

DMAIL Regulation 350-11, Chg 1

Training

Marseilles Training Center

**Department of Military Affairs Illinois
Springfield, IL
1 Dec 2005**

TRAINING MARSEILLES TRAINING CENTER

This regulation prescribes the general policies and procedures governing training activities conducted at Marseilles Training Center. Upon publication and distribution, it supersedes the former Department of Military Affairs, Illinois, (DMAIL), Regulation 350-11 Training Marseilles Training Center, dated 1 September 2003.

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MARSEILLES TRAINING CENTER

Chapter 1 Introduction

1-1. PURPOSE AND SCOPE

This regulation sets forth basic Illinois Army National Guard (ARNG) policy and guidance for organizing the Marseilles Training Center (MTC). This regulation will serve as a complement to NGR 5-3 Installation Management and Organization. The primary purpose of this regulation is to establish a basic organizational framework to achieve quality, excellence, and enhanced productivity in all aspects of Training Center management and operations.

1-2. APPLICABILITY

The provisions of this regulation are applicable to any person, unit, or organization, military or civilian, that occupies any portion of MTC. Units/Organizations using ranges or training areas must possess, read, understand and comply with this regulation.

1-3. MARSEILLES TRAINING CENTER MISSION STATEMENT

Provide the necessary personnel and equipment to conduct training, logistical and administrative support for using organizations. On order, conduct sustained operations in support of Federal or State declared emergencies.

1-4. RESPONSIBILITIES

The Plans, Operations, and Training Directorate, Department of Military Affairs, will exercise staff supervision over operations and scheduling of all facilities. The J3 Training Administrator will oversee activities, long range planning and scheduling for the training area.

- a. TRAINING SITE COMMANDER, MARSEILLES TRAINING CENTER: The Training Site Commander has the overall responsibility for the day-to-day operation of Marseilles Training Center. The Training Site Commander supervises the MTC full-time staff, and is the Adjutant General's personal representative for MTC. The decisions of the Training Site Commander may be more restrictive than the provisions of this regulation. The Training Site Commander has the authority to stop training and remove individuals/units from the training site if the situation warrants such action. The Training Site Commander will:
 1. Establishes training site policy and procedures in accordance with Army, ARNG, and ILARNG regulations.
 2. Ensure the safe operation of the training center.
 3. Supervise the operations of the training center.
 4. Supervise the logistics of the training center.
 5. Supervise the overall maintenance of the training center
 6. Supervise the financial operations of the training center.
 7. Serve as the liaison between all local communities, civilian users, the Illinois Department of Natural Resources (IDNR), and the Illinois Army National Guard (ILARNG).
 8. Be responsible for the scheduling of Range Officers.
- b. MARSEILLES TRAINING CENTER OPERATIONS OFFICER (MTC-OPS):
 1. The MTC-OPS is one of several personnel assigned to the MTC for weekend training. He/She works under the direction of the Training Site Commander.
 2. In the absence of the Training Site Commander, the Range Officer assumes those duties listed in section a. above.
 3. Primary Duties Include:
 - (a) Ensure the safe operation of the MTC training facilities.
 - (b) Supervises the operations of MTC Range Control.
 - (c) Establishes with command guidance, policies and procedures regarding MTC operations generally and MTC Operations and Range Control sections specifically.
 - (d) Observe training and provide feedback to the unit leaders as needed regarding safety issues
 - (e) Write and submit training AARs to the Training Site Commander.
 - (f) Conducts operational planning and development related to ranges and training facilities, to include SDZ computation, facility placement, and safety.

- c. **TRAINING SITE SERGEANT MAJOR:** The Sergeant Major is the senior NCO of the training site. As such the SGM carries out and enforces Army, ILARNG and installation policies, procedures and standards of performance, training, appearance and conduct of enlisted personnel assigned to MTC. Additionally the Training Site SGM assists the Commander in ensuring visiting units and organizations meet these standards. The Training Site SGM:
1. Provides advice and recommendations to the Training Site Commander in matters pertaining to enlisted personnel.
 2. Directs the activities of the NCO support channel.
 3. Assists the Training Site Commander in determining the leader tasks, training objectives and individual tasks for enlisted personnel assigned to the training site.
 4. Responsible for administering the training site NCO DP and overseeing and driving the training site training program.
 5. Represents the commander at military and civilian functions to maintain good community relations.
 6. Fulfills the duties of the Training Site Commander in the absence of the Training Site Commander, Operations Officer or other officers assigned to the training site.
- d. **USING ORGANIZATIONS:**
1. Military units/organizations are responsible for:
 - (a) Employing proper risk management procedures.
 - (b) The proper use of installation equipment and facilities in accordance with DMAIL 350-11 and established SOPs.
 - (c) Safeguarding all unit weapons, ammunition and equipment.
 - (d) Proper reporting of any accident/incident.
 - (e) Ensure alcohol policy is adhered to.
 - (f) Ensure the strict compliance of regulatory guidance.
 - (g) Prompt reporting of any cancellations.
 2. Non-military organizations/authorized individuals are responsible for:
 - (a) Conducting safe training/firing.
 - (b) The proper use of installation equipment and facilities in accordance with DMAIL 350-11 and established SOPs.
 - (c) Safeguarding all unit weapons, ammunition and equipment.
 - (d) Proper reporting of any accident/incident.
 - (e) Ensure alcohol policy is adhered to.
 - (f) Prompt reporting of any cancellations.
 3. If an individual or unit violates a MTC regulation and is instructed to leave a training area, the unit commander/ supervisor will be required to write a memorandum through channels to DMAIL-J3 that will include the following:
 - (a) Why the individual or unit was removed from a MTC training area.
 - (b) What corrective action was taken?
 - (c) Justify why the individual or unit should be allowed to train again at MTC.
 - (d) This letter must be received at DMAIL-J3 NLT seven (7) days after the incident. The unit, organization or individual will be prohibited from training at MTC until a response letter is provided authorizing future training activities.

1-5. REFERENCES

Appendix A lists required and related publications.

1-6. EXPLANATIONS OF ABBREVIATIONS AND TERMS

Special terms and abbreviations used in this document are listed in the glossary.

1-7. ALCOHOL POLICY

- a. Marseilles Training Center has a strictly enforced no alcohol policy in all areas of the installation, at all times. The no alcohol policy includes the Training Support Complex. The senior commander / supervisor of each unit is responsible for enforcing the no alcohol policy. Any alcohol found will be confiscated and the presence of alcohol will be brought to the attention of the unit commander or responsible civilian. All incidents involving alcohol, including its presence, will be relayed to DMAIL-PTT, through MTC chain of command, without exception. Any subsequent incidents involving alcohol will result in the user or unit being ordered off of MTC grounds. Prior to the unit again being allowed access to the installation the unit commander or civilian leader will write, in memorandum format, why they should be allowed access and what measures will be taken to

prevent future alcohol related incidents. Email is not acceptable in this instance. This letter will be addressed to: Marseilles Training Center HQ, ATTN Training Site Commander, 1700 Army Rd., Marseilles IL 61341. This letter will be relayed through the chain of command to DMAIL-PTT with MTC HQ endorsements indicating approval or denial, and reasoning.

- b. Those units or organizations wishing to be considered for an exception to this policy will submit a written request for exception to the alcohol policy not later than 60 days from the proposed date. This letter may be hard copy or email. The letter will state the reason for the request and the proposed alcohol policy containing all measures that the organization will take to monitor, and control alcohol consumption by its members. This letter will be addressed to: Marseilles Training Center HQ, ATTN Training Site Commander, 1700 Army Rd., Marseilles IL 61341.
- c. The request for exception to policy will be relayed through the chain of command to DMAIL-PTT with MTC HQ endorsements indicating recommended approval, approval with modifications to the plan, or denial, and reasoning. DMAIL-PTT will review the request and submit the request to The Adjutant General of the State of Illinois, with endorsements indicating recommended approval, approval with modifications to the plan, or denial, and reasoning. The Office of The Adjutant General will respond with a final decision, in writing, to all concerned parties.
- d. A recommended alcohol policy can be found in Appendix N of this regulation, for organizations with an approved exception to the policy. Please note that use of the recommended alcohol policy does not alone grant the privilege for alcohol use at MTC, nor does it guarantee that a request will be approved. The recommended policy provides an organization with an outline and with key points of consideration.
- e. The MTC Training Site Commander, MTC Operations Officer, MTC Range Officer, MTC Security Personnel or TAG representatives are authorized to conduct vehicle and equipment searches for alcohol. These individuals will be granted immediate unrestricted access to any and all MTC facilities at their request for the purpose of inspecting for alcohol. Inspections for alcohol may be carried out on the mere suspicion that alcohol may be present in a given vehicle or facility.
- f. Soldiers who violate this policy will be subject to appropriate adverse disciplinary and / or administrative action.

**CHAPTER 2
SCHEDULING**

2-1. USE AGREEMENT WITH ILLINOIS DEPARTMENT OF NATURAL RESOURCES (IDNR)

- a. The Department of Military Affairs of Illinois (DMAIL) shares the use of MTC with the IDNR. Under the provisions of the agreement between the two agencies, the IDNR exclusive use time is from 1 November through the first Thursday following 10 January of each year. DMAIL’s exclusive use time is from the first Friday following 10 January of each year through 31 October of each year. DMAIL has access to the Northern Use Area during IDNR’s exclusive use time, except during firearm deer seasons when IDNR has complete use of the site. The Northern Use Area comprises training areas, 102N, 102E, 103W, and portions of 102S, 104C, and 103E. IDNR retains control of all other areas outside the Northern Use Area on weekends during their exclusive use time. For questions or clarification, contact the MTC Range and Training Area Scheduling NCO at 708-824-6507.
- b. Units that wish to use any training area controlled by IDNR during the periods listed above must request to do so through MTC Scheduling via the procedures listed in para 2-5 below.
- c. A yearly coordination meeting between IDNR, the MTC Training Site Commander, and DMAIL will be held during the first quarter of the training year in order to affect coordination for the joint development and management of the site.

2-2. FEDERAL AND NON-FEDERAL USE AGREEMENTS.

Scheduling Requirements for National Guard, DoD Federal, Non-DoD Federal and State & Local Government Users.

a. ARNG/ANG User :

NLT 90 days before event	Within 10 working days Receipt of Request	Within 60-days of Event	Post Event Actions
Requestor completes, MTC Request Form(s) (Appendix D) and forwards to Training Center Manager	(1) Training Center Manager -Blocks Billeting Rooms -Assigns Classroom & Facilities -Assigns Event Number -Prepares IIC Worksheet -Prepares Written Response to Unit w/Approval (2) Requestor Prepares MIPR; forwards to Training Center Manager if needed (3) TCM sends MTC Request Form, IIC Worksheet & MIPR to PFOIL-CG	Requestor finalizes dining hall/subsistence requirements and provides numbers to Training Center Manager and DOL	(1) Training Center Manager finalizes IIC worksheet reflecting final costs with requestor forwards to PFOIL-CG (2) PFOIL-CG reconciles IIC with & arranges for transfer of funds

b. Other DoD Federal Users:

NLT 90-days Before Event	Within 10-days Receipt of Request	Within 60-days Receipt of Request	Post Event Actions
Requestor Completes, MTC Request Form(s) (Appendix D) and forwards to Training Center Manager & provides information regarding use of dining facilities	Training Center Manager -Blocks Billeting Rooms -Assigns Classroom & Facilities -Assigns Event Number -Prepares IIC Worksheet -Prepares Written Response to Unit w/Approval	(1) Requestor Prepares MIPR and DD Form 1144 or MOU/MOA and forwards to TCM (2) TCM sends MTC Request Form, IIC Worksheet, MIPR & DD1144 to PFOIL-CG (3) PFOIL-CG coordinates w/ DMAIL-JA, and USPFO for approval	(1) Training Center Manager determines final charges on IIC Worksheet; forwards to PFOIL-CG (2) PFOIL-CG reconciles with MIPR & prepares to receive transfer of funds

c. Other Federal Users:

NLT 90-days Before Event	Within 10 working days Receipt of Request	Within 60-days Receipt of Request	Post Event Actions
Requestor Completes, MTC Request Form(s) (Appendix D) and forwards to Training Center Manager & provides information regarding use of dining facilities	(1) Training Center Manager -Blocks Billeting Rooms, -Assigns Classroom & Facilities -Assigns Event Number -Prepares IIC Worksheet -Prepares Written Response to Unit w/Approval (2) For one-time Use, TCM prepares an MOA or MOU forwards to PFOIL-CG for USPFO Approval	(1) Requestor Prepares MIPR And MOU/ MOA or DD Form 1144 forwards to TCM (2) TCM sends MTC Request Form, IIC Worksheet, MIPR & DD1144 to PFOIL-CG (3) PFOIL-CG coordinates w/ DMAIL-JA, and USPFO for Approval	(1) Training Center Manager determines final charges on IIC Worksheet; forwards to PFOIL-CG (2) PFOIL-CG reconciles with MIPR & prepares to receive transfer of funds

d. State or Local Government Agencies:

NLT 90-Days Before Event	Within 10 working days Receipt of Request	Within 60-days Receipt of Request	Post Event Actions
Requestor Submits Appendix D, MTC Request Form and MTC Rental Worksheet with proof of insurance	Training Center Manager -Blocks Billeting Rooms -Assigns Classroom & Facilities -Assigns Event Number -Prepares IIC Cost Worksheet -Prepares Written Response to Requestor w/Approval	(1) Training Center Manager Prepares Intergovernmental Use Agreement (2) TCM sends MTC Request Form, IIC Worksheet and Proof of Insurance to PFOIL-CG (3) PFOIL-CG coordinates with DMAIL-FE, DMAIL-JA, USPRO and obtains TAG Approval	Training Center Manager and Requestor determine final charges on IIC Worksheet. Requestor Makes final payment by VISA, Check to U.S. Treasury

e. Military and Federal organizations will take precedence over non-federal usage of the MTC.

f. MTC will be available on a case-by-case basis to non-military organizations (i.e. Department of Corrections, State Police, County Sheriff, City Police, Boy Scouts, etc.).

g. In order to request use of any of the facilities or ranges at MTC, all units or agencies will submit the appropriate MTC Request form(s) (Appendix D) for use of MTC facilities. This form will be submitted a minimum of 90 days in advance of the projected date of use. Requests should be mailed to: Illinois Army National Guard, ATTN: MTC Operations, 1700 Army Road, Marseilles, IL. 61341-9761. Forms may be faxed or emailed, contact MTC Operations for appropriate phone numbers or email address. The requesting agency/organization will then receive written notification of approval/disapproval of their request and will be provided other application approval forms for processing.

h. Non-governmental organizations such as scouts, JROTC, and other civilian organizations will submit the appropriate MTC Request form(s) (Appendix D), and provide a copy of current liability insurance with at least a 1 million-dollar limit, in order to utilize the MTC facilities. These forms will be submitted a minimum of 90 days in advance of the projected date of use. Requests should be mailed to: Illinois Army National Guard, ATTN: MTC Operations, 1700 Army Road, Marseilles, IL. 61341-9761. Forms may be faxed or emailed, contact MTC Operations for appropriate email address. The requesting agency/organization will then receive written notification of approval/disapproval of their request.

i. Cancellations must be submitted as soon as possible so that the facilities can be made available to other potential users.

2-3. FEES FOR USE.

Appendix C specifically addresses costs associated with facility use. Identifiable Incremental Costs associated with special requests or services will be charged to using organizations. Waiver authority for charges of up to \$1000 annually is The Adjutant General of Illinois (TAG-IL), per NGR 5-1

2-4. LONG RANGE PLANNING

DMAIL Circular 350-TY-3 "Training Program" establishes the next training year's Range Schedule Matrix for ILARNG units. Units will refer to this document prior to submission of a request for use of any facility at MTC.

The ILARNG training year runs from 1 Oct to 30 Sep annually. The ILARNG conducts Yearly Training Calendar (YTC) review and checkout with ILARNG units on an annual basis. Only after this meeting will requests from other units or organizations be accepted for the next training year.

2-5. TRAINING AREA, RANGE, AND TRAINING SUPPORT CENTER REQUESTS

- a. Units will submit requests (via email or hard copy) for the use of MTC facilities through command channels, to Headquarters, Marseilles Training Center, to arrive NLT 90 days prior to the desired use date. Appropriate request forms are located at Appendix D. Procedures and policies for scheduling the Training Support Center are contained in Appendix M. ILARNG requests must be approved through command channels before the request reaches MTC. Any requests that arrive without command approval will be denied.

Marseilles Training Center
ATTN: Operations
1700 Army Road
Marseilles, IL 61341

- b. Units and civilian agencies will not request MTC facilities more than one calendar year in advance.
- a. Units/civilian agencies will receive written notification of approval or disapproval of their request from MTC Operations in accordance with paragraph 2-2 of DMAIL 350-11. Notifications for ILARNG units will be sent through command channels.
- b. The following timeline identifies the sequence of events in the request process, and gives approximate times for their occurrence.
- (1) MTC receives MTC Request Form(s) (Appendix D) 90 days prior to event.
 - (2) Within 10 working days of receipt:
 - (a) An event number is assigned & usage approval appears on Range Facility Management Support System.
 - (b) Billeting rooms are blocked by event (if required), and a release date for blocked rooms is set.
 - (c) Classrooms and dining facilities are assigned.
 - (d) A response is generated and sent to the unit / requesting agency.
 - (3) Dining facility numbers are finalized 30 days prior to arrival.
 - (4) Event occurs: Appropriate fees paid when required.

2-6. SCHEDULING PRIORITY

- a. Priority for facility use will be given to the units/agencies whose primary mission is related to military training and readiness; and whose requests/reservations are submitted in a timely manner as set forth in this policy. This policy is intended to provide a reasonable approach to MTC facility use by a variety of military, public agencies and private organizations while ensuring MTC's primary mission of providing a quality soldier training environment.
- b. Facility user priority categories have been identified. A facility-scheduling matrix is available in the Range Facility Management Support System (RFMSS) request module or for review at MTC Operations. RFMSS will identify facility commitments 12 months in advance. Priority categories and organization ranking within each category is listed below:
- (1) Priority Categories #1.

(a) ILARNG	(i) United States Marines Corp (USMC)
(b) ILANG	(j) United States Navy (USN)
(c) ARNG	(k) United States Air Force (USAF)
(d) ANG	(l) OTHER DOD
(e) USAR (TPU)	(m) United States Coast Guard (USCG)
(f) USAR (SCHOOL)	(n) Military Personnel in a Duty Status
(g) FORSCOM	(o) Civil Air Patrol (CAP)
(h) TRADOC	

(2) Priority Category #2. Other state and federal agencies training/conferences:

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

(3) Priority Category #3. Other organizations:

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

(4) Priority Category #4. Others:

- (a) Military personnel in a non-duty status.
- (b) Retired military personnel.

c. For all training areas and facilities only one unit or organization will be scheduled per facility or training area. If multiple units or organizations are conducting joint training, the request(s) submitted will indicate all units involved in the training area or facility.

d. Land navigation courses are a separate part of the training area in which they are located and are scheduled separately. Example: a unit requesting the beginner course in 102S is restricted to the land navigation course, and does not have the right to maneuver elsewhere in 102S. If a unit requests and is assigned 102S, but the unit has not requested the land navigation course located in that training area, the unit does not have the right to operate in the land navigation course. If a unit wants to operate in 102S and run the land navigation course in 102S then they must request both.

2-7. CANCELLATIONS

- a. Requests for changes to approved training dates will be submitted through command channels, and arrive at the Headquarters, Marseilles Training Center, a minimum of 45 days prior to the scheduled activity.
- b. If last minute cancellations are necessary, the following procedure will be followed as soon as the scheduled unit determines it will not be using MTC.
 - (1) ILARNG units will immediately call the offices listed below, advising of the cancellation.
 - (a) Immediate higher HQs (Bde or Bn)
 - (b) J3 Office (217) 761-3574
 - (c) MTC Scheduling NCO (708) 824-6507
 - (2) All other users will notify the MTC Scheduling NCO who will log the date & time on the RFMSS report system.
- c. Summary of Utilization Report.
This report will be sent to J3 showing cancellations, last minute changes, etc, to be placed on the state back brief slide.

CHAPTER 3 ADMINISTRATION

3-1. GENERAL

- a. This chapter provides administrative guidance for units at MTC.
- b. Miscellaneous.
 - (1) Maps, forms, DMAIL 350-11, and various SOPs are available at <http://www.il.ngb.army.mil>, departments, Plans Operations and Training, Marseilles Training Center, and at Range Control. See also the maps provided in Appendix B.
 - (2) Open fires are not permitted anywhere on the training site.
- c. Procedures for requesting and clearing the Training Support Complex are contained in Appendix M.
- d. Beginning 1 Oct 2004 the first weekend of every month is reserved for maneuver training only, all live fire ranges are closed. Both maneuver and range operations will be conducted the remaining weekends of each month.

3-2. IN-PROCESSING

- a. Using unit must have properly scheduled the use of MTC.
- b. All units conducting weekend training at MTC must check in not later than 1400 hours at Range Control. At this time units will be briefed as to range/training area/facility utilization. All units training at MTC must have a representative with signature authority. If a representative fails to check in at Range Control, the training area/range/facility will not be issued to the unit. Units unable to have a representative check in prior to 1400 will contact Range Control at least 5 working days prior to the date of training to make alternate arrangements for drawing their facilities.
- c. The MTC Safety Briefing is conducted at 1300 every Friday for those organizations needing to get personnel safety certified at MTC. Safety briefings for training events during the week will be coordinated with Range Control as needed.
- d. No unit is allowed to occupy any training area, range or facility without checking in with Range Control.
- e. DMAIL-J3 will be notified of all units that fail to report for training.

3-3. CLEARANCE REQUIREMENTS

- a. The MTC Clearance Form (Appendix G) will be given to the using unit at check-in. For units using training facilities and housing the form will be issued from range control, units using only housing will be issued the form from logistics. The unit will ensure that as each facility is turned in, an MTC representative initials the form indicating that the facility has been cleared. Prior to departure the clearance form will be left with either range control or logistics.
- b. A thorough police call of all training areas, ranges or facilities will be made prior to the clearing process.
- c. Units must notify Range Control 30 minutes in advance of clearing the training area, range or facility. Units will retain a clearing detail at the site to assist in clearing. Units are not cleared until Range Control clears all training areas, ranges or facilities used by that particular unit.
- d. Units that utilize Unit Training Equipment Site (UTES) assets must clear with UTES before departing the training site.

3-4. CONVOY PROCEDURES

- a. Convoy access to MTC will be through gate #3. (See map in Appendix B-2).
- b. Convoy planning is a unit responsibility.

- c. Convoy Route Strip Map. (See map in Appendix B-5).
- d. All vehicles in a convoy will enter MTC without stopping on or along the public roadway.
- e. Mud left on public roadways will be reported to Range Control.

3-5. VEHICLE OPERATIONS

- a. Seat belt usage for all vehicles equipped with operator and passenger restraints is mandatory.
- b. Speed limit within the MTC is 20 MPH, 5 MPH when passing troops, unless otherwise posted. Range Control and MTC Security will monitor speed of vehicles, seat belt usage and will advise leadership of personnel found in violation.
- c. Off road usage will be in accordance with Chapter 7 of DMAIL 350-11.
- d. Units will not conduct blackout driving or tactical movements on the public roads adjacent to MTC. All training areas other than TA 200 (cantonment area) are authorized blackout drive areas.
- e. Night Vision Device Driving Policy – see Appendix P.
- f. Training events are not allowed on public roads at any time.
- g. All ground accidents will be reported to either MTC Range Control or Security and are to be reported on a DA Form 285-AB-R, JUL 94.
- h. Speed limit when passing troops is 5 mph.
- i. POV's are not allowed in the tactical training areas.
- j. The armory parking lot is not an authorized MTC user parking area.
- l. Soldiers operating or riding in tactical vehicles in tactical training areas will wear Kevlar helmet.

3-6. VEHICLE PARKING

- a. POV parking is authorized in the TSC in marked parking spaces, at owner's risk.
- b. All parking spaces are clearly marked with yellow lines, vehicles are not authorized to park in loading / unloading areas. Vehicles parked in unauthorized locations may be ticketed.
- c. Tactical vehicles including HMMWVs are only authorized to park in the fenced parking lot inside gate #3 (southeast end of the TSC) or in other areas designated by MTC headquarters or range control.
- d. Vehicles in cantonment area/range complex will not drive through ditches or park on grass areas, violations of this nature may result in loss of driving privileges at MTC.
- e. Use of chock blocks for military vehicles is mandatory. (ILARNG Memo, dtd, 11 April 2000).

**CHAPTER 4
COMMUNICATIONS**

4-1. GENERAL INFORMATION

- a. The MTC FM Range Control Frequency is **FM 41.75**. Units using training areas or ranges are responsible for establishing and maintaining radio communications with Range Control. The alternate frequency is **FM 40.15**.
- b. Telephone service for units using MTC, is located in the TSC.
- c. Telephone numbers are:
 - (1) MTC Hq / Training Site Commander.....(708) 824 – 6500
 - (2) MTC Logistics.....(708) 824 – 6501 / 6502 / 6503
 - (3) MTC Range Control / Security.....(815) 795 - 5701
 - (4) MTC Scheduling.....(815) 824 - 6507
 - (5) MTC Finance.....(815) 824 - 6506
 - (6) AmbulanceAs posted on the phone
 - (7) Community Hospital - (Ottawa)(815) 433 - 3100
 - (8) Explosive Ordinance Disposal (EOD) - Ft McCoy(608) 388 - 3315
 - (9) Fire Department Emerg. - 911 Non-Emergency(815) 795 - 5535
 - (10) Marseilles Police Department Emerg. - 911 Non-Emergency(815) 795 - 2131
 - (11) Seneca Police Department Emerg. - 357-8721 Non-Emergency(815) 642 - 8721
 - (12) State Staff Duty Officer (217) 761 - 3890
 - (13) UTES Site (815) 795 - 6210
 - (14) Marseilles Armory (G-BTRY – 1/202 ADA) (815) 795 - 6063
 - (15) Marseilles Armory.....(815) 795 - 6064
- d. Cellular Telephones are not acceptable means of communication with range control.
- e. Tactical Communications.
 - (1) One FM radio is provided on each of ranges A, B, C, and CPQC for unit use.
 - (2) Units training at MTC will use organic communication assets for secondary means of communication on ranges A, B, C, and CPQC.
 - (3) Units operating in the training areas, Hornickel House, and Red Brick house will use organic assets as their primary means of communication. Routine training in the training areas requires a single radio for communications with Range Control. Each unit in each training area must establish and maintain communications with range control. When a unit departs a training area either to occupy another area or to clear MTC, they will contact Range Control to request a closing time and will provide their closing information. (See Appendix I) When units are conducting joint training in the same training area or facility, each will be required to establish and maintain communications with Range Control.
 - (4) E Range, Rappel Tower, hand grenade range and CS chamber do not have communication assets on site. Units using these facilities will provide a primary and secondary means of communications with Range Control.
 - (5) Units conducting waterborne, sling load or smoke operations will use organic communications assets to establish a primary and secondary means of communications with Range Control.
 - (6) Units with single frequency radio assets will be assigned radio frequencies for internal communications use while operating on MTC. Units with SINCGARS may use hop set data for internal communications.
 - (7) Range Operations.
 - (a) Units will establish and maintain a primary and alternate method of communication with Range Control.
 - (b) Two FM military radios are required.
 - (c) Cell Phones are not an approved method.
 - (d) Units are only authorized to operate FM radios on military frequencies assigned by MTC range control.
 - (e) Non-Military agencies will be issued a military radio from Range Control as needed.
 - (f) Range Control will not issue hand held radios to any using organization.
 - (8) Wire Communications.
 - (a) Units will ensure that all wire is removed prior to clearing MTC.
 - (b) Wire will not be strung over-head, if wire is strung across the surface of roads it will be staked down on both sides of the road.
 - (c) Wire may be buried except in designated no digging areas. (See an Installation map or contact Range Control for more information)

- (9) Procedures for requesting occupation, hot, and cold times for ranges, and for occupying and closing training areas and facilities is located in Appendix I of DMAIL 350-11.

