

NGIL Regulation 350-11

Training

Marseilles Training Center

Headquarters
Illinois Army National Guard
Springfield, IL
14 January 2011

UNCLASSIFIED

Department of Military Affairs
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NGIL Regulation 350-11

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TRAINING

MARSEILLES TRAINING CENTER

By Order of the Adjutant
General of Illinois


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The Adjutant General

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Summary: 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, Change 1, Training, Marseilles Training Center, dated 1 Apr 2007.

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.

Proponent and exceptions: The proponent for this NGIL Regulation is the ILARNG-G3-MTC. All requests for exception to the policies or procedures will be submitted in writing to MTC HQ for review, approval or further processing to higher HQ.

Suggested improvements: Using units and organizations are invited to submit comments and suggestions for improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to MTC HQ, 1700 Army Road, Marseilles, IL 61341

Distribution: This publication is open for public release and is available in hard copy or electronic media via the internet. It is intended for all units, organizations or groups utilizing the ILARNG's Marseilles Training Center.

*This regulation supersedes DMAIL Regulation 350-11 Dated 01 APRIL 2007

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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. 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.

1-3. Special Terms and Abbreviations

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

Chapter 2 Responsibilities

2-1. Illinois Deputy Chief of Staff for Operations / G3

The G3 will exercise staff supervision over operations of all IL training facilities.

2-2. Training Site Commander / Manager

The Training Site Commander / Manager has the overall responsibility for the day-to-day operation of Marseilles Training Center. The Training Site Commander/ Manager supervises the MTC full-time staff, and is the Adjutant General's personal representative for MTC. The decisions of the Training Site Commander /Manager may be more restrictive than the provisions of this regulation. The Training Site Commander/ Manager 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:

- a. Establish training site policy and procedure in accordance with Army, ARNG, and ILARNG regulations.
- b. Ensure the safe operation of the training center.
- c. Supervise the operations of the training center.
- d. Supervise the logistics of the training center.
- e. Supervise the overall maintenance of the training center
- f. Supervise the financial operations of the training center.
- g. Serves as the liaison between all local communities, civilian users, the Illinois Department of Natural Resources (IDNR), and the Illinois Army National Guard (ILARNG).
- h. Responsible for the scheduling of Range Officers.

2-3. Range Operations Manager

The Training Site Range Operations Manager (ROM) has the responsibility to ensure the Training Site Commanders/ Manager's goals and expectations are being met on all day-to-day operations. The ROM is to supervise the MTC full time staff in the conduct of daily training site operations and ensures command policy and guidance is followed. In the absence of the Training Site Commander/ Manager the ROM assumes those duties listed in paragraph 2-2. Primary Duties include:

- a. Review all SOP's for content and applicability.
- b. Ensure all MTC personnel are operating in accordance to established SOP.
- c. Supervise the daily operations on MTC.
- d. Ensures Training Site Command/ Manager policies and guidance are followed.
- e. Provides recommendations to MTC Training Site Command/ Manager on daily operations.
- f. Assists MTC Training Site Command/ Manager with future planning.
- g. Reviews and follows training site projects, as assigned, to report on daily status.
- f. Works with subordinate supervisors to ensure proper staffing for training events.

2-4. Marseilles Training Center Range OIC

Responsible for the control, operation, and development of safety data for ranges, impact areas, training areas and training support facilities and the integration of safety and training within the training complex. Responsible for the long-term implementation of control, safety and management systems that are based on accident/incident prevention and the efficient and effective support of training in accordance with AR 385-63, DA Pam 385-63, and NGIL 350-11. In the absence of the Training Site Commander/ Manager and the Deputy Commander/ XO, the Range Officer assumes those duties listed in paragraph 2-2 above. 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 for using unit operations and SOPs for MTC Operations Section and MTC Range Control.
- 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/ Manager.
- f. Conducts operational planning and development related to ranges and training facilities, to include SDZ computation, facility placement, and safety.

2-5. Marseilles Training Center Operations Officer (MTC-S3)

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/ Manager. In the absence of the MTC Range Control OIC, the M-DAY S-3 Assumes those duties and responsibilities listed in paragraph 2-4. Duties include, but are not limited to:

- a. Ensure the safe operation of the MTC training facilities.
- b. Establishes, with command guidance, policies and procedures for using unit operations and SOPs for MTC Operations Section and MTC Range Control.
- c. Observe training and provide feedback to the unit leaders, as needed, regarding safety issues.
- d. Write and submit training AARs to the Training Site Commander/ Manager.
- e. Conducts operational planning and development related to ranges and training facilities, to include SDZ computation, facility placement, and safety.

2-6. Marseilles Training Center Security

MTC Security personnel have responsibility for security of the installation and for enforcement of installation regulations, especially those involving safety. Therefore, MTC Security personnel have complete access to all areas of the installation at all times in performance of their duties. In areas occupied by a unit or an individual, MTC Security personnel will announce themselves and introduce themselves as members of MTC Security.

- a. The area of jurisdiction is limited to the geographical boundary of MTC. Co 23 West to Co 30 North to River Rd East to the power lines north and south. Co 23 East to Carriage lane North to River Rd.
- b. Security personnel will make on the spot corrections in accordance with NGIL 350-11. Security personnel will report any uncorrected safety infraction to range control.
- c. Security personnel will assist in emergency evacuation and response with emergency personnel while maintaining a security presence. During emergencies, security personnel will provide security at the incident sight.

2-7. Range Control Personnel

MTC Range Control personnel have responsibility for safe conduct of all training on the installation and for enforcement of installation regulations related to training operations. Therefore, MTC Range Control personnel have complete access to all training areas and facilities at all times in performance of their duties. In areas occupied by a unit or an individual, Range Control personnel will announce themselves and introduce themselves as members of MTC Range Control.

- a. Range Control personnel will make on the spot corrections in accordance with NGIL 350-11 and have the authority to suspend unit training as needed to ensure the safety of personnel and equipment. Any such suspension will be reported to MTC HQ.
- b. Range Control is the communications hub of the installation for both internal MTC operational radio network and the Range Control radio network.
- c. Range Control personnel will coordinate emergency evacuation and response with emergency personnel and relay crucial information between responding agencies, MTC Security and the requesting organization. During emergencies, the primary duty of range control is command and control of the evacuation process from the initial MEDEVAC request until the casualty is off MTC grounds.
- d. MTC range control issues and clears all training facilities on the site.

e. Issues and receives equipment signed out to organizations for training support (radios TADSS equipment and ect.).

f. Ensures ranges and automated systems are functioning properly and coordinates any maintenance requirements.

g. Range control personnel conduct the MTC Range Control Safety Briefing and conduct routine safety inspections of training.

h. Range control supports personnel requirements for specialized equipment required for training but not issued to using units, such as the FATS V, HEAT, VCOT, CFFT, ODS and portable target systems.

2-8. Using Units / Organizations

Military units/organizations are responsible for, but not limited to, the following:

a. Employing proper risk management procedures.

b. The proper use of installation equipment and facilities in accordance with NGIL 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.

h. Submit requests for use of facilities in accordance with NGIL 350-11.

i. Non-military organizations/authorized individuals are responsible for:

(1) Conducting safe training/firing.

(2) The proper use of installation equipment and facilities in accordance with NGIL 350-11 and established SOPs.

(3) Safeguarding all organization weapons, ammunition and equipment.

(4) Proper reporting of any accident/incident.

(5) Ensure alcohol policy is adhered to.

(6) Prompt reporting of any cancellations.

(7) Submit requests for use of facilities in accordance with NGIL 350-11.

2-9. Marseilles Training Center Logistics

MTC Logistics personnel have the responsibility for billeting and supply operations. Therefore, MTC Logistics personnel have complete access to all Training Support Center buildings at all times in performance of their duties. In areas occupied by a unit or an individual, MTC Logistics personnel will announce themselves and introduce themselves as members of the of MTC LOG Staff.

a. MTC LOG Staff issues, clears, and assigns all BAQ and TSC buildings. Primary POC is Housing Officer: 815-750-6503/6501/6503/6517.

b. MTC LOG Staff responsible for supplies for TSC and IT equipment needed for classrooms. MTC LOG is responsible for IDT meals and lodging for MTC Staff only. Primary POC is Supply NCO 815-750- 6517/ 6501/6502/6503.

c. MTC ASP operations. Primary POC is the MTC ASP Manager 815-750-6698.

d. MTC LOG Staff is responsible for Hand receipts and sub-hand receipts for:

(1) Individual Body Armor (IBA's).

(2) Billeting and billeting supplies.

(3) Class Rooms and Audio Visual equipment.

(4) Stand alone computers.

(5) Linens and cleaning supplies.

e. Primary POC is MTC LOG Section at 815-750-6501/6502/6503/6517

f. MTC LOG is responsible for service contracts (Laundry, Janitorial, Propane, & Port-a-Pots). 815-750-6501/6502/6503/6517

2-10. Environmental and Natural Resources

Primary responsibility is to support the military training mission. With regard to accomplishment of the military mission, the overall goal is to provide quality natural resources as a critical training asset upon which to accomplish the mission of the ILARNG at the MTC. Components of this overall goal include:

- a. Ensure no net loss in the capability of installation lands to support existing and projected military training and operations at the MTC.
- b. Maintain quality training lands through range monitoring and damage minimization, mitigation, and rehabilitation.
- c. Minimize training limitations caused by enforcement actions.
- d. Provide technical assistance to the Training Site Commander / Managers and training site personnel to develop projects, secure required permits, conduct field studies, provide Environmental Awareness materials, identify natural and cultural resources, direct the NEPA process, assist with implementing recycling, waste management, and spill prevention control and countermeasure plans, and manage the development and implementation of the Integrated Natural Resource Management Plan (INRMP) for MTC.
- e. Coordinate implementation of the INRMP with the military mission / training requirements and with the IDNR.
- f. Provides training opportunities and experiences for training site personnel and other state employees as they relate to natural resource management.
- g. Serves as the Environmental POC during regular duty hours as outlined in the Spill Reporting Procedures Flow Chart.

Chapter 3 Administration

3-1. General

This chapter provides administrative guidance for units at MTC.

- a. Maps, forms, NGIL 350-11, and various SOPs are available at Range Control and at <http://www.il.ngb.army.mil/departments/POTO/MTC/default.htm>. See also the maps provided in Appendix B.
- b. Open fires and burning without the appropriate permit is prohibited anywhere on the training site.
- c. Procedures for requesting and clearing the Training Support Complex are contained in Appendix M.

3-2. In-Processing

- a. Using unit must have scheduled the use of MTC prior to arrival to MTC (refer to Chapter p. 4 Scheduling)
- b. All units conducting training at MTC must check in no later than 1300 hours at Range Control the day prior to the training event. 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 on a DA Form 1687, see Appendix R.
- c. If a representative fails to check in at Range Control, the training area/range/facility will not be issued to unit. Units unable to have a representative check in prior to 1300 the day prior to the training event, will contact Range Control at least 5 working days prior to the date of training to make alternate arrangements for drawing their facilities.
- d. *The MTC Safety Briefing is conducted at 1300 every Friday for those organizations needing personnel safety certified at MTC. Safety briefings for training events during the week will be coordinated with Range Control as needed.*
- e. No unit is allowed to occupy any training area, range or facility without checking in with Range Control.
- f. NGIL-G3 will be notified of all units that fail to report for training.

3-3. Clearance Requirements

- a. Ranges (see section 7-12)
- b. Training Areas (see section 8-16)
- c. Billeting / Facilities (see section 10-14)
- d. UTES 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 on MTC is 20 MPH, 5 MPH when passing troops, Range Control and MTC Security will monitor speed of vehicles, seat belt usage and will advise leadership of personnel found in violation. Off road usage will be in accordance with Chapter 8 of NGIL 350-11.
- c. 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.
- d. Night Vision Device Driving Policy – see Appendix P.
- e. Training events are not allowed on public roads at any time.
- f. 1151's issued to units from MTC will not be operated outside the MTC (i.e. public roadways)
- g. All ground vehicle accidents will be reported to either MTC Range Control or Security and are to be reported on NGIL form 15 and DA Form 285-AB-R, JUL 94. See paragraph 9-5 for more information.
- h. POV's are not allowed in the tactical training areas.
- i. The armory parking lot is not an authorized MTC user parking area.
- j. Soldiers operating or riding in tactical vehicles in training areas will wear Kevlar helmet.
- k. MTC Security and Range Control have authority to suspend individual driving privileges for serious or repeated violations of these policies. MTC Security has authority to contact local law enforcement to have individuals ticketed.

3-6. Motorcycle Operations

- a. In accordance with the DODI 6055.4, updated 10 January 2010, all National Guard personnel regardless of duty status will wear approved personal protective equipment (PPE) when driving a motorcycle on or off duty.
- b. All other personnel will wear approved PPE while operating a motorcycle on the grounds of MTC.
- c. Appropriate PPE consists of the following items properly worn as designed:
 - (1) Department of Transportation approved helmet with face shield or impact goggles attached to the helmet.
 - (2) Sturdy over the ankle footwear
 - (3) Long sleeved shirt or jacket
 - (4) Long pants
 - (5) Full fingered gloves of mittens designed for motorcycle use
- d. A brightly colored (day glow orange, yellow, blue) outer garment vest, belt or riding jacket for daytime operation, and retro (rear) reflective upper outer garment for nighttime operation. If wearing a belt it will be worn diagonally across the torso to ensure maximum visibility.
- e. Personnel arriving at MTC operating a motorcycle out of compliance with this policy will be informed of the policy and required to park their motorcycle in the public lot in front of the UTES.
- f. Personnel who are non-compliant on subsequent occasions will be reported to MTC HQ for further action, which may include contact with unit commander / supervisor, temporary or permanent suspension of motorcycle driving privileges on MTC or other action as deemed appropriate to the situation.

3-7. Vehicle Parking

- a. POV parking is authorized in the cantonment area around building A and in front of buildings B, C, and D, at owner's risk.

- b. All parking spaces are clearly marked with yellow lines; vehicles are not authorized to park on the grass or 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 cantonment area) or in other areas designated by MTC headquarters or range control.
- d. Vehicles in cantonment area/range complex will not drive through ditches or on the grass areas, violations of this 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).
- f. Petroleum products and petroleum contaminated storm water collected by the use of a 'drip pan' will be disposed of at the UTES maintenance facility from 0900-1500; Mon.-Fri. POC is the UTES Shop Chief at (815) 750-6530.
- g. MTC Security and Range Control have authority to suspend individual driving privileges for serious or repeated violations of these policies. MTC Security and Range Control have the authority to contact local law enforcement to have individuals ticketed.

3-8. 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 NGIL-G3, 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 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 / Manager, 1700 Army Rd., Marseilles IL 61341. This letter will be relayed through the chain of command to NGIL-G3 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 a minimum of 60 days prior to 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 NGIL-G3 with MTC HQ endorsements indicating recommended approval, approval with modifications to the plan, or denial, and reasoning. NGIL-G3 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 scheduled inspections of vehicles and facilities for alcohol, these individuals will be granted immediate unrestricted access for conducting such inspections. Searches for alcohol may also be carried out by the above individuals when they have reasonable suspicion that alcohol may be present in a given vehicle or facility. Individuals refusing to allow such searches may be ordered off MTC grounds.
- f. Soldiers who violate this policy will be subject to appropriate adverse disciplinary and / or administrative action.

3-9. Violations of NGIL 350-11

- a. Serious or continuous infractions of the policies and procedures contained within this regulation may result in individuals being subject to disciplinary action and/or removal from MTC at the discretion of the Training Site Commander / Manager or designee as outlined in chapter two of this regulation.

b. If an individual or unit is instructed to leave a training area, the unit commander / supervisor will be required to submit a memorandum through unit command channels and through NGIL-G3 for the Assistant Adjutant General –Army, which will include the following:

- c. An explanation of why the individual or unit was removed from a MTC.
- d. What corrective action was taken?
- e. Justify why the individual or unit should be allowed to train at MTC in the future.
- f. What actions will be taken in the future to prevent a similar issue or incident.

g. This memorandum must be received at NGIL-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.

h. MTC Range Control personnel have access to all training areas and ranges at all times. Units violating the provisions of this regulation pertaining to training operations or conducting training in an unsafe manner may have training operations suspended by MTC Range Control personnel until action is taken by the unit to correct the violation or safety issue. Repeated safety violations or issues may result in the unit being placed in a safety stand down at the discretion of the Range Officer or senior Range Control NCO on duty. The safety stand down will be lifted when the MTC Range Control representative initiating the stand down is satisfied that the unit has take corrective action to resolve the problem.

i. MTC Security is responsible for the overall security and law enforcement at MTC and has unrestricted access to all areas, buildings and rooms at all times and has authority to enforce all provisions of this regulation.

Chapter 4 Scheduling

4-1. Use Agreement with Illinois Department of Natural Resources (IDNR)

a. The National Guard Illinois (NGIL) shares the use of MTC with the IDNR. Under the provisions of the agreement between the two agencies, the IDNR has exclusive use time from 1 November through the first Thursday following 10 January of each year. NGIL's exclusive use time is from the first Friday following 10 January of each year through 31 October of each year. NGIL 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 of 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 815-750-6525.

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 paragraph 4-5 below.

c. A yearly coordination meeting between IDNR, the MTC Training Site Commander, and NGIL will be held during the first quarter of the training year in order to coordinate for the joint development and management of the site.

4-2. Federal and Non-Federal Use Agreements

a. Processes, periods, and requirements for various classes of users to submit requests for reservation of MTC facilities are contained in tables 4-1 through 4-4 below.

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

c. 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.).

d. In order to request use of 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 prior to the projected date of use.

e. Non-governmental organizations will be in accordance with 32 USC 508, AR 145-2 and AR 210-22, i.e. scouts and JROTC. Authorized groups will submit the appropriate MTC Request form(s) (Appendix D), and provide a copy of current liability insurance with a minimum of 1 million-dollars, in order to utilize MTC facilities. These forms will be submitted a minimum of 90 days prior the projected date of use.

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

g. 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 number or email address. The requesting agency/organization will then receive written notification of approval/disapproval of their request. Subsequent to this, the agency/organization will be provided additional correspondence regarding Use Agreements and fees.

Table 4-1
Non Illinois ARNG and All (including Illinois) ANG Users

NLT 90 days before event	Within 10 working days Receipt of Request	Within 60-days of Event	Post Event Actions
<p>Requestor:</p> <ol style="list-style-type: none"> 1. Completes MTC Request Form (Appendix D) 2. Forwards to MTC Scheduling MGR 3. Provides information regarding use of dining facilities 	<p>MTC Scheduling MGR and/or Housing MGR:</p> <ol style="list-style-type: none"> 1. Blocks Billeting Rooms 2. Assigns Classroom and Facilities 3. Assigns Event Number 4. Prepares Written Response to Unit <p>Requestor:</p> <ol style="list-style-type: none"> 1. Prepares MIPR or Government Purchase Card (GPC) 2. Forwards to MTC Accounts MGR (if needed). <p>MTC Accounts MGR:</p> <ol style="list-style-type: none"> 1. Prepares IIC Worksheet. 2. Sends IIC Worksheet and requestor info to PFOIL-CG. 	<p>Requestor:</p> <ol style="list-style-type: none"> 1. Finalizes dining hall/subsistence requirements 2. Provides numbers to Training Center Manager and DOL 	<p>If services rendered are beyond normal base operations; the MTC Accounts MGR:</p> <ol style="list-style-type: none"> 1. Finalizes IIC worksheet reflecting final costs with requestor. 2. Forwards to PFOIL-CG. <p>PFOIL-CG:</p> <ol style="list-style-type: none"> 1. Reconciles IIC's 2. Arranges for transfer of funds.

Table 4-2
Other DoD Users

NLT 90-days Before Event	Within 10-days Receipt of Request	Within 60-days Receipt of Request	Post Event Actions
<p>Requestor:</p> <ol style="list-style-type: none"> 1. Completes MTC Request Form (Appendix D) 2. Forwards to MTC Scheduling MGR 3. Provides information regarding use of dining facilities 	<p>MTC Scheduling MGR and/or Housing MGR:</p> <ol style="list-style-type: none"> 1. Blocks Billeting Rooms 2. Assigns Classroom and Facilities 3. Assigns Event Number 4. Prepares Written Response to Unit <p>MTC Accounts MGR:</p> <ol style="list-style-type: none"> 1. Prepares IIC Worksheet 2. Sends IIC Worksheet and requestor info to PFOIL-CG. 3. Sends IIC estimate to requestor. 	<p>Requestor:</p> <ol style="list-style-type: none"> 1. Prepares and forwards to MTC Accounts MGR; MIPR or Government Purchase Card information. 2. Returns signed MOA/MOU. <p>PFOIL-CG:</p> <ol style="list-style-type: none"> 1. Coordinates w/ NGIL-JA, and USPFO for approval 2. Sends MOA/MOU to requestor for signature, and to MTC Accounts MGR for records. 	<p>MTC Accounts MGR:</p> <ol style="list-style-type: none"> 1. Determines final charges on IIC Worksheet. 2. Invoices User. 3. Receives payment via MIPR or GPC and forwards to PFOIL-CG. <p>PFOIL-CG:</p> <ol style="list-style-type: none"> 1. Reconciles IIC's 2. Prepares to receive transfer of funds

Table 4-3
Other Federal Users

NLT 90-days Before Event	Within 10 working days Receipt of Request	Within 60-days Receipt of Request	Post Event Actions
<p>Requestor:</p> <ol style="list-style-type: none"> 1. Completes MTC Request Form (Appendix D) 2. Forwards to MTC Scheduling MGR 3. Provides information regarding use of dining facilities 	<p>MTC Scheduling MGR and/or Housing MGR:</p> <ol style="list-style-type: none"> 1. Blocks Billeting Rooms 2. Assigns Classroom and Facilities 3. Assigns Event Number 4. Prepares Written Response to Unit <p>MTC Accounts MGR:</p> <ol style="list-style-type: none"> 1. Prepares IIC Worksheet 2. Sends IIC Worksheet and requestor info to PFOIL-CG. 3. Sends IIC estimate to requestor. 	<p>Requestor:</p> <ol style="list-style-type: none"> 1. Prepares and forwards to MTC Accounts MGR payment information. 2. Returns signed MOA/MOU. <p>PFOIL-CG:</p> <ol style="list-style-type: none"> 1. Coordinates w/ NGIL-JA, and USPFO for approval. 2. Sends MOA/MOU to requestor for signature, and to MTC Accounts MGR for records. 	<p>MTC Accounts MGR:</p> <ol style="list-style-type: none"> 1. Determines final charges on IIC Worksheet. 2. Invoices User. 3. Receives payment via Visa or Mastercard, Check, or Automated Clearing House (ACH) and forwards to PFOIL-CG. <p>PFOIL-CG:</p> <ol style="list-style-type: none"> 1. Reconciles IIC's 2. Prepares to receive funds.

