

**West Virginia
Army National Guard
Training Center, Camp Dawson**

**Standing Operating Procedure
Handbook**

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1. GENERAL INFORMATION.

1-1. Camp Dawson Defined.

Camp Dawson is a state owned, federally funded Army Training Center and is home to various West Virginia National Guard and Reserve units, as well as a Youth Challenge Program. The scheduling and coordination of all training on Camp Dawson falls under the direction and guidance of the Training Center (TC). The TC is a West Virginia National Guard Unit, which in addition to directing 60 plus traditional National Guardsmen, also employ's dual-status Federal Technicians and Active Duty Guardsmen to operate the installation on a daily basis. The Commander of the TC may also serve as the full-time Base Operations Manager. The Mission and major goal of the Training Center is to provide realistic training opportunities for the West Virginia Army National Guard, the Army National Guard of other States, Army Reserve, Reserve Officers Training Corps, and other Active and Reserve components of the Air Force, Navy, and Marine Corps. These opportunities impact favorably on unit readiness requirements, and allow the units to meet the challenges of their war time missions. As a Federally funded installation, Camp Dawson may also provide training opportunities to other Federal and Government agencies as deemed appropriate by the Base Operations Manager, the West Virginia Adjutant General, and the applicable West Virginia State Code.

1-2. Purpose.

This Standing Operating Procedure (SOP) provides a planning guide for all users requesting training facilities or who are scheduled for training facilities at Camp Dawson. Information contained herein offers sufficient planning guidance to allow users the opportunity to execute detailed planning. This SOP is not intended to be all encompassing. The responsibility is upon the user to be thoroughly familiar with the contents of this SOP and plan accordingly.

1-3. Hours of Operation.

a. Camp Dawson Sections, who support unit and group training, are operational Monday through Sunday from 0730 to 1600. Hours may be extended due to training missions and possibly upon request. Hours may be limited due to holidays or decreased activity.

b. Post Security and Post Billeting are operational 24 hours a day, 7 days per week.

c. See Contact Directory in the Supplemental Annex for section locations and phone numbers.

1-4. Protocol.

The Senior Officer of the Training Center (TC) and/or the Base Operations Manager of Camp Dawson will normally meet visiting dignitaries as mutually agreed upon IAW published itineraries. A list of proposed visit/tours of any O-6 and above and/or any GS-15 and above should be furnished to Camp Dawson Operations.

1-5. Uniform.

Camp Dawson users should abide by AR 670-1, Wear and Appearance of Army Uniform and Insignia. The soft cap is the basic headgear for utility uniforms in the Camp Dawson Cantonment area. Based on weather conditions and/or work or training environment, using Unit Commanders or their designee, may authorize their personnel to wear alternate headgear IAW AR 670-1 when appropriate.

1-6. Alcohol.

a. Consistent with the laws of the State of West Virginia, military, civilians or family members, twenty-one years of age or older, are permitted to purchase, possess, transport or consume beer, wine and liquor. Consumption of beer, wine and liquor shall be in moderation. No open containers of an alcoholic product may be transported in a motor vehicle.

b. In accordance with the West Virginia Adjutant General's Policy Concerning the Consumption of Alcoholic Beverages on Air Bases and Armories, that except for command sponsored events scheduled through the Camp Dawson Operations Office, the consumption of alcoholic beverages in Armories is prohibited. This policy extends to all areas and facilities of Camp Dawson with the exception of the Liberty Restaurant/Lounge, Field Bar and lodging areas (not including barracks). It is the responsibility of the Using Unit Commander/Senior NCO to enforce these policies.

c. The Camp Dawson Training Center and/or Base Operations Manager, maintains the right to designate other areas on the installation off-limits to alcoholic beverages as he or she deems appropriate.

d. Abuse of any of the aforementioned policies may result in immediate expulsion from Camp Dawson and the cancellation of future requests.

1-7. Smoking.

There is no smoking permitted inside any facility at Camp Dawson. Smoking is permitted in established smoking areas, designated by signage.

Personnel are also permitted to smoke 50 feet away from any main entrance. Cigarette butts should only be disposed of in proper receptacles.

1-8. Medical.

a. Troop Medical Clinic (TMC)

(1). The Troop Medical Clinic (TMC) contains a reception area, three examination rooms, and a doctor's office, all available to schedule via the online request form at www.wv.ngb.army.mil/campdawson. All requests go through Camp Dawson Operations.

(2). The TMC is traditionally not staffed on a full-time basis. However, during the Summer months (typically May through September) active duty medical units may send three to four medics who would be available to see DOD personnel on a daily basis. Users should contact Camp Dawson Operations for a schedule and/or availability.

b. Preston Memorial Hospital. (Level 3 Medical Facility- See Levels of Care located in Supplemental Annex)

(1). Preston Memorial Hospital is located in Kingwood, WV, approximately 7 miles from Camp Dawson. See Strip Maps located in Supplemental Annex.

c. Line of Duty (LOD) Determination

(1). Line of Duty (LOD) determination is an administrative tool for determining a military member's duty status at the time an injury, illness, disability, or death is incurred.

(2). Any military member who is injured while training on Camp Dawson property and who seeks outside medical attention should provide Camp Dawson Operations a copy of their LOD. LOD Packets may be obtained from the Camp Dawson Operations Office.

d. Emergencies.

All emergencies should be directed to 911. If possible, contact Camp Dawson Security (see Supplemental Annex) to notify of emergency as well. (Note: Typical medical evacuation flight time 20 minutes from Ruby Memorial Hospital, Morgantown WV.)

1-9. Accidents and Damages

All accidents and damages, regardless of injury to personnel, Camp Dawson equipment, and/or facilities, should be reported to Camp Dawson

Operations. If incidents occur after hours, please notify Camp Dawson Security. (See Supplemental Annex).

1-10. Installation Access.

- a. References. WV Code § 15-1H-6
- b. This memorandum outlines procedures pertaining to accessing and utilizing Camp Dawson facilities and services.
- c. The General Public is not permitted access to Camp Dawson.
- d. In accordance with Camp Dawson Standing Operating Procedures, access to Camp Dawson is granted to the following personnel and under the following situations:
 - (1). By showing applicable identification, all Department of Defense (DOD) personnel, to include military members, military retirees, dependents, and DOD Contractors may access Camp Dawson via the Main Gate.
 - (2). Personnel who are training at Camp Dawson and who do not have a card identifying them as a DOD employee or dependent, may enter the installation only by way of a Security Notification (TC Form 15) and through proper authorization granted by Camp Dawson Operations.
 - (3). Dependents of non-DOD personnel who are employed at Camp Dawson are permitted on the installation as long they are accompanied by said employee. Unaccompanied access may be coordinated on a case-by-case basis through Camp Dawson Operations and by using a Security Notification (TC Form 15). Civilian contractors, who do not have DOD Identification, are not classified as employees of Camp Dawson.
 - (4). Dependent spouses, with proper DOD identification may be accompanied by and will be held responsible for non DOD guests.
 - (5). Dependent children who are not accompanied by one or more of their parents are not permitted to bring non DOD guests onto the installation without prior permission from Camp Dawson Operations and a Security Notification (TC Form 15).
- e. Use of facilities and services which fall under the Morale, Welfare, and Recreation department are directed by WV Code § 15-1H-6. In that regard, the state law authorizes the following individuals' use of MWR facilities and services:

- (1). Active and reserve component members of the armed forces of the United States;
- (2). Persons retired from the armed forces of the United States;
- (3). Civilian employees of the United States (DOD); and
- (4). Employees of the state of West Virginia.

f. Morale, Welfare, and Recreation services are defined as and include:

- (1). Lodging
- (2). Swimming Pool and Hot tub
- (3). Liberty Restaurant and Lounge
- (4). PX
- (5). Barbershop
- (6). Multi-Purpose Fitness Facility
- (7). Recreational equipment
- (8). Pierce Lake

g. It is the responsibility of Camp Dawson Security to ensure that personnel accessing Camp Dawson meet the aforementioned criteria listed in this Policy Memorandum. Vague or obscure situations should be immediately directed to Camp Dawson Operations for resolution.

2. OPERATIONS.

2-1. Responsibilities.

Operations is responsible for coordinating the utilization of all Camp Dawson facilities, training areas, training aids, and group billeting. Resulting information is then disseminated to all applicable sections to allow them to prepare for incoming units.

2-2. Requesting Facilities and Training Areas.

a. Requests for use of Camp Dawson facilities, training areas, and group billeting, are coordinated through Operations by utilizing the online form at www.wv.ngb.army.mil/campdawson. If you are unable to submit online, contact Operations for alternative options. Location and contact information may be found in the Contact Directory (see Supplemental Annex). A Short Term Request (TC Form 25) (see Forms Annex) may be used for meetings or requests that will not exceed 2 days in length, and that do not have group billeting needs. Note: All aircraft will be required to have a Prior Permission Request (PPR) before landing on Camp Dawson Army Airfield or Training Areas.

b. Operations will not schedule units or groups without a Request Form on file. Organizations may make email or telephonic contact with

Operations to determine the availability of facilities prior to submitting the Request Form. Requests will be processed in the order in which they are received.

c. Changes. Changes may be requested by submitting a request for changes TC Form 16 (see Forms Annex).

d. Cancellations. Cancellations should be made, in writing, using TC Form 16 (see Forms Annex) NLT 90 days prior to scheduled arrival date of the advance party. Failure to do so may affect the unit's ability to schedule future training at Camp Dawson. In the event of unforeseen circumstances, i.e. a deploying unit or change in FPCON levels, Camp Dawson may be forced to cancel a unit or group's training event.

