

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NTC Map Request and Distribution Standard Operating Procedure (SOP)

1. REFERENCES.

- a. AR 350-19, Sustainable Range Program, 30 Aug 2005.

2. PURPOSE. To establish policies and procedures for requesting digital or hardcopy map products, spatial data, and spatial analyses from the NTC G3 ITAM Office.

3. SCOPE. This SOP applies to all units and agencies at NTC and Fort Irwin, to all rotational and augmentee units, and to civilian and contractor personnel requiring NTC map products and spatial data.

4. RESPONSIBILITIES.

- a. The NTC G3/DG3. Final approving authority on all map and spatial data requests. Any requests not IAW standard protocols outlined in this document must be approved by the G3/DG3.
- b. The ITAM Manager. Responsible for ensuring that military, civilian, and contractor personnel request and receive maps/data IAW this SOP. He/she will:
 - (1) Maintain a file of current signature cards for NTC units/agencies.
 - (2) Disseminate map ordering information to rotational units through the LTP Log Recon Brief, OpsGrp Rotational Packet, G3 Rotational Coordinator, and the Fort Irwin website.
 - (3) Coordinate with the S2 of each rotational unit to provide map ordering information NLT D-60.
 - (4) Approve all incoming map/data requests and determine cost to customer if any.
 - (5) Review map distribution limits and suspense's annually.
 - (6) Provide bulk distribution to all relevant NTC units/agencies based on unit/organization size and downrange activity when NTC map products are updated.
- c. The ITAM GIS Coordinator. Responsible for designing, printing, and distributing NTC map products and maintaining NTC spatial data IAW DoD and Army Standards. He/she will:
 - (1) Assist customers in determining the appropriate map product(s) to meet their mission requirement.
 - (2) Distribute pre-printed and on-request maps within the suspense's given in this document.
 - (3) Notify the ITAM Manager of any request not IAW the protocols set forth in this document.
 - (4) Track quantities and recipients of all standard maps and special requests; report distributions to the ITAM Manager at the end of each month and summarize at the end of each FY.
- d. NTC Unit S2 or Directorate Chief. Responsible for ensuring that all map/data requests from their unit/agency are both necessary and sufficient to meet mission requirements. He/she will:
 - (1) Submit a signature card (DA Form 1687) appointing authorized representatives from the unit/agency to request maps and data from the NTC G3 ITAM Office.
 - (2) Update the signature card annually (January).
 - (3) Ensure that all authorized representatives are informed of map ordering protocols including available map products, quantity limits, and suspense's,
- e. Rotational BDE/BCT S2. Responsible for ensuring that all map requirements of the rotational unit, supporting elements, and contractors supporting the rotational BCT are met prior to arriving at NTC and Fort Irwin. He/she will:
 - (1) Order large quantity pre-printed NGA (NIMA) maps through DLA NLT D-60 (see Encl 1).
 - (2) Obtain a standard product CD from the NTC G3 ITAM Office during LTP and arrange for maps to be plotted at home station prior to deployment to the NTC and Fort Irwin.

- (3) Submit any remaining map requirements as a consolidated request for the entire BDE/BCT including support elements to the G3 ITAM Office NLT RSOI 1. Map requests must adhere to the limits given in Section 6 and cost of production will be charged to the rotational unit. This is the last resort for obtaining maps for rotation and quantities are severely restricted.

5. STANDARD MAP PRODUCTS: Standard map products are those maps which are pre-formatted and designed to meet the majority of NTC map requirements. These include:

- a. Standard Installation Maps. Standard installation maps are designed to meet the needs of ground-based units, civilians, and contractors operating on NTC and Fort Irwin. These are pre-printed (outsourced) and are kept in stock; therefore, no changes to symbology, colors, overlays, or legend will be accepted for these products.
 - (1) 1:100K or 1:50K Training Facilities Map (TFM) – includes NTC plus eastern expansion area. For use with the range scheduling (RFMSS) system.
 - (2) 1:50K Military Installation Map (MIM) – includes NTC plus both eastern and western expansion areas. For use by rotational and other player units (does not show training area boundaries).
- b. Standard Aviation Maps. Standard aviation maps are designed to meet the needs of all aviation units operating on NTC and Fort Irwin. These are pre-printed by the ITAM Office and are kept in stock; therefore, no changes to symbology, colors, overlays, or legend will be accepted for these products.
 - (1) 1:100K SAAFRs w/ A2C2 zones and hazards
 - (2) 1:100K Livefire Routes w/ hazards
 - (3) 1:100K Crash Map centered on BDA or Main Post Helipad.
- c. Other Standard Products. These include frequently requested maps that are available as pre-formatted products. These are printed upon request and are generally not kept in stock.
 - (1) NTC shaded relief terrain map
 - (2) Fiber route map (updated monthly)
 - (3) Accident/incident map (updated monthly)
 - (4) UXO stakes map (updated monthly)
 - (5) B1 Land Navigation Course
 - (6) Manix Convoy Route
 - (7) NTC + expansion areas + south to BDA
 - (8) OPFOR checkpoints
 - (9) Regional (Nellis AFB to SCLA)

