATION: 16S DG 79917 22890. Located in TA-5 on 35th Division Road.

DESCRIPTION: Standard grenade launcher range with four (4) firing points.

FACILITIES: Portable toilets upon request through the Logistical section.

SPECIAL REQUIREMENTS: None.

WEAPON TYPES: M203, M320.

AMMUNITION AUTHORIZED: BA519, BA06, and BA13.

6-7. Live Fire Shoot House.

LOCATION: 16S DG 81059 23909. Located in TA-5 on Cypress Trail between the NBC Chamber and the EST Heavy building.

DESCRIPTION: This facility is a fully enclosed structure with a zero degree surface danger zone that allows for live fire, room-to-room, and maneuver. Cameras are positioned to record the action as teams/individuals traverse the facility. This allows for very specific AARs in a separate facility.

FACILITIES: The range has a separate AAR facility, ammo breakdown area, and latrines.

SPECIAL REQUIREMENTS: Units must have specially certified trainers in order to use this facility. Range Operations will conduct periodic training in order to certify these individuals. Units need to contact Range Operations in order to determine when the training is scheduled. Ammo up to 5.56mm ball can be used. Additional special requirements are contained in the Live Fire Shoot House SOP. Copies may be obtained by contacting Range Operations. Refer to Appendix N for example of certification letter.

WEAPON TYPES: 9mm Pistol and M16/M4 Series.

AMMUNITION AUTHORIZED: A059, A080, A363, AA12, AA21, AA33, and AA49. **The use of Enhanced Performance Rounds (EPR) AB57, AB58, AB77, and AB73 are strictly prohibited.**

6-8. Hand Grenade Qualification Course (Non-Live Fire).

LOCATION: 16S DG 80963 24395. Located in TA-5 on Cypress Trail.

DESCRIPTION: Used to train and test individual Soldiers on the skills necessary to employ hand grenades against stationary target emplacements. This facility consists of 7 individual stations, no automation is required and all targets/facades are fixed at required distances.

FACILITIES: Portable toilets must be requested.

SPECIAL REQUIREMENTS: None.

WEAPON TYPES: Practice Grenades only.

AMMUNITION AUTHORIZED: M228 practice fuse

SPECIAL INSTRUCTIONS: No Live Hand Grenades allowed. Practice fuses **MUST** be mated with body of the practice hand grenade.

6-9. Hand Grenade Familiarization Course (Live Fire).

LOCATION: 16S DG 79464 23198. Located in TA-5 on 35th Division Road.

DESCRIPTION: Standard Hand Grenade Familiarization range with four (4) stations primarily used for Hand Grenade distance and accuracy familiarization.

FACILITIES: Portable toilets must be requested.

SPECIAL REQUIREMENTS: E7 OIC, E6 RSO, E5 Pit Safety NCO. OIC, RSO, and Pit Safety NCO must receive the Live Hand Grenade Range Safety Brief in addition to the standard Range Safety Brief. Minimum of 68W or EMT required.

WEAPON TYPES: None.

AMMUNITION AUTHORIZED: G811, G870, G878, G881, and GG05. No gas or riot agents.

SPECIAL INSTRUCTIONS:

- a. Lanes 2 and 4 are for rehearsal using only the training grenade body.
- b. No live hand grenades are authorized on lanes 1 and 4.
- c. A member from Range Operations, RMA, NCOIC, or designated representative must be present during the conduct of the range.
- d. A practice course must be run before throwing live hand grenades. Lanes 1 and 4 are currently used to conduct the practice course.
- e. Procedures in TC 3-23.30 Appendix A will be followed for throwing live hand grenades.
- f. Live grenades will be stored in the base of the tower, to the left of the doorway leading to the throwing bays. Grenades are issued only to those Soldiers who are next in line to go to the throwing bays. The Safety NCO makes sure the Soldiers are holding the grenades properly and at chin-chest level. When departing to the live bay the Safety Officer directs the Soldier to sound off, each indicating with which hand he will throw the grenade.

6-10. Convoy Live Fire Exercise Lanes.

LOCATION: Road network around and through Training Areas 1 and 2 and Training Areas 2 and 4.

DESCRIPTION: A virtual training facility using the road network around and through Training Areas to enable commanders to increase their unit's proficiency in Convoy Operations and Driver's Training.

FACILITIES: None.

SPECIAL REQUIREMENTS: A NVD Qualified instructor must be present in each vehicle being used to conduct night driver's training with NVDs.

WEAPON TYPES: M16/M4 Series, M249, M240, and M2 Series.

AMMUNITION AUTHORIZED: A075, A080, A111, A598, and A599.

SPECIAL INSTRUCTIONS: Any smoke operations must be conducted 500 meters away from residential areas and civilian roads.

6-11. Artillery/Mortar Firing Points.

GTC-KY does not have an artillery or mortar impact area and therefore does not allow artillery or mortar fire.

6-12. Land Navigation Course.

GTC-KY has two (2) land navigation courses located in TA 1 and contains 50 points that can be created to form a basic, intermediate, or advanced land navigation course. Land navigation packets are available on the GKO Portal or by requesting them from Range Operations. These packets include prewritten test and information for a unit to develop and produce its own test.

6-13. NBC Chamber.

LOCATION: 16S DG 81058 24033. Located in TA-5 beside the MP Range on Cypress Trail.

DESCRIPTION: The gas chamber is suitable for Phase I.

FACILITIES: Portable toilets must be requested.

SPECIAL REQUIREMENTS: Medics must have protective mask.

Chamber Preparation: CS capsules or CS pellets are used to set up a concentration of agent in the CS chamber. Normally, four (4) capsules will establish an initial concentration; one (1) capsule placed on the improvised generator after 10 soldiers pass through the chamber will maintain the concentration. Rule of Thumb: One (1) capsule for every 10 soldiers. **CS Grenades will not be used in GAS CHAMBERS - ONLY**

AUTHORIZED AGENT IS CS CAPSULES or CS Pellets.

6-14. Demolition Range.

LOCATION: 16S DG 79796 26147. Located in TA-7.

a. Basic safety procedures prescribed in AR 385-63, DA PAM 385-63, FM 3-34.214 Chapter 7 TM 9-1300-206, TM 9-1375-213-12, AR 385-64 and this regulation will be adhered to at all times. Specific publications which reference safe handling, operational procedures, and precautions specific to the ordnance being used must also be on the range/training facility and available for use by the RNOIC/RSO.

b. Personnel acting as RNOIC/RSO will complete Explosives Firing Log (WHFRTC Form 350-5-250, found in Appendix L) and turn it in to Range Operations 48 hours prior to employing any demolitions. RNOIC will maintain a Demolitions Reconnaissance Log on site. (If conducting Urban Breaching on a DEMO Site the Demolitions Reconnaissance Log will be turned in to Range Operations 48 hours prior.) This record will be reviewed during Range Operations Safety Inspections. All items required for normal range operations outlined in the RNOIC/RSO briefing apply.

c. Requests for targetry such as silhouettes, target vehicles, metal, etc., will be filled within the capabilities of Range Operations. Target procurement and movement to the demolition site may require unit assistance and funding. Requests for this support should be included on the RFMSS Web interface; followed up telephonically to Range Operations at least four weeks prior to use.

d. The maximum charge used on Wendell H. Ford Regional Training Center will be 20lbs unless approved by the Garrison Commander. Units requesting to use more than 20lbs must submit a Non-Standard Training Request (Appendix M) along with a Risk Assessment. The Range Officer will forward the request to the Garrison Commander for final approval.

e. The last charge of the training day must be set to detonate early enough that if a misfire occurs, the required wait period and misfire procedures can be accomplished and the charge detonated, prior to 2100. If circumstances prevent clearing of a misfired charge prior to 2100, the unit is responsible for maintaining security of the site until the misfire is cleared. At that time they will take the necessary steps to properly clear the misfired charge.

f. All charges will be dual primed and dual initiated.

g. Units will adhere to all directives as specified in specific DEMO Site SOPs.

6-15. Rappel Tower.

LOCATION: 16S DG 82658 24023. Located in TA-FLSA at the intersection of 201st Engineer Drive and Peabody Road S.

DESCRIPTION: The Rappel Tower consists of a 25 foot and 50 foot rappel walls, and a fast roping platform. The 50 foot rappel wall has removable panels to rappel into or out of windows. The tower is used to train and test soldiers on the skills necessary to conduct rappelling operations from static locations.

FACILITIES: Parking lot for POVs. Portable toilets must be requested

SPECIAL REQUIREMENTS: Using unit must have two (2) certified Rappel Master and must provide a copy of current valid certification to Range Operations to act as the OIC. Rappel Safety Officer (RSO) must have graduated from either the Rappel Mater Course, Air-Assault Course, Range Course, or Basic Military Mountaineering Course. The Belay Safety must have graduated from either the Air-Assault Course or Ranger Course. Valid certifications for OIC, RSO, and Belay Safety must be provided to Range Operations.

SPECIAL INSTRUCTIONS: When conducting Rappel Operations a Commander's Rappel Operations Certification Letter (CROCL) (Appendix Y) must be on file with Range Operations. The Training site OIC

must be annotated on the CROCL to conduct rappel operations during training exercise. Units may conduct ground or wall side training without a certified Rappel Master. The commander will identify an E7 or above with extensive rappelling and risk management training to serve as OIC on the units CROCL.”

6-16. Leader Reaction Course.

LOCATION: 16S DG 82035 23347. Located in the cantonment area beside the ¼ mile track

DESCRIPTION: The LRC is a training facility, which is divided into 16 tasks that are designed to show soldiers their individual and collective leadership potential.

FACILITIES: Parking lot for POVs. Portable toilets must be requested

SPECIAL EQUIPMENT: Equipment required for the various tasks is stored at the facility. It will be issued at time of draw for the facility

6-17. Confidence Obstacle Course.

LOCATION: 16S DG 81860 23059. Located in the cantonment area beside the ¼ mile track.

DESCRIPTION: The obstacle course is a training facility which has 11 obstacles built to accommodate specific skills for soldiers to develop.

FACILITIES: Portable toilets must be requested. Parking area located in front of the ¼ mile track. Bleachers are available for your use.

SPECIAL REQUIREMENTS: Must have a Safety NCO at each obstacle. Pyrotechnics and smoke will not be used on any portion.

6-18. Military Police Confinement Facility.

LOCATION: 16S DG 85168 2454. Located in TA-1 with entrance off Olive Hill Trail.

DESCRIPTION: A rectangular graveled area with chain-linked fence on the perimeter. Two long sides measure 102 feet with the ends measuring 55 feet. The perimeter spans 310 feet.

FACILITIES: None. Portable toilets must be requested.

SPECIAL INSTRUCTIONS: Must schedule through RFMSS for usage.

SPECIAL REQUIREMENTS: None.

6-19. Weapons Cleaning Building.

A semi-automated weapon cleaning Facility is available, located near Range Road. The facility has cleaning tables, solvent tanks, and air hoses. Use RFMSS to reserve this facility. This Facility requires an OIC or NCOIC, in the grade E-6 or above, to be present at all times during operation in order to monitor appropriate and safe use of the Facility. Weapon cleaning building is the only authorized area to clean weapons, here at GTC-KY. The Facility SOP and training for this Facility is provided through GTC-KY Range Operations. Units and Organizations are required to draw this facility when ANY Live Fire Ranges are utilized.

6-20. Waterborne Operations.

Any training in or over water will be in strict accordance with Army Regulation 385-10, The Army Safety Program and DA Pamphlet 385-10, The Army Safety Program. Water training activities will require the following, as a minimum:

- a. All personnel will be categorized and distinctively marked as swimmers or non-swimmers.
- b. U.S. Coast Guard approved life jackets/belts will be worn.
- c. The unit OIC will ensure all personnel receive a water safety briefing.
- d. Helmets will not have the chinstrap fastened.
- e. A safety line will be used and will extend the full distance to be traversed. Gear will be secured to the line and not personnel.
- f. A flat-bottomed boat will be on-site and equipped with life rings and a safety pole. A qualified lifeguard will man the boat.

g. At least two physically fit, Red Cross certified Combat Life Savers with lifesaving equipment, will be present during training. They will be appropriately clothed for immediate rescue.

6-21. Sling Load Operations.

Sling load operations may be conducted in a variety of locations on GTC-KY. Commonly used locations are tactical air strip and TA 2. Units may use other locations with prior coordination with Range Operations.

6-22. MOUT Facilities.

a. Gwynn City MOUT Site.

LOCATION: 16S DG 83426 26757. Located in TA-4 ON Rogers Roads.

DESCRIPTION: Facilities consist of buildings which are reconfigurable, modular containers designed for non-live fire urban training, with breachable doors and windows.

FACILITIES: Portable toilets on site.

SPECIAL REQUIREMENTS: None.

WEAPON TYPES: M16/M4 Series, M249, M240, and M2 Series.

AMMUNITION AUTHORIZED: A075, A080, A111, A598, and A599.

SPECIAL INSTRUCTIONS: Pyrotechnics, demolition effects simulators (DES) and any smoke producing items are not allowed in any of the buildings.

b. Wooden MOUT Site:

LOCATION: 16S DG 83589 25038. Located in TA-1 on Minuteman Road.

DESCRIPTION: Facilities consist of four wooden structures designed for non-live fire urban training, with breachable doors and windows.

FACILITIES: Portable toilets on site.

SPECIAL REQUIREMENTS: None.

WEAPON TYPES: M16/M4 Series, M249, M240, and M2 Series.

AMMUNITION AUTHORIZED: A075, A080, A111, A598, and A599.

SPECIAL INSTRUCTIONS: Pyrotechnics, demolition effects simulators (DES) and any smoke producing items are not allowed in any of the buildings.

6-23. Contingency Operating Location (COL).

LOCATION: 16S DG 84594 26622. Located in TA-2 with entrance off 149th Regiment Road.

DESCRIPTION: Consists of fixed structures, modulated containers, and tent pads. No source of electricity on site.

FACILITIES: Covered pavilion and covered maintenance bay. Portable toilets must be requested through the Logistical section.

SPECIAL REQUIREMENTS:

WEAPON TYPES: M16/M4 Series, M249, M240, and M2.

AMMUNITION AUTHORIZED: A075, A080, A111, A598, and A599.

SPECIAL INSTRUCTIONS: Hard-stand structures are not authorized for use for sleeping. These structures are not equipped with fire extinguishers or enough exits in the event of fire. Units may use the structures as office space.

6-24. Training Areas.

a. GTC-KY is an ideal infantry training area, with rolling and wooded terrain broken by occasional clearings that allow a commander to develop Situational Training Exercises or Field Training Exercises to build and improve skills needed for future operations.

b. Wendell H. Ford Regional Training Center has nine designated training areas. Training Areas 1-4, FLSA, and Obstacle Course TA are not affected by any live-fire range activities. These training areas have an extensive road network that facilitate Convoy Operations and Driver's Training. The bivouac sites, MOUT

sites, and Drop Zones are contained within TAs 1-4. Training Area 5 contains the Ammunition Holding Areas and the Live Fire ranges. Parts of Training Areas 6 and 7 fall in to the Surface Danger Zones (SDZ) for the Live Fire ranges.

c. Harold L. Disney Training Center has two designated training areas with no Live Fire ranges ideal for dismounted training.

6-25. Bivouac Sites.

a. Bivouac Bravo

LOCATION: 16S DG 85202 24707. Located in TA-1 with entrance off Olive Hill Trail.

DESCRIPTION: Standard Company sized bivouac area with six concrete tent pads. Does not have electricity hookups.

FACILITIES: Site has three portable toilets and a sand table.

SPECIAL REQUIREMENTS: None.

SPECIAL INSTRUCTIONS: None.

b. Bivouac Charlie

LOCATION: 16S DG 85374 24979. Located in TA-1 with entrance off Detachment Road

DESCRIPTION: Standard Company sized bivouac without concrete tent pads or electricity hookups.

FACILITIES: Site has one portable toilet and sand table.

SPECIAL REQUIREMENTS: None.

SPECIAL INSTRUCTIONS: Additional portable toilets will need to be requested through the Logistical Section.

c. Bivouac Delta

LOCATION: 16S DG 85481 25183. Located in TA-1 with entrance off Detachment Road.

DESCRIPTION: Standard Company sized bivouac without concrete tent pads or electricity hookups.

FACILITIES: Site has two portable toilets and sand table.

SPECIAL REQUIREMENTS: None.

SPECIAL INSTRUCTIONS: Additional portable toilets will need to be requested through the Logistical Section.

d. Bivouac Echo

LOCATION: 16S DG 85771 25706. Located in TA-1 with entrance off Morehead Road.

DESCRIPTION: Standard Company sized bivouac area with six concrete tent pads. Does not have electricity hookups.

FACILITIES: Site has three portable toilets and a sand table.

SPECIAL REQUIREMENTS: None.

SPECIAL INSTRUCTIONS: None

e. Bivouac Foxtrot

LOCATION: 16S DG 82865 25126. Located in TA-1 with an entrances off Morehead Road and Hillside Trail.

DESCRIPTION: Standard Company sized bivouac area with eight concrete tent pads. Does not have electricity hookups.

FACILITIES: Site has four portable toilets, a sand table, and a set of bleachers.

SPECIAL REQUIREMENTS: None.

SPECIAL INSTRUCTIONS: None.

f. Bivouac Hotel

LOCATION: 16S DG 84112 27383. Located in TA-3 with entrance off Reno Road.

DESCRIPTION: Standard Company sized bivouac area without concrete tent pads. Does not have electricity hookups.

FACILITIES: Portable toilets will have to be requested through the Logistics Section.

SPECIAL REQUIREMENTS: None.

SPECIAL INSTRUCTIONS: None.

g. Sim Center Bivouac

LOCATION: 16S DG 82143 25265. Located off Morehead Road behind the SIM Center.

DESCRIPTION: Standard Company sized bivouac area with six concrete tent pads. Does not have electricity hookups.

FACILITIES: Portable toilets will have to be requested through the Logistics Section.

SPECIAL REQUIREMENTS: None.

SPECIAL INSTRUCTIONS: The SIM Center is not part of the bivouac site and the amenities of the SIM Center are off limits unless requested through RFMSS.

6-26. Training Aids, Devices, Simulators, and Simulations (TADSS).

a. Simulation training devices located at WHFRTC are assets available for use by request. Units must request the use of any simulator through RFMSS. It must be understood that using these simulators is contingent upon the functional status of the simulator which can be downgraded any time due to maintenance.

b. Due to the use of any TADSS system being incorporated into a training scenario or a stand-alone training event the unit must have a WHFRTC qualified OIC and RSO, a qualified 68W, CLS, or EMT with aid-bag or CLS bag and litter, a dedicated covered EVAC vehicle, with driver, and a DD2977 (current version) and alpha roster.

c. WHFRTC Simulations devices require qualified personnel to ensure proper operation. Each device listed below will specify who is responsible for the operation and or accountability of the device and its components. There are three possibilities: WHFRTC Simulations personnel; Contractor provided personnel; and Unit provided personnel. Any unit provided personnel must show proof of certification for the device intended to be used. Proof of certification must be a DA 1059; Certificate of completion from a DOD proponent or DD 1902.

d. Units conducting simulation training at WHFRTC are to contact the Simulations Office NLT 2 weeks prior with their training outline to ensure appropriate preparation. Contact with the operator of a system does not replace the scheduling request mentioned above; it is an additional requirement and is addressed further below.

e. Building 163 (SIM Center), located within walking distance of the virtual simulation devices, is a multi-purpose classroom. This classroom can be requested like any other resource. The classroom is furnished with tables and chairs, is reconfigurable, has multiple Intranet drops, and holds 40 personnel.

f. The Simulations Office is located in building 163 (SIM Center). All equipment subject to hand receipting is coordinated from this office. Questions regarding WHFRTC Simulation procedures or to inquire about an operator certification class should be addressed to either 502-607-7400.

g. Below is a list of the TADSS available at WHFRTC:

(1) Multi-Integrated Laser Engagement System (MILES): Units can draw directly from Fort Campbell or Fort Knox.

(2) OPFOR Uniforms. At this time the WHFRTC TADSS offers ACUs that have been dyed red as an option for units to use to distinguish their OPFOR elements. These uniforms are available in varying sizes.

(3) Engagement Skills Trainer (ESTII):

(a) The ESTII is not a replacement for traditional live fire training, but training enhancers, which are economical to operate and capable of providing safe training regardless of weather.

(b) The weapons used on these systems are not capable of firing live rounds, holding actual magazines or chambering live rounds, however, actual function and operation is the same as real weapons, to include amounts of ammunition that can be fired before reloading is required. These systems are also capable of conducting limited visibility training, replicating various environmental conditions, and when appropriate the training can be escalated.

(c) The ESTII has the capabilities to utilize a Close Combat Optic (CCO) and Backup Iron Sight (BIS) on select weapons. Although there are limited resources of CCO's and BIS's available for use, a requesting unit may have to provide their own CCO's and or BIS's.

(d) The following weapon types are available for use on the ESTII at WHFRTC:

- i. MP Pistol
- ii. M16/M4 Carbine
- iii. M240B
- iv. M203/M320
- v. M249
- vi. M2
- vii. MK19
- viii. AT4

(4) Machinegun Noise – Flash Simulator: Units can draw directly from Fort Campbell or Fort Knox.

(5) Beam Hit: Beam Hit is a portable electronic marksmanship trainer. It is available for use and can be signed out through GTC-KY TADSS. Additional SARTS support can also be requested at the same time. (Contact the State Marksmanship Coordinator at 502-607-1013.

(6) Laser-Convoy Counter Ambush Training System (LCCATS): GTC-KY 2 sets battery powered, radio remote Operations led, target lifters similar to those found on automated pop-up live fire ranges such as the RETS. These targets can be set up virtually anywhere on the installation for use in a very wide variety of training scenarios including but not limited to convoy ambush, personnel ambush, assault on a defensive perimeter, or defending a perimeter against attack. These targets use the 3D silhouettes and have the ability to function with MILES. These targets maybe scheduled for use on the GTC-KY request forms and a GTC-KY Range Operations operator will be assigned to operate the equipment for the using unit.

(7) HMMWV Egress Assistance Trainer (HEAT): The HEAT system is a live training device based on a HMMWV platform that is designed to operate indoors and outdoors. The HEAT is specifically designed for vehicle roll over drills. The HEAT will be operated only by certified personnel that have attended a GTC-KY HEAT Certification Course. This TADSS requires the use of PPE.

(8) Virtual Convoy Operations Trainer (VCOT): The VCOT is a mobile or fixed site convoy trainer. The VCOT is a crew station trainer with crew stations for each crew member and tabletop trainers for quick and easy set up and movement. The VCOT has a 360-degree visibility and weapon engagement area. Exercises include enemy IED's, RPG's, machine gunners, riflemen, technical trucks, mortars and suicide vehicles. The VCOT will be operated only by qualified Range Operations personnel and qualified Tech Ops personnel.

(9) Un-stabilized Gunnery Trainer – Individual (UTG-I)

(10) Virtual Battle Space III (VBS3): Allows Leaders to instruct doctrine, conduct rehearsals, refine Standard Operating Procedures (SOPs), and enhance communications techniques through the conduct of squad and platoon level virtual training. Potential applications include:

- Combat and Reconnaissance Patrol Training
- Combat Logistics Patrol Training
- Military Operations in Urban Terrain (MOUT) Training
- Route Clearance Patrol Training
- Combined Arms Integration Training
- C-IED Training
- Rules of Engagement Training
- Cross-Cultural Engagement Training
- Robust Call-for-Fire Training
- Conduct Gunnery Training to include CROWS
- Can go mobile to unit location (Up to 52 networked laptops)
- Easy to learn (30 minutes to train soldiers how to use the system)

- Customizable terrain (Afghanistan, Korea, HSTL, JRTC, NTC, and other locations world-wide) with realistic environmental effects
- Integrated communication system
- Detailed equipment/vehicle modeling
- Effective tool for teaching reporting procedures (MEDEVAC, UXO, Call for Fire, Air Ground Integration)
- Also effective as a standalone trainer for AWT/WST tasks

6-27. Other Training Resources.

a. GTC-KY is an ideal infantry training area, with rolling and wooded terrain broken by occasional clearings. The Combat Skills Situation Training Exercises (STXs) have been developed and published in the form of “Combat Skills STX Training Packets, GTC-KY.” The STXs are based around a variety of scenarios and include the scenario brief, specially prepared maps and overlays in a complete packet. To draw these packets or for more information contact GTC-KY Range Operations at 502-607-7415/7416/7418.

b. Marksmanship Instruction is provided by the KYARNG State Marksmanship Unit. The SMU team is available to conduct a variety of weapons training including basic marksmanship, advanced marksmanship, Reflexive Fire, and building and MOUT. Contact the State Marksmanship Coordinator at (502) 607-1013 for more information on scheduling and coordinating SMU support.

