

LTP ADMINISTRATIVE DATA as of 14 OCT 16

This document is a guideline to help make your LTP rotation successful. Please read and disseminate to all subordinate elements and attachments.

Start your coordination immediately after you receive this admin data.

FORT IRWIN PHONE BOOK

To view the *Post Phone Book*; go to: www.irwin.army.mil

Look on the left hand side under “*Important Links*”.

Map of Fort Irwin link:

http://www.irwin.army.mil/PdfFiles/Newcomers%20Map_Fort%20Irwin10142015.pdf

Operations Group OC/T Teams link:

<http://www.irwin.army.mil/Pages/Units/OPSGp/OpsGp.html>

ADVON

1. ADVON needs to call the POC listed below, at least one week prior to their departure from home station to make a seamless coordination for their arrival.
2. Upon arrival to the NTC, one unit representative will coordinate with SFC Cosio to sign for the billets, latrines, LTP Building, TOCs/Classrooms and the automation equipment in each area. The unit rep may then sub-hand receipt equipment to each unit.
3. All LTP building access cards will be signed over to the unit rep and they will issue them only to personnel who have approved SECRET security clearances (LTP will provide a roster of JPAS approved personnel). See S2 Section.
4. The designated unit representative will also sign for the front door key to the LTP building for unlimited unit access.
5. The unit must ensure the building is locked at the end of every training day.
6. Ensure your ADVON has licensed drivers for TMP 15/8 passenger vans (see TMP’s section; Ft. Irwin has specific requirements).
7. ADVON also needs to bring a copy of the FORSCOM Form 248-R (see TMP’s section).
8. Most food vendors on post close NLT 2100hrs. If you will have a late night arrival, you will need to plan your meals accordingly. See link below.
http://www.irwin.army.mil/PdfFiles/Facility_Hours.pdf
9. BDE/REGT must ensure that all elements, to include attachments have the POC numbers below before departing home station.
POC: SFC Jaenisch (COM) 760-380-1336.

MAIN BODY / ATTACHMENTS

1. Main body or attached unit arrivals will coordinate with their ADVON POC prior to departure from home station.
2. The ADVON will ensure that they are assigned billeting upon arrival.
3. It is a BDE/REGT responsibility to ensure that adequate billeting is available and locked in prior to arrival (see S4 section).

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letters regarding run routes, and certain sections on post are restricted to foot traffic only from 0630-0730. Ask LTP NCOIC for information.

5. Units should bring sleeping bags or linen for all personnel as none is provided. Towels and shower shoes are also encouraged, none provided.
6. Other than proper uniform, packing list is unit dependent.

Cleaning:

1. Unit must clean the billets and latrines/showers every day before training begins.
2. Units must clean their work and common areas on a daily basis in BLDG 130.
3. **Units must clean Bldg 130 latrines twice a day.**

Health Care:

1. Anyone needing non-emergency medical attention during LTP can call the appointment center to be seen at the Mary Walker Clinic during weekdays. Call between 0700-1600. The appointment center/Mary Walker Clinic is closed on weekends. 1-866-460-5305
2. Emergency room can be utilized if necessary (e.g., cannot get an appointment for 8 days, etc.). You may either walk in or call 760-380-3777/3114.
3. Dental: 760-380-3166. After hours or weekends call the Emergency room.

Clearing:

1. Units will be cleared upon the last day of training, immediately after the (final) Execution AAR.
2. Prior to unit departure, all hand receipts must be cleared.
3. All LTP areas used by the rotational unit must be cleaned, to include a police call of the LTP Building and cleared by the LTP NCOIC.
4. More detailed instructions will be provided to a BDE/REGT representative and are posted on the wall in all areas.

