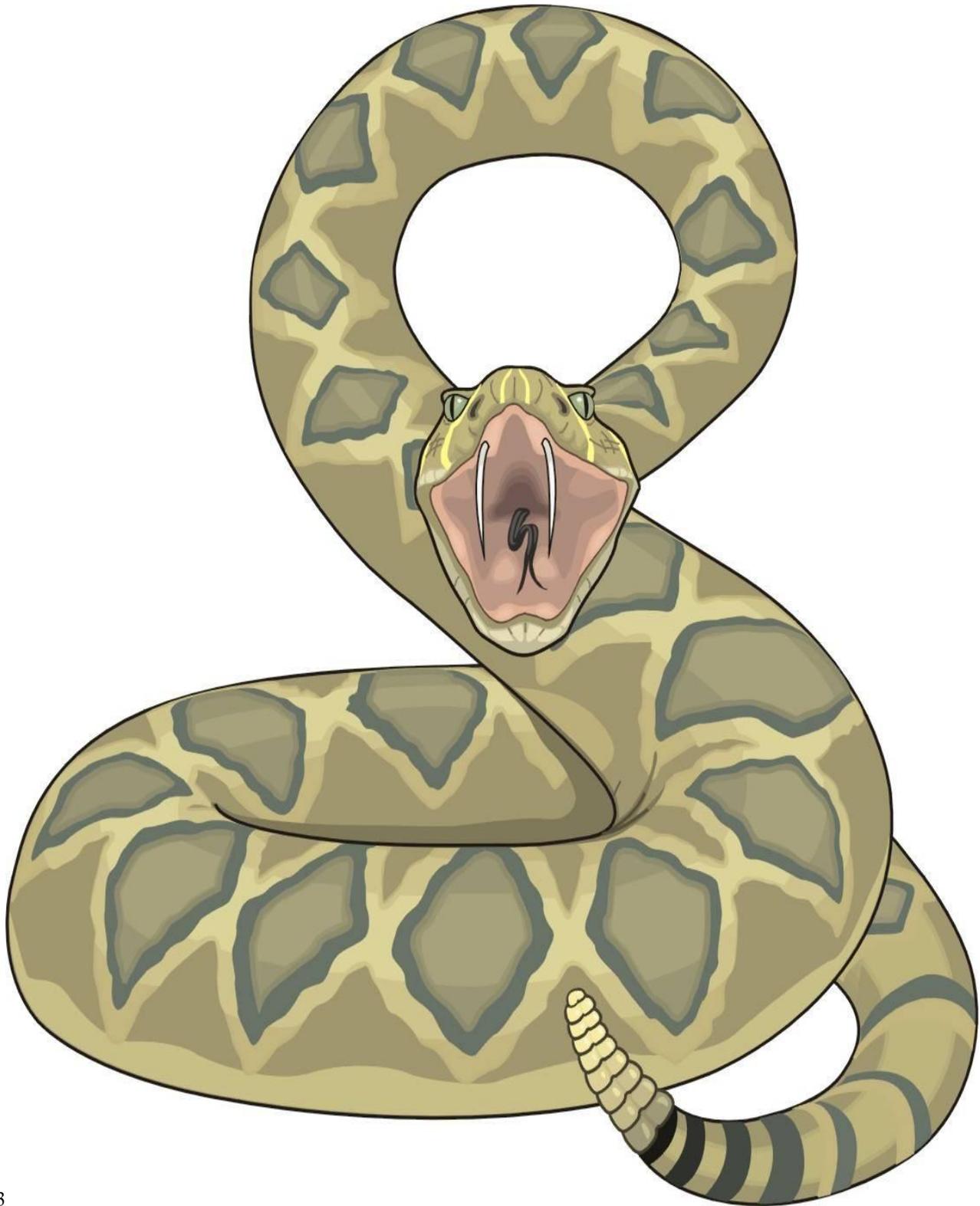


EXTERNAL ROTATIONAL TRAINING PROCEDURES



**DEPARTMENT OF THE ARMY
HEADQUARTERS, NATIONAL TRAINING CENTER
FORT IRWIN, CALIFORNIA 92310-5009**

**RESERVE COMPONENT OPERATIONS, PLANS & TRAINING
EXERCISE OPERATING PROCEDURE**

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CHAPTER 1 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

GENERAL

1-1 PURPOSE: The purpose of this SOP is to provide policies and procedures to be followed by all and not limited to, Army National Guard (ARNG) units and US Army Reserve (USAR) units for planning, requesting, scheduling, coordinating, and conducting Logistics Task Force (LTF), Field Maintenance Training (FMT), Inactive Duty Training (IDT) and Annual Training (AT) at the National Training Center (NTC) Fort Irwin, California. The Reserve Component Operations (RCOPT) assists in coordinating installation support for ARNG/USAR units training at the NTC. RCOPT is the principal point of contact (POC) for Reserve Component (RC) support requirements and monitors matters pertaining to RC units training at the NTC.

1-2 APPLICABILITY: This SOP applies to ARNG and USAR units and soldiers conducting IDT, AT or a Culminating MRX at NTC. It applies to all organizations, staffs, tenants, and activities providing support to or receiving support through or from RCOPT. All RC units training at NTC, to include rotational and OPFOR augmentation, will be coordinated through RCOPT.

1-3 RESPONSIBILITIES: RCOPT has primary staff responsibility for planning, scheduling, coordinating, and supervising the support, within its capability, for all RC units conducting IDT/AT at the NTC. OPFOR augmentation and BLUFOR rotational units do not fall within the scope of this SOP, although all elements included in these two categories shall provide personnel strength, training dates, training locations and home stations to RCOPT's Operations and Training Noncommissioned Officer at least 90 days before training begins.

1-4 MISSION: RCOPT advises the commander of National Training Center (NTC) on Reserve Component (RC) capabilities and facilitates the integration, utilization, readiness and support to secure training opportunities and set the conditions for RC forces and personnel either mobilized, on Inactive Duty Training or on Annual Training in support of a rotation or non-rotation status to meet the NTC mission and to support the Army.

1-5. FUNCTIONS: The RCOPT focuses on six (6) major areas:

- A. **Logistic Task Force (LTF):** Assist in planning and coordinating with Combat Support Sustainment Battalions (CSSBs) to provide corps support logistic activities to the rotational BCT.
- B. **Indigenous Security Forces (ISF):** Assist in planning and coordinating for augmentation to the 11th ACR for their OPFOR mission.
- C. **Brigade Combat Team Attachment (BCT-A):** Assist in the planning and coordination of Combat Support (CS) and Combat Services Support (CSS) units performing logistical operations in support of a BCT rotation. Provides oversight regarding the RSOI and REGEN of the supported BCT as well as coordinating for mentoring and evaluating participating units.
- D. **Field Maintenance Training (FMT) Program:** Provides ARNG and USAR support maintenance companies technical and tactical training in a contemporary operating environment while providing evaluation feedback.
- E. **RC Engineer Training:** Assist in planning and coordinating of RC engineer units performing technical and tactical training in a contemporary operating environment while assisting units in receiving valuation feedback.

CHAPTER 1 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

- F. **IDT / AT Support:** Units/commands receive assistance in planning and coordinating for any additional training opportunities such as ranges, observer controller academy and the Leader Training Program.

1-6 SUPPORT PLANNING

- A. An AT planning guide which summarizes support requirements and lists the installation suspense dates is shown in FORSCOM Regulation 350-50-1 Appendix I and K along with Annex F of this SOP.
- B. Prior to submitting written requests for AT logistical support, RC units will, IAW FORSCOM policy, make every effort to be self-sufficient by inter- and cross-loan of equipment among RC commands. Fort Irwin will assist all RC units with valid support requests within the limits of its resources.
- C. Unit commanders will submit copies of approved AT/IDT training schedules to RCOPT NLT 120 days prior to AT report date.

1-7 TRAINING EVALUATION FOR ANNUAL TRAINING

- A. RCOPT will assist units to request evaluators from CONUSA/FORSCOM if formal evaluations are required. RCOPT can assist units in coordinating for OC coverage during exercises and can provide limited OC coverage to LTF and FMT units.
- B. The evaluation team should come prepared with enough equipment and supplies to conduct their mission.

1-8 COORDINATION CONFERENCES

Those ARNG/USAR elements requiring further coordination with NTC staff must plan accordingly. RCOPT will assist with coordinating Leader Training Program (LTP), Initial Planning Conference (IPC), Mid Planning Conference (MPC) this is the BCT IPC completed at the BCT home station. and Final Planning Conferences (FPC) and recommend coordination be done well in advance of your participation at the NTC.

ROY A. BROWN
LTC, FA
Chief of Reserve Component Affairs

CHAPTER 2 TO RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

ADMINISTRATIVE SUPPORT

2-1 ADVANCE/REAR DETACHMENT REQUIREMENTS

- A. RC AT and IDT unit advance/rear detachments are responsible for all initial/final on-the-ground coordination at the training site to include preparatory/clearance actions required for a successful training period. All advance/rear detachments must coordinate directly with each required support agency.
- B. All advance detachments shall report to Bldg. # 241, RCOPT, upon arrival at the NTC. After normal duty hours call the RCOPT Billeting NCO at 760-380-7060. All units will be responsible to report to Bldg # 241 on the next business day to receive an in brief.
- C. Advance detachments shall:
 - 1) Provide the Hospital Emergency Room (Bldg 166), Red Cross (Bldg 573), and RCOPT with a roster of personnel attending the AT/IDT.
 - 2) Provide a point of contact that is available 24 hours a day, 7 days a week with phone support within 24 hours of arrival.
 - 3) Draw all billets and administrative spaces (if applicable).
 - 4) Draw all Transportation Motor Pool (TMP) vehicles.
 - 5) Draw all tactical vehicles provided by host unit (if applicable).
 - 6) Pick up all units equipment (if applicable).
 - 7) Provide RCOPT with a copy of the unit training schedule and a contact roster of key personnel.