6. ROTATIONAL UNITS: Rotational units should **not** rely on the NTC ITAM Office to meet their map supply needs. The rotational unit S2 should begin NLT D-60 to identify overall BDE/BCT map requirements, submit orders through DLA for NGA (NIMA) maps and locate plotter capabilities at home station for additional map support. The NTC Standard Product CD is available from the NTC ITAM Office at no charge and contains all of the standard map products along with instructions for plotting (formatted for 36" plotters).

- a. Map Ordering. Maps should be ordered in advance following the process outlined in 4.e. A very limited number of maps may be ordered from the ITAM Office once the unit has arrived at Fort Irwin through the following process:
 - (1) BDE/BCT S2 develops a consolidated list of all map requirements for the rotational unit including support elements and contractors supporting the rotation.
 - (2) The consolidated request is submitted to the ITAM Manager NLT RSOI 1 along with a justification for the requested quantities.
 - (3) ITAM Manager determines whether the request can be met based on stock, develops a cost estimate based on the number and type of 1:100K and 1:50K map products requested, and submits the request and cost estimate to G3 Plans (760-380-3326, Bldg 237 Rm 21) for approval.
 - (4) Once G3 Plans has approved the request, or approved with adjusted quantities, the ITAM Office will distribute the maps to the BDE/BCT S2.

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- (5) Maps will **not** be distributed by the ITAM Office to rotational or support unit personnel during RSOI week except as stated above.
- (6) Once the maps have been provided to the BDE/BCT S2, ITAM will submit the cost of the maps to the G3 Program Analyst and DRM for reimbursement from the rotational MIPR.

b. Map Quantity Limitations. Limits for rotational units are as follows:

- | | |
|-----------------------------|-----|
| (1) 1:100K MIM | 200 |
| (2) 1:50K MIM | 50 |
| (3) 1:100K Aviation | 100 |
| (4) 1:50K Aviation | 25 |
| (5) Other Standard Products | 5 |

7. NTC UNITS, CIVILIANS, ON-SITE CONTRACTORS: The NTC ITAM Office is committed to supporting the map requirements of on-post military, civilian, and contractor personnel in a timely manner.

a. Map Requisitioning Process (Standard Maps).

- (1) Unit S2, Division Chief, or contract COR submits a signature card (DA Form 1687) identifying authorized representatives of that organization to the ITAM Manager; signature cards will be updated annually in January.
- (2) Any authorized representative may submit a map request to support a valid mission requirement. Requests can be made in person at the ITAM Office, by phone, or by email.
- (3) Each request can be for a variety of map products, but units/agencies are limited to one request per month. Requests for map support will be coordinated by the S2 or Division Chief prior to submission.
- (4) The GIS Coordinator is available to assist in determining the most appropriate map product(s).
- (5) Suspense for receipt of maps is three (3) working days from date of receipt. Individuals should **not** expect to receive the requested maps at the time the request is submitted.
- (6) When a standard product (TFM, MIM, Aviation) is updated, on-post agencies will receive a bulk distribution according to number of personnel and level of downrange activity.

b. Map Quantity Limitations. Limits for on-post units, civilians, and contractors are as follows:

- | | |
|-----------------------------|----|
| (1) 1:100K TFM or MIM | 20 |
| (2) 1:50K TFM or MIM | 10 |
| (3) 1:100K Aviation | 20 |
| (4) 1:50K Aviation | 10 |
| (5) Other Standard Products | 5 |

Note: G3/DG3 or ITAM Manager may approve additional quantities w/ justification from unit OIC.

8. NON-NTC CIVILIANS AND OFF-SITE CONTRACTORS: The NTC ITAM Office will support map requirements for off-site personnel to the extent that they are documented and authorized through official channels.

a. Map Requisitioning Process (Standard Maps).