S4

Government Purchases: At least one person should bring GPC

Billets: Buildings 1030A, 1030B, 1032A, 1032B

1. There is no VIP billeting on post; Landmark Inn is your only choice for senior personnel. Book early if you want rooms at Landmark Inn (at unit expense).
2. LTP has the space to billet only **176** personnel. For more than 176 PAX, read below; *Additional Billets.*
3. LTP will issue billets and latrines/showers to the unit ADVON POC upon arrival. To coordinate call LTP NCOIC at COM 760-380-4669/1336 or CELL 916-290-3735.

Additional Billets:

1. Units are responsible for coordination of any additional billeting (if you are bringing more than 176 pax) required. If additional billeting is coordinated for, ensure that your elements have the correct POC information before departing home station.
2. Units that bring more than 176 personnel are encouraged to use the Landmark Inn for their staff, etc., (at unit cost). Units should contact the LTP POC SFC Jaenisch for possible additional billeting if required.

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Female Billeting:

1. There is no separate LTP billeting for females. There is one adjustable partition if units wish to cordon a separate area for females.

Billeting Specifics

1. All billets are Open Bay with bunk beds.
2. No linen is provided; units must bring their own blankets, sheets, sleeping bags, pillows, etc.
3. There are no individual wall lockers in the billets. Valuables should be kept on persons at all times.
4. Units are responsible for designating who sleeps in which building. This is not an LTP responsibility.
5. Ensure that the total number of bunks you need include all attachments.

Transportation:

1. Units attending LTP are responsible for scheduling transportation from home station to NTC, and the reverse for return thru their unit ITO using the GOPAX system.
2. If the main body wishes to have someone on the ground for their arrival, the unit should use their ADVON or other personnel who have already arrived at Fort Irwin. NTC ITO number is 760-380-3816/3829/4678/3828/3827/7424/3385.

TMPs:

1. LTP will reserve 3 TMP vans for your use. These will be 8 or 15 PAX vans IAW FORCOM Regulation 350-50-1 Appendix M, page140. Any additional TMPs will be requested and paid for with your Unit funds.
2. LTP will email your TMP confirmation (FORSCOM Form 248-R) to your unit POC once it is confirmed; send a copy with your ADVON. Unless confirmed, there is no guarantee that TMP will be able to support any TMP requests.
3. The Unit will sign for these vehicles directly from TMP upon their arrival. BLDG P866 on Langford Lake Road.
4. The Unit must ensure the Soldiers signing for those vehicles bring their civilian driver's license, proof of completion of an AAC class, and "15 PAX and 8 PAX" van endorsement on military license for designated van drivers. TMP will not issue vehicles without the proper documentation.
5. Please note: Fort Irwin TMP vehicles are not allowed to be used for transportation to the PX/Commissary or any other food or vendor establishment to include Fort Irwin DFACs. The POC for this is Mr. William Fraser, Director, Fort Irwin Transportation Office, Phone Com. 760-380-3385, DSN 470-3385.
Enterprise Car Rental: 760-386-3241 M-F 0900-1700. Sat/Sun closed.

CLASS I: Call the IFPM (listed below) with any questions.

1. If your unit is going to use the DFAC for meals instead of per diem, then the DFAC memo must be received and approved by the DFAC manager *at least* 2 weeks prior to your arrival.
2. There are two DFACs on post you can choose from; ensure that coordination is made with whichever DFAC you are planning to use: DFAC 1 (closest to LTP) or DFAC 2 (about 3 blocks).

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3. On the DFAC memo, you will need to state whether the soldiers will be receiving per diem and paying for their meals, or if they will be using their orders and their separate rations were stopped for this deployment.
4. If the Unit wants MREs, the meals must be coordinated through TISA prior to your arrival. MREs may be used for days of scheduled recons.
5. Vehicular traffic is prohibited in the central post area Monday-Friday from 0630-0730 because of PT. Neither DFAC is accessible by vehicle during these times. Foot traffic can access both DFACs during this time.
6. See examples in enclosures 1 and 2 for formats for meal requests.
7. POC for these memorandums is:
 - a. DOL Installation Food Program Managers: 760-380-3998 or 4124 Bobby Jarman bobby.l.jarman.civ@mail.mil
Blanch Watkins blanch.e.watkins.civ@mail.mil
 - b. Jerry Walsh jerry.c.walsh.civ@mail.mil DFAC 1: 760-380-6606
DFAC 2: 760-380-4545