2-3. Notification of Approval/Disapproval.

a. Upon verification of availability, Operations will notify the requesting unit's or group's self-designated Point of Contact (POC) as to the approval or disapproval of their request. If approved, the unit POC will receive a Camp Dawson approval letter with all the required forms and information, along with a specific due-in date, to Operations. Notification of disapproval will be made in writing either via email or the postal service. Operations personnel may also provide the requesting unit with recommendations of alternate dates or facilities at this time. A request is not considered approved until an Approval Letter has been generated and received by the requesting unit or group.

b. Mandatory Forms. The following documents are mandatory for all organizations training at Camp Dawson to provide, NLT 15 working days prior to their arrival at Camp Dawson. Failure to submit these documents will result in the cancellation of your request. All Camp Dawson forms are available at www.wv.ngb.army.mil/campdawson/ or within the Forms Annex of this SOP.

- Pre-Arrival Checklist
- Training Schedule or Itinerary (your format)
- IT Worksheet
- Risk Assessment

c. Information Technology Department (IT)

(1). All groups utilizing any type of classroom facility, to include the auditorium, will receive an IT Worksheet (see Forms Annex) which must be completed and submitted prior to arrival. IT services are provided by Camp Dawson's J6 shop and will not be made available and cannot be coordinated properly without prior submission of this form.

(2). Operations will redirect the completed IT Worksheet to the J6 shop. It is then the unit's responsibility to contact the J6 shop directly to discuss their IT needs in detail, prior to arrival to Camp Dawson.

(3). Although scheduled through Camp Dawson Operations using TC Form 1, all IT support for the Distance Learning Classroom (DLC) located in Classroom 001 in the RTI, is coordinated directly with G3/DLLP. It has Video Conferencing (VTC) capabilities. The implementation of any additional software must be authorized through the G3/DLLP shop.

d. Additional Forms.

Depending on the nature of your training, the following documents (located in the Forms Annex or the Supplemental Annex) may also be provided to you with a mandatory due-in date of 15 working days prior to the arrival of advanced party. Failure to submit these documents may result in the cancellation of your request.

- Front Gate Roster
- RSO / OIC memo
- Dining Facility SOP (information purposes only)
- Subsistence Request Form
- Pool Usage Agreement
- Hold Harmless Agreement
- DA 1687 Assumption Of Command Letter
- MIPR's (30 days prior to arrival)

2-4. In-Processing Post

a. **Time and Location.** Upon arrival at Camp Dawson the incoming unit's Point of Contact (POC) should be directed to the Operations Office (see Supplemental Annex) to in-process. Units will be required to in-process no later than 1500 hours or no earlier than 0730 hours without prior coordination and permission from Camp Dawson Operations.

b. **In-Process.** Unit or group will be provided with an In-Processing packet, to include the In-Processing Form, TC Form 10 (see Forms Annex) upon arriving at Operations. Additional Points of Contact (POC's) may be designated at this time. Upon completion of in-processing with Operations the unit/group will be directed to all other applicable sections to fulfill any other need prior to starting their training event. You **MUST** in-process with Operations before you may sign in with any other section at Camp Dawson. No facilities will be issued or briefings conducted before unit/group has in-processed with Operations. (Note: In-processing may be delayed if units fail to meet designated times.)

2-5. Strength Reporting

Units will be required to track and report their daily strength numbers using TC Form 26, Strength Report. (Forms Annex) Strength refers to the number of personnel present each day at Camp Dawson for the unit or group's training. Personnel on post but not attending the actual training should also be included in this number. Units or groups containing members from different service branches or components will need to break strength down accordingly. Strength numbers must be provided to Operations each day NLT 0900. These numbers may be called in to the Operations office (see Supplemental Annex) or a representative from your unit or group may stop in and verbally relay this number. A completed TC Form 26 should be turned into Operations at the time of Out-Processing.

2-6. Requests During Training

Units may request additional facilities as well as turn facilities in early during their training at Camp Dawson. Additional requests will be required to come from the designated POC/POC's of the using unit. Units requesting additional facilities will be subjected to extra charges associated with those facilities. Coordination with Camp Dawson Logistics (see Chapter 3-9) must be conducted prior to approval to ensure proper funds are in place. If a unit turns in any facilities early they will not incur any charges from that point on. All additional requests are to go through Operations.

2-7. Out-Processing.

Upon completion of training at Camp Dawson each unit will be required to clear Post. Units must clear all applicable sections at Camp Dawson before they can be cleared by Operations. Logistics is the last section to be out-processed prior to being cleared by Operations. Applicable signatures will need to be on the TC Form 10 (See Forms Annex) before unit/group can be cleared. Upon clearing Operations, a copy of the signed TC Form 10 will be provided.

2-8. Feedback.

Camp Dawson affords it's users a variety of ways to provide feedback concerning their training experience. Every unit or group's Point of Contact receives an TC Form 11, After Action Review (see Forms Annex) at the time of in-processing and is asked to return it to Operations upon out-processing. Additionally, selected units may be asked (or may request to receive) an Individual Survey. Groups will be asked to hand out the individual surveys to all personnel in their group or unit and turn in at the time of out-processing. CD Logistics will provide each unit a TC Log 08 Form, After Action Review, which is to be completed by using units when out-processing from Camp Dawson.

The Morale, Welfare, and Recreation (MWR) department provides everyone staying in chargeable quarters a survey as well. All surveys and After Action Reviews are ultimately reviewed by the Commander and/or Base Operations Manager and addressed accordingly. Camp Dawson personnel welcome your feedback at any time.

2-9. Site Visits.

Conducting site visits at Camp Dawson is highly encouraged. Organizations that wish to conduct a site visit must fill out a TC Form 27 (Site Visit Request) (see Forms Annex). Days preferred for site visits are Tuesday, Wednesday or Thursday's. This form needs to be submitted to Camp Dawson Operations via email. Operations will send notification of approval or disapproval via email to your organization after the request is received. Unscheduled site visits will not be supported.

2-10. Physical Training.

a. Individual physical training may be conducted at the discretion of the individual. It is recommended that persons conducting individual training on roadways wear reflective garments and/or light colored, highly visible clothing. Extreme caution must be taken during the hours of darkness. At a minimum, reflective vests should be worn during darkness. Camp Dawson has available for use a one quarter mile, gravel surfaced, oval running track. Off limit areas include all roadways that are gated, the ASP road, range road when active, and any areas where construction is present. Check with Operations or Post Security for daily updates regarding off limit areas.

b. Units should schedule group physical fitness activities and tests through the Camp Dawson Operations Office. Road guards will be used. Reflective vests and flashlights are required during non-daylight hours. Units should be aware that heavy traffic occurs on Camp Dawson proper from the hours of 0630-0800 and 1515-1645 hours daily. Authorized testing courses will be communicated to unit via the Camp Dawson Operations Office once training has been approved. Military units from any of the Services conducting a Physical Fitness Test on Camp Dawson will meet the following requirements: (Additional requirements of other services may be incorporated as required).

(1) Minimum of four personnel to conduct the test. OIC/NCOIC; Event Supervisor; Event Scorer; and Support Person.

(2) Medical Coverage:

Primary: Civilian EMS and Ambulance on site.

Alternate: Paramedic (or higher), Field Litter Ambulance (FLA) w/driver, aid bag, Automated External Defibrillator (AED) and Back Board on site.

Contingency: Current 68 W or 18 D, Field Litter Ambulance (FLA) w/driver, aid bag, Automated External Defibrillator (AED) and Back Board on site.

Emergency: Current CLS Qualified Person, Field Litter Ambulance (FLA) w/driver, aid bag, Automated External Defibrillator (AED) and Back Board on site.

c. Bike riding is authorized within the Cantonment Area. Bicyclists will adhere to all traffic laws and will ride on the right side of the roadway. Reflective clothing, rear lights and a headlight are required during other than daylight hours. Use of bike helmets is mandatory.

d. Weights and other Physical Training equipment are available for use in the Multi-Purpose Building, a full Gymnasium facility.

3. LOGISTICS.

3-1. Responsibilities.

Camp Dawson Logistics is responsible for the issuing and receiving of facilities and equipment to include, but not limited to, classrooms, barracks, mess halls, and linens. Additional duties of the Camp Dawson Logistics section include the coordination of both diesel and aviation fuel requirements for using units; the issuing of General Services Agency (GSA) vehicles, Transportation Motor Pool (TMP) vehicles, and Organic vehicles; and subsistence requests for all WV National Guard units. Users of Camp Dawson will receive their final invoices from Camp Dawson Logistics and will make and/or coordinate all payment with them prior to departure.

3-2. Scheduling Facilities and Equipment.

All facilities and equipment are scheduled through Camp Dawson Operations using the Request for Utilization Form, TC Form 1 (see Forms Annex). Because of limited supply resources, all groups/units are encouraged to use their own supply channels. All necessary equipment and supplies (i.e. cleaning supplies, toilet paper, towels, trash bags, etc.) to support your training should be obtained at home station.

3-3. Requesting Vehicles.

With the exception of GSA Buses, personnel should contact Camp Dawson Logistics (See Supplemental Annex) to establish the type and availability of vehicles. See Vehicle Request Procedures located in the Supplemental Annex for complete instructions on requesting and utilizing Vehicles.