Table 4-4
State, Local Government Agencies and Approved Non-Governmental Organizations

NLT 90-Days Before Event	Within 10 working days Receipt of Request	Within 60-days Receipt of Request	Post Event Actions
Requestor: <ol style="list-style-type: none"> 1. Completes MTC Request Form (Appendix D) 2. Forwards to MTC Scheduling MGR 3. Provides information regarding use of dining facilities 4. Provides proof of insurance 	MTC Scheduling MGR and/or Housing MGR: <ol style="list-style-type: none"> 1. Blocks Billeting Rooms 2. Assigns Classroom and Facilities 3. Assigns Event Number 4. Prepares Written Response to Unit MTC Accounts MGR: <ol style="list-style-type: none"> 1. Prepares Non-Federal Cost Worksheet 2. Sends Non-Federal Cost Worksheet and requestor info to PFOIL-CG. 3. Sends Non-Federal Cost Worksheet to requestor. 	Requestor: <ol style="list-style-type: none"> 1. Prepares and forwards to MTC Accounts MGR payment information. 2. Returns signed Intergovernmental Use Agreement PFOIL-CG: <ol style="list-style-type: none"> 1. Coordinates with NGIL-FE, NGIL-JA, USPFO, and obtains TAG Approval. 2. Sends MOA/MOU to requestor for signature, and to MTC Accounts MGR for records 	MTC Accounts MGR: <ol style="list-style-type: none"> 1. Determines final charges on Non-Federal Cost Worksheet. 2. Invoices User. 3. Receives payment via Visa or Mastercard, Cash, Check, or Automated Clearing House (ACH). and forwards to PFOIL-CG. PFOIL-CG: <ol style="list-style-type: none"> 1. Reconciles IIC's 2. Prepares to receive funds.

4-3. Fees For Use

Appendix C specifically addresses costs charged to using organizations associated with special requests or services.

4-4. Long Range Planning

- a. NGIL 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 MTC facility.
- b. The ILARNG training year runs from 1 Oct to 30 Sep annually. The ILARNG conducts a Yearly TrainingCalendar (YTC) review and checkout with ILARNG units. Only after this meeting will requests from other units or organizations be accepted for the next training year.

4-5. Facility 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 in Appendix D. Procedures and policies for scheduling the Training Support Complex are contained in Appendix M. The training request form (appendix D) must have all signatures present for the application to be considered for approval. If one or more of the required signatures is absent from the application, it will not be accepted. 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.
- c. Units/civilian agencies will receive written notification of approval or disapproval of their request from MTC Operations in accordance with paragraph 2-2 of NGIL 350-11. Notifications for ILARNG units will be sent through command channels.

d. 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) at least 90 days prior to the 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 notification(s) is generated and sent to the unit / requesting agency (Appendix D).
- (3) Dining facility numbers are finalized 30 days prior to arrival.
- (4) Event occurs: Appropriate fees paid when required.

e. If a request is processed with less than 30 days of the training event, then a Memo from the requesting units BN Co explaining why the request has been entered, and is within the 90 day period, is required.

4-6. 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 | (f) USAR (SCHOOL) | (k) United States Air Force (USAF) |
| (b) ILANG | (g) FORSCOM | (l) OTHER DOD |
| (c) ARNG | (h) TRADOC | (m) United States Coast Guard (USCG) |
| (d) ANG | (i) United States Marine Corps (USMC) | (n) Military Personnel in a Duty Status |
| (e) USAR (TPU) | (j) United States Navy (USN) | (o) Civil Air Patrol (CAP) |

(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 as authorized in accordance with 32 USC 508 and DoD or Army regulation or guidance in the following order:

- (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.

4-7. 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.
- c. ILARNG units will immediately call the offices listed below, advising of the cancellation.
 - (1) Immediate higher HQs (BDE or BN)
 - (2) J3 Office (217) 761-3574
 - (3) MTC Scheduling NCO (815) 750-6524 /6525
- d. All other users will notify the MTC Scheduling NCO who will log the date & time on the RFMSS report system.
- e. Summary of Utilization Report will be sent to J3 showing cancellations, last minute changes, etc, to be placed on the state back brief slide.

Chapter 5 Communications

5-1. General Information

- a. The MTC Range Control FM radio net is a high band civilian system not compatible with military low band radios. Radio assets will be issued by MTC Range Control to all using units / organizations for communications with Range Control. Radios will be operated on Channel 1 as the primary channel, and channel 2 as the alternate. All radios issued by Range Control will be used only for communication with Range Control.
- b. Telephone service for units using MTC, is located in the TSC.

5-2. Telephone Numbers

- a. Training Site Commander / Manager • (815) 750 – 6507
- b. Training Site Deputy Commander / XO • (815) 750-6500
- c. MTC Logistics • (815) 750 – 6501 / 6503 / 6517
- d. MTC Range Control / Security • (815) 750 – 6521 / 6522 / 6523 / 6525
- e. MTC Scheduling • (815) 750 – 6524 / 6525
- f. MTC Finance • (815) 750 - 6506
- g. Ambulance • Emerg. - 911 / Contact Range Control
- h. Community Hospital - (Ottawa) • (815) 433 - 3100
- i. Explosive Ordinance Disposal (EOD) - Ft McCoy • (608) 388 - 3315
- j. Fire Department • Emerg. - 911 / Non-Emergency • (815) 795 – 5535 / Contact Range Control
- k. Marseilles Police Department • Emerg. - 911 / Non-Emergency • (815) 795 - 2131 / Contact Range Control
- l. Seneca Police Department • Emerg. - 357-8721 / Non-Emergency • (815) 642 - 8721/ Contact Range Control
- m. Joint Operations Center (JOC) • (217) 761 - 3941
- n. UTES • (815) 750 - 6530
- o. Marseilles Armory (A Co, 33 BSTB) • (815) 750 – 6535/6536
- p. Marseilles Armory (RSP) • (815) 750 – 6538/6539
- q. MTC Environmental • (815) 750-6509 / 6511
- r. MTC Ammunition Personnel • (815) 750-6698/6690/6678
- s. Security • (815) 750-6527
- t. MTC DEERS ID Machine (815) 750-6513

5-3. Tactical Communications

- a. One radio is permanently mounted in the range towers of A, B, C, and CPQC for unit use.
- b. Units training at MTC will draw communication assets from MTC Range control for secondary means of communication for all ranges, and as a primary means of communication for training areas and those training facilities, which require communications with range control.
- c. 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.

d. Echo Range, Rappel Tower, hand grenade range and CS chamber do not have communication assets on site. Units using these facilities will draw a primary and secondary radio from Range Control for two means of communications.

e. Units conducting waterborne, sling load or smoke operations will draw a primary and secondary radio from Range Control for two means of communications.

f. MTC Range Control maintains a low band radio net for communications with ILARNG aviation assets, primary operating frequency is 41.750, alternate frequency is 32.325. Aviation units are expected to establish and maintain communication with MTC Range Control for the duration of their training on site.

g. Units conducting training operations at MTC should operate in the Frequency-Hop (FH) mode to prevent operational interference with other units. Frequency-hop and SOI information will be generated at the Brigade S6 office and will be download to a subordinate units DTD's prior to any exercises at MTC. The Brigade S6 can coordinate for frequencies through the State Frequency Manager's Office at 708-824-6300. Training COMSEC Fills can be requested at either Springfield (217-761-3369) or Crestwood (708-824-6302) locations.

h. Range Operations

(1) Units will establish and maintain a primary and alternate method of communication with Range Control.

(2) Two FM radios are required and will be drawn from MTC Range Control.

(3) Ranges CPQC, B Range and C Range have a provided hard wire radio.

(4) A hand held two way radio will be hand receipted through Range Control.

(5) Cell Phones are not an approved method of communication with range control.

i. Wire Communications.

(1) Units will ensure that all wire is removed prior to clearing MTC.

(2) 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.

(3) Wire may be buried except in designated no digging areas. (See an Installation map or contact Range Control for more information)

j. Procedures for requesting occupation, hot, and cold times for ranges, and for occupying and closing training areas and facilities are located in Appendix I of NGIL 350-11.

5-4. Telecommunications / Data Communications

a. Telephone support, for EMERGENCIES ONLY, is available at the Training Site Headquarters and Range Control for organizations using MTC.

b. Units requesting and using the cantonment area will have telephones in their assigned administrative areas.

c. Data transmission lines are available in the cantonment area for ILARNG and ILANG users only using standard RCAS access. Non – ILARNG Organizations requiring internet access will coordinate this request through MTC Logistics at least 90 days prior to anticipated arrival.

d. There are phones in all Chargeable Transient Quarters in B Bldg (BOQ/BEQ) and select rooms have LAN connectivity, contact MTC Logistics for more information.

e. Individuals or organizations, who attempt internet access with Non-ILARNG computers, through LAN jacks, do so in violation of established security regulations. Individuals or organizations violating computer security regulations may be removed from the site for a first offense at the discretion of the training site commander or designate.

Chapter 6

Training Resources

6-1. Land Navigation

a. There are six land navigation courses offered.

b. There are compass courses located in TA 102S and 104W, designed strictly as compass courses, with pace count markers. These courses have a combination of "grid to grid" legs and dead reckoning legs.

c. 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.

d. SOF, Advanced TA 106, and Expert courses - cover larger areas in more difficult terrain. TA 106 and the Advanced course are within the SDZ, and therefore cannot be used concurrently with fire ranges.

e. 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 of difficulty.

6-2. NBC & Smoke Training

a. The NBC proficiency test area is located in training area 200, east of E Range. 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. Units must provide all equipment and material to conduct training.

b. The following means of smoke generation are authorized for Marseilles Training Center:

- (1) Smoke generators
- (2) Smoke pots
- (3) Smoke grenades

c. 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 and environmental conditions are such that a fire hazard is not created. Contact Range Control for the most updated wildfire risk level.
- (3) Red smoke will be used only to designate an emergency location for air or ground evacuation.

d. 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).

e. 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 authorized.

6-3. 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 side to 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 in TA 103W, at vicinity grid 595/736. All provisions of this regulation and the rappel SOP are applicable to this rappel site. Trees will be used as anchoring points for rappelling at this location.

c. Rappel masters will adhere to procedures for establishing anchor points as outlined in FM-3-97.61, Military Mountaineering.

d. A detailed Rappel Tower SOP is available at Range Control and will be reviewed prior to conducting training. (Additional information is contained in Chapter 8, paragraph 8-11 of this regulation)

e. Units are responsible for providing all rappel equipment.

f. The cliff face is scheduled separate from TA 103W on the Range and Training Area Request forms.

6-4. Conditioning Obstacle Course

Located in cantonment area south east of the ASP, the course contains multiple challenges and is designed for use as a two team competitive event or for a basic combat oriented course. The conditioning course meets the requirements for a litter obstacle course in accordance with the Expert Field Medical Badge standards.

6-5. Confidence Obstacle Course

a. The confidence course is located in the cantonment area southwest of the ASP with access off the main training area road. The confidence course is established in accordance with FM 21-20. Additional information regarding the requirements for use of this obstacle course is contained in Chapter 8, paragraph 8-15 of this regulation. The course has 12 obstacles of varying degrees of difficulty with three obstacles from each quadrant of the FM 21-20 pages 8-6 thru 8-10.

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

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

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

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

6-6. Firearms Training System (FATS V)

FATS is an indoor 12-lane Laser marksmanship training device. There are multiple marksmanship training and tactical situations available. This training aid must be requested on the MTC request form. Prior planning by the using unit is critical as a qualified FATS operator must be available to conduct training with this equipment. A FATS operator will be scheduled for the unit upon request approval for the FATS training aid.

a. Capabilities

- (1) FATS V - 12 lanes
- (2) Weapon Types – M9, M-16, M60, M203, M249, M2, MK19, 60mm, 81mm, AT4.

b. Primary Use:

- (1) Marksmanship training
- (2) Computer Generated Imagery Combat scenario training
- (3) Video scenario training

c. Special Instructions:

- (1) Only a qualified MTC Range Control trainer/operator will run the FATS V system.
- (2) Food & beverage consumption is not allowed in the building.
- (3) The firing line is to be treated as a live firing line.
- (4) Live weapons must be placed in the weapons storage rack located behind the instructors control desk.

6-7. 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.

6-8. Waterborne Operations

Water operations may be conducted in ponds located 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.

6-9. Sling load Operations

Sling load operations may be 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.

6-10. MOUT Area

The MOUT Area (Hornickle Training Area) allows organizations to conduct urban operations to include; building assault, weapons cache searches and clearing procedures. The MOUT is a mock set up of a small village located at grid 584/730. The SOP for MOUT is available from the MTC webpage or MTC Range Control upon request.

6-11. Gate 40 House

The Gate 40 house is located in Training area 103W at grid 5934/7382. This facility serves the same function as the MOUT. The SOP for the MOUT applies to the Gate 40 house.

6-12. 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 used 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.

6-13. Convoy Live Fire Exercise Lanes

There are two convoy live fire exercise (CLFX) lanes located at MTC. The Northern CLFX (NCLFX) lane is approximately 900 meters in length and the Southern CLFX (SCLFX) is approximately 350 meters in length. Both lanes are in the surface danger zone of the MTC range complex and are unavailable any time live fire ranges are scheduled to be hot. These lanes are conducted using Short Range Training Ammunition (SRTA) for 5.56mm (M16 / M4 only), .50 cal and 40mm M203 TP grenades for the grenade launchers. Portable pop up targetry is available for use on these lanes. Installation approved IED simulations can be used at unit discretion. The SOP for both CLFX lanes is available on the MTC webpage and in hardcopy at MTC Range Control.

6-14. Live Fire Ranges

MTC has multiple live fire ranges for individual and crew served weapons. For specific information about the ranges and range operations see Chapter 7 of this regulation.

6-15. Artillery / Mortar Firing Points

MTC has 11 fire points with establish survey data. A trig list is available on the MTC webpage or hardcopy at MTC Range Control. Firing points are scheduled separately from the training area in which they are located. Live fire of short-range training munitions is restricted to E range, see Chapter 7 for more information.

6-16. Cable Bridge

MTC has a cable bridge which spans the ravine immediately to the north east of the sea huts. The bridge length is approximately 50 meters and the ravine depth is approximately 20 feet. Safety equipment including a body harnesses and lanyards are available to be drawn at MTC range control and are required with the use of this bridge.

6-17. Forward Operating Base (FOB)

The FOB is located in Training Area 102E at grid 592/736. The FOB consists of two established access control points, perimeter berms, and portable guard towers and above ground "bunkers". The FOB housing is constructed out of tents as are the mess locations, TMC and maintenance shop. Two 15Kw's generators are on site at the FOB to provide electricity to key facilities including the maintenance tent, TOC, supply, TMC and mess area. There is space for units to bring their own generator to augment the existing electric Latrines are provided in the form of portable toilets. Dumpsters are provided on a case by case basis. There is a designated refueling point near the parking area.

6-18. Other Training Resources

MTC is an ideal infantry training area, with rolling and wooded terrain broken by occasional clearings. The Combat Skills Situation Training Exercises (STXs) have been developed and published in the form of "Combat Skills STX Training Packets, Marseilles Training Center." The STXs are based around a variety of scenarios and include the scenario brief, specially prepared maps and overlays. To draw these packets or for more information contact MTC Range Control at 815-750-6522 / 6525

Chapter 7**Range Operations****7-1. Ranges – General Information**

- a. MTC offers five (5) live fire ranges, one (1) hand-grenade qualification range, one (1) scaled indirect fire range (mortars). A map of the range complex is available in Appendix B, page 33.
- 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 68W-qualified medic on the range complex in addition to the CLS on each range. Unit commanders are responsible for confirming current certification of CLS personnel. Non-DoD users will provide equivalent resources in a trained first responder, with aid bag, litter and evacuation vehicle.

7-2. Alpha Range – Multipurpose and Machinegun Range

- a. Capabilities:
 - (1) 8 points
 - (2) Weapon Types - M60, M240, M249, M24, M2-HB, M16 series, Pistols, SMG, & Shotgun
 - (3) Ammunition - .22, .38, .40, .44, .45, 357, 9mm, 10mm, 5.56mm, shotgun, 7.62mm, 50 cal plastic Short Range Training Ammunition (SRTA), 5.56mm tracer, 7.62mm tracer.
 - (4) Maximum range from firing line to rear berm is 85 meters.
- b. Primary Use: 10 and 25 meter machine gun range
- c. Special Instructions:
 - (1) This is the only range authorized for firing weapons whose caliber is larger than 5.56mm.
 - (2) Elevation limiting devices must be used when conducting live fire with larger than 5.56 ammunition.
 - (3) Firing tracer ammunition will be closely monitored by the Range OIC, and grass fires will be reported to MTC RC. Fires will not be fought by units except as directed by MTC RC.

- (4) MP qualification course may be fired on this range; this course of fire requires 1 safety per firer.
- (5) Requires a minimum of one firing line safety for every four personnel firing.

7-3. Bravo Range – Modified Record Fire Range

- a. Capabilities:
 - (1) 7 points
 - (2) This range is a standard 300 meter rifle qualification range. It is fully automated with computer scored and operated targetry and will print score sheets.
 - (3) Weapon Types - M16 series, M249, SMG, Mini 14, Shotgun, Pistol, Bolt Action Rifles
 - (4) Ammunition - .22 through .45, 9mm, 10mm, 5.56, 5.56 tracer, shotgun slug.
- b. Primary Use: Individual rifle qualification
- c. Special Instructions
 - (1) Shotgun will only fire on paper stationary targets.
 - (2) No rifle caliber larger than 5.56mm or maximum ballistic range of greater than 3,400 meters will be fired on this range, without written authorization from MTC HQ.
 - (3) Organizations may submit requests for exception to fire .308 / 7.62mm rifles on this range. Request for exception will be in writing, sent to MTC HQ NLT 90 days from the date of training. Requests for exception will be accompanied with the following information: Name of load manufacturer, name of the specific load, and manufacturer load number to be fired. Example: Federal, Gold Medal Match, load number GM308M. Requests for exception will be handled on a case by case basis, and requesting organizations will receive a response in memorandum format from MTC HQ
 - (4) There will be a maximum of 2 unit personnel in the B Range tower at any one time.
 - (5) There will be no eating, drinking, or smoking in the tower.
 - (6) Requires a minimum of one line safety per two personnel firing

7-4. Charlie Range - 25-meter (zero) Range

- a. Capabilities:
 - (1) 55 points
 - (2) Weapon Types - M16 series, M249, Pistols, and Shotgun.
 - (3) Ammunition - .22, .38, .40, .44, .45, 357, 9mm, 10mm, 5.56mm, 5.56mm tracer.
- b. Primary Use: Zeroing individual weapons, night firing, NBC firing.
- c. Special Instructions:
 - (1) Automatic firing is allowed.
 - (2) Requires a minimum of one line safety personnel for every 5 personnel firing.
 - (3) Shotguns will not be fired at permanent target frames holding white target backer. Portable target frames are provided on the range for use with shotguns.

7-5. Combat Pistol Qualification Course (CPQC)

- a. Capabilities:
 - (1) 10 Lanes
 - (2) Weapon Types – Pistols and submachine guns chambered for pistol caliber ammunition.
 - (3) Ammunition - .22 calibers through .45 calibers with maximum velocity of 1400fps.
- b. Primary Use: Pistol Qualification
- c. Special Instructions:
 - (1) Movement forward confined to the gravel path.
 - (2) Requires a minimum of one line safety personnel for every 5 personnel firing.

7-6. Echo Range - M-203 Grenade Launcher Range

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

7-7. Echo Range - Scaled Field Artillery / Mortar Sabot Range

- a. Capabilities:
 - (1) 2 firing points/2 observation points
 - (2) Weapon Types – All towed FA weapon systems, 60mm and 81mm mortar.
 - (3) Ammunition – 14.5mm Artillery Sub-Caliber Trainer, 60mm - SRT, 81mm with 22mm sabot.
- b. Primary Use: M203 Grenade Launcher Qualification
- c. Special Instructions:
 - (1) M203 grenade launcher qualification takes precedence over FA and mortar firing.
 - (2) M203 grenade launcher training must be closed during FA and mortar firing.
 - (3) Riot control agents are not allowed to be used.
 - (4) Road guards will be used when FA and / or mortar firing is in a “HOT” status.

7-8. Hand Grenade Range - Hand Grenade Qualification Course

- a. Capabilities
 - (1) 7 points
 - (2) Weapon Types – Practice Grenades
 - (3) Ammunition - M228 practice fuze.
- b. Primary Use: Hand Grenade qualification.
- c. Special Instructions:
 - (1) No live grenades allowed.
 - (2) Practice fuzes MUST be mated with body of the practice hand grenade.
 - (3) Requires one line safety personnel for every 2 personnel being trained.

7-9. 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: Range and Safety Personnel Appointment Form, (App. E) and Marseilles Training Center Clearance Form, (App. F).
 - (4) Ensure units/individuals adhere to clearance procedures.
- b. Using Units Will:
 - (1) Assign personnel to the following duties:
 - (2) Range OIC/NCOIC for each firing range or firing site (E6 or above), and provide names to Range Control.
 - (3) Range Safety Officer for each firing range or firing site, (E5 or above).
 - (4) Range Tower Operator will not be the Range OIC or the Safety Officer. (no rank restrictions)
 - (5) Any deviation from rank requirements must be approved by Range Control.
 - (6) Have at least one CLS or Medic with aid bag, litter and designated evacuation vehicle on each range per paragraph 7-1c of the regulation.
 - (7) Ensure that the range personnel listed above are present on the range during firing. Range safety personnel must be on orders, per instructions in paragraph 9-1C of this regulation. (See Appendix E for appointment format).
 - (8) Report all accidents to Range Control in accordance with paragraph 9-5 of this regulation.
 - (9) 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) Report accidental injury/death of wildlife to range control.
 - (6) Have in his/her possession the following documents:
 - (a) The appropriate weapon(s) FM.
 - (b) Operator level weapons -TM.
 - (c) Range Packet.