CHAPTER 7

RANGE OPERATIONS

7-1. Range Operations.

- a. Range Operations is operated from the range operations building, building 162, on West River Queen Road. Telephone number (502) 607-7415.
- b. Range Operations is staffed from 0630-1700 hours daily and anytime ranges are firing, rappelling, or Air Operations are being conducted. All units must stop at Range Operations for check-in; all non-governmental vehicles must be signed in and issued a vehicle pass.
- c. Radio frequencies. The Range Safety NET operates on a commercial radio and repeater system which provides range communications with all units. This Safety NET is not accessible by SINCGARS radios, handheld radios are available at Range Operations for issue to units.

7-2. GTC-Kentucky MAPS.

See Appendix G. Maps are available at Range Operations for using units/organizations upon request.

7-3. Unit Range Operations. All range firing will be IAW DAPAM 385-63, FM's, TC's, and TM's for the weapons systems and this regulation. Unit requests must accurately show the start and end times each day for all training being conducted.

- a. Small arms day firing may be conducted from 0800 – 1700 Sunday through Saturday.
- b. Small arms night firing may be conducted from 1700 – 2200 Sunday through Saturday.
- c. Demolition charge and Hand Grenade firing may be conducted from 0800 – Dusk Monday through Saturday. Firing may be curtailed due to adverse weather conditions.
- d. Advanced firing positions, combat firing techniques, (automatic or burst fire, rapid semiautomatic fire or suppressive fire), unassisted night firing, moving target engagements, and squad designated marksman training may be conducted only after special coordination with Range Operations for range selection has been accomplished by the unit desiring to conduct this training. Requests will include a detailed POI and Deliberate Risk Assessment Worksheet, submitted at least 45 days in advance of the date of training and will only be approved after a review by the Range Management Authority.
- e. Unassisted Night Fire Ranges. The following applies to all night fire ranges with tracer ammunition:
 - (1) Left and right limits will be marked with red flashing lights or red chem lights. The flag pole will be marked with a red flashing light.
 - (2) Pyrotechnics will not be used without permission from Range Operations. Permission must be granted on a daily basis.
 - (3) Use fighting or prone supported, prone unsupported, and kneeling positions only.
 - (4) Three vehicles, in addition to 1 FLA or dedicated evacuation vehicle, may be parked on the range in positions so as to allow use of their headlights for emergency illumination. All other vehicles will be parked off the range.
 - (5) All range safety personnel will have flashlights and be identified with white armbands or white helmet bands.
- f. Assisted Night Fire Ranges. The following applies to all night fire ranges employing night vision devices (NVDS), aiming lasers, or thermal weapons sights (requires 30 day advance notice for thermal target set up), without tracer ammunition. (Note: the M68 CCO is not authorized as an assisted device.)
 - (1) Left and right limits will be marked with red flashing lights or red chem lights. If there is no red light on the tower, the flagpole will be marked with a red flashing light.
 - (2) Targets may be illuminated with shielded chem lights (not red). Pyrotechnics will not be used without permission from Range Operations.
 - (3) Use fighting or prone supported, prone unsupported, and kneeling positions only.

(4) All range safety personnel will have NVDS to be able to observe any unsafe firing conditions on the range and be identified with white armbands or white helmet bands. The coaches and shooters will also have NVDS and the ratio of lane safety personnel will be one to every two shooters.

g. Night Fire on Pistol Ranges. The following procedures apply to both the Alternate Pistol Qualification Course and the Automated Combat Pistol Qualification Course (CPQC):

(1) Left and right limits will be marked with red flashing lights or red chem lights. The flagpole will be marked with red flashing light.

(2) Pyrotechnics will not be used without permission from Range Operations.

(3) The only firing positions required are standing (CPQC) and crouching for the Alternate Pistol Course. There is no movement authorized, while conducting night fire.

(4) If firing is conducted during hours of low visibility (twilight at dawn and dusk or full moonlight) the Range Safety Personnel must be capable of viewing the firers. If the firing is conducted in total darkness all Range Safety Personnel will be equipped with Night Vision Goggles.

7-4. Scheduling.

a. Requests for ranges, training areas, facilities, and airspace.

(1) All units, regardless of branch of service, will submit requests for ranges/training facilities/areas directly to Range Operations through the computerized Range Facility Management Support System (RFMSS), (Note: NLT 45 days prior to the start of training.). These requests must accurately show the start and end times for all training being conducted. This must include any overnight bivouacking on the range/training area or the storage of ammunition on the range overnight.

(2) Submission of requests does not constitute approval. Approval authority for all requests for ranges, training areas, facilities, and airspace resides solely with Range Operations. Approval should be verified using the RFMSS scheduling system, by phone, or email. Units are required to verify their scheduled training 30 days in advance.

(3) Requests for demolition training both military and civilian will require a shot plan and a Record of Environmental Consideration (REC) be submitted to the Range Management Authority a minimum of 60 days prior to the training event for processing and all munitions must be identified by DODIC and description. The shot plan will require the approval of the Range Management Authority.

b. Address for submission of requests are:

Range Management Authority
4675 State Route 181 North
Greenville, KY 42345

c. Units will submit requests NLT 45 days prior to the start of training.

d. Units will coordinate all target and range support NLT 30 days prior to the event.

e. Requests received by Range Operations less than 45 days prior to the event will be approved based on staffing ability and resource availability and other factors that may affect training, i.e. planned construction.

f. Notify Range Operations of any cancelled training immediately. Failure to cancel could result in a suspension of training privileges.

g. NO SHOWS: Any military unit failing to show up for a scheduled event or does not cancel within 72 hours of the scheduled event will be suspended from using the Range Complex until their Battalion Commander (O-5 or above) formally addresses the issue in writing to the Range Operations Officer. Reimbursable customers who fail to show up for their scheduled event or fail to cancel within 72 hours will be suspended until a letter from their headquarters has been received. Repeated violations can result in forfeiture of license or Inter Service Agreement.

h. Unit reconnaissance of scheduled area may be conducted at any time after coordination with Range Operations. Units are encouraged to do so.

- i. Driver's training may be conducted on the road network in the training areas but not authorized in cantonment. It must be scheduled in RFMSS and must have an OIC and OIC and either the OIC or Master Driver must be qualified on the equipment being trained. A copy of the trainer's license along with a DD Form 2977, and an overlay accurately depicting the route being used.
- j. Units who fail to sign for their requested area within two hours of the scheduled time or fail to notify Range Operations that they will be late, will be cancelled and reported as a "NO SHOW".
- k. Some training facilities are located within training areas. Scheduling a training facility does not convey ownership of the entire training area to the using unit. If a unit desires the use of a facility within a training area being occupied by another unit, the unit is responsible for obtaining a co-use agreement from the unit owning the training area before Range Operations will schedule the facility. Point of contact (POC) for scheduled units may be obtained from Range Operations Scheduler. Each unit will provide the POC name, telephone number, and email for such coordination on the RFMSS request.
- l. "Blanket" requests will not be honored. All requests will specify the unit to use the area, not just the higher headquarters, and specific start and end times for each day. Requests will be made for the unit/company (UIC) using the range. Battalions conducting scheduling will schedule a company for each range; requests in the name of a battalion will be denied.
- m. A copy of the unit's approved training schedule or "horse blanket" will be uploaded in the RFMSS request to support the request and verify dates and times. This will be uploaded in the first resource being requested.
- n. The "continuous" box on a RFMSS request is only to be used if the unit is physically occupying the training area/range for a period of 24 hours or more, i.e. bivouac Bravo 22-23 June. The use of the "continuous" box for a training area/range where a unit is only using the resource each day but is not physically occupying the entire time will be denied by Range Operations Scheduler.
- o. Units are required to input the type and number of vehicles being utilized on GTC-Kentucky training lands. A unit failing to input vehicle information in RFMSS may have their request denied.
- p. Units are required to request the number and type of targets on their RFMSS requests for that range being requested.
- q. Units/civilian agencies will not request GTC-KY facilities more than one calendar year in advance.

7-5. Training Facility/Area Occupation and Clearance.

- a. There are approximately 10,000 acres available for bivouacs and maneuvers on Wendell H. Ford Regional Training Center. A list and description of the areas are included in this regulation (see Appendix B). Most areas are suitable for combat support, combat service support, and infantry operations. Training areas are identified by number and sub-divided alphabetically such as 7A, 7B, and 7C (see Appendix C).
- b. Once the unit has signed for the area, it is considered occupied and use by others is denied. If a unit does not intend to use an area scheduled, it must be released for use by others.
- c. Once a unit accepts an area, it is responsible for the condition of the area upon clearing to include the adjoining road network. Units using areas they do not schedule or sign for will be responsible for clearing those areas also.
- d. The entire area will be cleared whether used or not. A clearing time and location to meet with a unit representative will be coordinated with Range Operations. Allow at least two hours prior to departure time. Be ready when the range inspector arrives because the inspector will not wait. A checklist to facilitate clearing is contained in this regulation.
- e. Permanent barricades will not be constructed. All temporary barricades, wire or other obstructions will be removed when training is completed and before the area will be cleared. Common use roads or trails will not be blocked.
- f. All wire, of any type, will be removed. Installation of wire communications lines will be IAW TC 24-40, Tactical Wire and Cable Techniques. No attempt will be made to tap existing telephone lines or other utilities. Climbing utility poles is strictly prohibited.

g. Equipment needed to operate a range such as paddles, flags, targets, staple guns and staples, public address sets or microphones, etc. is either located on the range or will be issued at Range Operations.

h. Restitution for any damage, loss, or theft of range equipment or facilities is the responsibility of the unit occupying the range or facility. The occupying unit will make restitution, as required, by immediately repairing any damage, replacing any lost or stolen equipment, or by completing appropriate cash collection arrangements with the Logistical Section. Arrangements for appropriate restitution must be made before occupying unit will be cleared from the range by Range Operations. Units are responsible for the area until all equipment is turned in and a range inspector has inspected and cleared the area/range/facility.

7-6. Scheduling Priorities.

a. Priority for Facility use will be given to the units/agencies whose primary mission is related to military training and readiness; and whose requests/reservations are submitted in a timely manner as set forth in this policy. This policy is intended to provide a reasonable approach to GTC-KY Facility use by a variety of military, public agencies and private organizations while ensuring GTC-KY primary mission of providing a quality Soldier training environment.

b. Facility user priority categories have been identified. A Facility-scheduling matrix is available in the Range Facility Management Support System (RFMSS) request module or for review at GTC-KY Operations. RFMSS will identify Facility commitments 12 months in advance. Priority categories and organization ranking within each category is listed below:

(1) Priority Category 1:

- | | |
|----------------|---------------------------------------|
| (a) KYARNG | (i) United States Marine Corps (USMC) |
| (b) KYNG | (j) United States Navy (USN) |
| (c) ARNG | (k) United States Air Force (USAF) |
| (d) ANG | (l) Other DOD |
| (e) USAR (TPU) | (m) United States Coast Guard (USCG) |
| (f) USAR | (n) Military Personnel in a Duty |
| (g) FORSCOM | (o) Civil Air Patrol (CAP) |
| (h) TRADOC | |

(2) Priority Category 2:

- (a) Federal Agencies
- (b) State Agencies
- (c) County Agencies
- (d) Municipal Agencies

(3) Priority Category 3:

- (a) Public Organizations
- (b) Private Non-Profit Organizations

(4) Priority Category 4:

- (a) Military Personnel in a Non-Duty status
- (b) Retired military personnel

7-7. Special Coordination.

a. Special coordination with Range Operations is required for:

(1) Targetry is not normally supplied by Range Operations. Coordinate at least 45 days prior to need. If required material must be orders, sufficient lead time must be allowed for the supply system to work and Range Operations must have available funds; otherwise, the unit must supply special targets with Range Operations concurrence. Range Operations supplies targetry required for small arms qualification for M4/M16

series rifle, M249, M9, E and F type silhouettes and paper silhouette skins. Range Operations cannot supply targetry for use other than on GTC-KY range complex.

(2) Any use of a range or facility for other than its primary intended use. Requests for immediate action drills must be accompanied by a written plan with sketch showing weapon firing points. Advanced Rifle Marksmanship (TC3-22.9) training must be coordinated with Range Operations.

b. Night road marches under blackout conditions require an overlay with checkpoints, route, times, controls, and DD Form 2977. Dismounted day and night foot marches require the same.

c. Training involving excavating, clearing, or construction. Troop Labor Projects require the same requirements as all other ranges in that an RSO, and qualified Medic/CLS/EMT, alpha roster, DD Form 2977, and FLA/dedicated evacuation vehicle are required.

CHAPTER 8

SAFETY

General. This chapter prescribes safety and policy requirements common to all users of GTC-KY. Safety is the primary concern when conducting training. Safety will not be sacrificed for the sake of realism or time. Safety is the first consideration of every Soldier and civilian using GTC-KY facilities. Safety is the primary responsibility of every Leader down to the smallest element. Reference AR 385-10, DAPAM 385-10, AR 385-63, and DAPAM 385-63. Unit commanders, at every level, are required to:

- a. Appoint a Safety Officer.
- b. Review all DD Form 2977 for completeness and accuracy before signing.

8-1. Composite Risk Management.

- a. Risk management is a routine and required part of planning, preparing, and executing missions and everyday tasks in accordance with Department of Defense Instruction (DODI) 6055.1 and Army Regulation (AR) 385-10.
- b. For detailed techniques on implementation of risk management in the operational environment, see Army Techniques Publication (ATP) 5-19. ATP 5-19 provides doctrinal guidance on managing risk within the conduct of operations.
- c. Battalion Commanders and other military services, as well as local, and Federal agencies are required by DA Pam 385-63 to conduct risk management for all range operations.
- d. Commanders still set parameters through standard operating procedures (SOPs), policy letters, and other guidance.
- e. Risk decision authority for United States Army Reserves and National Guard units training at GTC-KY will be based on the overall residual risk of an activity after application of control measures. The Commanding General, U.S. Army National Guard, has established risk acceptance authority as follows:
 - (1) Extremely High Risk – First General Officer in the Chain of Command.
 - (2) High Risk – Brigade Commander or first LTC in the Chain of Command.
 - (3) Moderate Risk – Battalion Commander.
 - (4) Low Risk – Company Commander.

[Note: Risk decision authority for High, Moderate, and Low risk is based on command position for formal chain of command (i.e. brigade, battalion, company). For organizations that do not have formal chain of command, risk decision authority is based on rank].
- f. The risk assessment must accurately identify the hazards and determine the level of residual risk to ensure the leader makes his/her risk decision based upon complete or accurate information.
- g. The RM process is not the sole function of the Safety Officer. Individuals from the lowest possible level will be educated and involved.

8-2. Safety Certification Program.

- a. AR 385-63, DA Pam 385-63 and AR 385-64 regulate, Army-wide, the firing of weapons and explosives for training and target practice. The AR 385-1 and AR 385-10 prescribe the use of and procedures related to the Army Safety program. The provisions of this regulation supplement the above ARs.
- b. Battalion Commanders are required by DAPAM 385-63, to certify unit range personnel. Commanders may develop their POI to suit their needs or go to Range Operations and request a sample POI. Battalion Commanders will submit a list of certified personnel and the weapon systems they are certified for to Range Operations annually NLT 1 October and update as necessary (minimum of 30 days prior to training). Format is contained in Appendix Z of this regulation. Persons not certified as OIC/RSO will not sign for ranges.
- c. GTC-KY Range Operations will not certify unit personnel as OICs/RSOs. This responsibility lays on the Battalion Commander. GTC-KY Range Operations will only conduct the site specific Range Safety Briefing to those personnel on appointment orders from the Battalion Commander.

d. Persons in violation of safety procedures may be decertified and the training suspended until the unit appoints another qualified individual. If evidence of unsafe practices is found after a unit has cleared and before another unit uses, a letter decertifying the OIC and RSO may be issued by the Range Management Authority.

e. The requirements for personnel to be safety certified for conducting range or training area operations at GTC-KY are:

- (1) Provide Range Operations with a copy of OIC and RSO appointment order NLT 1 October annually.
- (2) Must successfully complete the GTC-KY Range Certification Brief and receive OIC/RSO card.
- (3) Read, understand, and comply with:
 - (a) AR 385-63 and DAPAM 385-63.
 - (b) KYARNG 350-7.
 - (c) Appropriate TCs and TMs for the weapons systems being utilized.

Table 8-1, Officer In Charge and Range Safety Officer Appointment Requirements

Weapon System	OIC ¹			RSO ¹		
	Officer	Warrant Officer (WO)	Noncommissioned Officer (NCO)	Officer	WO	NCO
Practice hand grenades; sub-caliber training devices; laser devices; firing devices; simulators and trip flares; small arms and machine guns.	X	X	E-6	X	X	E-5
Chemical agents and smoke ²	X	X	E-6	X	X	E-5
Aerial gunnery and air defense weapons; live grenades, grenade launchers, and grenade machine guns; live mines and demolitions; tank and fighting vehicle cannons.	X	X	E-7	X	X	E-6
Field artillery ³	X	X	E-7	X	X	E-6
Mortars	X	X	E-6	X	X	E-6 ⁴
Air defense artillery rockets and guided missiles	X	X		X	X ⁵	
Direct fire antitank rockets and missiles	X	X	E-7	X	X	E-6
Live-fire exercises using organic weapons, squad through company, battery, troop.	X	X	E-7	X	X	E-6
CALFEX/CAX using outside fire support, troop, battery, squad, platoon, company; or battalion and larger. ⁶	X	X	E-7	X	X	E-6

Notes:

1 Civilians in the grade of general schedule (GS)-07 and above, or equivalent, may act as OIC; GS-05 and above, or equivalent, may act as RSO.

2 For the Marine Corps, OIC and RSO must be E-4 and above and be chemical, biological, radiological, and nuclear (CBRN) MOS 5702/5711 when conducting CBRN or smoke training. For the Army, OIC and RSO must be CBRN qualified when conducting CBRN or smoke training.

3 Use of E-7s as OICs is authorized only when approved by the senior commander (Army)/installation commander (Marine Corps). Duties of the RSO are normally performed by either the battery executive officer or the platoon leader.

4 RSO for Marine Corps can be an E-5 for mortar training activities.

5 Senior Range Safety Officer (SRSO) will be a chief warrant officer four, chief warrant officer four or higher, or a civilian in the grade of GS-12 or above.

6 For battalion or larger CALFEX/CAX, OIC will be a field grade commissioned officer; exercise RSO will be E-7 or above.

8-3. Range Safety Briefing. Commanders will ensure that the OIC and safety personnel receive a safety briefing from Range Operations prior to assuming duties. This applies to training exercises and ranges. The OIC will ensure all personnel receive an unexploded ordnance (UXO) and ammunition amnesty program briefing. All late arrivals will be briefed.

8-4. Duds/Unexploded Ordnance (UXO).

a. A dud is defined as a failure to function as designed after firing or launching. Example: A 40mm high explosive (HE) round that does not explode on impact is a dud. A 40mm HE round that does not fire in NOT a dud, it is a misfire.

b. DO NOT PICKUP, MOVE, OR IN ANY WAY DISTURB ARTILLERY OR MORTAR PROJECTILES, ROCKETS, GRENADES, FLARES, PYROTECHNIC DEVICES, COMBUSTIBLE DEVICES, BLASTING CAPS, OR FUSE DEVICES. ANY OBJECT NOT READILY IDENTIFIABLE IS TO BE CONSIDERED AND TREATED AS A DUD.

c. Duds will be disposed of only by qualified military explosive ordnance disposal personnel.

d. Unexploded Ordnance (UXO) will be marked at a safe distance in a readily identifiable manner and Range Operations notified. Mark a UXO hazard area so that other personnel will stay away from it. Proper marking also helps EOD find the area when they respond to your report. Evacuate all non-essential personnel and equipment from a UXO hazard area. A unit representative will remain on-site until a range inspector arrives or other instructions are given by Range Operations.

e. Under no circumstances will personnel enter the impact area or go forward of a firing position to locate and mark a dud. A sketch map showing the approximate location of explosive duds will be prepared and given to Range Operations.

8-5. Misfires. A misfire is a complete failure to fire. It is not a dud. Misfire procedures contained in the publications for the particular weapon system will be followed. The misfire will be returned to the Ammunition Supply Point (ASP). Misfires will not be returned to the guard at the front gate. If ammunition personnel are not on duty, the misfire(s) will be kept at the range and under guard until proper personnel are available to accept the turn-in at the ASP.

8-6. Malfunctions.

a. In the event of a weapon or ammunition malfunction other than routine cases, such as misfires, hang fires, and duds, the OIC will:

- (1) Suspend firing.
- (2) Ensure the weapon and ammunition involved are retained intact.
- (3) Make a report to Range Operations. Range Operations personnel will then immediately notify the Range Operations Officer.

(4) Continue with the exercise only after release authority has been granted by the Range Management Authority.

b. The Range Operations Officer, unit representative, and Post Safety Officer will conduct a technical investigation of the incident, and will

(1) Inform the Range Management Authority of the incident, findings, actions taken, and recommendations.

(2) Request, through command channels, the submission of a detailed report if appropriate, from the OIC. This report will be submitted IAW AR 15-6 within 10 days, through channels, to Headquarters JFHQ-Safety Office.

c. The Range Operations Officer, or his designated representative, will:

- (1) Notify the Director, Plans, Training Mobilization, and Security (DPTMS)
- (2) Notify Post Safety Officer.
- (3) Notify the Deputy Commander.

(4) Take the necessary action to advise all subordinate commands if the incident involved suspended ammunition.

(5) Authorize continuance of the exercise if circumstances indicate such action is appropriate.

8-7. Ammunition and Demolition Restrictions.

a. Any weapon system, ammunition, or a course of fire not listed on range data sheet in this regulation or approved on a case-by-case basis by Range Operations. Members of training units will not bring privately-owned weapons or ammunition to ranges or training areas. Persons found with such items will be removed from the installation.

b. No .50 caliber ammunition, other than SRTA plastic reduced range ammunition and .50 caliber blank ammunition may be fired on GTC-KY ranges.

c. The NBC Chamber is the only authorized location for training with chemical agents. No chemical (gas) rounds of any type, chemical suppressant (CS) or other gases, or any riot control agent will be used in any other training area or on any range.

d. Lasers will not be used on GTC-KY without prior approval of the Safety Office and the Range Management Authority.

e. No rifle or machine gun ammunition larger than 5.56mm is authorized unless it is the SRTA round.

8-8. Smoke Operations. Smoke will not be employed if the location and wind direction is such that the smoke may drift off the reservation. Personnel will carry protective masks when participating in exercises using smoke. Personnel will mask for:

a. Exposure to any concentration of smoke produced by white smoke grenades or smoke pots (HC smoke) or metallic powder obscurants.

b. When operating in or passing through a smoke haze (visibility greater than 50 meters) and the duration of exposure will exceed 4 hours.

c. When operating in or passing through dense (visibility less than 50 meters) smoke concentrations, such as smoke blankets or curtains.

d. Any time exposure to smoke produces breathing difficulties, eye irritation, or discomfort. Such effects on one person may signal the need for all exposed persons to mask.

e. Using smoke in confined areas may cause oxygen depletion. Care must be taken to prevent entry into an oxygen deficient area. The protective mask is no protection against oxygen depletion.