4-2. TELECOMMUNICATIONS / DATA COMMUNICATIONS

- a. Emergency only telephone support at the Training Site Headquarters and Range Control is available for organizations using MTC.
- b. Units requesting and using the TSC will have telephone communications for local calls only. Units needing long distance service must furnish their own Credit Card / Calling Card for dialing outside of the local calling area.
- c. Data transmission lines are available in the TSC for ILARNG and ILANG users only. Non – ILARNG +Organizations requiring internet access will coordinate this request through MTC Logistics at least 90 days prior to anticipated arrival.

CHAPTER 5 TRAINING RESOURCES

5-1. TRAINING FACILITIES

- a. MTC offers a wide variety of training opportunities. The training center consists of a cantonment area and 14 field-training areas (See maps in Appendix B).
- b. Training areas 104C, and 105E lie within the range Surface Danger Zone (SDZ). Absolutely no access is authorized to these training areas when range firing is conducted. Units will be informed of any planned firing at the administrative briefing. Training areas 104C, and 105E are clearly marked by fire breaks and signs. These training areas are not dudded areas.

5-2. COMBAT SKILLS STX/LANES

- a. MTC is an ideal infantry training area, with rolling and wooded terrain broken by occasional clearings.
- b. The Combat Skills Situation Training Exercises (STXs) for the scenarios listed in paragraph 5-1c (1) have been developed and published in the form of "Combat Skills STX Training Packets, Marseilles Training Center."
- c. The Range Control office has a binder for each STX, which includes specially prepared maps and overlays.

5-3. LAND NAVIGATION

There are six land navigation courses offered.

- a. There are compass courses located in TA 102S and 104W, designed as strictly a compass courses, with pace count markers. These courses have a combination of "grid to grid" legs and dead reckoning legs.
- b. A land navigation course is located in TA 101. This course is designed for the more advanced student to teach terrain association and land navigation skills.
- c. SOF, Advanced TA 106, and Expert courses - cover larger areas in more difficult terrain.
- d. Land navigation packets are available on the website or at Range Control. These packets include prewritten tests, and information for a unit to produce its own test. The courses are listed above in order from the easiest to the hardest.

5-4. NBC & SMOKE TRAINING

- a. The NBC proficiency test area is located in training area 200, east of range E. The test area includes a series of permanent structures (open-air shelters) which serve as the test stations. The test area also includes a CS chamber. Packets are available at Range Control. Units must provide all equipment and material to conduct training.
- b. An NBC STX area is established in Training Area's 200. A platoon level scenario has been written for the STX entitled "Marseilles Training Center NBC Lane". The binder for this STX is available at Range Control.
- c. The following means of smoke generation are authorized for Marseilles Training Center:
 - (1) Smoke generators
 - (2) Smoke pots
 - (3) Smoke grenades
- d. Smoke generators and pots may be used only with the prior approval of Range Control. The following precautions must also be taken:
 - (1) Smoke does not cross public roads, or affect civilian residential areas or domestic livestock.
 - (2) Weather conditions are such that a fire hazard is not created.
 - (3) Red smoke will be used only to designate an emergency location for air or ground evacuation.

- e. The placement of smoke generators and time of operation will be coordinated with Range Control. The designated training area for smoke generation is TA 104C, (which lies within the SDZ).
- f. Riot control agents may only be used in the CS Chamber at the training site; and only CS capsules will be used in the Chamber. CS canisters are not allowed.

5-5 RAPPELLING

- a. The Rappel Facility consists of a 15' practice tower and a 40' main tower. Up to 3 personnel are able to rappel at any one time down the open portion of front wall. One additional lane on the front wall consists of a window allowing a fourth lane to be operational. The main tower also has an open sided rappel on the north side of the tower.
- b. MTC has a natural cliff approximately 50' in height which is authorized for rappel training. The site is located at vicinity grid 595/736. All provisions of this regulation and the rappel SOP are applicable to this rappel site. The anchor points for rappelling at this location are the trees in the area. Rappel masters will adhere to procedures for establishing anchor points as outlined in FM-3-97.61, Military Mountaineering.
- c. A detailed Rappel Tower SOP is available at Range Control. Additional information is contained in Chapter 7, paragraph 7-11 of this regulation.
- d. Units are responsible for providing all rappelling equipment.

5-6. OBSTACLE COURSE

Located in TA 105W area C the recently rebuilt course contains multiple challenges and is designed for use as a two team competitive event or for a basic combat oriented course. The redesigned course also meets the requirements for a litter obstacle course in accordance with the Expert Field Medical Badge standards.

5-7. CONFIDENCE OBSTACLE COURSE

This obstacle course is located in Training Area 105W as well and is a confidence course in accordance with FM 21-20. Additional information regarding the requirements for use of this obstacle course is contained in Chapter 7, paragraph 7-15 of this regulation. The course has 12 obstacles of varying degrees of difficulty with three obstacles from each quadrant.

Blue quadrant obstacles: The Weaver; Reverse Climb; Island Hoppers

Red quadrant obstacles: Inclining Wall; Confidence Climb; The Tough One

White quadrant obstacles: The Tough Nut; Low Belly Over; Belly Crawl

Black quadrant obstacles: Six Vaults; High Step Over; Swing, Stop and Jump

5-8. MP CONFINEMENT FACILITY

Located in TA 104W at Grid: 587 / 710. This facility is designed to train operation of an enemy prisoner of war compound.

5-9. PRELIMINARY RIFLE INSTRUCTION (PMI)

- a. Small Arms Instructors Trainers (SARTS) team is available with prior notification.
(contact the State Marksmanship Coordinator at (217) 761-3576.)
- b. Self-instruction binder available.

5-10. ENGAGEMENT SKILLS TRAINER

The Engagement Skills Trainer (EST) is an indoor 12-lane Laser marksmanship training device. There are six different tactical situations available. This range must be requested at the same time other requests are submitted. Prior planning by the using unit is critical, as a qualified EST operator must be available to conduct training with this equipment. An EST operator can be scheduled through MTC Range Control, or the State Marksmanship Coordinator.

5-11. BEAM HIT

Beam Hit is a portable electronic marksmanship trainer. It is available for use and can be signed out through SARTS with prior notification. Additional SARTS support can also be requested at the same time. (contact the State Marksmanship Coordinator at 217- 761 – 3576)

5-12. WEAPON CLEANING FACILITY

A semi-automated weapons cleaning facility is available, located directly behind "B" Range. This is a sonic hydrothermal cleaning system that can clean an entire rack of weapons at one time. Contact the MTC Scheduling NCO to reserve this facility. This facility requires an OIC or NCOIC, in the grade E-6 or above, to be present at all times during operation in order to monitor appropriate and safe use of the facility. The facility SOP and training for this facility is provided through MTC Range control.

5-13. WATERBORNE OPERATIONS

Water operations may be conducted in ponds, in Training Areas 102N, and L2 of 102S. Water Operations may be conducted in 104C, only when live fire ranges are not in use. See section 7-8 or contact MTC Range Control for more information.

5-14. SLINGLOAD OPERATIONS

Sling load operations maybe conducted in a variety of locations on MTC. Commonly used locations are training area 105W area A, training area 102S area L2, and training area 104E area Q. Units may use other locations with prior coordination with Range Control.

5-15. HORNICKEL TACTICAL TRAINING HOUSE

The Hornickel Tactical Training House (HTTH) has been established to allow users the opportunity to conduct movement to an objective, reconnaissance, building assault and clearing procedures. The house allows units to conduct room clearance procedures in a realistic environment while incorporating shoot / don't shoot situations using both pop-up targetry and static targetry, MILES, simuntions or paint ball systems. The Hornickel Tactical Training House (HTTH) is located at grid 5846/7305, and the SOP for the facility is available from MTC Range Control upon request.

5-16. RED BRICK HOUSE

The red brick house is located in Training area 103W at grid 5934/7382. This facility serves the same function as the HTTH. The SOP for the HTTH applies to the red brick house.

5-17. PORTABLE POP-UP TARGETRY

MTC has 30 portable, battery powered, radio remote controlled, target lifters similar to those found on automated pop-up live fire ranges such as the RETS. These targets can be set up virtually any where on the installation for use in a very wide variety of training scenarios including but not limited to convoy ambush, personnel ambush, assault on a defensive perimeter, or defending a perimeter against attack. These targets use the 3D silhouettes and have the ability to function with MILES. These targets maybe scheduled for use on the MTC request forms.

5-18. PORTABLE LIVE FIRE SHOOT ROOM

The live fire shoot room is a portable 12'x12' room that may be set up on ranges A, B, or C. The room is use for live fire room entrance and clearing procedures with up to a four person team. This facility can be setup with either a center door or corner door. The facility has a separate SOP which can be requested through MTC Range Control.

5-19. TRAINING DEVICES

- a. MILES equipment in small quantities is available several months a year and does vary. For information regarding exact quantities and availability contact MTC Logistics at 708-824-6501 / 6502 /6503.
- b. Machine Gun Flash – Noise Simulators (aka pneumatic guns) are also available in small quantities several months a year and does vary. For information regarding exact quantities and availability contact MTC Scheduling NCO at 708-824-6507.

CHAPTER 6 RANGE OPERATIONS

6-1. RANGES - GENERAL

- a. MTC offers five (5) live fire ranges, one (1) hand-grenade practice range, one (1) scaled indirect fire range (mortars), and one (1) virtual marksmanship range.
- b. MTC Range Control will be operational when a unit is firing on the range complex.
- c. The minimum medical requirement for live fire range operations, unless otherwise specified, is one certified Combat Life Saver (CLS) or medic, aid bag, litter and evacuation vehicle per range. Using units are encouraged to have either a CLS with CPR or 91W-qualified medic on the range complex in addition to the CLS on each range. Units must provide documentation to confirm current certification of CLS personnel. Non-DoD users will provide equivalent resources in a trained first responder, with aid bag, litter and evacuation vehicle.

6-2. RANGE FACILITIES

- a. A map of the Range Complex is available in Appendix B.
- b. The following weapons ranges are available: (See also Appendix E, Range Complex Matrix.)
 - (1) "A" Range - Machinegun Range - 8 points
 - (a) Capabilities:
 - Weapon Types - M60, M240, M249, M24, M2-HB, M16 series, Pistols, SMG, & Shotgun.
 - Ammunition - .22, .38, .40, .44, .45, 357, 9mm, 10mm, 5.56, shotgun, 7.62mm, 50 cal plastic Short Range Training Ammunition (SRTA), 5.56 tracer, 7.62 tracer.
 - (b) Primary Use: Machine Gun range.
 - (c) Special Instructions:
 - This is the only range authorized for firing weapons whose caliber is larger than 5.56.
 - Elevation limiting devices must be used when conducting live fire with larger than 5.56 ammunition.
 - Firing tracer ammunition will be monitored by Range Control.
 - MP qualification course may be fired on this range, this course of fire requires 1 safety per firer.
 - Requires a minimum of one firing line safety for every four personnel firing.
 - (2) "B" Range - Enhanced Remoted Target System-ERETS, field fire range (automated) 7 points.
 - (a) Capabilities:
 - Weapon Types - M16 series, M249, SMG, Mini 14, Shotgun, Pistol, Bolt Action Rifles (special ammo limitations)
 - Ammunition - .22 through .45, 9mm, 10mm, 5.56, 5.56 tracer, shotgun slug.
 - (b) Primary Use: Individual rifle qualification.
 - (c) Special Instructions
 - Shotgun will only fire on paper stationary targets.
 - No rifle caliber larger than 5.56 will fire on this range.
 - There will be a maximum of 2 unit personnel in the RETS tower at any one time. There will be no eating, drinking, or smoking in the tower.
 - Requires a minimum of one line safety per two personnel firing.
 - (3) "C" Range - 25 meter (zero) range - 55 points.
 - (a) Capabilities:
 - Weapon Types - M16 series, M249, Pistols, and Shotgun.
 - Ammunition - .22, .38, .40, .44, .45, 357, 9mm, 10mm, 5.56, 5.56 tracer.
 - (b) Primary Use: Zeroing individual weapons, night firing, NBC firing.
 - (c) Special Instructions:
 - automatic firing is allowed.
 - Requires a minimum of one line safety personnel for every 5 personnel firing.
 - Shoot guns will not be fired at permanent target frames holding white target backer. Portable target frames are provided on the range for use with shotguns.

- (4) Combat Pistol Qualification Course (CPQC) (pop-up targets) - 10 Lanes.
 - (a) Capabilities:
 - Weapon Types – Pistols, and submachine guns chambered for pistol caliber ammunition.
 - Ammunition - .22 caliber through .45 caliber with maximum velocity of 1400fps.
 - (b) Primary Use: Pistol Qualification
 - (c) Special Instructions:
 - Movement forward confined to the gravel path.
 - Requires a minimum of one line safety personnel for every 5 personnel firing.

- (5) “E” Range - M-203 grenade launcher range - 1 Lane, 4 firing points (TP only)
 - (a) Capabilities:
 - Weapon Types – M203, M79, 37mm
 - Ammunition - TP-40 DODIC-B519.
 - (b) Primary Use: Grenade Launcher Qualification.
 - (c) Special Instructions:
 - Riot control agents are prohibited.
 - Requires one line safety personnel for every 2 firers.

- (6) Scaled Mortar Sabot Range - 2 firing points/2 observation points
 - (a) Capabilities:
 - Weapon Types – 60mm, 81mm mortar.
 - Ammunition - 60mm - SRT, 81mm with 22mm sabot.
 - (b) Primary Use: Mortar SRT Firing
 - (c) Special Instructions:
 - Pistol qualification takes precedence over Mortar firing.
 - D Range must be closed during Mortar firing.
 - Riot control agents are not allowed to be used.
 - Road guards will be used when Mortar firing is in a “HOT” status.

- (7) Hand Grenade Range - Hand grenade qualification course (Grenade simulation only) - 7 points
 - (a) Capabilities:
 - Weapon Types – Practice Grenades
 - Ammunition - M228 practice fuze.
 - (b) Primary Use: Hand Grenade qualification.
 - (c) Special Instructions:
 - No live grenades allowed.
 - Practice fuzes MUST be mated with body of the practice hand grenade.
 - Requires one line safety personnel for every 2 personnel being trained.

- (8) Engagement Skills Trainer Range (EST) - 12 lanes
 - (a) Capabilities:
 - Weapon Types – M9, M-16, M60, M203, M249, M2, MK19, 60mm, 81mm, AT4.
 - Ammunition - N/A -- Laser Light.
 - (b) Primary Use:
 - Marksmanship training.
 - Combat scenario training.
 - MP scenario training.
 - (c) Special Instructions:
 - Only a qualified trainer/operator will run the EST system.
 - Food & beverage consumption is only allowed in the classroom portion of the building.
 - The firing line is to be treated as a live firing line.
 - Live weapons must be placed in the weapons storage rack located behind the instructors control desk.

6-3. RANGE DUTIES AND RESPONSIBILITIES

a. Range Control will:

- (1) Monitor range operations, conduct safety inspections at least one time daily and insure safety regulations are being followed.
- (2) Call the immediate cessation of firing when observing unsafe acts, and is further authorized to evict any individual/organization/unit from the range because of repeated, uncorrected safety violations.
- (3) Require completion of the following documents.
 - (a) Range and Safety Personnel Appointment Form, (App. F), or duty appointment in memorandum format with a commanders signature.
 - (b) Marseilles Training Center Clearance Form, (App. G).
- (4) Ensure units/individuals adhere to clearance procedures.

b. Using Units Will:

- (1) Assign personnel to the following duties:
 - (a) Range OIC/NCOIC for each firing range or firing site (E6 or above), and provide names to Range Control.
 - (b) Range Safety Officer for each firing range or firing site, (E5 or above).
 - (c) Range Tower Operator. This individual cannot be the Range OIC or the Safety Officer. (no rank restrictions)
 - (d) Any deviation from rank requirements must be approved by Range Control.
 - (e) Have at least one CLS or Medic with aid bag, litter and designated evacuation vehicle on each range per paragraph 6-1c of the regulation.
- (2) Ensure that the range personnel listed above are present on the range during firing. Range safety personnel must be on orders, per instructions in para 8-1C of this regulation. (See Appendix F for appointment format).
- (3) Report all accidents to Range Control on DMAIL Form 15. (Copy in range packet).
- (4) Ensure that all ranges/training areas are properly policed, and clearance is coordinated with Range Control.

c. Range OIC/NCOIC: The Range Officer is responsible for the safe conduct of firing and / or training on a specific range. Additionally the Range Officer will:

- (1) Attend a safety briefing prior to the commencement of training.
- (2) Report all fires to Range Control.
- (3) Request from Range Control occupation time, hot time, and cold time.
- (4) Ensure all ammunition procedures, firing and training is conducted to standard.
- (5) Have in his/her possession the following documents:
 - (a) The appropriate weapon(s) FM.
 - (b) Operator level weapons -TM.
 - (c) Range Packet.
- (6) Insure incidents/accidents occurring during range operations are reported to Range Control.
- (7) The Range OIC is responsible for insuring that all range operations are conducted in accordance with Army Regulations. OIC should be especially familiar with AR 385-63 and DA Pam 385-63.

- d. Range Safety Officers: Will be present at each firing range or training area at all times when training is being conducted. They answer directly to the Range OIC. Range Safety Officer will:
- (1) Attend a safety briefing prior to the commencement of training.
 - (2) Ensure safe operation of the range in accordance with AR 385-63, DA Pam 385-63 and pertinent field or technical manuals.
 - (3) Brief and supervise all range safety personnel.
 - (4) Ensure all firers are briefed on the safe use of weapons prior to drawing ammunition and reporting to the fire line.
 - (5) Ensure that all weapons are cleared before leaving the range so that ammunition does not leave the range. Personnel will be inspected to insure that no ammunition remains in their possession after range operations has ceased firing.

6-4. DRAWING RANGE(S) & EQUIPMENT:

The following procedures will be used for issue and turn-in of targets and range support materials:

- a. Range Control will provide all necessary range flags, range lights, targets, target frames, special equipment, and special instructions for the range requested.
- b. The following supplies/equipment is unit responsibility:
 - (1) Score cards/blank forms
 - (2) All necessary publications
 - (3) Hearing protection
 - (4) Left hand deflectors
 - (5) Small arms tool kit
 - (6) Weapons cleaning supplies
 - (7) Chemical Lights (as required)

6-5. SAFETY BRIEFINGS

- a. Range Control will conduct a safety briefing for the following personnel:
 - (1) Range OIC/NCOIC for each range or training area.
 - (2) Range Safety Officer for each range or training area.
 - (3) Briefings will be conducted at 1300 every Friday.
- b. Individuals having received this briefing will initial the Range and Safety Personnel Appointment form. The form is kept on file at Range Control and the briefing is good for one year from the date the briefing was received. (see App F).
- c. A basic Range Safety briefing is provided in Appendix H, for RSOs to give at the range to all personnel.

6-6. OPENING AND CLOSING RANGES

- a. The following procedures must be accomplished to occupy and go hot on a range. Actual scripted procedures for occupying, going hot and cold are provided in Appendix I.
 - (1) When the unit arrives at the range to begin setup the unit requests "occupation time" from range control.
 - (2) A risk assessment must be completed prior to range operations.
 - (3) The unit OIC and unit Safety Officer are present at the firing position.
 - (4) Primary and Alternate communications are established with Range Control.
 - (5) The range flag is up, and necessary road blocks in place.
 - (6) An ambulance or suitable vehicle / with CLS or medical personnel with a strip map to the hospital are on each range
 - (7) Verify the down range is clear of all personnel.
 - (8) Request a "HOT" status.

- b. To clear ranges upon completion of firing:
 - (1) Request "COLD" status from Range Control.
 - (2) Police ranges and range buildings, clean permanent latrines, remove brass, ammunition boxes, crates, and other debris. All trash will be removed from receptacles and transported to dumpsters. Plastic bags in trashcans will be replaced by using unit.
 - (3) Reface or re-paste targets after firing.
 - (4) All material and equipment will be turned-in, in the same condition it was issued (i.e., nails pulled out of lumber, equipment cleaned). Units may be required to furnish a detail to accomplish these tasks at the request of Range Control. All range equipment will be returned to Range Control.
 - (5) The using unit will collect and return to the Ammunition Supply Point all unexpended ammunition, fired brass casings, accessories, and packing materials, such as clips, bandoleers, and packing boxes.

6-7. RANGE OPERATIONS REQUIREMENTS

- a. As needed Guards, signs, gates, and/or barriers warning of the danger of firing will be placed on roads, trails, and other possible approaches to danger areas; and will remain in place while firing is in progress. Road guards, gates and barriers will not be bypassed without permission of Range Control. During the administrative and safety briefing, Range Control will determine which roads/trails, if any, will be blocked. The unit is responsible for road guards where required.
- b. A scarlet range flag will be displayed from the range pole during daylight hours. During night firing, red lights will be displayed from the appropriate control tower. The range flag is issued at range control.
- c. Left-handed shooters are required to use a brass deflector on the M16 and M16A1 weapon.
- d. All units will bring ear protection for personnel engaged in firing operations. The Range Safety Officer will insure that all personnel on the ready and firing lines are wearing properly fitted ear protection prior to the firing of any weapon.
- e. All personnel and weapons will be thoroughly inspected by a responsible officer after the completion of firing to insure that live ammunition does not leave the range.
- f. Running on ranges is prohibited.
- g. All weapons on the firing line will be pointed down range or in the raised position at all times.
- h. The OIC and Safety Officer of the range will wear a white helmet band and remain on the range at all times that the range is in operation, (HOT).
- i. All vehicles will remain in the parking lot. The ammo truck will make one trip to deliver ammunition to the ranges and one trip to pick up residue.
- j. When the zero range is in operation, all firers will move up and down range as a group. After a cease-fire, firers will clear their weapons, and the range safety personnel will ensure that the chambers are clear. The firers will then move down range as a group, to mark their shot group, turn around facing south, and remain in position. When all firers are facing south, they will be given the command to move back to the firing line as a group. Only when all firers have returned, will they be given the command to pick up weapons and adjust sights as necessary.
- k. At a minimum each range will have a dedicated CLS or medic, with aid bag, litter, and dedicated evacuation vehicle. Using units are encouraged to have either a CLS with CPR or 91W-qualified medic on the range complex in addition to the CLS on each range.

1. Ammunition will be stored in and issued from the ammo break down buildings provided on each range. Live ammunition, except blanks, will be kept on the ranges and ammunition breakdown facilities. At no time will live ammunition be allowed in the bleacher areas or off the range on which it is being fired.

6-8. NIGHT FIRING

- a. The following ranges are authorized for night firing:
 - (1) Combat Pistol Qualification Course.
 - (2) A Range
 - (3) B Range RETS.
 - (4) C Range 25 meter (Zero)
- b. Units conducting night firing will mark the left and right limits of the range using chemical sticks or lights.
- c. During night firing, all weapons will be rodded/cleared from only one central point for each range.

6-9. 14.5 mm ARTILLERY SUB-CALIBER TRAINER

Firing of the M31 – 14.5mm sub-caliber trainer round for 105mm-towed howitzers is prohibited.

6-10. PORTABLE LIVE FIRE SHOOT ROOM

- a. The portable live fire shoot room is considered a live fire maneuver range in accordance with DA Pam 385-63. This facility has a separate SOP governing its setup and operation. This SOP can be requested through MTC Range Control or downloaded from the internet at www.il.ngb.army.mil then departments/plans, operations and training/Marseilles Training Center.
- b. The requirements for operation of this facility are different from standard range operations, and are specified in the Shoot room SOP.

CHAPTER 7 TRAINING AREA GUIDANCE

7-1. OCCUPATION OF TRAINING AREAS

- a. Units operating in a training area will establish and maintain radio communications with MTC Range Control. Routine operations in the training areas require only one means of communication, in accordance with paragraph 4-1, e (3) of DMAIL 350-11. Scripted procedures for occupying and departing a training area are found in Appendix I, of DMAIL 350-11.
- b. Routine Training Area Operations require an OIC or NCOIC in the grade of E-5 or above. Requirements for Waterborne operations Slingload operations and rappel operations are different. See paragraphs 7-9, 7-10 and 7-11 respectively for specific details.

7-2. RESTRICTED AREAS

- a. MTC restricted areas are listed below:
 - (1) Gravel pit area unless coordinated in advance with range control.
 - (2) Water ponds, unless prior coordination for waterborne operations.
 - (3) Residential properties along north boundary road.
 - (4) Areas used for the IDNR Wildlife Crop Leases. Units will be informed of these areas during in-briefing.
 - (5) Areas around the Training Site Commander's residence, or other occupied buildings.
 - (6) UTES and hard stand parking areas are off limits unless coordinated in advance with the UTES foreman.
 - (7) Range Control reserves the right to restrict access to any training area when severe tire rutting is expected.
 - (8) The North, South, and West boundary roads are outside the limits of the MTC and are, therefore subject to public regulation.
- b. Designated parking areas along the west boundary road may be used for vehicle parking and administrative operations activities.

