

HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE  
1 KARKER  
STREET  
FORT BENNING, GEORGIA  
31905

IMBE-PL

25 August 2014

DPTMS Plans  
National Guard and Reserve (NG and USAR) Unit Training  
Request Standard Operating Procedures (SOP)

---

**Summary.** This is a new SOP. It establishes policies and procedures for NG and USAR units requesting training support and the execution of training on FBGA.

**Applicability.** This regulation applies to all elements of the MCoE and United States Army Garrison, Fort Benning, GA (FBGA).

**Proponent and Exception Authority.** The proponent (lead) for this regulation is the DPTMS Plans. The lead has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. The lead may delegate this authority in writing to a division chief within the lead agency or its direct reporting unit or field operating agency, in the rank of lieutenant colonel or the civilian equivalent. Activities may request a waiver or change to this regulation by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal officer. All waiver or change requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher HQ to the policy lead. The lead will forward all requests for changes to the Garrison Commander for approval.

**Distribution.** This publication is available in electronic media only and is published on the MCoE Administrative Publications site: <https://sharepoint/sites/pubs/default.aspx>

**Effective Date:** The effective date of this regulation is upon signature of the installation commander or his designee. Enforcement of this regulation begins on 25 August 2014.

---

CHAPTER 1 INTRODUCTION .....	2
1-1. Purpose.....	2
1-2. References.....	2
1-3. Responsibilities .....	2
CHAPTER 2 Training Request .....	2
2-1. Requesting Process.....	2
2-2. Requesting Requirements.....	3
CHAPTER 3 Priorities for Range Facilities, Training Areas, and Training Support.....	3
Appendix A - References.....	4
A-1. Required Documents .....	4
A-2. Related Publications .....	4

**CHAPTER 1: INTRODUCTION**

**1-1. Purpose.**

- a. This regulation defines and delineates the organizations, functions, and responsibilities of the Maneuver Center of Excellence for the support and execution of NG and USAR unit training and training support on FBGA.
- b. This regulation defines the NG and USAR unit requirements needed to request and execute training on FBGA.

**1-2. References.** Require documents and referenced publications are listed in Appendix A.

**1-3. Responsibilities.**

1. The Director, DPTMS approve changes to this regulation.
2. The DPTMS Plans Division Chief:
  - a. Serves as the lead for this regulation.
  - b. Advises and assist MCoE elements on organizational and functional alignment, standardization, format, and adequacy of statements of responsibilities and functions.
  - c. Review and validate the document annually; if a major revision is necessary, provide guidance to applicable commands, directorates, and staffs.
  - d. Forward recommendations for approval to the Director, DPTMS.
  - e. Ensure all major revisions are staffed through all applicable commands, directorates, and staffs.
3. DPTMS-Centralized Tasking Office (CTO).
  - a. Serve as the central point of entry for all NG and USAR unit requests submitted to FBGA.
  - b. Validates all NG and USAR unit training support request.
  - c. Serves as the G3 and director, DPTMS training approval authority on all training request.
  - d. Executes training support coordination and conflict mitigation.
  - e. Has DIRLAUTH with all NG and USAR units requesting training.
4. NG and USAR Units.
  - a. Provide all requested documents referenced in this policy by published timelines or scheduled timelines.
  - b. Will attend all scheduled IPRs via teleconference, in person at MWH, Room W-155, or a combination thereof. DPTMS-POD will provide call-in protocols to units attending IPR via teleconference.
  - c. Unit funding must be in place when submitting support request. Requests will not be approved without a Work Breakdown Structure (WBS) or MIPR. **\*\*NOTE: Fort Benning operates a General Fund Enterprise Business System (GFEBs).**