8-9. Ammunition Safety, Handling, and Storage. All munitions will be handled and stored IAW DAPAM 385-63, AR 75-15, DAPAM 385-64, TC 3-34.214 and specific publications pertaining to the ammunition or weapon system.

a. No ammunition other than blanks will be fired at any location other than a range.

b. Firing 40mm smoke, gas rounds, or flares is strictly prohibited in any training area.

c. All spent brass will be policed from ranges. Brass and unfired live rounds will be returned to the ASP. Misfires will be returned to the ASP.

d. Small arms ammunition may be stored on the range overnight. It must be guarded and the guards must have radio communication with Range Operations. Demolitions and high-explosive ammunition may not be kept on the range overnight. Ammunition other than blanks will not be kept in training areas, except by an exception to policy.

e. Explosive Ordnance Disposal Operations:

(1) DoD policy is that only military EOD (Explosive Ordnance Disposal) and TEU (Technical Escort Unit) conduct Level 1 responses.

(2) Requests for disposal (Level 1) will require a Record of Environmental Consideration (REC) be submitted to Range Operations and the GTC Environmental Office. Range Operations will not approve any disposal operations until an approved REC is received in writing from GTC Environmental office.

(3) During the conduct of ordnance disposal operations, the number of people in the exclusion zone (EOD Disposal site) must be restricted to the minimum number consistent with safe and efficient operations and include only those personnel directly engaged in the tasks being performed.

(4) Military EOD personnel within the exclusion zone will receive a safety briefing from the unit RSO. In addition to the briefing requirements of 29CFR 1910.120, the following topics will be included during the brief:

(a) The measures to be taken in the event of an accident and the location and route to the nearest hospital (call Range Operations).

(b) The hazards associated with the site (e.g. UXO, safety, health, etc.).

(c) Authorized areas to eat, drink, or smoke.

(d) Required PPE (Safety Boots, Ballistic Eyewear, Interceptor Body Armor, Hearing Protection, Kevlar Helmets).

(5) Civilian police officers/bomb technicians will not be allowed on site.

8-10. Field Ammunitions Supply Points. Field Ammunition Supply Points will only be authorized by the Range Safety Officer and Range Operations Officer/Range Management Authority. Units who have a mission and are staffed by MOQ Qualified personnel to operate a Field Ammunition Storage Point may request an area to conduct this operation. The using unit must coordinate with the Range Operations Officer/Range Management Authority prior to storing ammunition on a field site. A written request must be submitted to Range Operations to establish a field ASP. Units will be required to comply with all the requirements listed in AR 190-11, DAPAM 385-64, and DAPAM 385-63. The minimum requirements for establishing a field ASP are as follows:

a. Ammunition must be stacked on pallets or dunnage and separated by type and lot number. Ammunition will be covered by tarps.

b. Two strands of concertina wire must surround the ASP. The wire will be outlined with engineer tape or white reflective tape.

c. Security lighting during hours of darkness or reduced visibility.

d. At least two class 2A (10BC) rated portable fire extinguishers will be provided at the field ASP.

e. Two roving guards with weapons and loaded magazines (NOT IN THE WEAPON) will conduct continuous patrolling of the ammunition supply point. Guards will have operable flashlights, an access roster, and two means of communication to summon assistance.

f. The location of any field ASP will be determined by the Range Operations Officer/Range Management Authority.

g. Distances between explosives, roads, buildings, and troops in the open will be computed with cooperation from the Safety Office and Range Operations Officer.

h. The using unit Commander is responsible for safety, security, communications, and posting access at the field ASP, see AR 190-11 for further guidance.

8-11. Tracer Ammunition and Pyrotechnics. Pyrotechnics and explosive training simulators will be maintained under positive control at all times. Numerous fires caused annually due to mishandling of pyrotechnics and disregard of subparagraphs 1-3 below.

a. Approval must be granted by Range Operations prior to the use of any pyrotechnic devices. Permission to use pyrotechnics must be requested daily through Range Operations. Permission is granted based on the current fire danger category.

b. Use of pyrotechnics is prohibited during periods when the fire danger is at category 4 or 5. Permission to use pyrotechnics may be granted during category 3 fire danger classification only with detailed coordination with Range Operations. Use will be determined by the fire index for the day and is subject to change as the conditions develop through the day.

c. OIC and RSO requirements will be maintained while training with pyrotechnics. Units are required to request a training status change to TRAINING WITH PYRO. Range Operations will in turn make a RFMSS Firing Desk status change to Training with PYRO. This allows Range Operations to positively monitor training activities which are dangerous.

d. All explosive simulators (e.g. booby traps, smoke grenades, etc.) will be removed from the training areas upon termination of training.

e. Unexploded pyrotechnics will be handled in accordance with DAPAM 385-63 chapter 3-7.

f. Units using pyrotechnics without permission will be reported to the Range Operations Officer/Range Management Authority and training utilizing pyrotechnics will cease. The OIC of the unit will be decertified.

8-12. Ammunition Amnesty Program. The ammunition amnesty program is necessary to ensure maximum recovery of military ammunition, explosives, and residue items. The program is established to provide an opportunity for individuals to return ammunition, which has been stolen, misplaced, or erroneously left in the possession of a unit after turn-in and reconciliation has been finalized. These returns can be made without fear or prosecution. (See DAPAM 710-2-1, chapter 11-19)

a. The Amnesty Program is not a substitute for normal turn-in procedures and will not be used to avoid standard supply procedures. Units discovering ammunition on-hand after having reconciled their account are authorized to make an amended turn-in to the ASP.

b. GTC-KY does not have an ASP and therefore it is the unit's responsibility to ensure they provide an Ammunition Amnesty Collection Area at home station.

c. EOD personnel will handle suspect and/or unidentified ammunition/explosives found on the installation.

d. Unit Commanders should perform quarterly briefings on the Amnesty Program procedures. A refresher should be given during pre-firing briefings

8-13. Restricted Areas.

a. Forward of the target line on all 25-meter ranges.

b. Forward of the firing line on all other ranges.

c. The impact area. No personnel will enter the impact area without Range Operations authorization and/or escort.

d. Cemeteries and environmental sites. Sites will be physically marked or briefed to the user.

e. Contractor sites unless authorized by the contractor and Range Operations. Such sites will be physically marked or briefed to the user.

f. Any structure, range, facility, or training area not signed for or otherwise authorized for use. Violators will be required to clear the area, in addition to those scheduled and signed for.

8-14. Communications.

a. Range Operations is the net control station (NCS) for the range communication network. The range net is a clear text, directed safety net. Units will use the area, range, or facility they are occupying as their call sign. If two or more units are using the same area, they will use their unit designation and area as their call sign. Internal communications will not be conducted on the range net. All communications directed to, or originating from, Range Operations will be on the Range Operations NET.

b. Military units are responsible for providing their own internal communications equipment for internal use. Range Operations will provide commercial hand-held radios to units for communicating with Range Operations.

c. All units using any range, training area, or facility are required to maintain two forms of continuous two-way communications with Range Operations. Radio checks will be made with Range Operations hourly. A unit headquarters or tactical operations center (TOC) may make the hourly radio checks for subordinate units, if they maintain internal communications with the units.

d. Units will provide Range Operations the eight-digit grid coordinate of their command post within one hour of occupation of a Training Area, (not needed for range).

e. Units will have enough radios to conduct internal communications and monitor the range net. An operator will be assigned to monitor the range net at all times. Cease-fires, notice of emergency messages and other traffic for units are passed by radio. The OIC/RSO will impose and immediate cease-fire on their unit if communication with Range Operations is lost. Units that consistently fail to respond will have training suspended until communications are established and maintained.

f. Emergency communications. Units will use the range net to notify Range operations if an emergency arises. Range Operations will notify the proper emergency personnel for response. A 911 call should never be made from down range as the responding agency will not know your location within the Range Complex.

8-15. Vehicle Safety.

a. Seatbelts will be worn by all occupants. Head protection (combat vehicle crewman-approved ballistic helmet or flight helmet as appropriate) will be worn by all personnel operating or riding as a passenger in Army tactical vehicles at all times.

b. All vehicles entering or moving in a bivouac area after dusk will have a flashlight-equipped ground guide. Vehicles larger than 1 ½ tons will have a front and rear ground guide.

c. A rear ground guide is required for any tactical vehicle when backing up.

d. Speed limits:

(1) Speed limits are posted in the cantonment area.

(2) 10 mph on gravel or improved hard-packed roads and trails.

e. Vehicles that become stuck or otherwise inoperable are the driver's/unit's responsibility. Range Operations will not tow any vehicle.

f. Night Vision Devices.

(1) Commanders will manage NVD training programs according to AR 600-55 and other applicable publications and determine what type of night training program best supports the unit mission.

(2) Qualification training will include sequential instruction in both academic and night driving tasks. A qualified NVD instructor must supervise all instruction and an NVD-equipped instructor will be in the vehicle during night driver training.

(3) Units will provide Range Operations with a copy of:

(a) Commanders approved DD Form 2977 on this training.

(b) Detailed overlay of the route with check points identified.

(c) Copy of license of the NVD qualified instructor.

(d) Alpha roster of personnel attending the training.

8-16. Privately Owned Vehicles. Exceptions will be made on a case-by-case basis by Range Operations for privately-owned vehicles (POV) in training areas and ranges. Any vehicle authorized in training areas or ranges will have a pass issued by Range Operations. Unauthorized vehicles are subject to ticketing and towing at the owner's expense. Privately owned vehicles may be operated and parked on range roads, during hunting season. These authorized hunters will display their hunter registration letter on the dashboard of the vehicle. No privately-owned motorcycles, dirt bikes, three or four wheeled all-terrain vehicles (ATV), bicycles, or other off-road vehicles are authorized in the GTC-KY Training Complex, on any range or in any training area.

8-17. Alcoholic Beverages. Alcoholic beverages are expressly prohibited on all ranges and training areas. All users of ranges and training areas, regardless of their status, may not possess, transport, or consume alcoholic beverages while they are on any ranges or training areas. See installation headquarters building for Alcohol Policy while in cantonment area.

8-18. Civilian. Civilians will not be allowed in the training areas unless specifically authorized by Range Operations.

- a. Units that intend to bring civilians onto the Range Complex must request permission in writing from the Range Operations Officer at least 30 days in advance. This policy is also applicable to any civilian law enforcement agency that has been issued a license to utilize range facilities, in which case the term civilian would be any person not employed by that department as a civilian police official.
- b. At no time will civilians be allowed to handle or fire weapons, without approval by the Range Officer.
- c. Any civilian or family member under the age of 18 is prohibited from the use of firearms, unless accompanied and supervised by a parent or legal guardian over the age of 18. Minors will be accompanied by their parent or legal guardian at all times.
- d. Units that have contract instructors must also comply with the above requirements to allow these personnel into the Range Complex.
- e. All civilian contractors must be vetted through NGKY-G2 before they are permitted to enter GTC-KY training lands, ranges, or facilities. This is a unit's responsibility.

8-19. Range Fire Prevention and Firefighting.

- a. Applicability. These measures are applicable to all portions of GTC-KY Range Complex.
- b. The Range Operations Officer is the Wildland Fire Officer.
- c. Fire prevention and protection. All units conducting operations on the installation will maintain continuing programs in fire prevention, prompt reporting of fires, and firefighting. The following points are to be emphasized:
 - (1) All flammable debris must be scraped away from demolition pits. A distance of 10 meters from the edge of the pit or fire will be maintained.
 - (2) No open fires are permitted on the installation.
 - (3) Operate tent stoves IAW applicable TMs and the unit SOP. Clear grass and flammable materials away from the stove by at least 1 meter. A 10-lb ABC fire extinguisher must be available in the tent, see Appendix E.
 - (4) Lighted smoking materials and matches will not be discarded from vehicles.
 - (5) No smoking is allowed within 50 meters of ammunition or petroleum products.
- d. Fires.
 - (1) Because fire potential is so great on GTC-KY training lands and ranges, all field units will be prepared to assist in fighting any fire, which might occur. The OIC of firing issues an order to "cease fire" and notifies Range Operations via handheld radio or at (502) 607-7415, giving name, range, and unit. OIC of Firing Ranges will have, at minimum, a 5-man detail standing by to assist Range Operations. At no time, will personnel enter the impact area to fight the fire, unless under the supervision of Range Operation firefighting personnel. This is a year-round requirement.
 - (2) Upon discovering a fire outside the impact area, contact Range Operations. The unit commander/OIC of an exercise will move personnel and equipment away from the fire maintaining accountability of personnel. Unit will not attempt to extinguish fire unless directed by Range Operations.
 - (3) Anyone observing a fire will report it immediately to Range Operations (502) 607-7415.
 - (4) Personnel of Range Operations will report Range/Training Area fires to the GTC-KY Fire Department.
 - (5) The Range Operations staff of trained wildland firefighters will take the necessary actions to extinguish the fire. Responsibility for coordinating the alert or ordering into action standby or supplemental fire fighting forces and/or equipment is assigned to the GTC-KY Fire Department or his representative at the scene of the fire.
- e. GTC-KY Complex Fire Conditions.
 - (1) The condition will be posted on the fire danger sign at the entrance to Range Operations.

<u>CODE</u>	<u>POSSIBILITY OF FIRES</u>
RED	EXTREME – No firing of any weapon or pyrotechnical device.
ORANGE	CRITICAL – No high explosives, tracer.
YELLOW	HIGH – Range Operations discretion.
BLUE	MEDIUM – No restrictions.
GREEN	LOW – No restrictions.

(2) Range Operations will coordinate with the Kentucky State Fire Marshall at 0730 daily to obtain current fire conditions.

8-20. Aircraft. Military aircraft with FM capability will call Range Operations on FM frequency (FM 38.850 MHz) before entering GTC-KY training lands/ranges. Pilots will call Range Operations telephonically before takeoff to schedule training missions and receive a range briefing. For aircraft conducting cargo or personnel drops at any of the designated Drop Zones (DZ), the DZSO will maintain communications with Range Operations. Any person observing aircraft, in the SDZ for a range, will immediately call a cease-fire and contact Range Operations. Firing will not resume until Range Operations gives permission. Helicopters and any other non-participating aircraft will remain one-half nautical mile from the perimeter of the DZ when cargo or personnel drops are in progress.

8-21. Unsafe Acts of Conditions. Anyone observing an unsafe act or condition has the authority and obligation to call for an immediate “CEASE-FIRE” or halt training being conducted. If correctable on-the-spot, training may resume after the unsafe condition no longer exists. If the condition cannot be rectified, Range Operations should be notified immediately. Firing may not resume without permission from Range Operations.

8-22. Waterborne Training. Any training in or over water will be in strict accordance with Army Regulation 385-10, The Army Safety Program and DA Pamphlet 385-10, The Army Safety Program. Training involving water activities may be conducted on GTC-KY. Water training activities will require the following, as a minimum:

- a. All personnel will be categorized and distinctively marked as swimmers or non-swimmers.
- b. U.S. Coast Guard approved life jackets/belts will be worn.
- c. The unit OIC will ensure all personnel receive a water safety briefing.
- d. Helmets will not have the chinstrap fastened.
- e. A safety line will be used and will extend the full distance to be traversed. Gear will be secured to the line and not personnel.
- f. A flat-bottomed boat will be on-site and equipped with life rings and a safety pole. A qualified lifeguard will man the boat.
- g. At least two physically fit, Red Cross certified Combat Life Savers with lifesaving equipment, will be present during training. They will be appropriately clothed for immediate rescue.

8-23. Range Safety. All safety requirements contained in this regulation, in DA PAM 385-63 and the safety guidelines or warnings in the weapon FM/TMs will be complied with. Safety equipment is the responsibility of the user unit; see Appendix K for required PPE.

- a. Blank adapters and MILES equipment will be removed from all weapons on the range.
- b. No running or horseplay on ranges.
- c. Personal weapons and ammunition will not be fired or brought to the range by unit personnel.
- d. Live ammunition will not be present at any location where blank ammunition is to be fired, except for the Live Fire Shoot House.
- e. All persons on the range, including visitors will have hearing protection.

- f. Army Combat Helmets, Interceptor Body Armor, and Ballistic Eyewear are required on all ranges.
- g. The appropriate FMs/TMs for the weapons being fired (supplied by the unit) and the range book, issued by Range Operations, must be present on the range.
- h. A ten-pound B-C fire extinguisher must be present. Dry chemical or CO2 are the only types authorized.
- i. Constant radio communication with Range Operations must be maintained.

8-24. Opposing Forces (OPFOR Actions)/Aggressor Actions. Any unit or testing team using aggressor personnel for a field training exercise will have a training plan briefed to Range Operations which covers communications, pyrotechnics, heat and cold. The unit will comply with the following:

- a. Aggressors will be dressed distinctively, to be easily recognized as aggressor.
- b. All aggressor activity will be coordinated with OIC of the exercise/problem. Aggressor will not undertake any operation which may create an unsafe situation.
- c. Aggressor attacks will be executed according to a definite coordinated, planned schedule.
- d. There will be an OC (Observer Controller) of aggressors who shall be present at aggressor actions. His primary duty is to ensure each is conducted safely. Each safety representative is responsible for proper care and handling of ammunition issued within his assigned unit of responsibility. An inspection will be conducted to ensure that all cartridges are blank ammunition. The safety representative will ensure that no live ammunition is presented within area/unit of responsibility.
- e. The Observer Controller (OC):
 - (1) Will carry no weapon and will not actively participate in aggressor actions. He will ensure no actions are undertaken which are prejudicial to safety.
 - (2) Will ensure that blank adapters are securely fitted to individual weapons.
 - (3) Must have continuous radio contact with the exercise/problem director.
- f. Actual body contact between aggressors and opposing unit personnel is prohibited. Such unsafe acts as actual fighting, rock throwing, using rifle butts, etc. will not be tolerated. A distance of 10 meters will be maintained between the exercise unit and aggressors.
- g. No aggressor action will be undertaken in an area where live ammunition is being fired.
- h. Blank cartridges will not be fired at individuals. CCMCK (UTM) cartridges may be used, all safety equipment and procedures require by TM 9-6920-3700-10 and outlined in Appendix K of this regulation will be followed. Units planning to train with this ammunition will coordinate with Range Operations for an area that can facilitate the training and it's SDZ (Surface Danger Zone).
- i. All aggressor personnel will be accounted for by name at termination of an exercise.

8-25. Medical Support/MEDEVAC. Ambulances or emergency medical vehicles are required to standby at every range, weapons training facility, or training area. Each unit should have at a minimum, one soldier per active range who is certified as a "combat lifesaver". Each soldier acting as a "combat lifesaver" will have their own medical aid bag, litter, and radio communications. All requests for medical evacuation (Ambulance) will be made to Range Operations using the Range Safety net or call (502) 607-7415. Units should never call 911 as this will go into a civilian call center that could be unfamiliar with GTC-KY and be unable to find the units location.

8-26. Basic Weapons Safety. All visitors and users are responsible for weapons safety. The following safety initiatives will be complied with:

- a. M16A1/A2/A4/M4 rifles will have the magazines removed, bolt to the rear and dust cover open, and mechanical safety on.
- b. Pistols will have the magazines removed and slide locked to the rear. The slide may be forward on holstered weapons.

- c. M240 machine guns and squad automatic weapons (M249s) will have the feed cover open, bolt forward and mechanical safety on.
- d. Shotguns will have the bolt open and magazine empty.
- e. Blank firing adapters and MILES equipment will be removed from all weapons on live fire ranges.
- f. All weapons will be cleared by using the clearing barrel and inspected by the RSO before removal from the firing line and before removal from the range.
- g. No one will go forward of the firing line until all weapons are grounded, cleared and no person is handling a weapon.
- h. Weapons will be pointed up and downrange at all times.
- i. Personally Owned Weapons, (POW's) are NOT authorized on ranges while conducting IWQ, in the SIMS center, in the HEAT trainer, while conducting any form of weapons training, FTX or STX in any Training area.

8-27. Accident Reporting.

- a. Any training or firing accident will be reported to Range Operations immediately. If medical evacuation is required, Range Operations will call for an ambulance. If possible, the unit requiring an ambulance will have an escort vehicle at Range Operations to meet the ambulance. If an escort is not possible, a guide will meet the ambulance on the nearest main road closest to the accident site. The unit will complete DA Form 285 and send it to the installation Safety Officer IAW DA Pamphlet 385-40 or leave form with Range Operations prior to clearing the facility.
- b. Any unit reporting an accident must complete a GTC-KY Training Area Incident Report and provide it to Range Operations within 24 hours of the accident/incident.
- c. Ambulance support is provided by civilian sources and should be called for in emergency situations only. Units with organic transportation should consider utilizing their own assets before calling for ambulance assistance.

8-28. Unsafe Conditions and Incident Reporting. Any unsafe condition of ranges, training areas, or facilities should be reported to Range Operations for correction. An incident is a violation of regulations or act that could result in an accident but does not. Units should take immediate action to correct incidents, if possible. If the unit cannot correct the problem, report it to Range Operations.

8-29. Weather Warnings. Severe weather warnings will be broadcast over the Range Operations net and the "Big Voice" system as they are received during normal hours of operations. The Air Temperature Relative Humidity (ATRH) readings will be broadcast hourly when temperature reaches 78 degrees Fahrenheit or above. It is the training unit commander's responsibility to take whatever action is required to protect the Soldier. Range Operations does not cancel or modify training due to weather, except when snow/ice makes roads impassable or ranges unusable.

8-30. Hearing Hazards. Commanders are responsible for implementing the requirements for hearing protection in accordance with AR 40-5 regarding protective devices for hearing. Units are required to provide their own hearing protection.

CHAPTER 9

MEDICAL

General. Units conducting training on GTC-KY training lands, ranges, or facilities will have the following readily available, non-DoD users will provide similar resources:

- a. Field Litter Ambulance or a covered vehicle capable of transporting a littered patient.
- b. At least one litter.
- c. Certified combat lifesaver (CLS), medic (68W), or EMT with aid bag. Units not authorized medical personnel should request support from their battalion. Certification of training will be presented to Range Operations during the unit's check-in. NOTE: a CLS is not authorized for waterborne, rappel and confidence obstacle course operations only a qualified medic or EMT is authorized.
- d. All medical teams need to have a strip map to the local civilian hospital, for non-emergency use.
- e. Military Ambulances are not authorized to perform emergency evacuation for life threatening injuries. Civilian Ambulance services will be requested through Range Operations. Medical assistance for units conducting field training or range operations must be coordinated through Range Operations.
- f. Units will use the Army Standard 9 line MEDEVAC (Peacetime) request format when requesting an ambulance. This format can be found in the STP-21-24-SMCT, task number 081-831-101. Copies may be obtained from GTC-KY Range Operations.
- g. Medical personnel must know the route to the nearest hospital prior to the commencement of all firing. In the event of a non-life threatening accident/injury that requires hospital treatment, evacuation will be to the following medical Facility:

Muhlenberg County Hospital
440 Hopkinsville Street
Greenville, KY 42345
Phone: (270) 338-8000

- h. In rare cases when air evacuation is necessary, local community ground EVAC assets will transport any soldier(s) to the designated area.
- i. During or immediately following the completion of an evacuation, the unit OIC will notify Range Operations as to the nature and circumstances of the injury/accident.
- j. When accidents involving injury occur at GTC-KY, the OIC will:
 - (1) Stop Training.
 - (2) Obtain all facts and circumstances surrounding the accident, to include suspected cause, name, range where injury occurred, SSN, organization, and any other pertinent information deemed necessary.
 - (3) Report to Range Operations to complete SIR.
- k. The Troop Medical Clinic (TMC) in the TSC is available for units to draw in accordance with Appendix M, paragraph M-8 of DMAKY 350-11. The TMC is not staffed on a routine basis. Units wishing to draw the TMC will request the Facility on the GTC-KY Billeting and Logistics Request Form.
- l. Automated Electronic Defibrillators (AED) are available on GTC-KY. AEDs will be dispatched throughout GTC-KY by security personnel by calling **Security**. AEDs are available for using unit access in the following Buildings and areas:
 - (1) The Training Support Complex, Building A in the fitness room, the AED is located near the main interior door and is available 24 hours a day, every day. The exterior door closest to the AED has an exterior lighted AED sign.
 - (2) One AED is assigned to the Troop Medical Clinic in A Bldg. and units may draw the AED from the GTC-KY Logistics section.