7-3. ENVIRONMENTALLY BASED RESTRICTIONS

- a. Extreme caution must be used to ensure that MTC's natural habitat is not disturbed. Maintaining this natural habitat makes for a better training area.
- b. Wildlife will not be disturbed, harassed, or injured.
- c. Care will be taken to ensure soil cover is not stripped bare of vegetation. Do not cut trees with protective coverings or special marks, trees greater than two inches in diameter will not be cut. Additional guidelines will be established based on current environmental situation of each training area and will be communicated at the weekly range control briefing.
- d. At no time will units use area pesticides. Contact Range Control, if the unit identifies a need for area pesticide application. Personal pesticide use on skin, clothing and equipment (i.e. mosquito or tic spray) is allowed.
- e. Crop lease areas and wildlife food plots are not to be disturbed.
- f. Bivouac areas must be approved by Range Control. Range Control may not allow bivouac sites to be set up in certain training areas if environmental conditions will not support those activities.
- g. Open fires are prohibited.
- h. Digging of trash pits is not authorized.
- i. Foxholes, emplacements, or trenches will not be dug without prior approval of Range Control. No latrines will be dug on MTC. Portable toilet facilities are available on site. (advance planning is required).

- j. All refuse will either be placed in dumpsters provided, or transported by unit to home station. All ammunition residue, brass, and unused ammunition will be policed and turned in prior to departure.
- k. P.O.L. Products will be handled in a manner which will eliminate or reduce the chance for cross contamination or spills. Follow these procedures for specific operations.
 - (1) Use of mobile fueling tanks (MFT) in cantonment will be restricted to refueling pads located Southeast of the UTES. Refueling in the field will follow field-refueling procedures and use a spill mat or heavy plastic in the refueling area with drip cans. No vehicles will fuel within 100 meters of any water body. This also includes intermittent streams. MFTs will have spill kits and at least one copy of the spill card (Appendix K) per vehicle.
 - (2) Fueling with five-gallon cans for field kitchens and generators will also be done at the fueling pads or properly designated areas. Special precautions must ensure that when burners and generators are filled, pre-checks are made for fueling operations.
 - (a) Never fill five-gallon cans over the seam that connects the upper and lower parts of the can. This will allow the liquid to expand and prevent seepage.
 - (b) Always ensure that cans have serviceable gaskets. Never store cans without removing the fuel spouts and replacing the caps.
 - (c) Check the operation of components before, during, and after operation to insure that fuel is not leaking (fuel hoses, gaskets, etc.)
 - (d) Kitchens need to follow procedures outlined in TM 10-7360-204-13p for safe fueling operations.
 - (3) Units conducting field-fueling operations will submit a copy of the Unit OPORD to MTC HQ – Environmental for review. Specific items looked for will be detailed Concept of Operation paragraph which outlines ingress / egress, layout of the field fuel point, grid locations of tankers and the items listed above.
- l. Archeological Sites are located around the Marseilles Training Center. It is a federal offense to knowingly disturb these sites. Follow these procedures to limit unearthing these sites:
 - (1) Use the current Marseilles Training Center map to determine if any archeological sites are around your location. Note all areas have been checked. No Digging or vehicle maneuvers in these areas.
 - (2) Limit your digging and vehicle maneuvers to areas well away from these specified sites.
 - (3) If any sites are uncovered during your operation, CEASE THE DIGGING, mark the hole, and record the location of the artifacts. Report the incident to the chain of command and forward the information to MTC Range Control.
- m. Streams and Wetlands are a protected resource under the Clean Water Act. Follow these simple guidelines to avoid impact:
 - (1) Vehicles can cross streams only in designated areas. These areas are low water crossings lined with rock, culverts or bridged crossings.
 - (2) Troops should limit stream and river crossings when possible. Use a single crossing point as much as possible.
 - (3) Marsh area and wetlands should be avoided, especially by platoon size or larger maneuvers on foot. At no time should any vehicle be in or around these areas.
- n. Turn Hazardous/Non-Hazardous Waste associated with equipment maintenance operations in to the UTES maintenance facility from 0900-1500; Mon.-Fri. POC is the UTES Shop Chief at (815) 795-6210. Use the following guidelines when turning in special non-hazardous and hazardous waste during your AT period:
 - (1) Segregate all wastes according to the ILARNG Waste Management and Hazardous Material Management SOP.
 - (2) All special non-hazardous and hazardous wastes will be stored in closed containers and the container labeled clearly with its contents. Along with any applicable warning labels as outlined in the ILARNG Waste Management and Hazardous Material Management SOP.
 - (3) Turn in wastes in five-gallon containers. If any other size container is used, you must coordinate with the UTES prior to turning in that waste.
 - (4) All special non-hazardous and hazardous wastes will be turned into the UTES prior to leaving MTC. Transport of special non-hazardous and hazardous wastes to home station is illegal.

- o. Off Road Driving should be minimized. All vehicle traffic off road will avoid travel in low areas and areas of standing water. Off road operations during wet weather should be minimized to the fullest extent possible. Roadside ditches should only be crossed where there is a culvert. The current Marseilles Training Center Map indicates areas that are off-limits to vehicles.
- p. Pyrotechnics must be coordinated with Range Control to reduce the potential of fire.
- q. Non-ILARNG entities using MTC firing ranges will not clean their weapons at MTC. Non-ILARNG units may request an exception to this policy in memorandum format and addressed to the Training Site Commander. The memorandum will include as enclosures the following: a list of all solvents to be used with associated MSDS sheets; a list of all expendable supplies to be consumed in the cleaning process (i.e. patches, rags, paper towels, etc...) and analytical documentation which demonstrates the cleaning waste to be non-hazardous. The requesting unit or organization will receive written notification of approval or denial of their request for exception to policy from MTC HQ.
- r. ILARNG units cleaning weapons at MTC by manual means or using the Weapons Cleaning Facility will follow the protocol sheets in Attachment A-1 of the ILARNG Waste Management and Hazardous Materials Management SOP regarding disposal and handling of weapons cleaning waste.

7-4. TACTICAL MESS OPERATIONS/FIELD SANITATION

- a. Field kitchen and feeding areas are provided for units. The areas are located at Grids: 605 / 691 (200 area). Grid: 581 / 730 (area 102S), Grid: 608 / 723 (area 103E). Other locations may be used with prior coordination and written approval of MTC range control.
- b. Tactical Mess Operations.
 - (1) Ice is available at MTC. Coordination for pick-up will be arranged during in processing briefing.
 - (2) All materials for establishing a field mess site are provided by MTC. Units will contact MTC Range Control to get these materials. Field kitchens will follow guidelines below for disposing of used washing water (gray water):
 - (a) Dig a hole about 12-18 inches deep that will accommodate a metal or plastic drum.
 - (b) Fill the perforated drum with burlap to catch grease and food particles.
 - (c) Use additional barrels to supplement proper drainage.
 - (d) Fill and mark the hole and place back to near original condition.
 - (e) Dispose of food and burlap at the proper dumpsite.
 - (f) Ensure the hole is placed at least 150 feet from any water source or "wetland."
 - (g) Follow the "green" field guide for kitchen placement distributed by DOL-PP.
- c. Field Sanitation
 - (1) All refuse will be deposited in dumpsters. All barrels near the portable latrines will be emptied into the dumpster. No trash or garbage will be buried. Plastic bags in containers are to be replaced by the using unit.
 - (2) Wastewater will be poured into soakage pits. Burlap will be changed by using unit at completion of training. Using units at field mess sites will dig soakage pits.
 - (3) No trash will be placed in latrines. If during clearing, trash is found in the latrines, it will be the using unit's responsibility to clean it out.
 - (4) Hand washing materials and devices will be furnished at the latrines and near mess areas by the using units.
 - (5) Do not handle any wild animals found on the grounds.
 - (6) Showers will be at the designated shower facility. Water from the showers will be channeled into a sump. Locations for the shower unit(s) must be pre-coordinated with the MTC site manager so a soil percolation test can be conducted. Once this is completed, the specifications for the sump hole will be designated by the environmental Branch per the 77 Illinois Administrative Code Chapter I section 905 appendix A. Each shower unit is capable of pumping at a rate of 20 gallons per minute and will be limited to run for 4 hours a day. This equals 4800 gallons of water which the sump must contain and allow the water to be absorbed by the soil. To facilitate drainage, the showers will be run 2 hours on and 10 hours off. For example, showers could be run from 0800-1000 hours and then from 2000-2200 hours. If more than one shower unit is deployed to the field, an additional sump will be set up at a separate designated location. If at any time the sump (not including the berm) becomes full, the operation will stop. When the water in the sump drops, showers may resume. At no time will overland flow occur. It is the command responsibility to ensure that this operation is continually checked for proper compliance.

- (7) Latrines will be provided by the training site and will be located near the bivouac areas. No slit trenches or cat holes are authorized.
- (8) Units will comply with field sanitation procedures as outlined in AR 40-5, Preventative Medicine and FM 4-25 Field Sanitation.

7-5. SPILL CLEAN-UP AND CONTROL

- a. Respond to all POL spills as indicated in Appendix K. Report POL product spills to Range Control as soon as possible after the spill. Units will assist in the clean up as directed by Range Control.
- b. If a Non-ILARNG unit's training results in a POL spill, the unit will be charged for the cost of spill residue clean-up and disposal. These costs will be billed to the unit through the Identifiable Incremental Cost (IIC) process outlined in Appendix C of this regulation. Cost will be annotated on the IIC worksheet, page C-16, under the line item, "Environmental Clean-up". The bill for services rendered will include a statement of charges incurred by the ILARNG as a result of the POL spill.
- c. Units will not attempt to dispose of spill waste except as directed by Range Control.
- d. For spills in the refueling area at the UTES, a spill kit is located in the refueling area.

7-6. RESIDENTIAL RESTRICTIONS

- a. Private property surrounds MTC. Crossing private fences, trespassing, or other infringement of private property is strictly prohibited.
- b. Private drives and residences will not be used for parking, turning around, or any other training activities.

7-7. AIRCRAFT RESTRICTIONS

- a. Aircraft flights, when range firing is being conducted, are prohibited without specific coordination with the MTC-RC. Flying over training areas is prohibited unless the aircraft pilot(s) has been briefed as to aerial danger (no fly) areas by Range Control. FLT OPNS at MTC requires a MTC Request to be completed. (Appendix D)
- b. Aircraft will avoid low-level flights over adjacent residential areas and crop areas during growing season.
- c. Helicopter operations are prohibited during the designated deer season.

7-8. FIREARMS AND LETHAL WEAPONS

- a. Loaded firearms are prohibited, except in authorized hunting or range areas. These restrictions likewise apply to weapons concealed or contained in any vehicle or conveyance, or its attachments.
- b. Concealed weapons, such as "black jack", straight razor, brass knuckles, switch blade knives, etc., are strictly prohibited.
- c. Military personnel training at MTC are not authorized to have personal weapons or ammunition in their possession.
- d. The following restrictions apply to weapons and ammunition used for training:
 - (1) Individual weapons issued for training or operations will be in the possession of the person to whom issued, except during emergencies or medical evacuation. Weapons will not be surrendered to the charge of another person.
 - (2) When small arms are in a field environment and not issued to an individual, they will be secured in locked racks or containers and placed under constant guard.
 - (3) Reference NGR 190-11: When necessary during tactical training exercises, ammunition will be stored under constant guard on a vehicle or aircraft. NOTE: Ammunition will not be stored on the ground or in tents.
 - (4) At no time will live ammunition be carried by the individual soldier except on the range complex in accordance with chapter 6 of this regulation.

- (5) Commanders and supervisors must ensure that blank ammunition only be issued for use in field training areas.

7-9. WATERBORNE OPERATIONS

- a. Water operations may be conducted in designated areas as listed in section 5-12, of this regulation.
- b. Using units will provide a detailed operations plan to MTC Range Control for final approval NLT 15 days, prior to conducting training.
- c. Due to the hazardous nature of these operations, waterborne operations will be conducted with the following requirements:
- (1) Using units will have personnel as follows:
 - (a) Training OIC or NCOIC, (E-6 or above)
 - (b) Training Safety Officer, (E-5 or above)
 - (c) Minimum of 2 certified life guards, a copy of certification will be filed with Range Control
 - (2) Using units will have the following equipment available at all times.
 - (a) U.S. Coast Guard approved type II personal flotation device for each person in the water at any one time. This item will be immediately available for personnel in the water training and worn by all personnel assigned rescue duty from shore or in the boat.
 - (b) Two throw lines, at least 50' in length, with attached float. One assigned to shore and one to rescue boat.
 - (c) Rescue boat, manned by one lifeguard and one person to maneuver the boat.
 - (d) Medic with litter, aid bag and dedicated evacuation vehicle.
 - (3) Training OIC/NCOIC: The training OIC/NCOIC is responsible for the safe conduct of all training.
 - (a) Attend the range safety briefing at range control prior to commencement of training
 - (b) Ensures two forms of communication operable and contact made with range control prior to commencement of training.
 - (c) Request Occupation and closing time as outlined in Appendix I for training areas.
 - (d) Ensures that any necessary manuals and equipment are available to conduct training.
 - (e) Will report any incidents or accidents occurring during training to Range Control immediately.
 - (4) Training Safety Officer (TSO): Will be present at all times training is being conducted. TSO is responsible for ensuring that all necessary safety measures are implemented and all safety equipment is properly utilized. TSO will:
 - (a) Brief all personnel on safety and rescue measures.
 - (b) Brief and supervise safety personnel.
 - (c) Ensures that lifeguards are performing only their assigned duties.

7-10. SLINGLOAD OPERATIONS

- a. Effective 1 October 1997 all Army sling loads must be inspected by a soldier qualified as an inspector prior to conducting a sling load operation. Qualified inspectors are in the rank of E-4 or above and a graduate of one of the following courses: Pathfinder, Air Assault or Sling Load Inspector Certification Course (SLICC). Graduates of the above courses, regardless of the date of graduation, are authorized to inspect loads. Graduates of the above courses that are below the rank of E-4 are not authorized to inspect loads.
- b. Inspections will be recorded on the Sling Load Inspection Record (DA Form 7382-R). This form is available in Appendix I of FM 10-450-3, and must be reproduced locally. This form is required in triplicate. Distribution of the form is as follows:
1. Copy one - to the supporting aviation unit
 2. Copy two - securely taped or tied to the load.
 3. Copy three - remains with the supported unit.

Coordination for the delivery of "copy one" should be arranged prior to the operation. The supporting aviation unit may request their copies be sent through distribution, mailed or delivered to the aircraft on the PZ. Load inspections are the responsibility of the supported unit. Completion of the DA Form 7382-R, SLING LOAD INSPECTION RECORD, is required for all loads. In the event that the same loads are being used several consecutive times only one DA 7382-R is required for the load. However, a qualified inspector will re-examine the load between hook ups to ensure the load is still rigged safely. Any load that is being used more than once and is either left unattended, or is not hooked up for more than one hour will be re-inspected using DA Form 7382-R.

- c. Units will initiate a request for occupation time when unit members arrived at their LZ/PZ. Units will request "hot" time prior to initiating operations and will request a "cold" time at the end of their operations.
- d. Units will have the following assigned personnel:
 - (1) Training OIC or NCOIC, (E-7 or above) on appointment orders, and approved for safety duties at MTC by attending the MTC safety briefing.
 - (2) Training Safety Officer (TSO), (E-7 or above) on appointment orders, and approved for safety duties at MTC by attending the MTC safety briefing.
 - (3) Sling load inspector qualified individual as per paragraph 7-10a of this regulation.
- e. Training OIC/NCOIC: The training OIC / NCOIC is responsible for the safe conduct of all training.
 - (1) Attend the range safety briefing at range control prior to commencement of training.
 - (2) Ensures two forms of communication operable and contact made with range control prior to commencement of training.
 - (3) Request Occupation and closing time as outlined in Appendix I.
 - (4) Ensures that necessary manuals and equipment are available to conduct training.
 - (5) Will report any incidents or accidents occurring during training to Range Control immediately.
- f. Training Safety Officer (TSO): Will be present at all times training is being conducted. TSO is responsible for ensuring that all necessary safety measures are implemented and all safety equipment is properly utilized. TSO will:
 - (1) Brief all personnel on safety measures.
 - (2) Monitor personnel safety.
 - (3) Ensures that personnel are performing only their assigned duties.

7-11. RAPPEL OPERATIONS

- a. Military Units that plan to conduct rappel training at MTC must have two (2) Rappel Master qualified individuals and either an Air Assault or Ranger qualified OIC (E-7 or above) who is also MTC Safety certified. Civilian users and police departments must have a rappel trained OIC and two rappel instructors. Rappel masters and rappel instructors will submit copies of rappel certifications to MTC Range Control.
- b. Special instructions:
 - (1) An Army Medic for military users and a Paramedic for non military users, with aid bag, litter, backboard, neck collar and dedicated evacuation vehicle is required. Medics are also encouraged to have oxygen available. CLS instead of a 91W qualified medic is not authorized.
 - (2) Rappel operations require two means of communications. Military radio is not provided at the rappel tower, using organizations must provide both means of communications.
 - (3) Rappel operations request occupation time, HOT time and COLD time as though it were a range.
 - (4) Rappelling from the natural cliff requires a protective covering to be placed around the tree. These can be drawn from Range Control. The covering protects both the tree and the rope.
 - (5) Slack rappelling, defined as any form of rappelling in which slack in the rope is taken up to the rappel platform, and where the rappeller "free falls" from the platform until the slack is taken up, is strictly prohibited.
 - (6) A detailed rappel SOP is available through MTC range control and must be signed out prior to initiating operations.

7-12. HORNICHEL TACTICAL TRAINING HOUSE

- a. The Hornickel Tactical Training House (HTTH) is located on the main training area road, approximately 500 meters east of gate 50, in training area 102S.
- b. A safety certified OIC (E-6 or above) and an RSO (E-5) and above must be present at all times while a unit is operating this facility. The HTTH will establish FM radio communications as designated for training area operations.
- c. Blank fire, simunitions and paintball are authorized for use in the HTTH. Pyrotechnic devices and chemical agents of all types are prohibited from use within the HTTH.
- d. A detailed SOP for the facility is available through MTC Range Control. Units using this facility will adhere to all requirements laid out in this SOP.

7-13. RED BRICK HOUSE

- a. The Red Brick House (RBH) is located approximately 100 meters east of gate 40 in training area 103W. This facility is operated like the HTHH, and the SOP for the HTHH applies in all respects to the RBH.

7-14. PORTABLE TARGETRY

- a. MTC has 30 portable, battery operated, radio control, computer scored pop-up target lifters available for use through out the training site. These targets function similarly to an automated rifle range. The targets can be used year round. These targets will interface with MILES so that a soldier firing at a target with a MILES emitter on the weapon will cause the target to fall and be scored, as though it were struck by a bullet. These targets are extremely flexible and can be used in virtually any terrain, along roads, in the HTHH or RBH, with full size "E" silhouettes or the half size "F" silhouettes. They can also be used with simunitions and paintball weapon systems.
- b. Prior coordination with MTC Range Control is required in order to effectively use this equipment, and the equipment is run by an MTC range control representative. Especially complex scenarios are possible with this equipment but require a prior planning session with MTC Range Control in order to write any necessary programs and ensure proper placement of the targetry to ensure the unit gets the most from the training event.
- c. Requests for a small number of targets (10 or less) with a simple all up - all down scenario will be accepted on 1 week notice.
- d. For more information on the availability of MILES see paragraph 5-19 of this regulation.
- e. This equipment can be reserved on the MTC Range and Training Area Request Form in appendix D of this regulation.

7-15. CONFIDENCE OBSTACLE COURSE

- a. This course is designed to provide a test of mental and physical confidence; it is not to be used for physical conditioning. Individuals are encouraged but not forced to negotiate the obstacles on this course and the course is not run against time. Individuals negotiating the confidence obstacle course should be in good physical condition and be well rested prior to start of training. The FM 21-20 provides guidance on negotiation of the obstacles and several safety notes regarding use of the confidence obstacle course. The FM 21-20 is required to be present and used to safely and successfully negotiate this course.
- b. Special instructions:
 - (1) Prior to running the course an inspection of each obstacle will be conducted to include ropes, landing / fall areas under and around obstacles using a checklist provided by MTC Range Control. Problems or concerns will be forwarded to MTC Range Control for further action. Thorough Risk Assessment will be conducted and will take into consideration the physical fitness of the soldiers negotiating the course. Risk Assessment and obstacle checklist will be available at all time for MTC Range Control inspection.
 - (2) A MTC safety qualified OIC E-7 or above must be present on the obstacle course at all time during the training.
 - (3) The following obstacles require an assistant instructor E-6 or above to be present at all times: The Tough One and The Confidence Climb. The Confidence Climb requires the assistant instructor to be positioned on the top rung of the obstacle. The AI will be tied into one of the eye bolts on the obstacle with a safety harness provided by MTC Range Control. The AI instructor for the tough one will be positioned at the obstacle and will move as needed around or on the obstacle to provide assistance and instruction. When the AI is on the obstacle the AI will tie into the obstacle using the safety harness provided by range control prior to providing assistance or instruction.
 - (4) The following obstacles require at least one spotter per individual negotiating the obstacle: Low Belly Over, Reverse Climb and The Weaver.
 - (5) Individuals negotiating the course will receive instruction and demonstration of how to complete each obstacle prior to attempting to negotiate the obstacle.
 - (6) The course will not be used if obstacles are wet, icy or during inclement weather.
 - (7) An Army Medic for military users and a Paramedic for non military users, with aid bag, litter, backboard, neck collar and dedicated evacuation vehicle is required. Medics are also encouraged to have oxygen available.

- (8) Confidence Obstacle Course operations require two means of communications. Military radio is not provided at the obstacle course using organizations must provide both means of communications.
- (9) The Obstacle Course will request occupation time, HOT time and COLD time as though it were a range.
- (10) Do not conduct muscular strength or muscle failure physical training within 12 hours of negotiating the confidence obstacle course.

CHAPTER 8 SAFETY

8-1. GENERAL

- a. This chapter prescribes safety and policy requirements common to all users of MTC.
- b. AR 385-63 and AR 385-64 regulate, Army-wide, the firing of weapons for training and target practice. The provisions of this regulation supplement the above two ARs.
- c. OICs and Range Safety Officers will be on current unit orders as being safety trained and qualified. A certification roster will contain the individual's name, rank, last four of SSN and operations for which the individual is qualified to safety. Appendix F is a sample Range Safety Personnel Appointment Roster. MTC Range Control will pass around a copy of the form in Appendix F at each safety briefing, with the unit commander's signature this form may be used as the appointment order.
- d. The requirements for personnel to be safety certified for conducting range or training area operations at MTC are:
 - (1) Must attend range certification brief.
 - (2) Read, understand, and comply with:
 - (a) AR 385-63 and / or AR 385-64, as appropriate
 - (b) Provisions of this regulation.
 - (c) Appropriate FM's and TM's for their operations.
 - (3) Provide a copy of appointment orders to Range Control
- e. A risk assessment must be completed prior to starting any training operation. The completed assessment will be maintained by the OIC or NCOIC and available for Range Control inspection.
- f. Misfire of ammunition and weapons malfunctions, which do not result in injury or damage to government property, will be reported to MTC Range Control IAW DA PAM 385-63, para 3-4. In the event of a misfire the OIC is responsible to ensure:
 - (1) All personnel are safe.
 - (2) Proper procedures are followed as outlined in the appropriate weapons Field Manual.
 - (3) Range Control is notified

8-2. SAFETY BRIEFINGS

All personnel will receive a safety briefing prior to conducting training of any kind.

- a. Appendix H is a generic Range Safety Briefing units may use for guidance in developing their own.
- b. See paragraph 6-5 for detailed instructions on Range Safety briefings.

8-3. MEDICAL EMERGENCY

- a. Units conducting range training will have the following readily available: (Non-DoD users will provide similar resources)
 - (1) Military Ambulance or military vehicle capable of medical evacuation.
 - (2) Litter.
 - (3) Certified combat lifesaver or medic with aid kit. Units not authorized medical personnel may request support from other units or substitute a qualified civilian medic, e.g. EMT. Certification of training, for civilian medics will be presented to Range Control during the unit's safety briefing. NOTE: a CLS is not authorized for rappel or waterborne operations only a qualified medic is authorized. For more information see paragraph 7-11 and 7-9 respectively.
 - (4) All medical teams need to have a strip map to the local civilian hospital. See Appendix B-3.