2-2 FUNDING POLICIES FOR ANNUAL TRAINING

- A. Definitions.
 - 1) Army Stock Fund (ASF) purchases are for those items of supply or material owned by the ASF. DD Form 448 is not to be used for purchases from the ASF. (Procedures are explained in paragraph b.)
- B. Procedures.
 - 1) Upon designation of NTC as the AT host installation, ARNG and USAR units will notify their supporting USPFO and MACOM to provide the required support agency with the appropriate documents.
 - 2) A Memorandum of Intent is required for all classes of supply purchases. A memorandum must be completed on each class of supply requested and submitted to Bldg 567, budgeting office (sample format and instructions can be received from Bldg 567.)
 - 3) Advance party personnel will check with building 567 to ensure they have the appropriate memorandums of intent for each class of supply requested. Upon approval from the budgeting office that the letters of intent are complete and accurate, units can then report to the appropriate agency to open their unit accounts. (Classes I, II, III, IV, V, VIII, and IX accounts.) Any unresolved issues should be forwarded to RCOPT.

2-3 UNIT FUNDS

- A. Reference: AR 215-1.

CHAPTER 2 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

- B. No later than the fourth working day at Fort Irwin for AT, unit fund custodian will furnish the Morale, Welfare, and Recreation Fund, Bldg. 550, (760) 380-3227 with the following documents:
 - 1) A memorandum, requesting unit fund dividends for period of AT, indicating number of officers, warrant officers and enlisted personnel for duty on the first day of AT. Full-time support personnel may be included if they are attending AT with the unit.
 - 2) One copy of orders directing the unit to AT.
 - 3) One copy of orders designating individual as unit fund custodian.
- C. Computation of strength for unit dividends is made by multiplying the actual military strength of the organization present at the installation on the date of their arrival for training by the number of days the organization is to be present for AT and divide the resulting product by 30. Use the resulting figure (rounded to the nearest whole number) as the average daily strength.
- D. RC units whose members are ordered to AT as individuals, as differentiated from call to AD as unit, will not be furnished dividends while at Fort Irwin. Commanders of these units will submit documentation at the completion of each training year as outlined in AR 215-1. Funding may be requested NLT 31 October for the prior fiscal year.
- E. Individual unit requests for payment of unit fund dividends for Full Time Support (FTS) personnel will be submitted to appropriate coordinating installation (CI) only once annually, at the end of each fiscal (training) year. Requests for unit fund dividends for FTS personnel must be submitted to the CI by 31 October each year covering the previous fiscal year ending 30 September.

2-4 ADMINISTRATIVE SERVICES

- A. Postal and Directory.
 - 1) All unit mail will be sent to the RCOPT address with the addition of designated unit and soldier's name.
 - 2) Each unit must, by memorandum, designate a unit mail clerk to retrieve mail from the RCOPT.
 - 3) Newspapers and magazines will not be forwarded to Fort Irwin for AT.
 - 4) Unit mail clerks shall pick up mail Monday through Friday after 1500 hours at RCOPT Bldg. # 241.
 - 5) Mail clerks shall bring official outgoing mail at time of pickup.
 - 6) Official mail shall be marked with appropriate class of mail (i.e., 1st, Priority, 3rd, and 4th).
 - 7) After unit departs, all incoming mail will be returned to sender.

Mailing Address:
National Training Center
Reserve Component Operations
ATTN: AFZJ-RCOPT
P.O. Box 105009
Fort Irwin, CA 92310-5009

- B. Publications and Blank Forms.

CHAPTER 2 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

- 1) Units on AT and IDT shall bring necessary publications and blank forms from their home stations.
- 2) Limited internet, computer and duplicating services will be available at RCOPT.

2-5 FACILITIES

- A. RCOPT has limited administrative facilities. Units are required to submit requests for administrative space NET 90 but NLT 60 days prior to the advance party arrival.
- B. RCOPT has limited billeting in support of RC units; these barracks are equipped with beds, mattresses, and wall lockers. All billeting requests must be received by RCOPT operations NLT 90 days prior to schedule training. Units must verify availability after the request has been submitted.
- C. A billeting request form is located in Tab B to Annex B of this SOP. All personnel must bring sleeping bags or linen. Units/personnel using the facilities are responsible for cleaning and keeping the barracks in good order while using the facilities. The using unit will be sign for and must clear the billets before leaving post. A clearing checklist is located in Tab C to Annex B in this SOP. No barracks will be issued until the unit checks in with RCOPT. This must be done prior to 1630, Monday-Friday. After duty hours, call the RCOPT Billeting NCO 760-380-7060.
- D. Any other facilities requests must be sent to RCOPT NLT 120 days prior to advance party arrival as required.

2-6 BILLETING

- A. RCOPT can provide billeting for Soldiers on IDT and AT status.
- B. IDT personnel will be assigned government quarters, as available, regardless of adequacy; only individuals on individual AT orders are permitted other accommodations with the unit's higher headquarters being responsible for all funding.
- C. Officers assigned to a unit must be prepared to reside in facilities made available in the troop area.
- D. Statements of Non-availability.
 - 1) All questions regarding statements of non-availability will be directed to the post billeting officer, Landmark Inn, Bldg. 39, prior to any individual going off post to acquire civilian accommodations.
 - 2) Statements of non-availability will not be authorized for RC unit personnel participating in AT.
 - 3) Statements of non-availability will be issued, subject to advance approval by the installation-billeting officer, to active duty for training (ADT) RC personnel and AC advisors in support of AT who are on TDY when adequate quarters are not available.
 - 4) One copy of orders per individual will be provided to the billeting officer (Bldg. 39, phone is Commercial 760-380-4599 DSN 470-4599 on post is 4-4599) annotated to show date and time of arrival and departure.
 - 5) For specifics on RCOPT billets see Annex B of this SOP.

2-7 TELEPHONE SERVICE

CHAPTER 2 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

- A. Telephone service will be available for transaction of official business by use of the post administrative telephone system.
- B. Each billet and office area has access to the post telephone system. These are not to be used for long distance phone calls or personnel use.
- C. Pay phones are located throughout post to use for personal phone calls.
- D. Any operational phone use requiring long distance calls should be addressed to RCOPT Operations at 760-380-2432 / 7060/ 3686 prior to arrival to insure proper support is provided.

E. RCOPT telephone numbers:

Area Code/ Commercial	760-380-XXX
DSN	470-XXXX
Emergency Operation Center	380-3750 or 4EOC
Facsimile Machine (24 hours)	380-4790
Chief, RCOPT	380-4066
Deputy Chief	380-3170
RCOPT SEA	380-5462
Operations Officer	380-3686
Operations NCOIC	380-2432
Engineer Officer	380-3022
Engineer NCO	380-6220
CSS Trainer / Maintenance Officer	380-5372
FMT Trainer / Maintenance Tech	380-4391
Logistics NCOIC	380-7060
Administrative Specialist	380-3017

2-8 EMERGENCY NUMBERS

- A. When using a cell phone to report an emergency on NTC or Fort Irwin, dial 760-380-3495 or 760-380- HELP (4357).
- B. When using a business or residential phone, dial 9-1-1.

2-9 VIP AND INSPECTION VISITS / ITINERARIES

- A. Personnel that are O-6 and above or CSM desiring to visit the NTC must submit a request 60 days in advance of that visit. Requests will be submitted to the Protocol office in accordance with FORSCOM Reg. 350-50-1; Training at the National Training Center. Protocol has a Visitor Tracking Center (COML: (760) 380-4744 or DSN 470). Basic memorandum format is as follows:
 - 1) Name, grade, social security number and position of visitor.
 - 2) Arrival and departure dates and times, and method of transportation.
 - 3) Requirements for on-post billeting and transportation.
 - 4) RC unit(s) to be visited.
 - 5) Special requests (e.g., briefings, and courtesy calls).
 - 6) Name and telephone number of POC.
 - 7) Biographical summary for general officers.

CHAPTER 2 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

- B. NTC Protocol will contact the Commanding General for approval. Upon approval, NTC Protocol will contact the organization on the memorandum to finalize the itinerary and notify RCOPT.

CHAPTER 3 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

TRAINING SUPPORT

3-1. GENERAL: RC units performing AT or IDT at Fort Irwin will be given consideration for priority for use of all RCOPT training facilities. Additional assistance and guidance can be found in FORSCOM regulation 350-50-1, Appendix I and Appendix J and NTC regulation 350-3. Units must turn in a unit training data form upon clearing the installation. This form will be issued by the Operations section or the billeting NCO.

3-2. RANGES AND TRAINING AREAS

- A. Reference NTC Regulation 350-3 (Fort Irwin Range Regulation).
- B. Ranges and training areas available at Fort Irwin are listed in NTC Reg. 350-3.
- C. Scheduling.
 - 1) Units requesting ranges and training areas will contact the RCOPT S3 NCOIC, RFMSS Coordinator, at 760-380-4321.
 - 2) Range and training area requests may be processed up to eight weeks in advance of the date needed, subject to their availability. These requests will be accepted on a first come, first-serve basis.
 - 3) Each Officer in Charge (OIC) and Range Safety Officer (RSO) must possess a valid Range Safety Card prior to any range or training area being assigned. Range Safety Certification briefings are given on Mondays at 1300 at Range Control, Bldg. 6100. The Range Safety Card is valid for one year. Coordinate the Safety Certification Class through Range Control at (760) 380-3875.
 - 4) OIC/RSO Safety Certification.
 - a. Unit OIC firing range qualification requirements:
 - I) Must have rank and qualification standards IAW AR 385-63 and NTC Reg 350-3 (see Fig 3-2).
 - II) Be certified in writing to Range Control by Battalion/Squadron CDR that individual has successfully completed a unit range safety training program IAW DA Pam 385-63. Certification letter needs to identify which ranges and weapon systems individual is certified for.
 - III) Attend Fort Irwin Range Control Range Safety Certification class.
 - b. Unit RSO firing range qualification requirements.
 - I) Meet rank and qualification standards IAW AR 385-63 and NTC Reg 350-3 (see Fig 3-2).
 - II) Be certified in writing to Range Control by BN/SQDN CDR that individual has successfully completed a unit range safety training program. Certification letter must identify for which weapon systems and ranges individual is certified for: Must be qualified to operate the weapon system. Must attend the Fort Irwin Range Control Range Safety Certification class.
 - c. Unit OIC requirements:
 - I) Meet rank requirements IAW NTC Reg 350-3. A sample format is located in Annex D of this SOP.
 - II) Attend Range Safety Certification class.

CHAPTER 3 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) SOP

III) A RSO IS NOT required for training area use.

- d. Maintaining the serviceability and sanitary conditions of ranges/training areas is an installation priority. Units failing to adhere to police and range/training area clearance requirements outlined in NTC Reg. 350-3 will be denied future use of the Fort Irwin range facilities. Range/training area OIC must inspect facilities prior to use and report discrepancies.