Post DFAC hours:

Breakfast: 0700-0830
Lunch: 1130-1300
Dinner: 1700-1830

Regimental DFAC Hours

Breakfast: 0700-0830
Lunch: 1130-1300
Dinner: 1700-1830

Supplies:

1. **Units must purchase and ship or bring all supplies they will need for their rotation. This includes cleaning supplies and toilet paper, hand towels, soap, dry erase markers etc., for the billets and Building 130 and Building 288.** LTP does not provide toilet paper etc for training units.
2. Units can transport supplies with them from home station or have them shipped here for your rotation. Shipping address is:
 - Leader Training Program
 - ATTN: Patrick Polus
 - Ave. B, Bldg 130, Room 21
 - Fort Irwin, CA 92310
3. Do not add any unit names or unit designations to the address or the shipping company will deliver it to the NTC rotational warehouse. Do not use the US Postal Service as it does not deliver to buildings. FEDEX works best when shipping to NTC.
4. All supplies can be ordered from and the GSA catalog (<https://apps.fas.gsa.gov/cmls/flipbook/5-13-00155/index.html>) and shipped directly to NTC.
5. Cleaning Supplies: Mandatory minimum required supplies and quantities include:
 - 6x cases (380 rolls) toilet paper (NSN 8540-01-380-0690 or equivalent)
 - 6x cases paper towels (NSN 8540-01-055-6134 or equivalent)
 - 2x case (48 bottles) hand sanitizer (NSN 8520-01-522-0835 or equivalent)
 - 4x case (48 bottles) hand soap (NSN 8520-01-522-0839 or equivalent)
6. Office supplies: LTP does not provide office supplies to units during LTP rotations. Bring everything that you need to operate your TOCs. Recommended items include, but are not limited to”
 - 8x cases (80 reams) printer/copier paper (NSN 7530-01-539-9831 or equivalent)

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Printers
 Ink cartridges
 Dry erase markers (2x BCT HQ and 1 per TF) (NSN 7510-01-557-4971 or equivalent)
 Acetate
 Pens
 Pencils
 Alcohol Markers (Fine Tip)
 Alcohol (for cleaning white boards)
 Tape
 DVD-R or CD-R

7. Terrain Model: LTP has an outdoor, covered and lighted terrain model area. Units should bring their terrain model kit if they intend to use the facility.
8. It is **HIGHLY** recommended that the BCT bring at least two printers, along with associated supplies. It is also recommended that each battalion level unit bring a printer of its own, with supplies.
9. LTP does not have a loading dock or a forklift. If you are sending equipment that requires a forklift, you will need to contract one.
10. LTP does not have manpower to offload any equipment (server stacks, computer crates, etc.) for units. Ensure that you have sufficient personnel already on site when your equipment arrives.

S6

NIPR/SIPR access: All personnel will receive a Guest Account on NIPR when logged into the Café computers located in Bldg. 130; an instruction for logging in is posted. If the unit S6 wishes to have the use of their unit laptop for their BDE CDR, the laptop must be fully compliant per DOD 8570.01-M; AR 25-1 and AR 25-2. The unit S6 personnel are recommended to install Virtual Private Network (VPN) on their unit laptop and have BDE CDR log-in with their CAC card to install certificates for their use. If the laptop can be shown that it is compliant per Army regulation within the last 7 days, no scanning will be required. For unit laptops to touch the net at FT Irwin, have S6 provide a list of Computer Names and Mac Addresses if you are part of the Road Warrior Program to IA NEC Office at FT Irwin. Once IA NEC FT Irwin has verified your laptops are in Active Directory under the Road Warrior Program, please notify the IMO (Wranglers) and you can touch the net located at Bldg. 130, Room 39. If not compliant, the unit laptop must be scanned at the NEC IA Office at FT Irwin.