9-1. Medical Support. GTC-KY has a Troop Medical Center (TMC) that is normally staffed Monday – Friday 0800 – 1600 to provide basic acute care treatment. Occasionally the TMC will be staffed on the weekends, depending on the number of personnel training. Most medical support will be conducted by unit medical personnel. Anything beyond the abilities of unit medical personnel the unit will have to use the local civilian treatment facility identified in the above paragraph.

9-2. Aero-Medical Evacuation (MEDEVAC).

a. Range Operations and Security can only request an ambulance from a local hospital, the TMC OIC or ambulance EMT can request a life flight. Proper coordination will be made between Range Operations and Security.

b. Military MEDEVAC is not normally available at GTC-KY. MEDEVAC operations will be Operations led through Range Operations or Security.

c. Emergency MEDEVAC radio communications between GTC-KY Range Operations and aviation will be established in the assigned FM frequency of Primary 46.950 and Secondary 38.950.

d. Request for MEDEVAC will be made using the Army Standard 9 line MEDEVAC request format on the Range Operations radio net. This format can be found in the STP-21-24-SMCT, task number 081-831-101. Copies may be obtained from GTC-KY Range Operations.

e. Each patient will have his name, age, social security number and known allergies printed on a piece of paper and attached to his uniform.

f. Precedence for Evacuation:

(1) Urgent: Request for emergency cases which must be evacuated immediately to save life or limb or to prevent serious complications which could endanger life or limb if evacuation were to be delayed.

(2) Priority 1: Request for patients requiring prompt medical or surgical care but for whom the risk of life or limb will not be increased greatly if evacuation is delayed beyond one-half hour.

(3) Determination of whether an evacuee is URGENT, PRIORITY 1, or a lower priority will be made by the unit commander and confirmed by the medic or the attending medical officer at the evacuation site.

(4) Lower priority cases (non-life, limb, threatening) will be evacuated by ground means by the supporting ground medical element.

g. Ground personnel will have to provide an area approximately 50 meters square or larger with no high trees or other obstructions in the immediate vicinity.

9-3. Emergency Communications.

a. In case of any life-threatening injury, illness, fire, or medical emergency, the using units will:

(1) Immediately contact Range Operations.

(2) Administer Aid.

(3) Listen for additional information.

b. Range Operations will immediately manage the situation by:

(1) Announce “FLASH, FLASH, FLASH” and nature of emergency on radio to eliminate radio traffic.

(2) Ensure 911 has been notified.

(3) Contact on-site responders.

(a) TMC Medical Personnel

(b) GTC-KY Fire Department

(4) Escort emergency vehicles to and from the site of the emergency.

c. In case of non-medical emergencies unit will send personnel to the TMC during duty hours or contact Range Operations who will contact the on-site TMC representative.

d. GTC-KY OIC and Deputy Commander will be notified in a timely manner.

CHAPTER 10

ENVIRONMENTAL

General. The purpose of this chapter is to outline the criteria designed to protect and limit training damage to the environment of the training site and of other land used for associated military training. Environmental protection and conservation are the responsibilities of all personnel using the training site. Commanders shall ensure no deliberate or malicious destruction occurs to the natural resources. As long as the Commander conducts training in accordance with this regulation, he may assume the environmental impact is negligible. The term environment includes:

- a. Natural elements, e.g. soil, water resources, trees, wildlife and vegetation.
- b. Man-made structures, e.g. roadways, bridges, and hardened bivouac sites.

10-1. Responsibilities.

a. Units must appoint an Environmental Coordinator and alternate, who will be responsible for coordinating environmental affairs for each training event. The Environmental Coordinator will:

- (1) Ensure all environmental documentation and forms are properly completed and on file with the GTC-KY Environmental Office prior to the start of the training year and when information changes.
- (2) Submit a Record of Environmental Consideration (REC) to GTC-KY Environmental Office 30 days prior to any field training exercise (FTX).
- (3) Request for demolition training will require a shot plan and a Record of Environmental Consideration be submitted to the Range Management Authority a minimum of 30 days prior to the training event for processing.
- (4) Ensure environmental preparedness of the unit, using the Commander's Environmental Checklist for guidance.
- (5) Be familiar with AR 200-1, Environmental Protection and Enhancement.
- (6) Ensure the environmental protection of all training areas through good management practices, proper containment of equipment, and the prevention of and reporting of all spills of oil and hazardous materials. All spills will immediately be reported to Range Operations. Proper reports will be filed IAW the Environmental SOP.

10-2. Environmental Protection. All training will be conducted in compliance with federal, state, and local environmental laws, regulations, and directives. Every individual is responsible for prevention of damage or pollution. UNITS WILL BE HELD ACCOUNTABLE FOR REMOVAL AND DISPOSAL OF HAZARDOUS WASTE CREATED OR CAUSED BY THE UNIT. UNITS WILL BE HELD RESPONSIBLE FOR MANEUVER/ENVIRONMENTAL DAMAGE. Units must file environmental documentation with the Environmental Office before scheduling training.

10-3. Refueling. There are two permanent refueling points constructed specifically for vehicle refueling. One is located at U.T.E.S. and the other is located at 16S DG 85250 25705. Each refueling point is large enough to contain two 5,000 gallon tankers. Scheduled refueling points as any other training facility.

- a. Every precaution will be taken no to contaminate the refueling points since accumulated water must be pumped out or drained periodically. THESE REFUELING POINTS DO NOT HAVE OIL/WATER SEPARATION CAPABILITIES. Vehicles will park on heavy plastic sheeting, use drip pans when refueling and place nozzles in drip pans when not in use.
- b. Fuel operations require a Record of Environmental Consideration (REC) approval by the Environmental Officer and Range Operations to ensure proper spill prevention measures.
- c. Units will inform Range Operations of their intent to conduct any refueling operations. Range Operations will ensure that the drains on the fuel points are closed prior to any use of these facilities.

d. Fuel vehicles will report to Range Operations for inspection prior to deploying to the refuel points. All vehicles fuel vehicles will have:

- (1) An operator certified to dispense Petroleum, Oil and Lubricant (POL) products.
- (2) An operator certified on spill response.
- (3) Ground rods, , absorbent materials, drip pans, a shovel, , a fire extinguisher and a nozzle drip container.

(4) No leaks. Leaking vehicles will be denied entry to GTC-KY training lands, ranges, and facilities.

NOTE: If the above requirements are not met, refueling will not be conducted.

e. Refueling vehicles or Portable Fuel Pods (PFP) is allowed at Bivouac site if all below measures are taken:

f. Use and Storage of Portable Fuel Pods Procedures. All fuel tankers, fuel trailers, 5-gallon cans of fuel, generators, and heaters are designated as a PFP for the purposes of this regulation and the following applies:

- (1) Fuel pods shall not be filled more than 90% full to prevent "burping".
- (2) A licensed fuel handler shall be present at all times during fuel transfer operations.
- (3) The operator or POL manager has received "Mobile Fueler Spill Response Training and can verify via training certificate.

(4) .

(5) When a PFP contains fuel, specific procedures will be implemented by the unit to ensure that the status of the PFP is checked daily, that all precipitation is inspected before discharge and that no liquid containing a sheen of oil is allowed to be discharged. Records of such inspections shall be maintained showing the inspector's name, the date, time, findings, and signature.

(6) A spill response kit, as described in the unit Spill Prevention, Control, and Countermeasures Plan (SPCCP) shall be present at all times while on site.

(7) All valves shall be capped, locked, or lock wired shut during transport and prolonged periods of non-use if the PFP contains fuel.

10-4. Maintenance Operations.

a. Vehicle maintenance beyond operator level is authorized to be performed in the field on GTC-KY. Maintenance operations requiring fluid changes, removal/replacement of major components (engines, transmissions, etc.) require a Record of Environmental Consideration (REC) approval by the Environmental Officer and Range Operations to ensure proper spill prevention measures, handling, and disposal of waste. The following documents are required a minimum 30 days prior to requested training date before approval to conduct Field Level Maintenance above operator level will be granted:

- (1) A detailed and comprehensive DD 2977 covering:
 - (a) Safety for Soldiers
 - (b) Safety for Equipment
 - (c) Safety for the Environment
- (2) Unit Spill Prevention and Response Plan/SOP

b. GTC-KY offers maintenance compounds for those units looking to conduct maintenance operations in a less austere environment. Units may request the Unit Maintenance Compound (UMC 1 or UMC 2) or may request support from U.T.E.S.

10-5. Spill Response Procedures. If a spill occurs, the following actions will be taken:

a. Contain the spill. Cover all drains in the path of the spilled liquid. Use sorbent pads, micro bugs, sorbent material, or containment booms to divert the liquid away from drains, culverts, drainage ditches, bodies of water and to stop the spill from spreading.

b. Notify Range Operations at (502) 607-7415. Follow “Section 4 of the Spill Prevention, Control and Countermeasure Plan for Mobile Fueler” procedures. Be prepared to give the following information:

- (1) The amount of material spilled.
- (2) The name of the material spilled.
- (3) Where the spill is located.
- (4) Time and date of the spill.
- (5) Whether or not the spill is contained.
- (6) Your name and title.
- (7) Your telephone number.

c. Spill cleanup will be accomplished by using proper protective equipment for the specific spilled material. If material is POL or solvents, clean the area with sorbent pads and material, then place micro-bugs on the spill area and little water. Verify this practice with the Environmental office located in building 329.

10-6. Hazardous Waste.

a. All spills of fuel, oil, solvents, etc., must be cleaned up immediately, regardless of how small they may be. Spills will be reported to Range Operations as they occur.

b. The unit is responsible for digging up and disposing of all soil contaminated by Hazardous Waste products. The Environmental Office will normally be the person who determines when the cleanup is complete. Contaminated soil and waste will be deposited in a hazardous waste drum provided by the unit. Drums must be labeled IAW State and Federal environmental regulations. Holes will be refilled with clean fill.

c. Drip pans with sorbent material will be placed under all tent heaters, heater fuel cans, fuel relay pumps, cook stoves and all 5-gallon refueling cans. Oil-soaked sorbent pads and rags must be treated separately as if hazardous waste. Such oil-impacted material should be containerized separately, dated and labeled as spill clean-up material. Sorbent material not contaminated will be stored by the unit for re-use.

10-7. Solid Waste. Units are responsible for disposal of all trash.

a. Dumpsters located across from Range Operations or other locations on GTC-KY may be used for trash disposal. No wood, metal, tires, or hazardous materials will be placed in the dumpsters. If the dumpsters are full, the unit must take the trash with them. Trash and garbage will not be placed in containers designated for recycled cardboard.

b. Food products, trash, garbage and grease from mess operations will not be burned or buried. Each unit conducting mess operations is required to have and use a gray-water tank. Gray-water disposal area is located by River Queen Shower House and is the only authorized disposal area for gray-water.

c. Field latrines of any type will not be used on GTC-KY. **Units will arrange for sufficient portable latrines through the Logistics Section. See Appendix L. There are portable latrines located permanently on each range and facility.** They will be moved by the contractor only. **THERE ARE NO PORTABLE LATRINES IN THE TRAINING AREAS.**

10-8. Water Resources. No construction or training shall take place that would cause, directly or indirectly, alteration from erosion or pollution of streams, ponds, rivers, lakes, or any other wetland on the installation, or within 100 feet of such areas.

a. Water Purification Operations: Water will not be taken or drained from any body of water without EO approval and Range Operations concurrence. Decontamination sites, showers and mess operations will use water tankers.

b. Potable Water Source: The only potable water source on GTC-KY is the water point located cross from UMC 2. You may sign for the key at Range Operations. Let the water run for three minutes to flush the hoses before filling containers. No washing of vehicles will be done at any water point or any other location on GTC-KY.

10-9. Landscape and Vegetation.

a. Live vegetation will not be cut for any reason unless marked for removal by the Environmental Office. Cutting wood is not permitted.

b. Trees or plants will not be taken for transplanting.

c. Existing trails and roads will be used to the maximum extent possible to minimize erosion and terrain damage. Vehicles, especially tracked vehicles, will avoid road shoulders and ditches.

d. Fighting positions and other dug emplacements will be filled and mounded to allow for settling. They will not be filled with logs, trash, rocks, or unsuitable debris. Above ground emplacements will be dismantled and the area returned to its original natural state when clearing training areas.

e. Digging of anything more than hasty or individual fighting positions cover in d. above will require a dig permit. Dig permits will be accompanied with a REC (Appendix H) and be submitted to Range Operations 30 days prior to the training event to allow adequate time for processing.

f. All persons intending to "dig" or excavate within the boundaries of the Range Complex are required to obtain a Digging Permit before commencing work. Civilian contractors must request a UXO briefing from Range Operations to ensure all personnel involved in excavations are trained in the UXO 3-R's (Recognize, Retreat, and Report). Digging refers to any process or activity involving the disturbance of soil, regardless of size, depth or nature of excavation. This includes (but is not limited to) the following:

- Planting trees and shrubs
- Grounding rods in developed areas
- Trenches, Bunkers, Berms, Tank traps
- New trails, roads, or crossing sites
- Fire breaks

10-10. Fish and Wildlife.

a. Do not chase, capture, shoot, or in any way, harass wildlife. It is illegal to remove wildlife from its habitat. Report vehicle collisions with large animals or birds to Range Operations.

b. Known Poisonous Snakes: Cotton Mouth/Water Moccasin, Copperhead, and Timber Rattle Snake are indigenous to GTC-KY. Report any animal bites or diagnosis of any animal or environmentally transmitted disease to Range Operations, in addition to standard medical reporting procedures.

c. Ticks: There are many ticks in the area during warm weather. Ticks are carriers of Lyme Disease and Rocky Mountain Spotted Fever. Granulocytic Ehrlichiosis is being attributed to ticks. The disease has influenza like symptoms and is potentially fatal. All precautions must be taken against ticks.

d. Survival Training: Units conducting survival training must obtain written permission from the Range Management Authority and Environmental Office to catch fish or wildlife for this type of training.

10-11. Hunting and Fishing. Hunting and fishing is allowed on GTC-KY under certain conditions. All state, federal, and installation regulations apply. Hunting and fishing will not interfere with training activities. To prevent scheduling conflicts, Range Operations will be the final approving authority. Hunters and fishermen will take all trash with them when they leave. Persons caught littering may lose their privileges and littered areas may be closed. For specific information refer to the GTC-KY Hunting and Fishing SOP.

CHAPTER 11

LOGISTICS SUPPORT

General. The GTC Supply and Services Section are responsible for issuing and receiving all installation property and supplies. Troop Housing, Classrooms, Headquarters Building, Simulation Buildings, housekeeping supplies, chemical latrines, hand wash stations, dumpsters, ice, and linen 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. All logistics requests are submitted through: ng.ky.kyarng.list.whfrtc-logistics@mail.mil.

11-1. Cost.

- a. Kentucky Army National Guard Units will not incur any costs associated with training at the GTC-KY.
- b. All other units and non-DoD organizations shall incur costs to offset the operational expenses of the facilities
- c. An invoice will be prepared and forwarded to USPFO for processing after the unit departs the GTC-KY. The unit representative will receive a copy of the receipt after they have cleared the GTC-KY Supply and Services Section.
- d. Refer to the current support agreement located on the GKO SharePoint portal or provided by contacting the Training Site Supply and Services Section at ng.ky.kyarng.list.whfrtc-logistics@mail.mil.

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 GTC-KY Supply and Services Section. MIPRs will not be used for rations at the Dining Facility, or Chargeable Housing without prior approval. 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 GTC-KY Supply and Services Section.
- 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.

Garrison Training Center Command, Kentucky
Kentucky Army National Guard
ATTN: Logistics Billing
4675 State Route North
Greenville, Kentucky 42345

- c. All Payment/reimbursement arrangements shall be completed NLT 15 days prior to training event.

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. Cleaning supplies are located in designated areas throughout facilities. Using units can draw items on an as needed basis. These items include but are not limited to 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 and Simulation Buildings only. 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. The following are contracted services provided to external units and managed by the GTC-KY Logistics Division: Dumpster, Portable Latrine, Hand Wash Stations, Latrine & Hand Wash Station Cleaning, and Ice. Units/Organizations will request chemical latrines, hand wash stations, dumpsters, and ice through the Supply and Services Section NLT 30 Days prior to delivery via **ng.ky.kyarng.list.whfrtc-logistics@mail.mil**. Requests can be located on the GKO SharePoint portal or by contacting the GTC-KY Supply and Services Section. 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.

a. Dumpsters. Units will utilize the WHFRTC Latrine_Dumpster_Ice Request to request dumpsters for training area use. The WHFRTC Latrine_Dumpster_Ice Request Overlay is used to request specific placement of the dumpsters and are due NLT 15 days prior training event.

(1) Dumpsters on training sites are emptied upon request. Units must ensure that trash does not overflow the top. If trash is breaching the top of the dumpster, they will not be picked up and it is the responsibility of the unit to remove trash or re-arrange in order to meet the standard.

(2) Cooking units will receive two 20' foot dumpsters and will notify the WHFRTC Logistics section once one is completely full. Timely notification will ensure there is always a dumpster available for use.

(3) Moving dumpsters is not authorized without contract approval.

(4) All dumpsters in the cantonment area belong to facilities and are controlled by the state. Any issues with cantonment area dumpsters will be forwarded to the facilities division.

b. Portable latrine & hand wash stations. Units will utilize the WHFRTC Latrine_Dumpster_Ice Request (FIG?) to request dumpsters for training area use. The WHFRTC Latrine_Dumpster_Ice Request Overlay (FIG?) is used to request specific placement of the dumpsters and are due NLT 15 days prior training event.

(1) Ratio for latrines is one latrine per 30 PAX. Latrines are cleaned Mon-Wed-Fri.

(2) Hand wash stations are available for use in limited quantities from the contractor. It is highly encouraged for units to provide their own hand wash stations. If required, hand wash stations be requested with the original latrine request. Service of the hand wash stations (replenish clean water and hand towels, empty gray water) are completed when the latrines are cleaned.

(3) Moving latrines and hand wash stations is not authorized without the approval of the contractor. Only the WHFRTC Contracting Officer Representative (COR) is authorized to contact the contractor.

c. Ice & walk-in coolers. Ice is available upon request. Ratio for ice is 5lbs per person per day unless cooking, then amount increases to 7lb per person per day.

(1) MIPR and invoiced groups (non-KYARNG) will have designated times for drawing ice to ensure accountability and billing.

(2) Walk-in cooler (4 total) are available upon request and are located on the back end of the ice freezers (across from range control).

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.

(4) Preprinted DA Form 2062 will be used to issue requested facilities to the units. GTC-KY Supply and Services Section 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 and be provided with a copy of the Cleaning Standards Checklist.

(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) A clearing time and location will be coordinated with the GTC-KY Supply and Services Section. Linen will be turned in first at the Headquarters Building 332. Installation property clearing standards checklist can be obtained from the Supply and Services Section upon issue.

(2) Cleaning of the facility will be completed and the floors dry before a GTC-KY Supply and Services Section representative will enter for the purpose of clearing the building.

(3) 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.

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 \$10.00 higher for regular rooms and \$5.00 higher for DVQ's to account for a daily surcharge. All rooms are reserved on a first come first serve basis and a credit card is required to reserve a room. 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 ng.ky.kyarng.list.whfrtc-scheduling@mail.mil. 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 will vary based on scheduled needs of units and GTC. 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. All Dining Facility support requests will be submitted to the GTC-KY Food Services Technician for coordination and approval. The Dining Facility has a capacity of serving 700 meals per hour. The Dining Facility does not have the capacity to support MRE's.

a. All weapons must be cleared prior to entering the WHFRTC Dining Facility. A clearing barrel is provided, which is located in the front of the building. Personnel not clearing their weapons will be reported to their 1SG and/or commander. If this becomes an issue with a particular unit then that unit will be required to stack arms outside the Dining Facility and post a guard. Weapons will be placed under the chair which the Soldier is occupying, not in the aisles.

b. Outside food or drinks are not permitted inside the WHFRTC Dining Facility. This includes coffee cups and mugs. The only items permitted on the tables are your food, drinks, and utensils. Please do not put hats, logbooks, equipment, or weapons on the tables.

c. Normal hours of operation are as follows:

- (1) Breakfast: 0530-0730
- (2) Lunch: 1100-1300
- (3) Dinner: 1700-1900

d. Requests for feeding outside normal hours of operation will be submitted to the GTC-KY Food Services Technician for approval and coordination NLT 15 days prior to meals being consumed.

e. The kitchen area is off limits to all unauthorized personnel.

f. All personnel utilizing the DFAC will be required to be in proper clothing, which includes trousers, shirt and shoes. Summer shorts will be acceptable during hot weather periods. Individual Physical Fitness Uniforms (IPFU's) will be permitted if they are not soiled. Tank tops/sleeveless shirts and open toed shoes are prohibited. Improperly dressed personnel will be instructed to change and return before consuming their meal.

g. Meal request changes will be sent to the GTC-KY Food Services Technician using an updated AGO Form 30-1-E NLT 24 hours prior to meals being consumed.

h. Request Procedures (KYARNG)

(1) Units must have a current DA Form 1687 and assumption of command letter on file with the GTC-KY Food Services Technician prior to requesting or receiving rations from the Dining Facility.

(2) Unit IDT and Unit Annual Training: Units will submit AGO Form 30-1-E, dated MAY01 (WHFRTC Subsistence Request) located on the GTC GKO Portal or upon request from the GTC-KY Food Services Technician NLT 30 days prior to meals being consumed.

(3) 238th RTI Courses: Enlisted Soldiers will be provided meals at no cost. Officers will pay the contract cost of the meal. The 238th Regiment (CA) will provide an AGO Form 30-1-E to the GTC-KY Food Services Representative NLT 30 days prior to the start of courses.

(4) Units or directors who are conducting conferences, meeting, or unit schools at the GTC-KY are encouraged to use the Dining Facility whenever possible. Program managers may require units and/or directors to use the Dining Facility, based upon the type of activity and funding availability. If they chose to do so, they will submit AGO Form 30-1-E, dated MAY01 (WHFRTC Subsistence Request) located on the GTC GKO Portal or upon request from the GTC-KY Food Services Technician NLT 30 days prior to meals being consumed.

i. Request Procedures (Non-KYARNG): All Units and Organizations outside of the KYARNG will coordinate for meals directly with the GTC-KY Food Services Technician.

j. Meal request will be locked in 72 hours prior to first meal.

(1) 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.

(2) Potable water is available for field use. Units will coordinate with Range Operations to establish a water account. Non-Army National Guard customers will be charged for water drawn from the water point.

CHAPTER 12

ENGINEERING/FACILITY MAINTENANCE

General. The Training Site Engineers and Department of Military Affairs Facility personnel have one basic mission which is to sustain the site, provide oversight of projects, maintenance, contracts and the environment. They utilize a wide range of resources to ensure the site sustainability will last generations into the future.

12-1. Engineer Support. The Training Site Engineer is responsible for construction, modifications, and maintenance of parking areas, roads, training areas and providing guidance/oversight for Troop Labor Projects. The primary purpose of this position is to program, manage, schedule and direct the operations, maintenance and repair, rehabilitation and improvements to the training site. Units shall submit all requests for engineering support to the Training Site Engineer utilizing the Training Site Request Form.