3-3 RADIO FREQUENCIES

- A. Units requiring radio frequencies will submit in Standard Frequency Action Format (SFAF) (IAW ACP 190 US SUPP-1 [C]) to Commander, NTC, and Fort Irwin, ATTN: Spectrum Management, P.O. Box 105104, California 92310-5031, 120 days prior to arrival. Spectrum Management's phone number is 760-380-3043. A sample format is located in Annex E of this SOP.
- B. Convoy frequencies will be requested by individual units through the RRC/STARC and will not be used at Fort Irwin. Units needing movement control frequencies on Fort Irwin will address these requirements in the frequency action message.
- C. SOI and/or call signs will be the direct responsibility of the unit signal officer. Any key mat, crypto, MSE, or CMS requirements, contact 760-380-5201.
- D. Retransmission sites must be coordinated with Range Control, Bldg 6100, (760) 380-3878.
- E. Primary means of communications will be SINCGARS radios. Units must monitor the Range Control frequency which is **38.900 PT**. Lack of unit communication equipment should be coordinated with RCOPT Operations at 760-380-2432.

3-4 CLASSROOMS/TRAINING AIDS

- A. Classrooms and training aides are available at Fort Irwin on a limited basis. Requests must be submitted to G3 Training Support Division, Bldg 486, 760-380-3881 / 8600.

3-5 TRAINING SAFETY

- A. NTC REG 350-3 contains many specific safety requirements for control of ranges, ammunition, simulators, and demolitions. These are minimum safety requirements and will not, by themselves, provide complete safety. Commanders will give careful consideration to the age, experience, training status, and physical condition of their troops and shall provide the training and supervision necessary to prevent avoidable accidents.

3-6 TRAINING SUPPORT EQUIPMENT, AUDIOVISUAL, MEDIA, AND GRAPHIC TRAINING AIDS

- A. The NTC Training Support Division (TSD) has a limited amount of Training Devices, audiovisual (AV), Media, and Graphic Training Aids (GTAs) available at Fort Irwin. Contact the TSD, Bldg. 486, (760) 380-4360, 120 days prior to arrival for training, listing desired training support materials and submit a DA Form 1687 with an Assumption of Command order to establish a temporary account.
- B. Training support materials will be loaned for each period the units are at Fort Irwin. All TSD loan items must be turned in prior to departure from Fort Irwin.
- C. TSD may disapprove temporary accounts for units that have previously abused TSD loan equipment.

CHAPTER 3 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) SOP

3-7 SIPRNET / STU SUPPORT

- A. During non duty hours the SIPRNET at the Emergency Operations Center (EOC) is available for use. A memorandum of personnel requiring access including name, SSN, clearance level and investigation date is required. Contact 760-380-3353.
- 1) DOIM, 760-380-3010, sets up SIPRNET terminals for unit usage.
 - 2) You can use the STU in the EOC or if the unit has one, it can be plugged into any phone line.

3-8 INFORMATION MANAGEMENT SUPPORT

- A. Requests for Information Management Support will be forwarded through RCOPT. Requests should be coordinated directly with Information Management, Bldg. 985, (760)380-3002.

3-9 VEHICLE WASH RACK SUPPORT

- A. The wash rack is located in the Rear Unit Facility Maintenance Area (RUFMA), Bldg 699. Brigade Rotations have priority but smaller elements can coordinate use at 760-386-7072. Pressure washers are not part of the wash rack but can be coordinated through Vinnell Corporation at 760-267-2145.

3-10 MAP REQUEST

- A. All map requests should be done prior to arriving at Fort Irwin. Maps can be ordered from NGA (formerly NIMA or DMA) on the internet. You will need a valid DODAAC.
- 1) Defense Logistics Agency map ordering website
<http://www2.dscr.dla.mil/externalweb/userweb/rmf/>
 - 2) Map order form:
https://dadms.dscr.dla.mil/html/dadms/rmf_form_1832.html
 - 3) Or contact
1-877-DLA-CALL (1-877-352-2255)
dlacontactcenter@dla.mil
National Stock Number (NSN) and NGA Reference Numbers (NRN) for Fort Irwin
Military Installation Map
North NSN: 7643014019950
NRN: V795SFTIRWINMIM
South NSN: 7643014044847
NRN: V795SFTIRWISMIM

Note: Access Restrictions and Digging Restrictions on the NGA Fort Irwin Military Installation Map were as of 1996, for current restrictions see ITAM Installation maps on map CD or contact:

G3 ITAM GIS Coordinator
AFZJ-PT, Box 105100
Bldg 6109 Outer Loop and Barstow Road
Fort Irwin, CA 92310
COMM: 760-380-4533

CHAPTER 4 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

LOGISTICS SUPPORT

4-1 GENERAL

- A. Request for Logistical Support.
 - 1) All requests for logistical support (i.e., mess, transportation, and billeting) will be sent to the appropriate agency NLT 120 days prior to report date. All support available is on a first come, first serve basis.
 - 2) RCOPT will provide assistance for logistical support if needed. Contact the Operations Section at 760-380-2432/6220/3686 for any assistance.
- B. Contracted operations are employed extensively to accomplish a significant portion of the logistical support missions performed by MTOE organizations and TDA activities. AT units failing to comply with operating hours, will provide funds for contractor overtime for the operations requested. Twenty-four hour advance notification for overtime is required.

4-2 SIGNATURE CARD REQUIREMENTS

- A. DA Form 1687 (Notice of Delegation of Authority) for receipt and issue supplies is required at most supporting agencies along with an Assumption of Command order. This is addressed in more detail in paragraph 4-15, installation suspense dates. Signature cards must be completed prior to arrival of the advance party at Fort Irwin.
- B. DD Form 577 (Signature Card) is used at TISA.

4-3 SUPPLY AND SERVICE

- A. Medical Support— Weed Army Community Hospital is located in Bldg 166. Dental is located in Bldg 170. There is limited medical and dental support on post. Treatment will be provided for only emergencies.
 - 1) All units must provide RCOPT and the emergency room with an alpha roster within 24 hours of arrival.
 - 2) Replenishment of medical supplies (i.e. combat lifesaver bags) is limited. It is highly recommended that units bring sufficient quantities of medical supplies. An account can be set up for limited replenishment through the Installation Medical Supply Activity (IMSA) IAW the External Customer Assistance Manual. IMSA is located in Bldg 176, 760-380-5834 / 3192.
 - 3) MEDEVAC flights cover Fort Irwin and the surrounding area.
- B. Expendable Supplies— Units should bring expendable office supplies to Fort Irwin for the complete training period. Any additional office supplies can be local purchased on an IMPAC card. Government Services Administration (GSA) push packages are available IAW the GSA Push Package Account External SOP, Bldg 861, 760-380-3800. There is no SSSC located on post. The closest SSSC is located at Yermo (35miles). Accounts could be set up on a case by case basis.
- C. Central Issuing Facility— CTA 50-900 is only available on an emergency basis from Bldg. 342 during normal duty hours. Military clothing is available through the AAFES Military Clothing Sales Store, Bldg. 308.

CHAPTER 4 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

- D. Bulk POL- DF2, MOGAS or JP-8 can be obtained from the Bulk Fuel Supply Point at Bldg. 7701, 760-380-3626 / 4735 or the Retail Fuel Supply Point at Bldg. 950, 760-380-4314, IAW the policies and procedures contained in the Bulk and Retail Mobility Fuels Supply Points External SOP for Customers published by the Installation Supply Support Activity (ISSA). Retail fuel supply point is open 24 hours a day and the bulk fuel hours of operation are Sunday through Saturday 0730-1530.
- E. Training Ammunition— Training ammunition will be issued from and turned in to the Fort Irwin Ammunition Supply Point (ASP) IAW policies and procedures contained in the ASP External SOP. Copies of the regulation are available upon request at Bldg. 7600, the ASP Operations Office, (760)380-3883 / 5660 / 4257 / 4000.
- F. Packaged Petroleum Products and Class IV, Barrier/Construction Material— Items are provided IAW policies and procedures contained in the Installation Supply Support Activity (ISSA) External SOP for Customers. Requests will be handled on a reimbursable, "fill-or-kill" basis.
- G. Food Service— Troop Issue Subsistence Activity (TISA) is located at Bldg 862, 760-380-3550 / 2166.
 - 1) The Troop Issue Subsistence Activity (TISA) will provide subsistence supply support to garrison/field dining facilities during AT/IDT IAW policies and procedures contained within the TISA External SOP for Customers
 - 2) Ice must be coordinated through Bldg 575, 760-380-2596 and requires a letter of intent.
 - 3) Units with an organic food service section will establish and operate garrison and/or field dining facilities during AT/IDT. All cancellations for food service support will be made NLT 5 days prior to the date for which support was requested.
 - 4) Soldiers on individual orders can eat at the Dining Facility (DFAC) as long as the order reads "Government meals are available and directed." Soldiers must report to RCOPT, Bldg 241 and receive a stamp on their orders from the Operations NCO prior to eating any meals at the DFAC.
- H. Laundry— Government laundry facility is not available at this installation. RCOPT billeting has washers and dryers. Individual laundry and dry cleaning is available through PX Concessions and AAFES.
- I. Clothing and Textile— Units can set up accounts with Military Clothing Sales, Bldg 308 to receive / direct exchange soldier clothing. Required documents are a DA 7000, Assumption of Command Order and a DA 3078, contact 760-386-7189. Patch sewing and cloth repair is available at the AAFES alteration shop located in the military clothing sales store, Bldg. 308 and the alteration shop, Bldg 306.
- J. Central Receiving Point (CRP)—Fort Irwin operates a CRP for all incoming and outgoing supplies and equipment, located in Bldg. 934. Coordination must be made with the Installation Supply Support Activity for support by this facility because workload data for this operation does not include loading, unloading, or warehousing of unit equipment.

CHAPTER 4 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

- K. Equipment Request— RCOPT has a very limited amount of equipment. We have some military vehicles, GSA vans, hand held radios, copiers, etc... Units need to plan on providing as many internal assets as possible. RCOPT Operations will assist in any shortages but must have ample time to coordinate. All vehicles must be cleaned, fueled and returned to the RCOPT Motor Pool, Bldg. 817, TMP vehicles or tactical vehicles.
- L. Repair Parts— Installation Supply Support Activity (ISSA) is located in Bldg 934, 760-380-4689/ 4638. Coordination will be completed IAW policies and procedures contained within the ISSA External SOP.
 - 1) PLL/ASL/Shop Stock. PLLs, ASLs, and shop stocks will accompany units during AT. Repair parts issued will be furnished on a reimbursable, "fill-or-kill" basis by ISSA main warehouse.
 - 2) RXA is located in Bldg. 888. RX items will be provided on an exchange basis, consistent with RX approved listing. RX items will be on a "fill-or-kill" basis.