3-4. Requesting Fuel.

Camp Dawson has the ability to provide users with Diesel and Aviation (JP8 Fuel). Units that request to use Camp Dawson's fuel farm for refueling vehicles will request using Request for Utilization Form, TC Form 1 (see Forms Annex) and coordinate with Camp Dawson Fuel Handler (see Supplemental Annex). Aviation (JP8) will be manually distributed by Fuel Handler. Prior coordination is important. See (Supplemental Annex) for the Forward Area Refueling Point (FARP) Procedures. For hours of operation and detailed procedures regarding requesting and obtaining both diesel and aviation fuel, please see TC Log 10 in the Supplemental Annex. A PPR is required for any aircraft flying into Camp Dawson.

3-5. Methods of Payment for reimbursement of supplies and services

a. Credit Card (Visa/Master Card preferred), GFEBS, Military Interdepartmental Purchase Request (DD Form 448 or MIPR), cashier's check, or money order (least preferred method).

b. Cashiers check, money order or business organizational check made payable to the U.S. Treasury.

c. Organizations other than West Virginia National Guard may submit a MIPR for supplies and services. Each MIPR should be submitted NLT 30 days prior to unit's arrival at Camp Dawson to the WV Fiscal Accounting office and a copy directed to Camp Dawson Logistics (see Supplemental Annex).

d. Examples of supplies and services requiring reimbursement include:

(1). Class "A" telephone service (access to commercial long distance phone service through an existing installed phone line).

(2). Linen Cleaning (mattress cover or fitted sheet, sheets, pillow case or blankets)

(3). Expendable items, when available (i.e., toilet paper, trash can liners, paper towels, soaps and detergents)

(4). Chemical toilet (cleaning fees) and placement

(5). Overhead costs (non-DOD)

(6). Range targets

(7). Maps

(8). Miscellaneous construction material

(9). Dumpsters, Refuse P/U's

e. During final clearance and out-processing, units will verify (with signature) TC Form 448, to ensure they are being charged correctly.

3-6. Subsistence/Meals

a. The Robert C. Byrd Dining Facility is operated by a Civilian Contractor and is operational depending on Installation usage. This facility has the ability to feed group's breakfast, lunch, and dinner, provide bagged meals, Mermites, and provide field feedings. Requests for catered special events and refreshments for meetings and conferences can be coordinated through MWR's Conference Coordinator/Marketing Director or the Dining Facility Manager (see Contact Information). All group's intending on eating in the dining facility should indicate so on Camp Dawson's On-line Request Form at www.wv.ngb.army.mil/campdawson. All WV National Guard units are to utilize a Subsistence-in-Kind (SIK) Request (see 3-6b below). All other military and civilian groups intending to eat in the dining facility should directly coordinate with the Dining Facility Manager. See attached Dining Facility SOP for contact information and current rates. (See Supplemental Annex).

b. Subsistence-in-Kind (SIK) Request – All West Virginia Army National Guard units must submit their requests utilizing AGO Form 30-22-1 NLT seven (7) days prior to first scheduled meal to Camp Dawson Logistics (See Supplemental Annex). Logistics will provide Dining Facility Contractor with headcount sheets for individual units for each meal requested. Meal cards will be issued to units during their in-processing. Unit personnel should utilize the Meal Card Control Register to issue cards to individual soldiers. Meals cards will be destroyed after expiration date on meal card. The Meal Card Control Register will be turned into Camp Dawson Logistics during out-processing.

c. Units or groups utilizing a DD Form 448 or MIPR to pay for their meals must ensure Camp Dawson Logistics (See Supplemental Annex) has received a copy of their MIPR with enough funding to pay for all meals they have scheduled with the Dining Facility Contractor (see Supplemental Annex). Upon completion of training, the Dining Facility Contractor will provide Camp Dawson Logistics a copy of invoice for payment. Once verified that the amount on the invoice is within limits of the amount provided on MIPR, Camp Dawson Logistics will ensure dining facility/contractor is paid.

3-7. In-Processing/Issuing Facilities and Equipment.

a. Upon arrival and In-Processing at Post Operations at the time and date specified on their Pre-Arrival Checklist (PAC) (see Operations chapter 2-4),

unit will be sent to Post Logistics to draw buildings, equipment and supplies. Accommodations and facilities are not guaranteed at dates and times other than that specified on the PAC.

b. Requests for after hour in-processing should be directed to Post Operations (see Supplemental Annex).

c. All military organizations are required to provide a valid DA Form 1687 (Delegation of Authority) and Assumption of Command Letter before issue of supplies and post cantonment area buildings (admin, supply and billets) can be made. DA Form 1687s will be filled out in accordance with DA Pam 710-2-1 and forwarded to Camp Dawson Logistics (see Supplemental Annex). Civilian organizations must submit, in writing, all individuals authorized to sign for their supplies and equipment.

d. Logistics will complete all required supply documents for in-processing including DA Form 2062 for any linen and the loan of organizational property and initial the hand receipts below the appropriate column. Transfer and acceptance of responsibility for buildings and installed property will be effective upon the signature of responsible Officer. Activities will be cleared using the same hand receipt and checklist used to issue buildings and property at the beginning of the training period.

e. While buildings are being issued, all personnel other than the individuals on the DA Form 1687 will remain out of the building until it has been turned over to the unit representative.

f. Logistics personnel, along with unit representative, will annotate any property damage to the buildings on the checklist in the remarks column. The logistics representatives will complete any work orders, so activity will not be charged for repairs. After the unit signs for buildings, they are responsible for calling in all work orders to Camp Dawson Logistics (see Supplemental Annex). After regular hours, call Security (see Supplemental Annex) and they will notify someone from the call-out list.

g. Unit/Group representative will be presented the unit copy of each hand receipt for their records.

h. Keys will be issued on DA Form 5513-R and will remain in the possession of the issuer until the Unit/Group representative has signed the hand receipts for property and buildings.

i. Scheduling for final clearance/out-processing should be established at the time of in-processing.

j. The final clearance inspection includes a Logistics representative and occupying organization representative. Final clearance will be granted only when all property is accounted for and facility meets standards. All discrepancies must be corrected and so annotated on the Unit/Group's clearance form prior to final signatures. NOTE: Unit/Group representative(s) must keep in mind that a physical inventory and building inspection will not be attempted until personnel have departed the area to be cleared.

k. Requests for linen will be submitted on TC Form 1. Blankets, mattress covers/fitted sheets, pillow cases and sheets will be issued/turned in on hand receipts at Warehouse 403 door 12. Mattress covers/fitted sheets and pillow cases are required to be put on all beds that are used in the barracks. Beds, mattresses and pillows are issued with each barracks.

l. All organizational equipment hand receipted from Logistics to supplement the training activity's mission will be returned to Logistics personnel during out-processing. The equipment will be clean, free of water and serviced if applicable. A settlement for all lost, damaged or destroyed property will be completed by the activity prior to final clearance with a MIPR or other funding document. See Forms Annex for Checklist's related to barracks, 215 Classrooms, AFRC Classrooms, RTI Classrooms, Flight Ops and Mess Halls.

3-8. Porta-Johns.

a. Units, individuals and organizations must coordinate directly with contractor for dates of placement, cleaning and payment. If requested, Logistics can provide name and number of local vendor.

b. Units utilizing a MIPR must ensure Camp Dawson Logistics (see Supplemental Annex) have received a copy of their MIPR with enough funding to pay for all Porta-Johns scheduled with the vendor. Upon completion of training, vendor will provide Camp Dawson Logistics a copy of invoice for payment. Once verified that the amount on the invoice is within limits of the amount provided on MIPR, Camp Dawson Logistics will ensure complete payment utilizing unit government purchase card.

c. Direct Bill is utilized by individuals and organizations that request and make payment directly with the vendor with NO support or coordination by Camp Dawson Logistics.

3-9. Payment of Identified Incremental Costs (IIC).

a. References.

- (1). NGR 5-1/ANGI 63-101, Chapter 7.
- (2). DOD Instruction 4000.19.

b. Definitions.

(1). Identified Incremental Costs (IIC) – Those costs that an installation incurs that are *directly* related to usage by the supported unit and that the installation would not otherwise incur. Examples include, but are not limited to: HEAT, VCOTT, EST, 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 installation.

- (2). IIC shall not include billeting costs/fees.

c. Federal Agencies (Other than NGB)

(1). Non NGB Federal agencies can enter into an Inter-service or Interagency Support Agreement (ISA) with NGB for which it reimburses NGB for the costs of the use.

(2). Federal agencies can obtain the use of federally supported NG facilities through a direct contractual relationship with the State Military Department. The Federal agency may not enter into an Interagency Support Agreement pursuant to the *Economy Act* with a State National Guard.

d. Rules for charging Federal users.

(1). Camp Dawson Tenant Units. The United States Property and Fiscal Office shall collect reimbursement from tenant activities. The USPFO shall negotiate an ISA or other appropriate document with all non-NGB Federal Government tenant activities and incidental users.

(2). No Army National Guard or resident training detachment will be charged IIC BUT will remain responsible for all direct costs.

(3). The Adjutant General (TAG) shall propose the waiver of charges for those individuals and units performing dedicated site support, provided that a cost/benefit analysis is positive. The Base Operations Manager shall forward the analysis to the USPFO for audit and approval.

(4). The Base Operations Manager may waive IIC charges. The Base Operations Manager shall have on file for audit information any charges so waived.

e. Non-Federal Use of Federally – Supported National Guard

Facilities.