12-2. Troop Labor Projects.

- a. Engineer units at GTC-KY will coordinate projects with the Training Site Engineer, Building 332.
- b. Projects may be selected from a standing list. These projects are complete with drawings, estimates, and a bill of materials.
- c. Projects requested that are in addition to those listed on the standing list must be submitted in sufficient time to allow development of plans, estimates, and bills of materials. Projects scheduled for Annual Training must be submitted NLT the date of the Troop Labor Construction Planning meeting (first quarter of fiscal year). Projects scheduled for IDT weekends must be submitted NLT 180 days prior to scheduled start date to Training Site Engineer, building 332.
- d. Manpower and equipment utilization reports must be submitted for each project weekly to the Training Site Engineer. This information is included in the Project Completion Report and total cost.
- e. The project Completion Report will include the list of materials used, total man-hours, equipment hours by type, as-built drawings, and problems encountered and recommendations.
- f. Troop Labor Projects is both work and training for the Soldier and have the same requirements as any other range or training area in order to facilitate a safe and productive work/training environment. All Troop Labor Projects require:
 - (1) Certified RSO.
 - (2) Certified MEDIC, CLS, or EMT with litter and aid bag.
 - (3) FLA or covered dedicated evacuation vehicle capable of transporting a litter.
 - (4) Two forms of two-way communication with Range Operations.

12-3. Dig Permits. Units planning to dig on GTC-KY will submit requests through the Training Site Engineer, Building 332. For the purposes of dig permits the land on the training site is divided into three zones: Zone I range training land not-sensitive, Zone II range training land sensitive and Zone III Cantonment. Requests for digging in any of the three zones can be made on this dig permit request form. Definitions and guidance for making requests are as follows:

- a. Digging activities include: Planting trees and shrubs, grounding rods in developed areas, trenches, bunkers, berms, tank traps, new trails, roads, or crossing sites, fire breaks.
- b. Zone I refers to areas in the range complex that are not developed. Dig sites in this zone are minimum of 30M away from bodies of water, cemeteries, the center line of the air strip and the training site perimeter; and 5M away from bivouac sites, roads, railroads buried utilities (gas and water lines) and trails (measured from the edge of road or road-side ditch where applicable). Request to dig in Zone I can be approved and the permit is the request form with all applicable signatures and a permit number.
- c. Zone II refers to areas in the range complex that are sensitive. That is near or in bodies of water near the training site perimeter on or near roads, biv sites, the airstrip or utilities. Permits for Zone II will require one or more of the following as applicable: an attached water permit (federal, state, and county), an environmental rec., utility locate, reclamation plan for roads and road side ditch or the airfield as applicable.

d. Zone III refers to areas inside the cantonment area and maintained by the facilities division. This area has a high buried utility density and higher standard for landscaping and drainage. Dig permits for this area must be approved by the facilities manager and will include a utility locate (requested at least 2 days in advance).

e. Trees that: provide shade at bivouac sites, of a diameter greater than 8in at chest height or are slow growing habitat trees (e.g. oak, hickory and cypress) should be avoided when possible. Non-native and nuisance trees (e.g. autumn olive, cedar and locust) can be removed as a service to the training site. Brush piles greater than 5' high require additional coordination with GTC Environmental

f. **Reclamation** of dig sites is the responsibility of the requesting unit. And should be completed as soon as practicable not to exceed 60days (the following IDT allowing for a month off after AT). The Standard for reclamation is:

(1) Backfilled with an additional 15% depth to accommodate for settling (ie 4ft hole has a 7in mound above grade). Topsoil should be separated during excavation and replaced last.

(2) Positive drainage must be established.

(3) At no time will excavations be backfilled with trash, excess building materials, trees or brush or any material other than clean fill.

(4) At the completion of reclamation the site will be inspected by a representative of the GTC Engineers or Range OPS to verify compliance with standards of reclamation and special instructions on this form, and note any changes to the scope of the dig permit.

g. Additional special instructions for the dig site and considerations that should be taken for the area will be annotated on the dig request/permit.

h. Upon completion of the training event clearance of the training area will include inspection of the dig site and verification that all of the above instructions have been followed and the site has been reclaimed to standard

12-4. Facilities Maintenance Support. The Facilities Manager is responsible for construction, modifications, and maintenance of training center facilities, utilities, buildings, structures, water systems, disposal systems, sewage systems, communications and electrical systems. Units shall submit all requests for facilities maintenance to the Logistics section or the Facilities Manager.

12-5. Work Order System and Management.

a. Work orders must be submitted to the Facilities Manager for approval for any repair, maintenance, modification, alteration, or improvement to any facility. Work order requests should be emailed or sent to the Training Site Engineer and Facilities Manager or his/her delegate.

b. No repair, replacement or maintenance will be considered unless a GTC-KY INSTALLATION WORK REQUEST is submitted.

c. Repair Criteria:

(1) Those deficiencies which have been determined to have significant impact on Safety and Health and Security of the building occupants or which seriously impede the mission.

(2) Those deficiencies which impact the structural soundness of the building.

(3) Those deficiencies which have a major impact on Energy Conservation.

(4) Those deficiencies which enhance the ability of units to train or perform their mission or which will ultimately threaten safety or security.

(5) Those deficiencies which would improve the appearance of the buildings.

12-6. Emergency Work Orders. Typical examples are backed up drains, no potable water, leaking natural gas, no electricity, no heat, and for dining facilities the loss of refrigeration. During normal duty hours contact Facilities Manager Assistant, DSN 7264. During Non-Duty hours contact the Logistics section, DSN 7942 or Security, DSN 7899/98.

12-7. Energy Conservation.

- a. The regulation is applicable to all units, tenants and activities operating or training at the GTC-KY.
- b. All units, tenants and activities will aggressively support the GTC-KY Energy Program.
- c. Conservation of electricity will be as follows:
 - (1) Energy consumed for lighting will be reduced by turning off nonessential lamps and fixtures.
 - (2) All exterior lights will be turned off during daylight hours.
 - (3) Energy consumed for cooling will be reduced to the minimum necessary.
 - (4) When possible, air conditioning will be turned off at night and not started again before the start of the new business day.
 - (5) Whenever possible, use outside air in the morning for cooling instead of turning on air conditioning. Residual heat should be removed during the first three to four hours after sunrise by forced or natural ventilation.
 - (6) Personal electrical appliances will be minimized. Check all dining facility equipment, ranges, ovens, etc., to ensure that they are turned off after the evening meal.
- d. Personal or unit-owned air conditioners will not be installed.

12-8. Operation of Vehicles.

- a. TRACKED VEHICLES
 - (1) Tracked vehicle movement should be limited to gravel roads, trails, training areas; not to include cantonment area.
 - (2) Tracked vehicles will not be allowed on asphalt roads. They must remain on shoulders or cross only in areas that have been designated to allow crossing for tracked vehicles.
 - (3) Use of ditches and shoulders of roads for tank trails is prohibited.
 - (4) Avoid sharp turns by tracked vehicles that cause damage to surfaced areas.
- b. WHEELED VEHICLES
 - (1) Vehicles will not travel on unpaved shoulders or lawns.
 - (2) Vehicular traffic on disked or seeded areas is prohibited.
 - (3) Wheeled vehicles will try to avoid creating excessive environmental damage.
- c. Training units must be alert to changing soil conditions.
- d. During wet soil conditions, vehicles will avoid maneuver tactics in terms of off-road driving, and use established roads whenever possible. Ruts caused by vehicles operating in wet soils will be filled as soon as possible. Any repair work totally beyond the scope of the causing unit will be reported to Range Operations. Range Operations personnel will coordinate with onsite Engineer assets to address any issues/concerns.

12-9. Off Limits Areas.

- a. Asphalt one lane road going to cemetery. This is off limits to all military personnel and only to be utilized by civilians visiting the cemetery.
- b. Any area other than paved road in cantonment area such as; area around barracks, parking on the side of the road, etc.
- c. Areas where mining operations are being conducted. (Marked by signs).
- d. Construction areas.
- e. Crossing road barricades or blocking apparatus.
- f. Parking illegally outside of white lines blocking emergency vehicle traffic.

12-10. Maneuver Damage Control.

- a. Key individuals are required to receive a maneuver damage Operations environmental briefing each time they are scheduled for training at a training site. Briefings will be coordinated through Range Operations. Units will be briefed before conducting any training operations. The briefing shall include the identification of OFF LIMITS areas, possible hazards, maneuver damage Operations techniques, and damage reporting procedures.

- b. Maneuver damage shall be minimized by careful selection of routes, bivouac areas, and fighting positions all to be coordinated with Range Operations.
- c. After the re-deployment of each unit, a thorough clearance inspection of the entire training area shall be conducted by Range Operations and the Unit Commander or his/her representative. The inspection shall follow the clearance checklists found in ANNEX C. Units that neglect any procedure prescribed within this regulation shall be monetarily responsible for the repair of any damage to the environment (see Chapter 7 Clearance Procedures).

12-11. Installation Clearance and Damage Repair.

- a. Any non-national guard unit shall have a MIPR, DD 448, to cover any environmental damages that may or may not be recovered.
- b. Unit Commanders shall appoint a single point of contact, for each area of support, to coordinate for all Training Site property and areas. A completed DA Form 1687 shall accompany all requests for usage. This does not include equipment received from UTES #2.
- c. Units shall repair maneuver damage within their capability to eliminate safety hazards, prevent further damage and prevent adverse publicity among the civilian populace. Unit Commanders shall report to Range Operations and Training Site Engineer all maneuver damage that cannot be repaired by the unit.
- d. All barbed, communications, concertina, and trip wires shall be removed as soon as possible upon termination of an exercise. If left behind, these wires become a hazard for the next unit, wildlife and vegetation.
- e. Upon clearance from the training site, square feet of maneuver damage by the using unit shall be assessed.
- f. Each unit shall receive a Clearance Packet during in processing. The packet shall include one checklist for each facility or area. The checklist provides detailed guidance regarding restoration and clearing of training and bivouac areas, ranges, and facilities.
- g. During clearance, a representative from Range Operations and Logistics shall follow the checklist while inspecting all areas. Upon completion of each checklist page, only the Commander or his designated representative shall initial and then sign the completed checklist.
- h. When clearing inspections reveal damage, Training Site personnel shall determine if damage resulted from a violation of this or other regulations or unnecessary non-tactical maneuvers. And in the case of Non-DoD, the unit shall forfeit funds sufficient to cover the repair and renovation.
- i. Range Operations and Training Site Engineer shall not grant a unit clearance unless the Training Site OIC or his designated representative has their completed clearance packet.
- j. The Training Site OIC or his designated representative may provide a copy of the completed Clearance Checklist Packet to the unit.
- k. Units shall complete work orders for any damage they inflict or find on training site facilities. These work orders will be given to the Training Site Engineer or his designated representative.

CHAPTER 13

MORALE, WELFARE, AND RECREATION (MWR)

General. GTC-KY does not have an MWR account, but we do have a multitude of opportunities that can be utilized to increase overall effectiveness of training event. There is no AFFES on GTC-KY.

13-1. On-Post Opportunities.

- a. Volleyball and basketball courts. Equipment can be signed out from GTC-KY Logistics
- b. Fitness Center
- c. Running Tracks
- d. Hunting and Fishing Opportunities
- e. Grill and BBQ capabilities

13-2. Off-Post Opportunities.

- a. Nashville, Bowling Green and Owensboro are well within driving distance.
- b. Kentucky Lake and Lake Barkley recreational areas (LBL)
- c. Corvette Museum (Bowling Green, KY)
- d. Different sites and sounds around Muhlenberg County
- e. Golfing

APPENDIX A FORMS

1. <u>TRAINING SITE UTILIZATION GENERAL INFORMATION</u>						
UNIT:				UNIT:		
ORGANIZATION: ARNG, ANG, USAF, USN, USMC, ARMY, USAR (TPU), USAR (SCH) Other DoD, CIV-DoD, CIV-Non-DoD, Foreign Nationals, Youth Challenge Program						
ADDRESS:						
TELEPHONE NUMBER:						
2. <u>PRESENT FOR DUTY</u>						
DATE	OFFICER	WARRANT	ENLISTED	CIVILIAN	TOTAL	STATUS (IDT, AT, AD, Other)
Date last unit member will depart from WHFRTC: _____						
Please provide any After Action Review (AAR) comments you wish in the area below. (Optional)						
Reporting period is Monday through Sunday weekly. All units will complete and turn in every Sunday or last day on training site. Any questions contact Range Operations at 502-607-7415.						
SIGNATURE:				DATE:		
RECEIVED:				VERIFIED BY:		

Figure B-1, Training Site Utilization Report

TRAINING AREA INCIDENT REPORT		DATE / TIME
PART I – ALL STATIONS (Transmit and Receive Information by Block Number)		
1. TYPE OF REPORT <input type="checkbox"/> Emergency <input type="checkbox"/> Routine <input type="checkbox"/> FYI		2. INCIDENT REPORTING <input type="checkbox"/> Sick Call / Routine Medical <input type="checkbox"/> Fire <input type="checkbox"/> Vehicle Accident <input type="checkbox"/> Emergency Medical <input type="checkbox"/> Aircraft Accident <input type="checkbox"/> Fuel Spill <input type="checkbox"/> Round Out of Impact Area <input type="checkbox"/> Other (maybe explained)
3. EVACUATION REQUIRED (TYPE) <input type="checkbox"/> Yes <input type="checkbox"/> CASEVAC <input type="checkbox"/> No <input type="checkbox"/> MEDEVAC Flight		4. TIME OF INCIDENT
5. LOCATION / GRID OF INCIDENT <input type="checkbox"/> TA _____ GRID COORDINATES <input type="checkbox"/> Range _____ <input type="checkbox"/> BIVOUAC _____		
6. NAME / RANK OF PERSONNEL		7. TYPE OF WEAPON(S) INVOLVED IN INCIDENT
8. TYPE OF AIRCRAFT / VEHICLE INVOLVED, TAIL / BUMPER #(S)		9. TYPE AND QUANTITY MATERIAL SPILLED
10. REPORT PRODUCED <input type="checkbox"/> Add-on <input type="checkbox"/> Original <input type="checkbox"/> Correction		11. NAME / RANK / UNIT OF REPORTER
12. REMARKS 		
PART II – RANGE OPERATIONS / SECURITY ONLY		
RECEIVED BY:		ACTION TAKEN:

Figure B-2, Training Site Incident Report

**Record of Environmental Consideration (REC)
GTC-KY**

Date form initiated:			
Project/Activity Description:			
Location:			
Project/Activity Lead/Coordinator: Organization Name, Phone, and Email:			
Project/Activity Type: Maintenance, New Construction, Demolition, Renovation, Lease, Other			
SECTION A: (To be completed by Project/Activity Originator/Coordinator)			
GENERAL ENVIRONMENTAL CONCERNS:	Yes	No	More Data Needed
Will oil, hazardous, or toxic materials be brought onsite? (e.g. paint, chemicals, solvents, etc.)			
Will hazardous or toxic waste be generated?			
Will fueling/refueling operations be conducted?			
Will any materials be removed offsite?			
Will non-hazardous solid waste be generated?			
Will any digging or excavation occur before or during project/activity?			
Will project/activities cause any discharges to soil, drains, or emissions to air?			
Will activities include fuel-containing vehicles? (circle): Tankers, tactical vehicles, aircraft, generators, backhoes, cranes, etc.?			
Environmental Considerations:			
I, Project/Activity Coordinator, verify that the information above is accurate and complete. Project/Activity Coordinator Signature: _____ Date: _____			

SECTION B: (To be completed by Environmental Staff)			
Are any impacts possible on the following physical, natural, or cultural resources?	Yes	No	More Data Needed
1. Air quality			
2. Storm Water (NPDES standards)			
3. Wastewater permit standards			
4. Drinking Water quality			
5. Floodplains or wetlands			
6. Marine or estuary resources			
7. Rare plant, fish, or animal species; habitats			
8. Cultural/archeological resource or land use plans/policies, historical property			
9. Energy resources			
10. Noise levels			
11. Geological or subsurface conditions (soils, etc)			
12. Contribute to growth/expansion of non-native invasive species (EO 13112)			
13. Require a permit from a federal, state, or local agency to proceed?			
14. Potential for "significant environmental impact" as indicated by federal, state or local agencies			
15. Have potential for local or state controversy because of environmental effects			
16. Have cumulative environmental impact?			
Discussion of ant other impacts or concerns:			
<div> <div>Program Managers/Reviewers:</div> <div></div> </div>			

Environmental Analysis and Instructions:

The following is the responsibility of the Project/Activity Coordinator/Lead to ensure the below information is enforced.

General

- Proponent must comply with all applicable federal, state, and local environmental regulations to GTC-KY Regulations. For a copy of our regulations, please contact GTC-KY Environmental.

Categorical Exclusions

Approved for Categorical Exclusions (Y / N):

EA or EIS required (Y / N)

Determination:

Administration/Operation Activities:

- (b)(7) Deployment of military units on a temporary duty or training basis where existing facilities are used for their intended purposes consistent with the scope and size of existing mission.
- (b)(10) Non-construction activities in support of other agencies/organizations involving community participation projects and law enforcement activities.

Construction and Demolition

- (c)(1) Construction of an addition to an existing structure or new construction on a previously undisturbed site if the area to be disturbed has no more than 5.0 cumulative acres of new surface disturbance. Does not include construction of facilities for waste.
- (c)(3) Road or trail construction and repair on existing rights-of-ways or on previously disturbed areas.

Cultural and Natural Resource Management Activities

- (d)(1) Land regeneration activities using only native trees and vegetation, including site preparation. Does not include forestry.
- (d)(2) Routine maintenance of streams and ditches or other rainwater conveyance structures, and erosion control and storm water control structures.

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Procurement and Contract Activities

- (e)(5) Procurement, testing, use, and/or conversion of a commercially available product which does not meet the definition of a weapon system and does not result in any unusual disposal requirements.

Repair and Maintenance Activities

- (g)(1) Routine repair and maintenance of buildings, airfields, grounds, equipment, and other facilities.
- (g)(2) Routine repairs and maintenance of roads, trails, and firebreaks.

Hazardous Materials/Hazardous Waste Management and Operations

- (h)(2) Immediate responses in accordance with emergency response plans for release or discharge of oil or hazardous materials/substances; or emergency actions taken by Explosive Ordnance Demolition (EOD) detachment or Technical Escort Unit.

Training and Testing

- (i)(1) Simulated war games and on-post tactical and logistical exercises involving units of battalion size or smaller, and where tracked vehicles will not be used.
- (i)(3) Intermittent on-post training activities that involve no live fire or vehicles off established roads or trails. Uses include, but are not limited to, land navigation, physical training, FAA approved aerial overflights, and small unit level training.

Other

Environmental Reviews:	Signature	Date Signed
Environmental Specialist		
Environmental Chief		
Other Required Coordination:		

**GTC-KY
RANGE CLEARANCE FORM**

Units conducting training at GTC-KY are responsible for the police, sanitation, and general upkeep of their assigned areas, to include the road network around their assigned areas.

Range/Training Area _____.
Unit _____.
Unit Representative _____.

GENERAL:

1. Are all fighting positions filled in with dirt? YES / NO _____ (Range Inspector Initials)
2. All trash policed? YES / NO _____ (Range Inspector Initials)
3. All wire/cable been removed? YES / NO _____ (Range Inspector Initials)
4. All obstacles and barricades on roads or trails been removed? _____ (Range Inspector Initials)
5. All damage to ground (ruts) been repaired? YES / NO _____ (Range Inspector Initials)

RANGES:

1. Is all brass and ammo picked up? YES / NO _____ (Range Inspector Initials)
2. Are all sandbags serviceable and stacked? (two per position) YES / NO _____ (Range Inspector Initials)
3. Are all permanent foxholes clean and clear of brass and ammo? YES / NO _____ (Range Inspector Initials)
4. Is the range free of all trash, paper, etc.? YES / NO _____ (Range Inspector Initials)
5. Are targets neat and striped in the ammo shed? YES / NO _____ (Range Inspector Initials)
6. Is shed swept and clean? YES / NO _____ (Range Inspector Initials)
7. Is there any damage to the shed? YES / NO _____ (Range Inspector Initials)
8. Is the Range Tower clean and neat? YES / NO _____ (Range Inspector Initials)
9. Is the power turned off? YES / NO _____ (Range Inspector Initials)
10. Is there any damage to the tower? YES / NO _____ (Range Inspector Initials)
11. Are the bleachers clean and free of trash? YES / NO _____ (Range Inspector Initials)
12. Is there any damage to the bleachers? YES / NO _____ (Range Inspector Initials)

PARKING AREA:

1. Is the area free of all trash? YES / NO _____ (Range Inspector Initials)
2. Are holes and ruts filled in? YES / NO _____ (Range Inspector Initials)

Range Inspector's Signature: _____

PRIOR PERMISSION REQUEST (PPR)

1. Date of Mission: _____
2. Unit: _____
3. Aircraft Type: _____
4. Number of A/C: _____
5. Aircraft Call Sign: _____
6. Supported Unit: _____
7. Destination (LZ): _____
8. Estimated Time of Arrival: _____
9. Estimated Time of Departure: _____
10. Unit POC and Phone Number: _____
11. Crew POC and Phone Number: _____
12. Remarks: _____

Aircraft must contact the Fire Desk at Range Operations 5 miles out from Wendell H. Ford Regional Training Center on FM 46.95 or FM 38.95.

GTC-KY EXPLOSIVES FIRING LOG

[illegible]

Prepared By:
(Print Name, Grade, Rank, and phone number)

Signature: _____

- All equations will be expressed in pounds of TNT.
- Blocks B thru E will be used to express the components for the initiating system only.
- Block F will list all components for the charge only.
- Block G is the Net Explosive Weight for the initiating system AND the charge; NOT to exceed the maximum limit of 20lbs.
- Block H only needs to be completed for URBAN BREACHING charges. Will list the standoff in feet for pressure with a shield and without a shield AND the standoff for frag.

SHADED AREAS REQUIRED

GTC ENGINEER SUPPORT WORK REQUEST			
ENGINEER PROJECT #	WORKORDER #	BLDG/AREA #	
SHORT DESCRIPTION OF WORK			
TYPE OF REQUEST	<input type="checkbox"/> FACILITIES	<input type="checkbox"/> GTC ENGINEERING	<input type="checkbox"/> OTHER (explain above)
REQUESTOR Name:	Organization	Contact #:	DATE
STATUS			
FACILITY WORK ORDER	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	GTC WORK ORDER	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
FACILITIES SIGNATURE		GTC ENGINEER SIGNATURE	
DETAILED DESCRIPTION OF WORK DONE (Include: equipment type and hrs, personnel hrs, and materials used)			
Equipment Type: Hrs:			
Personnel: Hrs:			
Materials Used:			
COMPLETED BY:		DATE:	
ACCEPTED BY:		DATE:	
Garrison Training Center Use ONLY			

APPENDIX B

BASIC REQUIREMENTS FOR OPERATING A RANGE/TRAINING AREA

B-1. Officer in Charge/Range Safety Officer (OIC/RSO) Requirements:

- a. The OIC/RSO will meet the grade requirements as outlined in DA PAM 385-63 and paragraph 3-2 of this regulation.
- b. The OIC and RSO will be present on the range during firing and have no other duties.
- c. The OIC and RSO may be relieved by other certified persons for the purpose of firing. Range Operations must be notified and will verify certification of the replacement personnel.
- d. The OIC and RSO will have read and be familiar with:
 - (1) DAPAM 385-63, Range Safety.
 - (2) KYANG 350-7, Operations and Training: Training Site Utilization.
 - (3) The TMs, TCs, and FMs for the weapons systems being fired.
- e. The RSO will enforce weapons safety standards as outlined in paragraph 3-23 of this regulation as a minimum and will assign an assistant RSO as needed.
- f. A dud briefing and ammunition amnesty briefing will be given to all personnel on the range, to include late arrivals.