4-4 MAINTENANCE SUPPORT

- A. RCOPT Motor Pool will coordinate maintenance repairs and/or inspections for their own equipment through the RC-OPT Motor pool. The RCOPT Motor Pool is located in Bldg 817, 760-380-/4391. RCOPT Motor Pool SOP is located in Annex A.
- B. Limited Maintenance support is available.

4-5 TRANSPORTATION

- A. Reference AR 55-355, AR 385-55, FM 55-15, TB 55-46-1, and Fort Irwin Movement Control Company (MCC) External SOP.
- B. Unit commanders are responsible for unit arrival at the NTC. RC units must coordinate through their RRC/STARC in setting up AT travel plans. This includes airline and bus reservations.
- C. Modes of Travel
 - 1) When regularly scheduled air transportation is utilized, it should terminate at either the Ontario International Airport, Ontario, CA, (120 miles) or McCarran International Airport/Nellis AFB, Las Vegas, NV (180 miles). When chartered or military air transportation is utilized, it should terminate at Southern California Logistics Airport Victorville, CA (75 miles).
 - 2) Units should plan and budget for commercial buses to and from the airports.
 - 3) Soldiers traveling in POVs must bring proof of vehicle insurance, current state vehicle registration, and valid state driver's license. Vehicles will be required to register for a temporary post vehicle pass.
 - 4) Individual travelers should terminate at Ontario International Airport, CA. Rental vehicles are available at the airport terminal. Individual travelers without rental vehicles will be required to take a taxi from the airport to Claremont Bus Depot for bus transportation to Barstow. There is no commercial bus transportation to/from Fort Irwin (37 miles). Transportation from Barstow to Ft Irwin must be coordinated for in advance.

CHAPTER 4 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

- 5) Charter Bus— All commercial charter buses transporting troops to and from Fort Irwin will report to the Movement Control Center, Bldg. 828, unless otherwise coordinated. For units designated to be billeted on post, the advance party will provide a guide to direct buses from a designated point to their respective billeting areas for unloading. The group leader or representative will be provided to direct buses from Building 828 to their respective loading point for pick-up and departure. Major units going directly to field training sites will coordinate movement with the transportation officer so that a representative of his/her office may meet the buses at their unloading sites.
- 6) Rail— Responsibilities, policies, and procedures related to rail group movements and rail operations are found in the Fort Irwin MCC External SOP. The rail spur is located at Yermo which is 35 miles from post.
- 7) Military vehicle movement and/or convoys— All military vehicles and/or convoys arriving on Fort Irwin will use the unpaved convoy route starting 2 miles south of the front gate.
 - a. A representative of the advance detachment will furnish copies of Military Vehicle March Route Orders to the MCC.
 - b. A DD Form 1265 is required for six or more vehicles, and/or DD Form 1266 (if required) shall be requested from the transportation officer prior to off-post movements during AT.
 - c. Requests for convoy clearances and/or special hauling permits will be prepared IAW AR 55-162 and Fort Irwin MCC External SOP. Request for Convoy Clearance and/or Special Hauling Permits, submitted in quadruplicate to the Transportation Office in two sets (one set for the initial trip and one set for the return trip) at least 10 days in advance of movement. Civil police notification is required.
 - d. Troop movement discipline. All unit commanders and/or their designated representative will be held responsible for compliance with appropriate directives herein and will ensure proper conduct and appearance of their troops at all times.
 - e. Equipment movement. Unit equipment moved by commercial carrier utilizing a Commercial Bill of Lading (CBL) will arrive on post at one of the 5 loading ramps. Two are located on Langford Lake Road and three are located on South Loop Road. All connexs / MILVANS need coordination with Installation Transportation Office (ITO) for unloading. There is only 1 wretch on post and requires coordination with ITO, Bldg 565, 760-380-3830 / 3820 / 3827.
- 8) Off-Post Movement of Class A & B Explosives/Ammunition. All transporting of Class A or B munitions off-post (which must cross or traverse any public highway) must be cleared on DD Form 1265 and/or 1266 with the transportation officer during the workweek, prior to weekend movement; both arriving and departing. Vehicles must be inspected at ASP, Bldg. 7600, (380-4000/4256) and placarded IAW AR 55-355 prior to submitting DD Form 1265 and/or 1266 in quadruplicate for clearances.

CHAPTER 4 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

- 9) Motor vehicle driver testing and licensing is available at Bldg. 565. Defensive Drivers Course (DDC) is on Tuesday/Thursday 0730 – 1200 hours. Applicants may call 760-380-6153/6154 for information and appointments.
- 10) Request for Troop Motor Pool (TMP) vehicles must be coordinated with the TMP, Bldg 866, 760-380-4262 or ITO, Bldg 565, 760-380-3816.
 - a. There are no tactical vehicles available through TMP. Tactical vehicles must be brought from home station or coordinated with NTC Support Brigade, California Mates or the Equipment Concentration Site (ECS).
 - b. Request should include the driver's name, rank, and social security number. Included with this request should be a photocopy of the driver's SF46 showing the vehicle for which he is intending to draw.
 - c. All individuals must have a valid Military DDC in order to draw a TMP vehicle. The DDC must have been taken within the last four years to be valid. Units must request training through the RCOPT to the DDC Coordinator if training is requested.
 - d. The Fort Irwin TMP has very limited assets. Unit must coordinate in advance to obtain the vehicles necessary for troop movement.
 - e. The appropriate STARC/RRC will provide all funding for TMP vehicle use.
- 11) Transportation points of contact:
 - a. Material Control Company (MCC), Bldg 828, 760-380-4798.
 - b. TMP, Bldg 565, 760-380-3816.
 - c. Installation Transportation Office (ITO), Bldg 565, 760-380-3828 / 3830.
 - d. NTC Support Brigade, Bldg 867, 760-380-6233 / 3862 / 3625.
 - e. California MATES, Bldg 857, 760-380-4239.
 - f. USAR ECS 170, Yermo, CA, 760-577-7172.

4-6 ENERGY CONSERVATION

- A. RC unit/activity will be responsible for conserving currently available energy resources to include, water, electricity, heating fuels, petroleum, and mobility fuels through an aggressive energy conservation program as outlined in the reference above.

4-7 UTILITIES

- A. Add-on air conditioners will not be authorized.
- B. All unnecessary fire lights will be turned off permanently.
- C. When buildings are unoccupied, all lights and appropriate appliances must be turned off and doors closed.
- D. Portable electric heaters are not authorized.
- E. Electric Coffee Pots are not authorized.

CHAPTER 4 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

4-8 REPAIR AND UTILITY MAINTENANCE

- A. Building maintenance and utility services are furnished by the Department of Public Works (DPW). Requests for work will be coordinated through the major unit's supply office and RCOPT. Work requests will be made during duty hours by calling the RC Billeting NCO at (760) 380-7060. Only in an emergency will work be performed during off-duty hours. Emergencies Call 760-380-3539 for all emergency utilities services or building maintenance requests.

4-9 FIRES

- A. Fires will be reported directly to the Fire Station; call 911. All units will conduct fire inspections of their areas upon arrival and prior to departure.
- B. Range fires contact Range Control 760-380-3878.

4-10 ENVIRONMENTAL MANAGEMENT

- A. Each RC unit/activity will be responsible for accomplishing its mission with due regard for the possible adverse effects on the environment and, where possible, mitigate those effects. The unit is responsible for establishing a spill team in accordance with NTC regulations.
- B. When a spill of any amount occurs in the cantonment area you must notify the Fire Department at 760-380-3496 immediately. The fire department will determine if any additional post activities require notification.
- C. Spills requiring a written spill report (NTC Form 637) are as follows:
 - 1) Gasoline - One Gallon
 - 2) JP-8 - Five Gallons
 - 3) Motor oil - Five Gallons
 - 4) Hydraulic fluid - Five Gallons
 - 5) Anti-freeze - One Gallon
 - 6) Cleaning solvents - One pint
 - 7) Paint - One pint
 - 8) Mercury - Any amount
 - 9) Untreated sewage
 - 10) Any other chemical product you suspect may be hazardous - Any amount
- D. Turn in all spill reports to Environmental (Bldg. 385) or Range Control (Bldg 6100). Range Control will forward copies to Environmental daily.
- E. Major Spills
 - Gasoline - Five or more gallons
 - Oils - Twenty or more gallons
 - Battery acid - One or more gallons
 - JP-8 - Twenty or more gallon
 - Anti freeze - Five or more gallons
 - Solvents- One or more gallons

NOTE: All major spills must be cleared by DPW Environmental and all reports to the regulatory authorities will be made by the Environmental section of DPW.

CHAPTER 4 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

- F. Spill Cleanup. All spills must be cleaned up by the unit or person creating the spill. Soil contaminated with JP-8, oils, gasoline, hydraulic fluids, or antifreeze shall be transported to the temporary transfer yard next to Bldg. 703. Soil contaminated with any other hazardous material or waste shall be containerized and taken to Bldg. 630. If the spill is being cleared at night or on weekends, the spiller shall stockpile the contaminated soil near the spill site. The only personnel authorized to clear a major spill site prior to back filling are DPW Environmental. Failure to have the site properly cleared could result in having the site excavated a second time for proper clearance.
- G. Grey Water. DPW Environmental has an External SOP addressing grey water disposal procedures, 760-380-4987.

4-11 SELF-HELP

- A. Each RC unit/activity desiring to obtain self-help supplies (e.g., light bulbs) shall request these supplies through RCOPT Billeting NCO, 760-380-6311.

4-12 GARBAGE/TRASH COLLECTION

- A. Dumpsters are located in various locations on post. For special pick-up or to report full containers, call the Refuse Collection Section, Work Orders (3539), and RCOPT.

4-13 LANDFILLS

- A. Disposal of refuse and hazardous waste will only be done at approved sites that are controlled by DPW. The recycling center is located on Sanitary Landfill Road, Bldg 684. There is also a landfill on post located on Sanitary Landfill Road.

4-14 OXYGEN & ACETELYNE

- A. There is no place on post to refill oxygen and acetylene bottles. They can be refilled off post using an IMPAC card at: California Tool & Welding Supply, 2531 West Main Street, Barstow, CA, 92310, 760-256-8711.