- (1) The off-site project lead will submit a request for maps to the ITAM Office with the following information:
 - a. requesting agency
 - b. purpose of the project
 - c. justification for quantities requested
 - d. Fort Irwin POC
- (2) The ITAM Manager will determine if G3 approval is required.
- (3) Hardcopy maps will be sent to the requesting individual via government mail. If faster delivery is required, the requestor must provide shipping information and account number.

b. Map Quantity Limitations. Limits for off-post civilians and contractors are as follows:

- | | |
|-----------------------|----|
| (1) 1:100K TFM or MIM | 10 |
| (2) 1:50K TFM or MIM | 5 |
| (3) 1:100K Aviation | 10 |

- | | |
|-----------------------------|---|
| (4) 1:50K Aviation | 5 |
| (5) Other Standard Products | 5 |

9. SPECIAL MAP REQUESTS: Special maps include those with specific extents (certain grids), aerial photo or satellite imagery background, non-standard data layers, or non-standard symbology, labels, etc.

a. Map Requisitioning Process (Special Maps).

- (1) NTC Personnel. Special map requests may be submitted to the ITAM Office by authorized representatives identified on unit/agency signature cards.
- (2) Off-site Military, Civilian, and Contract Personnel. Special map products may be requested by the unit S2 or Project Lead by providing the following information:
 - a. requesting agency
 - b. purpose of the project
 - c. justification for quantities requested
 - d. Fort Irwin POC/COR.
- (3) The ITAM Manager will confirm the requirement with the Fort Irwin POC/COR.
- (4) Rotational unit personnel may not request special map products after D-30. Prior to that date, requests can be made as indicated in 9.a(2).
- (5) Suspense for special map requests is one (1) week from date of request. Any project requiring creation of a new data layer or spatial analysis will take longer and the customer will be given an estimated completion date at the time the request is submitted.

b. Map Quantity Limitations (Special Maps). Limits for special map products are as follows:

- | | |
|---------------------------------|---|
| (1) Small (approximately 30x30) | 5 |
| (2) Large (approximately 50x50) | 2 |

Note: One draft map will be produced in addition to these quantities.

10. DATA REQUESTS: Spatial data layers maintained by the ITAM Office, including imagery, may be requested by users with GIS/CADD capability and appropriate authorization.

a. Data Request Process.

- (1) NTC Military, Civilian, and Contract Personnel. Authorized representatives of any NTC unit/agency may request access to standard installation data layers. The ITAM System Administrator will add the username to the approved access list on the ITAM web server and the customer will be notified via email concerning how to access the data.
- (2) Non-NTC Military Personnel. Data may be requested from the ITAM Manager (760-380-3169) by the unit S2 providing the following information:
 - a. requesting unit
 - b. justification for data layers requested
 - c. format required
 - d. how widely the data and any resulting products will be disseminated
 - e. means of securing the data
 - f. Fort Irwin POC
- (3) Off-Site Civilian and Contractor Personnel. Standard data layers may be requested from the ITAM Manager (760-380-3169) by the civilian/contract project lead providing the following information:
 - a. requesting agency
 - b. purpose of the project
 - c. justification for data layers requested
 - d. format required
 - e. how widely the data and any resulting products will be disseminated
 - f. means of securing the data
 - g. Fort Irwin POC/COR.

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- b. Data Request Approval. The ITAM Manager will obtain approval from the G3 and Data POC prior to release of any NTC data layer to off-site military, civilian, and contractor personnel.
- c. Date Request Accountability. Documentation of all data transfers will be maintained by the NTC ITAM Office.

11. Point of Contact is Ms. Sparks, G3, Training Support Division, ITAM Office, 760-380-3169.

DWAYNE CARMAN, JR.
LTC, AR
G3

DISTRIBUTION:

Ordering Maps from the NGA
(formerly NIMA, or DMA)

You will need a valid DoDAAC

Web

Defense Logistics Agency map ordering website.

<http://www2.dscr.dla.mil/externalweb/userweb/rmf/>

Map order form

https://dadms.dscr.dla.mil/html/dadms/rmf_form_1832.html

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: 7643014019550
NRN: V795SFTIRWINMIM

South NSN: 7643014044847
NRN: V795SFTIRWISMIM

Eastern Expansion

Red Pass Lake NSN: 7643014044581
NRN: V795X27544

Baker NSN: 7643014044579
NRN: V795x27541

Note: Red Pass Lake and Baker quads are in NAD 27 – conversions are given at the bottom of the Fort Irwin N/S MIMs. Current installation boundary is not shown on these two quads. Access Restrictions and Digging Restrictions on the NGA Fort Irwin Military Installation Map were as of 1996. For current restrictions and installation boundary see ITAM Installation maps on map CD or contact:

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Fort Irwin, CA 92310
COMM: 760-380-7322
DSN: 470-7322