- b. Military Ambulances are not allowed to perform emergency evacuation for life threatening injuries. (Memorandum Dated -- 3 Sept 1999 - Appendix L) Marseilles Ambulance service can be called through 911. Medical assistance for units conducting field training or range operations must be coordinated through Range Control. Units may contact 911 for medical emergencies that occur in the Training Support Complex. However units must coordinate with installation security or force protection at Gate 5 in order to ensure quick response at the gate.
- c. Units will use that the Army Standard 9 line MEDEVAC (Peacetime) request format when requesting an ambulance. This format can be found in the STP-21-24-SMCT, task number 081-831-101. Copies may be obtained from MTC Range control.
- d. Medical personnel must know the route to the nearest hospital prior to the commencement of all firing. In the event of a non-life threatening accident/injury that requires hospital treatment, evacuation will be to the following medical facility:
Ottawa Community Hospital
US Route 6, East
Ottawa, IL 61350
Phone: (815) 433-3100
- e. In rare cases when air evacuation is necessary, local community ground EVAC assets will transport any soldier(s) to the Ottawa Community Hospital for further transport by air.
- f. During or immediately following the completion of an evacuation, the unit OIC will notify Range Control as to the nature and circumstances of the injury/accident.
- g. When accidents involving injury occur at MTC, the OIC will:
 - (1) Stop training.
 - (2) Obtain all facts and circumstances surrounding the accident, to include suspected cause, name, range where injury occurred, SSN, organization, and any other pertinent information deemed necessary.
 - (3) Report to Range Control to complete DMAIL form 15.
- h. The Troop Medical Clinic (TMC) in the TSC is available for units to draw in accordance with Appendix M, paragraph M-8 of DMAIL 350-11. The TMC is not staffed on a routine basis. Units wishing to draw the TMC will request the facility on the Marseilles Training Center Billeting and Logistics Request Form. (Appendix D)

8-4. EMERGENCY AEROMEDICAL EVACUATION (MEDEVAC):

- a. Military MEDEVAC is not normally available at MTC. Units may coordinate for MEDEVAC services on their own. MEDEVAC operations will be conducted in accordance with this regulation.
- b. Emergency MEDEVAC radio communications will be established in the assigned FM frequency of **41.75 MHZ**.
- c. Request for MEDEVAC will be made using the Army Standard 9 line MEDEVAC request format. This format can be found in the STP-21-24-SMCT, task number 081-831-101. Copies may be obtained from MTC Range control
- d. Each patient will have his name, age, social security number and known allergies printed on a piece of paper and attached to his uniform.
- e. Precedence for Evacuation.
 - (1) Urgent: Request for emergency cases which must be evacuated immediately to save life or limb or to prevent serious complications which could endanger life or limb if evacuation were to be delayed.
 - (2) Priority 1: Request for patients requiring prompt medical or surgical care but for whom the risk of life or limb will not be increased greatly if evacuation is delayed beyond one-half hour.
 - (3) Determination of whether an evacuee is URGENT, PRIORITY 1, or a lower priority will be made by the unit commander, and confirmed by the medic or the attending medical officer at the evacuation site.
 - (4) Lower priority cases (non-life, limb, threatening) will be evacuated by ground means by the supporting ground medical element

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

8-5. ACCIDENT / INCIDENT REPORTING

- a. All Class A, B, or C Aviation accidents or incidents regardless of location will be report by the unit Commander or Range / Training Area OIC. These individuals will:
 - (1) Suspend all firing or training.
 - (2) Provide necessary care for injured personnel, ensure the area is safe for others and secure the scene.
 - (3) Ensure that any weapons, munitions or munitions debris and / or equipment involved remain intact are left in place and undisturbed.
 - (4) Make an immediate report to Range Control or Security with all the available facts of the incident.
 - (5) In the event of a fatality, the MTC Training Site Commander and DMAIL-J3 will be notified immediately.
 - DMAIL-J3:
 - During normal duty hours: (217) 761-3575
 - After normal duty hours, contact the Staff Duty Officer at cellular (217) 415-0239 or pager (217) 467-3224.
 - Training Site Commander:
 - All hours (815) 795-5701
- b. Report specifics of accident/injuries through command channels using DMAIL Form 15.
- c. Commanders or Range / Training Area OIC will report all Class C and D accidents to Range Control or MTC Security. All training in the immediate vicinity of the accident will be suspended, pending further determination of actions to be taken by MTC Range Control or Security.
- d. All accident reporting and processes will be handled IAW AR 385-40 and DA PAM 385-40.

8-6. SURFACE DANGER ZONES

- a. When ranges are hot the associated surface danger zone is restricted for training. Access to the surface danger zone is prohibited unless authorized by Range Control. See maps in Appendix B.
- b. A firebreak and signs mark the small arms surface danger zone.

8-7. MISFIRES / UNEXPLODED ORDNANCE (UXO)

- a. Personnel are not to pick up or to handle flares, simulators, or any ammunition or fragment that may be found any where on MTC. Any movement of the items may cause them to explode. If unexploded ordnance of any kind are found, their location should be marked with a stake, branch, engineer tape, or any object that can be seen above the foliage of the immediate area. It should be driven into the ground not closer than 10 meters from the device and tipped toward the device. A handkerchief or piece of cloth should be securely fastened to the stake or object marking the location. Traffic will be routed a safe distance around the area. The location will be reported at once to Range Control and will include the following information:
 - (1) Type (if known) and size of device.
 - (2) Location (by grid coordinate and other description which will help to pinpoint the location).
 - (3) Name, rank, and unit of individual reporting.
- b. The removal of any material, component parts of projectiles, targets, or other objects from MTC is prohibited.
- c. In the event of a misfire the OIC is responsible to ensure:
 - (1) All personnel are safe.
 - (2) Proper procedures are followed as outlined in the appropriate weapons Field Manual.
 - (3) Range Control is notified.

8-8. EXPLOSIVE ORDINANCE DISPOSAL (EOD)

- a. Emergency EOD support beyond the capabilities/responsibilities of the OIC may be obtained through Range Control.
- b. Units requesting EOD support on a range for unexploded ammunition/device will be required to furnish a guide for EOD personnel to the approximate location of the unexploded ammunition/device. The OIC and Range Control will determine a location for link up between the unit guide and EOD personnel.

8-9. FIRE PREVENTION

- a. Warming/cooking fires on or in the vicinity of ranges for the convenience or comfort of troops are not authorized. Trash collected in the cantonment area or on the range will not be burned in the receptacles provided for trash collection, but will be disposed of as directed by Range Control.
- b. Any or all grass or forest fires will be reported immediately to Range Control or to a security guard giving the following information:
 - (1) Location of the fire (grid coordinate and common landmark directions if possible).
 - (2) Whether or not sufficient personnel and equipment are available to extinguish fire.
 - (3) Status of the fire as situation develops every 15 minutes.
 - (4) When the fire has been extinguished.
- c. In the event additional personnel or equipment are needed to control the fire, a guide will be posted at the intersection of the main road and the trail or roads leading to the fire to direct fire fighting personnel and/or equipment to the scene.
- d. Units will extinguish range fires as quickly and safely as possible. At no time will a unit leave a range while fire is present unless otherwise directed by Range Control. This includes smoldering stumps or grass.
- e. Range Control will contact area fire departments as necessary.

8-10. HEARING HAZARDS

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

8-11. CLIMATIC CONDITIONS

- a. Units will provide their own Wet Bulb Globe Temperature (WBGT) device. During extreme conditions, WBGT and wind chill readings will be broadcast by Range Control by NET call to all units in the training areas. During summer months in the garrison area Range Control will fly a colored flag corresponding the current WBGT index from the flag pole at Range Control. Copies of the chart for a WBGT index may be obtained from Range Control.
- b. Severe Weather
 - (1) Storm alerts will be declared when dangerous storms are expected to strike the installation. Alert warnings will be disseminated by Range Control.
 - (2) Actions to institute protective measures against severe weather are the responsibility of commanders. Range Control will not cancel unit training based on weather conditions.

CHAPTER 9 LOGISTIC SUPPORT

9-1. GENERAL

- a. Unit commanders are responsible for the safety and security of ammunition.
- b. Pyrotechnics and ammunition will be used by qualified personnel only, and limited to training prescribed in appropriate training manuals.
- c. Commanders must assure that all unit personnel drawing /using munitions are in compliance with LAUTENBERG AMENDMENT to The Federal Gun Control Act of 1968. (18 USC 922). (Appendix O)

9-2. AMMUNITION STORAGE POINT

- a. Procedures governing the use of the ASP are found in DMAIL Pam 750-1. Units will coordinate with the MTC ASP Manager prior to pick-up or turn-in.
- b. Access to the ASP is limited only to units conducting ammunition draws or turn-ins.

9-3. TRANSPORTATION & HANDLING OF AMMUNITION

- a. Ammunition will be transported and handled only under the direct supervision of competent and qualified personnel who are thoroughly familiar with the safety regulations listed in AR 385-63, AR 385-64, TM 9-1300-206, FM 5-25, and the field manuals of specific weapons. All ammunition will be secured in such a manner as to prevent any forward, rearward, or lateral movement. Units will be provided dunnage, blocking, and tie down straps upon request.
- d. HAZMAT Qualifications Paperwork Requirements.
 - (1) Vehicle operators and assistant operators must have Military HAZMAT Certification with valid operators licenses.
 - (2) Properly filed out DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Materials).
 - (3) Vehicles must conform to DD Form 626, Section 13.
 - (4) Vehicles must have two 5lbs. Class V fire extinguishes, approved tie down straps, and vehicle hazard reflector kit.
- c. Vehicles transporting explosives will have proper placards when required. (Per CFR 49) Placards are available at the MTC ASP.
- d. Handling and use of Ammunition:
 - (1) Ammunition will be handled and transported so that containers will not be tumbled, dragged, thrown, dropped on each other, rolled or walked over, or dropped from tailgates of trucks.
 - (2) Personnel handling ammunition will not tamper with components.
 - (3) No steel or other spark-producing metal tools or equipment will be used with ammunition. Safety tools constructed of non-sparking material must be used to open or repair ammunition boxes. Do not use axes to open ammunition containers or to cut metal bands.
 - (4) The OIC of any training involving the use of ammunition will conduct a safety briefing for all personnel prior to issue. The briefing will cover as a minimum:
 - (a) The dangers of tampering with ammunition.
 - (b) Proper methods for handling and firing ammunition.
 - (5) Ammunition containers will not be opened unnecessarily, and should remain sealed until needed for use.
 - (6) Live ammunition and residue will not be transported in the same vehicle.
- e. Under elevated Force Protection Conditions (FPCON) transportation of ammunition will be in accordance with guidelines published from Illinois Joint Forces Headquarters.

9-4. STORAGE OF AMMUNITION

- a. Ammunition will typically be stored on the vehicle on which it is transported.
 - (1) Storage of ammunition is governed by AR 385-63, AR 385-64, TM 9-1300-206, and appropriate FMs.
 - (2) Ball ammunition will only be issued for use from the ammunition storage buildings/shelters at each range.
 - (3) Ammunition & pyrotechnics may only be stored in ammunition storage buildings located on B range and the CPQC or loaded on a vehicle in the range complex.
 - (4) When ammunition or pyrotechnics are stored anywhere other than the ASP there must be a posted guard.
 - (5) Blank ammunition and pyrotechnics in training areas will remain unloaded on vehicles unless issued to individual soldiers. Tarps or covers must be utilized over all items. Fire extinguishers must be on hand.
 - (6) Ammunition will not be stored in the TSC, nor will a vehicle with ammunition loaded on it be parked around the TSC.
- b. Units will not use the ASP for overnight storage of ammunition that they have signed for.

9-5. BLANK AMMUNITION AND PYROTECHNICS

Blank ammunition and pyrotechnics may be used at MTC consistent with the risk assessment and awareness for safe use. Specific guidance is located in DMAIL Regulation 350-2, Appendix B.

9-6. AUTHORIZED AMMUNITION

See Appendix J for DODICs authorized for use at MTC.

9-7. SUSPENSION OF AMMUNITION OR EXPLOSIVES

If any lot of ammunition, explosives or components, has malfunctioned in such a way that further use of the lot will possibly result in injury to personnel or damage to property, the lot involved will be suspended from use by MTC-RO. The suspension will be either substantiated or withdrawn by Range Control.

9-8. CLASS III SUPPLIES (POL)

Units can obtain fuel from the UTES. Prior coordination is mandatory call (815) 795-6210.

- (1) Mobile fuel truck operations in the cantonment area will be conducted on the fuel pad at Grid: 597 / 698
- (2) UTES refueling will be conducted behind the UTES facility in accordance with their SOP. Contact UTES supervisor for more information.
- (3) Bulk Fueling - Not available.
- (4) Package - Limited, emergency only.

9-9. MAINTENANCE SUPPORT

MTC does not provide direct maintenance support. The Unit Training Equipment Site (UTES) at MTC may be available to units for maintenance support by prior coordination with the UTES Supervisor at (815) 795-6210. Questions about availability and types of support the UTES can provide should be directed to the UTES Supervisor.

9-10. WATER

Potable water is available at Grid: 598 / 698 and Grid: 591 / 690

9-11. WASH RACK

- a. Wash facilities are available at the UTES, with prior coordination.
- b. Washing of vehicles at any location other than designated areas is prohibited.

9-12. RATIONS

- a. Rations is a unit responsibility, MTC does not handle rations distribution. MTC personnel will not sign for unit rations deliveries.

Users of this regulation are invited to send
comments and suggested improvements, through
command channels to TAG-IL, ATTN: DMAIL-J3,
Camp Lincoln, Springfield, IL 62702-2399

RANDAL E. THOMAS
Major General (IL), ILARNG
The Adjutant General

DISTRIBUTION:

A

REFERENCES

AR 15-6
Procedures for Investigating Officers and Boards of Officers

AR 40-5
Health and Environment

AR 75-1
Misfire & Dud Report

AR 75-15
Malfunctions involving Ammunition and Explosives

AR 190-40
Serious Accident Reporting

AR 210-5
Housing Management

AR 385-40
Accident Reporting & Records

AR 385-63
Policies & Procedures for Firing Ammunition for Combat Target Practice

AR 385-64
Ammunition & Explosives Safety Standards

DA PAM 385-40
Army Accident Investigation and Reporting

DAPAM 385-63
Ranges

NGR 5-1
Total Army National Guard Management

NGR 5-3
Installation Management

NGR 37-109
Transient Housing Management

NGR 420-10
Base Operations/Maintenance and Minor Construction

DMAIL 350-2
Training

DMAIL 350-3
Training Ammunition Management.

DMAIL 350-19
Range Operations

DMAIL 740-1
MTC Ammunition Storage Point.

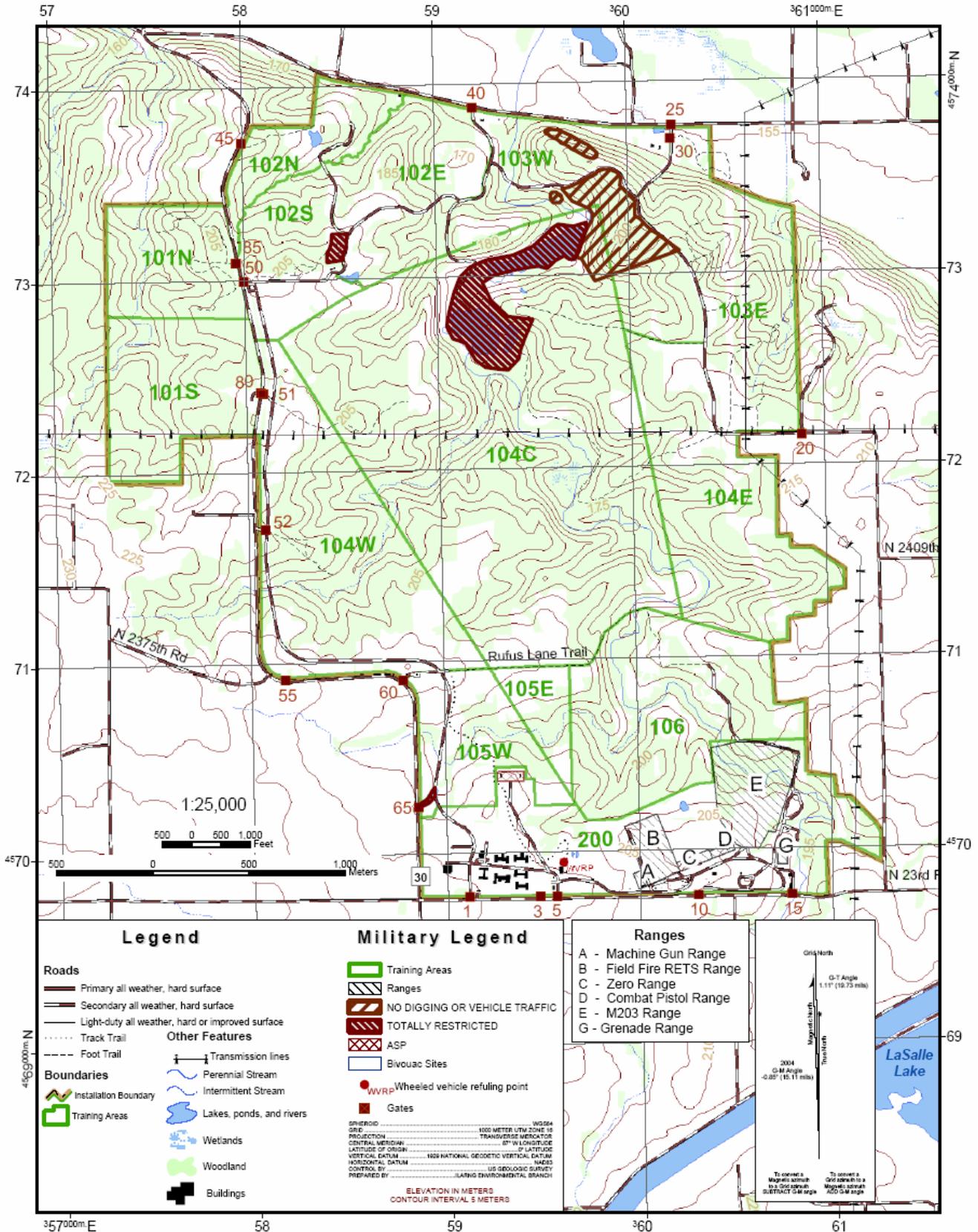
MARSEILLES TRAINING CENTER MAPS

Marseilles Training Area

DRAFT

Edition # MTA 04-003

1:25000
NAD 83 / WGS 84



Legend

- Roads**
 - Primary all weather, hard surface
 - Secondary all weather, hard surface
 - Light-duty all weather, hard or improved surface
 - Track Trail
 - Foot Trail
- Other Features**
 - Transmission lines
 - Perennial Stream
 - Intermittent Stream
 - Lakes, ponds, and rivers
 - Wetlands
 - Woodland
 - Buildings
- Boundaries**
 - Installation Boundary
 - Training Areas

Military Legend

- Training Areas
 - Ranges
 - NO DIGGING OR VEHICLE TRAFFIC
 - TOTALLY RESTRICTED
 - ASP
 - Bivouac Sites
 - WVRP (Wheeled vehicle refueling point)
 - Gates
- SPHEROID: 1983
 GRS 80
 PROJECTION: UTM
 CENTRAL MERIDIAN: 100
 EASTING ORIGIN: 500000
 LATITUDE OF ORIGIN: 0
 FALSE EASTING: 500000
 FALSE NORTHING: 0
 HORIZONTAL DATUM: NAD 83
 VERTICAL DATUM: NAVD 83
 CONTROL BY: US GEOLOGICAL SURVEY
 PREPARED BY: USARMC ENVIRONMENTAL BRANCH
- ELEVATION IN METERS
 CONTOUR INTERVAL: 5 METERS

Ranges

- A - Machine Gun Range
- B - Field Fire RETS Range
- C - Zero Range
- D - Combat Pistol Range
- E - M203 Range
- G - Grenade Range

2004
 G-M Angle
 -0.02° (15.11 mils)

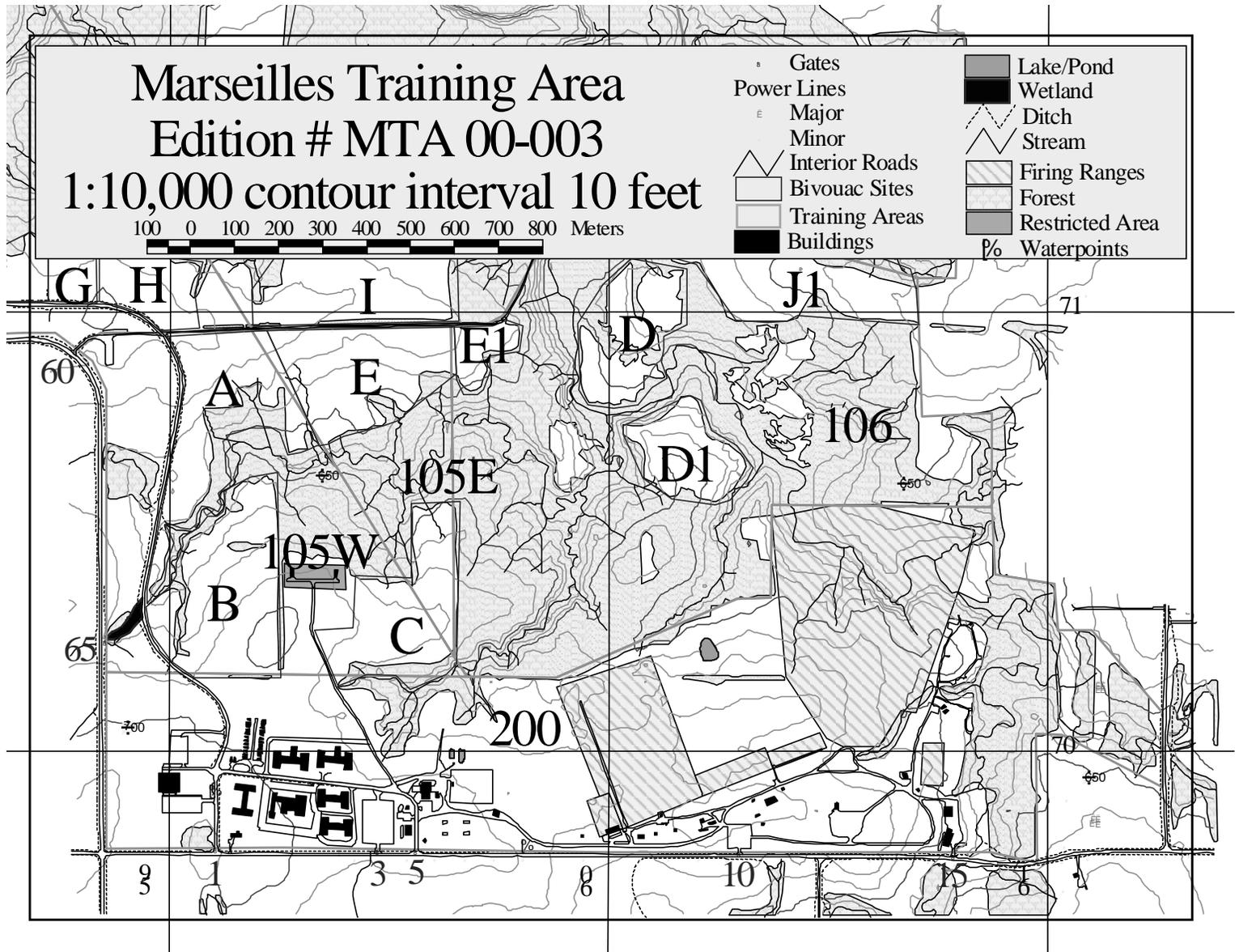
Grid North
 Magnetic North
 G-M Angle
 1.11° (19.75 mils)

To convert a
 Magnetic azimuth
 to a Grid azimuth
 subtract
 1.11° (19.75 mils)

To convert a
 Grid azimuth to a
 Magnetic azimuth
 add
 1.11° (19.75 mils)

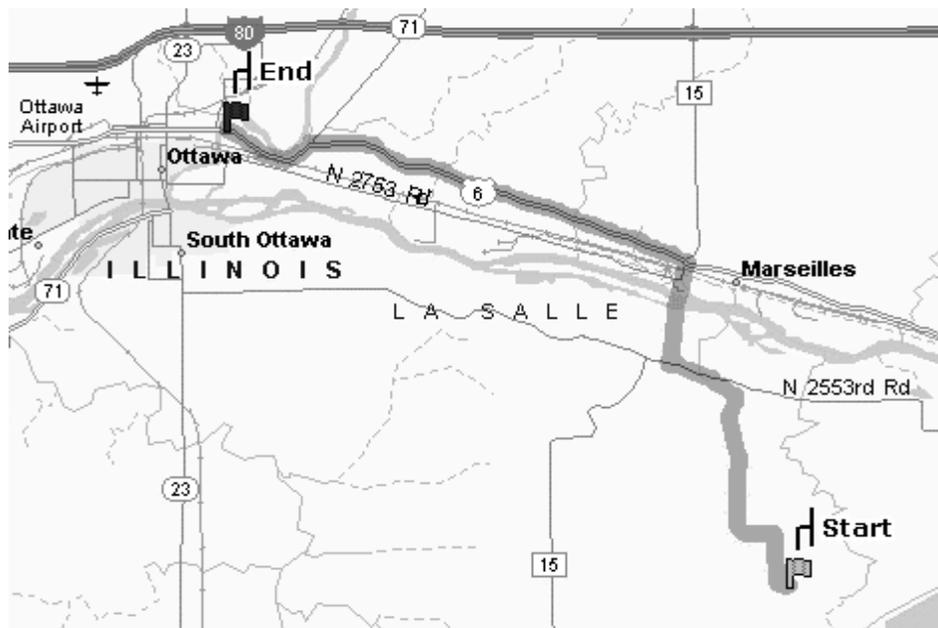
NOTE: THIS MAP NOT TO SCALE.

CANTONMENT AREA



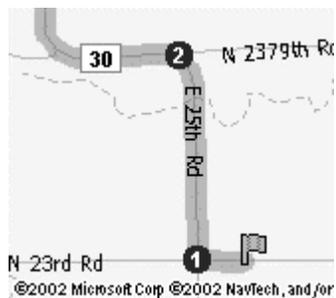
NOTE: THIS MAP NOT TO SCALE.

HOSPITAL STRIP MAP



Start: Depart 2515 N 23rd Road, Marseilles, IL on N 23rd Road heading West.