4-15 Installation Suspense Dates

<u>Supply Class</u>	<u>Documents</u>	<u>Suspense date</u>
Class I		
Rations (TISA): Assumption of Command Memo, DD 577 for receive and one for issue, memo with planned feeding cycle and PAX strength for each rotation or unit and a letter of intent.		D-60
ICE (BLDG 565): Assumption of Command Memo, DD 577 for receive and one for issue, memo with planned feeding cycle and PAX strength for each rotation or unit and a letter of intent.		D-60

CHAPTER 4 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

Class II

- Office Supplies: Unit's need to be as self sustaining as possible. SSSC is located 39 miles away with limited availability. An Assumption of Command Memo and DA 1687 is required. They will take an IMPAC card. Units can set up GSA push package with the installation. D-60
- Clothing: Units can pick up at clothing sales with an Assumption of Command Memo, DA 7000 and DA 3078. N/A

Class III

- Bulk Fuel: Unit needs to forecast anticipated use and supply DA 1687, Assumption of Command Memo and a letter of intent. Ensure all fuel handlers and fuel trucks meet NTC standards prior to arrival. D-60
- Package POL: NTC will give a free issue of any opened products they have on hand. An Assumption of Command Memo, DA 1687, and letter of intent is required if the unit does not ship their own. D-60

Class IV

- Barrier material: All units will draw from BCT at the field ASP. Recommend bringing from home station. An Assumption of Command Memo, DA 1687, and letter of intent is required. D-60
- Construction: Limited construction material is available. An Assumption of Command Memo, DA 1687, and letter of intent is required. D-60

Class V

- Ammo: Submit thru TAMIS-R with NTC as the forecast location. Assumption of Command Memo, DA 1687, and DA581 is required. D-90

Class VI N/A

Class VII

- Major end items: Units must bring their own or coordinate with the NTC Support Brigade, California Mates or RCOPT 170. D-120

Class VIII

- Medical Supplies: This is for replenishment only. Suggest units bring ample medical supplies. An Assumption of Command Memo, DA 1687, and letter of intent is required. D-60

Class IX

- Repair parts: This is a fill or kill warehouse. ASL consists of mainly wheel vehicle stock. D-90
Units should anticipate changing fuel filters, air filters and tires. Units should also have a plan to local purchase. An Assumption of Command Memo, DA 1687 and letter of intent is required.

CHAPTER 4 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

Transportation

Unit: Send requests to RRC/ STARC for both vehicle and soldier transportation from home station to NTC. (Bus, rail, plane) D-120

TMP: TMP request vehicle require an Assumption of Command Memo, DA 1687 and a letter of intent is required. D-60

Training

Units must turn in a mission letter to RCOPT with the Commander's training objectives. Units should address required METL training, ranges, OC/T support and any other training requested. D-120

SIPR Net

Units requiring SIPR net access and the individuals requiring access to the DTOC meetings need a memorandum addressing name, rank, SSN, and security clearance level with the investigation date. D

ADMIN

All units must submit an alpha roster to RCOPT, emergency room and Red Cross with name, rank, last 4 SSN and any medication or known allergies. The roster should include a 24 hour POC while at Fort Irwin. D

Maps

Can be ordered thru National Geospatial Agency (NGA), formally known as NIMA or DMA. You can also receive digital PDF format. D-120

Commo

All requests for frequencies must be submitted to Spectrum Management to include any special requirements. All units should operate on SINCGARS. D-90

Billets

All ADVON & trail party requiring billets need to submit a request form to RCOPT. (BLUEFOR and OPFOR will have to coordinate with your supporting units) An alpha roster should be attached to this request containing the name, rank, unit, gender and dates. These soldiers need to be addressed in a meal cycle memo to TISA so they can eat at the DFAC. D-90

Automation

Plan to be self sustaining. RCOPT has very limited assets that can be hand receipted to units. Internet is available at the post library. D-90

CHAPTER 4 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

Ranges

Table 1-1. Classes of supply

All units must request any range use in the mission letter. These ranges need to be reserved in the Range Facility Management Support System (RFMSS). D-120

MIPR's

These are known as a letter of intent at NTC. All classes of supply require a letter of intent to be submitted to NTC budget office except for class VIII. Class VIII is submitted directly to MEDDAC. D-90

CHAPTER 4 TO THE RESERVE COMPONENT OPERATIONS (RCOPT) EXSOP

Classes of supply	References
Class 1 - Subsistence, including free health and welfare items.	AR 30-22
Class 2 - Clothing, individual equipment, tentage, tool sets and tool kits, hand tools, administrative, and housekeeping supplies and equipment (including maps). This includes items of equipment, other than major items, prescribed in authorization/allowance tables and items of supply (not including repair parts.	AR 700-84 , CTA 50-900, CTA 50-970
Class 3 - POL, petroleum and solid fuels, including bulk and packaged fuels, lubricating oils and lubricants, petroleum specialty products; solid fuels, coal, and related products.	AR 11-27 , AR 700-36, AR 710-2, FM 10-13, FM 10-18, FM 10-68, FM 10-69, FM 10-71, SB 710-2, TM 5-675
Class 4 - Construction materials, to include installed equipment, and all fortification/barrier materials	AR 420-17
Class 5 - Ammunition, of all types (including chemical, radiological, and special weapons), bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and other associated items.	AR 190-59 , AR 190-11 , AR 190-13 , AR 190-51 , AR 700-19 , AR 710-2, SB 700-2, SB 708-3, FM 9-38, TM 9-1300-206
Class 6 - Personal demand items (nonmilitary sales items).	AR 700-23
Class 7 - Major items: A final combination of end products which is ready for its intended use: (principal item) for example, launchers, tanks, mobile machine shops, vehicles.	AR 710-1 , FM 704-28, SB 700-20 , Appropriate authorization documents.
Class 8 - Medical material, including medical peculiar repair parts.	AR 40-61 , CTA 8-100
Class 9 - Repair parts and components, including kits, assemblies and subassemblies, reparable and non-reparable, required for maintenance support of all equipment.	AR 710-2, AR 710-1 , Appropriate TMs
Class 10 - Material to support nonmilitary programs; such as, agricultural and economic development, not included in classes 1 through 9.	CTA 50-909

ANNEX A (EXTERNAL MAINTENANCE SOP) TO RCOPT EXSOP

1-1 PURPOSE

- A. To establish guidelines for the dispatching and issuing of RCOPT vehicles for visiting RC Soldiers during their IDT, AT or rotation. This SOP will also assist the staff of RCOPT in accommodating to Soldiers' needs to use the vehicles assigned to the Reserve Component Operations (RCOPT).

1-2 APPLICABILITY

- A. This SOP applies to ARNG, USAR, and AC soldiers conducting IDT, AT or mission support at NTC. It applies to all organizations, staffs, tenants, and activities providing support to or receiving support through or from RCOPT.

1-3 RESPONSIBILITIES

- A. RCOPT has primary staff responsibility for scheduling, coordinating, and providing support within its capabilities for all RC units conducting training at NTC. OPFOR augmentation and BLUFOR rotational units do not fall within the scope of this SOP. All soldiers using these vehicles will be held accountable for their own actions.

1-4 SCOPE

- A. This SOP will be adhered to by all parties concerned and it will be used as a guideline when there is any doubt pertaining to motor pool operations. Users of the SOP are encouraged to recommend changes when and where necessary. Address your recommendations to Maintenance OIC at (760) 380-5372.

1-5 MISSION

- A. The RCOPT advises the National Training Center (NTC) Command Group on all matters pertaining to units from the ARNG/USAR training at the NTC. RCOPT provides staff coordination between agencies to afford the most efficient support to RC units participating in IDT, AT, and rotational support.

1-6 RCOPT Maintenance Information

- A. All RC coordination for vehicles will be coordinated through the Maintenance OIC/NCOIC

- 1) **Telephone Numbers:**

Area Code/ Commercial	760-380-XXX
DSN	470-XXXX
Maintenance OIC	380-5372
Maintenance Tech	380-4391

2-1 RCOPT Requirements

- A. RCOPT Maintenance personnel will conduct bi-weekly motor stables to increase the readiness of vehicles in the unit. RCOPT will ensure that all vehicles receive needed services and maintenance when the vehicles are not being used.
 - 1) RCOPT will ensure that all GSA/TMP vehicles have current range passes that let vehicles travel in and out of training areas.
 - 2) Will ensure that all military vehicles are current with services.

ANNEX A (EXTERNAL MAINTENANCE SOP) TO RCOPT EXSOP

- 3) Turn-in all 5988-E to supporting motor pool.

3-1 Administrative

- A. Units will coordinate with the RCOPT S3 on type of vehicles, quantity that will be needed for support. Units will bring military drivers license with proper training in order to dispatch vehicles.
 - 1) Upon arrival to NTC, units will coordinate with the Maintenance Staff to dispatch vehicles from the 557th Maintenance Company. When vehicles have been received the Operator will assume full responsibility of vehicle. Any deficiencies will be written up on proper documentation. Operator will ensure that the Maintenance NCOIC is aware of deficiencies. **Tab A** contains dispatch procedures.
 - a. Preventative Maintenance Checks and Services (PMCS): Operators will conduct daily checks before, during, and after operations.
 - b. Operator will conduct any services IAW 10/20 standards. Anything beyond the capability of the operator will be annotated on the 5988-E.
 - 2) Any use of GSA/TMP vehicles will be dispatched through the Maintenance Tech. The operator will complete the checklist before leaving the motor pool (**Tab B**). A Maintenance Staff will ensure that the checklist is completed. All drivers of these vehicles are required to have a Defensive Driving Course completed in order to dispatch. If these vehicles are needed to move troops into the box, you will need to obtain a range pass with the dispatch. This will be determined by RCOPT S3.
 - 3) Upon completion of mission vehicles will be fueled, cleaned and proper after PMCS will be done before the vehicle is turned in.
 - 4) d. Units will call NLT 24 hours out to any Maintenance personnel to arrange for vehicle turn-in.