**CHAPTER 2 Training Request**

**2-1. Requesting Process.** NG and USAR units will submit request NLT 13 weeks out from start of training to FBGA CTO:

1. NG and USAR units fill out and submit the NG USAR Unit Initial Support Request Worksheet (Reference Appendix A, Sub-paragraph A-3) to the following email; [usarmy.benning.mcoe.mbx.ntu@mail.mil](mailto:usarmy.benning.mcoe.mbx.ntu@mail.mil)
2. The following supporting documents must be attached to the initial support request submitted to CTO: Reference Appendix A-1. **Expand the Attachment Window (Paper Clip icon) on the left hand side of the document for all required documents listed below.**
  - a. DFAC Support Request.
  - b. Transportation Support Request.
  - c. Safety Risk Assessment (DD Form 2977).
  - d. Billeting, if required, will be filled out on the initial support request (Require number of personnel to be billeted with gender breakdown).
  - e. Ammunition, Weapons, and Equipment Request: Reference Chapter 2 this regulation, Paragraph 2-2; Requesting Requirements, sub-paragraph 5 a-c, for required documents.
  - f. G3 Simulations Training Division Request Form
3. DPTMS CTO:
  - a. Will receive request for validation, approval, and execution.
  - b. Will schedule units request in ESC and RFMSS.
  - c. DPTMS CTO will not schedule more than two NG or USAR units on any one day for the same like range, i.e. zero, qualification during the middle of the week, i.e. Two NG or USAR units request zero and qualification. A third unit request zero and qualification on the same day, this unit must schedule for day prior or day after their original request.
  - d. Will coordinate with unit POC for IPR schedules: IPRs can be telephonic, VTC, in person, or combination thereof. DPTMS-CTO will provide call-in protocols to units attending IPR via teleconference.
  - e. Will mitigate and de-conflict scheduling issues.

**2-2. Requesting Requirements.**

1. DFAC Support. The installation commander will furnish meals in appropriated fund dining facilities on a Common Level of Service basis to enlisted members of the Air Force, Navy, Marine Corps, Army and Air National Guard, USAR, U.S. Marine Corps Reserve, U.S. Navy Reserve, and U.S. Air Force Reserve. Per the DOD 700.14-R, reimbursement is not authorized for these meals.
  - a. Officers and Enlisted personnel retaining BAS, if authorized to subsist, will pay for meals in cash.
  - b. Officer and Enlisted personnel of other military services in a travel status will be subsisted as specified in their orders.

2. Remote Feeding.
  - a. Unit requesting for meals outside of the dining facility such as remote site funding (A-Rations), box lunches, MRE's, warming beverages, and cooling beverages will submit request during their initial request to CTO. Reference Appendix A-1, DFAC Support Request Template.
  - b. Units must fill out head count sheet.
  
3. Ice Request: Units will purchase block ice, crushed ice, and or both using their unit Government Purchase Card (GPC).
  
4. Transportation and Bus Request: Reference Appendix A-1, Transportation Support Request.
  - a. CTO will submit Unit/Organizations' request to 406th AFSB Transportation Division.
  - b. Transportation Division will determine if request can be supported.
  - c. The request is returned with following statement: "Transportation Division cannot support this request. There are no assets available if the request cannot be supported,
  - d. The following statement is placed on the bottom left hand side of the request if Transportation Division can support the request:  
 COST ESTIMATE:  
 BUS @ \$38.67 PER DAY X 4 EA = \$154.68  
 ESTIMATED MILEAGE: 30 MI X 4 = 120 MI X 0.72 = \$86.40 TOTAL COST ESTIMATE: \$241.08
  - e. \*Units Budget Analysts will set up a WBS or MIPR with the Primary Transportation Budget Analyst, listed on the request form before the request can be approved.
  - f. The unit budget analysts will place the WBS or MIPR on the request form and insert the cost estimate in the bottom right hand corner of the request and electronically sign the form when the WBS or MIPR is established. Units will return the funded request to the Transportation Division no later than six (6) weeks out from pickup date.  
 \*\*No support will be provided without funding. It is the units' responsibility to follow the directions for coordinating with the transportation budget analyst to set up a WBS or Provide MIPR to fund the request.
  - g. When the funded request is received in the Transportation Division, the below statement will be placed on the request:  
 APPROVED  
 FUNDED: WBS # S.00.00000.1.2.31 OR MIPR # M0006112MP01028  
 AUGUST 2014  
 MARTIN HANNIGAN
  - h. Transportation Division will return the request to the unit and forward a copy of the approved funded request to the Transportation Motor Pool (TMP) and the unit POC.
  