1. Turn RIGHT (North) onto E 25th Rd. 0.2 miles
2. Road Name changes to CR-30 (E 2450th Rd) 0.7 miles

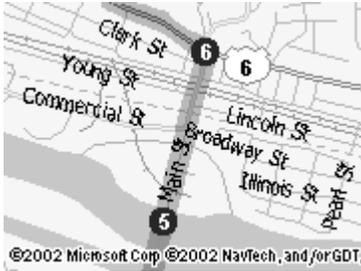


3. Bear LEFT (West) onto N 2553 Rd 0.6 miles
4. Turn RIGHT (North-East) onto CR15 (E2350th Rd) 0.9 miles

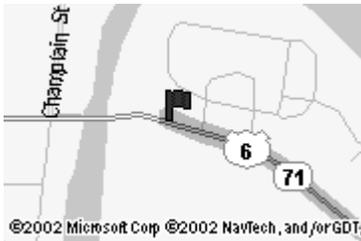


HOSPITAL STRIP MAP – CONTINUED

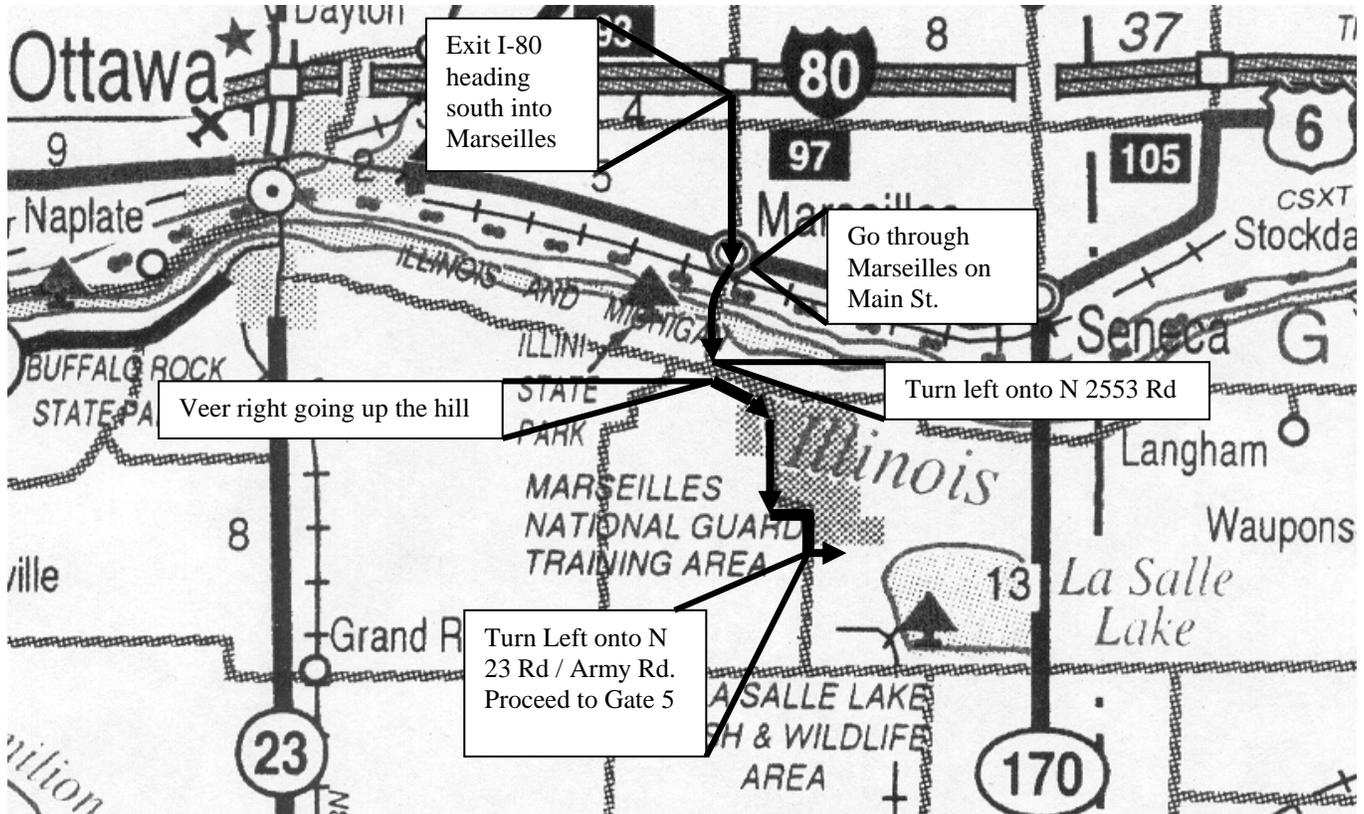
5. Road name changes to Main St.
6. Turn LEFT (West) onto US-6 (W. Bluff St)



END: Arrive 1100 E. Norris Dr, Ottawa, IL



CONVOY STRIP MAP FROM I-80

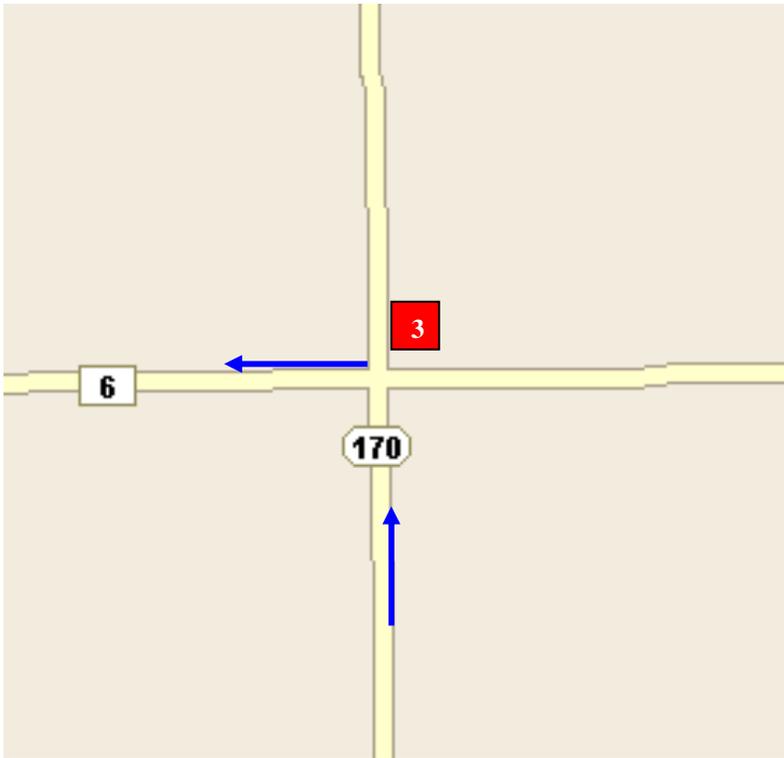




1. Exit I-55 at Exit 201 on to IL 23 going north toward Streator.



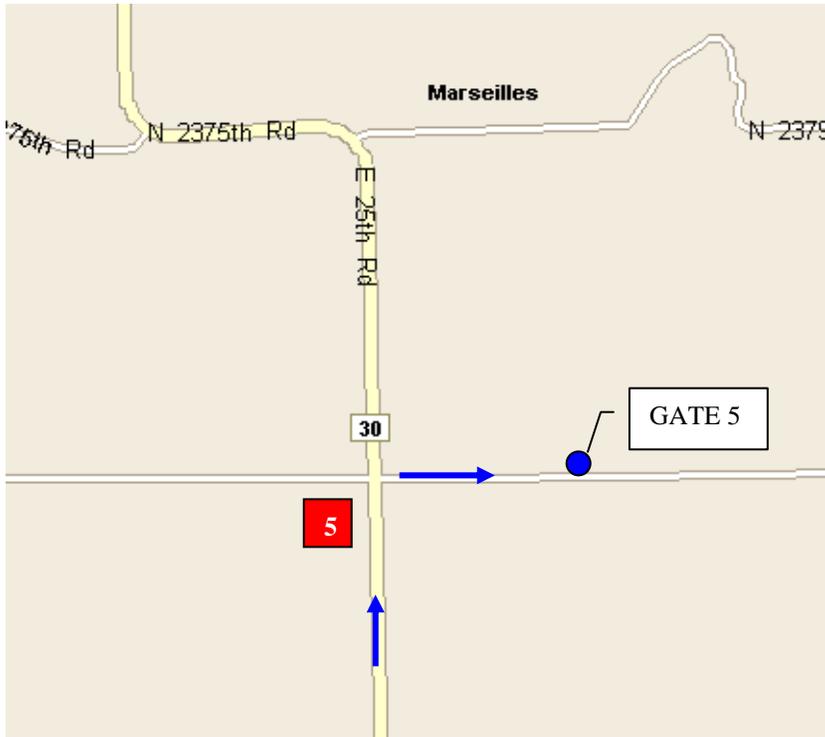
2. Turn right off of IL 23 on to IL 170 going toward Ransom.



3. Turn Left off of 170 on to 6 toward Grand Ridge.



4. After driving past the power plant entrance, turn right onto County Road 30.



5. Turn right off of County Road 30, on to N 23 or Army Rd, proceed to Gate 5.

C. MTC Use Support Agreement, Housing, and Financial Procedures

a. Purpose. This appendix will provide the applicable definitions and procedures governing the user support agreement, housing, and financial procedures for official/non-official and federal/non-federal users of the Marseilles Training Center (MTC).

b. References

- (1) NGR 5-1/ANGI 63-101, Grants and Cooperative Agreements, March 2004, Chapter 7.
- (2) NGR 210-50, Chargeable Transient Quarters and Billeting Fund Management, 27 August 2004.
- (3) AR 210-50, Housing Management, 26 February 1999.
- (4) Chapter 5, Illinois Compiled Statutes, Act 220, Intergovernmental Cooperation Act.
- (5) NGR 5-2/ANGI 63-102, Interservice/Intragovernmental Support Agreements, 1 September 1999.
- (6) DODI 4000.19, Interservice and Intragovernmental Support, August 9, 1995.
- (7) National Guard Bureau, Support Agreement Handbook, 1 August 1998.
- (8) Illinois Intergovernmental Cooperation Act, 5 ILCS 220.

c. Definitions

- (1) Federal Agency. Agencies within the Department of Defense, or Non-DOD Federal Agencies.
- (2) Non-Federal Agency. State and local governmental agencies, and civilian organizations that obtain funding from Non-Federal sources.
- (3) Identifiable Incremental Costs (IIC). The costs that a base or installation incurs that are directly related to the usage by the supported unit, and which the base or installation would not otherwise incur. Examples include rental, placement, and pickup of dumpsters and portable latrines; additional refuse pickups, grass mowing, and insect spraying; utilities for metered buildings; cost of consumables, like targets; training area cleanup and damage repair; and employee overtime as a result of the use of the base or installation. (See Table C-2)
- (4) Indirect Cost. The cost of resources, including overhead, that are not consumed by a single cost object.
- (5) Intrасervice/Interservice/Intragovernmental Support Agreement (ISA). Agreements to provide one-time or recurring support to another DoD or Non-DoD Federal Agency. The DD Form 1144 specifies calculations of and basis for reimbursements, billing and reimbursement process, terms and conditions of agreement. (See sample C-9)
- (6) Military Interdepartmental Purchase Request (MIPR). Used as funding document for support involving reimbursement between two DoD federal agencies. Use DD Form 448. (See sample C-10)
- (7) Memorandum of Agreement (MOA). Document that defines general areas of conditional agreement between two or more federal parties – what one party does depends on what the other party does. (See sample C-11)
- (8) Memorandum of Understanding (MOU). Document that defines general areas of understanding between two or more federal parties but does not involve reimbursement of support among the parties. It is an umbrella document that explains what each party plans to do; however, what each party does is not dependent on what the other party does. (See sample C-11)
- (9) Intergovernmental Agreement. An Agreement made under the Intergovernmental Cooperation Act between the State and any public agency to perform services, furnish property, and personnel. This document defines general areas of conditional agreement between two or more parties. If reimbursement is required, the Agreement must define the support, the basis for reimbursement, billing and payment procedures, and other terms and conditions. (See sample C-12)

(10) Non-Governmental Organizations/Not-for-Profit Organizations/Civilian organizations. Such as church groups, community service organizations, privately funded clubs, etc. (See Sample at C-14)

d. Use/Support Agreement Procedures. See Table C-1 for a summary of required documents and approvals as stated below as determined by type of user.

(1) ARNG/ANG Units:

(a) Rules for Charging. No ARNG/ANG user may be charged Identifiable Incremental Costs unless the user requests an enhanced level of service (such as additional rented portable latrines). (See Table C-2 Identifiable Incremental Costs).

(b) Forms Processing and Approvals. A MTC Request Form (DMAIL Reg. 350-11, Appendix D), approved by Training Site Commander, is required in order to authorize the use of MTC facilities when basic support is required. If an enhanced level of support will be required, or where there will need to be reimbursement of funds, the Training Site Commander will prepare an Identifiable Incremental Cost Worksheet (Sample C-16) estimating the costs and the requestor will prepare a Military Interdepartmental Purchase Request, DD Form 448 (MIPR-Sample C-10). If recurring support is being required, a DD Form 1144, Support Agreement (Sample C-9) will be prepared by the requestor in order to provide a more detailed list of the support or usage to be required. Approval for basic use services is by the Training Site Commander; DD Form 1144 approval authority is USPFO-IL.

(c) Method of Payment. When an enhanced level of service is used, the DD Form 448 (MIPR) is used. It will be compared with the approved IIC Worksheet to reconcile the amounts due to the IL ARNG at the end of use. Within seven days after the completion of the event the Training Site Commander will forward the IIC Worksheet to PFOIL-CG for reconciliation with the DD Form 448 (MIPR). PFOIL-CG will prepare the SF 1080 for transfer of funds as payment for the services.

(2) Other DOD Federal Agencies:

(a) Form Processing and Approval. A MTC Request Form (DMAIL Reg. 350-11, Appendix D) shall be completed and approved by the Training Site Commander. The Training Site Commander will prepare an Identifiable Incremental Cost Worksheet estimating the costs for use and will obtain the requestor's approval of estimated costs. A MOA or MOU is required for one-time use of the facility when no reimbursement is involved; it will be prepared by the Training Site Commander and approved by USPFO. If DOD Federal users need recurring use, the requestor will prepare a DD Form 1144, Support Agreement for approval by USPFO. When reimbursement is involved, a MIPR must be provided as the funding document (unless the TAG has waived the charges).

(b) Rules for Charging. As a condition for continued Federal support of MTC, the state military department is required to collect an amount equal to its overhead costs using established business methods. See Table C-2, Identifiable Incremental Costs for a list of the costs to be charged. These are the total budgeted costs to run a training center, including all direct, indirect, general and administrative costs, fairly allocated among its users. These costs are generated per training center or areas otherwise under the control of the Training Site Commander, and are expended totally on the training center. Army component users effective 1 Oct 05 are not charged Identifiable Incremental Costs for ranges or training facilities unless the user requests an enhanced level of service. Army component users continue to be charged for use of other facilities, such as barracks.

(c) Method of Payment. The DD Form 448, MIPR is used as the funding document and will be used to reconcile the IIC amounts due to the IL ARNG at the end of use. Within seven days after completion of the event the Training Site Commander will forward the IIC Worksheet to PFOIL-CG for reconciliation with the DD Form 448. PFOIL-CG will prepare the SF 1080 for transfer of funds as payment for the services.

(3) Non-DOD Federal Agencies:

(a) Form Processing and Approval. An approved MTC Request Form (DMAIL Reg. 350-11, Appendix D) shall be completed. The Training Site Commander will prepare an Identifiable Incremental Cost Worksheet estimating the costs for use and will obtain the requestor's approval of estimated costs. A MOA or MOU is required for one-time use of the facility when no reimbursement is involved; it will be prepared by the Training Site Commander and approved by USPFO. If Non-DOD Federal users need recurring use, the requestor will prepare a DD Form 1144, Support Agreement. An Economy Act Determination shall be prepared by the PFOIL-PC and approved by USFPO. When reimbursement is involved, a MIPR or other appropriate funding document must be provided as the funding document (unless the TAG has waived the charges).

(b) Method of Payment. Since Non-DOD Federal agencies may have funding documents other than the DD form 448. There are three ways that payment is made. A Non-DOD Federal agency may pay in advance of the use with credit cards or checks (adjustment shall be made on basis of actual use), obligate an appropriation of the ordering activity on the DD Form 1144, or use some other form of funds transfer. DD Form 448, MIPR may be used as the funding document. If the DD Form 1144 is used as the obligation document, or if the DD Form 448, is used they will be forwarded to PFOIL-CG to reconcile the amounts due to the IL ARNG at the end of MTC use. Within seven days of the event the Training Site Commander will forward the IIC Worksheet and any supporting documentation to PFOIL-CG for reconciliation and will prepare the SF 1080 for transfer of funds as payment for the services.

(4) State or Local Governmental Agencies.

(a) Forms Processing and Approvals. An approved MTC Request Form (DMAIL Reg. 350-11, Appendix D) shall be completed. In addition, the Training Site Commander shall prepare an Intergovernmental Training Use Agreement (sample C-12) as a lease agreement. This document must be coordinated with the USPFO and approved by The Adjutant General.

(b) Rules for Charging. IICs will be collected as the rental fee. Training Site Commander will prepare an Identifiable Incremental Cost Worksheet estimating the costs for use and will obtain the requestor's approval of estimated costs.

(c) Method of Payment. Upon checkout, the Training Site Commander shall complete the actual cost portion of the IIC Worksheet, obtain user approval, and provide a copy to the user. The user shall prepare a check made payable to U.S. Treasury or may pay with VISA to the appropriate account.

(5) Not-for-Profit Organizations and Non-Governmental Organizations.

(a) Forms Processing and Approvals. An approved MTC Request Form (DMAIL 350-11, Appendix D) shall be completed. A lease agreement (Sample C-14) shall also be completed. This document must be coordinated with the USPFO and approved by The Adjutant General.

(b) Rules for Charging. IICs will be collected as the rental fee. Training Site Commander will prepare an Identifiable Incremental Cost Worksheet estimating the costs for use and will obtain the requestor's approval of estimated costs.

(c) Method of Payment. Upon checkout, the Training Site Commander shall complete the actual cost portion of the IIC Worksheet, obtain user approval, and provide a copy to the user. The user shall prepare a check made payable to the U.S. Treasury or may pay with a VISA. When payment is in cash, the Training Site Commander will collect, provide a receipt and forward to the PFOIL-CG on a Cash Collection Voucher DD Form 1131 (Sample -17).

(6) Waiver of Identifiable Incremental Costs. TAG may waive charges for those users who will incur less than \$1,000 in Identifiable Incremental Costs per fiscal year, provided that a cost benefit analysis is completed on the internal routing approval sheet, and the analysis is positive. The Training Site Commander shall forward the analysis and waiver request to PFOIL-CG for coordination and subsequent TAG approval. The Training Site Commander shall maintain, for audit purposes, a record of any charges, so waived.

Table C-1 Required Documents & Approvals

TYPE OF USER	TYPE OF AGREEMENT	IIC Form	Coordination	Approval	Method of Payment
ARNG/ANG	Approved MTC Request Form (If recurring support DD Form 1144 Required)	No (unless enhanced service)	MTC Facility Mgr. (if enhanced service-PFOIL-CG)	MTC Facility Mgr. (if enhanced service USPFO)	NA (enhanced service requires DD 448 MIPR)
Other DOD Federal Agencies	Approved MTC Request Form; MOA/MOU one time use; or DD Form 1144, Support Agreement (recurring support)	Yes	MTC Facility Mgr.; PFOIL-CG; and DMAIL-JA	USPFO	DD 448 MIPR
Non-DOD Federal Agencies	Approved MTC Request; MOA/MOU (one time) or DD Form 1144, Support Agreement (recurring support); and Economy Act Determination	Yes	MTC Facility Mgr.; PFOIL-CG; PFOIL-PC; and DMAIL-JA	USPFO	Advance payment with VISA, Check, or DD 448 MIPR
State & Local Governmental Agencies	Approved MTC Request Form & Intergovernmental Training Use Agreement	Yes to determine rental fee	MTC Facility Mgr.; PFOIL-CG; DMAIL-JA; and USPFO	TAG	VISA, or check made payable to US Treasury or Cash
Not-for Profit Org & Non-Government Org	Approved MTC Request Form & Lease Agreement	Yes to determine rental fee	Facility Mgr.; PFOIL-CG; DMAIL-JA; and USPFO	TAG	VISA or Check Made Payable to US Treasury or Cash

e. Identifiable Incremental Cost (IIC) Internal Financial Procedures

(1) Funds received for IIC support will be accounted for and managed separately from the billeting fund account.

(a) The Training Site Commander shall complete the actual usage costs on the IIC Worksheet and receive approval from the user prior to check out of the facility.

(b) Within seven days after the end of the event, the Training Site Commander shall forward the approved IIC Worksheet and Cash Collection Voucher (C-17) to PFOIL-CG, Grants and Agreements Specialist, so that reconciliation of the MIPR, VISA payments, checks or cash can occur.

(c) Upon receipt of the approved IIC Worksheet, PFOIL-CG shall prepare the SF 1080 for transfer of funds or will process the other forms of payment into the appropriate AMSCO account.

f. MTC Advisory Council.

(1) TAG will appoint a MTC Advisory Council and MTC Fund Manager. The council will make recommendations as to suggested procurements, local policy, and disposition of accumulated billeting, range, and training area funds. The council will meet, as a minimum, on a quarterly basis and will be comprised of the following officers: Assistant Adjutant General-Army (Chairman); U.S. Property and Fiscal Officer-IL, Director Plans Operations and Training, Director Facilities Division, Director of Logistics and MTC Training Site Commander.

(2) Federal program managers will track direct and indirect costs that they expend for the MTC. Documentation for these costs will be used by the Advisory Council to support reimbursement to the appropriate AMSCO.

(3) The MTC Advisory Council will apply these funds to the appropriate AMSCO after review of all documentation. These funds will also be subject to annual audits by the USPFO.

g. Housing Policy Regarding Charges and Status of User

(1) ARNG personnel who are performing active duty for training or ADSW for 140 days or more who are not entitled to per diem, and elect to reside in chargeable transient quarters, shall be required to pay the official status standard room rate (Table C-2) without reimbursement.

(2) ARNG personnel who are performing duty for a period less than 140 days, and who are entitled to per diem shall be required to pay the official status standard room rate. The standard room rate is reimbursable.

(3) ARNG personnel who are performing active duty and active duty for training less than 140 days, and are not entitled to per diem, will not be required to personally pay the standard room rate when officially assigned to chargeable quarters because no other quarters were available. In these instances, costs of laundering linens may be absorbed by the billeting fund.

(4) All housing issued to ARNG personnel who are performing duty in a training status i.e.; duty performed in Annual Training (AT), Active Duty Special Work (ADSW) Title 32, Active Guard Reserve (AGR) Title 32, or Inactive Duty for Training (IDT), are considered adequate. Individuals who are performing duty at the training center and elect to stay in chargeable housing for personal convenience shall be personally liable for such room rate charges without entitlement to reimbursement.

(5) Other DOD personnel or ANG personnel performing duty in a training status, who are performing duty at an ARNG training center may be issued a Statement of Non-availability (SNA) if requested, and if adequate quarters are not available, and if the individual's orders do not specify that all quarters are considered adequate.

(6) Active Army personnel, and advisors/participants who are involved in ARNG maneuvers, exercises (FTX, CPX, MOBEX, etc.), or Army Training Evaluation Programs (ARTEPS) during AT or IDT will be provided quarters (to include tentage) without charge and without regard to adequacy. Therefore, personnel desiring accommodations to include amenities above that level will pay for it with personal funds.

(7) A non-official standard room rate will be assessed an individual who is classified as a non-official user. The additional charge is assessed to cover the utilities and recurring maintenance and repair which becomes a cost to the Federal Government as a result of such non-official use. Non-official user is defined as:

(a) Not on official orders for duty performed at the Training Center.

(b) Not subject to payment of Identifiable Incremental Costs; and is not attending a scheduled training assembly, Active Duty or Active Duty for Training event. This includes individuals who arrive prior to and/or remain after the scheduled duty for personal convenience.

(8) Non-DOD Federal users will be required to pay the official standard room rate (See Table C-2) for the use of rooms/quarters in Building B. No IIC charges for Building B will be required of these users.

(9) State & Local Agencies users will be required to pay the non-official standard room rate (See Table C-2) for the use of rooms/quarters in Building B. No IIC charges for Building B will be required of these users.

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(10) In compliance with JTR Vol. II, C1055, and Technician Personnel Regulation TPR 935, military technicians will be housed in accordance with their military rank. This applies to all military technicians of the National whose job requires military membership in accordance with Title 32 USC, Section 709. Competitive civilian employees employed under Title 5 and 32 USC, Section 709 (non-dual status technicians) will be quartered in accordance with their civilian grade.

(11) Methods of payment for all room charges will be by cash, personal check, Government Travel Card, or other charge card.

h. Transient Chargeable Quarters Priority/Room Rate

(1) The following information lists the priority for room reservations and establishes a standard room rate-cost. MTC Billeting Clerk/Training Site Commander will assign room reservations weekly based on these criteria.

(a) General Officer 2-room suites will be issued in the following priority (Building B)

ARNG/ANG General Officer
 All Other General Officers
 ARNG Chief of Staff
 ARNG/ANG Officers (0-6)

(b) BOQ/BEQ Rooms will be issued in the following priority.

ARNG/ANG Officers (0-6)
 ARNG Warrant Officers (CW-5)
 All other Officers/Warrant Officers by Rank (on approved activities)
 State CSM
 ARNG CSM, SGM, ANG CMSgt
 ARNG E-8
 All others space availability by rank, including authorized civilians/retirees

(c) All remaining room assignments will be issued in no special order unless blocked for any reason.

(d) Active duty and Army Reserve soldiers are considered transient unless otherwise identified by an approved activity or by the Training Site Commander.

(e) One of the four Americans with Disabilities Act compliant rooms will be reserved and kept unoccupied until 2200 hours of each day.

(f) The eight bays in buildings C, D, E, F are available to all E-6 and below soldiers, as no-charge quarters when in any pay status. IL ARNG units have first priority for all space. Soldiers E-7 and above may stay in the bays with approval of the Training Site Commander or MTC Billeting Clerk.

(2) Chargeable Transient Quarters Rates.

All users: \$15.00/night

(a) All reservations in advance are for bed space only and not a specific room.

(b) Spouses are allowed billeting comparable to their military sponsor at the non-official rate. Double occupancy is not allowed in single rooms. All guests must register at all times.

(c) Since this facility is not family housing, children are not desirable guests. The intent is to house military personnel in a military environment. Exceptions to this policy will be on a case by case basis and will require prior approval by the Training Site Commander or MTC Billeting Clerk.

(d) Non-official users are those users in a non-duty status to include: active and reserve component military personnel, DMAIL state employees, competitive technicians and military technicians. Other non-official users are retired personnel in the preceding categories.

(e) All housing customers are required to pay for their rooms prior to departure. Individuals occupying a room for official duty and authorized activities must be on travel orders (AT, ADT, or IDT Format 400). Individuals will file for reimbursement through their unit in accordance with normal procedures using DD Form 1351-2.

(f) Non-military technicians or other government employees will be housed by priority under the criteria listed previously, in accordance with their pay level, and as compared to the military equivalent, at the discretion of the Training Site Commander or MTC Billeting Clerk.

(g) The Training Site Commander is authorized to make exceptions to the above criteria when in the best interest of the Illinois Army National Guard and to issue statements of non-availability as needed in accordance with Army Regulations. Address any questions or concerns directly to the Training Site Commander at (815) 795-5701.

i. Housing Internal Financial Procedures

(1) A billeting fund will be established at the training site and will be recognized as a separate stand-alone, Non-Appropriated Fund. This fund will be organized and managed IAW AR 210-50, Housing Management. (See Reference b. (3) of this Appendix)

(2) Funds will be accounted for in accordance with applicable policy and guidance, and receipts will be turned in to the USPFO Financial Manager (PFOIL-CG) as required. Funds turned in will be supported, at a minimum, by the following documentation for the accounting period:

(a) Original receipts, sequentially numbered (see Enclosure C-18, Marseilles Housing Assignment Receipt).