(1). The State Military Department shall negotiate a written instrument according to State law and procedures with non-Federal transient users and tenant activities to support their uses of these facilities.

(2). As a condition for continued Federal support of facilities used by these groups, the State Military Department must charge and collect at least the amount of IIC it incurred. This includes armories.

(3). The State Military Department is encouraged, but not required, to collect an amount equal to its overhead costs using established business methods.

(4). The TAG may waive IIC charges for those users providing it is not a burden to the government. The Training Center Manager shall have on file for audit information any charges so waived. Requests to waive fees should be directed to: **The Adjutant General, WVARNG, 1740 Coonskin Drive, Charleston, WV 25311.**

(5). Any State entity supported by Federal funding under a Cooperative Agreement (CA) shall be considered a Federal user and shall use the rules of paragraph 3-9 (d).

(6). Firms who operate on Federally supported facilities because of a Federal entity shall be charged under the rules of paragraph 3-9 (d) above if the firm's agreement to operate is with the USPFO. However, a firm shall be charged under the rules of paragraph 3-9 (e) above if its agreement to operate is with the State Military Department or another State Entity.

4. RANGE CONTROL.

4-1. Range Control Defined.

Range Control is responsible for the management of all training areas, ranges, and applicable training aids. Location and contact information may be found in the Supplemental Annex.

4-2. Range / Training Area Requests

All requests for ranges and/or training should be submitted via the On-line Request Form at www.wv.ngb.army.mil/cammpdawson. Requests are received and approved by Camp Dawson Operations (see Chapter 2, Section 2-2.)

4-3. In / Out-Processing – Range Control

Units conducting training on any of the ranges or training areas must in-process Range Control. Units will not be able to sign for Live Fire Ranges without a completed Risk Assessment and signed OIC/RSO memorandum. Units will sign for any equipment and training aids needed as part of their in-processing procedures. Upon the completion of training, units must properly clear the range or training area, to include a proper turn-in of all equipment and training aids in the condition in which it was signed for. Units requiring range usage later than 1600 must coordinate Range Control support. Units will not clear training areas after 1530 hours without prior coordination.

4-4. OIC / RSO Certification

Units must coordinate a date and time with range control for an OIC (Officer in Charge) / RSO (Range Safety Officer) certification briefing. OIC / RSOs must meet rank / grade requirements as per DA PAM 385-63, CH 1-6, table 1-1. Units will attend the OIC/RSO briefings as well as take an exam prior to receiving their certification. This will be valid for a period of one year from the date of briefing. Certifications are maintained in the RFMSS database by Camp Dawson Range Control personnel. Certification programs are normally implemented at battalion or equivalent level. Once satisfied through training and testing that individuals are qualified to perform the duties of OIC/RSO of the firing unit, battalion commanders will certify, in writing, these individuals to Camp Dawson Range Control (See Supplemental Annex for OIC/RSO Memorandum Format) prior to attending the Camp Dawson safety briefing.

4-5. Range Equipment

a. Units will sign for any equipment needed for their training from range control either the evening prior or the morning of their training. Upon signing the hand receipt for their equipment, it is the unit's responsibility to maintain accountability and serviceability of the equipment.

b. **Small Arms Ranges:** Using units will sign for radios, keys, targets, range flag, range paddles, clearing rods, stapler & staples, and manuals along with the range SOP at Building 402.

c. **Training Areas:** Using units will sign for radios and will coordinate with range control to request any other equipment needed for their type of training being conducted. Units will ensure they coordinate well enough in advance to allow range control time to attain this equipment and ensure its serviceability prior to issuing it to the unit.

4-6. Communications

Primary means of communication while training on Camp Dawson is the ICOM radio, which will be issued by range control when the unit in-processes.

The primary frequency for all transmissions, such as radio checks, will be channel 1. The secondary means of communication can be unit or personal cell phones. Units will ensure they have the number to Range Control and/or Operations prior to their training. The number will also be located in the SOP located inside the Range Tower. While training on ranges or in the training areas, proper military radio procedures will be used. On small arms ranges the unit will conduct a radio check with range control every half hour on the hour and half hour mark, or any time a change will take place, such as a change in OIC / RSO or to request a cold time or hot time. It is the unit's responsibility to initiate radio checks. Any and all incidents, accidents or emergencies will be reported to range control and operations. Range Control has SINCGAR radio capability on frequency 40.075 Single Channel, Plain Text. Units with this capability should utilize this system as their primary means of communication.

4-7. Range Safety

All units training while here on Camp Dawson will adhere to AR 385-63 and DA PAM 385-63, Army Range Safety Program. Regulation is located in Range Tower at each range. Specific safety information is listed under each training area. Any unexpended misfired rounds will be reported to Camp Dawson Range Control and Training Center ASP on DA Form 4379.

4-8. Inspections

a. Inspections must and will be conducted prior to and at the conclusion of a unit's training in either a training area or on a live fire range. It is the unit's responsibility to request an inspection from range control and must have it completed satisfactorily before any training can take place, or the unit can clear.

b. Range Inspections will ensure that all safety measures are in place prior to a unit's training on a live fire range and to provide a safe training environment. It is the unit's responsibility to have all necessary items on hand prior to the inspection. Failure to comply with having necessary equipment will delay your training or worse case will void your training events. Range Control will provide additional information or assist with any special requests provided they are requested in a timely manner. (Note: All units conducting live fire exercises other than standard Individual Weapons Qualification (IWQ) are required to provide a walk-thru demonstration with Range Control prior to training.)

c. Clearance Inspections will take place upon the unit's request and PRIOR to the unit vacating the area. This inspection will ensure the unit has policed up all dunnage, trash, etc and that no damage has been done to the range and or training area. Any and all damage will be the unit's responsibility to repair unless deemed otherwise. Intentional damage caused by the unit will cease training.

d. Periodic inspections can and will be made by Range Control personnel during a unit's training. The unit must comply with any and all guidance from Range Control personnel. Range Control personnel are a representative of the Post Commander, any disrespect or blatant disregard from guidance given could cause a suspension of that unit's training. Any issues with Range Control Personnel can be addressed to the Range Operations Manager (see Supplemental Annex).

4-9. Training Opportunities - Range Control Annexes.

Detailed information regarding the training opportunities below is located within the Range Control Annex.

- a. Environmental Guidelines
- b. Small Arms Ranges
- c. Demolitions and Explosives
- d. Convoy Operations
- e. Land Navigation
- f. Bivouac Sites
- g. Obstacle Course
- h. Leadership Reaction Course (LRC)
- i. Aviation and Landing Zones
- j. Training Aids
 - Engagement Skills Trainer (EST)
 - Virtual Convoy Operations Simulator (VCOT)
 - IED Simulators
 - Caswell Targetry
 - HEAT
 - Beam-Hit
- k. Training Areas and Opportunities
- l. Rappel Tower
- m. Range 8 - Live Fire Shoot House (LFSH)
- n. Range 17 - MK-19

4-10. Training Weapons.

a. Camp Dawson will allow weapons in any facility, with the exception of billeting rooms (does not include barracks), as long as:

- Proper clearing procedures have been followed
- Weapons do not contain magazines
- Weapons have on blank adaptors

b. At no time will ammunition and weapons be in the same vicinity with the exception of on the range or authorized training area.

c. Weapons may be kept in barracks if under guard. Weapons may never be left unattended.

d. Lost weapons must be immediately reported to Post Operations and Post Commander.

5. AMMUNITION SUPPLY POINT (ASP).

An ASP is a military storage facility for live ammunition and explosives. The storage of live ammunition and explosives is inherently hazardous. Unloading, packing and transferring ammunition is done under strict and established guidelines.

5-1. ASP Location. Governed by the USPFO

Camp Dawson

1001 Army Road

Kingwood, WV 26538

DSN: 791-4968 Comm: 304-791-4968

5-2. Duty Hours.

The normal hours of operation for the ASP are 0730-1600 Monday – Friday. Weekend operations will be scheduled as needed.

5-3. Ammunition Procedures for Units.

a. Forecasting.

It is the unit's responsibility to get an approved forecast thru their higher headquarters. Additional information for forecasting:

(1). Training ammunition and Aviation CAD/PAD items will be forecasted at least 120 days prior to the start of training. Timely submission of forecasted ammunition will ensure the ASP ability to meet the 90-day stockage

objective. Adjustments to the forecasted requirements should be submitted as they occur, but major adjustments will not be made less than 90 days before scheduled training.

(2). Every Fiscal Year units must forecast in TAMIS the projected quantities of munitions the unit intends to use during training or operations.

(3). TAMIS prevents units from increasing forecast quantities during the three month lockout period.

(4). Units are allowed to decrease forecast quantities during the lockout period.

(5). A forecast is only an estimate of what the unit intends to use.

(6). Forecasts can be moved within and between units, even during the lockout months.