NIPR: Bldg.130 has one NIPR computer in the TOCs for use.

SIPR: All personnel with AKO-S accounts will be able to log into one of four SIPR notebooks located in the HICON. No SIPR will be left unattended, it must be secured properly. If you bring any computers with classified materials on them, they must be cleared through the Fort Irwin NEC IA Office prior to any use, such as using them in our theater.

ABCS: LTP has enough ABCS to support a BCT rotation; however it is recommended that units bring their own equipment and operators. Some units bring only their laptops for CPOF and utilize LTPs monitors, headsets, etc. Units should contact the POC below to determine the

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'version' of each system prior to arrival. Units (S-6) wishing to bring additional ABCS must contact Mr. Bruce Mascoe at: bruce.j.mascoe.ctr@mail.mil
760-380-7534.

LTP has the following systems for use:

- (10) CPOF
- (3) AFATDS
- (2) BCS3
- (10) DCGS-A BALS
- (1) AMDWS
- (1) BCCS Server
- (1) Master Repository
- (1) Databridge
- (1) Ventrilo Server
- (1) File Server

Security: Units will ensure that personnel properly handle all classified materials. Prior to any unit leaving the LTP building at the end of mission day, or during any other time their work areas are unoccupied, all classified materials must be properly secured.

External Media devices: Not authorized on any Fort Irwin system.

Network: Each TOC will have a switch already configured. It is recommended that the unit bring network cables and tools to connect their systems. The TOCs may already have cabling in them, but some may not be operational. Contact Mr. Bruce Mascoe at: bruce.j.mascoe.ctr@mail.mil with any concerns.

LTP POCs:

LTP OIC: MAJ Motes COM 760-380-2760

LTP NCOIC: SFC Jaenisch COM 760-380-1336, DSN 470-1336, CELL 916-290-3735 or zachary.t.jaenisch.mil@mail.mil

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Enclosure 1

Unit Heading Goes Here

Office Symbol

Date

MEMORANDUM THRU: DOL Food Service Staff: Ray McMillan Fort Irwin, CA 92310-5031

MEMORANDUM FOR: DFAC Fort Irwin, CA 92310

SUBJECT: DFAS Support for LTP Rotation for (Insert NTC Rotation Number)

1. Request CLASS I for the LTP.
2. Request that meals be provided by the Post DFAC for LTP support.
3. The LTP will consist of (Insert Number) Soldiers for BRK, LUN, and DIN through (Insert Dates of NTC Rotation Number).
4. The personnel requesting support are listed on the attachment with Rank, Name, and last four SSN.
5. BAS will be suspended IAW AR 30-22, Sec. 4-2 Para 4d, and AR 600-38, Sec. 4-3b, for all (Insert Name of Unit) personnel attending (Insert Dates of NTC Rotation Number).
6. Point of Contact for this memorandum is (Insert Name of Unit Representative) at (Insert Phone Number) or by email at (Insert AKO Email Address).

Signature blocks should be as follows:

Insert Unit Representative Signature block here.

S-1
NCOIC or OIC

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Enclosure 2

Unit Heading Goes Here

Office Symbol

Date

MEMORANDUM THRU: DOL Food Service Staff: Ray McMillan Fort Irwin, CA 92310-5031

MEMORANDUM FOR: DFAC Fort Irwin, CA 92310

SUBJECT: Request for MRE's

7. Request Meals Ready to Eat (MRE) for lunch meal on *Insert Date(s) here*.
8. Request ___ meals each day to support units while conducting recons into the maneuver box on the above dates.
9. POC for this request is the undersigned.

Insert POC's Signature block here.