(b) Marseilles Housing Cashier's Record (see Enclosure C-19)

(c) Marseilles Housing Fund Occupancy Report (see Enclosure C-20).

(d) Non-Official Use Marseilles Housing Fund Occupancy Report (see Enclosure C-21).

(3) The billeting fund will issue a check to the United States Treasury on a monthly basis for all Official and Non-Official use charges earned, and will submit the same to the USPFO on a DD Form 1131 Cash Collection Voucher (see Enclosure C-17), for credit to the appropriate Army Management Structure Code (AMSCO).

j. Annual Review Requirements. The USPFO will conduct an annual review, within 60 calendar days of the beginning of each Federal fiscal year, of the billeting fund. The annual review shall include, but is not limited to:

(1) Review of receipts versus disbursements.

(2) Validity of service charges and non-official use surcharges.

(3) Payment of non-official use surcharges to the Federal government.

(4) Accountability of Federal property utilized in support of the billeting operation.

Table C-2

Marseilles Training Center-Identifiable Incremental Costs (IIC)/Housing Costs

Cost Element	National Guard Users	Other DOD & Federal Users (excluding National Guard)	All Non-Federal (Civilian, State)
Overhead Cost	Not Applicable	See Chart Below	See Chart Below
POL	Contact UTES 815-794-6210 for most current price	Contact UTES 815-794-6210 for most current price	Not Available
Gasoline, unleaded	\$X per gallon	\$X per gallon	Not Available
Diesel fuel #2	\$X per gallon	\$X per gallon	Not Available
Other oils, lubricants	As required	As Required	Not Available
Ice (Cubed 8lb bags)	\$.67 per lb. bag	\$.67 per lb. bag	\$.67 per lb. bag
Laundry Services	As required	As required	As required
Environmental Cleanup	Priced per Requirement	Priced per Requirement	Priced per Requirement
Expendable Supplies	As Required	As Required	As Required
Range Target Costs	As Used	As Used	As Used
Security (Additional As Required)	Not Applicable	\$10/hour	\$10/hour
Custodial (Additional as Required)	Not Applicable	\$10/hour	\$10/hour
Maintenance & Repair of Damages	As contracted by DMAIL-FE	As contracted by DMAIL-FE	As contracted by DMAIL-FE

Training Support Complex

Contonment Areas	
Bldg A (13) Bde HQ & Classroom s (36000SF)	\$90/day
Bldg B (11)-BOQ (14000SF)	See Housing Room Rates Below
Bldg C (10)-Barracks & Dining (2500 SF)	\$78/day
Bldg D (12) Barracks & Dining (25000SF)	\$78/day
Bldg E (15) Barracks (19250SF)	\$63/day
Bldg F (17) Barracks (19250SF)	\$63/day
50 Person classroom	3.50/day

Training Facilities

Training Areas/Ranges		Training Areas/Ranges	
A Range	\$19/day	Red Brick House	\$17/day
B Range	\$19/day	Hand Grenade Range, Rappel Tower, Conditioning Obstacle Crs, Confidence Obstacle Crs, Sea Huts, NBC Course, Training Areas, Land Nav Crs, MP Compound	\$5/day per facility
C Range	\$16/day	Engagement Skills Trainer	\$8/day
D Range	\$16/day	Hornickel Tactical Training House	\$18/day
E Range	\$14/day	Combat Pistol Qual. Course (CPQC)	\$19/day

Standard Housing Room Rates

All users	\$15.00/ day
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MEMORANDUM OF AGREEMENT OR MEMORANDUM OF UNDERSTANDING
BETWEEN
THE ILLINOIS ARMY NATIONAL GUARD
AND
FEDERAL AGENCY NAME

SUBJECT: Format and Use of a Memorandum of Understanding or Memorandum of Agreement

1. Reference. List the references that are directly related to the agreement in this paragraph.
2. Purpose. Provide a brief statement defining the purpose of the agreement.
3. Scope. Add a clear and precise statement specifying the perimeters of the agreement.
4. Understandings, agreements, support and resource needs. List the understandings, agreements, support and resource needs, and responsibilities of and between each of the parties or agencies involved in the agreement.
5. Points of Contact are as follows:
 - (a) Marseilles Training Center: Indicate POC and contact phone numbers.
 - (b) Include any other POCs and contact phone numbers.
6. Effective date. Enter the date the agreement will become effective.

John J. Jones
Director
The Federal Agency Name
Department

(Date)

JOHN W. NEWMAN
Colonel, USAF
United States Property
and Fiscal Officer for Illinois

(Date)

MARSEILLES TRAINING CENTER
Intergovernmental Training Use Agreement

Pursuant to Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. the Illinois Department of Military Affairs (DMAIL) and the _____ (Licensee) enter into the following agreement:
(Local or State Agency) (Please Print)

1. Licensee will be permitted to use the following training area(s) located at Marseilles Training Center on the date(s) and time(s) indicated:

A. Training Area (s): _____

Range (s): _____

Training Support Complex Building (s): _____

(List all areas as identified in the MTC Worksheet)

B. Date(s) and Time(s) of use: _____

C. Authorized uses of training area(s): _____

D. Restrictions on use of above training area(s) and/or additional support to be furnished by DMAIL:

(If "none", so state): _____

2. Licensee certifies that all training will be conducted under the supervision of competent instructors, or that the participants themselves are experts, and that proper safety precautions will be strictly adhered to at all times. Licensee further certifies the above training area(s) will be used solely for the purposes authorized herein, and all participants will be restricted to the authorized training area(s).

3. Licensee will thoroughly clean the training area(s) after use, properly dispose of all waste, and leave the premises in the same condition as when occupied by Licensee.

4. Licensee will promptly relinquish the training area(s) upon request of DMAIL if said training area(s) are required for DMAIL military instruction or use.

5. Licensee will comply with all applicable DMAIL regulations and safety rules when using the training area(s), and DMAIL reserves the right to immediately terminate this agreement or order the removal of any person for any violation of proper safety practices or other improper conduct, as determined by authorized DMAIL personnel.

6. Permission to use the above training area(s) is given as an accommodation to Licensee, and there shall be no rent for the use of the training area(s) except identified incremental costs.

7. Licensee shall exercise its privileges hereunder at its own risk. All injuries to Licensee's personnel or damage to Licensee's property incurred while utilizing the training area(s) or while on DMAIL property are the responsibility of the Licensee, and DMAIL will assume no liability therefore. Licensee is required to provide evidence of insurance, except that agencies of the State of Illinois are self insured and are not required to provide such evidence.

8. Licensee agrees to pay for the loss of, damage to, or destruction of DMAIL, State, or Federal property resulting from or arising out of any act or omission by Licensee's personnel in connection with its use of the above training area(s).
9. To the extent permitted by law, Licensee shall indemnify, defend, and hold DMAIL, its officers, employees and agents (the "Indemnified Parties") harmless from and against any and all damages, liabilities, fines, penalties, losses, claims, demands, suits, costs, and expenses (including, without limitation, reasonable attorneys' fees) sustained by the Indemnified Parties, and arising out of or resulting from any act(s) or omissions of the Licensee (or any entity or person performing on its behalf) in connection with Licensee's use of the training area(s).

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their proper officers and officials.

LICENSEE

BY: _____ DATE: _____

NAME & TITLE (PRINTED): _____

ILLINOIS DEPARTMENT OF MILITARY AFFAIRS

BY: _____ DATE: _____

NAME & TITLE (PRINTED): _____

THE ADJUTANT GENERAL

MARSEILLES TRAINING CENTER
Not-For-Profit/Non-Governmental Organization Use Agreement

The Illinois Department of Military Affairs (DMAIL) and the _____ (Licensee) enter into the following agreement:
(Not-for-Profit/Non-Governmental Org.) (Please Print)

1. Licensee will be permitted to use the following training area(s) located at Marseilles Training Center on the date(s) and time(s) indicated:

A. Training Area (s): _____

Range (s): _____

Training Support Complex Building (s): _____
(List all areas as identified in the MTC Worksheet)

B. Date(s) and Time(s) of use: _____

C. Authorized uses of training area(s): _____

D. Restrictions on use of above training area(s) and/or additional support to be furnished by DMAIL:

(If "none", so state): _____

2. Licensee certifies that all training will be conducted under the supervision of competent instructors, or that the participants themselves are experts, and that proper safety precautions will be strictly adhered to at all times. Licensee further certifies the above training area(s) will be used solely for the purposes authorized herein, and all participants will be restricted to the authorized training area(s).

3. Licensee will thoroughly clean the training area(s) after use, properly dispose of all waste, and leave the premises in the same condition as when occupied by Licensee.

4. Licensee will promptly relinquish the training area(s) upon request of DMAIL if said training area(s) are required for DMAIL military instruction or use.

5. Licensee will comply with all applicable DMAIL regulations and safety rules when using the training area(s), and DMAIL reserves the right to immediately terminate this agreement or order the removal of any person for any violation of proper safety practices or other improper conduct, as determined by authorized DMAIL personnel.

6. Permission to use the above training area(s) is given as an accommodation to Licensee, and there shall be no rent for the use of the training area(s) except identified incremental costs.

7. Licensee is self-insured and shall exercise its privileges hereunder at its own risk. All injuries to Licensee's personnel or damage to Licensee's property incurred while utilizing the training area(s) or while on DMAIL property are the responsibility of the Licensee, and DMAIL will assume no liability therefore. Licensee is required to provide evidence of insurance.

8. Subject to appropriation of funds from which payment can be made. Licensee agrees to pay for the loss of, damage to, or destruction of DMAIL State or Federal property resulting from or arising out of any act or omission by Licensee's personnel in connection with its use of the above training area(s).

9. To the extent permitted by law, Licensee shall indemnify, defend, and hold DMAIL, its officers, employees and agents (The "indemnified Parties") harmless from and against any and all damages, liabilities, fines, penalties, losses, claims, demands, suits, costs, and expenses. These included without limitation, reasonable attorneys' fees sustained by the Indemnified parties, and arising out of or resulting from any act(s) or omission of the Licensee or any entity or person performing on the Licensee's behalf in connection with Licensee's use of the training area(s).

IN WITNESS WHEREOF, the parties hereto have cause, this Intergovernmental Agreement to be executed by the proper officers and officials.

LICENSEE

BY: _____ DATE: _____

NAME & TITLE (PRINTED): _____

ILLINOIS DEPARTMENT OF MILITARY AFFAIRS

BY: _____ DATE: _____

NAME & TITLE (PRINTED): _____

THE ADJUTANT GENERAL

Marseilles Training Center-Identifiable Incremental Cost/Housing Worksheet

Name of Unit/Command:		Date Prepared:						
Dates Expected:								
		Daily Rate/Unit Cost	Unit	Estimated Qty	Estimated Total	Actual Qty	Actual Cost	
Training Support Complex								
	Building 13(Bldg A- HQ)	\$ 90.00	day		\$0.00		\$ -	
	Building 10 (Bldg C-Barracks w/dining)	\$ 78.00	day		\$0.00		\$ -	
	Building 12 (Bldg D-Barracks w/Dining)	\$ 78.00	day		\$0.00		\$ -	
	Building 15 (Bldg E-Barracks)	\$ 63.00	day		\$0.00		\$ -	
	Building 17(Bldg F-Barracks)	\$ 63.00	day		\$0.00		\$ -	
	50 person classroom	\$ 3.50	day		\$0.00		\$ -	
Ranges								
	Combat Pistol Qual. Course (CPQC)	\$ 19.00	day		\$0.00		\$ -	
	"A" Range	\$ 19.00	day		\$0.00		\$ -	
	"B" Range	\$ 19.00	day		\$0.00		\$ -	
	"C" Range	\$ 16.00	day		\$0.00		\$ -	
	"E" Range	\$ 14.00	day		\$0.00		\$ -	
	Scaled Mortar Sabot Range	\$ 14.00	day		\$0.00		\$ -	
	Hand Grenade Range	\$ 5.00	day		\$0.00		\$ -	
	Engagement Skills Trainer Range	\$ 8.00	day		\$0.00		\$ -	
	Weapons Cleaning Facility	\$ 100.00	day		\$0.00		\$ -	
Training Areas								
	Training Area	\$ 5.00	day		\$0.00		\$ -	
	Land Navigation Course	\$ 5.00	day		\$0.00		\$ -	
	NBC Training Site	\$ 5.00	day		\$0.00		\$ -	
	Rappelling Facility	\$ 5.00	day		\$0.00		\$ -	
	Sea Hut	\$ 5.00	day		\$0.00		\$ -	
	Hornickel Tactical Training House	\$ 18.00	day		\$0.00		\$ -	
	Red Brick House	\$ 17.00	day		\$0.00		\$ -	
	MP Compound	\$ 5.00	day		\$0.00		\$ -	
	Conditioning Obstacle Course	\$ 5.00	day		\$0.00		\$ -	
	Confidence Obstacle Course	\$ 5.00	day		\$0.00		\$ -	
Other Identifiable Costs								
RAP4	RAP4 Paintball sets based on components listing in RAP4 SOP	\$ 119.00	Set/day					
Security	Additional Security	\$ 10.00	hr		\$0.00		\$ -	
Custodial	Additional Clean-UP (hourly rate)	\$ 10.00	hr		\$0.00		\$ -	
POL	Diesel Fuel #2		Gal		\$0.00		\$ -	
	Oils/Lubricants		Gal		\$0.00		\$ -	
Ice	Cubed 8 lb. bags	\$ 0.67	bag		\$0.00		\$ -	
Laundry	Per Turn-In List		Lot		\$0.00		\$ -	
	Environmental Clean-Up		Lot		\$0.00		\$ -	
	Range Target Costs		Ea.		\$0.00		\$ -	
Other			Ea.		\$0.00		\$ -	
Chargeable Transient Quarters Rate								
	All users	\$ 15.00	Ea.		\$0.00		\$ -	
	TOTAL Cost				\$0.00		\$ -	

Estimated Approved by: _____
Date: _____

Actual Approved by: _____
Date: _____

CF: User, PFOIL-CG, MTC Files

MARSEILLES HOUSING ASSIGNMENT RECEIPT

			RECEIPT #:
NAME	RANK	BRANCH	UNIT
ADDRESS		DUTY STATUS (Copy of Order Required) IDT _____ ADSW _____ AT _____ Non-Official _____	
PHONE		DATE OF ARRIVAL	NUMBER OF NIGHTS
APPLICABLE RATE:			
A LATE FEE IS CHARGED FOR KEYS RETURNED AFTER 1100 HOURS. I HEREBY ASSUME RESPONSIBILITY FOR THE QUARTERS AND PROPERTY IN:			
BLDG#	ROOM#	SIGNATURE	
DATE OF DEPARTURE	DAILY RATE CHARGED	TOTAL CHARGES	
DATE PAID:	RECEIVED BY:		
CHECK #: AMOUNT			CASH:

MARSEILLES HOUSING CASHIER'S RECORD

PERIOD OF _____ THRU _____

CHANGE FUND ISSUED:		\$
RECEIVED BY: _____		
<i>RECEIPT ACCOUNTABILITY</i>		
RECEIPTS		
BEGINNING NUMBER: _____		ENDING NUMBER: _____
<i>CASH COUNT</i>		
QUANTITY	DENOMINATION	AMOUNT
	PETTY CASH	
	ONES	
	FIVES	
	TENS	
	TWENTIES	
	FIFTIES	
	HUNDREDS	
	CHECKS	
	CREDIT CARD RECEIPTS	
<i>CASHIER ACCOUNTABILITY</i>		
TOTAL CASH, CHECKS & CREDIT CARD RECEIPTS		
LESS CHANGE FUND		
NET CASH		
CASH OVER/SHORT		
TURNED IN BY:		
_____		_____
(Billing Clerk)		(Date)
RECEIVED BY:		
_____		_____
(Funds Manager -PFOIL-C)		(Document Control #)

MARSEILLES HOUSING FUND OCCUPANCY REPORT

PERIOD OF: _____ THRU: _____

BLDG #	NUMBER OF NIGHTS	STANDARD ROOM RATE	TOTAL DOLLARS COLLECTED
TOTALS	0		0

TOTAL HOUSING FUNDS DUE U.S. TREASURY:		
TOTAL PAST DUE AMOUNTS RECEIVED:		
TOTAL ADVANCED CHARGES RECEIVED:		
TOTAL LATE CHARGES RECEIVED:		
TOTAL COLLECTIONS:		

TOTAL ACCOUNTS RECEIVABLE:		
TOTAL PRIOR ADVANCE CHARGES RECEIVED:		
TOTAL REFUNDS PAID OUT:		
TOTAL DEDUCTIONS:		

NET FUNDS RECEIVED THIS REPORT:		
TOTAL NIGHTS:		
LESS REFUNDED NIGHTS:		
TOTAL CONTRACT QUARTERS USED:		

DATE:

BILLETING CLERK

FUND MANAGER (PFOIL-C)

Marseilles Training Center Range and Training Area Request Form

Block 1.

UIC: _____	DATE: _____
REQUESTING ORGANIZATION: _____	
ORGANIZATION ADDRESS: _____	
POINT OF CONTACT: _____	PHONE: _____
EMAIL ADDRESS: _____	

Block 2.

TYPE OF ORGANIZATION: ARNG, ANG, USAR, ARMY, NAVY, USAF, USMC, ROTC, etc.	
OTHER: _____	
Dates Of Requested Use: FROM: _____	TO: _____
DAY MONTH YEAR	DAY MONTH YEAR
ADVANCE PARTY ARRIVAL Date / Time: _____	# PERSONNEL _____
MAIN BODY ARRIVAL Date / Time: _____	# PERSONNEL: _____

1. Name / Rank of OIC: *(please print)*: _____
2. Summary of training to be conducted: _____

3. Ranges and range facilities:

Training Area	Start Date	Time	End Date	Time	Training Area	Start Date	Time	End Date	Time
Combat Pistol Range					Conditioning Obs Course				
A Range					Confidence Obs Course				
B Range					Sea Huts				
C Range					Weapons Cleaning Fac.				
E Range					Range Mess Pad				
Scaled Mortar Range					Range Trailer				
Hand Grenade Range					Range (EST) Classroom				
EST / FATS					MP Compound				
Rappel Tower					Hornickle House TA				
NBC Course					Red Brick House				
CS Chamber									

4. Land Navigation Courses:

Facility	Start Date	Time	End Date	Time	Facility	Start Date	Time	End Date	Time
Beginner 102S					SOF Course				
Adv. Beginner 104W					Advanced Course 106				
Intermediate 101N/S					Expert Course				

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5. Training Equipment:

Equipment	Start Date	Time	End Date	Time	Number Requested	Number Available
Portable Targets						30
Grenade Bodies						150
Pneumatic Guns						2

6. Training Areas:

Training Area	Start Date	Time	End Date	Time	Training Area	Start Date	Time	End Date	Time
101 N					104 W				
101 S					104 C				
102 S					104 E				
102 N					105 W				
102 E					105 E				
103 W					106				
103 E					NVD driving roadway				
APFT Track					Parade / Playing Field				

7. Additional Information:

ADMINISTRATIVE INFORMATION:

- All scheduled training is dependent upon the needs of the ILARNG. Requests may be denied and are subject to changes at any time based on these needs. If the needs of the ILARNG require changes to prescheduled training events, the effected organization will be notified at the earliest possible time in order to reschedule, cancel or alter assigned ranges and training areas. Questions regarding this policy should be directed to Marseilles Training Center, Training Site Commander.
- Organizations that are not Department of Defense, Federal or State governmental agencies, are required to submit a certificate of insurance showing liability insurance and property damage coverage for the event / training. This insurance policy will have at a minimum 1 million dollars of liability insurance and a reasonable amount of property damage insurance, as determined by the Illinois Department of Military Affairs (DMAIL), and DMAIL will be named on the certificate as an additional insured.
- Using organizations will be charged for the use of facilities and services as indicated in DMAIL Regulation 350-11, if applicable. Such payment will be submitted by MIPR, electronic funds transfer, or check as directed by DMAIL.
- Using organizations will submit any information requested to process this request and will comply with DMAIL Regulation 350-11, Marseilles Training Center.
- Using organizations understand that submission of a request for use does not mean that the organization is on the MTC schedule. Using organizations will receive a Marseilles Training Center Request Notification, informing the organization whether the request was approved, approved with changes, or denied.
- Land navigation course, HTHH, RBH and water bodies are a separate part of the training area in which they are located and are scheduled separately. Example: a unit requesting the beginner course in 102S is restricted to the land navigation course, and does not have the right to maneuver elsewhere in 102S. If a unit requests and is assigned 102S, but the unit has not requested the land navigation course located in that training area, the unit does not have the right to operate in the land navigation course. If a unit wants to operate in 102S and run the land navigation course in 102S then they must request both.

Block 3.

** ILARNG Units: MTC will not process a request without a signature in each block below or an email from each organization below indicating that level of command's approval of the request. See item 5 above.

BN / CO Command: _____	Commander's Signature of Approval: _____
Point of Contact: _____	Date: _____

Major Command (BDE / Directorate): _____	Commander's Signature of Approval: _____
Point of Contact: _____	Date: _____

J3 Directorate, Signature of Approval: _____	
Point of Contact: _____	Date: _____

Marseilles Training Center
Billeting and Logistics Request Form

Block 1.

UIC: _____ DATE: _____
REQUESTING ORGANIZATION: _____
ORGANIZATION ADDRESS: _____
POINT OF CONTACT: _____ PHONE: _____
EMAIL ADDRESS: _____

Block 2.

TYPE OF ORGANIZATION: ARNG, ANG, USAR, ARMY, NAVY, USAF, USMC, ROTC, etc.
OTHER: _____
DATES OF REQUESTED USE: FROM: _____ TO: _____
DAY MONTH YEAR DAY MONTH YEAR
TYPE OF EVENT: _____
ADVANCE PARTY ARRIVAL Date / Time: _____
MAIN BODY ARRIVAL Date / Time: _____

1. OPEN BAY BARRACKS: (160 personnel per building, divided into 8 bays with up to 20 personnel per bay)

Of males: _____ # Of females: _____

With Dining Facility: _____ With out Dinning Facility: _____ (check one)

2. BOQ:

General Officer's Suite: _____ Name (s): _____

Field Grade Officer's BOQ: M-_____ F-_____

BOQ / BEQ: M-_____ F-_____

Other VIP's: M_____ F_____

Departure Date: _____

3. BATTALION HQ BUILDING (Bldg A)

Classrooms (# required): _____
(2 rooms avail. seating 100 each, Each room can be divided in half)

Classroom Start Date / Time: _____

Classroom End Date / Time: _____

BN Office area: YES NO

Medical Wing: YES NO *See DMAIL 350-11, Appendix M for requirements to draw this area.

Dinning Facility in A Bldg: YES NO

Do you require any support equipment? (i.e. audiovisual, computer, etc...) _____

4. MEALS:

Are meals being catered? YES NO

Will uncooked food be delivered to the site to be cooked in a dinning facility? YES NO

Catered or food delivery, provide the name of the individual who will be on site to receive the shipment:

5. EQUIPMENT:

Instructional Equipment	Date(s) of Use: Provide Start Date and End Date	Anticipated Time		Number Requested
		Start	End	
Infocus Projector (s) 2				
Audio systems 2				
DVD / VCR combination				
Projector Screens (classrooms have screens) 1				
Over head projector 1				
Public Address systems 2				
Easels (butcher board)				
Field Equipment				
Individual MILES (M16)				
M249 MILES Emitter				
M2 MILES Emitter				
RAP4 Paintball Sets (18-M4 type rifles and goggles)				
Beam Hit Systems (2 complete sets)				
MWR Equipment				
Volleyball equipment				
Basketball equipment				
Horseshoe equipment				

ADMINISTRATIVE INFORMATION:

1. All scheduled training is dependent upon the needs of the ILARNG. Requests may be denied and are subject to changes at any time based on these needs. If the needs of the ILARNG require changes to prescheduled training events the effected organization will be notified at the earliest possible time in order to reschedule, cancel or alter Training Support Center requests. Questions regarding this policy should be directed to Marseilles Training Center, Training Site Commander.

2. Organizations that are not Department of Defense, Federal or State governmental agencies are required to submit a certificate of insurance showing liability and property damage coverage for the event. This insurance policy will have at a minimum 1 million dollars of liability insurance and a reasonable amount of property damage insurance, as determined by the Illinois Department of Military Affairs (DMAIL), and DMAIL will be named on the certificate as an additional insured.

3. Using organizations understand that it will be charged for the use of facilities and services as indicated on the attached worksheet, if applicable. Such payment will be submitted by MIPR, electronic funds transfer, of check as directed by DMAIL.
4. Using organizations will submit any information required to process this request and will comply with DMAIL 350-11, Marseilles Training Center, regulations.
5. Using organizations understand that submission of a request for use does not mean that the organization is on the MTC schedule. Using organizations will receive a Marseilles Training Center Request Notification, informing the organization whether the request was approved, approved with changes, or denied.

Block 3.

** ILARNG Units: MTC will not process a request without a signature in each block below or an email from each organization below indicating that level of command's approval of the request. See item 5 above.

BN / CO Command: _____	Commander's Signature of Approval: _____
Point of Contact: _____	Date: _____

Major Command (BDE / Directorate): _____	Commander's Signature of Approval: _____
Point of Contact: _____	Date: _____

J3 Directorate, Signature of Approval: _____	
Point of Contact: _____	Date: _____

Marseilles Training Center Request Notification

TO:

DATE:

REGARDING REQUEST FROM:

Your request for the use of _____ at MTC for the following dates _____ has been APPROVED
/ DENIED

APPROVED WITH THE FOLLOWING CHANGES:

REASON FOR DENIAL:

If your request has been approved please ensure that all outstanding paperwork associated with your request is completed. These items would include any rosters, requested training plans, or other items specific to your request. If you have questions contact MTC Range Control and / or billeting at (815) 795-5701.

You must ensure that you have personnel on site at MTC by not later than 1300 hours on the day you are drawing the requested facilities. MTC personnel cease issuing facilities at 1615 hours in order to secure the installation and close out the day. If your organization is unable to arrive by 1300 you may contact with the MTC section you are drawing facilities from in order to request a late arrival.