B-2. Equipment Requirements. The following must be present on the range before Range Operations will grant permission to fire:

- a. A ten pound B-C fire extinguisher.
- b. TMs, TCs and FMs for the weapons systems.
- c. Two forms of two-way radio communications with Range Operations.
- d. Medical support to include litter, and FLA or covered dedicated evacuation vehicle.
- e. Hearing protection for all persons on the range.

B-3. The Range OIC will:

- a. Provide Range Operations with a copy of the Deliberate Risk Assessment Worksheet, DA Form 581 or DA Form 5515, MEDIC/CLS/EMT certificates, Alpha Roster, and sign for equipment, range or facility at Range Operations and read the range packet.
- b. Occupy the range, establish communications with Range Operations and request a range inspector.
- c. Brief the RSO/assistant RSO on safety standards to be maintained; give a dud briefing.
- d. After the range inspector is satisfied the range is ready, call Range Operations and request a hot time, raise the red flag and begin firing.
- e. Be responsible for the overall safe conduct of training and proper use of facilities.
- f. Be present when individuals on range are firing.
- g. Be of the required rank and certified for the weapon system being fired as referenced in Chapter 8-2 of this regulation.
- h. Appoint an RSO as required.
- i. Determine when it is safe to fire.
- j. Supervise the procedures for misfires and cook offs.
- k. Ensure required communications are established and maintained with Range Operations.
- l. Prior to firing, the Range OIC will ensure that (See Appendix A):
 - (1) The correct range or firing position is occupied.
 - (2) The impact area/surface danger zone (SDZ) is clear of personnel and, if required, see that measures are taken to deny entry.
 - (3) Communications with Range Operations are established and operative.
 - (4) Only authorized ammunition, charges and fuses are used.
 - (5) Ammunition to be fired is within prescribed temperature limits (keep it in the shade).
 - (6) All firing precautions, including bore sighting, have been taken.

(7) CLEARANCE TO FIRE HAS BEEN GIVEN BY RANGE OPERATIONS.

m. During firing, the OIC will ensure that:

- (1) Personnel do not move to or leave the firing line without permission of the OIC or RSO.
- (2) Material is not removed from the firing line without permission of the OIC or RSO.
- (3) The SDZ is monitored to ensure it remains clear.
- (4) Impacts are observed to ensure projectiles impact within the prescribed impact areas.
- (5) Misfires are removed from the weapon only on command of the OIC in accordance with

procedures established for the weapon.

(6) Weapons are cleared and checked during temporary suspensions of firing. DO NOT USE SECTIONED CLEANING RODS TO CLEAR WEAPONS. Clearing rods are the responsibility of the user unit.

(7) Records are maintained on the type of ammunition fired, number of rounds fired, number of duds and their approximate location.

(8) Firing is stopped promptly when any unsafe act is observed.

n. After firing, the OIC will ensure that:

- (1) All weapons are cleared.
- (2) The number of duds and approximate location are reported to Range Operations (explosive projectiles only, including pyrotechnics).
- (3) Firing status of range is properly designated by flags or lights.
- (4) Area is properly policed.

B-4. The Range Safety Officer Will: Be responsible for the final determination before firing, ensure that:

- a. Weapons are properly positioned.
- b. Only authorized ammunition, to include proper charge, fuse and fuse settings is used.
- c. Firing settings and weapons are within prescribed safety limits and verified.
- d. Appropriate safety measures are taken and the SDZ is clear of personnel. (This includes closing of barriers, denying entry into the impact area and posting road guards, if required.)
- e. Proper hearing protection is worn by all personnel on the range, and helmets and eye protection will be worn IAW DA PAM 385-63, para 6-1, see appendix J to this regulation.
- f. Order an immediate cease-fire or check-fire when any unsafe condition is observed.
- g. On completion of firing, verify weapons are clear to the OIC and record duds and their approximate location.

B-5. Range Inspector will:

- a. Make periodic safety checks and correct deficiencies if necessary.
- b. Issue targets and equipment from range sheds. Sheds will not be left open for units.
- c. Give a safety briefing to the OIC/RSO and instruct tower operators in the use of electrical targetry.
- d. Notify Range Operations when the range is cleared to go hot. The OIC must call Range Operations for a hot time.
- e. Inspect the range for clearance of the unit.

B-6. Unit Natural Resource Manager will: Ensure live vegetation will not be cut for any reason unless marked for removal by the GTC-KY ITAM Coordinator.

FIGURE B-1 RANGE SAFETY CHECKLIST

DA Pam 385-63 provides comprehensive guidance on range safety. Other guidance in weapons TCs appendixes (Range Safety) or (Risk Management) should be used to manage the risks associated with range operations.

1. Has a risk assessment been done?
2. Has an officer in charge (OIC) been designated to be responsible for the safe conduct of training for each unit using a range training facility?
3. Has a range safety officer (RSO) been appointed to assist the OIC during live fire?
4. Have the range OIC and RSO received a range safety briefing and clearance to fire from Range Operations?
5. Are range safety officers assigned no additional duties or responsibilities other than supervision of weapons?
6. Are the designated safety officers thoroughly knowledgeable of the weapons systems being fired and the safety requirements associated with it?
7. Before occupying any range, did the OIC ensure that—
 - a. A current copy of the technical manual for the weapon(s) being fired is on hand.
 - b. Two form of two-way Radio (FM band) communication has been established with Range Operations?
 - c. All personnel on the range are briefed on medical emergency/MEDEVAC procedures, cease-fire procedures, course of fire, range specific environmental policies and issues, local safety brief (installation), duds, prohibited downrange areas, and adjoining ranges and facilities?
 - d. All vehicle operators (tracked and wheeled) are trained to standard to operate radios and call for help in the event of emergencies to contact Range Operations?
 - e. Medical personnel with vehicle and equipment (aid bag, litter) are present and briefed as to the best route to the nearest hospital?
 - f. A red range flag (day) or a red blinking light (night) is attached to the top of the range flagpole/tower and a red light is hung on the left and right range limit markers at night?
8. While using/firing any range, does the OIC ensure that—
 - a. The OIC/RSO is present and has been briefed?
 - b. Permission to fire has been received from Range Operations?
 - c. Radio communications are maintained at all times and checked hourly with Range Operations?
 - d. No personnel are allowed forward of the firing line?
 - e. Required safety measures are observed, and effective firing control is maintained?
 - f. Soldiers are using proper hearing protection, (wearing eye protection when applicable) and wearing Kevlar helmets?
 - g. A cease-fire is ordered whenever—
 - i. Communication with Range Operations is lost.
 - ii. A weapon or ammunition malfunction occurs.
 - iii. A safety violation, accident, or incident occurs.
 - iv. A fire is started.
 - v. Rounds land or detonate or are suspected of landing or detonating outside the impact area of safety limits.
 - vi. When Range Operations directs a cease-fire.
9. After using any range facility, do the OIC and safety officers ensure that—
 - a. Weapons are cleared of ammunition?
 - b. Individuals turn in ammunition and explosives?
 - c. Ammunition, simulators, explosives, and pyrotechnics are not abandoned on the range?

- d. Inspection and clearance are requested and received from Range Operations before departing the range?
- e. The inspection checklist for ranges is completed?

OIC/RSO SAMPLE MEMO

DEPARTMENT OF THE ARMY
1ST ANYWHERE BATTALION
123 LOST ROAD
PODUNK, ANY STATE 012345

OFFICE SYMBOL

DATE

MEMORANDUM FOR GTC-KY Range Operations, 4675 State Route 181 North, Greenville, Kentucky 42345-5600

Subject: Range Certification of OIC/RSO

1. References:

- a. KYANG 350-7
- b. AR 385-63
- c. DA PAM 385-63

2. The below listed personnel of A Company (WXGHAA) 1ST IN BN have satisfactorily completed training and testing and are certified to serve in the positions indicated.

<u>NAME</u>	<u>RANK</u>	<u>OIC</u>	<u>RSO</u>	<u>WEAPON SYSTEM or TRAINING FACILITY</u>
Smith, John	SFC	X	X	LFSH, DEMO, Hand Grenade Familiarization
Dollar, Penny	SGT		X	M16/M4, M9, Shotgun, Bivouac Site
Cannon, Gatlin	SFC	X	X	Rappel, LFSH, DEMO, M16/M4, M203
Carr, Fiat	GS05		X	M16/M4, M9, Shotgun, Bivouac Site
Deer, John	GS07	X	X	M16/M4, M9, Shotgun, Bivouac Site

3. Point of contact is the undersigned at battalion.commander.mil@mail.mil or 999-333-6666, or the BN S3 SGM, SGM Ghost at casper.gohst.mil@mail.mil or 888-444-2222.

BATTALION COMMANDER
LTC, IN
Commanding

RANGE OIC/RSO STATEMENT OF ACKNOWLEDGEMENT

I _____, the assigned Range OIC of _____ acknowledge I have read & understand WHFRTC Regulation 350-7, AR 385-63, AR 385-10, the Range SOP, applicable Field Manuals, & the Technical Manuals relating to the training events I am conducting. I will ensure all the above references are with me while training is being conducted.

The following list is the stated responsibilities of the Range OIC. As assigned Range OIC, I will initial after each item below:

1. ____ All RSOs & I have a valid WHFRTC Range Safety Card & have a completed & approved risk assessment in our possession.
2. ____ The RSO, the required medical coverage & I will remain here during all hazardous training activities.
3. ____ I am accountable for all range facility equipment & keys.
4. ____ Upon occupation of this training facility, I will establish radio communications with Range Operations & ensure it is maintained & monitored on dedicated equipment until given a clearance/departure time & code from Range Operations. I will cease training if I lose communications with Range Operations.
5. ____ The RSO & I know the range facility location, safe routes in & out, & the limits for the weapons being used. I will notify Range Operations & receive permission to use weapons systems, ammunition, explosives, & pyrotechnics before their use.
6. ____ Prior to beginning training, I will ensure all personnel receive a safety briefing covering (at a minimum) UXOs, hearing protection use, seasonal warnings, weapons & ammunition warnings, procedures for misfires/ hang fires, immediate/remedial action, the installation/training area boundaries, the importance of not firing across lanes, "check-fire freeze," & the installation's program on ammunition amnesty (AAP) & ammunition found on post (AFOP).
7. ____ I will ensure no live ammunition is issued to firers until they are on the firing line.
8. ____ I will ensure barriers are locked or guards are in place & the red flag/light is displayed on the flagpole. Range Operations will be notified of all cease fires exceeding 30 minutes.
9. ____ I will immediately notify Range Operations of any serious or unusual situation occurring on the range, including all injuries, accidents, & weapons/ammunition malfunctions.
10. ____ I will personally supervise procedures for misfires, hang fires, & cook offs.
11. ____ I understand this list is not all inclusive. I am responsible for safe training at this location & will take whatever actions necessary to ensure safety is an integral part of this training activity.

RNOIC Signature

DATE

Safety Officer Statement. I have read the above OIC requirements. I will support the OIC in maintaining a safe training environment. I understand my only assigned duty here is to maintain safety.

RSO Signature

DATE

RSO Printed Name

APPENDIX C

HOT RANGE DENIAL LIST

At times a Training Area will be denied. This denial is generally caused by a Live Fire range that is in a “HOT” status. The below is a list of ranges and the training areas they impact:

HOT RANGE

Live Hand Grenade Range

10/25 Range

CPQC Range

Zero Range

M16 Qual Range (ARF)

DENIES

Training Area 5

Training Areas 5, 6, 7

Training Areas 5, 6

Training Areas 5, 6

Training Areas 5, 6, EST Heavy, LFSH, Gas Chamber, MP Range, IMTG

APPENDIX D

AIR OPERATIONS

D-1. The Drop Zone Safety Officer (DZSO) must be knowledgeable with the following:

1. KYANG 350-7.
2. FM 90-26, Airborne Operations.
3. GTC-KY SOPs and FAA Letters of Agreement.
4. The latest drop zone survey (available from Range Operations).

D-2. The Drop Zone Safety Officer's Duties:

1. Coordinate with USAF/Army unit supporting drop.
2. Must ensure drop zone is fully operational 1 hour before drop time.
3. Open the drop zone through Range Operations and close it when accountability of all personnel, air items, and equipment is completed.
4. Before the drop conduct ground reconnaissance of DZ for obstacles or safety hazards, post barriers and or road guards. (See Figure D-1).
5. Take initial wind readings 1 hour before scheduled drop time.
6. Establish communications with the Departure Airfield Control Officer NLT 1 hour before drop time.
7. Conduct continuous wind readings, give CLEAR TO DROP or NO DROP to the aircraft 2 minutes before scheduled drop.
8. Control all medical evacuations.
9. Submit post mission reports (incident/accident forms) to Range Operations.

D-3. Communications.

1. Communication between the DZSO and Range Operations and the DZSO and the aircraft will be maintained constantly. Any loss of communication will cause all drops to cease until communication is reestablished. FM radio communication with Range Operations will be on 46.95 / GTC-KY Net. Internal unit traffic will not be conducted on this frequency.
2. Pilots should contact Range Operations by telephone when planning missions to get a range and non-participating aircraft update. Prior to entering GTC-KY airspace, aircraft with FM capabilities must contact Range Operations on FM 46.95 for the latest information. The DZSO will obtain range activity information from Range Operations and provide it to aircraft without FM capabilities. Range Operations is closed at night if there is no troop activity scheduled.

D-4. Ground Traffic. Vehicle traffic off the roads and established trails across the DZ will be held to a minimum. At no time will tracked vehicles operate in the DZ. Any time the ground is soft enough that vehicles will leave ruts, no vehicles will operate off roads and trails and may be restricted from those in the DZ. Heavy cargo drops will be canceled when soft ground conditions exist. Training bundle missions that do not require heavy equipment for recovery may go as scheduled. Units causing damage will either repair the damage before clearance is granted or be required to pay for repairs.

D-5. Scheduling.

1. The DZ will be scheduled by means of the computerized scheduling system (RFMSS). Scheduling is IAW paragraph 2-4 of this regulation. Cancellations should be sent to Range Operations as soon as known. Telephonic notification will be followed up in writing.
2. All aircraft must have a current Prior Permission Request (PPR) on file at Range Operations prior to entering or conducting air operations at GTC-KY. The PPR must be filed at least three (3) working days prior to the event. See Appendix H (H-9) for the PPR form.

D-6. Impact Area Entry. Any entry into the impact area to recover cargo will not be attempted until coordination with Range Operations.

D-7. Inbound/Outbound Aircraft. Aircraft on cargo delivery missions may overfly firing ranges. The DZSO must notify Range Operations when the aircraft is five minutes out to allow time to check-fire firing ranges.

D-8. Accidents/Injuries. In the event of accidents or injuries that cannot be handled by on-site medical personnel, contact Range Operations immediately. The DZSO will provide Range Operations a report of all accidents/injuries upon clearance.

D-9. Helicopter Landing Zones. There is one established LZ on GTC-KY. Landing in the Training Areas is at the discretion of the pilot in command. Ground units planning to bring in helicopters must schedule the requested area in RFMSS and have a co-use agreement(s), if required.

D-10. Unmanned Aircraft Systems (UAS /UAV) Small Unmanned Aerial (see GTC-KY Unmanned Aircraft SOP).

APPENDIX E

FIELD/TENT HEATERS SAFETY GUIDELINES

E-1. Portable Radiant-Type Space/Tent Heaters.

1. Commercially procured space heaters are not authorized for use in Army field training or operations. Only those heaters authorized by the U.S. Army Natick Soldier Systems Center are to be used. A listing of authorized heaters and guidance is available on the U.S. Army Public Health Command web site at <http://phc.amedd.army.mil/Pages/default.aspx>. Commanders will publish written standard operating procedures that embody the principles of this policy.
2. The following procedures apply to authorized space heaters:
 - a. Have competent individuals, familiar with leak test procedures, set up heaters. The responsible unit fire safety representative will inspect each heater before use.
 - b. Set up, add fuel, use, and maintain heaters IAW the applicable technical manual (TM). Use only fuels specified in the applicable TM that are approved for use.
 - c. The only authorized modifications to heaters are those that are authorized by a modification work order or safety of use message.
 - d. The use of any non-vented heater is prohibited. Use the vent stack provided with the heater to vent the heater exhaust to the outside of the tent, structure, or shelter.
 - e. Ensure all heaters are equipped with an emergency shutoff.
 - f. Set heaters on a firm and level fireproof base, located in a marked area free from clothing or combustible material.
 - g. Ensure a fire watch is on duty any time solid or liquid fueled heaters are in use. Brief the fire watch on procedures for firefighting with appropriate extinguishing agent (1 extinguisher for every heater) and early recognition of signs of carbon monoxide poisoning.
 - h. Do not operate heaters while unattended.
 - i. If the fuel tank is a separate component of the space heater, locate it on the outside of the tent or shelter.
 - j. Do not use carbon monoxide detectors. They are not designed to or approved for outdoor use and do not have a means for calibration. Used in an outdoor environment, carbon monoxide detectors provide a false sense of security and early warning.
 - k. In the event of a tent fire or suspected presence of carbon monoxide, the first and most important task is to evacuate the tent. In a tent fire, there are no seconds to spare.
 - l. Train all individuals to recognize potential sources of CO and the symptoms of CO poisoning. Carbon Monoxide may cause any of the following groups of symptoms, with the later groups representing greater levels of poisoning:
 - Headache
 - Throbbing headache and nausea
 - Severe headache, nausea, vomiting, muscle weakness, dizziness, fainting, and loss of consciousness
 - Coma and convulsions
 - Death

E-2. Immersion Heaters: Will be operated by licensed persons and IAW TM 5-4540-202-12&P and TM 10-4500-200-13.

E-3. Unauthorized Heaters. Kerosene and propane heaters are prohibited.

APPENDIX F

PHYSICAL SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES

F-1. When securing weapons in "gun racks," commanders will be responsible for providing armed personnel with live ammunition to protect Category I and II arms, ammunition and explosives (AA&E). No waivers or exceptions will be authorized.

F-2. In accordance with AR 190-11, paragraph 1-13, commanders are responsible for ensuring reasonable security measures are taken to safeguard property that may be vulnerable to criminal acts or other disruptive activities.

F-3. A physical security inspection and audit of AA&E will be conducted when deployed in the field for training to ensure these items are protected.

F-4. Commanders responsible for AA&E will establish a training program for those personnel responsible for guarding stored weapons with live ammunition. Army Regulation 190-11, paragraph 2-10, 190-14, and Appendix C, USARC Pamphlet 190-1 apply.

F-5. AR 190-11, paragraph 2-10, outlines a training program for responsibility and accountability of AA&E.

F-6. All armed guard personnel will be armed with appropriate weapons and ammunition at the discretion of the commander concerned. The provisions of AR 190-14 apply.

F-7. Only approved locks will be used to secure weapons in the field gun racks. Key controls are listed in AR 190-11, paragraph 3-8.

F-8. Each weapon issued for field training or any other reason will be carried on the person of the individual to whom it is issued at all times or it will be properly safeguarded and secured. Except during emergencies, weapons will not be entrusted to the custody of any other person except those responsible for the security of operational weapons.

F-9. Chains used to secure racks will be heavy-duty hardened steel, galvanized and of at least 5/16-inch thickness.

F-10. Personnel assigned to guard stored weapons will have available instant radio communications for security checks and in the event of any unforeseen emergencies.

F-11. Commander will have a plan to secure SM weapons in case SM becomes injured and becomes unable to secure his own weapon.

F-12. Report all losses (actual or suspected) or recoveries within 2 hours of initial detection to the proper law enforcement agencies. Commander will notify Range Operations in the case of a lost weapon. Range Operations will lock down GTC-KY and notify the GTC-KY Security and local law enforcement.