(7) Insure incidents/accidents occurring during range operations are reported to Range Control.

(8) 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 ensure that no ammunition remains in their possession after range operations have concluded.

(6) Per NGIL Pam 385-63 paragraph 1-7C, "ONCE SATISFIED THROUGH TRAINING AND TESTING THAT INDIVIDUALS ARE QUALIFIED TO PERFORM THE DUTIES OF OIC AND RSO OF THE FIRING UNIT, BATTALION COMMANDERS (US ARMY) OR INSTALLATION COMMANDERS (USMC) WILL CERTIFY, IN WRITING THESE INDIVIDUALS TO RANGE CONTROL." Memorandums will be turned in PRIOR to units receiving Range Safety Briefing. Example in Appendix S.

(7) ROTC Cadets, OCS Students, WOCs, or any Officer or Warrant Officer who have not completed OBC/WOBC will not be authorized to be OICs or RSOs.

7-10. Drawing Ranges and Equipment

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 a 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)

7-11. 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 on the appointment memorandum signed by the Battalion Commander and receive the Safety Briefing from Range Control are authorized to sign out Ranges and Training areas for their units. The memorandum is kept on file at Range Control and the briefing is good for one year from the date the briefing was received.

c. A basic Range Safety briefing is provided in Appendix G, for RSOs to give at the range to all personnel.

7-12. 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.
- c. Ranges will not be scheduled for clearing during hours of darkness or limited visibility.
- d. Using units will not be cleared to leave MTC until a range control representative has completed an inspection of all ranges used by that unit.

7-13. 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 and eye 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 and eye 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 and 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. Ambulance / dedicated evacuation vehicle parking is designated at each range with a sign, all other 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 68W-qualified medic on the range complex in addition to the CLS on each range.
- l. 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.

7-14. 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. Also ensure RED flashing light is on during firing.
- c. During night firing, all weapons will be rodded/ cleared from only one central point for each range.

7-15. 14.5 mm Artillery Sub-Caliber Trainer

- a. Firing of the M31 Field Artillery Trainer is authorized with the impact area on "E" Range. The M31 fires a 14.5mm sub-caliber training round that is dud producing. The impact area for these munitions is a temporary impact area, therefore in accordance with DA PAM 385-63, paragraph 11-9 only the M183 cartridge will be fired at MTC. The M183, while dud producing, does not fragment upon functioning allowing the impact area to be safely cleared of dud munitions.
- b. Using units will compute the surface danger zone for their operations in accordance with DA PAM 385-63. Impact areas must be contained within the fenced area of "E" range. As much as possible the entire SDZ will be contained within the fenced boundary of "E" range. Units must submit calculations and diagrams to MTC Range Control for verification of data by MTC Level II Safety Certified personnel NLT 60 days from the training event. Units will be notified of acceptance or rejection of the submitted SDZs within 14 days of submission. If an SDZ is rejected appropriate justification will be provided.
- c. Units are responsible for providing personnel to search the impact area for dud munitions upon completion of firing operations, in accordance with DA PAM 385-63, paragraph 11-9.c. These personnel will be designated by memorandum. The number of personnel required for the clearing operation will be determined by MTC Range Control based on the size and topography of the impact area. The exact number of personnel required will be provided to the unit with the SDZ notification discussed in paragraph b. above.
- d. Prior to initiating a search for duds MTC Range Control will provide a safety briefing, a briefing on marking procedures and the marking materials. MTC Range Control personnel will be in charge of marking operations. Coordination with EOD for disposition of any duds is the responsibility of MTC Range Control.
- e. Use of standard field artillery indirect fire safety procedures is required to include the use of safety T's, safety stakes / tape.
- f. When firing over roadways, these roadways will be closed. The firing unit will provide road guards and ensure no traffic is permitted in front of the gun line.
- g. High angle fire is not authorized and will not be conducted. Exceptions to this policy will not be accepted.

7-16. Portable Live Fire Shoot Room

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 down loaded from the internet at <http://www.il.ngb.army.mil/departments/POTO/MTC/>. The requirements for operation of this facility are different from standard range operations, and are specified in the Shoot room SOP.

Chapter 8 Training Area Guidance

8-1. Occupation of Training Areas

- a. Routine Training Area Operations require an OIC or NCOIC in the grade of E-5 or above. Requirements for Waterborne operations, Sling load operations and rappel operations are different. See paragraphs 8-9, 8-10 and 8-11 respectively for specific details.
- b. 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 5-3c of this regulation. Scripted procedures for occupying and departing a training area are found in Appendix I, of NGIL 350-11.
- c. Training areas 104C, 105E and portions of 106 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 non-dudded areas.

8-2. Restricted Areas

- a. MTC restricted areas are listed below:
 - (1) Gravel pit area unless coordinated in advance with range control.

- (2) Water ponds, unless coordinated in advance 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. Only designated parking areas along the west boundary road may be used for vehicle parking and administrative operations activities.

(1) The 0.7 acre wetland located in the center of TA 104C and denoted on the MTC map.

(2) Any posted, restricted, or designated area as communicated by Range Control which may be temporarily closed due to construction or environmental rehabilitation.

8-3. 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. Report the accidental death or injury of wildlife to MTC Environmental or Range Control.

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 and burning without the appropriate permit is prohibited anywhere on the training site.

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. Every effort will be made to put appropriate recyclable materials in the respective collection bin when available. Non-compliance may result in disciplinary action as determined by the Training Site Commander.

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.

(e) 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 disturbing these sites:

(1) Use the current Marseilles Training Center map to locate no digging or vehicle traffic restrictions. Note all areas have been checked. No Digging or vehicles maneuvers in these areas.

(2) Limit your digging and vehicle maneuvers to areas well away from these specified sites.

(3) If any cultural resources 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) 750-6530. 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

(3) Management and Hazardous Material Management SOP.

(4) 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.

(5) 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 by obeying the following guidelines:

(1) Stay on established roads when moving to and from training areas.

(2) Obey all speed limits.

(3) If off-road maneuvers are necessary, do not drive through lowland or wetland areas. Stay on established roads/trails when possible.

(4) Off road operations during wet weather should be minimized to the fullest extent possible.

(5) Avoid making U-turns, neutral steer turns, and driving on road shoulders.

(6) Report excessive soil and vegetation disturbance (i.e. wheel rutting, 'burn outs', etc.) to range control and consider an alternative training area/event.

(7) Do not intentionally drive over or otherwise damage vegetation unless specifically authorized by Range Control / Environmental. Removing certain plant species while training may coincide with natural resource management goals as outlined in the MTC INRMP.

(8) 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.

s. Cutting and felling of trees is strictly prohibited without prior consultation with Environmental and/or IDNR.

(1) Take care to not damage trees while training.

(2) Do not cut down or damage trees for camouflage without prior coordination with range control.

t. Environmental safety concerns should be considered while conducting training at MTC. Soldiers should be instructed to use the appropriate PPE and take appropriate actions to minimize injuries from the following:

(1) Ticks: Range control has handouts that explain the procedures and methods to deal with any tick related issues.

(2) Rabies has been reported throughout LaSalle County, specifically in the skunk and raccoon populations. Report any sighting of suspected infected animals to Range Control. Look for foaming at the mouth, uneven or staggering walk and unusual / unprovoked growling.

(3) Poison Ivy and Poison Oak is very prevalent throughout MTC's training areas. Take precautions to prevent exposure, cover exposed skin, sleeves down, glove shells, etc...

(a) Unit leaders should insure soldiers can actively identify poison ivy and poison oak

(b) When possible, avoid direct contact with poison ivy and poison oak. Over-the-counter soaps such as 'Technu' have proven successful in washing away the plant oils that cause skin irritation and rashes if used within 6 hours of contact.

(c) Soldiers should be directed to change uniforms and wash equipment if known to have contacted poison ivy and poison oak. Plant oils can remain on clothing and equipment and cause skin irritation for several weeks after initial contact.

(d) Individuals known to be hypersensitive to poison ivy or poison oak should seek medical attention upon initial occurrence of rash.

(e) Food. Place food scraps in designated dumpsters and keep all food in airtight and re-sealable container so as not to attract wildlife. Do not purposely feed wildlife.

8-4. 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.

8-5. Spill Clean-Up and Control

a. Respond to all POL spills as indicated in Appendix K. Using units will 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, Figure C-6, 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.

8-6. 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.

8-7. Aircraft Operations

a. There are several designated landing zones (LZ) and pick up zones (PZ) throughout MTC see appendix B for a map of designated LZ / PZs. Areas not designated as LZ/PZs may be used for this purpose with prior coordination with MTC Scheduling and Range Control. LZ / PZs are reserved by requesting the entire training area. Example, a unit wishing to conduct sling load operations in an LZ in training area 104C would reserve training area 104C. Co-use of unused portions of the training area may be possible and is coordinated with MTC Scheduling.

b. 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)

c. Aircraft will avoid low-level flights over adjacent residential areas and crop areas during growing season.

d. Helicopter operations are prohibited during the designated deer season.

8-8. 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's", 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 AR 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 7 of this regulation.

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

8-9. Waterborne Operations

a. 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.

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.

8-10. Sling load 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.

c. 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 left unattended, or is not hooked up for more than one hour will be re-inspected using DA Form 7382-R.

d. Units will initiate a request for occupation time when unit members arrived at their LZ/PZ, and a closing time at the end of their operations.

- e. 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.
- f. 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.
- g. Request Occupation and closing time as outlined in Appendix I for training areas.
 - (1) Ensures that necessary manuals and equipment are available to conduct training.
 - (2) Will report any incidents or accidents occurring during training to Range Control immediately.
- h. 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.

8-11. Rappel Operations

a. Military Units that plan to conduct rappel training at MTC must have one (1) Rappel Master qualified individual 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 master 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 68W-qualified medic is not authorized.
- (2) Rappel operations require two means of communications. Range Control will issue communications equipment.
- (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.

8-12. MOUT Area

a. The MOUT Area 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 MOUT Area will establish FM radio communications as designated for training area operations.

c. Blank fire, simunitions and paintball are authorized for use in the HTA. The following pyrotechnic devices may be used in these buildings:

- (1) Flash bang grenades (GG09) are authorized for use throughout the various buildings. **NOTE:** These will not be used during force on force training.
- (2) Practice grenades with fuses (G878) are authorized for use throughout the various buildings. **NOTE:** These will not be used during force on force training.
- (3) Smoke grenades (G930, G932, G940, G945, G950, G955). Smoke grenades will be placed in the orange painted metal buckets. These buckets will have a minimum of 4 inches of sand in the bottom of the bucket. The buckets maybe set anywhere in the facilities, but must not obstruct normal traffic flow, doorways, or stairwells. When using smoke grenades in a building, all of the windows in that building will be fully opened to allow appropriate ventilation. Smoke may be used during force on force training. **NOTE:** Chemical protective masks will not prevent personnel injury in areas with a high concentration of smoke in enclosed areas. Open windows and doors allow smoke from grenades to exit the buildings and allow for circulation of air.

(4) Simulator, tank main gun (LA06) and simulator, M31A1 (LA07) may be used by qualified personnel. A minimum of a hundred (100) days notice will be given to MTC Operations in order to secure these pyrotechnics.

(5) All other pyrotechnic devices are prohibited and chemical agents of all types are prohibited from use within the HTA.

f. 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.

8-13. Gate 40 House

The Gate 40 House is located approximately 100 meters east of gate 40 in training area 103W. This facility is operated like the MOUT, and the SOP for the MOUT training area apply in all respects to the Gate 40 House.

Rules: see 8-12.

8-14. Portable Targetry

a. MTC has 30 portable, battery operated, radio control, computer scored pop-up target lifters available for use throughout 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 MOUT training area or Gate 40 House, 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.

8-15. 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 times for MTC Range Control inspection.

(2) A MTC safety qualified OIC E-7 or above must be present on the obstacle course at all times 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. Range Control will issue communications equipment.

(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.

8-16. Training Area Clearing Procedures

a. Request closing status from Range Control.

b. Police assigned training area and buildings, clean portable latrines if applicable, remove brass, ammunition boxes, crates, and other debris. All trash will be removed and transported to dumpsters located throughout area 200.

c. 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 will 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.

d. The using unit will collect and return to the Ammunition Supply Point all unexpended ammunition, fired brass casings, accessories, and pyrotechnics.

e. Training areas will not be scheduled for clearing during hours of darkness or limited visibility.

f. Using units will not be cleared to leave MTC until a range control representative has completed an inspection of all training areas used by that unit.

Chapter 9 Safety

9-1. General

a. This chapter prescribes safety and policy requirements common to all users of MTC. AR 385-63, DA Pam 385-63 and AR 385-64 regulate, Army-wide, the firing of weapons and explosives for training and target practice. The AR 385-1 and AR 385-10 prescribe the use of and procedures related to the Army Safety program. The provisions of this regulation supplement the above ARs.

b. The battalion safety program is the responsibility of the Battalion Commander. Range OICs and Range Safety Officers will be on appointment orders signed by the BN Commander indicating they are safety trained and qualified. The appointment order will contain the individual's name, rank, and last four of SSN this document will be provided to MTC range control. MTC Range Control will pass around a copy of the Range Safety Personnel Appointment Roster in Appendix E at each safety briefing, with the Battalion commander's signature this form may be used as the appointment order.

c. The requirements for personnel to be safety certified for conducting range or training area operations at MTC are:

(1) Must attend the MTC 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 AR's, FM's and TM's for their operations.

(3) Provide a copy of appointment orders to Range Control

d. 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 at the training location for Range Control inspection.

e. Misfire of ammunition and weapons malfunctions, which do not result in injury or damage to govern 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

(4) Appropriate reports are completed

9-2. Safety Briefings

- a. All personnel will receive a safety briefing prior to conducting training of any kind. Appendix G is a generic Range Safety Briefing units may use for guidance in developing their own.
- b. Installation Safety briefings for designated personnel will be conducted IAW paragraph 7-11 of this regulation.

9-3. 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 waterborne, rappel and confidence obstacle course operations only a qualified medic is authorized. For more information, see paragraph 8-9, 8-11, and 8-15 respectively.
 - (4) All medical teams need to have a strip map to the local civilian hospital, for non-emergency use. See Appendix B.
- b. Military Ambulances are not authorized 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 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 training / firing. In the event that hospital treatment is required, evacuation will be to:

Ottawa Community Hospital
US Route 6, East
Ottawa, IL 61350
Phone: (815) 433-3100/6090

- 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 NGIL 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 NGIL 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)
- i. Automated Electronic Defibrillators (AED) are available on MTC. AEDs will be dispatched throughout MTC by security personnel by calling 6521. AEDs are available for using unit access in the following buildings and areas:
 - (1) MTC Range Control near gate 5, the AED is located beside the main fire desk on the south end of the building and is available 24 hours a day, every day. The exterior door closest to the AED has an exterior lighted AED sign.
 - (2) The Training Support Complex, Building A in the fitness room, the AED is located near the main interior door and is available 24 hours a day, every day. The exterior door closest to the AED has an exterior lighted AED sign.

(3) MTC Hq, has an AED mounted beside the exterior door of the Logistics section entrance. This AED is only accessible during routine working hours Monday through Friday and at various times on weekends. The door is marked with an AED sticker in the window.

(4) One AED is assigned to the Troop Medical Clinic in A Bldg and units may draw that AED from the MTC Logistics section.

9-4. Emergency Aero Medical Evacuation (MEDEVAC):

a. Civilian MEDEVAC is available through Life Flight assets based out of Peoria. Unit medics must inform MTC-RC of the severe nature of the injury and specifically request Life Flight evacuation during the initial 9-line medevac report. Determination of the need for Life flight evacuation will be made jointly between unit assigned medics and Marseilles Ambulance Service, with Marseilles Ambulance Service personnel having final decision on necessity of aero medical evacuation. Marseilles Ambulance Service will initiate contact with Life Flight for the evacuation.

b. MTC has three designated LZs for civilian MEDEVAC operations:

- (1) TA 102E Grid 5660 7303
- (2) TA 103E Grid 603 725
- (3) Cantonment near Gate 5 Grid 5965 6981

c. 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.

d. Emergency MEDEVAC radio communications between MTC Range Control and aviation will be established in the assigned FM frequency of 41.75 MHZ.

e. Request for MEDEVAC will be made using the Army Standard 9 line MEDEVAC request format on the Range Control radio net. This format can be found in the STP-21-24-SMCT, task number 081-831-101. Copies may be obtained from MTC Range control

f. Each patient will have his name, age, social security number and known allergies printed on a piece of paper and attached to his uniform.

g. 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.

h. 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.

9-5. Accident / Incident Reporting

a. All Class A or B accidents or incidents regardless of location will be report by the unit Commander or Range / Training Area OIC to MTC Range Control. Additionally all Class C Aviation will be report by the unit Commander or Range / Training Area OIC to MTC Range Control. 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 / Manager and NGIL-G3 will be notified immediately.

(a) NGIL-G3: During normal duty hours: (217) 761-3575

(b) After normal duty hours, contact the Joint Operations Center (JOC) (217) 761-3941.

(c) Training Site Commander: All hours (815) 750-6522

b. Report specifics of accident/injuries through command channels using NGIL Form 15 and DA Form 285-AB-R, JUL 94.

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.

9-6. 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.

9-7. 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 anywhere 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.

d. Emergency EOD support beyond the capabilities/responsibilities of the OIC may be obtained through Range Control.

e. 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 linkup between the unit guide and EOD personnel.

9-8. Fire Prevention

a. Warming/cooking fires for the convenience or comfort of troops are not authorized.

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) Number of personnel in the vicinity of the fire, type of equipment in the vicinity of the fire.

(3) Determination by the OIC on ability of the personnel present to extinguish fire with equipment on hand.

(4) Status of the fire as situation develops every 15 minutes.

(5) When the fire has been extinguished.

c. Range Control will dispatch a representative to the scene to determine need for additional personnel or equipment to control the fire, a guide will be posted on the main road or trail leading to the fire to direct fire fighting personnel and/or equipment to the scene.

d. Upon being given clearance to fight the fire, 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.

9-9. 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.

9-10. 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 10 Logistic Support

10-1. 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 ensure 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)

10-2. Ammunition Storage Point

a. Procedures governing the use of the ASP are found in NGIL Pam 750-1 and the external ASP SOP. Units can find the external ASP SOP on the MTC webpage. 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.

c. MTC ASP hours of standard operation 0800-1530 Mon. thru Friday.

10-3. 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.

b. HAZMAT Qualifications Paperwork Requirements.

(1) Vehicle operators and assistant operators must have Military HAZMAT Certification with valid operator's 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) Each vehicle must have two 10lbs. BC rated fire extinguishers, 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.

(c) Ammunition containers will not be opened unnecessarily, and should remain sealed until needed for use.

(d) 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.

10-4. 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, AR 190-11, 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 uploaded 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.

10-5. 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 NGIL Regulation 350-2, Appendix B.

10-6. Authorized Ammunition

See Appendix J for DODICs authorized for use at MTC.

10-7. 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.

10-8. Class III Supplies (POL)

a. Units can obtain fuel from the UTES. Prior coordination is mandatory call (815) 750-6530.

b. Mobile fuel truck operations in the cantonment area will be conducted on the fuel pad at Grid: 597 / 698

c. UTES refueling will be conducted behind the UTES facility in accordance with their SOP. Contact UTES supervisor for more information.

d. Bulk Fueling - Not available.

e. Package - Limited, emergency only.

10-9. 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) 750-6530. Questions about availability and types of support the UTES can provide should be directed to the UTES Supervisor.

10-10. Water

Potable water is available at Grid: 598 / 698 and Grid: 591 / 699

10-11. 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.

10-12. Rations

Rations are a unit responsibility; MTC does not handle rations distribution. MTC personnel will not sign for unit rations deliveries.

10-13. Training Aids, Devices, Simulation Systems

a. MULTI-INTEGRATED LASER ENGAGEMENT SYSTEM (MILES): MILES equipment in small quantities is available several months a year and does vary. Normal quantities on hand consist of 60 individual sets including halo, body harness, and emitter. Crew served weapons emitters are available with 10 - M249 and 2 M2 emitters. For information regarding exact quantities and availability contact MTC Logistics at 815-7506501 / 6502 /6503.

b. MACHINE GUN NOISE – FLASH SIMULATOR: These are propane oxygen regulated devices which simulate crew served weapons fire. Normal quantities on hand are two of these devices, however, quantities do vary. For information regarding exact quantities and availability contact MTC Scheduling NCO at 815-750-6512.