(7). See the TAMIS User Manual online for more information.

b. DA Form 1687:

A current DA Form 1687 must be on hand at the USPFO Ammunition Section prior to pick up. Army Ammunition Activities are authorized to accept and utilize Navy and Marine Corps Form (NAVMC) 11797 or the DA Form 1687 for Navy or Marine Corps Units. Sample and Instructions for form DA 1687:

DA Form 1687, Notice of Delegation of Authority

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 01 OCT 2009	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES YOUR UNIT			LOCATION YOUR UNIT ADDRESS		
LAST NAME-FIRST NAME-MIDDLE INITIAL			AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
DOE, JOHN D. SFC			YES	YES	ETS: 15 DEC 2016
SMITH, JOHN E. SSG			NO	YES	ETS: 19 JUN 2020
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: REQUEST AND RECIEVE CLASS V SUPPLIES					
REMARKS					
AUTHORIZED REPRESENTATIVES LISTED ABOVE HAVE PASSED SECURITY SCREENING REQUIRED BY AR 190-11					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
W8BAAA			W90KMA		
LAST NAME-FIRST NAME-MIDDLE INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
BROWN, TIM C.		CPT	304-791-4968	30 SEP 2010	

DA FORM 1687, MAY 2009 PREVIOUS EDITIONS ARE OBSOLETE APD PE v1.00ES

c. Completion instructions for DA Form 1687.

- (1). **Date:** Enter the calendar date the form is prepared in DD MMM YYYY format.
- (2). **Authorized Representative(s)**
 - (a). **Organization Receiving Supplies:** Enter the name of the unit.
 - (b). **Location:** Enter the name of the installation on which the unit is located.
 - (c). **Last Name – First Name – Middle Initial:** Enter the name and rank of the person(s) authorized to request or receive ammunition. Last Name, First Name, Middle Initial include Rank or Civilian GS Equivalent.
 - (d). **ETS Date DD MMM YYYY:** (If completion of form is hand written, “Last Entry” will be placed in block after last representative; not required for digital signature).
 - (e). **GRADE/RANK REQUIREMENTS:** Ensure that the rank of the representative matches the scope of his/her responsibilities.

CATEGORY I and II

REQUEST – Only officers, E-7 and above or civilian equivalent.

RECEIPT – E-6 and above or civilian equivalent.
DA-PAM 710-2-1 para.11-9(2)

CATEGORY III and IV

REQUEST – Only officers, E-7 and above or civilian equivalent.

RECEIPT – Commander should designate responsible E-5 or above that is familiar with AA&E supply procedures.

** NOTE: Definitions of AA&E categories can be located in DoDM 5100.76 and is defined as Security Risk Category (SRC). The majority of the small arms ammunition will be category III and IV, demolition materials and explosives will be class I or II.

(f). The ASP not will accept signature cards without rank/grade indicated for every individual on the card and ETS date for military personnel.

(g). **AUTHORITY REQ/REC:** Enter "YES" in this block for each person authorized to request or receive supplies. Otherwise, enter "NO". 1687s with "X" in this block will not be accepted.

(h). **Signature and Initials:** Commanders are authorized to submit the DA Form 1687 with either handwritten or electronic signatures. Electronic signatures will be based on the DOD Approved Common Access Card (CAC) certificate technology. The commander's signature verifies that they have delegated the identified authority (Request, Receive, or Approve) to the individuals identified in the authorized representative's portion of the form and carries the same legal obligations and responsibility as handwritten signatures DA Form 1687 and will either be completed electronically or with manual signature. Combining hand-written and digital signatures on a single form is not authorized. When completing a hand-written DA Form 1687, enter the signature and initials of authorized representatives in BLUE INK. A signature card contains space for four names. If more space is needed, an additional card will be used.

3. Authorization by Responsible Officer or Accountable Officer.

(a). **Delegates To:** Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Enter the statement, "REQUEST AND RECEIVE CLASS V SUPPLIES".

(b). **Withdraws From:** Leave blank.

(c). **Remarks** Enter following statement: “Authorized representatives listed above have passed security screening required by AR 190-11.”

(d). **Unit Identification Code:** Enter UIC.

(e). **DODAAC/Account Number:** Enter the unit
DODAAC

(f). **Last Name, First Name, Middle Initial:** Enter name of responsible person.

(g). **Grade:** Enter grade or rank of responsible person.

(h). **Telephone Number:** Enter telephone number of responsible person.

(i). **Expiration Date:** Enter expiration date of the card, not to exceed one year (the date form was completed, it cannot expire on the same date *note example above) or ETS dates whichever occurs first. Review cards quarterly for accuracy.

(j). **Signature** Enter signature of responsible person.

4. SIGNATURE CARDS ARE VALID FOR ONE YEAR OR THE EARLIEST ETS DATE WHICHEVER OCCURS FIRST.

5. If a change in delegating authority (the individual indicated on the bottom of the card and reflected on the attached assumption of command/delegation of authority orders) is expected within one year of the date of the signature card, that expected change date will be the expiration date of the signature card.

(a). If any data on the signature card changes or becomes outdated, the entire card becomes invalid and a new card reflecting the revised data must be prepared by the unit. The ASP will not accept cards with obvious changes to existing data.

(b). All entries except the signature and initials will be either printed in black ink or typewritten. The signatures and initials will be written in blue ink.

d. ASP Responsibilities.

- (a). **Organization Receiving Supplies:** Enter the name of the unit.
- (b). **Location:** Enter the name of the installation on which the unit is located.
- (c). **Supporting Activity:** Enter WVNG ASP, W81J6Y
- (d). **Last Name – First Name – Middle Initial:** Enter the name and rank of the person(s) authorized to request or receive ammunition. Last Name, First Name, Middle Initial with Rank or Civilian GS Equivalent
- (e). **GRADE/RANK REQUIREMENTS.**

CATEGORY I and II

REQUEST – Only officers, E-7 and above or civilian equivalent.

RECEIPT – E-6 and above or civilian equivalent.
DA-PAM 710-2-1 para.11-9(2)

CATEGORY III and IV

REQUEST – Only officers, E-7 and above or civilian equivalent.

RECEIPT – Commander will designate responsible E-5 or above that is familiar with AA&E supply procedures.

** NOTE: Definitions of AA&E categories can be located in DoDM 5100.76 and is defined as Security Risk Category (SRC). The majority of the small arms ammunition will be category III and IV, demolition materials and explosives will be category I or II.

- (f). Ensure that the rank of the representative matches the scope of his/her responsibilities.
- (g). The ASP not will accept signature cards without rank/grade indicated for every individual on the card.
- (h). **AUTHORITY TO:** Enter "YES" in this block for each person authorized to request, Approve, Priority, Receive and SRC I. Otherwise, enter "NO".
- (i). **Signature and Initials:** Commanders are authorized to submit the NAVMC 11797 with either handwritten or electronic signatures. Electronic signatures will be based on the DOD Approved Common Access Card (CAC) certificate technology. The commander's signature verifies

that they have delegated the identified authority (Request, Receive, or Approve) to the individuals identified in the authorized representative's portion of the form and carries the same legal obligations and responsibility as handwritten signatures. NAVMC 11797 will either be completed electronically or with manual signature. Combining hand-written and digital signatures on a single form is not authorized. When completing a hand-written NAVMC 11797, enter the signature and initials of authorized representatives in BLUE INK.

3. Authorization by Responsible Officer or Accountable Officer.

(a). **Delegates To:** Enter an "X" in appropriate box.

(b). **Unit Identification Code:** Enter UIC.

(c). **Telephone Number:** Enter POC Telephone Number

(d). **DODAAC/Account Number:** Enter the unit DODAAC

(e). **Expiration Date:** Enter Expiration date of card not to exceed one year of current date.

4. **SIGNATURE CARDS ARE VALID FOR ONE YEAR.**

5. If a change in delegating authority (the individual indicated on the bottom of the card and reflected on the attached assumption of command/delegation of authority orders) is expected within one year of the date of the signature card, the expected change date will be the expiration date of the signature card.

(a). If any data on the signature card changes or becomes outdated, the entire card becomes invalid and a new card reflecting the revised data must be prepared by the unit. The ASP will not accept cards with obvious changes to existing data.

6. **Last Name, First Name, Middle Initial:** Enter name of responsible person.

7. **Grade:** Enter grade or rank of responsible person.

8. **Signature:** Signature of commander.

5-4. Assumption of Command.

A copy of the assumption of command/delegation of authority orders shall be submitted along with the signature card. The person who assumes command or is delegated authority, as reflected on the appropriate orders, should be the same individual reflected on the bottom of the signature card. Navy and Marine Corps Units must provide Assumption of Command order from the commander regardless of submission of DA Form 1687 or NAVMC Form 11797.

5-5. DA Form 581.

All Army and Marine Corp units are required to use the electronic 581 (e-581) in TAMIS. Additional information on submitting e-581:

- a. Individuals requesting munitions must be authorized on the unit's DA Form 1687.
- b. The ASP will deny any requests for ammunition items not capable of being stored at the Camp Dawson ASP or Expended on ranges in West Virginia.
- c. The ASP may issue an authorized substitute when training will not be materially degraded.
- d. Ammunition not used in the forecasted month must be reforecasted if the unit wishes to draw it in the future. If the unit fails to reforecast the ammunition, the stocks will be added to the ASP stocks and used to fill other unit's requirements.
- e. Units will contact ASP five (5) days prior to the date the material is required, to confirm scheduled appointment time.

5.6. Receiving Training Ammunition.

Units will contact ASP at a minimum of five (5) days prior to the date the material is required, to confirm scheduled appointment time. ASP cannot guarantee priority of issue or turn-in without prior scheduling. Commands with units training outside the state for IDT, Annual Training or deployment will draw ammunition from the supporting installation. Ammunition will not be issued from the Camp Dawson ASP if a unit is training outside the state unless special arrangements are made. Vehicles being dispatched to transport ammunition should be inspected by unit maintenance personnel prior to arrival at ASP. A stringent safety inspection will be performed by ASP personnel, IAW DD Form 626 Ref: DA PAM 710-2-1, Para 11-10. ASP personnel will brief the vehicle drivers and issue them a DD Form 2890 for any ammunition being transported off post.