If your request has been denied, and you believe that your request was denied unfairly you may contact the Marseilles Training Center, Training Site Commander at (815) 795-5701, or in writing at:

Marseilles Training Center
ATTN: Training Site Commander
1700 Army Rd.
Marseilles IL 61341

NOTE: All scheduled training is dependent upon the needs of the ILARNG, and is subject to changes at any time based on these needs. If the needs of the ILARNG require changes to prescheduled training events the effected organization will be notified at the earliest possible time in order to reschedule, cancel or alter assigned ranges, billets, and training areas. Questions regarding this policy should be directed to Marseilles Training Center, Training Site Commander.

MTC Range and Safety Personnel Appointment(s)

1. UNIT: _____ DATE: _____
2. MTC-Range Officer Conducting Safety Brief: _____
Signature Printed

3. The following individuals are appointed OIC / NCOIC, Safety Officers/NCOs IAW AR 385-63 and DMAIL Reg 350-11:

Ranges / Training Areas	Printed Name / Rank of appointee	SSN Last 4	Safety Brief Attendance (Appointee initials at safety brief)
1. OIC or Safety Officer:	_____	_____	_____
2. OIC or Safety Officer:	_____	_____	_____
3. OIC or Safety Officer:	_____	_____	_____
4. OIC or Safety Officer:	_____	_____	_____
5. OIC or Safety Officer:	_____	_____	_____
6. OIC or Safety Officer:	_____	_____	_____
7. OIC or Safety Officer:	_____	_____	_____
8. OIC or Safety Officer:	_____	_____	_____
9. OIC or Safety Officer:	_____	_____	_____
10. OIC or Safety Officer:	_____	_____	_____
11. OIC or Safety Officer:	_____	_____	_____
12. OIC or Safety Officer:	_____	_____	_____
Rappel Tower			
1. OIC / NCOIC:	_____	_____	_____
Waterborne Ops			
1. OIC / NCOIC:	_____	_____	_____
2. Safety Officer:	_____	_____	_____
Sling Load Ops			
1. OIC / NCOIC:	_____	_____	_____
2. Safety Officer:	_____	_____	_____
Weapons Cleaning Facility			
1. OIC / NCOIC:	_____	_____	_____

The above appointments remain in effect until properly relieved, revoked in writing, or after one year.

APPROVED BY: _____
Unit Commander (*signature*)

MTC Range Officer Initials
Verifying attendance of above

Clearance Form

1. UNIT: _____ DATE: _____
UNIT UIC: _____ UNIT REPRESENTATIVE: _____
ADDRESS: _____ PHONE: _____

2. Personnel Present:

Date _____

On Sight _____

3. **Training Area and Facility** **Type of RD Fired** **# of Rnds Fired** **Cleared By (INIT.)**

<u>Training Area and Facility</u>	<u>Type of RD Fired</u>	<u># of Rnds Fired</u>	<u>Cleared By (INIT.)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ASP: _____

UTES: _____

BILLETING: _____

LOGISTICS: _____

4. **Condition Of Facility / Area / Range.** *[write comments on the reverse side of this form]*

5. **Accidents / Incidents.** *[Attach Copy of Report(s)]*

Range Safety Briefing

All Of The Following Will Be Included In A Units Range Safety Briefing

1. Observe safety precautions as soon as you receive a weapon.
2. Always check the chamber to insure that there are no live rounds in the chamber.
3. Do not point a weapon at anyone and keep the weapon pointed up and down range.
4. Weapons will be loaded on the firing line, Only on the command of the **Tower Operator**.
5. Comply with all commands of the **Tower Operator** and the line **NCOs**. The commands "COMMENCE FIRE" and "CEASE FIRE" are given loud and clear.
6. Anyone who considers it necessary to insure safety may give the command "CEASE FIRE". When a firer hears the command "CEASE FIRE", he will take his finger off the trigger, place the weapon on safe and wait for further instructions.
7. As soon as the firing exercise is complete, or on the command, the firer will clear his weapon, lock the bolt to the rear, remove the magazine, put the weapon on safe and wait for further instructions.
8. No one will move in front of the firing line unless directed to do so by the **Tower Operator**, who, before giving the command, will have all weapons cleared by the Safety Officer or Line NCO.
9. No weapons will be moved in front of the firing line.
10. No one will be allowed beyond the firing line except on the zero range.
11. No weapon will be removed from the firing line until it has been checked and cleared by the Safety Officer or NCO.
12. All personnel will wear hearing protection while on the firing line.
13. Brass deflectors are required by all left-hand shooters. (*Unit's responsibility to furnish deflectors*).
14. All weapons will be considered loaded whenever a magazine is in the receiver. Keep the safety on, the bolt locked to the rear and the magazine out, except when firing.
15. Safety NCO's will rod all weapons before they are removed from the firing line.
16. Ammunition will not be issued, loaded or fired without the approval of the range OIC.

Range Checklist

- DA 1687 For AMMO / Assumption Of Command.
- DA 1687 For Training Equipment / Assumption Of Command.
- Risk Assessment Work Sheet.
- Range OIC/NCOIC, Safety Officer / NCO.
- Medical Personnel Have Strip Map To Hospital and Have Reconed Route To Hospital.
- Appropriate Safety and Weapons Manuals On Hand.
- Minimum of 2 PRC 77 Radios or Equivalent Per range To Monitor Range Control Net.
(FM – 41.75)
- Hazmat Qualified Personnel To Handle Ammo and Proper Equipment.
(Tie Downs, Fire Extinguishers and DA-581s)
- Coordination With Unit Training Equipment Site (UTES) Has Been Accomplished.
(Refueling, repairs and wash rack)
- Coordination With MTC For Placement of Port-A-Pots.

Range Operating Procedures

1. Occupying a Range.

- a. Using Organizations will immediately request occupation time from Range Control when they have arrived at a range. This will be done using primary means of communication, on the range control radio net, frequency 41.75.

1. "Range Control this is ___ Range, request occupation time."

- b. Range control will provide an occupation time and range control operator's initials. Range Control will require initials of the individual requesting occupation time.

1. "___ Range this is Range Control, I give you occupation time of _____ hours, what are your initials?"

2. "Range control this is ___ Range, my initials are ____"

3. "___ Range this is Range Control, be advised you are in a COLD status my initials are _____, do you have any further traffic of this station"

- c. During this procedure Range Control may provide additional instructions to a using organization, as needed.

2. Requesting HOT Status.

- a. The following must be done before requesting HOT status:

1. Range flag is up.
2. Ensure that the range has at least the minimum number of safety personnel required
3. Range has Combat LifeSaver or Medic, designated evacuation vehicle, aid bag and litter.
4. Secondary means of communication is operational, but not tested
5. OIC and RSO must be on the range.

- b. Prior to firing a using organization will request HOT status from Range Control. This will be done on the primary Range Control radio net, 41.75.

1. "Range Control this is ___ Range, request HOT status"

2. "___ Range this is Range Control, is the range flag up?"

3. Response from range

4. "Do you have the appropriate number of safety personnel?"

5. Response from range

6. "Do you have medical personnel with aid bag, litter and a designated evacuation vehicle?"
7. Response from range
8. "___ Range who is your OIC and your RSO".
9. Response from Range
10. "___ Range this is Range Control, at this time contact Range Control on your secondary means of communications"
11. "Range Control this is ___ Range, on my secondary means of communications"
12. "___ Range this is Range Control, switch back to primary, contact Range Control and standby."
13. "___ Range this is Range Control, what are your initials?"
14. "Range Control this is ___ Range, my initials are ___"
15. "___ Range this is Range Control, I give you HOT time of ___ hours, my initials are ___, do have any further traffic for Range Control?"

3. Requesting COLD Status.

- a. Prior to requesting COLD status users should have the following information available: Types of weapons fired, Number of rounds fired, and Number of personnel trained.
- b. Requests for COLD status will be done on the primary Range Control net.
 1. "Range Control this is ___ Range, requesting COLD status."
 2. "___ Range this is Range control, send your closing information."
 3. "Range Control this is ___ Range, Caliber of rounds fired ___; Number of rounds fired ___; Total number of personnel on site___"
 4. "___ Range this is Range Control, what are your initials?"
 5. "Range Control this is ___ Range, my initials are ___"
 6. "___ Range this is Range Control, I give you cold time of ___ hours, my initials are ___. Do you wish to schedule a clearing time?"

Training Area Operating Procedures

1. Occupying a Training Area.
 - d. Using Organizations will immediately request occupation time from Range Control when they have arrived at Training Area. This will be done using primary means of communication, on the range control radio net, frequency 41.75.
 1. "Range Control this is, _____ request occupation time for training area _____."
 - e. Range control will provide an occupation time and range control operator's initials. Range Control will require initials of the individual requesting occupation time.
 1. "Training Area _____ this is Range Control, who is your OIC?"
 2. "Range Control this is Training Area _____, my OIC is _____"
 3. "Training Area _____ this is Range Control, I give you occupation time of _____ hours, what are your initials?"
 4. "Range control this is Training Area _____, my initials are _____"
 - f. During this procedure Range Control may provide additional instructions to a using organization, as needed.
2. Departing a Training Area.
 - a. When a unit departs a training area either to occupy another area or to clear MTC, they will contact Range Control to request a closing time and will provide closing information. Units will have available the following information: number of personnel trained, number of vehicles used, number and type of blank ammunition fired.
 1. "Range Control this is Training Area _____, requesting closing time."
 2. "Training area _____ this is Range control, send your closing information."
 3. "Range Control this is Training area _____, Total number of personnel on site _____; Type of vehicles on Site _____ number on site _____; Type of blank rounds fired _____; Number of blank rounds fired _____"
 4. "Training Area _____ this is Range Control, what are your initials?"
 5. "Range Control this is Training Area _____, my initials are _____"
 6. "Training Area _____ this is Range Control, I give you a closing time of _____ hours, my initials are _____. Do you wish to schedule a clearing time?"
3. All units will go through this procedure for each occupation and closing in each training area, MP compound, NBC gas chamber, land navigation course, obstacle course, for waterborne and sling load operations.

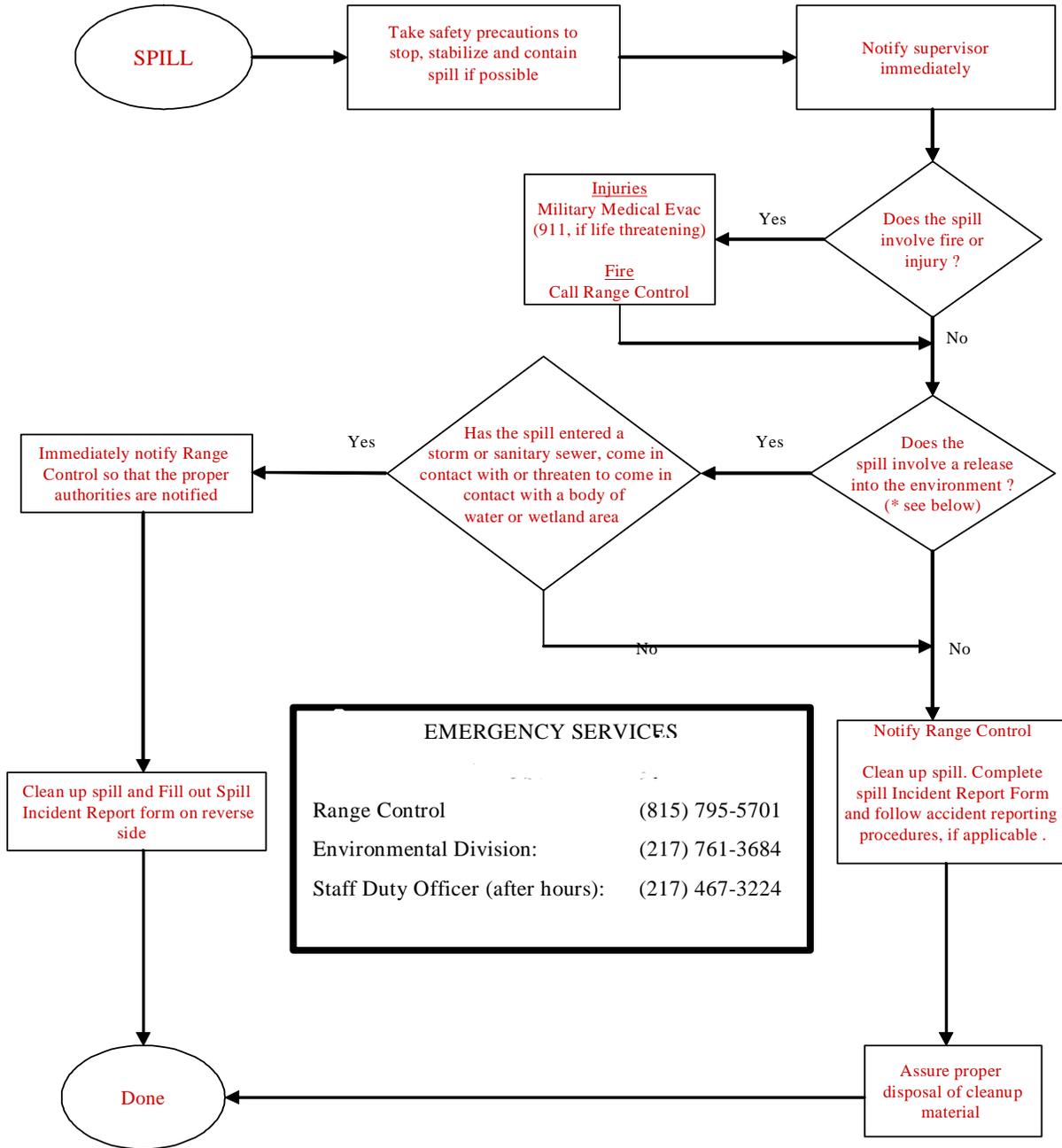
Authorized Training Ammunition

<u>DODIC</u>	<u>ITEM</u>
AA33	CTG 5.56 MM BALL
AA49	CTG 9MM M882 Ball
A011	CTG 12 FA 00 SHOT
A059	CTG 5.56 MM BALL
A062	CTG 5.56 MM SAW LKD BALL
A063	CTG 5.56 MM TR
A064	CTG 5.56 MM SAW LKD 4:1
A068	CTG 5.56 MM TR
A071	CTG 5.56 MM BALL
A072	CTG 5.56 MM TR
A075	CTG 5.56 MM SAW LKD BLANK
A080	CTG 5.56 MM BLANK
A085	CTG .22 CAL BLANK
A086	CTG .22 CAL BALL
A090	CTG .22 CAL TR
A091	CTG .22 CAL MATCH GR
A093	CTG .22 CAL MATCH GR
A110	CTG 7.62 MM BLANK
A111	CTG 7.62 MM BLANK MG
A130	CTG 7.62 MM BALL/M14
A131	CTG 7.62 MM 4 & 1 M60
A136	CTG 7.62 MM MATCH GR
A143	CTG 7.62 MM BALL / M60
A146	CTG 7.62 MM TR / M60
A171	CTG 9MM M882 Ball
A363	CTG 7.62 MM MATCH GR
A365	CTG 14.5 MM TNR 3.5 SEC
A366	CTG 14.5 MM TNR 6.0 SEC
A367	CTG 14.5 MM TNR PD
A400	CTG .38 CAL BALL / SP
A404	CTG .38 CAL WAD-CUT
A475	CTG .45 CAL BALL
A476	CTG .45 CAL BLANK
A479	CTG .45 CAL TR
A482	CTG .45 CAL WAD-CUT
A483	CTG .45 CAL MATCH GR
A598	CTG .50 CAL BLANK
A599	CTG .50 CAL BLANK
A602	CTG .50 CAL 4/1 PLASTIC M2
A680	CTG SUB CAL 22 MM CHG 1
A681	CTG SUB CAL 22 MM CHG 2
A682	CTG SUB CAL 22 MM CHG 3
A683	CTG SUB CAL 22 MM CHG 4
B519	CTG 40 MM PRACT GREN
C440	CTG 105 MM BLANK M395
G839	CTG GR 7.62 MM / DR TR
G878	FUZE F / PRAC HAND GR
G924	GREN HAND, RIOT CS1
G930	GREN HAND, HC SMK
G932	GREN HAND, RED SMK
G940	GREN HAND, GREEN SMK
G945	GREN HAND, YELLOW SMK
G950	GREN HAND, RED SMK
G955	GREN HAND, VIOLET SMK
K139	MINE, APERS, INERT M68 (CLAYMORE)
K765	CHEM AGENT CS CAPSULE
L278	SIGNAL ILLUM GRD RED
L305	SIGNAL ILLUM GR ST P
L306	SIGNAL ILLUM RD ST C
L307	SIGNAL ILLUM WH ST C
L310	SIGNAL ILLUM GR ST P
L311	SIGNAL ILLUM RD ST P
L312	SIGNAL ILLUM WH ST P
L314	SIGNAL ILLUM GR ST P
L378	DETONATION SIM M80
L495	FLARE SURFACE TRIP

Appendix J

L508	FUZE RAILROAD RED
L592	SIMULATOR, TOW BLAST
L594	SIMULATOR, PROJECTILE
L598	SIMULATOR, EXPLOSIVE BOOBY TRAP M117
L599	SIMULATOR, EXPLOSIVE BOOBY TRAP M118
L600	SIMULATOR, BOOBY TRAP WHISTLING M119
L601	SIMULATOR, HAND GRENADE M116A1
L602	SIMULATOR, ARTILLERY FLASH, M21

ILLINOIS ARMY NATIONAL GUARD MARSEILLES TRAINING CENTER CONTINGENCY SPILL PLAN



- * The following conditions are considered releases into the environment:
- Any amount of petroleum, oil or lubricant (POL) or other hazardous Materials that come into contact with surface water or wetland, including storm sewers or drainage ditches.
 - Any release of petroleum that produces a sheen on water and/or threatens navigable waters, including drainage ditches.
 - 25 gallons or more of petroleum onto unpaved ground.
 - An amount into a floor or trench drain that exceeds the holding capacity of a down line catch basin or oil/water separator.

**ILLINOIS ARMY NATIONAL GUARD
SPILL INCIDENT REPORT FORM**

1. FACILITY NAME: _____
ADDRESS: _____
CITY or TOWN: _____
NEAREST HIGHWAY
or INTERSECTION: _____
2. DATE AND TIME OF INCIDENT: _____
3. NAME AND TEL. NUMBER OF ON-SCENE CONTACT: _____
4. SEVERITY OF THE INCIDENT:
 - a. Name of Spilled Material: _____
 - b. Total Amount Spilled: _____
 - c. Amount Recovered: _____
 - d. Where are the Recovered Materials (i.e., oil, water, soil, absorbents, etc.): _____
5. SIGNIFICANT AREAS AFFECTED BY THE SPILL: (Indicate location of any of the following affected areas, and estimate amount spilled in or on each area).
 - a. Building Area:
 - b. Surface Water:
 - c. Floor Drains:
 - d. Storm Drains:
 - e. Drainage Ditches
 - f. Soil, Gravel or Lawn Surfaces:
6. LOCAL TERRAIN CONDITIONS: (Check off most appropriate description).
 - a. ___ Flat: (no significant slope)
 - b. ___ Somewhat Flat: (1-5% slope)
 - c. ___ Gently Rolling: (5-10% slope)
 - d. ___ Sharply Rolling: (10-20% slope)
 - e. ___ Steep: (>20% slope)
7. WEATHER CONDITIONS: (Check off most appropriate condition).
 - a. ___ Dry
 - b. ___ Fog or Drizzle
 - c. ___ Rain
 - d. ___ Snow
 - e. ___ Other
8. CAUSE AND SOURCE OF INCIDENT: (Check off the most appropriate choice and give a brief description of the problem).
 - a. ___ Equipment Failure
 - b. ___ Accident
 - c. ___ Human Error
 - d. ___ Other
9. OFFICE NOTIFIED: (Check off the offices that were notified and the name of the person who took the report over the telephone).
 - a. ___ ILARNG Env. Office
Name:
 - b. ___ Staff duty Officer
Name:
 - c. ___ Fire Department
Name:
 - d. ___ Sanitary District
Name:
 - e. ___ Police Department
Name:
 - f. ___ County Emergency Services
Name:
10. Note any equipment repairs to prevent reoccurrence: _____

DEPARTMENT OF THE ARMY AND AIR FORCE
Illinois Army and Air National Guard
1301 North MacArthur Boulevard, Springfield, Illinois 62702-2399

DMAIL-PRM (40)

3 September 1999

Memorandum For:

SUBJECT: Medical Care For M-Day Soldiers

1. Effective 1 October 1999, all medical, dental and pharmaceutical claims for M-Day soldiers injured in the line of duty (in any duty status, including Annual Training) must be approved by the Military Medical Service Office (MMSO) located at Great Lakes Naval Base. Units must notify the MILPO Medical Support Branch, who will in turn notify the MMSO.
2. In a life, limb or eye emergency, call 911 or take the soldier to the nearest medical treatment facility, whichever is appropriate. As soon as possible, notify the State Staff Duty Officer (SDO), 217-761-3890. The SDO will notify the MILPO Medical Support Branch for further guidance.
3. Prior to seeking non-emergency care, notify the SDO for guidance. In most non-emergency injury cases when the soldier is within 40 miles or 40 minutes driving time of Great Lakes Naval Base or Scott Air Force Base, the soldier will be taken to either of these emergency rooms. If outside the 40 mile / 40 minute limit, the Medical Support Branch will provide guidance for care.
4. All follow-up care must be approved by the MMSO. Notify the MILPO Medical Support Branch the next working day for instructions to receive follow-up care. Failure to report civilian medical care and receive pre-authorization, may result in the soldier becoming responsible for payment.
5. If a soldier reports to drill with an illness or an injury note related to duty, the soldier should be sent home and allowed to make up drill at a later date. IL ARNG medical personnel are not allowed to treat soldiers on IDT weekends. Do not order a soldier to seek medical attention. If a recommendation is made to seek treatment, remind the soldier that this is at his/her own expense. If in doubt, contact the MILPO Medical Support Branch or the State SDO for clarification.
6. Questions or assistance requests should be addressed to MAJ Hinchliffe, Medical Support Branch, Comm (217) 761-3796 or DSN 555-3796

FOR THE ADJUTANT GENERAL:

TERRY L. DOWNEN
COL, IN, IL ARNG
Military Personnel Officer

Distribution: A

Training Support Complex

This APPENDIX sets forth guidelines for use of the Training Support Complex.

Section I Facility Capabilities

M-1. Accommodations

Up to one Battalion size element can be housed at the facility.

a. Building A.

- (1) Battalion Headquarters Administrative and Supply Areas.
- (2) Medical Facilities.
- (3) Physical Fitness room.
- (4) Two Classrooms with seating for 100 per classroom. Classrooms may be subdivided into four classrooms seating 50 each.
- (5) Dining Facility able to feed 400 per meal or may be used as a multipurpose meeting room.

b. Building B.

- (1) One General Officer 2 room Suite.
- (2) 57 single occupancy rooms that share a bath, including 5 Americans with Disability Act (ADA) compliant rooms.

c. Building C, D, E, & F.

- (1) Bldg C, D and E have 4 each 20 occupant bays and 4 each 30 occupant bays. F has in the east wing 2 each 20 occupant bays, 2 each 30 occupant bays. In the west wing F has 2 each 20 occupant bays and 2 bays set up for overnight transient billeting, 1 bay for males with 13 beds and 1 bay for females with 12 beds.
- (2) 2 each centralized male and female latrine/shower areas.
- (3) 2 each laundry rooms.
- (4) Each building has one Company Headquarters and supply area.
- (5) Building C & D have attached dining facilities able to feed 250 soldiers per meal

M-2. Telecommunications

- a. Telephones are located in the administrative areas and some single occupancy rooms. Telephones are only programmed for local area calling. Units/individuals needing to make long distance calls must provide their own telephone credit card.
- b. Data transmission lines are available in the administrative areas and some single occupancy rooms. Computers with RCAS are available in the Battalion and Company HQ areas of all buildings.

Section II

Requesting Facilities

M-3. Request Suspense

Requesting use of the Training Support Complex is similar to requesting any facility at Marseilles Training Center. Requests must arrive no later than 90 days prior to date of use.

M-4. Request Forms

Requesting organizations must use the MTC Billeting and Logistics Request form found in Appendix D of this regulation. These forms are available on request via email, fax and standard mail. Send requests for forms to: Marseilles Training Center, ATTN: Operations, 1700 Army Road, Marseilles, IL 64131, or call (815) 795-5701(phone), (815) 795-3506(fax). Completed forms can be faxed, mailed or emailed to the location indicated above.

Section III

Scheduling Use

MTC Billeting Clerk is responsible for scheduling all areas of the Training Support Complex.

M-5. Billeting

Rooms or barracks bays will be scheduled by "blocks". Rooms or barracks bays will be assigned prior to the scheduled training event. Specific room assignment requests may be accommodated based upon the occupancy of the rooms outside of scheduled blocks.

- (1) Organizations are responsible for assignment of rooms or barracks bays to subordinate organizations/individuals within their allocated blocks. This is to allow units or organizations to assign billets to best accommodate unit needs. Males & Females cannot be assigned to adjoining rooms. After the block of rooms/bays has been assigned to the using unit, it is critical that a rank, name, gender roster be provided to MTC Operations. This roster must be provided no later than one week prior to the scheduled usage. This roster will also provide the in-house emergency/fire evacuation accountability roster. The Training Site Commander reserves the right to cancel scheduled usage of the facility if the organization fails to meet this requirement.
- (2) Rooms or barracks bays not blocked will be available for other organizational usage or transient guests. MTC Billeting Clerk will assign them.
- (3) All rooms will be issued by hand receipt of the key(s).
- (4) Acceptance of the key will provide assumption of responsibility for the key and all contents of the room. Upon entrance into the room, the user must conduct a complete inventory for missing or damaged items using the Inventory Control Sheet posted in the room. Any damaged or missing items must be reported to billeting office immediately.

M-6. Administrative Areas

Units are encouraged to use administrative and service areas. Weapon cleaning is prohibited in these areas.

- a. Battalion Headquarters area will support administrative needs for complete staff activities, including individual offices, conference or meeting room, and general office space.
- b. Company Administrative Areas include private offices for Commander and First Sergeant, and general office space.
- c. Supply Room areas are available in all company buildings and a larger battalion supply room is located in building A. These rooms are not designed for unattended arms, ammunition, or sensitive item storage (there is no vault or alarm system). There is a caged area in each supply room that can be secured with a padlock, the using unit must provide their own lock.
- d. Laundry facilities are available in buildings B, C, D, E, and F. Individuals must provide their own laundry detergent, vending machines for these type items are not available.
- e. Classrooms will be issued to users based on their request. Classroom keys will be issued to the unit / organization using DA-5513-R, Key Control Register and Inventory. Users are responsible for inventorying room contents, using the Inventory Control Sheet posted in each classroom. Any discrepancies are to be reported to the MTC Billeting Clerk of MTC HQ immediately for re-mediation.