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

d. 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 anywhere 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 and an MTC Range Control operator will be assigned to operate the equipment for the using unit.

e. TIBERIUS ARMS (Veritas): The Veritas paintball weapon system allows users the opportunity to conduct realistic force on force training in multiple environments with positive confirmation of hits on target. The Veritas closely approximates the M4 weapon system. The Veritas shoots .68 caliber paintballs and is fed from 33g air canisters through a 15 round magazine. Each 33g air canister allows approximately 45 shots. The Veritas has a fire selector switch for safe and semi automatic fire. MTC has 41 weapons systems and required safety equipment for issue. Each weapon system includes the following components: 1 carrying case, 1 Rifle, 6 Magazines, 6 33gram CO2 canisters, 1 cleaning kit per 6 rifles, weapon oil, 1 operator manual per issue, 1 MTC Paint ball SOP, 1 V-type goggles with face mask, and paintballs. Requests for use may be submitted through IKO under Marseilles Training Center.

f. IMPROVISED EXPLOSIVE DEVICE (IED) SIMULATION KIT: The MIL-SIM-FX IED simulations kit is a non-pyrotechnic IED simulator using compressed air, special effects powder and paintballs to replicate IED detonation. The simulator kit is highly flexible allowing units to adjust the type and size of the replicated detonation from artillery shell sized IEDs to small vehicle or personnel borne IEDs. The IED simulator can be used in very close proximity to convoys and personnel. On detonation, sound is generated by compressed air rupturing of a plastic or rubber burst disc, “smoke” plums are simulated using the special effects powder and shrapnel is simulated using .68 caliber paintballs.

g. M16 / M4 RIFLE - SHORT RANGE TRAINING AMMUNITION (SRTA) - M2 PRACTICE BOLT: SRTA is a plastic practice cartridge (M862, DODIC A065) that enable units to conduct realistic training at short ranges. To fire SRTA from the M16 / M4 series rifles the standard bolt and bolt carrier are replaced with the M2 practice bolt which allows normal operation of the weapon with the lower powered SRTA. The M2 practice bolt is used on both of MTCs Convoy Live Fire Exercise (CLFX) Lanes in order to allow realistic training with a reduced surface danger zone. For more information, see FM 3-22.9 and TM 9-6920-746-12&P. MTC has 30 M2 practice bolts on hand for issue. Units can reserve these through the MTC Logistics using the Training Support Complex request form or by calling the MTC Logistics Office at 815-750-6501 / 6502 / 6503.

h. M2 BROWNING MACHINE GUN- SHORT RANGE TRAINING AMMUNITION (SRTA) - M3 RECOIL AMPLIFIER BARREL ASSEMBLY: SRTA is a plastic practice cartridge (M858 SRTA A603, M860 SRTA-Tracer A595, 4 rounds M858 SRTA / 1 round M860 SRTA-T A602) that enable units to conduct realistic training at ranges of up to 150 meters. To fire SRTA from the M2 the standard barrel is replaced with the M3 Recoil Amplifier Barrel Assembly (RABA) which allows normal operation of the weapon with the lower powered SRTA. The M3 RABA is used on both of MTCs Convoy Live Fire Exercise (CLFX) Lanes in order to allow realistic training with a reduced surface danger zone. For more information, see FM 3-22.65. MTC has 6 M3 RABA on hand for issue. Units can reserve these through the MTC Logistics using the Training Support Complex request form or calling the MTC Logistics Office at 815-750-6501 / 6502 / 6503.

i. M69 PRACTICE GRENADE: The M69 practice hand grenade simulates the M67 series of fragmentation hand grenades for realistic training and hand qualification purposes. The grenade can be used in conjunction with the M228 practice fuse (DODIC G880). The M69 with fuse is used on MTC’s hand grenade qualification range and maybe used on the CLFX lanes and in the MOUT Training Area. MTC has 150 M69 practice grenades. These maybe reserved for use on the MTC Range and Training Area request form and are drawn from MTC Range Control.

j. HMMWV EGRESS ASSISTANCE TRAINER (HEAT): The HEAT system is a live training device based on a HMMWV platform that is designed to operate indoors and outdoors. The HEAT is specifically designed for vehicle roll over drills. The HEAT will be operated only by qualified Range Control personnel and qualified

Tech Ops personnel. Requests for use may be submitted through IKO under Marseilles Training Center.

k. MULTI-PURPOSE TRAINER (MPT30): The Multi-purpose Pyrotechnic Trainer or MPT30 is a training device designed to deliver realistic battlefield visual and acoustic effects in an economic and safe manner. This includes heavy weapons fire, indirect fire cues, hostile gun fire cues, and improvised explosive signature. The MPT30 will be operated only by qualified Range Control personnel and qualified Tech Ops personnel. Requests for use of the MPT30 can be found in IKO under Marseilles Training Center.

l. SHOOT BACK DEVICE: The Shoot Back Device is a return fire simulator designed for use with 68 cal. Paintballs and LED flashes. The Shoot Back Device has been designed to be fully compatible with the use of portable pop up targets. These devices can be used in semi automatic mode, three round burst or fully automatic. The Shoot Back Device will be operated only by qualified Range Control personnel and qualified Tech Ops personnel. Requests for use of the Shoot Back Device can be found in IKO under Marseilles Training Center

m. VIRTUAL CONVOY OPERATIONS TRAINER (VCOT): The VCOT is a mobile or fixed site convoy trainer. The VCOT is a crew station trainer with crew stations for each crew member and tabletop trainers for quick and easy set up and movement. The VCOT has a 360-degree visibility and weapon engagement area. Exercises include enemy IED's, RPG's, machine gunners, riflemen, technical trucks, mortars and suicide vehicles. The VCOT will be operated only by qualified Range Control personnel and qualified Tech Ops personnel. Requests for use of this simulator can be found in IKO under Marseilles Training Cent

n. CALL FOR FIRE TRAINER (CFFT): The CFFT is a simulator designed to create virtual battlefields in which all levels of personnel can train in call-for-fire missions. This simulator supports basic through advanced levels of training to include forward observer tasks and procedures and mission planning. The CFFT virtually uses artillery with close air support, naval gunfire and mortars. The CFFT will be operated only by qualified Range Control personnel and qualified Tech Ops personnel. Requests for use of this simulator can be found in IKO under Marseilles Training Center.

o. MOVING INFANTRY TARGET SYSTEM (MITS): MTC has 8 moving, battery and solar powered, radio remote controlled target lifters similar to the portable pop-up target system. The MITS targets are placed on B range and will be operated by Range Control personnel.

p. TIPPMANN (AK 47): The Tippmann paintball weapon system allows users the opportunity to conduct realistic force on force training in multiple environments with positive confirmation of hits on target. The Tippmann closely approximates the AK 47 weapon system. The Tippmann shoots .68 caliber paintballs and is fed from a 12 oz air canister and hopper assembly. Each 12oz air canister allows approximately 500 shots. The hopper allows for approximately 200 shots per fill. The Tippmann has a safe and fire button for semi automatic fire. MTC has 22 weapons systems and required safety equipment for issue. Each weapon system includes the following components: 1 wood carrying case, 4 Rifles, 4 Hoppers, 8 12oz CO2 canisters, 1 cleaning kit to include 4 rubber barrel bore squeegees, weapon oil, 1 operators manual, 1 MTC Paint ball SOP, 4 V-type goggles with face mask, and paintballs. Requests for use may be submitted through IKO under Marseilles Training Center.

q. ENGLER CUSTOM M2 (.50 Cal): The M2 paint ball weapons system allows users the opportunity to conduct realistic convoy and defensive operations in multiple environments with positive confirmation of hits on target. The M2 closely approximates the .50 cal weapon system. The M2 shoots .68 caliber paint balls and is fed from a 12oz CO2 air canister and hopper assembly. Each 12oz air canister allows for approximately 500 shots. The hopper allows for approximately 300 shots per fill. The M2 comes with a charging handle that must be charged before a shot can be fired. The M2 has an electronic trigger for full automatic fire. MTC has 3 weapons systems and required safety equipment for issue. Each weapon system includes the following components: 1 weapon system, 3 9v batteries, 1 hopper, 5 12oz CO2 air canisters, 1 detachable barrel, 1 remote air line, canister container that holds 5 12oz CO2 air canisters, 1 operators manual, 1 Paint ball SOP and paint balls. Requests for use may be submitted through IKO under Marseilles Training Center.

r. OPERATOR DRIVER SIMULATOR (ODS): The ODS is a driver simulator designed to train soldiers on a variety of vehicle systems prior to driving the actual vehicle. The simulator is complete with dash board gauges and controls. For a complete list of available vehicles contact MTC Range Control.

10-14. Logistical and Billeting Clearing Procedures:

a. Units must notify Logistics 30 minutes in advance to clear billeting and other logistical facilities. Units will retain a clearing detail at the site to assist in clearing. Units are not cleared unless Logistics clears all logistical facilities used by that particular unit.

b. Building will not be cleared while there is extra gear being stored in them.

c. Units will conform to the specified clearing checklist which can be obtained in the HQ building.

d. Units will not be scheduled for clearing during hours of darkness or limited visibility.

e. In the event of lost, misplaced, or stolen keys a commander's inquiry will be conducted immediately according to AR 190-11/3.8k and the ILARNG Physical Security SOP's Chapter 5-14. (See Appendix T for KEY LOST STATEMENT (NGIL 153) and Appendix U for REQUEST FOR KEY(S) (NGIL152).

Appendix 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 145-2

Organization, Administration, Operation, and Support

AR 190-11

Physical Security of Arms, Ammunition and Explosives

AR 190-45

Serious Accident Reporting

AR 210-22

Private Organizations on Army Installations

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

AR 420-1

Army Facilities Management

DA PAM 385-40

Army Accident Investigation and Reporting

DAPAM 385-63

Ranges

NGR 5-1

Grants and Cooperative Agreements

NGR 5-2

Interservice/ Intergovernmental Support Agreements

NGR 5-3

Installation Management

NGR 210-50

Chargeable Transient Quarters and Billeting Fund Management

NGR 420-10

Base Operations/Maintenance and Minor Construction

NGIL 350-2

Training

NGIL 350-3

Training Ammunition Management.

NGIL 350-19

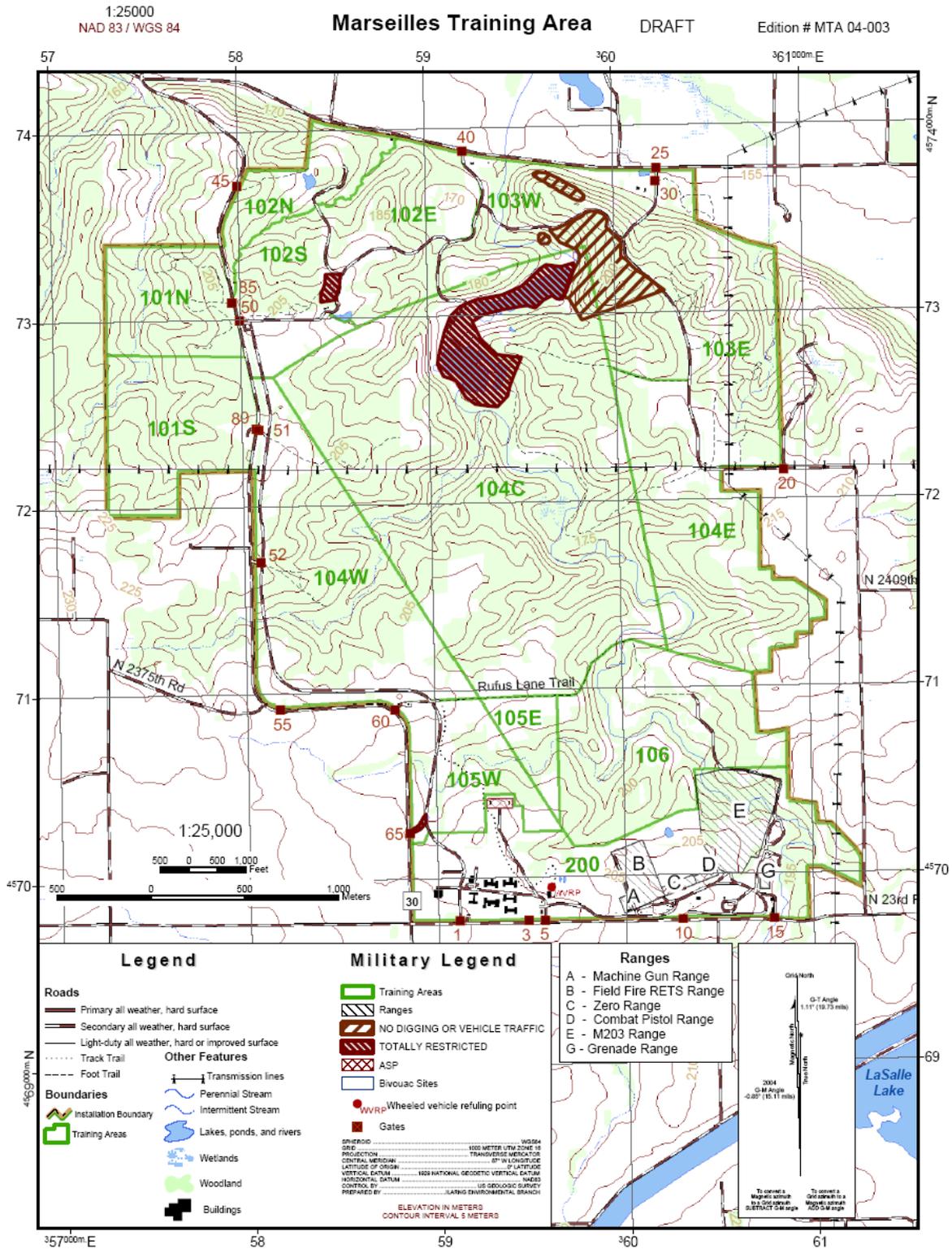
Range Operations

NGIL 740-1

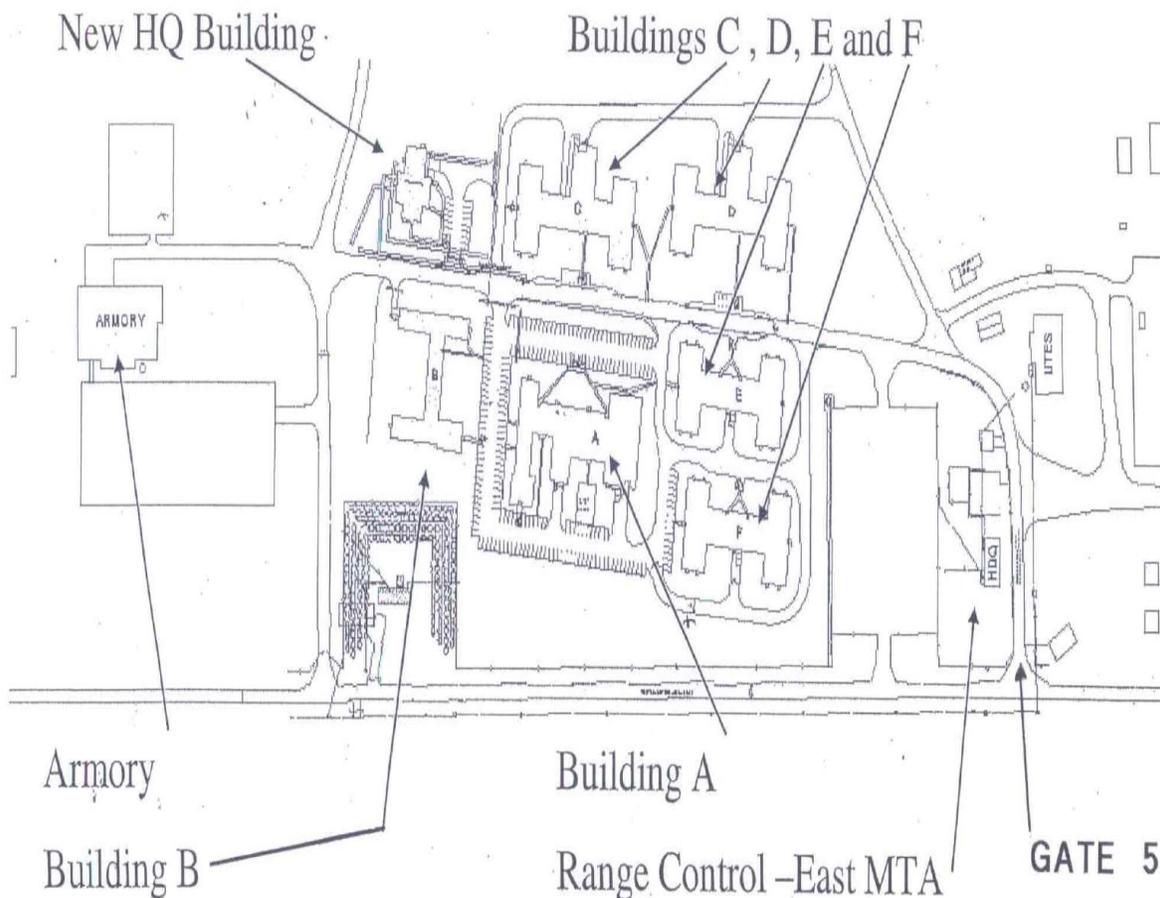
MTC Ammunition Storage Point.

**Appendix B
Maps**

B-1. Installation Map



AREA ORIENTATION



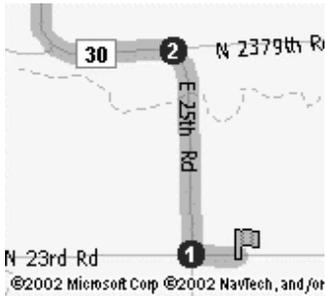
NOTE: THIS MAP NOT TO SCALE

B-3. Hospital Strip Map

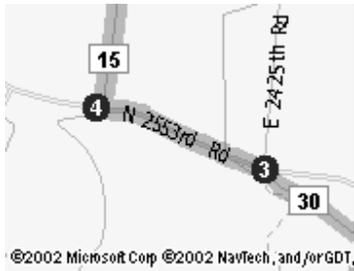


Start: Depart 2515 N 23rd Road, Marseilles, IL on N 23rd Road heading West.

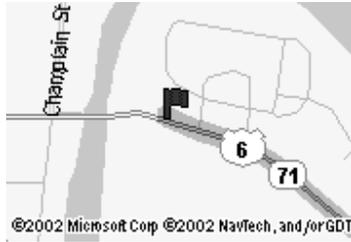
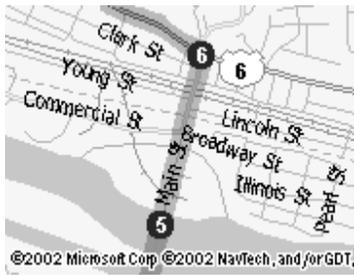
1. Turn RIGHT (North) onto E 25th Rd. 0.2 miles
2. Road Name changes to CR-30 (E 2450th Rd) 0.7 miles