**** NOTE: NORMAL HOURS OF OPERATION FOR ASP IS MONDAY-FRIDAY 0730-1600 (ANYTHING OUTSIDE OF THESE HOURS, TO INCLUDE HOLIDAYS MUST BE COORDINATED PRIOR TO ARRIVAL TO THE ASP, FAILURE TO DO SO COULD RESULT IN HINDERING UNITS TRAINING SCHEDULE).**

5-7. Vehicle and Driver Requirements.

a. The unit is required to provide sufficient certified drivers and vehicles to pick up the ammunition in one trip, keeping in mind vehicle load limits and ammunition compatibility. In the event that the required vehicles are not available (i.e. Failure of DD Form 626 inspection or mechanical failure), the unit representative will be required to reduce the ammunition quantities in order to safely transport the ammunition on the available vehicles or make other arrangements for pick up (rescheduling or canceling of document). Units are responsible to provide material to properly secure ammunition within the vehicle (ratchet straps, pallets, tarps, etc...)

b. All drivers will be licensed to transport explosives IAW 49 CFR Parts 100-185 and DOD 4500.9-R (HAZMAT for Drivers certificate or equivalent).

(1). AMMO-67 (<http://ammo.okstate.edu>) or LTC-012 (<https://guardu.ng.mil>) online training will suffice HAZMAT training requirements. HAZMAT refresher is required every 24 months. Current certificate of completion is required to be on file at time of ammunition issue.

(2). AMMO-45 (<http://ammo.okstate.edu>), meets the requirements to be certified to transport ammunition and explosives and obtain endorsement on military drivers license.

(3). All drivers must have a military driver's licensed with the following endorsements:

(a). HAZMAT

(b). AMMUNITION

(c). Vehicle class which is being used to transport ammunition

(4). Fire Extinguishers-- Government or military operated vehicles will be equipped with two serviceable fire extinguishers with and Underwriters Lab rating of 10BC or more. It is recommended that these fire extinguishers be rated 2A:10BC to enable users to fight a class "A" fire. One must be CO2 or dry chemical, if chemical munitions are being transported. Fire

extinguishers must be located so that they are readily accessible for use. Utilization of two or more, lesser rated extinguishers to meet the requirements is not authorized (i.e. two 5BC extinguishers do not equal one 10BC extinguisher.

(5). Explosive Placards-- Each vehicle transporting ammunition or explosives will display hazard placards on the front, rear and both sides when the vehicle is loaded. If the vehicle is towing a trailer, the placards will be applied to the front, rear, and sides of all loaded compartments. When different types of ammunition classes are transported simultaneously, the vehicle or compartments will display placards for the highest inherent hazard class of the explosives being transported. Small arms ammunition with hazard class of 1.4S does not require vehicle placards, vehicles and drivers must still meet other requirements to transport ammunition.

(6). Vehicles arriving to pick up Class 1.1, 1.2, 1.3 or 1.4 explosives will be inspected IAW DOD 4500.9-R and DA PAM 385-64, using DA Form 626.

(7). The following mechanical elements for each vehicle designated to transport ammunition should be checked prior to dispatching the vehicle from unit areas:

- (a). Brakes
- (b). Lights
- (c). Tires
- (d). Lug Nuts
- (e). Motor
- (f). Fuel Lines
- (g). Exhaust System
- (h). Cargo Bed
- (i). Windshield/Wipers/Mirrors
- (j). Warning Triangle
- (k). Fire Wall
- (l). Leaks

(8). Units should contact the ASP for advice on compatibility of items to be transported. Hazardous Classification of United States Military Explosives and Munitions (small yellow book) contains a guide to assist units on transportation compatibility.

(9). Units failing to provide sufficient transportation for ALL the ammunition or explosives *will not* be allowed to draw all requested ammunition.

(10). Each unit picking up ammunition should arrive with adequate tie-down straps to secure the ammunition prior to being authorized to

leave the Ammunition Supply Point. No ammunition-laden vehicles will be authorized to depart the area until adequate load stabilization has been ensured.

(11). Limited quantities (no more than two full outer packs) of small arms ammunition may be transported in the trunk or cargo areas of van type GSA vehicles. This applies only to hazard class/division 1.4S small arms and only when it would create a hardship on the unit to obtain the proper type vehicle required. NO ammunition may be transported in privately owned vehicles (POVs).

5-8. Turn-in Procedures.

When units turn-in live serviceable, unserviceable and/or residue, their DA Form 581's will be completed by ASP personnel at time of turn-in. All turn-in documents must contain the required certifications to include; inspection certificates for residue, Commander's certification of expenditure, statement for unserviceable items (signed by the commander), proper document and TAMIS control numbers referenced from original document. The Ammunition Consumption Certificate (DA Form 5692-R) is required for all Security CAT I or CAT II items. The OIC is responsible for completion of this form. Units arriving who are not in compliance will be required to return to the ASP upon having all documents properly prepared and signed by proper authority. DA Form 581's with preprinted statements for turn-ins are available at the ASP. Needless time is wasted when proper documentation is not prepared prior to reporting to turn-in unused munitions and/or residue components. A separate DA FORM 581 will be prepared to turn-in serviceable, unserviceable and residue. A listing of residue components which MUST BE RETURNED to the ASP is found in DA PAM 710-2-1 Appendix J&K. **DO NOT REPACKAGE EXPENDED AMMUNITION BACK INTO ORIGINAL PACKAGING.**

Additional containers are provided by ASP upon request for expended brass. Additional information:

a. Reconciliation of training ammunition issues will be accomplished within five (5) working days of the training completion date listed on the issue document. Normally reconciliations will be completed at the time of turn-in with the unit representative. When the unit exceeds the five working day turn-in documentation completion period without prior coordination, command notification will be initiated. The ASP will not issue any more training ammunition to that unit until the reconciliation action is completed. Excessive delay will result in investigative actions being initiated by the ASP.

b. The combined quantities of live and residue turned in must balance with the quantities of ammunition issued by the ASP. Brass conversion factors are listed in DA PAM 710-2-1. Appendix K.

c. Residue must be segregated by type and caliber. All units are responsible for sorting their own brass at the time of turn-in. The following certification will be placed on the DA Form 581: "Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives, or any other dangerous materials. Signed:_____." Signature must be by E-5 or above.

d. Items required but short, must have a valid DA Form 5811-R or other evidence of a pending investigation. The unit commander and the first **LTC (O5)** in the unit's chain of command will sign all DA Forms 5811-R. This includes instances of excessive brass loss. The completed DA Form 5811-R will be returned to the USPFO Ammunition Manager within five (5) days.

e. A unit turning in unserviceable ammunition will include a statement on DA Form 5811-R: Certificate – Lost or Damaged Class 5 Ammunition Items. The ammunition will be inspected, the serviceability status verified, and the condition code assigned by the Ammunition Handler. When neglect or misuse is evident, action may be required IAW AR 735-11.

f. Misfires or DUD rounds, units must comply with Range Control SOP to report and request EOD support. If determined by EOD or Range Control the items are safe for transport items will be returned to ASP accompanied with completed DA Form 4379, Ammunition Malfunction Report.

g. Ammunition identified as not being removed from the original sealed over pack will receive a Damage In Transit (DIT) inspection only. The Ammunition Handler will inspect 100 percent of the ammunition in packages with broken seals or other evidence of the outer containers having been opened or damaged to the point the condition of the contents could have been affected. This inspection is to determine serviceability of the material before returning it to storage. Condition code of returned material will be annotated on the DA Form 581.

h. Turn-in of unserviceable CAD/PAD items will be accomplished at the time of issue unless a second appointment is made. The turn-in DA Form 581 with the Tail Number of the aircraft being indicated in block 28.

6. POST SECURITY.

6-1. Security Defined.

Camp Dawson Security is responsible for the physical security of the installations facilities. Camp Dawson Security is the point of contact for all after-hours issues and emergencies. They are operational seven days per week, 24 hours a day. Security and safeguarding of using units personal and organization property is a Command Responsibility. Location and contact information may be

found in the Supplemental Annex.

6-2. Installation Access.

- a. Camp Dawson is a limited access installation and is controlled at the Main Gate. When entering post, you must slow to 10 MPH and stop at the Guard station to be vetted by a Camp Dawson Security Guard.
- b. All personnel entering Camp Dawson must show proper identification. All Department of Defense (DOD) personnel and West Virginia State Employees, to include military members, military retirees, and dependents, may access Camp Dawson via the Main Gate.
- c. Personnel who are training at Camp Dawson and who **do not have an ID card identifying them as a DOD employee or dependent**, may enter the installation only by way of a Security Notification (TC Form 15) (See Forms Annex) and through proper authorization granted by Camp Dawson Operations.
- d. Units or groups having *special deliveries*, guest speakers, etc., should coordinate access with Camp Dawson Operations prior to their arrival.
- e. Access to training areas other than Camp Dawson Proper is controlled by Camp Dawson Operations and Camp Dawson Range Control.
- f. Speed limit throughout post is 15 mph. Speed limit near construction, formations, and all other groups of people is 10 mph.
- g. All Personal Protection Equipment (PPE) is required when operating motorcycles on Post.
- h. The use of hand-held cell phones, while driving, is prohibited on Camp Dawson.