5. Weapons, Ammunition, Tactical Vehicle Support
  - a. Documents required to draw or receive equipment and Ammunition:
    - i. Assumption of Command Orders: Reference Appendix A-1, Assumption of Command Template
    - ii. DA Form 1687 (Signature Card): Reference Appendix A-1, DA Form 1687.
  - b. Ammunition;
    - i. Complete Ammo 67 certification
    - ii. Copy Approved E581
    - iii. Copy of Appointment Orders
    - iv. The unit is responsible for ensuring the person who accepts the ammunition on the ground has an Ammunition Handlers Card and is certified to receive and sign for ammunition.
  - c. Weapons; Signature card must be on file at the Crescenz Consolidated Equipment Pool (CCEP) and the Harmony Church Consolidated Equipment Pool (HCCEP) along with a copy of their Assumption of Command Orders.\*NOTE: The DA Form 1687 must all be signed in the same manner, i.e. all electronic or all manual. Units cannot have both types of signatures on the form.
    - i. CCEP: Email to Mitchell Bonnette [MITCHELL.E.BONNETTE.CTR@MAIL.MIL](mailto:MITCHELL.E.BONNETTE.CTR@MAIL.MIL)
    - ii. HCCEP: Email to Sanford Banks [MAILTO:SANFORD.I.BANKS.CIV@MAIL.MIL](mailto:SANFORD.I.BANKS.CIV@MAIL.MIL)
  - d. Cost Estimate Worksheets: Reference Appendix A-2, Ammunition, Weapons, and Equipment Request form.  
 \*NOTE: Equipment list represents the majority of items requested. Units requiring equipment not listed will be provided a cost estimate based on their request.
  
6. Safety.
  - a. Units must submit a Composite Risk management worksheet DD Form 2977 to DPTMS-POD. Reference Appendix A-1, DD Form 2977.
  - b. Units must fill out a MCoE Form 385-E Daily Risk Assessment each day of training and must be present on the training range or area. Reference Appendix A-1, MCoE Form 385-E.
  - c. Reference: ATP 5-19 Risk Management. Reference Appendix A-2.
  
7. Simulations Training Division. See Attachments for Training Simulation Inventory.
  - a. Fill out the G3 Simulations Training Division Request Form for Simulation support training assets.
  
8. Range Division.
  - a. DPTMS-CTO will schedule range and training area requirements in RFMSS.
  - b. See Range Catalog for range types and capabilities: \*Requires CAC Card sign-in.  
<https://www.benning.army.mil/RangeOps/content/ranges/index.htm>