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

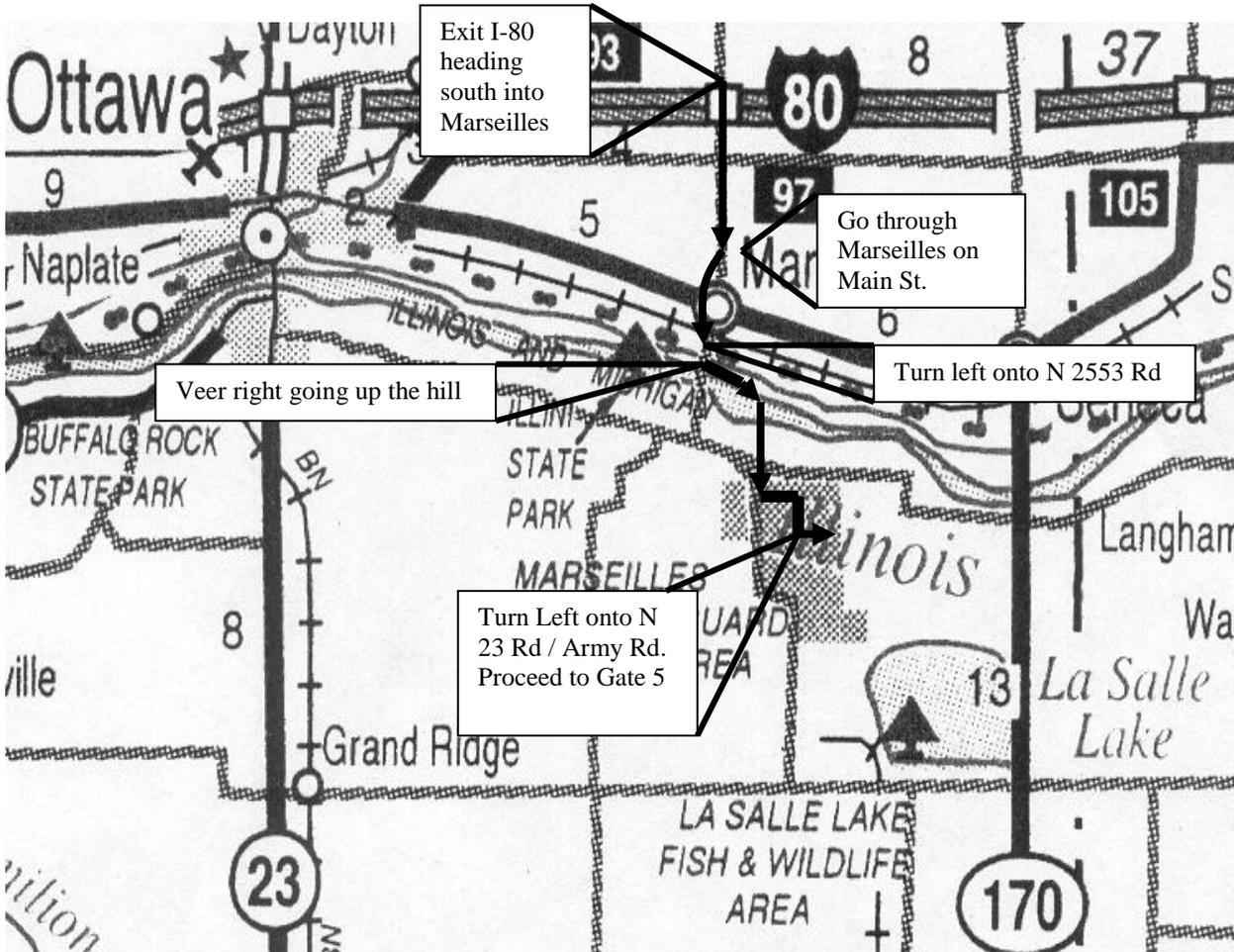


5. Road name changes to Main St.
6. Turn LEFT (West) onto US-6 (W. Bluff St)



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

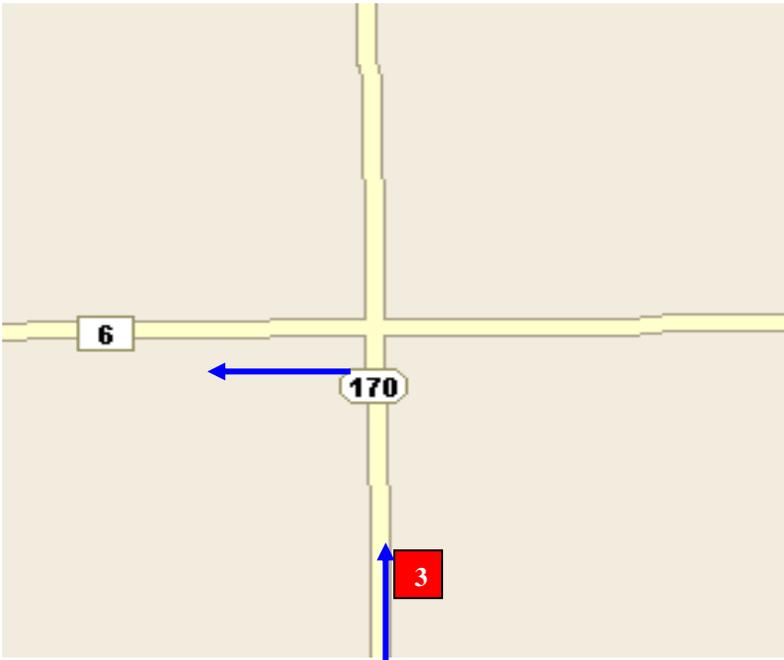
B-4. Convoy Strip Map From I-80



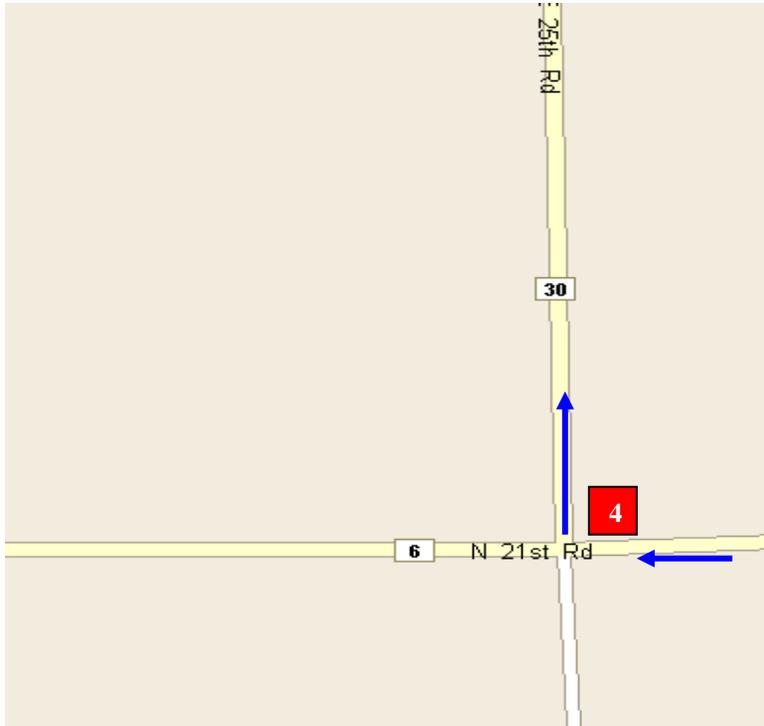


1. Exit I-55 at Exit 201 on to IL 23 going north toward Streator.

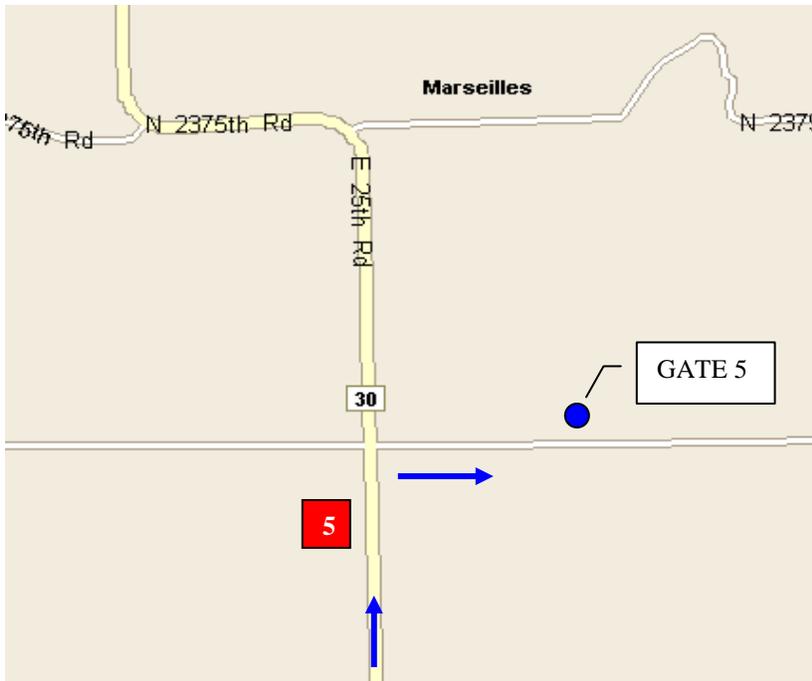
2. Turn right off of IL 23 on to IL 170 going toward Ransom.



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

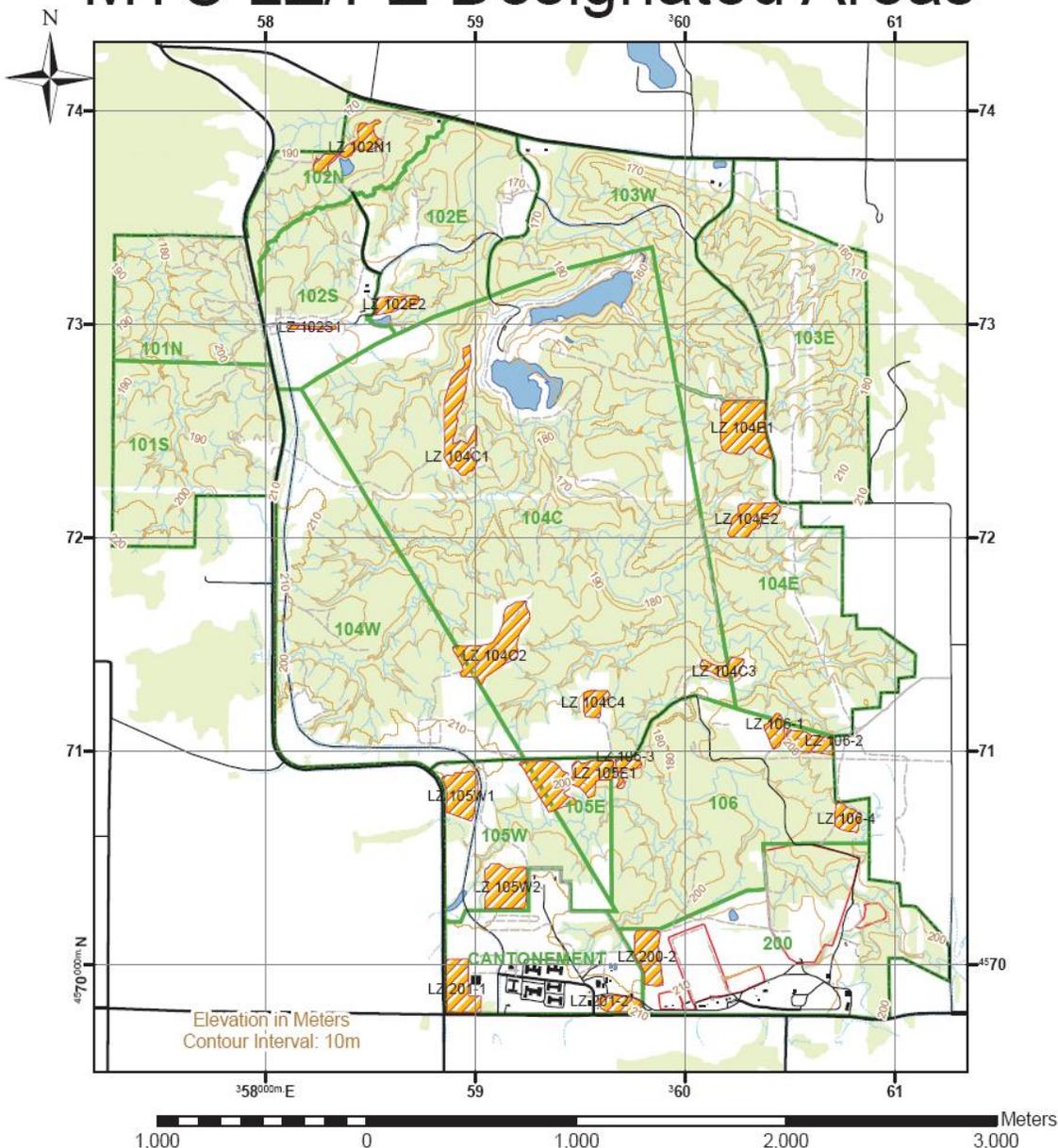


5. Turn right off of County Road 30, on to N 23 or Army Rd, proceed to Gate 5.

1:25,000

Map Edition: DMAIL-MTC-20070201-1

MTC LZ/PZ Designated Areas



Data sources: All data from DMAIL-Environmental

Datum and Projection: WGS84, UTM Zone 16N

MGRS Zone: 16T

MGRS 100,000m Grid Square Identifier: CL

Map Produced By: James Mortland

Map Produced On: 01 February 2007

	LZ/PZ		Roads		Forest		Lakes
	MTC Boundary		Type		Streams		Type
	Training Areas		PRIMARY		PERMANENT		PERMANENT
	Buildings		SECONDARY		PERMANENT		INTERMITTENT
	Ranges		TERTIARY		INTERMITTENT		

NOTE: Map not to scale

Appendix C

MTC Use Support Agreement, Housing, and Financial Procedures

C-1. Purpose

This appendix provides the applicable definitions and procedures governing User Support Agreements, Housing, and Financial procedures for all users of the Marseilles Training Center (MTC).

C-2. References

- a. NGR 5-1, National Guard Grants and Cooperative Agreements, 28 May 2010.
- b. NGR 5-2, Interservice/Intragovernmental Support Agreements, 1 September 1999
- c. NGR 210-50, Chargeable Transient Quarters and Billeting Fund Management, 27 August 2004.
- d. AR 420-1, Army Facilities Management, 28 March 2009.
- e. Chapter 5, Illinois Compiled Statutes, Act 220 and Intergovernmental Cooperation Act.
- f. DODI 4000.19, Interservice and Intragovernmental Support, August 9, 1995.
- g. National Guard Bureau, Support Agreement Handbook, 1 August 1998.
- h. Illinois Intergovernmental Cooperation Act, 5 ILCS 220.

C-3. Definitions

- a. Federal Agency. All Department of Defense (DoD) Branches of Service, All Non-DoD Federal Agencies / Entities, and Any State Agency or entity that is supported by federal funds under a cooperative agreement.
- b. Non-Federal Agency. Any state or local governmental agency that obtains funding from non-federal sources. Additionally, all civilian organizations regardless of funding source, such as a private security firm.
- c. Identifiable Incremental Costs (IIC). NGR 5-1 Chapter 6 defines IIC's are 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 Figure C-1, page 57) Federal Agencies (Users) are only charged IIC's. per NGR 5-1.
- d. Indirect Cost. NGR 5-2 Appendix D defines an indirect cost as cost of resources, including overhead, that are not consumed by a single cost object. Non-Federal Agencies (Users) are charged IIC's **AND** Indirect Costs. At time of publication a Non-Federal Cost Worksheet is under construction with an expected availability for use in FY 2011.
- e. Intraservice/Interservice/Intragovernmental Support Agreement (ISA). (see NGR 5-2) 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 Figure C-1, page 57)
- f. Military Interdepartmental Purchase Request (MIPR). Used as funding document for support involving reimbursement between two or more DoD entities. Use of DD Form 448. (see Figure C-2, page 58.)
- g. Government Purchase Card (GPC). Used as the primary payment method for Non-DoD Federal, State, and Local agencies, and may be used in lieu of a MIPR for DoD entities.
- h. Automated Clearing House (ACH). Also called automated funds transfer. Used as a secondary method of payment for Non-DoD Federal agencies. Not used for DoD entities
- i. Memorandum of Agreement (MOA). A document that defines general areas of conditional agreement between two or more federal parties, and stipulates an amount of reimbursable cost. For example, what one party does depends upon what the other party does. (see Figure C-3, page 59)
- j. Memorandum of Understanding (MOU). A document that defines general areas of mutual 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 Figure C-3, page 59)
- k. 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 Figure C-4, pages 60-61)

l. Non-Governmental Organizations/Not-for-Profit Organizations/Civilian organizations as authorized in accordance with 32 USC 508 and DoD or Army regulation or guidance “(see Figure C-5 pages 62-63)

m. Government Travel Credit Card (GTCC). A government furnished commercial credit card used to pay for official travel expenses.

n. Defense Travel System (DTS). A computerized system that generates orders or travel authorizations and allows a user to file for travel reimbursement.

C-4. Use/Support Agreement Procedures

a. Table C-1, page 52 summarizes the required documents and approvals as determined by type of user.

b. Non-Illinois ARNG and ALL ANG Units:

(1) Forms, Processing and Approvals. An MTC Request Form (NGIL 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 is requested, or a reimbursement of funds will occur, the MTC Accounts Manager will prepare an Identifiable Incremental Cost Worksheet (see Figure C-6, page 64) estimating the costs and the requestor will prepare a Military Interdepartmental Purchase Request, DD Form 448 (see Figure C-2, page 58), or arrange for payment by GPC. If recurring support is required, a DD Form 1144, Support Agreement (see Figure C-1, page 57) will be prepared by the USPFO-IL. The Training Site Commander approves basic services. The USPFO-IL approves all DD Form 1144's or MOU/MOA's.

(2) Rules for Charging. Non Illinois ARNG and all ANG users may be charged Identifiable Incremental Costs if the user requests a level of service that exceeds day-to-day installation service, (an enhanced service) such as additional rented portable latrines. (see Table C-2, page 55 for a summary of Identifiable Incremental Costs)

(3) Method of Payment. When an enhanced level of service is used, either a DD Form 448 (MIPR) or GPC is used. Payment will be compared with the approved IIC Worksheet to reconcile the amounts due to the IL ARNG at the end of use. Payment may be in advance of use or up to thirty days after the invoice date. Within seven days after the completion of the event the MTC Accounts Manager will forward the IIC Worksheet to PFOIL-CG for reconciliation with the DD Form 448 (MIPR). The PFOIL-CG will prepare the SF 1080 for transfer of funds as payment for the services. If a GPC is used for payment those funds will be forwarded to the PFOIL-CG at the next regularly scheduled IIC closeout on a Cash Collection Voucher DD Form 1131 (see Figure C-7, page 65)

c. Other DoD entities:

(1) Form Processing and Approval. Forms, Processing, and Approvals. An MTC request form (NGIL Reg. 350-11, Appendix D) approved by the Training Site Commander shall be completed. The MTC Accounts Manager will prepare an Identifiable Incremental Cost Worksheet (see Figure C-6, page 64) estimating the costs for use and will send to requestor. An MOA or MOU is required for one-time use of the facility when no reimbursement is involved; it will be prepared by the PFOIL-CG and approved by USPFO (see Figure C-3, page 59). If DoD Federal users need recurring use, the requestor will prepare a DD Form 1144, Support Agreement for approval by USPFO (see Figure C-1, page 57). When reimbursement is involved, a MIPR (see Figure C-2, page 58.) or GPC must be provided as the funding document

(2) Rules for Charging. As a condition for continued Federal support of MTC, the state military department is required to collect at least the amount of IIC's incurred. See Table C-2, page 55 for a summary of Identifiable Incremental Costs. Effective 1 October 2005 Army component users 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 IIC's for use of other facilities, such as barracks and laundry costs.

(3) Method of Payment. Either a DD Form 448 (MIPR) (see Figure C-2, page 58.) or GPC is used. Payment will be compared with the approved IIC Worksheet (see Figure C-6, page 64) to reconcile the amounts due to the IL ARNG at the end of use. Payment may be in advance of use or up to thirty days after the invoice date. Within seven days after the completion of the event the MTC Accounts Manager will forward the IIC Worksheet to PFOIL-CG for reconciliation with the DD Form 448 (MIPR). The PFOIL-CG will prepare the SF 1080 for transfer of funds as payment for the services. If a GPC is used for payment those funds will be forwarded to the PFOIL-CG at the next regularly scheduled IIC closeout on a Cash Collection Voucher DD Form 1131 (see Figure C-7, page 65)

d. Non-DoD Federal Agencies or entities:

(1) Forms, Processing, and Approvals. An MTC request form (NGIL Reg. 350-11, Appendix D) approved by the Training Site Commander shall be completed. The MTC Accounts Manager will prepare an Identifiable Incremental Cost Worksheet (see Figure C-6, page 64) estimating the costs for use and will send to requestor. An MOA or MOU (see Figure C-3, page 59) is required for use of the facility; it will be prepared by the PFOIL-CG and approved by USPFO.

(2) Rules for Charging. As a condition for continued Federal support of MTC, the state military department is required to collect at least the amount of IIC's incurred. See Table C-2, page 55 for a summary of Identifiable Incremental Costs. The state military department is also encouraged, but not required, to collect an amount equal to its overhead costs using established business methods. Overhead costs 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.

(3) Method of Payment when reimbursement is involved Non-DoD Federal Agencies have three methods of payment. A Non-DoD Federal agency may pay in advance or up to thirty days after the invoice date. Payment may be by GPC, any Visa or MasterCard credit card, check, or ACH or another other form of funds transfer. Any adjustment shall be made on the basis of actual use. Payment will be forwarded to the PFOIL-CG at the next regularly scheduled IIC closeout on a Cash Collection Voucher DD Form 1131 (see Figure C-7, page 65).

c. State / Local Governmental Agencies or entities:

(1) Forms, Processing, and Approvals. An MTC request form (NGIL Reg. 350-11, Appendix D) approved by the Training Site Commander shall be completed. The PFOIL-CG shall prepare an Intergovernmental Training Use Agreement (see Figure C-4, pages 61) as a lease agreement. This document must be coordinated with the USPFO and approved by The Adjutant General.

(2) Rules for Charging. IIC's AND Overhead costs will be collected as the rental fee. The MTC Accounts Manager will prepare a Non-Federal Cost Worksheet estimating the costs for use and will send to requestor. At time of publication a Non-Federal Cost Worksheet is under construction with an expected availability for use in FY 2011.

(3) Method of Payment. Upon checkout, the MTC Accounts Manager shall complete the actual cost portion of the Non-Federal Cost Worksheet, obtain user approval, and provide a copy to the user. The user may pay by check, cash or any Visa / MasterCard credit card, or another form of funds transfer. Payment may be in advance of use or up to thirty days after the invoice date. Payment will be forwarded to the PFOIL-CG at the next regularly scheduled closeout on a Cash Collection Voucher DD Form 1131 (see Figure C-7, page 65).

d. Not-for-Profit Organizations and Non-Governmental Organizations.

(1) Forms, Processing, and Approvals. An MTC request form (NGIL Reg. 350-11, Appendix D) approved by the Training Site Commander shall be completed. A lease agreement (see Figure C-5 pages 62-63) shall also be completed. This document must be coordinated with the USPFO and approved by The Adjutant General.

(2) Rules for Charging. IIC's AND Overhead costs will be collected as the rental fee. The MTC Accounts Manager will prepare a Non-Federal Cost Worksheet estimating the costs for use and will send to requestor. At time of publication a Non-Federal Cost Worksheet is under construction with an expected availability for use in FY 2011.

(3) Method of Payment. Upon checkout, the MTC Accounts Manager shall complete the actual cost portion of the Non-Federal Cost Worksheet, obtain user approval, and provide a copy to the user. The user may pay by check, cash or any Visa / MasterCard credit card, or use some other form of funds transfer. Payment may be in advance of use or up to thirty days after the invoice date. Payment will be forwarded to the PFOIL-CG at the next regularly scheduled closeout on a Cash Collection Voucher DD Form 1131 (see Figure C-7, page 65)

**Table C-1
Required Documents & Approvals**

TYPE OF USER	TYPE OF AGREEMENT	IIC Form	Coordination	Approval	Method of Payment
Non Illinois ARNG and All ANG units	Approved MTC Request Form (If recurring support DD Form 1144 Required)	No (unless enhanced service)	MTC Scheduling Manager. (if enhanced service-PFOIL-CG)	MTC Scheduling Manager (if enhanced service USPFO)	NA (enhanced service requires DD 448 MIPR) or GPC)
Other DoD entities	Approved MTC Request Form; MOA/MOU one time use; or DD Form 1144, Support Agreement (recurring support)	Yes	MTC Scheduling Manager, PFOIL-CG; and NGIL-JA	USPFO	DD 448 MIPR or GPC)
Non-DoD Federal Agencies	Approved MTC Request; MOA/MOU (one time) or DD Form 1144, Support Agreement (recurring support)	Yes	MTC Scheduling Manager, PFOIL-CG, PFOIL-PC, and NGIL-JA	USPFO	Visa / MasterCard, Check, or ACH
State & Local Governmental Agencies	Approved MTC Request Form & Intergovernmental Training Use Agreement	No – Use Non-Federal Cost Worksheet	MTC Scheduling Manager, PFOIL-CG, NGIL-JA, and USPFO	TAG	Visa / MasterCard, Check, Cash, or ACH
Not-for Profit Org & Non-Government Org IAW 32 USC 508	Approved MTC Request Form & Lease Agreement	No – Use Non-Federal Cost Worksheet. Even if granted a waiver to track the \$8000 threshold.	MTC Scheduling Manager, PFOIL-CG, NGIL-JA, and USPFO	TAG for Use Agreement USPFO for Waiver of Fees	Visa / MasterCard, Check, Cash, or ACH

C-5. Identifiable Incremental Cost (IIC) Internal Financial Procedures and Waivers of fees.

a. Funds received for IIC support and overhead costs will be accounted for and managed separately from the billeting fund account.

b. The MTC Accounts Manager shall complete the actual usage costs on the IIC Worksheet or Non-Federal Cost Worksheet and receive approval from the user prior to check out of the facility.

c. Within seven days after the end of the event, the MTC Accounts Manager shall forward the approved IIC Worksheet or Non-Federal Cost Worksheet, and Invoice to the PFOIL-CG, Grants and Agreements Specialist. The Cash Collection Voucher DD 1131 (see Figure C-7, page 65) is sent to the PFOIL-CG, Grants and Agreements Specialist so that reconciliation of all payments can occur at least quarterly, or more often if necessary.

d. Upon receipt of the approved IIC Worksheet or Non-Federal Cost 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.

e. NGR 5-1 chapter 6-3 permits the USPFO to authorize a waiver of fees in two specific circumstances (1) To local community based non-profit organizations. However, the total sum of all such waivers must not exceed \$8000 per fiscal year. For purposes of this regulation “local” means within a 50 mile radius. The USPFO determines, by cost/benefit analysis, that the administrative cost incurred by collecting a direct reimbursement from another Federal user would exceed the amount of earned reimbursement.