M-7. Dining Facilities

The dining facilities may be scheduled for all activities.

A civilian contractor does NOT operate the dining facilities.

All food service operations are the using unit's responsibility.

Using units must have qualified cooks to operate a dining facility

See appendix R for additional information regarding the use of the Dining Facilities

M-8. Medical Facilities

Medical facilities located in Building A may be scheduled if the using unit/agency has qualified personnel to operate the facility. Qualified Personnel are considered to be Doctors, Physician's Assistants, and Registered Nurses. Medics will not be allowed to draw the TMC. MTC does not have assigned medical personnel.

M-9. Physical Fitness

- a. Physical fitness room in Building A is available. This facility will be issued to organizations or agencies as requested. Use of the fitness room is in accordance with MTC Memorandum dated 4 Feb, 2003. This memorandum is posted on the interior side of the entrance doors of the fitness room.
- b. A two-mile APFT run course is marked through the parking areas. A basic strip map is available from MTC Range Control. Scheduling for unit APFTs must be coordinated with Range Control prior to use so traffic may be restricted as needed.

M-10. Parking

- a. Parking is provided for privately owned vehicles, and administrative vehicles (GSA) in the TSC.
- b. Tactical vehicle parking is permitted in the gravel parking lot east of the Training Support Complex.

Section IV

M-11 Billeting Room Priority

1. The following is the list of priority for room reservations. Billeting Clerk will assign reservations weekly based on these criteria.

- (a) General Officer 2-room suite will be issued in the following priority: (building B)

- ILARNG / ILANG General Officers
- All other General Officers
- ILARNG Chief of Staff
- ILARNG / ILANG Officers 06

- (b) BOQ/BEQ Rooms will be issued in the following priority.

- ARNG / ANG Officers 06.
- ARNG CW5s
- All other Officers/Warrant Officers by rank order, on approved activities.
- State CSM.
- ILARNG CSMs, SGMs, ANG CMSgt
- ILARNG E8s
- All others space available by rank, including civilians and retirees

- (c) All remaining room assignments will be issued in no special order unless blocked for any reason.

- (d) All reservations in advance are for bed space only not a specific room.

- (e) The Training Site Commander is authorized to make exceptions to the above criteria when in the best interest of the Illinois Army National Guard, address any questions or concerns to the Training Site Commander at (815) 795-5701.

Section V

Facility Use and Clearance

M-12. Facility Use Rules

The following guidelines are provided to assist in the maintenance and upkeep of the furnishings, equipment and facility.

- a. Smoking is prohibited in all buildings.
- b. Smoking is prohibited in front of building A or in the vicinity of the flagpole.
- c. Alcohol use at MTC is in accordance with page 1-2, paragraph 1-7 of this regulation.
- d. Food and Beverages will be consumed in authorized areas only. The following guidelines are provided to assist in this effort:
 - (1) "A" Ration meals will not be consumed in classrooms or billeting area's.
 - (2) Only covered coffee cups or soda containers with lids will be allowed outside dining facility area.
 - (3) Special events must be approved by the Training Site Commander and conducted in designated areas only.
- e. Linen that is used during a training period must be exchanged at the completion of the training period. All linen exchange will be performed on an item-for-item basis for single users and bulk distribution for organizational users.
 - (1) Upon completion of each week of continuous use (every Friday am), the user is required to remove the linen from their bed and place the sheets inside the pillowcase for turn in and to receive clean linens. Billeting personnel will be contacted by the unit turning in linens to arrange a turn in and reissue time. Billeting personnel will inventory the soiled linen and exchange it for clean linen. Blankets are cleaned on a quarterly basis.
 - (2) Linen that is soiled or contaminated due to spills, accidents, or sickness must be reported to the Billeting Clerk. Soiled linen will be removed and exchanged.
 - (a) Individual Users -- will make the exchange through Billeting Clerk.
 - (b) Organizational Users -- will make the exchange through their supply representative.
- f. Weapons are prohibited in the dining facilities and medical areas. Munitions of all types are prohibited inside the TSC.
- g. Any problems with office or classroom furniture should be reported to MTC Supply or MTC HQ immediately.

- h. Users of common use areas are responsible to ensure that furnishings are cared for and not abused.
- i. Wall hangings, bulletin boards, etc, will be affixed to walls only after being approved by Training Site Commander.
- j. Cleaning of all equipment (including weapons) will take place in an area designated by the using unit for cleaning and where spills will not result in damage to the building.
- k. BOQ / BEQ users:
 - (1) Movement of furniture from one BOQ / BEQ to another is prohibited.
 - (2) Cleaning and polishing of boots will not be done on the beds.
 - (3) Any room damage must be reported to Billeting personnel or MTC HQ immediately.
 - (4) Pets are not permitted in the TSC at any time.
 - (5) Upon initial entry into the BOQ / BEQ room, the guest must perform a physical inventory of all room contents as listed on the room inventory sheet posted on the back of each BOQ / BEQ room door. Any shortages or damage to the room must be reported to the Billeting Clerk or MTC HQ representative immediately. Failure to do so may result in the individual being charged for the missing or damaged items when they are cleared.
 - (6) Proper and effective key control is essential to the security of personnel and equipment at MTC. Lost or stolen keys must be reported to Billeting Clerk or Range Control immediately. Individuals/organizations are responsible for safeguarding all keys. There is a \$25.00 per key charge for all lost keys.

M-13. Clearance Procedures

- a. Turn-in of all buildings will be started through Billeting or in an emergency at MTC HQ as an alternate, NLT 1000 hours on any day.
- b. Using organizations will notify Billeting or MTC HQ when they are ready to clear and have cleaned buildings to standards listed in paragraph M-14 below.
- c. Billeting, or MTC HQ, personnel will conduct a walk through inspection and verify:
 - (1) Inventory – Inspecting personnel will determine if any shortages or damages are present. All shortages or damages not paid for voluntarily (via: cash collection or statement of charges for ILARNG) will be collected IAW Chapter 12 & 13, AR 735-5.
 - (2) All spaces meet closing requirements in paragraph M-14 below.

M-14 Building Clearance Requirements

a. All Buildings (except open bays).

- (1) All doors and windows are closed and locked. All exhaust fans and lights are turned off.
- (2) All trash removed, with floors swept and mopped.
- (3) Latrines cleaned, and toilet lids up. Shower walls, floors, and fixtures thoroughly scrubbed and sanitized.
- (4) All common areas (hallways, entrance/exit) swept and mopped.

b. Open Bays in C, D, E, and F Buildings.

- (1) From 1 May through 15 Oct ALL open bays will have the exhaust fans left on and one window on the back wall left partially open.
- (2) Instructions for cleaning and maintenance are posted in each bay of each building along with Inventory Control Sheets.

c. Administrative building/company administrative areas.

- (1) Drawers in desks and filing cabinets are to be left open for inspection.
- (2) Windows & exterior door(s) are closed and locked.
- (3) Window blinds all the way up and window sills cleaned.
- (4) Trash cans are emptied and replaced with a fresh trash can liner.
- (5) Floor must be swept and mopped.

d. Classrooms.

- (1) Chairs put up on tables, seat down.
- (2) Tables are cleaned, level and returned to their original positions.
- (3) Dry erase boards are cleaned, markers and erasers left in the holder tray.
- (4) Windows & exterior door(s) are closed and locked.
- (5) Window blinds all the way up and windowsills cleaned.
- (6) Trashcans are emptied and replaced with a fresh trash can liner.
- (7) Floor must be swept and mopped. (to include access hallway)
- (8) Audiovisual equipment put back in cabinet and locked.

e. Laundry rooms.

- (1) All laundry removed.
- (2) Washers/dryers turned off.
- (3) Lint traps for washers & dryers are cleaned.
- (4) Trash cans are emptied and replaced with a fresh trash can liner.
- (5) Floor must be swept and mopped.

f. BOQ / BEQ.

Cleaning instructions for BOQ / BEQ are posted in each room.

g. Cleaning Supplies

- (1) All cleaning supplies for each building are provided.
- (2) Additional or replacement supplies are available from MTC Supply.

SECTION VI

Maintenance

The following procedures provide notification for appropriate personnel, and ensure repairs are undertaken in a timely manner.

M-15. Responsibilities

- a. Users are responsible for basic care and cleaning during use of any facilities, and for reporting any issues or problems to Billeting or during off hours MTC HQ.
- b. MTC personnel are responsible for reacting to maintenance requests from users. MTC personnel are responsible for contacting appropriate state maintenance crew personnel and filling out work requests for larger repairs. MTC personnel will perform minor repairs (replace light bulbs, etc.) to reduce the possibility of interference with training.

M-16. Notification Procedures

- a. Billeting, or MTC HQ during after hours, must be notified if minor problems, (plugged toilets, light bulbs) are detected. When notified, MTC personnel will correct the problem as quickly as possible.
- b. In the event problems arise that are beyond the capability of MTC personnel, (water leakage, heating system failure) State Building and Grounds maintenance personnel will be notified immediately. They will assess the problem and correct it if possible, or advise the Training Site Commander to contact a local contractor for correction.
- c. In the event that maintenance or maid personnel are required to clean areas or handle materials soiled as a result of bodily fluids, procedures for cleaning of bio hazardous materials, as prescribed by the Occupational Health and Safety Administration (OSHA), will be followed.
- d. Notification of maintenance problems will be documented using the facility work request form at page M-10.

Additional Equipment Services

TV'S (limited)
DVD/VCR'S (limited)
Small Tables (limited)
Sound System (limited)
Overhead Projectors (limited)
Butcher Block Easels (limited)
Distance Learning Lab (TBA)
Infocus Projection Cameras (limited)
Video Tele-Conferencing (in MTC Hq)
PC Computer Support (limited)
Computer Labs (TBA)
Easel Stands (available)
Podiums (available)
Phones (Limited)

Recommended Alcohol Exception Policy

0/000th IN Alcohol Policy for MTC

1. This policy will be in effect from *date 1* to *date 2*.
2. Soldiers will not drink alcoholic beverages during duty hours.
3. Soldiers will not participate in, nor support underage drinking.
4. Soldiers will not drink and drive.
5. Soldiers will not drink alcoholic beverages after xxxx hours.
6. Authorized drinking areas are:
 - Building B, individual rooms
 - Building B, break area
 - Barracks bays
 - Barracks break areas
 - Outside, in the rear of barracks.
7. Soldiers will not transport alcohol in military vehicles.
8. Soldiers will conduct police call of all designated drinking areas each evening.
9. It is the responsibility of the commander and NCOs to monitor reasonable use.
10. Under no circumstances will soldiers drink to any degree of intoxication. Any degree of alcohol intoxication will be a violation of this policy and will subject the soldier to appropriate disciplinary and / or administrative action.
11. Soldiers who violate this policy will be subject to appropriate disciplinary and / or adverse administrative action.

Signed,

XXXXXXXXXX
Commanding

NOTE: This sample provides guidelines that at a minimum should be in an alcohol exception policy. Commanders are welcome to use this as their policy with the appropriate signature, and are welcome to alter the sample to fit their needs.

Lautenberg Amendment

The Federal Gun Control Act of 1968, as amended in 1996, makes it a federal Felony for anyone who has a *qualifying misdemeanor conviction for domestic violence* to ship, transport, possess, or receive firearms or ammunition.

It's also a felony for you to issue or dispose of firearms or ammunition to anyone with a qualifying conviction if you know, or should know, about the conviction.

To qualify as a conviction under the Lautenberg Amendment, there must be:

1. A conviction, not a mere arrest; AND
2. The crime must have involved the use or attempted use of physical force, or the threatened use of a deadly weapon; AND
3. At the time of the crime, the soldier/airman must have had a particular relationship with the victim, such as current or former spouse, parent/guardian, cohabited with the victim, shared a child in common with the victim or was similarly situated.

THIS LAW APPLIES TO EVERYONE, INCLUDING MILITARY PERSONNEL!

There is no time limit on how old or recent the conviction need be, and all qualifying convictions, no matter their age, are covered under the law.

If you have a qualifying conviction, do not accept possession of firearms or ammunition, military or otherwise, to do so violates the law and subjects you to criminal prosecution, as well as possible adverse administrative action by the military.

If you know of someone in the Illinois National Guard who has a qualifying conviction, report this fact to your commander or First Sergeant, and do not issue that person firearms or ammunition. Issuing firearms or ammunition to someone who has a qualifying conviction, which you know or should have known about, is also a federal felony, which would subject you to criminal prosecution and adverse administrative action.

Remember, it is not a federal felony under the Lautenberg Amendment to merely have a qualifying conviction. You are committing a felony only if you have such a conviction, and then possess firearms or ammunition. Therefore, if you have a qualifying conviction, or may have one, it's in your interest to avoid possessing firearms or ammunition and violating the Lautenberg Amendment.

If you have a qualifying conviction, or if you are unsure whether you have one, see your commander. Your access to firearms and ammunition will be suspended, but you will also be referred to a legal assistance attorney, who will work with you to find out if you have a qualifying conviction. If you do not have such a conviction, your access to weapons and ammunition will be restored. If you have a qualifying conviction, it's in your interest to know, so you can avoid violating the Lautenberg Amendment, thereby committing a federal felony. In that case, your legal assistance attorney will explore with you your legal options to obtain relief from the Lautenberg Amendment's restrictions.

READ BEFORE DRAWING A WEAPON OR AMMUNITION

- If you have a qualifying misdemeanor conviction for domestic violence under the Federal Gun Control Act, you may not possess or receive firearms or ammunition, military or otherwise.
- If you have such a conviction and draw a weapon or ammunition, you are committing a felony under federal law. Title 18, United States Code, Section 922.
- If you have any questions whether this law applies to you, contact your Commander or First Sergeant. They will provide you information, or refer you to a legal assistance attorney.

ILLINOIS ARMY NATIONAL GUARD
Marseilles Training Center
1700 Army Road
Marseilles, IL 61341-9750

MTC-HQ

5 Aug 2004

MEMORANDUM FOR RECORD

SUBJECT: Marseilles Training Center Policy for Night Vision Device Driver Training

1. This Memorandum provides installation requirements for conducting Night Vision Device operator training at Marseilles Training Center (MTC).
2. Units will request appropriate training areas for vehicle type and training to be accomplished, IAW DMAIL 350-11. The only permitted area for conducting NVD initial driving instruction and licensing is the gravel roadway between area W in training area 102E and area Q in training area 104E. Routine training can be done in any training area the using unit is assigned or the roadway previously indicated for licensing.
3. Prior to training, units will provide to Marseilles Training Center Range Control:
 - a. Training schedule identifying the training to be accomplished.
 - b. Risk assessment for routine NVD training, new driver certification or refresher training.
 - c. A command certification (IAW AR 600-55) for the instructors who will be conducting new drivers training, and a list of all personnel to be trained.
 - d. For routine NVD driver's training the unit will ensure all personnel are qualified to drive with NVD, and this qualification is annotated on their military driver's license.
4. The established speed limit for Marseilles Training Center is 15 Miles per hour on roadways when in NVD, and no faster than the vehicle ground guide when off road.
5. Questions regarding this policy should be addressed to the undersigned or Range Operations NCO, commercial, (815) 795-5701.

Eric E. Davis
CPT, QM, ILARNG
Marseilles Training Center
Training Site Commander

TSC Dining Facility Operations

Q-1. GENERAL

- a. This Standing Operating Procedures (SOP) describes the “checking in” and the “clearing out” of units using the Dining Facilities (DFACs) in buildings A, C, and D of the Marseilles Training Center (MTC). The DFAC in building A has a capacity of serving 400 diners per meal, and the DFACs in buildings C and D can serve up to 200 diners per meal each. This SOP is applicable to all units visiting the MTC for any length of training.

Q-2. PURPOSE

- a. To provide guidance in the issuance and clearance of the three DFACs at the MTC for use by visiting units of the ILARNG, ILANG, U.S. Army Reserve, Active Components, and other authorized users.
- b. To establish the rules and procedures for the units using the MTC-DFAC.

Q-3. PRIOR TO USING THESE DINING FACILITIES THE FOLLOWING ACTIONS WILL OCCUR:

- a. A complete inventory of each dining facility and kitchen will be completed by the designated MTC personnel with copies of the inventory being provided to the USPFO-SS prior to use.
- b. Any unit or organization requesting the use of any dining facility will complete an opening and closing inventory with the MTC personnel.

Q-4. THE PROCEDURE FOR CHECKING IN OR CLEARING OUT SHOULD BE VERY SIMILAR.

- a. An administrative briefing will be conducted at MTC-Range Control on Friday at 1300 hours for all units conducting weekend training at MTC. The DFACs will be issued to unit representatives having signature authority (DMAIL Reg. 350-11, 3-2 b). MTC personnel will escort authorized foodservice personnel from the visiting unit to the DFAC being requisitioned to conduct a joint inspection of the facility. This inspection will be thorough enough to check for the overall cleanliness of the facility, status of the major pieces of equipment, quantity of cooking utensils, silverware, and other supplies and equipment.
- b. Shortly after taking possession of the facility, visiting unit personnel will report to the MTC personnel any malfunction of the equipment that occurs or that was not noted in the initial inspection. Do not wait until the clearing out process to report shortfalls, malfunctions, or any maintenance/repair needs.
- c. During the unit-training visit, MTC personnel will be available to provide repair, maintenance, replacement of equipment, or any other needs of the visiting unit as they arise.
- d. During the clearing process the visiting unit personnel and MTC personnel will conduct a thorough inspection of the DFAC, inside and out to check for overall cleanliness and sanitation of the entire facility (see # 3 above). A complete inventory will be conducted of all the equipment issued including the major pieces of equipment of the DFAC, cooking utensils, silverware, and other supplies and equipment.
- e. Turn-in of all buildings will be initiated through MTC Billeting NLT 1000 hours, on any day. (DMAIL Reg. 350-11, M-13 a.)

Q-5. AREAS OF THE DFAC THAT WILL BE SUBJECT TO INSPECTION DURING CHECKING IN AND CLEARING OUT.

- a. Area surrounding the DFAC outside of the building will be policed as often as needed to keep it clean and free of debris.
- b. DFAC building outside walls and windows will be kept clean and free of any adornments.
- c. DFAC entrance and exit areas will be kept clean, sanitary, and free of any obstacles or garbage.
- d. DFAC interior will be kept clean, sanitary, and free of any unauthorized objects, hangings, or adornments.

- e. DFAC tray washing area will be kept clean, sanitary, and free of water pools. Any material or equipment that does not belong in this area will be removed to provide an obstacle free working area.
- f. DFAC patron dining area will be kept clean and sanitary. The tables and chairs will also be kept clean and sanitary, and in an orderly manner.
- g. DFAC food serving area will be kept clean and sanitary. Special care will be provided to ensure floors are not slick and remain uncluttered to provide an expeditious passage by the dining patrons.
- h. DFAC food preparation area will be kept clean and sanitary. Special care will be provided to ensure floors are not slick and remain uncluttered. Personnel will conduct a clean-as-you-go approach while working in this very sensitive area of the DFAC.
- i. DFAC cooking area same as paragraph R-5h.
- j. DFAC dry food storage area will be kept clean, dry, and sanitary. Special care will be provided to keep all perishables and non-perishables in their original containers, off the floor, covered and protected from rodents, and other disease causing pests. No pesticides, cleaning supplies, or other dangerous chemicals are allowed in this room.
- k. DFAC refrigerated storage (walk-in coolers) will be kept clean, dry, and sanitary. All foodstuffs kept here must be covered to protect them from being damaged while in storage. Temperature measuring devices must be readily available to check the temperature often. Inside bi-metallic thermometers are recommended to check the temperature against the equipment thermometers.
- l. DFAC service rooms (mops and cleaning area) will be kept clean and orderly with brooms, mops, and other cleaning equipment and supplies stored in an orderly fashion.
- m. DFAC latrines will be kept clean, free of odors, and supplied with the required hand washing supplies for the foodservice personnel to wash their hands every time they visit the latrine. Signs will be posted at the latrine and throughout the facility directing foodservice personnel to wash their hands after visiting the latrine or using tobacco products.
- n. DFAC unloading area will be kept clean and free of grease to avoid any slipping by contractor or military personnel working there. Any unsightly garbage will be disposed off in the garbage container.
- o. DFAC trash disposal area (dumpster) will be kept clean and orderly. The dumpster will be kept closed at all times.
- p. All equipment/utensils returned to storage positions.
- q. Any food left over at the completion of a units training will be properly stored and MTC personnel will be informed of the left over food during the DFAC clearing process. It is the responsibility of the Food Service Sgt and Food Service Officer of the using unit to complete DA Form 3161 to transfer left over food to MTC. MTC personnel will then complete a DA 3161 to donate the food to a local charity. MTC personnel will handle the delivery of food to the appropriate charity.
- r. DFAC refrigeration units must be cleaned with warm water and baking soda. Unit must be left turned on, doors closed. DFAC ranges must be cleaned thoroughly and oven doors left open. All drip trays below burner units must be cleaned and left pulled half way out.
- s. Griddles thoroughly cleaned and coated with edible oil. This oil is provided at the facility.
- t. Tables wiped clean.
- u. All equipment/utensils returned to storage positions.

Q-6. DFAC FOOD SERVICE EQUIPMENT SERVICEABILITY, MAINTENANCE AND REPAIR.

Upon leaving MTC, the units will complete the Dining Facility Clearing Form indicating the status of the food service equipment certifying that it is operational and specify if any equipment needs service, or if it should be replaced. Unit personnel must provide the specifics as to how equipment malfunctioned, broke down, etc.

Q-7. ADMINISTRATIVE PROCEDURES

- a. Shortages or damages not paid for voluntarily (via cash collection or statement of charges for IL ARNG) will be collected IAW Chapter 12 & 13, AR 735-5 (DMAIL Reg. 350-11, M-14 c. (1).
- b. Sanitation deficiencies will be handled on the spot by visiting unit personnel prior to their departure. It is imperative that the visiting unit will not be allowed to clear the MTC to return home until MTC personnel clear their DFAC. This will assure that there are adequate personnel to cleanup the DFAC.
- c. An MTC-Dining Facility Clearing Form will be used for Clearing the DFACs.
- d. Units are not allowed to "hand receipt" the dining facility to other units.
- e. No serving utensils (spoons, forks, cups, trays etc.) are to be taken out of the dining/kitchen facilities.

Q-8. RATION REQUESTS AT MTC

- a. Units ordering rations for an IDT weekend at MTC will use their IDT account. Rations can be either delivered to MTC or at their home station. If the rations are delivered to the MTC then the using unit must have someone at MTC to receive them.
- b. Units that are conducting Annual Training (AT) at MTC will utilize an AT account. The AT ration cycle will be determined by DOL.

MARSEILLES TRAINING CENTER DINING FACILITY CLEARING FORM

UNIT/ UIC _____ DINING FACILITY MANAGER _____
DATE _____ SIGNATURE _____

DINING FACILITY AREAS	GO	NO GO	NOTES
I. OUTSIDE AREAS			
a. surrounding area free of debris and garbage			
b. outside walls and windows free of adornments			
c. entrance and exit areas clean and free of obstacles and garbage			Clean is free of dirt, food, paper, and grease.
d. mop and cleaning area clean and orderly			
e. unloading area clean and free of garbage			
f. trash disposal area clean and orderly			
II. INSIDE AREAS			
a. walls, floors, and ceiling clean, sanitary, and free of unauthorized objects, hangings, and adornments			Sanitary is washed down with a sanitizing solution per instructions on the solution sheet provided in the dining facility.
b. Scullery area clean, sanitary, and dry. Grease trap cleaned out. No material or equipment left in dishwashing machine area. Dishwashing machine cleaned per equipment Manual			
c. Dish washing area (in kitchen) clean, sanitary, and dry, grease trap cleaned out			
d. patron dining area clean (tables and chairs clean) tables and chairs organized per MTC SOP			
e. food serving area clean and sanitary (floors per SOP and equipment cleaned per Manual)			Cold tables, hot table, and beverage dispensers cleaned, dry, and unplugged.
f. food preparation area clean and sanitary: tables free of debris, grease and food, floors swept and mopped. This includes the exhaust racks. The racks will be cleaned and stacked on a food preparation table until inspected.			The exhaust racks will be replaced after inspected and cleared.
g. cooking area and equipment same as above(equipment cleaned per Manual)			The following equipment will be shut completely down per manual before inspection: Stove, griddle, coffee urn, ice machines (emptied and cleaned out), steam kettles, and steamer.
h. dry goods storage area clean , sanitary, and dry (this includes the racks)			
i. refrigerated storage clean, sanitary, and dry (including the racks)			
j. service rooms (mop and cleaning room) clean, sanitary, and orderly			Mops stored with mop heads pointing down.
k. toilets/lavatory facilities clean, free of odors, and sanitary (all four toilet areas).Trash cans emptied			DO NOT Use same mop for bathroom and rest of dining facility.

DATE: _____ NAME / SIGNATURE OF INSPECTOR: _____

For the purpose of this regulation, the following definitions are applicable.

Block of rooms:

A section of adjacent or adjoining rooms set aside for a specific request.

“CEASE-FIRE”

This is when range firing is temporarily suspended. A “Cease-fire” may be imposed by anyone. Authority to lift a cease-fire will be granted only by the range OIC.

Cleared for Firing or “HOT”

This is a range condition when firing is either in progress or fully authorized to proceed. This requires clearance of all personnel from the surface danger zone. All entrances, roads, trails, etc. to the surface danger zone must be adequately denied by gates, roadblocks, or live guards. Additionally, this term is applied to rappel operations and indicates that the unit is prepared to commence rappelling.

Completed Firing or “COLD”

This is a range condition when firing is not authorized. All firing is completed and all weapons have been cleared. Additionally, this term is applied to rappel operations and indicates that the unit has completed rappelling and that no personnel are on the rappel tower.

DFAC

Dinning Facility, include the kitchen and mess hall.

Mess Hall

Area of a dinning facility used to serve and eat a meal.

Occupation

When a unit arrives at a range, training facility (such as rappel tower, MP compound, etc.), or training area.