- c. All Range OICs and RSOs must have completed a Battalion Level Range Certification Program IAW; DA Pam 385-63, Range Safety, 16 April 2014.
  - d. All Range OICs and RSOs must have attended the MCoE Range Division safety briefing prior to assuming range duties.  
\*NOTE: All briefings must be attended in person. Units must coordinate with DPTMS-POD for scheduling range safety briefings.
  - e. Unit must have an approved DD Form 2977, Risk Assessment Worksheet in order to occupy range or training area.
  - f. Units must have an approved FB Form 350-19-1-E-R signed by unit Battalion Commander for all live fire exercises, Reference Appendix A-1.\*NOTE: Reference MCoE Regulation 350-19 Range and Terrain Regulation, page 8, Chapter 3, Paragraph 3-2, sub-paragraph c., for Live Fire Exercise requirements.
  - g. Reference MCoE Regulation 350-19, Range and Terrain Regulation Chapter 5 for Range Operating Requirements.
9. Medical Support Request and Training Coverage Requirements.
- a. Request: All medical support requests will be coordinated for and through DPTMS-POD.
  - b. Requirements:
    - i. High Risk training or activities are covered by on-site medical support (an ambulance, a driver, a medic, and E911 network). Reference MCoE Regulation 40-2, Field Medical Support and Routine/Emergency Medical Evacuation, page 3, Appendix A, sub-paragraph A-1 for High Risk Training Definitions.
    - ii. Lower Risk activities will have Combat Life Savers (CLS) and a dedicated vehicle for ground evacuation Reference MCoE Regulation 40-2, page 3, Appendix A, Subparagraph A-2 for Lower Risk training definitions.
10. Barracks.
- a. Barracks are provided at no cost to the unit.
  - b. Units must provide own linen (if applicable) and cleaning supplies.
  - c. Barracks has a weapons storage area with weapons racks for M16s and M9s (Unit must provide Guards per AR 190-11 Physical Security of Arms, Ammunition, and Explosives and AR 190-16 Physical Security).

### CHAPTER 3 Range Facilities, Training Areas, and Training Priorities

1. Priorities: The following are the scheduling priorities for types of training; units and activities within the listed types each have equal priority: **\*\*POI training will not be put at risk. Every effort will be made to ensure COMPO Unit and POI training requirements are met.**
- a. ARFORGEN Units in Reset/Train/Ready; COMPO Units
    - i. Active Duty, COMPO 1.
    - ii. National Guard (COMPO 2) and Reserve Units (COMPO 3) conducting Annual Training (AT) \*NOTE: COMPO 2 and 3 priorities will be established on Train/Ready (TR) 1-5 in reset/train/ready status.
  - b. Leader Development;
  - c. Initial Military Training
  - d. Concepts and Capabilities Integration
  - e. Functional Training
  - f. Tenant Unit Activities
  - g. Human Capital Enterprise
2. Director, DPTMS or the DPTMS Plans Division Chief are the only bump authority for COMPO 2 and 3 Units.

### Appendix A – References

**A-1. Required Documents: \*\*\*Submit only the forms that apply to your training support request and needs. Expand the Attachment Window (Paper Clip icon) on the left hand side of the document for all required documents listed below.**

1. NG USAR Unit Initial Support Request Worksheet
2. DFAC Support Request for Field Feeding
3. Transportation Support Request
4. Assumption of Command Template
5. MCoE Form 385-E Daily Risk Assessment.

- 7. DA Form 1687 (Signature Card)
- 8. FB Form 350-19-1-E-R Live Fire Exercises
- 9. G3 Simulations Request Form

**A-2. Related Publications**

Equipment Request Cost Estimate Worksheet.

MCoE 350-19, Range and Terrain Regulation, 23 July 2010.

MCoE 40-2, Field Medical Support and Routine/Emergency Medical Evacuation, 7 August 2012.

ATP 5-19 Risk Management April 2014

DoD 7000.14-R Financial Management Regulation Volume 11A. Chapter 1, April 2013

DoD 4000.19 Department of Defense Instruction Support Agreements, April 25, 2013

AR 5-9 Area Support Responsibilities, October 16, 1998

AR 350-52 Army Training Support System, January 17, 2014

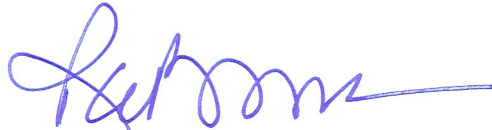
AR 37-49 Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities, October 15, 1978

FORSCOM/ARNG/USAR Regulation 350-2 Reserve Component Training, October 27, 1999

DA Pam 385-63, Range Safety, 16 April 2014

AR 190-11 Physical Security of Arms, Ammunition, and Explosives

AR 190-16 Physical Security



ROBERT W. BROWN  
Director, Plans, Training, Mobilization  
and Security