APPENDIX G
GTC-KY MAPS



Figure G-1, WHFRTC Cantonment Area Map

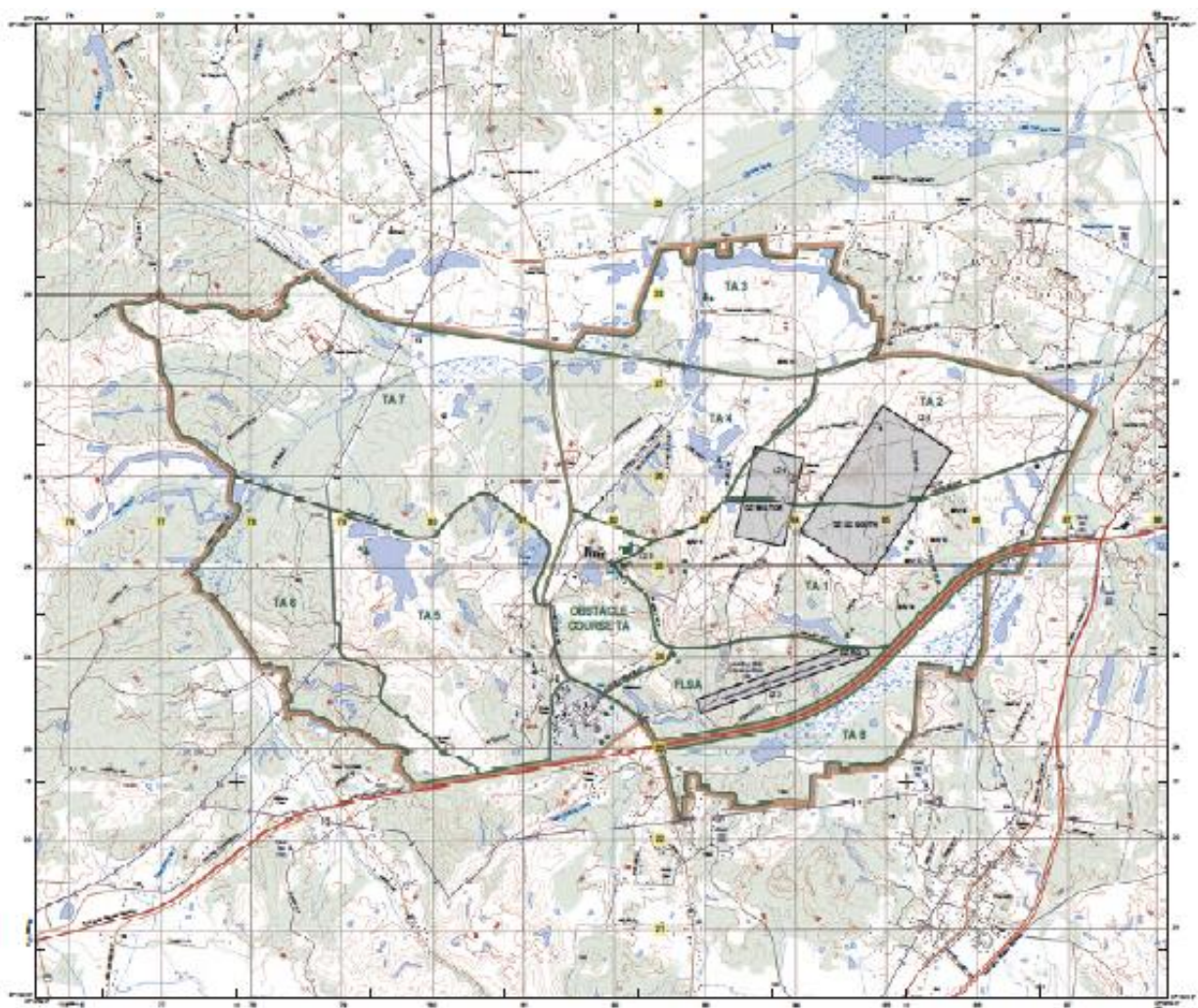


Figure G-2, WHFRTC Installation Map

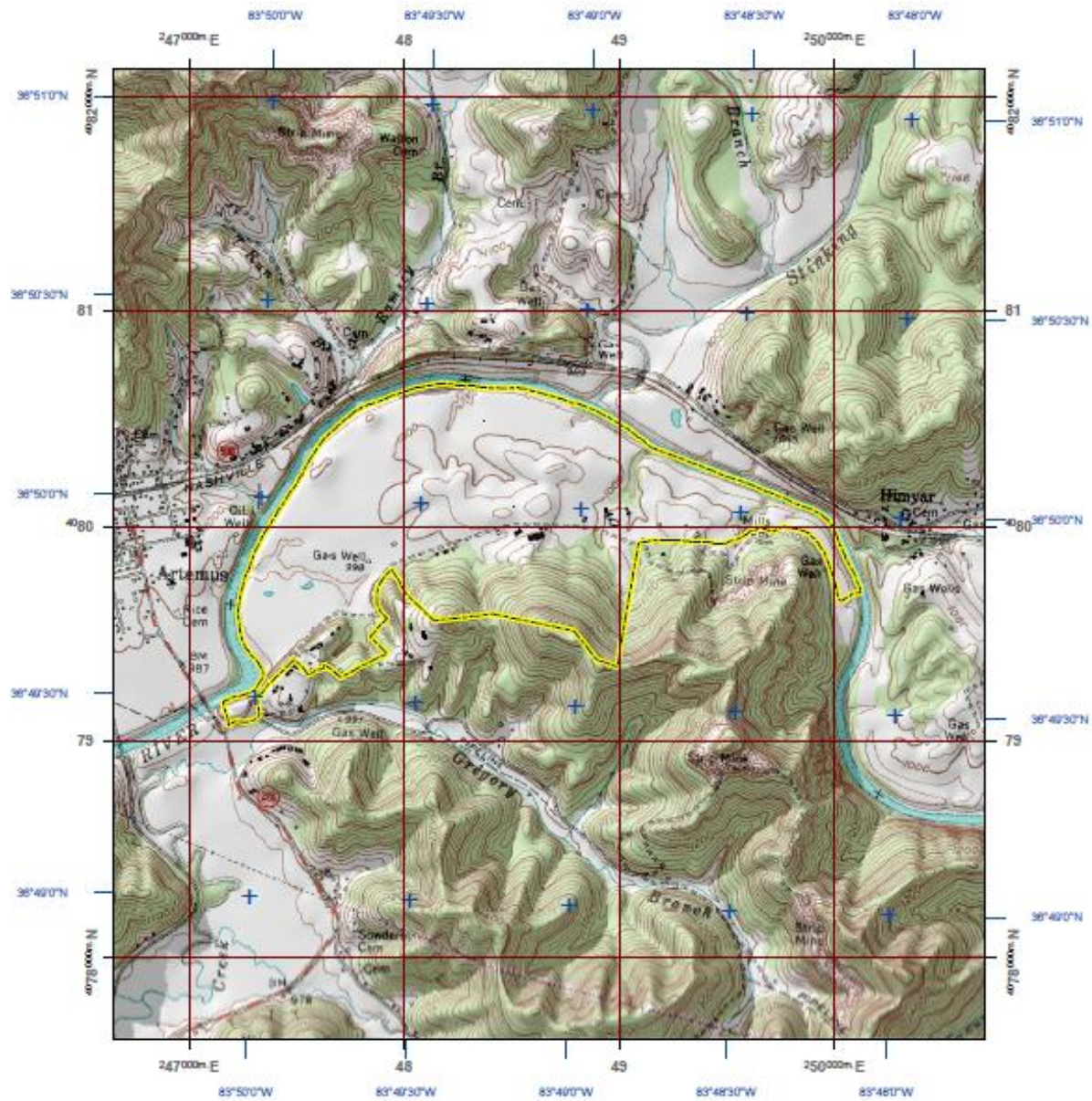


Figure G-3, HLDTTC Installation Map

Hospital Strip Map

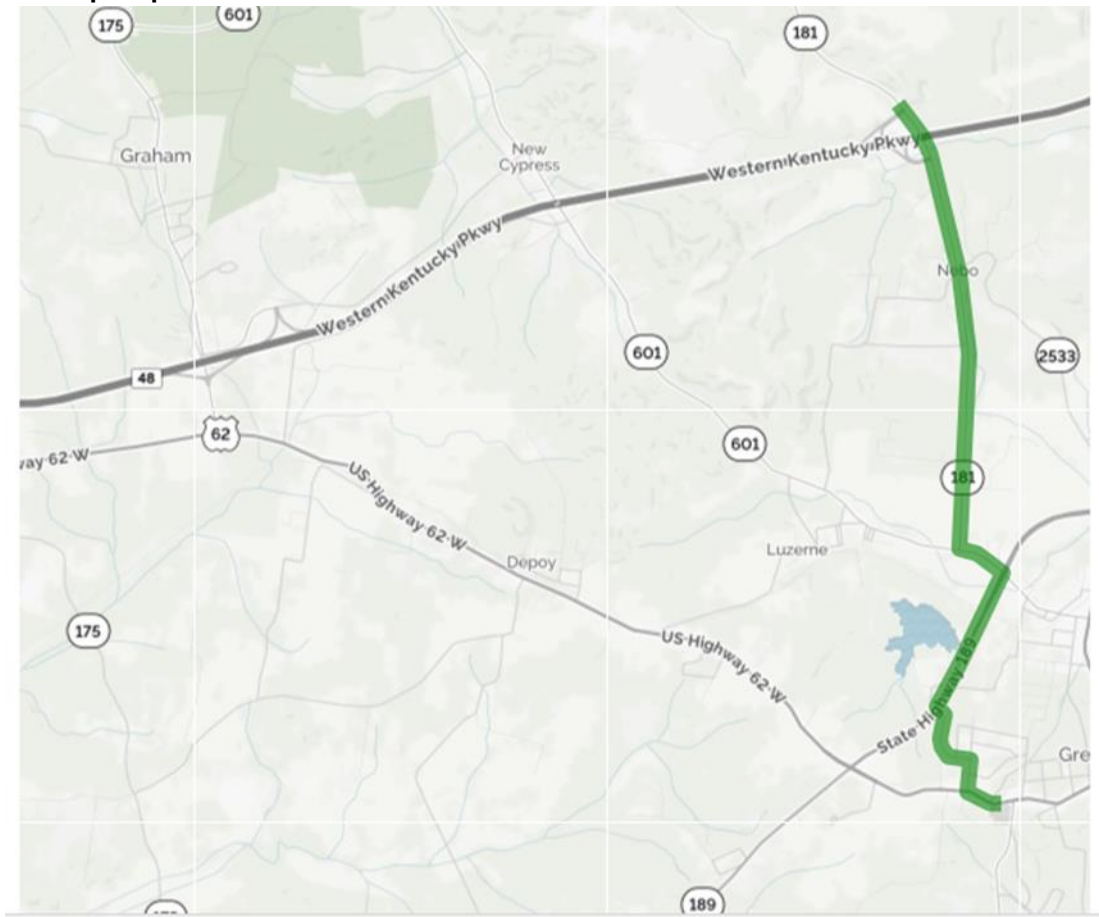


Figure G-3, Hospital Strip Map

1. Start out going through the Main Gate and turn right (Southeast) on 181N for approximately 2.7 miles
2. Turn left onto West Depot Street (HWY 601) for approximately .29 miles
3. Take the first right onto State Highway 189.US-62 W/KY-189 for approximately .88 miles
4. Turn left onto Crittenden Drive. Crittenden Drive turns into Ben Topmiller Drive for approximately .47 miles.
5. Turn right onto N. Boggess Avenue for approximately .19 miles.
6. Turn left onto Hopkinsville Street for approximately .22 miles.

APPENDIX H RAPPELLING

H-1. Rappelling. Because of the inherited danger of rappelling and fast rope operations, a Risk Assessment will be performed by using unit and signed by Commander IAW TC 21-24. This will be provided to Range Control and post Safety Officer for review prior to use of the facility.

H-2. Training Site.

1. Smoking is not allowed in or around the tower at any time.
2. The pea-graveled area around the base of the tower is a controlled area and only belay personnel and rappellers are allowed in that area.

H-3. Rappel Master. The proponent for accreditation, evaluation and information for Army Rappel Master Courses is the G-3, Directorate of Operations and Training, U.S. Army Infantry School, ATTN: ATSH-TDD, Fort Benning, Georgia 31905-5593.

1. **Duties and Responsibilities:** The rappel master is responsible for the safety of rappellers. He ensures that all equipment (installation, unit and personal property) is serviceable. He personally supervises the rappelling operation.

2. **Qualifications.** Rappel master qualification is awarded only after the successful completion of Training and Doctrine Command (TRADOC) accredited Rappel Master Course to include the following subjects:

- a. Duties and responsibilities of a rappel master.
 - b. Safety standing operating procedures (SOP), regulations and references.
 - c. Construction of a deployment bag.
 - d. Conduct of an equipment rappel off the rappel tower.
 - e. Conduct of a lock-in.
 - f. Talking a rappeller through completion of a rappel.
 - g. Conduct of ground training.
 - h. Inspecting for proper hookups.
 - i. Inspecting and maintaining equipment.
 - j. Inspecting and maintaining snap links.
 - k. Inspecting and maintaining rappelling gloves.
 - l. Inspecting and maintaining rappel ropes.
 - m. Identifying the rappel capabilities of aircraft used.
 - n. Controlling rappels from UH-1H or UH-60 aircraft.
 - o. Tying knots (square, bowline, half hitch, Prusik), safety lines and rappel seats (Swiss seat, Australian seat).
 - p. Inspecting a rappel seat.
 - q. Aircraft rigging for rappelling operations.
 - r. Aircraft command and control.
3. **Proficiency Maintenance.** To remain current, rappel masters must execute their duties in a tactical or training exercise once every six months. If rappel masters do not execute their duties once every six months, they must take a refresher class taught by a current rappel master. The refresher class includes subjects listed in the rappel master qualifications section at paragraph H-3.2.
4. **Rappel Master On-Site Training Requirements.** Units may conduct ground training and wall-side tower rappelling without a school-trained rappel master as long as the following is met:
- A fully qualified rappel safety officer (RSO) is on site to assume the duties and responsibilities of the rappel master. The RSO must be certified and appointed by the commander.

H-4. Rappel Safety Officer. The RSO serves as the OIC during all rappel operations. Holding the rank of SFC or above, he is trained on applicable rappel master tasks and is certified by his commander to serve in the position. Extensive training in rappel operations and risk management, or graduation from one of the following courses are RSO requirements: Rappel Master Course; Air-assault Course, Ranger Course, Basic Military Mountaineering Course (summer or winter).

1. The RSO is responsible for the overall safety of all rappellers and ensures that all safety precautions are followed.
2. The RSO briefs VIPs, visitors and inspecting authorities on training, safety requirements and the layout of training areas.

H-5. Rappel Lane NCO.

1. Duties and Responsibilities. Safety is the rappel lane NCOs number one priority. The rappel lane NCO:
 - a. Ensures proper safety procedures are followed.
 - b. Ensures proper hookup once directed to a rope station.
 - c. Issues commands and maintains eye contact with the rappeller at all times.
2. Qualifications. The rappel lane NCO holds the rank of corporal (CPL/E-4) or above, is air assault or ranger qualified and is selected by the commander. Each tower rappel lane must have a qualified rappel lane NCO.
3. Training. The rappel lane NCO must also be trained on the following subjects:
 - a. Responsibilities and safety requirements.
 - b. Inspection and maintenance of equipment.
 - c. Identification of satisfactory anchor points.
 - d. Identification of safe and unsafe hookups.
 - e. Establishment of a rappel joint.
 - f. Inspection of a rappel seat.
 - g. Coaching techniques.
 - h. Rappelling procedures.
 - i. Emergency procedures.
 - j. Belay control procedures.
4. Participation. The rappel line NCO must participate in at least seven rappel operations; three as a rappeller, two as an assistant rappel lane NCO, and two performing the duties of a rappel lane NCO under the supervision of a qualified rappel master.
5. Proficiency Maintenance. If a rappel lane NCO has not conducted his duties within the last six months, he must complete the training listed in paragraph H-5. a. through j. under the supervision of a current rappel master.

H-6. Rappeller. Rappel qualification requirements apply to the individual rappeller. Participants in tower rappel training must complete the following listed requirements under the supervision of a rappel master. The unit commander ensures that personnel successfully complete these requirements before beginning aircraft rappel training:

1. Identify all rappelling equipment.
2. Demonstrate the construction and attachment of the rappel seat and the rappel rope to the seat.
3. Identify unsafe attachments, equipment, rope connections and seat construction.
4. Define terms used in rappelling operations.
5. Identify knots used in rappel operations.
6. Understand and demonstrate rappel commands.
7. Demonstrate rappelling positions.
8. Demonstrate belaying procedures.

9. Exhibit satisfactory performance from a rappel tower of at least 34 feet in height (two rappels with equipment and weapon, two without equipment and weapon). Two rappels are conducted from the free side of the tower (no wall).
10. Demonstrate the ability to lock-in.

H-7. Belayer. Belay requirements are a subtask of basic rappel requirements. Soldiers must know how to belay before conducting rappelling training. The belayer:

1. Assumes a position at the base of the lane, about one pace away from the tower area.
2. Ensures that the rappel ropes are even with the ground during tower rappels.
3. Loosely holds the rappel rope with both hands so as not to interfere with the rappeller, but still able to stop the rappeller should he fall.
4. Immediately stops the rappeller by pulling downwards on the rappel ropes if the rappeller shouts, “falling” or loses control of his brake hand during descent.
5. Does not wear gloves to ensure a firm grip on the rappelling rope.
6. Watches the rappeller at all times and maintains constant voice or visual contact.
7. Wears a helmet to prevent injuries from falling debris.

H-8. Belay Safety. The belay safety must be air assault or ranger qualified. Ensures belay personnel are performing their duties properly. Rappel training requires one belay safety for each two-rappel station.

H-9. Safety. The following personnel and equipment must be present during static tower training:

1. Two military rappel ropes for each rappel station.
2. One safety officer.
3. One rappel master for each rappel site.
4. One rappel lane NCO per rappel station.
5. One medic with medical kit and backboard.
6. One safety or medical evacuation driver with vehicle.
7. One belayer for each rope station. Rappellers alternate stations.
8. One belay safety for each two-rappel stations (four ropes).

H-10. Safety Briefing. As in all training, a safety briefing precedes rappel operations. The rappel master briefs all personnel on safety, to include the following instructions:

1. Each rappeller ensures loose clothing and equipment is secured.
2. Rappel seats are tied by the soldier and inspected by the rappel master before climbing the tower.

Rappel seats are removed upon completion of every rappel retied and re-inspected by a rappel master or rappel lane NCO before subsequent rappels.

3. Rappellers climb the tower only when directed by the rappel master or rappel lane NCO.
4. Rappellers stay in the center of the tower until instructed to move to a rappel point.
5. No more than three personnel are behind each rappelling point.
6. If using a troop ladder, only three soldiers are on the ladder at one time. Soldiers do not climb the ladder until told to do so by a rappel master.
7. All rappel masters, rappel lane NCOs, instructors and anyone else standing near the edge of the top of the tower, must wear a restraining strap or safety rope. The strap or rope must be attached to an anchor point.
8. No one will lean or sit on the railings or banisters of the tower.
9. No one is allowed within three feet of the edge of the tower without being secured.
10. When attaching the rappel rope to the snap link, rappellers will pull the slack towards the anchor point. The rappel master or rappel land NCO will also physically check each hookup.

11. All personnel weighing more than 200 pounds will conduct a standard hookup rappel to determine if they require a friction hookup. A friction hookup is created by placing an additional two ropes in the gate of the snap link (for a total of six ropes in the snap link).

12. Combat equipment is positioned on the rappeller so that it does not interfere with the brake hand. The weapon must be slung diagonally across the back with the muzzle pointing down and on the opposite side of the brake hand.

13. Heavy duty gloves are required for all rappel training.

14. Kevlar helmets with chinstraps fastened are worn during tower rappel training.

15. While on the tower, the rappeller maintains eye contact with the rappel master or rappel lane NCO and receives all commands from them.

16. The rappeller ensures that he has a belayer on his rope.

17. The belayer does not wear gloves and keeps both hands on the rope at all times. He also faces the rappeller at all times.

18. All tower rappelling is performed with a double strand of rope.

19. No running is allowed on the tower.

20. No smoking or eating is allowed near the tower.

21. All participants who are unable to rappel, lack confidence, or refuse to rappel are reported to the rappel master or OIC. These participants are immediately removed from the training area.

22. The RSO and rappel master must be aware of overconfidence and carelessness of some rappellers. The rappel master ensures all personnel are tower qualified before beginning aircraft rappel training.

H-11. Tower Safety and Preparation. The rappel master is in charge of the tower. He conducts a visual and physical inspection of every item of equipment, to include the structural lumber and timber, the ladder, the platform floor and all anchor points.

1. The static tower will not be used during thunderstorms or excessively high winds. If ice is present or if the platform is slick from rain, rappelling will be delayed until conditions are safe.

2. All rope stations are rigged with two anchor points. The first anchor point is a middle-of-the-rope knot and the second is an end-of-the-rope anchor knot. The rappel master removes all the slack between the knots to create equal tension on the anchor points. He ensures that no less than 10 feet of rope is on the ground during static rappelling.

H-12. Rappeller Preparation. Before conducting a rappel, each rappeller must prepare their individual clothing and equipment:

1. Secure shirttails, loose clothing, equipment, straps and long hair.

2. Wear a helmet during rappelling. Properly fasten all straps and ensure their helmet is in serviceable condition.

3. Wear heavy leather workmen's gloves.

4. Wear identification tags.

APPENDIX I

FAST ROPE INSERTION

I-1. Guidance for Commanders. Units that have HQDA approval to perform fast rope insertion/extraction system (FRIES) operations are authorized to conduct initial FRIES qualification and FRIES master (FRM) qualification training. Training requirements are established in USASOC REG 350-6 and applicable SOAR policies.

I-2. Training Prerequisites. Before allowing soldiers to participate in FRIES training and operations, the unit commander must make sure the soldiers are physically fit. Minimum screening standards that apply to each training participant include:

1. Having passed the Army Physical Fitness Test within the past six months.
2. Having passed a medical examination within the past two years.
3. Being free of any injury or physical condition that could cause a potential safety hazard during FRIES training.
4. Demonstration of ability to perform controlled descent from a height of 15 feet while carrying a 40-pound load (not including the basic duty uniform and combat boots).
5. Demonstration of ability to hold a static position on a FRIES rope for 20 seconds using hands and feet to lock-in while carrying a 40-pound load.

NOTE: The peacetime maximum soldier load will not exceed 50 pounds. This includes helmet, weapon, vest, web gear and rucksack. Rucksack weight will not exceed 35 pounds.

I-3. Personal Equipment Required. The minimum personal equipment required for FRIES training and operations includes:

1. Heavy leather gloves.
2. A helmet with a chinstrap.
3. Protective goggles.
4. A long-sleeve shirt or jacket, long pants and boots.
5. Hearing protection and identification tags for helicopter operations.

I-4. Initial FRIES Qualification Training. Before participating in fast rope operations, personnel are briefed on the FRIES and its purpose, capabilities and limitations. The briefing also covers the duties, responsibilities and safety of FRIES master (FRM), the assistant FRIES master (AFRM) and any ground assistants. Once the FRIES briefing is conducted, the remainder of the initial training is hands-on practice of the proper FRIES operational techniques.

1. Individuals are shown the proper techniques for boarding the aircraft, moving to the door, grasping and descending, locking-in and clearing the rope.
2. After the demonstration, all ropers participate in a practice exercise in which they properly perform the following tasks using a tower and subsequently, an aircraft:
 - a. All ropers must demonstrate a minimum of six properly executed FRIES descents (three without equipment and three with equipment).
 - b. At least one successful lock-in.
 - c. Perform FRIES descent and lock-in from a tower at the 34-foot level.
3. Training should be progressive, starting from a tower at the 34-foot level without equipment and then with equipment.
4. All ropers must complete a successful lock-in at this level. Ropers will not progress above the 34-foot level until after demonstrating the ability to stop descent, lock-in and hold a stationary position for 20 seconds with equipment.

I-5. FRIES Proficiency Sustainment Training. Commanders must make sure Soldiers participating in FRIES operations receive sustainment training on equipment and procedures within 24 hours before the FRIES operation. Ropers who do not attend FRIES sustainment training will not be allowed to participate in FRIES operations. As a minimum, training will include a review of the following:

1. Arm and hand signals.
2. Individual equipment riggings.
3. Aircraft familiarization.
4. Safety procedures.
5. Any rehearsals the FRM or commander deems necessary.

I-6. Selection and Qualification of FRIES Masters. Selection and qualification of FRIES masters (FRMs) is a unit prerogative. Units will maintain records of qualification and proficiency. These records will accompany Soldiers to new units when a permanent change of station occurs.

I-7. FRIES Master Training and Certification. During FRM training and certification, FRM candidates must participate in three FRIES helicopter operations (twice observing another FRM and once executing FRM duties under observation of a current FRM) and be certified by either the parent unit or an authorized school. FRMs must be proficient in FRIES operations and must demonstrate proficiency in the following:

1. Inspecting, preparing and rigging all FRIES gear.
2. Inspecting and preparing aircraft for FRIES operations.
3. Controlling and coordinating actions of AFRMs, safeties and ropers.
4. Preparing and conducting both insertion and extraction operations.
5. Conducting troop and pilot briefings.
6. Giving arm and hand signals.
7. Giving time warnings and associated commands.
8. Deploying and retrieving FRIES ropes.
9. Rigging and lowering equipment.

I-8. FRIES Master Refresher Training. Units will conduct refresher training to maintain acquired skills. FRMs who have not participated in FRIES operations during the past six months will receive refresher training by a current FRM and serve as an AFRM before performing FRM duties. Refresher training for ropers consists of an FRM briefing and participation in FRIES training.

I-9. Key Personnel Duties and Responsibilities. The following personnel duties and responsibilities provide baseline requirements for the safe conduct of FRIES operations. Unit standing operating procedures (SOPs) may increase, but will not reduce training safety requirements.

1. FRIES Training Officer: Units that conduct FRIES training appoint a training officer-in-charge (OIC) or a noncommissioned officer-in-charge (NCOIC) to manage the training. The OIC is responsible for planning and coordinating various aspects of training to include:

- a. Coordinating all support activities such as procuring FRIES equipment, aircraft, training areas, medical support and communication.
- b. Assigning qualified personnel to perform FRM, AFRM, ground safety and medic duties.
- c. Adhering to procedures for planning, preparing and executing the operation IAW this appendix, the USASOC REG 350-6 and the participating units' SOPs.
- d. Ensuring the FRMs, AFRMs, pilots-in-charge (PICs), aircrews, safeties and medics are briefed on the operation.
- e. Ensuring a medic, an aid bag, backboard and a dedicated vehicle and driver are on-site during all training.

2. FRIES Master: Units conducting FRIES operations will designate one overall FRM to organize, coordinate and supervise the activities of the day and AFRMs as needed. AFRMs are additional FRM-qualified Soldiers who assist the primary FRM. An AFRM will be designated for each roping point. AFRMs are responsible for all preparation, inspection and command and control of all roping activities on their points. FRMs must also:

- a. Ensure all FRIES roping personnel, including FRMs, AFRMs and safeties are qualified and current and understand the proper roping procedures for FRIES operations.
- b. Perform safety and serviceability checks on all FRIES equipment and rigging.
- c. Ensure the attachment bar or points are serviceable and free of any defects or contamination and that quick-release mechanisms and safety pins are present, serviceable and operate correctly.
- d. Inspect the rope to make sure it has no contamination, damage or defects that could make it unsafe.
- e. Check the rope to make sure it is the correct type and length for the operation (smooth rope for infiltration or looped for exfiltration).
- f. Ensure the rope is properly attached with the safety pin in place and back coiled.
- g. Ensure the extraction harnesses are serviceable and properly worn.
- h. Ensure the rope chem-lights are correctly rigged and illuminated, when needed (two at the mount, two at the end and two 15 feet from the end).