6-3. In-Processing Security.

- a. As stipulated on TC Form 10 (In-Out Processing Form), all units and groups using Camp Dawson training areas and/or facilities are required to in-process Security (see Contact Directory in the Supplemental Annex).
- b. Using unit or group will provide Security with Point of Contact (POC) information, billeting location, Tactical Operation Center (TOC) location (if applicable), and after-hours contact information.
- c. Security Notice. Security will review any previously submitted or required notices of deliveries and/or visitors affiliated with your training event.

d. Security Briefing. The in-processing unit's Point of Contact will receive a verbal Security Briefing. The POC will be provided a hard copy of the briefing so that he or she may then brief the remaining members of their group and/or unit.

e. Personal Weapons.

(1). The possession of Privately Owned Weapons on Camp Dawson by any individual, to include any individual who possesses a license to carry a concealed weapon, is **prohibited**.

(2). Exceptions:

(a). Law enforcement personnel who are duly authorized by his/her appointing authority to possess a firearm while engaging in their official capacity.

(b). Personnel participating in lawful hunting are required to comply with state game laws. Hunting firearms must be cased and unloaded, and secured in a locked personal vehicle.

(c). Armory rentals where the sole purpose is a gun show. Only unloaded firearms will be allowed on the property.

(d). All other exceptions will be made on a case by case basis with the sole approval from the Post Commander through Camp Dawson Operations.

(3). All other guidance related to Personal Weapons may be found in the Policy Memorandum and Exception to Policy Memorandum as signed by the Adjutant General for the State of West Virginia (See Supplemental Annex).

6-4. Occupying Camp Dawson.

a. Obey all posted signs, rules and regulations for Camp Dawson. The speed limit on post is 15mph. Violators may lose driving privileges on Camp Dawson.

b. Report any violations, incidents or problems to Security.

c. Emergencies – If life or death, contact Preston 911 center (Dial 9-911) and then Security. Anything else contact Security first.

d. Keep security updated on any changes to In-processing Form.

e. Provide a guard for your own equipment, if required.

f. Camp Dawson Security will report any violations found by or reported to them, to the Unit / Agency POC and to the Camp Dawson Range Operations Officer.

g. Camp Dawson Security will respond to any alarms or situations that arise.

h. When contacted, Camp Dawson Security will notify Unit / Agency POC in the event of an outside emergency requiring the notification of a member of their group.

i. Camp Dawson Security is NOT responsible for guarding or securing Unit / Agency equipment, unless coordinated through Post Operations

6-5. Out-processing.

All units and group must out-process Security prior to being cleared from post. (see Contact Directory located in the Supplemental Annex)

a. Report any issues encountered during your stay

6-6. Off-Limit Areas.

a. All ranges and impact areas are off limits, unless your unit has scheduled these areas through Camp Dawson Operations.

b. Cheat River and Pierce Lake are off limits for swimming or wading; recreational swimming is not permitted in any of the training areas controlled by Camp Dawson.

c. The road turning right just outside the main gate is off limits to military vehicles.

d. The Camp Dawson airstrip is off limits unless access is obtained through Camp Dawson Operation.

e. The Rappel Tower and Leadership Reaction Course (LRC), located to the right of the airstrip, are off limits unless your unit is conducting scheduled training.

f. The Student Training Facility (STF), to include the road beyond the Parachute Maintenance Facility is off limits to foot and vehicle travel, unless permission has been obtained through Camp Dawson Operations.

g. It is forbidden to approach or curiously inspect parked aircraft, or vehicles not assigned to your unit.

h. Fenced in areas (motor pools) will not be used for training nor will they be entered without permission. You will not drive around gates or other barriers.

i. Construction sites are off limits to all personnel. It is forbidden to enter or use buildings, facilities, or training areas that have not been assigned to you by Camp Dawson Operations.

j. Camp Dawson hosts the Mountaineer ChalleNGe Academy. Its vehicles, buildings, cadets and personnel (signified by their navy blue uniforms) are off limits.

k. The Ammunition Supply Point (ASP) and the road leading up to it (past the SGM's Cottage, building 102) are off limits unless coordinated through Operations.

6-7. Safety.

a. Severe Weather Alerts. When severe weather threatens, the National Weather Service will announce severe weather watches and warnings.

(1). A **watch** is issued when there is a potential for a certain type of severe weather. As an example, a tornado watch means that there is a potential for tornadoes in and around the watch area. This tells you to be on the lookout for severe weather and to listen to your local news agencies for more information and possible warnings.

(2). When a **warning** is issued, severe weather has been sighted or indicated on radar. The severe weather will be affecting the designated warning area in the very near future (i.e. 5-15 minutes). Take shelter in a safe place. Tune to the National Weather Service for official information during this type of situation.

(3). Flooding. If the Cheat River is predicted to, or has reached the 15 ½ foot level, Camp Dawson's Commander/Base Operations Manager will direct that all personnel go into Action Stage.

b. Personnel on Camp Dawson will be notified of the approach of severe weather. Notification will be via radio on Range Control FM and VHF frequencies to units in the field, telephones, and in-person contact. Roving security patrols will also attempt to advise all personnel in open areas.

c. If you are on Camp Dawson and you hear a severe weather watch or warning on the radio or television, call Camp Dawson Security. Alert all person(s) in your immediate work area.

d. Local Radio Stations.

<u>Location</u>	<u>Station</u>	<u>Frequency</u>
Kingwood	WKMM	96.7 FM
Kingwood	WFSP	107.7 FM
Kingwood	WFSP	1560 AM
Morgantown	WVPM	90.9 FM
Morgantown	WVAQ	101.9 FM
Morgantown	WAJR	1440 AM

7. MAIL ROOM/ID CARD FACILITY.

a. Camp Dawson's Mail Room and ID Card Facility are located in building 209. Hours of operation are as follows:

- (1). Mail Room – Monday through Friday 0900-1600
- (2). ID Center – Monday through Thursday 0900-1500 with a lunch break 1130-1230 daily. All hours are subject to change.

b. Units receiving mail or any type of delivery should notify Camp Dawson Operations via the Pre-Arrival Checklist (See Forms Annex), and coordinate directly with the Mail Clerk in regards to appropriate address to use, delivery method, etc. Units or groups should not have any deliveries made to Camp Dawson without advanced coordination with the mail clerk 304-791-4308/4331.

c. ID Cards are available by appointment only but walk-ins are welcome. Be advised that all appointments have priority. Group appointments must be requested and coordinated with the ID Center Clerk.

d. Camp Dawson Mailing Address and Incoming Mail:
The following mailing address should be used for correspondence to Camp Dawson and for mail to personnel in training.

Individual's Name, Full Unit, Organization or Department Name,
1001 Army Road
Kingwood, WV 26537.

All incoming mail is sorted by Camp Dawson mail room staff. Incoming mail for personnel in training will be placed in the using unit's temporary mailbox in the Mail Room. Shipping, via ground sources other than US Mail, will also be collected at the Mail Room.

e. The Mail Room does not sell or provide postage stamps.

8. POST ENGINEERING.

8-1. Camp Dawson Engineering is responsible for:

- a. Supporting training missions of using units through the issuance of equipment and construction material.
- b. Coordinating and supervising Camp Dawson projects with using units.
- c. Coordinating and overseeing Camp Dawson SRM projects.

8-2. Equipment.

Issuing and turning in Engineering Equipment.

- a. All units training on Camp Dawson are required to in-process with Camp Dawson Operations prior to being issued any equipment.
- b. Equipment will be issued IAW using unit's MTOE authorizations. Any deviations must have approval of the USPFO-WV DOL (see Supplemental Annex) at least 60 days prior to the issue.
- c. Equipment issued will be in a safe and serviceable condition. Organizations are expected to complete any maintenance within their capability prior to turn-in. Vehicle requests will be submitted at least 30 days prior to the date of issue through DOL, USPFO (see Supplemental Annex).
- d. Upon completion of the Acceptance Inspection (by the organization and Post Engineering), equipment accepted will be placed on Hand Receipt (DA Form 2062) after the issue has been completed.
- e. It is the organizations responsibility to insure that all operators are licensed on the equipment and DA Form 2404's maintained on a before, during and after schedule.
- f. Organizations should contact Post Engineering (see Supplemental Annex), 48 hours in advance of expected time of turn-in to establish a time schedule and location of turn-in. Organizations are encouraged to turn-in any equipment not required as soon as possible.
- g. Prior to turn-in all maintenance, cleaning, and refueling (if applicable) will be completed on equipment.
- h. A complete Technical Inspection will be made on equipment and the hand receipt (DA Form 2062) will be cleared only after all maintenance faults

have been rectified, the wash point cleaned, and the turn-in area thoroughly policed.

i. Organizations will be responsible for the preservation and maintenance of the Equipment Records Folder and all forms therein in compliance with DA PAM 738-750. Equipment will not be accepted until all records have been properly updated.

j. Upon completion of turn-in, Using Unit will be required to out-process Camp Dawson through Post Operations.

9. MORALE, WELFARE, AND RECREATION (MWR)

9-1. Defined.

The West Virginia State Code defines Camp Dawson's MWR Programs to mean "any post exchange, canteen, barber shop, fitness center, snack bar, transient housing, billeting operation, laundry or similar facility, the purpose of which is to enhance the morale and welfare of military personnel" and other eligible participants. Camp Dawson's MWR program is operated by civilian employees who are overseen by a Board of Directors appointed by the Adjutant General. Direct oversight of the MWR Manager belongs to the Assistant Adjutant General with additional responsibilities belonging to the Camp Dawson Base Operations Manager.