C-6 MTC Advisory Council.

a. TAG will appoint an MTC Advisory Council and MTC Fund Manager. The council will make commendations as to suggested procurements, local policy, and disposition of accumulated billeting, range, and training area funds. The council will meet, as a minimum, on an annual 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.

b. 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.

c. 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.

C-7. Housing Policy Regarding Charges and Status of User

a. ARNG personnel who are performing active duty for training (ADT) or operation support (ADOS) for 180 days or more who are not entitled to per diem, **and** elect to reside in chargeable transient quarters, shall be required to pay the standard room rate (see Table C-5, page 56) **without** reimbursement.

b. ARNG personnel who are performing duty for a period of 179 days or less, and who are entitled to per diem shall be required to pay the standard room rate. (see Table C-5, page 56) The standard room rate **is reimbursable**.

c. ARNG personnel who are performing active duty and active duty for training of 179 days or less, 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.

d. **All** housing issued to ARNG personnel who are performing duty in a training status i.e.; Annual Training (AT), Active Duty for Operation Support (ADOS) 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 (see Table C-5, page 56) **without** entitlement to reimbursement.

e. 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.

f. 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 tents) without charge and without regard to adequacy. Therefore, personnel desiring accommodations to include amenities above that level will pay for it with personal funds. (Table C-5, page 56)

g. Non-DoD Federal, State, and Local Agency users will be required to pay the standard room rate (see Table C-5, page 56) for the use of rooms/quarters in Building B. No IIC's for Building B will be required of these users.

h. 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.

i. Payment for all room charges may be made by cash, personal check, Government Travel Credit Card, or other Visa / MasterCard credit card.

C-8. Chargeable Transient Quarters Priority/Room Rate

a. 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.

- (1) ARNG/ANG General Officer
- (2) All Other General Officers
- (3) ARNG Chief of Staff
- (4) In same order as BOQ/BEQ rooms

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

- (1) ARNG/ANG Officers (O-6)
- (2) ARNG Warrant Officers (CW-5)
- (3) All other Officers/Warrant Officers by Rank (on official travel)
- (4) State CSM
- (5) ARNG CSM, SGM, ANG CMSgt
- (6) ARNG E-8
- (7) All other E-8's (on official travel)

(8) All others as space is available (by rank, including authorized civilians/retirees).

c. All remaining room assignments will be issued in no special order unless blocked for any reason. MTC makes every attempt to preclude a male from sharing a latrine and shower with a female, but no guarantees are expressed or implied.

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 Housing Management.

g. Chargeable Transient Quarters Rates: BEQ's/ BOQ's \$20.00/night and GOQ's \$30.00/night. *Note* room rates are subject to change please call 815-750-6501, 6503 or 6506.

h. All reservations in advance are for bed space **only** and not a specific room.

i. Spouses are allowed billeting comparable to their military sponsor at the standard rate. Double occupancy is **not** allowed in single rooms. **All** guests must register at all times.

j. This facility *is not* family housing, and 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, by the Training Site Commander or MTC Housing Management.

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

l. **All** housing customers are required to pay for their rooms, or make arrangements for payment prior to departure. Arrangements for payment will be considered on a case-by-case basis by either the Training Site Commander or Program Analyst.

m. 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 or DTS.

n. 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.

o. Each individual is responsible to check out of their BEQ/BOQ at 1100 or an additional fee will be added.

p. 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) 750-6507.

C-9. Housing Internal Financial Procedures

a. A billeting fund is established at the training site and is recognized as a separate stand-alone, Non-Appropriated Fund. This fund is organized and managed IAW NGR 210-50. (See Reference c. in paragraph C-2 of this Appendix)

b. Funds are accounted for in accordance with applicable policy and guidance. Funds turned in will be supported, at a minimum, by the following documentation for the accounting period:

(1) Original or a copy of sequentially numbered signed receipt(s), (see Figure C-8, Marseilles Housing Assignment Receipt and Figure C-9 Guest Tracker Receipt pages 66-67).

(2) Credit Card Settlement Report or Bank Deposit Receipt.

(3) Marseilles Billeting Fund Cashier's Record (see Figure C-10 page 68)

(4) Marseilles Billeting Fund Occupancy Report (see Figure C-11 page 69).

c. The billeting fund will issue a check to the ILARNG NAF account on a monthly basis for all receipts earned, and will submit the same to the USPFO on a Marseilles Billeting Fund Occupancy Report (see Figure C-11 page 69)

C-10. 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:

- a. Review of receipts versus disbursements.
- b. Validity of service charges and non-official use surcharges.
- c. Accountability of property utilized in support of the billeting operation.
- d. Any other issues.

Table C-2

Marseilles Training Center-Identifiable Incremental Costs (IIC's) *Note* fees are subject to change please call appropriate point of contact, 815-750-6525, or 815-750-6506

Cost Element	National Guard Users	Other DOD & Federal Users (excluding National Guard)	All Non-Federal (Civilian, State)
Overhead Cost	Not Applicable	Not Applicable	See C Below
POL	Contact UTES 815-750-6530 for current price	Contact UTES 815-750-6530 for current price	Not Available
Gasoline, unleaded	per gallon	per gallon	Not Available
Diesel fuel #2	per gallon	per gallon	Not Available
Other oils, lubricants	As required	As Required	Not Available
Ice (Cubed 8lb bags)	Contact Logistics 815-750-6501 or 6503 for current price	Contact Logistics 815-750-6501 or 6503 for current price	Contact Logistics 815-750-6501 or 6503 for current price
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	Per hour	Per hour
Custodial (Additional as Required)	Not Applicable	Per hour	Per hour
Maintenance & Repair of Damages	As contracted by NGIL-FE	As contracted by NGIL-FE	As contracted by NGIL-FE

Table C-3

Training Support Complex Fees – *Note* fees are subject to change please call 815-750-6525 or 815-750-6506

Cantonment Areas	
Bldg A (13) Bde HQ & Classroom s (36000SF)	\$90/day
Bldg C (10)-Barracks & Dining (25000 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

Table C-4**Training Area and Range Fees “- *Note* fees are subject to change please call 815-750-6525 or 815-750-6506**

Training Areas/Ranges		Training Areas/Ranges	
Combat Pistol Qual. Course (CPQC)	\$19/day	Red Brick House	\$17/day
A 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
B Range	\$19/day	Engagement Skills Trainer	\$8/day
C Range	\$16/day	Hornickel Training Area	\$18/day
E Range	\$14/day		

Table C-5**Standard Housing Room Rates *Note* room rates are subject to change please call 815-750-6501, 6503 / 6506**

All Users	BEQ's and BOQ's \$20.00 per night
All Users	GOQ \$30.00 per night

SUPPORT AGREEMENT			
1. AGREEMENT NUMBER <i>(Provided by Supplier)</i>	2. SUPERSEDED AGREEMENT NO. <i>(If this replaces another agreement)</i>	3. EFFECTIVE DATE (YYYYMMDD) (UPON SIGNATURE)	4. EXPIRATION DATE <i>(May be "Indefinite")</i>
5. SUPPLYING ACTIVITY		6. RECEIVING ACTIVITY	
a. NAME AND ADDRESS USPFO FOR ILLINOIS COMPTROLLER 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702		a. NAME AND ADDRESS COMMANDER HEADQUARTERS FORT MCCOY 2101 SOUTH 8TH AVENUE FORT MCCOY, WI 54656	
b. MAJOR COMMAND NATIONAL GUARD		b. MAJOR COMMAND USARC	
7. SUPPORT PROVIDED BY SUPPLIER			
a. SUPPORT <i>(Specify what, when, where, and how much)</i>		b. BASIS FOR REIMBURSEMENT	c. ESTIMATED REIMBURSEMENT
ADMINISTRATIVE SERVICES RANGES TELECOMMUNICATIONS		COST OF OVERTIME ENVIRONMENTAL CLEANUP AMMUNITION ACTUAL COST	ESTIMATED AMOUNT
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED: <input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO	
8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
a. COMPTROLLER SIGNATURE	b. DATE SIGNED	a. COMPTROLLER SIGNATURE	b. DATE SIGNED
c. APPROVING AUTHORITY		c. APPROVING AUTHORITY	
(1) TYPED NAME JOHN W. NEWMAN, COL, USAF		(1) TYPED NAME JOHN J. JONES, COL	
(2) ORGANIZATION USPFO FOR ILLINOIS	(3) TELEPHONE NUMBER 217-761-3544	(2) ORGANIZATION FT. MCCOY HEADQUARTERS	(3) TELEPHONE NUMBER 222-333-4444
(4) SIGNATURE	(5) DATE SIGNED	(4) SIGNATURE	(5) DATE SIGNED
10. TERMINATION <i>(Complete only when agreement is terminated prior to scheduled expiration date.)</i>			
a. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED	c. APPROVING AUTHORITY SIGNATURE	d. DATE SIGNED

Figure C-1. DD Form 1144 Support Agreement

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
Federal Agency Name
Department

CHRISTOPHER J. HALL
The Director COL, GS
United States Property
and Fiscal Officer for Illinois

(Date)

(Date)

Figure C-3. Memorandum of Agreement Between ILARNG and Federal Organizations

MARSEILLES TRAINING CENTER
Intergovernmental Training Use Agreement

Pursuant to Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. the Illinois Department of Military Affairs (NGIL) 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 NGIL:

(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 NGIL if said training area(s) are required for NGIL military instruction or use.

5. Licensee will comply with all applicable NGIL regulations and safety rules when using the training area(s), and NGIL 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 NGIL 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 NGIL property are the responsibility of the Licensee, and NGIL will assume no liability therefore. Licensee is required to provide evidence of liability and property damage insurance in such amounts as are approved by NGIL and as a named insured, 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 NGIL, 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 NGIL, 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

Figure C-4. Intergovernmental Use Agreement

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

The Illinois Department of Military Affairs (NGIL) 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 NGIL:

(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 NGIL if said training area(s) are required for NGIL military instruction or use.

5. Licensee will comply with all applicable NGIL regulations and safety rules when using the training area(s), and NGIL 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 NGIL 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 NGIL property are the responsibility of

the Licensee, and NGIL will assume no liability therefore. Licensee is required to provide evidence of liability and property damage insurance in such amounts as are approved by NGIL and with NGIL as a named insured.

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 NGIL 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. Licensee shall indemnify, defend, and hold NGIL, 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

Name of Unit / Command:											
Date(s) Expected:											
	Daily Rate Cost	Unit	#PER QTY	Est. Cost per Day	Est. Days	Estimated Total	#PER QTY	Actual Cost per Day	Actual Days	Actual Total	
Training Support Complex											
Building 13 (Bldg A - HQ)	\$90.00	day		\$0.00		\$0.00		\$0.00		\$0.00	
Building 10 (Bldg C - Barracks w/Dining)	\$78.00	day		\$0.00		\$0.00		\$0.00		\$0.00	
Building 12 (Bldg D - Barracks w/Dining)	\$78.00	day		\$0.00		\$0.00		\$0.00		\$0.00	
Building 15 (Bldg E - Barracks)	\$63.00	day		\$0.00		\$0.00		\$0.00		\$0.00	
Building 17 (Bldg F - Barracks)	\$63.00	day		\$0.00		\$0.00		\$0.00		\$0.00	
50 Person Classroom	\$3.50	day		\$0.00		\$0.00		\$0.00		\$0.00	
Ranges											
Combat Pistol Qual Course (CPQC)	\$19.00	day				\$0.00				\$0.00	
"A" Range	\$19.00	day				\$0.00				\$0.00	
"B" Range	\$19.00	day				\$0.00				\$0.00	
"C" Range	\$16.00	day				\$0.00				\$0.00	
"E" Range	\$14.00	day				\$0.00				\$0.00	
Scaled Mortar Sabot Range	\$14.00	day				\$0.00				\$0.00	
Hand Grenade Range	\$5.00	day				\$0.00				\$0.00	
Engagement Skills Trainer Range	\$8.00	day				\$0.00				\$0.00	
Weapons Cleaning Facility	\$100.00	day				\$0.00				\$0.00	
Training Areas											
Training Area	\$5.00	day		\$0.00		\$0.00		\$0.00		\$0.00	
Land Navigation Course	\$5.00	day		\$0.00		\$0.00		\$0.00		\$0.00	
NBC Training Site	\$5.00	day				\$0.00				\$0.00	
Rappelling Facility	\$5.00	day				\$0.00				\$0.00	
Sea Huts	\$5.00	day				\$0.00				\$0.00	
Hornicle Tactical Training House	\$18.00	day				\$0.00				\$0.00	
Red Brick House	\$17.00	day				\$0.00				\$0.00	
MP Compound	\$5.00	day				\$0.00				\$0.00	
Conditioning Obstacle Course	\$5.00	day				\$0.00				\$0.00	
Confidence Obstacle Course	\$5.00	day				\$0.00				\$0.00	
Other Identifiable Costs											
Tippman / Veritas Paintball Sets	\$119.00	set/day		\$0.00		\$0.00		\$0.00		\$0.00	
Additional Security (hourly rate)		hr		\$0.00		\$0.00		\$0.00		\$0.00	
Additional Clean-up (hourly rate)		hr		\$0.00		\$0.00		\$0.00		\$0.00	
POL Diesel Fuel #2		Gal				\$0.00				\$0.00	
Oils,Lubricants		Gal				\$0.00				\$0.00	
Ice Cubed 8 lbs bags		bag				\$0.00				\$0.00	
Laundry Per Turn-In List		1 Lot				\$0.00				\$0.00	
Environmental Clean-Up											
Chargeable Transient Quarters Rate											
All users	\$20.00	Ea		\$0.00		\$0.00		\$0.00		\$0.00	
TOTAL Cost						\$0.00				\$0.00	

Estimated Approved by: _____
Date: _____

Actuals Approved by: _____
Date: _____

CF: User, PFOIL-CG, MTC Files

Figure C-6. Identifiable Incremental Cost Worksheet

CASH COLLECTION VOUCHER		1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		
		2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
3. RECEIVING OFFICE				
a. ACTIVITY (Name and Location) (Include ZIP Code)				
b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature)			d. DATE (YYYYMMDD)	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: _____ DSN: _____				
4. DISBURSING OFFICE				
a. ACTIVITY (Name and Location) (Include ZIP Code)				
b. DISBURSING OFFICER (Printed Name, Title and Signature)			d. DISBURSING STATION SYMBOL NUMBER	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: _____ DSN: _____			e. DATE (YYYYMMDD)	
5. PERIOD: a. FROM: _____ b. TO: _____				
6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
11. TOTAL				

DD FORM 1131, DEC 2003

PREVIOUS EDITION IS OBSOLETE.

APD PE v1.00

Figure C-7. DD form 1131 IIC Cash Collection Voucher

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:	

Figure C-8. Manual Housing Assignment Receipt

Marseilles Training Center
 1700 Army Road
 Marseilles,, IL 61341

12/24/2009

Name and Address:

Decatur, IL 62526

Reserv. No.

9868

Room No

B53

Rate

\$20.00/Day

Rate Type

NIGHTY 1

Arrival Date

12/21/2009

Departure Date

12/22/2009

Credit Card / Billing Information

VI xxxx-xxxx-xxxx

<u>Date</u>	<u>Room No</u>	<u>Room Type</u>	<u>Description</u>	<u>Charges</u>	<u>Payments</u>	<u>Balance</u>
12/21/09	B53	BOQ	Room Charge	20.00		20.00
12/22/09	B53	BOQ	Visa Payment		20.00	0.00
Balance Due:						\$ 0.00

_____ sign

I acknowledge all charges above as being correct.
 Thank you for staying at our fine hotel.

Figure C-9 Computerized MTC Housing Assignment Receipt

Appendix D
Example Format: Billeting Fund Cashier's Record

Billeting Fund Cashier's Record
Instrument for the State of _____

1. The following Cashier's record is completed for the period _____ thru _____.

2. The petty cash beginning balance (amount available in the safe) \$ _____

3. Second count \$ _____ From: _____

(Cashier's count)

(Cashier's Signature)

4. Receipts Issued: Beginning with # _____ Last Receipt issued: # _____

5. Blank Receipts: Beginning with # _____ Last Blank Receipt: # _____

	<u>Disbursed by Manager</u>	<u>Cashier Beginning</u>	<u>Cashier Ending</u>	<u>Collected by Manager</u>
a. Coins	\$ _____	\$ _____	\$ _____	\$ _____
b. Ones	\$ _____	\$ _____	\$ _____	\$ _____
c. Twos	\$ _____	\$ _____	\$ _____	\$ _____
d. Fives	\$ _____	\$ _____	\$ _____	\$ _____
e. Tens	\$ _____	\$ _____	\$ _____	\$ _____
f. Twenties	\$ _____	\$ _____	\$ _____	\$ _____
g. Fifties	\$ _____	\$ _____	\$ _____	\$ _____
h. Hundreds	\$ _____	\$ _____	\$ _____	\$ _____
i. Checks	\$ _____	\$ _____	\$ _____	\$ _____
j. Other	\$ _____	\$ _____	\$ _____	\$ _____

7. Ending total cash count: \$ _____

8. Beginning petty cash amount: \$ _____ (From Line 2)

9. Net cash: \$ _____ (Line 7 minus Line 8) 10. _____ (Total Amounts Reflected on Receipts)

11. Cash short/over \$ _____ (Difference between Lines 9 and 10) _____ (Print Cashier's name)

12. Fund manager review: _____ (Collecting/Reviewing Official's Signature)

Figure C-10. Marseilles Billeting Fund Cashier's Record

Appendix D

Marseilles Training Center – Illinois National Guard

REQUEST FORM General Instructions: All requests will be processed in the order in which they are received. Prior to approval, you may be contacted by MTC staff to clarify a portion of your request, solicit more details, or give you alternate suggestions for requested facilities, dates or times that are not available. Once approved, you will receive an approval letter. Items left blank or not filled out properly will result in delayed processing. Submission preference is email: MTC@ng.army.mil. You may also submit via fax (217) 750-6520 or by mailing it to MTC Scheduling, 1700 Army Road, Marseilles, IL 61341. Questions call 815-750-6525/6524/6503.

PART I – UNIT INFORMATION

Line #	Required Information	Unit/Group Information							
1.	Date Prepared:								
2.	Name of Unit or Group:								
3.	Mailing Address:								
4.	Person Submitting Request:								
5.	Commercial Phone:								
6.	DSN Phone:								
7.	Email Address:								
8.	Number of Personnel: If you have a combination of components, please put the number of personnel beside each category.		Air force		ANG		ARNG		DOD Civilian
			FORSCOM		Navy		Joint Forces		Non-DOD-Civilian
			Foreign Nation		USMC		USAR(SCHOOL)		USAR(TPU)
			TRADOC		Youth		Law Enforcement		Other (List in 9)
9.	UIC (if Military):								
10.	Arrival Date/time and # of Personnel (Advance party):								
11.	Arrival Date/time and # of Personnel (Main body):								
12.	Departure Date:								
13.	Type Training and/or Title of Event:								
14.	Specify Training Status AT, IDT, Active, Other:								
15.	Date/time Requested for Safety/Coordination Brief:								
16.	Night operations	YES <input type="checkbox"/> / NO <input type="checkbox"/> if Y specify time-							
16.	Method of Payment for Facilities:								
		(Specify: (CREDIT CARD IS THE PREFERRED METHOD OF PAYMENT) /MIPR/Direct Bill)							
17	Method of Payment for Billeting:								
			(Specify: (CREDIT CARD IS THE PREFERRED METHOD OF PAYMENT)/MIPR/Direct Bill)						

7Note to 16-17	It is imperative the you provide the name of the organization providing your funding if other than the requesting organization listed on this form: (Please call for clarification if needed)				
	Organization:		POC:		Phone #:

PART II - BARRACKS

General Information: Open bay barracks can accommodate 241 personnel per building, divided into 8 bays with up to 30 personnel per bay.

18.	Are Barracks Required?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
19.	Number of Males/Females:	/
20.	Dining Facility Needed:	YES <input type="checkbox"/> / NO <input type="checkbox"/> (see Part VII)
21.	Orderly/Supply Room Req?	

PART III – BOQ /BEQ

General Information: Specific type rooms may be requested, but are not guaranteed to be available. Housing personnel will do their best to assign comparable billeting quarters when requested facilities are not available. More detailed descriptions of billeting areas, as well as prices, are available on our website at <http://www.il.ngb.army.mil/departments/POTO/MTC/default.htm>

22.	Name of General Officer	
23.	Number of Field Grade Officer Rooms (M/F)	
24.	Number of BOQ/BEQ Rooms (M/F)	
25.	Other VIPS (M/F)	

PART IV – FIELD QUARTERS

General Information: The FOB contains 63 tents with 18 cots per tent for a total sleeping space for 1134. The two Sea Huts contain floor sleeping space for approximately 50 personnel.

26.	FOB – # of personnel	YES <input type="checkbox"/> / NO <input type="checkbox"/> -
27.	Sea Huts - # of personnel	YES <input type="checkbox"/> / NO <input type="checkbox"/> -

PART V – RANGES

General Information: See MTC NGIL 350-11 for range operating instructions. Ranges are: CPQC(Combat Pistol Range), A Range(Multi-Pur), B Range(Qual Range), C Range(25 meter), E Range(M203), Scaled FA Mortar Range, Hand Grenade Range

Line #	Start Date/Time End Date/Time	No. Persons	Range Name	Type of Weapon	Type of Ammo/DODIC	Night Fire
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					

PART VI – TRAINING FACILITIES

General Information: MTC offers a variety of training opportunities to include Confidence/conditioning course, EST/FATS, Rappel Tower, Weapon Cleaning Facility, Range Mess Pad, Range Trailer, Call-for-Fire Trainer, Virtual Convoy Trainer, Operator Driving Simulator, HEAT Trainer, MP Compound, CPQC Range Classroom, MP/POW Compound, NBC/CS Chamber, Rappel Cliff, Cable Bridge, MOUT Training Area, Gate 40 House (MOUT building), Portable Shoot Room, Northern and Southern CLFX.