**TAB A to ANNEX A (GSA/TMP CHECKLIST) TO RCOPT EXSOP
(INTERNAL)**

GO	NG	TASK
___	___	Obtain dispatch from TMP
___	___	Range Pass is up to date
___	___	Conduct PMCS on vehicles during Motor Stables
___	___	Conduct physical inspection BEFORE____/AFTER____ (Maint Initials)

(EXTERNAL)

___	___	Obtain dispatch from RCOPT Maintenance
___	___	If applicable, obtain range pass
___	___	Conduct vehicle PMCS
___	___	Before returning, vehicle is fueled, cleaned
___	___	During AFTER PMCS, note any changes to vehicle

ANNEX B (BILLETING SOP) TO RCOPT EXSOP

GENERAL

1-1 PURPOSE

- A. To establish guidelines for issuing the billets as well as to provide a tool to be used to receive billets from RC soldiers once their IDT, AT or rotation is completed. This SOP will also assist the permanent party in accommodating any soldier that needs to use the billets assigned under the control of the Reserve Component Operations (RCOPT).

1-2 APPLICABILITY

- A. This SOP applies to ARNG, USAR, and AC soldiers conducting IDT, AT or mission support at NTC. It applies to all organizations, staffs, tenants, and activities providing support to or receiving support through or from RCOPT.

1-3 RESPONSIBILITIES

- A. RCOPT has primary staff responsibility for scheduling, coordinating, and supplying billeting support within its capabilities for all RC units conducting IDT/AT at the NTC. OPFOR augmentation and BLUFOR rotational units do not fall within the scope of this SOP. All soldiers using the billets will be held accountable for their own actions. First Sergeants and their Noncommissioned Officers are expected to follow the guidelines provided during the initial briefing by the Logistics NCOIC or other RCOPT personnel. Acceptance of the billets obligates you to maintain them in accordance with guidelines and standards stated throughout this SOP.

1-4 SCOPE

- A. This SOP will be adhered to by all parties concerned and it will be used as a guideline when there is any doubt pertaining to the issuance of billeting. Users of the SOP are encouraged to recommend changes when and where necessary. Address your recommendations to Logistics NCOIC at (760) 380-7060.

1-5 MISSION

- A. The RCOPT advises the National Training Center (NTC) Command Group on all matters pertaining to units from the ARNG/USAR training at the NTC. RCOPT provides staff coordination between agencies to afford the most efficient support to RC units participating in IDT, AT, and rotational support.

1-6 FUNCTIONS

- A. The RCOPT billeting operations:
 - 1) RC Training: The RCOPT supports ARNG and USAR units conducting AT or IDT. These soldiers will be billeted in buildings 864A, KSPAN 1, KSPAN 2 and RC 001.

ANNEX B (BILLETING SOP) TO RCOPT EXSOP

1-7 RCOPT UNIT INFORMATION

- A. All RC coordination for billets will be coordinated through RCOPT S3 and Logistics NCOIC.

1-8 SUPPORT PLANNING

- A. A billeting planning guide which summarizes the required procedures is shown in Tab A.
- B. Prior to submitting written requests for billeting support (Tab B), RC units will IAW FORSCOM policy, make every effort to be self-sufficient by inter- and cross-loan of equipment among RC commands. Fort Irwin will assist all RC units in valid support requests within the limits of its resources.

ADMINISTRATIVE SUPPORT

2-1 ADVANCE/REAR DETACHMENT REQUIREMENTS

- A. RC AT and IDT unit advance/rear parties are responsible for all initial/final on-the-ground coordination at the training site to include preparatory/clearance actions required for a successful training period. All advance/rear detachments must coordinate with RCOPT. All billeting requests must be submitted 30 to 60 days prior to the training event.
- B. All advance parties shall report to building 241, RCOPT upon arrival at the NTC. After normal working hours call the RCOPT Logistics NCOIC, (760)447-2431.
- C. Advance detachments shall:
 - 1) Draw all unit required billeting space as applicable NLT 1200 upon the day of arrival unless prior arrangements have been made with the RCOPT Logistics NCOIC at least 24 hours in advance if you will be delayed.
 - 2) Brief unit on RCOPT billeting and NTC policies (Tab C).
 - 3) Brief unit on adhering to the Army's military appearance, bearing and courtesy policies.

2-2 FACILITIES

- A. RCOPT has limited administrative facilities. Units performing AT and IDT shall bring the necessary information management items from home station to accomplish their mission while at Fort Irwin. There are limited copying, computer and fax services available at RCOPT, building 241.
- B. Government phones are to be used for official business only. They cannot be used for personal phone calls or to access any long distance phone numbers. There are phone booths located around the installation for personal use.
- C. RCOPT has limited barracks in support of RC units. These barracks are equipped with beds, mattresses, and wall lockers. Billeting request forms must be submitted 90 days prior to arrival. A sample form is located in Tab B of Annex B. All personnel must bring sleeping bags or linen. Units/personnel using the facilities are responsible for cleaning

ANNEX B (BILLETING SOP) TO RCOPT EXSOP

and keeping the barracks in good order while using the facilities. The using unit will sign for all equipment in each room and must clear their hand receipt prior to leaving post.

Any missing items or damage to the barracks will be charged to the hand receipted unit.

- D. No barracks will be issued until the unit checks in with RCOPT. This must be done prior to 1630, Monday-Friday.

2-3 BILLETING ADMINISTRATION

- A. Each unit scheduled to occupy billets will assign an NCOIC or alternate and that soldier will sign for the billets. It will be the responsibility of the soldier who signed for the billets to clear the billets. Any key for a specific building will remain in the possession of the soldier who signed for it and it will be the responsibility of that soldier to turn any and all keys back in to the Logistics NCOIC. If there is a conflict, it must be coordinated with the Logistics NCOIC or his/her representative prior to the agreed upon time to clear. It is also this soldier's responsibility to ensure that all equipment signed for is actually present and in good working condition when the billets are returned to the primary hand receipt holder (Logistics NCOIC). All units are also required to turn in a unit training data form upon clearing of the billets. This form can be received from operations or the Logistics NCOIC.

1) NCOIC Responsibilities: (No Alcohol)

- a. Appoint one soldier to contact the Logistics NCOIC located in Bldg. 241 during normal duty hours (0730-1630 Monday-Friday) for any billet cleaning supplies. Only one soldier will be allowed to coordinate for supplies. Supplies will be furnished the following day unless otherwise coordinated. This will allow the supply personnel enough time to accommodate your needs.
- b. Areas assigned will be kept clean and free of debris. This requires daily sweeping, mopping and trash removal inside and around the occupied billet area.
- c. Trash will be separated into two containers. The blue trash dumpsters are for recyclable items such as glass, paper, cardboard, wood and plastics. The brown trash dumpsters are for items that are not recyclable. These are located behind the billets in the parking area.
- d. Security is the responsibility of all occupants. Users of the billets are responsible for securing their gear and wall lockers. There will not be any keys issued for the billet doors. You must provide your own padlocks.
- e. **NO SMOKING in billets.** This includes within 50 feet of all building entrances. Soldiers will ensure all cigarette butts are placed in the proper receptacle.

2) General Information.

- a. The billets are open bay therefore, it is expected that smaller elements will share a single billeting area.

ANNEX B (BILLETING SOP) TO RCOPT EXSOP

- b. Visitation in billets is off limits to soldiers of the opposite sex. If contact must be made use a runner of the same sex or a telephone.
- c. Noise shall be kept to a minimum between the hours of 2100 and 0600.
- d. Billeting personnel can be contacted by calling (760) 380-7060

2-4 BILLETS ISSUANCE

- A. NCOIC of the unit that will sign for billets will coordinate with Logistics NCOIC or designated RCOPT personnel to receive assigned billeting.
- B. Subordinate hand receipt holder will be accompanied to assigned billets to inspect property before accepting and shall read and sign a statement attesting to the fact that this SOP has been reviewed.
- C. As stated in Paragraph 2-3, it is the responsibility of the unit's NCOIC or the alternate to properly manage all assigned real property while the billets are occupied by the unit's soldiers.
- D. A daily cleaning and inspection checklist is provided in Tab D. Use it to conduct daily inspections and cleanliness of the billets. If there are any deficiencies at the time of receiving the billets, they should be addressed before the billets are accepted.
- E. Supplies and equipment will be accounted for on DA Form 3161 from the RCOPT Logistics NCOIC. A joint inventory will be conducted by representatives of the unit and RCOPT before use, upon arrival and before departure from Fort Irwin. Equipment will be turned in to RCOPT when no longer needed and prior to the unit's departure from Fort Irwin (See TAB D).

2-5 CLEARANCE OF BILLETS

- A. Notify the Logistics NCOIC to coordinate a clearing time at (760) 380-7060 or (760)447-2431. The unit NCOIC or designated unit representative on the sub-hand receipts at check-in will be the same person to clear the billets/hand receipt. Clearing of billets should correspond with the units time of departure from the installation.
- B. Conduct a pre-inspection of billets IAW checklist provided in Tab D.
- C. Ensure furniture is put in its original place.
- D. Ensure that personal property is removed from the rooms and all rooms ready for inspection.
- E. Have a copy of your pre-inspection checklist (see Tab D) available upon request for the Logistics NCOIC or RCOPT personnel when clearing.

2-6 REPAIR AND UTILITY MAINTENANCE:

- A. Building maintenance and utility services are furnished by the Department of Public Works (DPW). Requests for work will be coordinated through RCOPT unit's supply office. Work requests will be made during duty hours by calling the Logistics NCOIC at (760) 380-7060 ASAP. After duty hours contact the Logistics NCOIC at (760)447-2431. Only in an emergency will work be performed during off-duty hours.
 - 1) Emergencies: call 380-3539 for all emergency utility services or building maintenance requests.