3. FRIES Roper: Ropers are responsible for notifying the FRM, AFRM, safety or pilot if they observe any unsafe acts or conditions. Ropers may halt or call for a halt of roping for safety at any time. During FRIES insertion training, the number of ropers on the fast rope at one time is limited to three. During extraction training, the total weight per extraction bar or rope will not exceed a total of 1,500 pounds. When rucksacks are worn by ropers, the rucksacks must not exceed a weight of 35 pounds (total roper equipment weight will not exceed 50 pounds). Ropers will:

- a. Keep hands at head level.
- b. Maintain visual contact with lower ropers during their descent.
- c. Maintain a minimum of a one-second interval on exit to avoid collisions.
- d. Keep at least two points of contact on the rope (both hands) at all times.
- e. Use their feet for additional breaking any time needed.
- f. Execute descents at a safe speed.
- g. Slow the rate of descent halfway down the rope to avoid landing on each other.
- h. Move quickly away from the rope upon arrival on the surface.
- i. Know correct wear of extraction (STABO) harness and extraction procedures.

I-10. Ropes and Harness. FRIES equipment should be maintained in the same manner as a parachute. The unit rigger section can provide detailed guidance on appropriate inspection, care and maintenance of FRIES equipment.

1. FRIES ropes and harnesses must always be stored in a clean, cool and dry space out of direct sunlight and free of chemicals or chemical vapors. Equipment that becomes wet with fresh water should be hung up to dry (indoors) on hardwood pegs. Equipment that is exposed to salt water or becomes imbedded with dirt or mud should be washed and rinsed in fresh water (within 72 hours) and hung up to dry (indoors) on hardwood pegs (out of direct sunlight).

2. Before conducting a fast rope operation, the FRM:

a. Inspects the fast rope thoroughly and carefully. Checks the rope length to ensure it is the correct rope for the operation planned.

b. Checks the woven loop on the mount end for excessive wear or chemical contamination. Checks the rope along its entire length for fraying, cuts or chemical contamination.

- Do not use a rope that is severely frayed. (Light fraying on the rope from normal use does not weaken the rope.)

- Do not use a rope when any single strand is cut halfway through or has two or more cuts that penetrate one-third or more through any strand's thickness within one foot of the running length of the FRIES.
- c. Inspects the rope for contamination of acid, alkaline compounds, salt water, fire extinguisher solutions or petroleum-based solvents. Changes in color caused by chemicals are usually blotchy and have an unusual odor. Although used ropes gradually change color, such changes do not indicate a decrease in strength, unless the change is due to contact with strong chemicals. Changes occurring because of use are usually uniform throughout the length of the rope.
- d. Inspects the extraction loops to the same standard as the main rope. Ensures the woven loops are secure.
- e. Inspects the harness to ensure:
 - Ropers are wearing the harness under all load-carrying equipment.
 - Ropers have properly fastened all connectors.
 - Harness material and stitching are not cut, torn or contaminated and all hardware is free of corrosion and is in operable condition.

	YES	NO
BEFORE TRAINING CHECKS		
Rappel Tower		
a. Surface Area Adjacent to the Tower Where the Rappellers Will Impact		
(1) Are there any holes? If so, have they been filled?		
(2) Are there any large foreign objects present? Have they been removed?		
(3) Is there anything present that could endanger a rappeller?		
b. General Supporting Structure of the Tower		
(1) Is there any structural damage?		
(2) If so, will that damage endanger personnel utilizing the facility?		
c. Stairs/Ladder Leading to the Top of the Tower		
(1) Is the structure sturdy?		
(2) Are any steps missing?		
(3) Are any steps slippery?		
(4) Are handrails present?		
(5) Will the stairs/ladder support the weight of personnel utilizing them?		
d. Rappelling Surface Wall		
(1) Is the lumber of the wall rotted?		
(2) Are there any nails protruding from the wall?		
(3) Is there anything on the wall that could be harmful to a rappeller?		
(4) Are there any boards missing or gaps between the boards where rappellers could get their feet caught?		
e. Top Platform of the Tower		
(1) Are there any boards missing?		
(2) Are there any boards rotted to a degree that personnel could possibly fall through?		
(3) Is there anything present that could cause anyone to trip & fall off the tower?		
(4) Are guardrails present where needed?		
(5) Are guardrails sturdy?		
f. Anchor Points		
(1) Are both primary & secondary anchor points present?		
(2) Are both primary & secondary anchor points independent of		
(3) Are they secure enough to hold the rappellers?		
(4) Is padding present adjacent to each anchor point?		
(5) Will padding keep ropes from making contact with any sharp		
g. Rigging and Equipment (snap links, ropes, gloves, etc.):		
(1) Is the correct equipment being used?		
(2) Is enough equipment available to replace anything that becomes unserviceable during training?		
(3) Is the tower properly rigged?		

Figure J-1, Rappel Tower Safety Check Sheet

APPENDIX J
PERSONAL PROTECTIVE EQUIPMENT
PPE REQUIRED BY DA PAM 385-63 or WEAPON TM

Ammo Type	Hearing	Eye	OCP	Gloves	Helmet	Body Armor	CCMCK Face Mask	PAM REF
Blanks	X(W)	X(W)	X(S)					2-10d-1
Small Arms	X(W)	X(W)						2-11
Hand Grenades	X(W)	X(W)			X(W)	X(W)		5-1b
Grenade Launcher	X(W)	X(W)			X(W) ⁴	X(W) ⁴		5-2a.(2)
DEMO/Explosives	X(W)	X(W)			X(W)	X(W)		15-1.b(11)
UTM/CCMCK	X(W)	X(W)		X	X		X ^{2, 3}	14-15a, *
IED Simulator (Non-Pyrotechnic)	X(W)	X(W)			X(W)			15-10g.(6)

(S) = Should

(W) = Will

*Close Combat Mission Capability Kit TM 9-6920-3700-10

¹ CCMCK Eye Wear – (Sun Wind and Dust Goggles) NSN 8465-01-328-8268

² CCMCK Face Mask NSN 8415-99-359-9160

³ CCMCK requires groin protection (athletic cup or padding)

⁴ Marine Corps at all times

⁵ OCP sleeves should be down and collars up

APPENDIX K

PORTABLE TOILET COORDINATION

K-1. On the GTC-KY Range Complex, ranges and facilities have at least one portable toilet each. Coordinating portable toilets is the unit's responsibility when using the training areas.

K-2. The GTC-KY Logistics Section provides portable toilets on a no fee basis to KYNG units; all others units to include ROTC must provide their own funding. Units will coordinate with the Logistics POC for this service at least 30 days prior to their training dates. GTC-KY Logistics Section will coordinate with the contractor and arrange placement per unit instructions.

K-3. Units must to provide all the following information NLT 30 days out to the point of contact at the GTC-KY Logistics Section: at 502-607-7990.

- Point of contact, including name, rank and position title
- Telephone number, if different than unit telephone number
- Unit name
- Unit telephone number
- Location of training
- Number of personnel at each training site
- Location for portable toilets within training areas and grid coordinates, if available

K-4. The criteria for the number of portable toilets for each training site are one for every 15. Each portable toilet is cleaned every other day.

K-5. Once placed by contractor, the portable toilets cannot be moved by units. These toilets are not to be used for the disposal of trash, if it won't flush in your toilet at home-don't put it in this toilet. The unit will be held responsible for all damages and any actions that add costs to the contract.

APPENDIX L

RANGE OPERATIONS COMMUNICATIONS PROCEDURES

TO INITIATE ANY TRANSMISSION:

“RANGE OPERATIONS, THIS IS TRAINING AREA/RANGE, OVER.” (WAIT FOR RESPONSE)

ONCE RANGE OPERATIONS HAS RESPONDED TO YOUR TRANSMISSION:

WITH ALL TRANSMISSIONS, A *TIME* AND *CODE* IS GIVEN TO YOU (THE RTO) **WRITE THIS DOWN!**
WE MAY REQUIRE YOU TO VERIFY THE TIME AND CODE GIVEN TO YOU AT ANY TIME DURING
YOUR USE OF THE TRAINING AREA/RANGE.

ALWAYS USE PHONETIC ALPHABET WHEN CALLING IN OIC/RSO CARD NUMBERS!!!

TO OCCUPY: “RANGE OPERATIONS, THIS IS UNIT ____ AT TRAINING AREA/RANGE ____,
REQUEST PERMISSION TO OCCUPY TRAINING AREA/RANGE ____, UNDER OIC LAST NAME LAST
FOUR ____, OVER” (OCCUPATION TIME AND CODE__)

TO GO HOT: “RANGE OPERATIONS THIS IS UNIT ____ AT TRAINING AREA/RANGE ____,
REQUEST PERMISSION TO GO HOT UNDER RSO LAST NAME LAST FOUR ____, OVER” (HOT TIME
AND CODE__)

TO GO COLD: “RANGE OPERATIONS, THIS IS UNIT ____ AT TRAINING AREA/RANGE ____,
REQUEST PERMISSION TO GO COLD, FIRED NUMBER ____ OF ROUNDS, DODIC NUMBER ____,
NUMBER OF PERSONNEL TRAINED ____, OVER” (COLD TIME AND CODE__)

TO DEPART:

IF RE-OCCUPYING NEXT DAY:

“RANGE OPERATIONS, THIS IS UNIT ____ AT TRAINING AREA/RANGE ____ REQUEST PERMISSION
TO GO COLD AND INTO AN ADMIN UNOCCUPIED STATUS, OVER” (STATUS CHANGE TIME AND
CODE__)

IF UNIT IS NOT RE-OCCUPYING NEXT DAY:

“RANGE OPERATIONS, THIS IS UNIT ____ AT TRAINING AREA/RANGE ____ REQUEST COLD
OCCUPIED STATUS AT THIS TIME, WE ALSO REQUEST A RANGE INSPECTOR TO CLEAR OUR
LOCATION, OVER”

TO CHANGE OIC: “RANGE OPERATIONS, THIS IS UNIT ____, AT TRAINING AREA/RANGE ____,
REQUEST PERMISSION TO CHANGE OIC, UNDER NEW OIC LAST NAME AND LAST FOUR ____,
OVER” (OIC CHANGE TIME AND CODE__)

TO CHANGE RSO: “RANGE OPERATIONS THIS IS UNIT ____, AT TRAINING AREA/RANGE ____,
REQUEST PERMISSION TO CHANGE RSO, UNDER NEW RSO LAST NAME AND LAST FOUR ____,
OVER” (RSO CHANGE TIME AND CODE__)

RADIO CHECK: “RANGE OPERATIONS THIS IS TRAINING AREA/RANGE ____, RADIO CHECK,
OVER”

ALL TRAINING REQUIRES HOURLY RADIO CHECKS,

RADIO CHECK 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

APPENDIX M

RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT

PRIVACY ACT STATEMENT

This information is collected pursuant to 5 USC 301. The purpose of this information is to form a legally binding release agreement. The information will be used to evaluate and defend potential claims against individuals concerned and the United States Government. The information could ultimately be used in civil litigation and in the course of preparation for litigation. Supplying this information is voluntary; however, failure to provide the information could result in a denial of permission to train at Garrison Training Center – Kentucky.

I, the undersigned, acting in my own capacity and on behalf of myself, my heirs, and estate, in consideration of receiving permission from representatives of Kentucky Air/Army National Guard, to participate in the event(s) below, do hereby release the Kentucky Air/Army National Guard and its Soldiers, agents, and State DMA employees, from liability, claims, court actions or causes of action for personal injury or property damage which I may suffer while participating in said event(s), during my transportation to and from the site, or while using facilities at Garrison Training Center – KY. This release is in conjunction with DA PAM 385-63, AR 385-63, and TC 25-8 STANDARDS. This release from liability covers any injury or damage resulting from my visit to Garrison Training Center, Wendell H. Ford Regional Training Center (WHFRTC), Harold L. Disney Local Training Area (HLDTA), and Hidden Valley Local Training Area (HVLTA) to specifically include, but not limited to, participation in those events.

I also agree to hold harmless the same individuals and entities named above from any liability, claims, court actions or causes of action for any damage or injury I may cause to the person or property of other persons while participating in said events using Kentucky Air/Army National Guard Facilities.

Additionally, no utilizing organizations will receive monetary or non-monetary benefits by utilizing any Garrison Training Center – Kentucky training areas and or ranges.

I make this Release of Liability and Hold Harmless Waiver voluntarily, understanding that the use of facilities and equipment used for training on a military post can be rigorous and hazardous, and realizing the consequences of said waiver and release.

NAME OF PARTICIPANT (PRINT)

DATE

SIGNATURE OF PARTICIPANT:

PARENT NAME (If participant under the age of 18)

PARENT SIGNATURE (If participant under the age of 18)

ADDRESS OF ORGANIZATION
(Change 02, 27 DEC 16)

APPENDIX N

COMMANDER'S LIVE FIRE SHOOT HOUSE (LFSH) CERTIFICATION LETTER

I, _____ (Name, Rank, Title), Commanding Officer (O-5 & above or Civilian Equivalent), of _____ (Unit/Organization conducting LFSH Training), acknowledge that I have read and understand the WHFRTC 350-7 and the LFSH SOP. The following list is the stated pre-requisite training event requirements, range cadre requirements, and equipment requirements that have been or will be fulfilled prior to my unit/organization conducting live fire training in the LFSH. I will initial after each of the below items, verifying the requirement has been or will be completed.

1. I have verified that the designated Range OICs and RSOs have valid WHFRTC Range Safety Cards and a completed and signed risk assessment in their possession. _____

2. I have designated a qualified MASTER TRAINER to provide safety and tactical oversight for the training event. _____

(A Master Trainer is defined as follows: successfully completed the WHFRTC LFSH Trainer Course or equivalent, or has served as a RNOIC, RSO or AI three or more times for pervious LFSH exercises, and has been identified as a subject matter expert by you.)

____ Completed WHFRTC LFSH Trainer Course or equivalent

____ Served as RNOIC, RSO, or AI three or more times for previous LFSH exercises

3. I have verified that all range cadre personnel (OICs, RSOs, AIs, and Master Trainer) have completed the WHFRTC LFSH Orientation within the past 14 days. _____

4. I have verified that all personnel actively participating in the training "shooters" have qualified with their assigned weapon(s) within the past 12 months. _____

5. I have verified that all personnel actively participating in the training "shooters" have conducted Short Range Marksmanship Training (SRM) with their assigned weapon(s) within the past 6 months. _____

6. I have verified that all personnel actively participating in the training "shooters" have participated in urban operations training within the past 6 months. _____

7. I will ensure that all personnel actively participating in the training "shooters" along with the range cadre conduct a dry fire iteration and or blank fire iteration prior to commencing with a live fire iteration. _____

8. I will ensure that all personnel actively participating in the training "shooters" to include range cadre will don the appropriate personal protective equipment (PPE) prior to conducting a live fire exercise. _____

PPE REQUIREMENTS: Ballistic Spectacles, Hearing Protection, Body Armor Vests w/ Plates, Helmet (ACH or Kevlar), Safety Color Vests (road guard vests) for Range Cadre

9. I understand that this list is not all inclusive. I am responsible for safe training of my unit/organization on Range 32 and will take whatever actions necessary to ensure safety is an integral part of this training activity.

Commander's Signature

Date

Email and Phone Number

APPENDIX O

COMMANDER'S RAPPEL OPERATIONS CERTIFICATION LETTER

Rappel Operations is defined as any training encompassing Rappelling from designated buildings, towers, and helicopters.

I, _____ (Name, Rank, Title), the commanding officer (O5 & Above or civilian equivalent) of the _____ unit/organization conducting Rappel Operations), acknowledge that I have read and understand WHFRTC Regulation 350-2, TC 21-24, and the appropriate Training Facility/Range SOP. The following list is the prerequisite training event requirements, range cadre requirements, and equipment requirements that have been or will be fulfilled prior to my unit/organization conducting rappel operation training. I will initial after each of the below items, verifying the requirement have been or will be completed.

1. I have verified that the designated RNOIC has a valid WHFRTC Range Safety Card and a properly completed risk assessment in their possession.
2. I have designated a school house trained Rappel Master or civilian equivalent that is trained and knowledgeable in their duties IAW TC 21-24. *(A Rappel Master is required for rotary wing rappelling and fast roping operations.)*

Name, Rank, Title of individual serving as Rappel Master

3. I have designated a Rappel Safety Officer to serve as OIC during (circle the appropriate training event(s)) Ground Training, Wall Side-Tower Rappelling, or Helicopter Rappelling. He holds the rank of E7 or above and is trained on applicable rappel master tasks.

RAPPEL SAFETY OFFICER SERVING AS OIC (mark an "x" next to which qualification(s) apply)

- _____ Has had extensive training in rappelling and risk management
_____ Completed Rappel Master Course
_____ Completed one of the following courses: Air-assault and/or Ranger
_____ Basic Military Mountaineering (summer or winter)

Name, Rank, Title of individual serving as OIC

4. I have verified that all Rappel Lane NCO's hold the rank of sergeant or above and are trained in the safe and proper execution of rappelling operations in the past 6 months IAW TC 21-24.
5. I have verified that all Belay Safeties hold the rank of sergeant or above and are Ranger qualified or Air Assault qualified.
6. I have verified that all Belayers participating in the training have been trained in belaying procedures and responsibilities.
7. I have verified that the Rappel Safety Officer participating in the training has inspected all equipment (installation, unit, and personal property) to include maintaining accurate and current rope logs (DA FORM 5752-R) for all ropes to be utilized in rappelling operations.
8. I understand that this list is not all inclusive. I am responsible for the safe training of my unit/organization during Rappel Operations and will take whatever actions necessary to ensure safety is an integral part of this training activity.

Commander's Signature

Date

Email and Phone Number

APPENDIX P MENTAL HEALTH POLICY

**DEPARTMENT OF THE ARMY
TRAINING CENTER GARRISON COMMAND - KY
WENDELL H. FORD REGIONAL TRAINING CENTER
4675 STATE ROUTE 181 NORTH GREENVILLE KY 42345**

NGKY-RTC-O

30 March 2015

MEMORANDUM FOR RECORD

SUBJECT: GTC-KY Mental Health Policy

The following actions need to occur when Soldiers are identified as having or potentially having a mental health issue:

1. Anything that could be or is considered a weapon is immediately removed from the Soldier for their own safety and the safety of others. A battle buddy will instantly be assigned by the Unit and will be with the SM, with a charged and functioning cell phone, until properly relieved at any GTC training site.
2. If there is imminent danger of suicidal or homicidal ideations, law enforcement and emergency services are contacted immediately.
3. The unit will transport the SM to the TMC for evaluation by the Medic and/or Provider.
4. If a Unit Chaplain is available he/she will be contacted to counsel as necessary.
5. If in IDT, AT or ADOS status, TMC personnel will contact state director of Psychological Health (DPH) and/or Ft. Campbell for a risk assessment.
6. The TMC will make contact with the Unit CSM or Commander to advise on Disposition / course of action.
7. Mental Health evaluations via DPH and/or Ft. Campbell.
 - a. If in pre-mob status and evaluated by Ft. Campbell and needs to be admitted, Ft. Campbell will coordinate with the admitting facility and the unit representative. Historically, a location close to the SM's HOR is chosen.
 - b. If in Pre-mob status and evaluated by the DPH, the DPH/Health Services will coordinate with the admitting facility close to the SM's HOR.
 - c. If in AT/IDT status and evaluated by DPH or Ft. Campbell and needs to be admitted, and meets the status of veteran, SM will get assistance through the V. A (Ft. Campbell will not admit anyone whose orders end within a few days or is not in pre-mob status). If the SM does not meet the status of veteran, TMC will make contact with Health Services for them to coordinate admission to an accepting facility.
 - d. If evaluated by DPH or Ft. Campbell and determined to be FFD, it's the units call for the SM to assume previous assigned duties, or duties with restrictions.

8. Transportation to Ft. Campbell, the state DPH, or an admitting facility will be performed by the training unit. The unit will need to have two (2) Soldiers with the Soldier of concern at all times during *transportation*.

9. LOD vs. NON-LOD related is a case by case basis.

10. The point of contact for this memorandum is the undersigned at 502-607-7922 or james.b.richmond3.mil@mail.mil or MAJ Stephanie K. Fields at 502-607-6541 stephanie.k.fields.mil@mail.mil.

////////Signed////////
JAMES B. RICHMOND
LTC, FA, KYARNG
Base Operations Manager

APPENDIX Q

Physical Fitness

Q-1. Applicability. All Active Component, Reserves, National Guard, and civilians entering GTC-KY property.

Q-2. Individual Physical Fitness.

- a. Individuals are authorized to run on all improved surface roads during daylight hours. Personnel running on the improved road from Range Operations to the Cemetery MUST yield the improved surface to vehicles.
- b. Range Operations may restrict use of the cemetery road for physical fitness training, to ensure the safety of all personnel, due to training density. A sign will be posted when closed.
- c. The quarter and half mile track are authorized for use during daylight hours. Running on the tracks before or after sunrise/sunset requires a running partner for safety.
- d. Personnel are authorized to utilize the physical fitness center but must sign-in, pick up after themselves, replace and sanitize equipment and dispose of trash.
- e. Multiple personnel can, when authorized by Range Operations, run on un-approved surfaces.
- f. Personnel will utilize reflective belts or vest to ensure their safety.
- g. When faced with on-coming traffic, both the runner and the vehicle, will yield. The runner must understand that in many cases it is easier for the runner to see the vehicle instead of the vehicle seeing the runner, especially when you consider the size and type equipment used on the training site.

Q-3. Group Physical Fitness.

- a. Group Physical Fitness will be coordinated with Range Operations when conducted outside the cantonment area. The cantonment area is any area inside of the fence.
- b. Group PT outside cantonment area is considered a training event and they must have communications with Range Operations.
- c. Group PT, with authorization, can be conducted prior to and after daylight hours as long as a risk assessment is prepared and with Range Operations approval.
- d. All participants must utilize reflective belts or vests.
- e. When faced with on-coming traffic, both the runner and the vehicle, will yield. The runner must understand that in many cases it is easier for the runner to see the vehicle instead of the vehicle seeing the runner, especially when you consider the size and type equipment used on the training site.

Q-4. Physical Fitness Center. The physical fitness center's primary purpose is to provide units training at GTC-KY a place to conduct physical fitness activities. All the following are authorized to use the facility as long as it maintains its capability to support using unit:

- State and Federal Employees stationed at GTC-KY.
 - Civilian or Military personnel training at GTC-KY.
 - National Guard personnel not in an active training status.
 - Contract employee permanently assigned to GTC-KY.
- a. All Personnel must sign-in, pick up after themselves, replace and sanitize equipment place work order for damage equipment and dispose of trash.
 - b. Personnel are not authorized to move equipment in or from the center without authorization from the training site command, Logistics NCOIC.
 - c. Personnel are expected to wear appropriate fitness attire. At no times will boots be allowed on any physical fitness equipment.

d. The Fitness Center normal operating hours are 0500 – 2200 daily. Hours can be extended if requested.

e. All using and tenant units are responsible for the janitorial services of the Fitness Center. Failure to keep the facility clean and orderly will result in the facility staying locked and units having to sign for a key from logistics and clear the facility after each use. Cleaning of the facility will be accomplished in the following manner:

(1) The CTQ Housekeepers will clean the entire facility once a week, normally Wednesdays.

(2) Facilities will clean the latrines once a week.

(3) The 238th and Unit Training Equipment Sites (UTES) as tenant units will share the responsibility to clean the latrines weekly.

(4) The Training Site Command will ensure that the Fitness Center is part of the clearing checklist for all using units at GTC-KY.

f. Failure to abide by this policy may result in the loss of Physical Fitness privileges.