Line #	Start Date/Time ----- End Date/Time	No. Persons	Type of Training (Describe training area needed, or specific training area if known)
36.	-----		
37.	-----		
38.	-----		
39.	-----		
40.	-----		
41.	-----		
42.	-----		

PART VII – TRAINING AREAS / LAND NAVIGATION AREAS / FIRING POINTS

General Information: MTC offers a variety of land navigation courses to include Beginner 102S, Advanced Beginner 104W, Intermediate 101 N/S, SOF Course, Advanced Course 106, Expert Course. MTC Training Areas include 101N, 101S, 102S, 102N, 102E, 102W, 103E, 103W, 104E, 104W, 104C, 105E, 105W. MTC artillery/mortar firing points 1-11

Line #	Start Date/Time ----- End Date/Time	No. Persons	Type of Training (Describe training area needed, or specific training area if known)
43.	-----		
44.	-----		
45.	-----		
46.	-----		
47.	-----		
48.	-----		
49.	-----		

PART VIII – MEALS / BATTALION HQ BUILDING (Bldg A)

General Information: MTC offers a variety and sizes of classrooms and administrative areas. Building "A" offers 2 state-of-the-art classrooms seating 100 each, each room can be divided in half. MTC does not provide caterers. Contact MTC billeting for a "non-official" recommended list of local caterers.

50.	Classrooms (# required) Start Date/Time End Date/Time	
51.	BN Office Area	YES <input type="checkbox"/> / NO <input type="checkbox"/>
52.	Medical Wing (See Appendix M for requirements)	YES <input type="checkbox"/> / NO <input type="checkbox"/>
53.	Dining Facility in Bldg A	YES <input type="checkbox"/> / NO <input type="checkbox"/>
54.	Meals catered?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
55.	Food Delivered? If YES, POC for food shipment	YES <input type="checkbox"/> / NO <input type="checkbox"/>
56.	Name/phone of cater	

PART IX – EQUIPMENT

General Information: MTC offers a variety and sizes of classrooms and administrative areas. Building "A" offers 2 state-of-the-art classrooms seating 100 each, each room can be divided in half.

	Date(s) of Use: Provide Start Date and End Date	Anticipated Time		Number Requested	Number Available
		Start	End		
Instructional Equipment					
Portable Projector(s) (classrooms have projectors)					4
Audio systems					2
DVD / VCR combination (classrooms are equipped)					3
Portable Projector Screens (classrooms have screens)					0
Over head projector					1
Public Address systems					4
Easels (butcher board)					8
TADSS Field Training Equipment					
Portable Targets					31
Grenade Bodies					50
Pneumatic Guns					2
Individual MILES, harness, halo, emitter M16A2					60 sets
M249 MILES Emitter					10
M2 Browning .50 Cal MG MILES Emitter					2
MILES Controller Gun					2
SAAS MILES Zeroing Device					1
Veritas Tactical Paintball Gun					41
Tippmann Paintball Gun					22
Engler .50 Cal Paintball Marker					3
Beam Hit Systems					2 systems
IED Simulations Kit (1 Kit)					1
M2 Practice bolt for M16 / M4 (for firing SRTA)					30
M3 Recoil Amplifier Barrel Assembly for M2 .50 cal.					6
AK-47 rubber resin training weapon					6
RPG-7 rubber resin training weapon					2
M1151 Enhanced Armament Carrier (Up-armored					11

HMMWV)					
Volleyball equipment					2
Basketballs					4
Football					1
Frisbees					2
Horseshoe equipment					2 Sets

PART X – MILITARY FUEL /AMMUNITITION

General Information: For military fuel and vehicle support questions please contact Marseilles UTES at (815) 750-6530/6531/6534. For Ammunition contact MTC Ammunition Supply Point Manager at (815) 750-6698.

57.	Has coordination been made for Diesel fuel needs?	YES <input type="checkbox"/> / NO <input type="checkbox"/> MTC FUEL POINT SHOULD BE COORDINATED
58.	Has ammunition been requested? Has ammunition issue been coordinated? Has ammunition turn-in been coordinated?	YES <input type="checkbox"/> / NO <input type="checkbox"/> YES <input type="checkbox"/> / NO <input type="checkbox"/> YES <input type="checkbox"/> / NO <input type="checkbox"/>

*****UNITS MUST VERIFY THAT ALL AMMO REQUESTS HAVE BEEN PROCESSED BY THE STAMIS PRIOR TO ARRIVAL FOR AMMUNITION ISSUE PURPOSES*****

PART XI – MISC

General Information: Use the following table to request any facilities or items not already addressed.

59.	
60.	
61.	
62.	
63.	
64.	
65.	

PART XII – APPROVAL

** 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.

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) 750-6525 or 6503.

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) 750-6507, 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 affected 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.

Appendix G
Range Safety Briefing

Range Safety Briefing

<p>All Of The Following Will Be Included In A Units Range Safety Briefing</p>

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.

Appendix H
Range Checklist

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.

Appendix I Range and Training Area Operating Procedures

I-1. Range Operating Procedures

a. Occupying a Range.

- (1) 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.

“Range Control this is ___ Range, request occupation time.”

- (2) Range control will provide an occupation time and range control operator’s initials. Range Control will require initials of the individual requesting occupation time.

(a) “ ___ Range this is Range Control, I give you occupation time of _____ hours, what are your initials?”

(b) “Range control this is ___ Range, my initials are _____”

(c) “_____ 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”

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

b. Requesting HOT Status.

- (1) The following must be done before requesting HOT status:

- (a) Range flag is up.
- (b) Ensure that the range has at least the minimum number of safety personnel required
- (c) Range has Combat Life Saver or Medic, designated evacuation vehicle, aid bag and litter.
- (d) Secondary means of communication is operational, but not tested
- (e) OIC and RSO must be on the range.

- (1) Prior to firing a using organization will request HOT status from Range Control. This will be done on the primary Range Control radio net.

(a) “Range Control this is ___ Range, request HOT status”

(b) “ ___ Range this is Range Control, is the range flag up?”

(c) Response from range

(d) “Do you have the appropriate number of safety personnel?”

(e) Response from range

(f) “Do you have medical personnel with aid bag, litter and a designated evacuation vehicle?”

(g) Response from range

(h) “ ___ Range who is your OIC and your RSO”.

(i) Response from Range

(j) “ _____ Range this is Range Control, at this time contact Range Control on your secondary means of communications”

(k) “Range Control this is _____ Range, on my secondary means of communications”

(l) “ _____ Range this is Range Control, switch back to primary, contact Range Control and standby.”

(m) “ ___ Range this is Range Control, what are your initials?”

(n) “Range Control this is ___ Range, my initials are _____”

(o) “ _____ Range this is Range Control, I give you HOT time of _____ hours, my initials are _____, do have any further traffic for Range Control?”

c. Requesting COLD Status.

- (1) 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.
- (2) Requests for COLD status will be done on the primary Range Control net.
 - (a) "Range Control this is ___ Range, requesting COLD status."
 - (b) "___ Range this is Range control, send your closing information."
 - (c) "Range Control this is ___ Range, Caliber of rounds fired ____; Number of rounds fired ____; Total number of personnel on site ____"
 - (d) "___ Range this is Range Control, what are your initials?"
 - (e) "Range Control this is ___ Range, my initials are ____"
 - (f) "___ Range this is Range Control, I give you cold time of ____ hours, my initials are ____.
Do you wish to schedule a clearing time?"

I-2. Training Area Operating Procedures

a. Occupying a Training Area.

- (1) 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.
 - (a) "Range Control this is, _____ request occupation time for training area _____."
- (2) Range control will provide an occupation time and range control operator's initials. Range Control will require initials of the individual requesting occupation time.
 - (a) "Training Area _____ this is Range Control, who is your OIC?"
 - (b) "Range Control this is Training Area _____, my OIC is _____"
 - (c) "Training Area _____ this is Range Control, I give you occupation time of ____ hours, what are your initials?"
 - (d) "Range control this is Training Area _____, my initials are ____"
- (3) During this procedure Range Control may provide additional instructions to a using organization, as needed.

b. Departing a Training Area.

- (1) 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.
 - (a) "Range Control this is Training Area _____, requesting closing time."
 - (b) "Training area _____ this is Range control, send your closing information."
 - (c) "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 ____"
 - (d) "Training Area ____ this is Range Control, what are your initials?"
 - (e) "Range Control this is Training Area _____, my initials are ____"
 - (f) "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?"
- a. All units will go through this procedure for each occupation and closing in each training area, NBC gas chamber, land navigation course, obstacle course, for waterborne and sling load operations.

Appendix J
Authorized Training Ammunition

a. The ammunition listed below is authorized for use at MTC.

DODIC	ITEM		
		A681	CTG SUB CAL 22MM CHG 2
AA33	CTG 5.56 MM BALL	A682	CTG SUB CAL 22MM CHG 3
AA49	CTG 9MM M882 BALL	A683	CTG SUB CAL 22MM CHG 4
A011	CTG 12FA00 SHOT	B519	CTG 40MM PRACT GREN
A059	CTG 5.56MM BALL	C440	CTG 105MM BLANK M395
A062	CTG 5.56MM SAW LKD BALL	G839	CTG GR 7.62 MM / DR TR
A063	CTG 5.56MM TR	G878	FUZE F / PRAC HAND GR
A064	CTG 5.56MM SAW LKD 4:1	G930	GREN HAND, HC SMK
A065	CTG 5.56MM Plastic SRTA M862	G932	GREN HAND, RED SMK
A068	CTG 5.56MM TR	G940	GREN HAND, GREEN SMK
A071	CTG 5.56MM BALL	G945	GREN HAND, YELLOW SMK
A072	CTG 5.56MM TR	G950	GREN HAND, RED SMK
A075	CTG 5.56MM SAW LKD BLANK	G955	GREN HAND, VIOLET SMK
A080	CTG 5.56MM BLANK	K139	MINE, APERS, INERT M68 (CLAYMORE)
A085	CTG .22CAL BLANK	K765	CHEM AGENT CS CAPSULE
A086	CTG .22CAL BALL	L278	SIGNAL ILLUM GRD RED
A090	CTG .22CAL TR	L305	SIGNAL ILLUM GR ST P
A091	CTG .22CAL MATCH GR	L306	SIGNAL ILLUM RD ST C
A093	CTG .22CAL MATCH GR	L307	SIGNAL ILLUM WH ST C
A110	CTG 7.62 MM BLANK	L310	SIGNAL ILLUM GR ST P
A111	CTG 7.62 MM BLANK MG	L311	SIGNAL ILLUM RD ST P
A130	CTG 7.62 MM BALL/M14	L312	SIGNAL ILLUM WH ST P
A131	CTG 7.62 MM 4 & 1 M60	L314	SIGNAL ILLUM GR ST P
A136	CTG 7.62 MM MATCH GR	L378	DETONATION SIM M80
A143	CTG 7.62 MM BALL / M60	L495	FLARE SURFACE TRIP
A146	CTG 7.62 MM TR / M60	L508	FUZE RAILROAD RED
A171	CTG 9MM M882 Ball	L592	SIMULATOR, TOW BLAST
A363	CTG 7.62MM MATCH GR	L594	SIMULATOR, PROJECTILE
A367	CTG 14.5MM TNR PD	L598	SIMULATOR, EXPLOSIVE BOOBY TRAP M117
A400	CTG .38 CAL BALL / SP	L599	SIMULATOR, EXPLOSIVE BOOBY TRAP M118
A404	CTG .38 CAL WAD-CUT	L600	SIMULATOR, BOOBY TRAP WHISTLING M119
A475	CTG .45 CAL BALL	L601	SIMULATOR, HAND GRENADE M116A1
A476	CTG .45 CAL BLANK	L602	SIMULATOR, ARTILLERY FLASH, M21
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 22MM CHG 1		

b. Ammunition not listed will be considered on a case-by-case basis. Requests for use of munitions not listed will be sent in memorandum format to MTC HQ: Attention Training Site Operations Officer.

**Appendix K
Contingency Fuel Spill Plan**

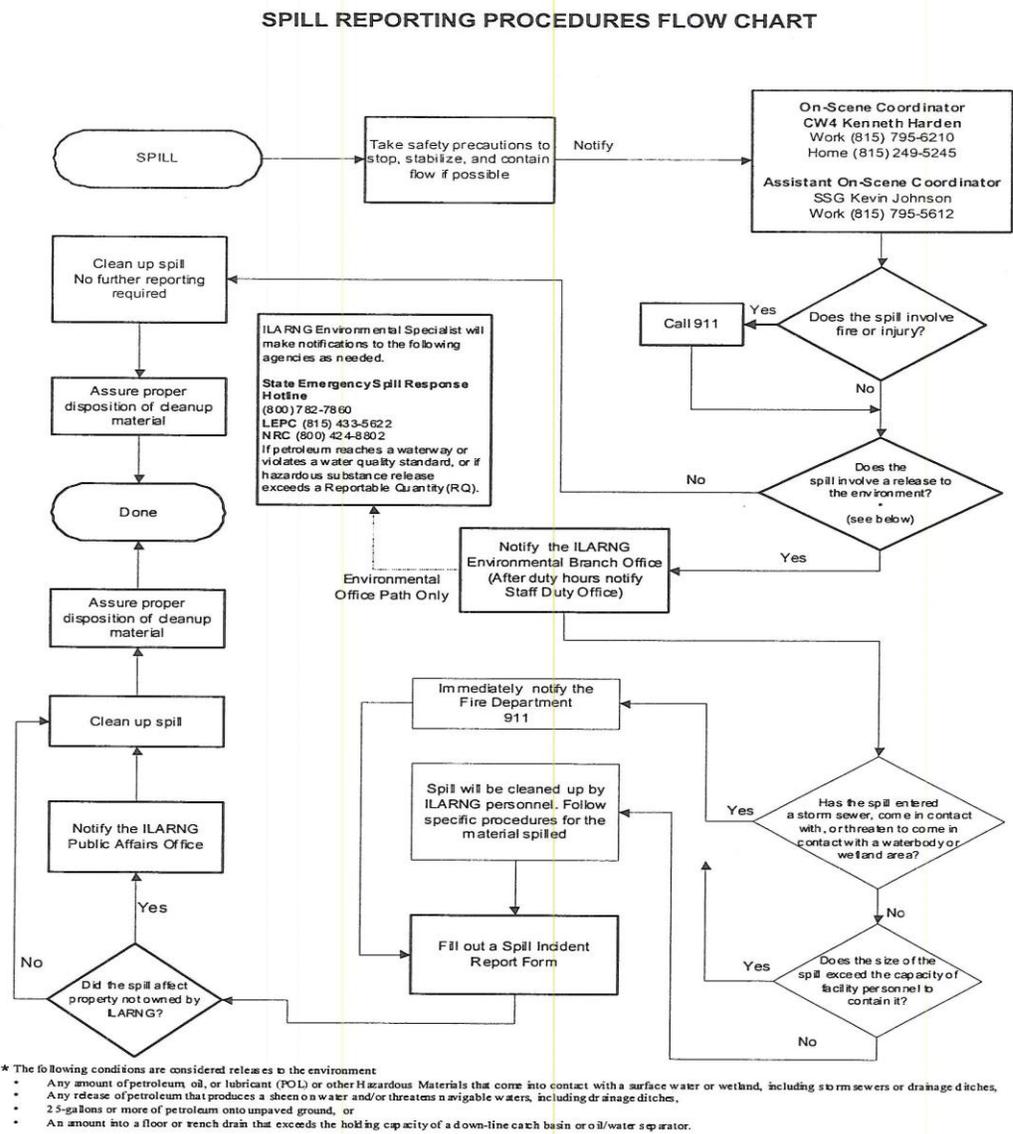


Figure K-1: Contingency POL Spill Plan Diagram

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:

Appendix L

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

NGIL-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

Appendix M

Training Support Complex

M-1. Accommodations

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 Quarters.
- (2) One Field Grade Chargeable Transient Quarters (CTQ) with private bath.
- (3) Four Field Grade CTQ's with shared bath and an Americans with Disability Act (ADA) compliant room.
- (4) 52 single occupancy rooms that share a bath.
- (5) Room 99 is considered a Moral Welfare and Recreation room.

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

(1) Bldg C, D, E and F house 241 personnel per building with 120 beds per wing and one bed in the supply room.

- (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 all CTQs.

b. Data transmission lines are available in the administrative areas and some single occupancy rooms

c. Computers with RCAS are available in the Battalion and Company HQ areas of all buildings.

d. BEQ /BOQ's have computer access on RCAS or a civilian internet source. See MTC Billeting Clerk for details. See chapter 5 for more information on telecommunications in the training support complex.

M-3. Request Suspense

Requesting use of the Training Support Complex is similar to requesting any facility at Marseilles Training Center. Request forms 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 at the MTC webpage www.il.ngb.army.mil the Department of Military Affairs or on request via email, fax and standard mail. Send requests for forms to: Marseilles Training Center, ATTN: Housing Manager, 1700 Army Road, Marseilles, IL 64131, or call (815) 750-6503 / 6502 / 6501 (phone).

Completed forms can be faxed, mailed or emailed to the location indicated above. MTC Housing Manager is responsible for scheduling all areas of the Training Support Complex.

M-5. Billeting, NON-Chargeable Quarters

Barracks bays will be scheduled by "blocks". Barracks bays will be assigned prior to the scheduled training event.

a. 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. After the block of 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.

b. Barracks bays not blocked will be available for other organizational usage or transient guests. MTC billeting Clerk will assign them, based on Priority Guidelines as follows;

- (1) Road to War Units
- (2) Units attending SRP or PHA
- (3) ILARNG Units
- (4) DOD entities
- (5) NON-DOD Units

c. All barracks will be issued by hand receipt of the key(s).

d. Acceptance of the key will provide assumption of responsibility for the key, all items within the barracks will be hand-receipted to the using Unit. Any damaged or missing items must be reported to billeting office immediately.

M-6. Administrative Areas

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

b. Battalion Headquarters area will support administrative needs for complete staff activities, including individual offices, conference or meeting room, and general office space.

c. Company Administrative Areas include private offices for Commander and First Sergeant, and open office space.

d. 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.

e. 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.

f. 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 Q 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 or the MTC webpage. 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 only permitted in the gravel parking lot east of the Training Support Complex and north of the HQ building..

M-11. Chargeable Transient Quarters

- a. The following is the list of priority for room reservations. Billeting Clerk will assign reservations weekly based on these criteria.
 - (1) General Officer 2-room suite will be issued in the following priority: (building B)
 - (a) ILARNG / ILANG General Officers
 - (b) All other General Officers
 - (c) ILARNG Chief of Staff
 - (d) ILARNG / ILANG Officers 06
 - (2) BOQ/BEQ Rooms will be issued in the following priority.
 - (a) ARNG / ANG Officers 06.
 - (b) ARNG CW5s
 - (c) All other Officers/Warrant Officers by rank order, on approved activities.
 - (d) State CSM.
 - (e) ILARNG CSMs, SGMs, ANG CSM's
 - (f) ILARNG E8s
 - (g) All others space available by rank, including civilians and retirees
- b. All remaining room assignments will be issued in no special order unless blocked for any reason.
- c. All reservations in advance are for bed space only not a specific room.
- d. The billeting section of MTC is authorized to perform health and welfare checks at any time room is occupied.
- 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) 750-6507 or Training Site XO at (815) 750-6500.

M-12. Facility Use Rules

- 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 4, paragraph 3-8 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 areas, unless authorized by MTC Commander.
 - (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 Training Support Complex (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 1100 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 outside the Administrative office 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. Cleaning Supplies

(1) All cleaning supplies for each building are provided.

(2) Additional or replacement supplies are available from MTC Supply.

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.

M-17. Additional Equipment Services

The following equipment is available for reservation on the Billeting and Logistics Request Form and sign-out from MTC Logistics:

- a. TV's (limited)
- b. DVD/VCR's (limited)
- c. Small Tables (limited)
- d. Sound System (limited)
- e. Overhead Projectors (limited)
- f. Butcher Block Easels (limited)
- g. Distance Learning Lab (TBA)
- h. Infocus Projection Cameras (limited)
- i. Video Tele-Conferencing (in MTC Hq)
- j. PC Computer Support (limited)
- k. Computer Labs (TBA)
- l. Easel Stands (available)
- m. Podiums (available)
- n. Phones (Limited)

Appendix N
Exception to Alcohol Policy Sample

Sample Alcohol Exception Policy

0/000th IN Alcohol Policy for MTC

1. This policy will be in effect from *date 1* to *date 2*.
1. Soldiers will not drink alcoholic beverages during duty hours.
2. Soldiers will not participate in, nor support underage drinking.
3. Soldiers will not drink and drive.
4. Soldiers will not drink alcoholic beverages after xxxx hours.
5. Authorized drinking areas are: Identify specific locations or areas.
6. Soldiers will not transport alcohol in military vehicles.
7. Soldiers will conduct police call of all designated drinking areas each evening.
8. It is the responsibility of the commander and NCOs to monitor reasonable use.
9. 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 a guideline for establishing their policy and are welcome to alter the sample to fit their needs.

Appendix O Lautenberg Amendment

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.

Appendix P Night Vision Device Training Policy

- a. This appendix provides installation requirements for conducting Night Vision Device operator training at Marseilles Training Center (MTC).
- b. Units will request appropriate training areas for vehicle type and training to be accomplished, IAW NGIL 350-11. The only permitted area for conducting NVD initial driving instruction and licensing is the gravel roadway immediately north of the Hornickle Training Area in training area 102E to the track driving area in training area 104E grid 60387264. Routine training can be done in any training area the using unit is assigned or the roadway previously indicated for licensing.
- c. Prior to training, units will provide to Marseilles Training Center Range Control:
 - (1) Training schedule identifying the training to be accomplished.
 - (2) Risk assessment for routine NVD training, new driver certification or refresher training
 - (3) 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.
 - (4) 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.
- d. 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.
- e. Questions regarding this policy should be addressed to the undersigned or Range Operations NCO, commercial, (815) 750-6522 / 6523 / 6525.

Appendix Q Dining Facility Operations

Q-1. General

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. Actions Prior to Use

- 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. Checking In and Out

- 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 (NGIL 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. (NGIL 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 Q-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 of 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 leftover 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 leftover 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 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) be collected IAW Chapter 12 & 13, AR 735-5.