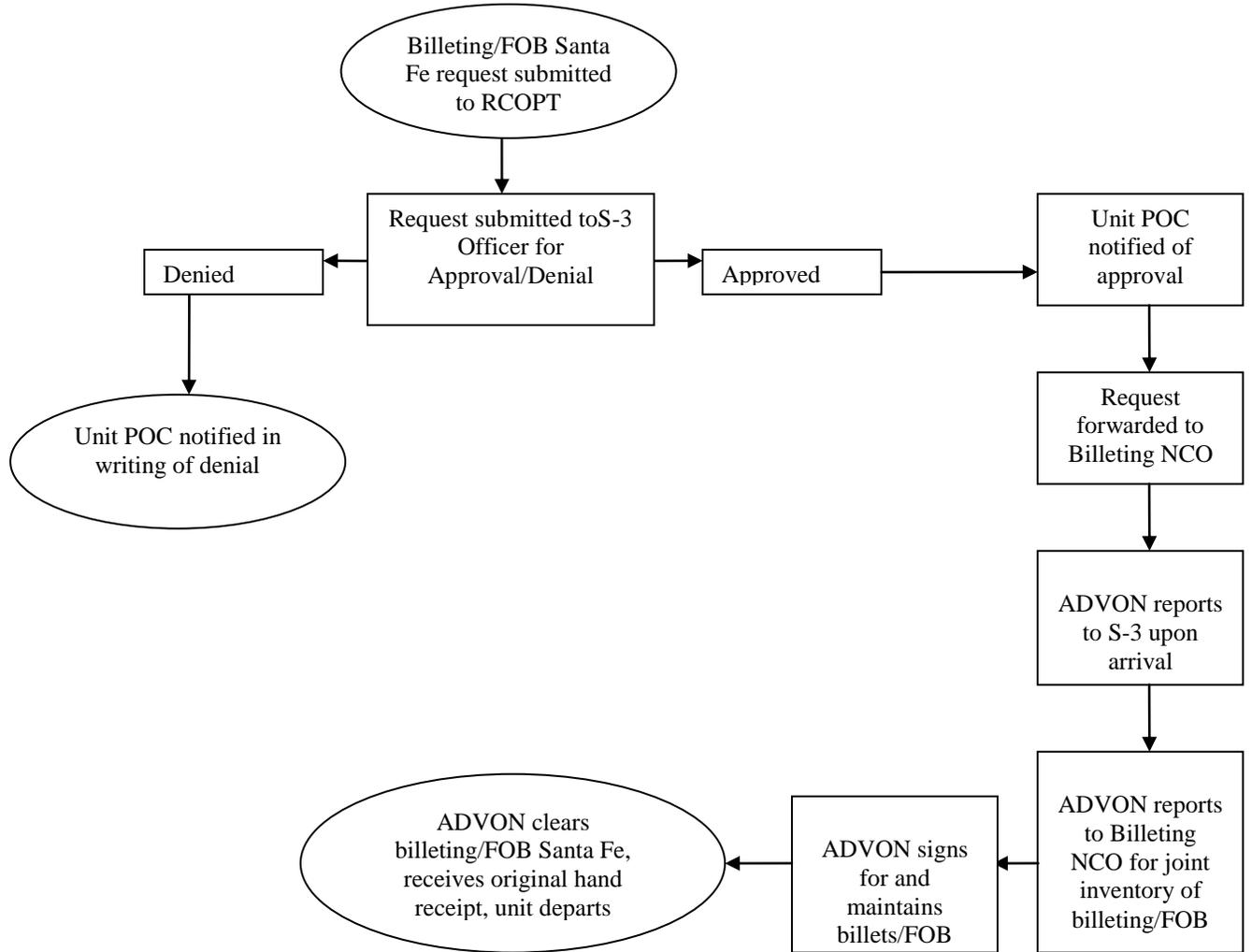
If there is ever a problem with the billets, please contact the Logistics NCOIC at (760) 380-7060 or (760) 447-2431 ASAP.

ANNEX B (BILLETING SOP) TO RCOPT EXSOP

- 2-7 FIRES:** Fires will be reported directly to the Fire Station by dialing **911** from a cell or stationary phone. All units will conduct fire inspections of their areas upon arrival, periodically and prior to departure.
- 2-8 UTILITIES:** When buildings are unoccupied, all lights and appropriate appliances shall be turned off. Electric coffee pots and hot plates are not authorized.
- 2-9 SELF-HELP:** Each RC unit/activity desiring to obtain self-help supplies (e.g., light bulbs) shall request these supplies through the Logistics NCOIC.
- 2-10 GARBAGE/TRASH COLLECTION:** Dumpsters are located in various locations on post. for special pick-up or to report full containers, call the Logistics NCOICat (760) 447-2431.
- 2-11 LANDFILL:** Disposal of refuse and hazardous waste will only be done at approved sites that are controlled by DPW.

TAB A TO ANNEX B (BILLETING SOP) TO RCOPT SOP

This flowchart provides a systematic approach to requesting billeting or FOB Santa Fe from RCOPT. Correspondence/requests for support should be submitted to the appropriate RCOPT office. The more in advance RCOPT receives the request, the more likely your request can be supported.



TAB B TO ANNEX B (BILLETING SOP) TO RCOPT SOP
Reserve Component Operations, Plans & Training

Billeting Support Request

Notes: Coordinating unit will notify RC-OPT of any changes, cancellations etc. NLT 14 days prior to the training event. Unit must notify the S-3 or S-4 section 48 hours prior to arrival to Ft. Irwin to confirm number of personnel to be billeted. ADVON must report to Bldg. 241 NLT 1300 on check-in day. ADVON must also provide an alpha roster of all attending personnel for emergency purposes indicating name, rank and last 4 of SSN. POC'S listed below.

MSG Shumway, Clark S-3 NCOIC (Comm.) (760) 380-2432/DSN 470-2432, (GOV Cell) (760) 447-3327 clark.shumway@us.army.mil

SSG Henry, Terrence S-4 PBO/Log. NCOIC (GOV Cell) (760) 267-1634 terrence.d.henry@us.army.mil

Request Submitted:

<i>Unit name:</i>		<i>POC:</i>		<i>COML/DSN:</i>	
<i>Address:</i>			<i>Email/Fax</i>		
<i>Parent unit:</i>		<i>POC:</i>		<i>COML/DSN:</i>	
<i>Address:</i>			<i>E-mail:</i>		
<i>Type training conducted:</i>	IDT		ARNG:	State:	
			USAR:	RRC	

Main Body # Billeted		DTG In:		DTG Out:	
ADVON # Billeted		DTG In:		DTG Out:	

# Male billeted:		# Female billeted:		Total Billeting Req:	
------------------	--	--------------------	--	----------------------	--

KSPN							
Classroom							

Remarks	
---------	--

_____ SGM

_____ APPROVED/ DISAPPROVED _____ SIGN _____ DATE

_____ S-3 NCOIC/S-4 NCOIC

_____ APPROVED/ DISAPPROVED _____ SIGN _____ DATE

ANNEX B (BILLETING SOP) TO RCOPT EXSOP

TAB C TO ANNEX B (BILLETING SOP) TO RCOPT SOP
DEPARTMENT OF THE ARMY
HEADQUARTERS, NATIONAL TRAINING CENTER
RESERVE COMPONENT OPERATIONS
POST OFFICE BOX 105009
FORT IRWIN, CALIFORNIA 92310-5008

AFZJ-RCOPT

26 April 2011

MEMORANDUM FOR BARRACKS PERSONNEL

SUBJECT: Billeting

1. Furniture will not be removed from the buildings. All trash cans used will be emptied into the dumpsters provided and turned upside down. Upon departure, you must clear your hand receipt with the RCOPT Logistics NCOIC or his designated representative in building 241. You will be liable for any damage to the furniture, walls and doors other than normal fair wear and tear.
2. No items will be displayed on the exterior of the barracks doors. All entrances and exits should be kept free of furniture and trash.
3. Officers and NCOs are responsible for ensuring the billets are kept in a high state of readiness. This includes all common areas such as the hallway, latrine, exterior, etc... All soldiers need to clean up after themselves. The senior occupant will be responsible for coordinating clearance with the RCOPT Logistics NCOIC.
4. There is no smoking in the billets. You must smoke 50 feet from the building and properly dispose of all trash and cigarette butts. In the event of an emergency call the Logistics NCOIC (760) 380-7060. After duty hours call (760) 447-2431.
5. No pets are allowed in the billets.
6. Soldiers must adhere to the consideration of others. This can be completed by not causing excessive noise from TV's, stereos, shouting, parties, and slamming of doors and equipment.
7. Soldiers are not allowed in the barracks area of the opposite sex. Soldiers will not enter the barracks designated for the opposite sex unless directed to do so by the OIC or NCOIC of his or her unit.
8. IAW NTC Policy Letter 32, Officers and NCOs are responsible for ensuring soldiers adhere to AR 670-1 (Wear and Appearance of Army Uniforms and Insignia) and conduct themselves with military bearing and courtesy.

TAB C TO ANNEX B (BILLETING SOP) TO RCOPT SOP

9. No tactical vehicles should be driven in the cantonment area larger than a 2 ½ ton. When parking, you must use the designated parking areas. No government vehicles allowed in the housing areas.
10. Failure to comply could result in removal from the billeting area.
11. Point of contact for this memorandum is SSG Henry at COMM: (760) 380-7060 or (760) 267-1634 terrence.d.henry@us.army.mil.

TERRANCE HENRY
SSG, USA
Logistics NCOIC

I have read and understand the NTC/RCOPT memorandum and will comply with all conditions of occupancy of RCOPT Billeting.

Name: _____ Date _____
(Print Name and Sign)

TAB C TO ANNEX B (BILLETING SOP) TO RCOPT SOP

Billet Clearance Checklist

Yes	No	
___	___	1. Room floor swept, mopped, waxed and buffed.
___	___	2. Hallway floor swept, mopped, waxed and buffed.
___	___	3. Windows, blinds and window sills wiped down.
___	___	4. Wall lockers open and clean include the top.
___	___	5. Curtains and window shades properly hung.
___	___	6. All windows closed and locked.
___	___	7. Washer & Dryer cleaned (interior and exterior clean including lint trap).
___	___	8. Latrine Clean:
___	___	a. Mirror: No water spots.
___	___	b. Sinks: Clean inside and out, no water spots on faucet.
___	___	c. Commodes: Clean inside and out (lid raised).
___	___	d. Showers: No soap in the tray, floor and walls clean, free of hair and soap residue.
___	___	e. Shelf over sink clean, no water spots.
___	___	f. Latrine floor hosed and mopped dry.
___	___	9. Trash can empty and clean, new trash bag draped over the side. Outdoor trash containers emptied and turned upside down.
___	___	10. All items are present and in the proper location.
___	___	11. No damage to doors, windows, walls, etc..... (E.g. holes in walls, broken door hasps, etc.).
___	___	12. All lights off.
___	___	13. All cleaning material re-stocked and neatly organized in the cleaning closet.
___	___	14. All mop heads clean and squeezed dry.
___	___	15. All unit information removed from bulletin boards, room sheets, etc.
___	___	16. All cleaning tools (e.g. mops, brooms, toilet brushes) neatly stored in the storage area in the latrine.
___	___	17. Nothing taped on doors, walls or windows.
___	___	18. Area outside and around billets free of trash and weeds.
___	___	19. Unit phones present and in working condition.
___	___	20. Refrigerators and microwave clean inside and out.