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 clean up 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.

d. 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: _____

Figure Q-1. DFA Clearing Form

APPENDIX R

BILLETING

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <small>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</small>					DATE Current Date
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES UNIT NAME			LOCATION UNIT ADDRESS		
LAST NAME-FIRST NAME-MIDDLE INITIAL			AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
Last, First, Middle Initial Name, Rank, ETS date			YES	YES	<small>Click to Approve</small>
Last, First, Middle Initial Name, Rank, ETS date			NO	YES	<small>Click to Approve</small>
Last, First, Middle Initial Name, Rank, ETS date			YES	NO	<small>Click to Approve</small>
NOT BEING USED					<small>Click to Approve</small>
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: E5 & Above REQ & REC Billeting from Marseilles Training Center					
REMARKS N/A					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE UNIT UIC			DODAAC/ACCOUNT NUMBER UNIT EXPENDABLE DODAAC		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	<small>Click to Approve</small>
CMDR's Name					
DA FORM 1687, MAY 2009			PREVIOUS EDITIONS ARE OBSOLETE		APD PE v1.00ES

LOG

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <small>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</small>					DATE Current Date
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES UNIT NAME			LOCATION UNIT ADDRESS		
LAST NAME-FIRST NAME-MIDDLE INITIAL			AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
Last, First, Middle Initial Name, Rank, ETS date			YES	YES	<small>Click to Approve</small>
Last, First, Middle Initial Name, Rank, ETS date			NO	YES	<small>Click to Approve</small>
Last, First, Middle Initial Name, Rank, ETS date			YES	NO	<small>Click to Approve</small>
NOT BEING USED					<small>Click to Approve</small>
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: E5 & Above REQ & REC Supplies from Marseilles Training Center Logistics Section					
REMARKS Classroom Equipment, Audio, Visual, Laptops, Tents, MWR Equipment, and ETC					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE UNIT UIC			DODAAC/ACCOUNT NUMBER UNIT EXPENDABLE DODAAC		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	<small>Click to Approve</small>
CMDR's Name					
DA FORM 1687, MAY 2009			PREVIOUS EDITIONS ARE OBSOLETE		APD PE v1.00ES

RANGE

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE	
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					Current Date	
AUTHORIZED REPRESENTATIVE(S)						
ORGANIZATION RECEIVING SUPPLIES				LOCATION		
UNIT NAME				UNIT ADDRESS		
LAST NAME-FIRST NAME-MIDDLE INITIAL				AUTHORITY		SIGNATURE AND INITIALS
				REQ	REC	
Last, First, Middle Initial Name, Rank, ETS date				YES	YES	 <small>Click to Approve</small>
Last, First, Middle Initial Name, Rank, ETS date				NO	YES	 <small>Click to Approve</small>
Last, First, Middle Initial Name, Rank, ETS date				YES	NO	 <small>Click to Approve</small>
NOT BEING USED						 <small>Click to Approve</small>
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER						
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,						
THE AUTHORITY TO: E6 & Above REQ & REC Ranges & Range Equipment from Marseilles Training Center						
REMARKS						
The above soldiers have been trained in Range Operations.						
I ASSUME FULL RESPONSIBILITY						
UNIT IDENTIFICATION CODE				DODAAC/ACCOUNT NUMBER		
UNIT UIC				UNIT EXPENDABLE DODAAC		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE		 <small>Click to Approve</small>
CMDR's Name						
DA FORM 1687, MAY 2009				PREVIOUS EDITIONS ARE OBSOLETE		APD PE v1.00ES

TADDS

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE	
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					Current Date	
AUTHORIZED REPRESENTATIVE(S)						
ORGANIZATION RECEIVING SUPPLIES				LOCATION		
UNIT NAME				UNIT ADDRESS		
LAST NAME-FIRST NAME-MIDDLE INITIAL				AUTHORITY		SIGNATURE AND INITIALS
				REQ	REC	
Last, First, Middle Initial Name, Rank, ETS date				YES	YES	 <small>Click to Approve</small>
Last, First, Middle Initial Name, Rank, ETS date				NO	YES	 <small>Click to Approve</small>
Last, First, Middle Initial Name, Rank, ETS date				YES	NO	 <small>Click to Approve</small>
NOT BEING USED						 <small>Click to Approve</small>
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER						
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,						
THE AUTHORITY TO: E5 & Above REQ & REC TADDS Equipment from Marseilles Training Center						
REMARKS						
The above soldiers have been trained in the TADDS Equipment that is being requested.						
I ASSUME FULL RESPONSIBILITY						
UNIT IDENTIFICATION CODE				DODAAC/ACCOUNT NUMBER		
UNIT UIC				UNIT EXPENDABLE DODAAC		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE		 <small>Click to Approve</small>
CMDR's Name						
DA FORM 1687, MAY 2009				PREVIOUS EDITIONS ARE OBSOLETE		APD PE v1.00ES

TRAINING AREAS

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.					Current Date
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
UNIT NAME			UNIT ADDRESS		
LAST NAME-FIRST NAME-MIDDLE INITIAL			AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
Last, First, Middle Initial Name, Rank, ETS date			YES	YES	 Click to Approve
Last, First, Middle Initial Name, Rank, ETS date			NO	YES	 Click to Approve
Last, First, Middle Initial Name, Rank, ETS date			YES	NO	 Click to Approve
NOT BEING USED					 Click to Approve
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,					
THE AUTHORITY TO: E5 & Above REQ & REC Training Areas from Marseilles Training Center					
REMARKS					
The above soldiers have been trained in Range Operations.					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
UNIT UIC			UNIT EXPENDABLE DODAAC		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
CMDR's Name					Click to Approve
DA FORM 1687, MAY 2009		PREVIOUS EDITIONS ARE OBSOLETE		APD PE v1.00ES	

APPENDIX S.

**DEPARTMENT OF THE ARMY
YOUR UNIT
UNIT ADDRESS
CITY, STATE, ZIP**

FILE INFO

DATE

MEMORANDUM FOR Commander, Marseilles Training Center, 1700 Army Road
Marseilles, Illinois 61341-9750

SUBJECT: Safety Certification Appointment

1. Effective DATE, the below listed personnel were command certified per AR 385-63 para 1-4r(1),(2),(3), DA Pam 385-63. para. 1-6e(1) and Table 1-1, on M16A2 and M9 weapons:

<u>NAME</u> Soldier Name Add additional as needed for OIC/RSO	<u>SSN</u> Last 4	<u>RANK</u> SSG	<u>DUTY POSITION</u> Self explanatory	<u>CERTIFIED</u> OIC/RSO
---------------------------------------------------------------------	----------------------	--------------------	------------------------------------------	-----------------------------

2. Personnel listed above are certified and qualified to conduct live fire training. They are authorized to sign for the live fire ranges and also designated as safety officers for field training and may sign for designated areas on the Marseilles Training Center (MTC).

3. Authority: Per AR 385-63, DA Pam 383-63, and NGIL Reg 350-11.

4. Period: Valid for one year or until relieved by proper authority.

5. Special instructions: Personnel will become familiar with AR 385-63, FORSCOM Regulation 350-2, DA Pam 385-63, NGIL Regulation 350-11, and all applicable related to the safety requirements of the above weapons used during training.

BATTALION COMMANDER
RANK, XX, ILARNG
Battalion Commander

Safety Briefing conducted by: _____ Date: _____
(Range Control Personnel)

ROTC Cadets, OCS Students, WOCs, or any Officer or Warrant Officer who have not completed OBC/WOBC will not be authorized to be OICs or RSOs.

APPENDIX T

KEY LOST STATEMENT

Key Holder: _____

Date: _____

Key Control Officer/NCO: _____

Date: _____

Armory/Facility Manager: _____

Date: _____

Key Symbol	Key #	Door #/Purpose	Nature of Loss	Change Y.N.	NGIL-JSD-PS
					Recommendation Y.N.
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____

NGIL-JSD-PS Approval: _____

Date: _____

NGIL-CFM-FM Request Completed: _____

Date: _____

NGIL Form 153, 01 June 2010

APPENDIX U

REQUEST FOR KEY(S)

Key Requester: _____

Date: _____

Key Control Officer/NCO: _____

Date: _____

Armory/Facility Manager: _____

Date: _____

Key Symbol	Door #/Purpose	Existing Key Qty	Requested Key Qty	Justification	NGIL-JSD-PS Approved Key Qty
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____

NGIL-JSD-PS Approval: _____

Date: _____

NGIL-CFM-FM Request Completed: _____

Date: _____

NGIL Form 152, 01 June 2010

APPENDIX V

Extract from NGIL Regulation 350-2

B-1. Risk Assessment and Safety Awareness

As training in the army has become increasingly more intense and demanding, the overall level of risk inherent in training has risen. This increase of risk puts greater demands on commanders, who are the risk managers, to first, minimize the risks inherent in an operation and second, to reconcile inherent risks with essential mission requirements.

a. The risk management approach to safety requires identification of the risks associated with a particular operation and weighs those risks against the overall training value to be gained. A change in the level of mission difficulty produces a corresponding change in the risk involved.

b. Soldiers must develop a sixth sense about safety. They must be conscious of unsafe acts, see the potential for tragedy, and take steps to avoid it. Commanders must stress compliance in the following six areas:

(1) Set high standards. Set and enforce high operating standards in everything your unit does. Safety is a by-product of professionalism and of doing the job right the first time every time. By the book, disciplined operations are mandatory.

(2) Know your soldiers, their training status and their qualifications. Test new soldier's knowledge, regardless of whether or not they have been previously certified. This applies to weapons and every type of moving equipment.

(3) Know your equipment. Know its capabilities and its condition. Numerous check sheets and publications are available to guide you.

(4) Apply dispatch discipline. Many accidents involve equipment that should not even be out of the motor pool or off the heli-pad. Use equipment only when necessary and only when it can contribute to genuine training in the unit mission. Tough-minded dispatch discipline reduces exposure to accidents.

(5) Manage risks in training. Integrate the requirement for safety with the demand for realistic combat training. A high degree of safety can be achieved through the systematic management of inherent mission risks.

(6) Maintain awareness. Be constantly aware of the mission-critical importance of safety in all of your operations. You must be ever vigilant and not allow complacency when everything is running smoothly. Continuous awareness of the requirement for integrating safety into all day-to-day unit operations is essential to maintaining peak readiness.

c. Commanders and leaders must perform risk assessment prior to all training events. Where the risk assessment index exceeds the level specified by the next higher level of command, commanders and leaders **must** request permission from the next higher level of command prior to beginning the training event.

B-2 Consistent with the Risk Assessment and Awareness Discussed

The Specific Action Leaders and Soldiers must Stress are:

a. Safety will be stressed by all levels of command and will be addressed in all OPOD. At no time will safety be compromised for training. Death or serious injuries to soldiers conducting training cannot be justified.

b. All personnel will be thoroughly briefed on the conduct of training exercises to include safety procedures and possible accident-producing conditions and hazards.

c. Individuals will be accounted for prior to and after any LFX and hazardous night training exercises.

d. LFX must employ an emergency "Cease Fire" notification system that is known to all participants.

e. Range firing is conducted IAW AR 385-62, AR 385-63 and post or local SOP.

f. Medical support will be available including evacuation by air or motor vehicle, as appropriate, during LFX.

g. Before firing blank ammunition, personnel will be briefed on the following points:

(1) Blank ammunition is dangerous at close range. The same precautions utilized during loading, unloading, and clearing weapons with live ammunition will be exercised when using blank ammunition.

(2) Soldiers will not fire M16/M4 5.56mm blank ammo directly at anyone within 15 meters.

(3) Soldiers will not fire M60/M240B 7.62mm blank ammo directly at anyone within 40 meters.

(4) Weapons will have safety on and no ammunition chambered except when conducting train-up or participating in an exercise.

(5) All left-handed shooters will ensure that the top button of the uniform jacket is buttoned during firing.

h. All safety officers will be properly trained, and appointed. All personnel involved in the directing, laying and firing of weapons will be made fully aware of their responsibilities in carrying out fire missions.

i. Personnel will be briefed on proper methods of loading, unloading, and lifting heavy materials. Personnel will also be briefed on proper mounting and dismounting vehicles.

j. Only designated and safety briefed officers and NCOs will handle pyrotechnics. Pyrotechnics (1) and (2) below will be thrown into a pit (4 feet wide by 4 feet long by 3 feet deep, surrounded with engineer tape and clearly designated by a sign which says pyro pit) at the minimum safe range as expressed below:

(1) Hand grenade simulators - 15 meters.

(2) Ground burst projectiles - 15 meters.

(3) Smoke grenades - 5 feet.

(4) Smoke pots - 20 feet with area free from ignitable materials.

(5) Ground flares - 5 feet.

(6) Simulated Projectile Airburst Liquids (SPALS, used in simulated chemical attacks) - 25 feet away but directed over troops.

k. Motor vehicle operators will be briefed on safe operation of vehicles both on and off roads and in bivouac areas, to include use of ground guides. Vehicle operations will be governed by the following:

(1) Only qualified and properly licensed personnel will drive government vehicles.

(2) During the hours of daylight, drivers in Mission Oriented Protective Posture (MOPP) 2 or higher will not exceed 15 mph.

(3) During the hours of darkness, drivers in MOPP 2 or higher will not exceed 5 mph and will have an assistant driver who is not in MOPP.

(4) All personnel will wear properly adjusted passenger restraints (when available) while riding in any military vehicle.

(5) Tracked vehicles will not be operated without a driver and track commander (TC).

(6) Tracked vehicles will not close within 100 meters of Opposing Forces (OPFOR).

(7) All vehicle hatches (including cargo and troop doors) will be secured prior to movement with installed hatch locks and pins.

(8) Dismounted soldiers will **never** attempt to mount a tracked vehicle while the engine is running or in motion.

(9) All ammunition and pyrotechnics will be secured in appropriate storage containers prior to any movement of vehicles.

(10) There will be no smoking or open flames within 20 meters of any tracked vehicle.

(11) Tracked vehicles will not be operated without an operative intercom between the TC and driver or a ground guide.

l. As a precaution during electrical storms, all metal equipment must be properly grounded; soldiers should disperse and stay away from non-grounded metal structures, high ground, and tall trees; put on poncho; lie down in prone position, and wait further instructions from the commander. Never take cover under vehicles. Stay off the radio and telephones!

B-3. Heat and Cold Injuries

a. Training plans must consider vulnerability to heat and cold weather injuries. Guidance in preventing such injuries is found in TB MED 507, TB MED 508, Army Regulation AR 40-5, with FORSCOM Supplement 1, and Department of Army Pamphlet 40-11.

b. The State Surgeon/Medical Officer or, in their absence, the senior medical officer present for duty, is responsible for monitoring and dissemination of information to commanders on climatic conditions which may become a health hazard for troops training under those conditions.

c. Prior to commencing a unit's training with Chemical Protective Over Garments (CPOG) for MOPP 1 through 4, leaders will be given instruction on identifying heat stress symptoms and emergency first aid to treat those type of injuries.

B-4. Rules or Engagement

The following rules of engagement will be briefed to all unit personnel by the STX OIC or Assistant OIC **before** missions that could lead to contact. All controllers, unit leaders, and staff will be familiar with the complete rules of engagement

a. Only designated and safety-briefed Officers/NCOs (E5 or above) will handle pyrotechnics. All pyrotechnics will be thrown into a pit at the minimum safe range of 20 meters.

- b. Authorized personnel throwing pyro will wear hearing and eye protection.
- c. Minimum standoff distance between friendly and OPFOR personnel is 20 meters.
- d. No bodily contact! No hand-to-hand! No scuffles!
- e. Controllers will have authority at the scene of engagement.
- f. Force, mistreatment, physical abuse, or harassment of EPWs is prohibited. Observe the five S's.
 - (1) Segregate by rank, sex, and nationality.
 - (2) Search for weapons, military documents or equipment in the vicinity of capture.
 - (3) Speedily, evacuate from point of capture.
 - (4) Silence; prohibit any talking among EPWs for ease of control.
 - (5) Safeguards to prevent harm or escape.
- g. Personal wallets are off-limits. Only the upper pockets on EPW shirts or BDU / ACU shirts are subject to search by "friendly" soldiers. All other pockets are safe for wallets and personal effects.
- h. All searches will be under strict observation of STX controllers.
- i. Do not separate weapons, equipment, or any personal property from EPWs. Rifles will be unloaded, safety on, and slung over the shoulder with barrel down.
- j. EPWs will be held no longer than thirty (30) minutes. Their safety and health are the responsibility of the capturing unit.
- k. There will be no resistance, escape or evasion by EPWs.
- l. Friendly forces will not approach OPFOR aircraft or vehicles closer than 75 meters.
- m. Do not capture, enter or drive any OPFOR vehicle.
- n. Red smoke or a red star cluster means all personnel and all vehicles **must** stop in place immediately.
- o. OPFOR will wear OPFOR uniforms or their camouflage cover removed from the kevlar helmet. Friendly forces will wear ACUs with TA-50.
- p. Incidents where rules of engagement are ignored and soldiers are injured will result in punishment under the Military Code of Illinois, and/or NGIL REG 25-1.

B-5. Dangers of HC Smoke

- a. Some soldiers are not aware of the hazards of hexachlorethane (HC) white smoke
- b. Personnel will be instructed not to sleep in, on, under, or in close proximity to wheeled and tracked vehicles. Ground guides will be used for all vehicular movement in bivouac areas, tank park/maintenance areas.
- c. The deer tick spreads Lyme's Disease. Ticks attached to the skin and tick bites will be reported to medical personnel. Personnel bitten will be evacuated to cantonment area for further evaluation. If possible, the tick will be recovered. If imbedded in the skin, leave it for medical personnel to extract.
- d. Avoid snakes, rodents, or other wildlife that inhabit the training area. Animals can be dangerous. If a snake bites you, minimize your movement but let someone know immediately. Direct someone to kill or catch the snake to determine if it is poisonous, this will aid in prescribing an antidote if the snake is poisonous.
 - (1) No blanks will be fired unless the weapon has a blank firing adapter.
 - (2) NO live ammunition will be intermixed with blank ammunition. Soldiers using blank ammunition must not have access to live ammunition, grenades and smoke pots. Properly used, they add realism to combat training. However, improperly used, they can kill!
- e. The combustion products used in HC smoke grenades are toxic in high concentrations. Burning a mixture of granular aluminum, zinc oxide, and hexachlorethane produces the smoke. Sources of HC smoke include the AN-M8 smoke grenade.
- f. **HC smoke can be dangerous if improperly used.** The smoke contains corrosive substances that can destroy lung tissue, causing lungs to fill with fluid in a condition known as "Dry-Land Drowning". In some cases, the body can also be poisoned by zinc metal oxide in the smoke. The effects are usually delayed. Soldiers don't realize they inhaled too much until hours, or even days, after the exposure.
- g. Precautions on the use of HC smoke are listed on a card found in each box of 24 grenades. Technical information concerning HC smoke and health effects are in FM 3-11.9; Potential Military Chemical/Biological Agents and Compounds and FM 3-23.30; with Change 1; Grenades and Pyrotechnic Signals.
- h. The following safety precautions will be implemented when using HC smoke:
 - (1) Personnel will carry their protective mask when participating in exercises that uses smoke.
 - (2) Personnel will mask
 - (a) Before expose to any concentration of smoke produced by AN-M8 white smoke grenades or smoke pots (HC smoke) or metallic powder obscurants.

(b) When passing through or operating in dense smoke such as smoke blankets and smoke curtains (visibility less than 50 meters).

(c) When operating in or passing through a smoke haze (visibility greater than 50 meters) and the duration of exposure will exceed four (4) hours.

(d) Anytime exposure to smoke produces, breathing difficulty, eye irritation, or discomfort all similarly exposed personnel will mask.

(e) Personnel will mask when using smoke, in enclosed spaces, during Military Operations in Urban Terrain (MOUT). NOTE: The protective mask is not effective in oxygen may have been displaced.

(f) Smoke generator personnel will mask when it is impossible to stay upwind of the smoke.

i. Showering and laundering of clothing following exercises will illuminate the risk of skin irritation following exposure to smoke. Troops exposed to smoke should reduce skin exposure by rolling down sleeves.

j. Take special care when using HC smoke. Ensure that appropriate protection is provided to all personnel who are likely to be exposed. When using HC smoke in training, specific consideration must be given to weather conditions and the potential downwind effects of the smoke. Establish positive controls (observation, control points, communications) to prevent exposure of unprotected personnel.

k. The pin of the M201A1 fuse used in AN-M8 smoke grenade can be inadvertently pulled. This can occur when grenades that are not in the fiber container are placed, side by side, in boxes or out of boxes and the lever on one grenade catches in the ring pin of an adjacent grenade and either pulls or partially pulls the pin. The potential for the pin to be inadvertently pulled is significant up to the point when the grenade is placed in its fiber container. When a grenade is in its fiber container, there is almost no possibility of the pin being inadvertently pulled.

l. To prevent fuse pins from being inadvertently pulled, users are cautioned to comply with the following procedures:

(1) Retain the grenades in their fiber containers until they are to be used.

(2) Always store and transport the grenades in the fiber containers

(3) Prior to removing the grenade from the fiber container for use, observe the fuse safety pin. If it is missing, do not remove the grenade from the fiber container. If both legs of the pin are straight, or if one leg is straight and the other is bent to an angle less than 45 degrees, bend each leg 90 degrees in opposite directions.

m. The procedure outlined above should also be used for the M18 series smoke hand grenade and AN-M14 incendiary hand grenade, since they use the same fuse (M201A1) as the AN-M8 smoke grenade.

n. Applicable publications and standing operating procedures (SOP) must be reviewed to ensure procedures are established for issue, accountability, storage, handling, and employment during all training activities. AN-M8 smoke grenades will not be stored with CS grenades and will not be hung on uniforms.

o. Other smoke training where health effects must be considered includes WP, PEP, Fog Oil, Red Phosphorous (RP), colored smoke, and diesel smoke.

p. The best policy is if you are not sure, tell your soldiers to put on their protective masks.

GLOSSARY

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

Dining Facility, include the kitchen and mess hall.

Mess Hall

Area of a dining 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.