NOTE: A MARK IN “NO” COLUMN CONSTITUTES A COMPLETE RE-INSPECTION AT AN RCOPT SCHEDULED TIME.

ANY DAMAGE TO FACILITY OR MISSING ITEMS WILL CAUSE A DELAY IN CLEARING AND POSSIBLE CHARGES TO THE UNIT OR INDIVIDUAL.

UNIT CLEARED: YES/NO

SIGNATURE (RCOPT REP CLEARING BILLETS)

ANNEX C (NTC Point of Contacts) TO RCOPT SOP

- A. The purpose of this guide is to provide a list of point of contacts at the National Training Center (NTC) for the convenience of RC unit commanders in planning for IDT and AT each year. This is the due dates stated are the minimum allowable to ensure successful support of training at Fort Irwin. RC units will submit their requirements prior to the stated due date found in **FORSCOM Regulation 350-50-1, Appendix I and Appendix J**. The increased lead time is to provide post activities reaction time to unit requests, yet meet the times required by the other supporting directorates at Fort Irwin. These lead times also apply to AT and IDT units.
- B. Correspondence/requests for support should be submitted to the appropriate activities and RCOPT will be available to assist in all areas. Additional assistance and guidance can be found in **FORSCOM Regulation 350-50-1, Appendix I and Appendix J** and NTC Regulation 350-3.

NTC PHONE NUMBERS

Class I (Mess, Mermites, Ice etc)

- DAC Installation Food Program Manager, BLDG 862: 760-380-2116
- Troop Issue Supply Activity (TISA), BLDG 861: 760-380-4763 / 3550
- Regimental Dining Facility, BLDG 254: 760-380-4545
- Rotational Dining Facility, BLDG 271: 760-380-6606
- Ice, Installation Management Agency, BLDG 575: 760-2596

Class II (Tools, Equipment, Supplies etc)

- Reserve Component Operations Motor Pool, BLDG 851C: 760-380-2808 / 4140
- Class II warehouse, BLDG 934: 760-380-4285
- Clothing Sales, BLDG 308: 760-386-7189
- Post Exchange, BLDG 918: 760-380-3427

Class III (Petroleum, Oils, Lubricants)

- Bulk POL, BLDG 867: 760-380-4735 / 3800 / 5993

Class IV (Barrier / Construction Material)

- Barrier material, BLDG 867: 760-380-4735 / 3800 / 5993
- Field ASP: 760-380-4257 / 5660 / 4000

Class V (Ammunition)

- Ammunition Supply Point: 760-380-3883 / 6424 / 4257 / 5660 / 4000

Class VII (Major End Items)

- Reserve Component Operations Motor Pool, BLDG 851C: 760-380-2808 / 4140
- Fort Irwin Transportation Motor Pool (TMP), BLDG 866: 760-380-3817 / 4155

Class VIII (Medical)

- Weed Army Community Hospital, BLDG 166: 760-380-3114

ANNEX C (NTC Point of Contacts) TO RESERVE COMPONENT OPERATIONS SOP

- MEDDAC (Medical Supply Warehouse), BLDG 174: 760-380-3883 / 3887
- DENTAC, BLDG 171: 760-380-3166
- Fort Irwin Medical Activity (Training Dept.): 760-380-5226

Class IX (Repair Parts)

- Class IX Warehouse, BLDG 860: 760-5616 / 4612
- Installation Supply Support Activity (ISSA), BLDG 934: 760-380-4689 / 4638

Miscellaneous

- National Training Center G-3 (OPS NCO) – SSG Castie, 760-380-3602
- Reserve Component Operations S-3 (OPS NCO) – SFC Paz, 760-380-2432
- Range Control (RFMSS Coordinator), BLDG 6100: 760-380-4321

- Range Control (OPS Desk), BLDG 6100: 760-380-4724
- ITAM (Maps), BLDG 6109: 760-380-5202
- Material Movement Command, BLDG 828: 760-4258 / 6237
- Installation Transportation Office, BLDG 565: 760-380-3830 / 3828 / 5380
- Commissary, BLDG 920: 760-380-3560
- Public Affairs Office, BLDG 983: 760-380-4511 / 5960
- Protocol Office, BLDG 152: 760-380-4744
- Landmark Inn: 760-386-4040
- Spectrum Management (Commo Frequencies) : 760-380-3043
- Budgeting Office, BLDG 567: 760-380-2161
- Environmental Office, BLDG 383: 760-380-4987
- Training Support & Devices (TSD), BLDG 490: 760-380-4886

ANNEX D (Range Certification Memorandum) TO RCOPT SOP

**DEPARTMENT OF THE ARMY
NATIONAL TRAINING CENTER
FORT IRWIN, CALIFORNIA 92310**

AFZJ-

DATE:

MEMORANDUM FOR G3, TNG ATTN: RANGE CONTROL

SUBJECT: Certification of completion for Unit OIC/RSO Range Safety Program

1. In accordance with NTC Reg. 350-3, Chapter 2-6, OIC/RSO Range Safety Certification, the following individual is certified by _____ to perform duties as Firing Range OIC and/or RSO for the following Ft. Irwin Ranges and weapons systems.

2. NAME (LAST, FIRST, MI) AND RANK SSN UNIT

3. OIC CERTIFIED FOR: RANGES WEAPONS SYSTEMS

4. RSO CERTIFIED FOR: RANGES WEAPONS SYSTEMS

5. SPECIAL CERTIFICATION NOTES (i.e. Rank Waiver, Rappelling Tower, Non-standard weapons, Non-standard ranges, Drop-Zone Safety Officer):

6. This certification will expire on _____.

7. POC for this memorandum is:_____.

SIGNED: _____

ANNEX E (Frequency Request) TO RCOPT SOP

DEPARTMENT OF THE ARMY
HEADQUARTERS, NATIONAL TRAINING CENTER AND FORT IRWIN
FORT IRWIN, CALIFORNIA 92310-5104

AFZJ-PTS (105-24a)
May 1997

21

MEMORANDUM FOR CDR, NTC & FORT IRWIN, RESERVE COMPONENT SUPPORT,
ATTN: CDR, 3637TH MAINTENANCE COMPANY

SUBJECT: STANDARD FREQUENCY ACTION FORMAT (SFAF)

Reference: MCEB-M-060/89(B) 27 April 1989, ECAC-HDBK-89-011-3 March 1994

05. U
010. T
110. M139.2125, M1139.425
113. MLP
114. 16K00F3E/20K00F3E
115. W2/W5
140. 970709
141. 970726
200. USARG, ILL
204. 65TH TROOP COMMAND BRIGADE
207. 3637TH MAINT. CO
300/400. CA
301/401. FT IRWIN
340/440. G, AN/PRC-127
502. REQUIRED FOR COMMAND AND CONTROL FOR ADMINISTRATION PURPOSE.
502/2. UTILIZATION OF FREQUENCY WILL START ON DATE LISTED ON LINE 140.
502/3. FREQUENCIES ARE AUTHORIZED TO USE AT FORT IRWIN ONLY
803. MR. MARLER DSN: 470-3043, FAX, DSN: 470-4701, E-MAIL:
803/2. RAY.MARLER@IRWIN.ARMY.MIL

2. POC this memorandum is listed on line 803 above.

Spectrum/System Manage

ANNEX F (GLOSSARY) TO RCOPT SOP

AAFES – Army and Air Force Exchange System
AC – Active Component
ACR – Armored Cavalry Regiment
AD – Active Duty
ADT – Active Duty for Training
AFB – Air Force Base
AR – Army Regulation
ARNG – Army Reserve National Guard
ASF – Army Stock Fund
ASL – Additional Stock List
ASP – Ammunition Supply Point
AT – Annual Training
AV – Audio Visual
BCT – Brigade Combat Team
BCTA – Brigade Combat Team Augmentation
BEQ – Billeting Enlisted Quarters
Bldg – Building
BLUFOR – Training Task Force, generally a Brigade Combat Team
BN – Battalion
BOQ – Billeting Officer Quarters
CA – California
CBL – Commercial Bill of Lading
CDR – Commander
CI – Coordinating Installation
CONUSA – Continental United States Army
CRP – Central Receiving Point
CS – Combat Support
CSS – Combat Service and Support
DA – Department of the Army
DD – Department of Defense
DDC – Defensive Drivers Course
DFAC – Dining Facility
DODAAC – Department of Defense Activity Address Code
DOIM – Department of Information Management
DPW – Department of Public Works
DTOC – Division Tactical Operations Center
ECS – Equipment Concentration Site
EOC – Emergency Operations Center
RCOPT – Reserve Component Operations
FPC – Final Planning Conference

FTS – Full Time Support
GBL – Government Bill of Lading
GSA – Government Services Administration
GTA – Graphic Training Aids
IAW – In Accordance With
IDT – Inactive Duty for Training
IMSA – Installation Medical Supply Activity
IPC – Initial Planning Conference
ISSA – Installation Supply Support Activity
ITO – Installation Transportation Office
LTP – Leader Training Program
MACOM – Major Command
MATES – Maintenance and Training Equipment Site
MCC – Movement Control Center
MEDEVAC – Medical Evacuation
MPC – Mid Planning Conference
MTOE – Modified Table of Equipment
NCO – Noncommissioned Officer
NGA – National Geospatial Agency (formerly NIMA or DMA)
NET – No Earlier Than
NLT – No Later Than
NTC – National Training Center
NV – Nevada
OC – Observer Controller
OIC – Officer in Charge
OPFOR – Opposing Force
PLL – PrRCOPTribed Load List
PO – Post Office
POC – Point of Contact
POL – Petroleum Oil and Lubricants
POV – Personal Owned Vehicle
PX – Post Exchange
RC – Reserve Components
REGEN – Regeneration
RFMSS – Range Facility Management and Scheduling System
RRC – Regional Readiness Command
RSO – Range Safety Officer
RSOI – Reception, Staging, Onward Movement and Integration
RUFMA – Rear Unit Facility Maintenance Area

ANNEX B (BILLETING SOP) TO RCOPT SOP

SGM – Sergeant Major

SOP – Standard Operating Procedures

SQDN – Squadron

TDA – Table of Distribution and Allowances

TDY – Temporary Duty

TISA – Troop Issue Subsistence Activity

TLM – Two Level Maintenance

TMP – Troop Motor Pool

TSD – Training Support Division

USAR – United States Army Reserve

USPFO – United States Property and Fiscal
Office