9-2. Reserving Chargeable Quarters.

a. **Priority of Reservation.** Camp Dawson will give priority to official users with mission requirements as deemed necessary by the Base Operations Manager. An official user is any person whose stay at Camp Dawson is on military orders or military person here for training purposes.

b. Camp Dawson Billeting reserves the right to cancel non-official reservations in order to accommodate mission requirements as deemed necessary by the Base Operations Manager.

c. In the event that Camp Dawson Billeting must cancel your reservation, Billeting will make any possible attempt to contact the reserved guest; however it is the user's responsibility to contact the Camp Dawson Billeting Office to ensure the reservation has not been cancelled.

d. **Individual Reservations.** Make all individual reservations at the Camp Dawson Billeting Office, (see Supplemental Annex).

e. **Group Reservations** are defined as reservations consisting of two or more beds and which are here in an official capacity. All group reservations are to be made through Camp Dawson Operations using TC Form 1.

9-3. Billeting Rates.

Rates are subject to change. Rates will not change after a reservation has been made. All rates are per bed, not per room. (Current rates are reflected in Table 1 of WVMR 210-3)

9-4. Check-in/ Check-out Procedures.

- a. See Contact Directory for location, phone and hours of operation. (Supplemental Annex).
- b. Check-in time is 1500 hours the day of arrival. Check out time is 1100 hours the day of departure.
- c. Upon check-in of chargeable quarters, individuals will be responsible for verification of room inventories with discrepancies noted to the billeting Office NLT one hour after check-in.
- d. The billeting office will accept payment by cash or credit card. Method of payment is due at time of check-in. No personal checks are accepted. Guests paying with cash are required to submit a deposit of billeting fees, not to exceed three nights at any time.

9-5. Long Term Guests.

Long term guest are classified as those personnel working for Camp Dawson in an official capacity (includes ADOS, AGR, Technician, and State Employees) for a 30 day consecutive period or longer. User must have an established Home of Record (HOR) other than Camp Dawson and should be beyond 60 miles from post.

- a. Personnel will be required to apply for Long-Term Billeting (LTB) through the Base Operations Manager.
- b. Applications may be obtained at the Billeting Desk or through Management Analyst and eventually on-line through the website
- c. LTB requestors WILL NOT receive priority over non-long term personnel and may have to delay occupation of billets until they become available and/or are approved by leadership.
- d. LTB requestors will be approved on a first-come-first-serve basis and in some cases, based on priorities established by the leadership.

Housekeeping:

(1). Daily Service and no Service prices are available. No Service requestors will still receive weekly inspections. Individuals reported as not properly maintaining their rooms may be given notice to permanently vacate and will be ineligible to stay in Camp Dawson Billets. Updated prices may be obtained from the Billeting Desk or Camp Dawson Operations. See Contact Direction in the Supplemental Annex for numbers and locations.

(2). LTB Users may exchange their linens weekly with Housekeeping.

(3). LTB Users may request, at any time, a one-time maid service for a fee, per occurrence.

Occupancy:

(1). The maximum allowable occupancy in a designated long term facility is one individual. Increased numbers due to family visitations will be permitted on a short-term basis.

(2). LTB users found exceeding the maximum allowable occupancy may be given notice to permanently vacate and will be in-eligible to stay in Camp Dawson Billets.

(3). Pets and smoking are not permitted in Long-Term Billeting situations.

(4). Payment for long-term billets is required to be paid every 30 days.

9-6. Billeting Rules.

a. No person(s) is/are permitted to stay in chargeable quarters that is/are not registered at the Camp Dawson Billeting Desk. Registered guests will be required to pay for all beds that have been slept in.

b. Customers may request a late check-out by contacting the Billeting Desk. The following rates apply for late check-out guests: Check- out by 1300 hours will be charged for one half of one night's stay; Checked-out by 1500 hours will be charged for a full additional day. Camp Dawson Billeting does not guarantee the ability for late check-outs.

- c. Camp Dawson Billeting does not guarantee availability for customers wishing to extend their stay.
- d. Smoking is not permitted in any billeting areas. If evidence shows that smoking has occurred, a fee will be charged
- e. Pets are only permitted on the outside porch area of Building 104, inside building 106 and inside of the chalets. A one-time cleaning fee will be charged in addition to your room rate. If evidence shows that a pet has occupied a non-approved room, a fee will be charged. If a pet is found, the guest will be asked for the pet to vacate the facility.
- f. Removal of furnishings from any room is prohibited.

9-7. Housekeeping Cleaning Services.

- a. Room Cleaning Service is done on a five day schedule:
 - Day 1 (Check-in day)-Fresh towels given, amenities replenished, trash emptied, and bed straightened.
 - Day 2 Fresh towels given, amenities replenished, trash emptied, bed straightened, and bathroom cleaned.
 - Day 3 Fresh towels given, amenities replenished, trash emptied, and bed Straightened
 - Day 4 Fresh towels given, amenities replenished, trash emptied, bed straightened, and bathroom cleaned.
 - Day 5 Fresh towels given, amenities replenished, trash emptied, and bed straightened

This process continues until day of check-out.
- b. Service Rules Apply:
 - (1). Regardless of the placement of a “Do Not Disturb Sign” Housekeeping will enter all registered Billeting rooms at minimum of every two days. Customer will be contacted for best convenience.
 - (2). Personal items will not be touched; cleaning activities will be performed around these personal items.

(3). In the event excessive cleaning is required, customer will be charged a minimum rate per occurrence. Photographs will be taken of evidence.

(4). In the event of excessive damaged items or goods, guest will be charged for the replacement of the goods, not to exceed purchase price. Photographs will be taken of evidence if goods are not transportable.

9-8. Post Exchange.

a. See Contact Directory for location, phone and hours of operation. PX hours can be extended/adjusted by coordination with the PX Manager.

b. The PX offers a limited selection of military clothing, food, drinks, sundries, recreational equipment and gifts. Limited selection of sundries are available at the Billeting Front Desk.

c. Methods of payment are cash and all major credit cards.

9-9. Barbershop (The Hair Command)

a. See Contact Directory for location, phone and hours of operation.

b. Method of payment is cash only.

9-10. Liberty Restaurant and Lounge.

a. See Contact Directory for location, phone and hours of operation.

b. The Liberty Restaurant and Lounge offers a variety of beer and wine as well as short order meal items daily, Monday through Sunday.

c. Methods of payment accepted are cash and all major credit cards.

9-11. Field Bar

a. Contact the Liberty Restaurant and Lounge for location, phone and hours.

b. The Field Bar offers a variety of beer and wine as well as short order meals items.

c. This facility is open during heavy use periods and for specific events.

9-12. Religious Services.

Religious services are not regularly scheduled. No onsite full time Military Chaplain is available. The Charles R. Culpepper Chapel is available with coordination with the Camp Dawson Operations Office. See the Billeting Desk for a partial listing of local churches.

9-13. Camp Dawson and Area Information.

- a. Area information is available at the Billeting Desk to include a permanent brochure rack in the lobby. Area information packets are also available upon request.
- b. Camp Dawson and Area information may be found in all billeting rooms via the Information Book.
- c. MWR Management may assist in planning special interest activities outside of Camp Dawson.

9-14. Recreational Activities.

a. The following is a list of recreational supplies available on post by coordination with MWR Services for a minimal fee:

- (1). Volleyball, basketball supplies.
- (2). Football, baseball, basketball, and soccer supplies.
- (3). Golf Clubs
- (4). Bicycles
- (5). Canoes
- (6). Picnic shelters
- (7). Fishing Poles
- (8). Paddle Boats
- (9). Mobile and Stationary Propane Grills

b. New and old release DVD movies are available for rent at the Billeting Front Desk.

9-15. Swimming Pool / Hot Tub.

An Olympic Size swimming pool and hot tub are available for personnel staying or training at Camp Dawson daily from 0500 – 2000 hours. Unless a lifeguard is present, there is a two-person minimum rule at all times. Waivers must be filled out and returned to the Billeting Front Desk prior to usage. Pool usage is subject to unit training.

9-16. Hunting.

Hunting on Camp Dawson land is permitted, with a permit, at various locations and during non-training days consistent with West Virginia hunting seasons. Personnel interested in hunting should call 304-791-HUNT (4868) to check on availability. Free permits may be obtained from the Environmental Section of Camp Dawson. See section 6-3 regarding bringing personal weapons on post.

9-17. Fishing.

Catch and Release fishing is permitted in Pierce Lake. Personnel are advised to contact Camp Dawson Operations to assure availability as Lake is occasionally used for training purposes.

9-18. Pets.

Pets are prohibited unless they are on a leash. Pets are not allowed inside any facility at Camp Dawson. Pet owners are required to pick up after their pets and properly dispose of all pet droppings in trash receptacles. Any pet that is noisy, dangerous, intimidating, or destructive will not be allowed to remain on post. *See Section 9-6-e. regarding Pets in Billeting Rooms.*

9-19. All Terrain Vehicles (ATVs).

Except during scheduled training courses, Personal ATVs are not permitted on any Camp Dawson training area, to include Camp Dawson proper.

9-20. Internet Access.

a. Basic, wired, Internet Access is available in all billeting rooms. Wireless Internet access is available in the front and back lobbies and classroom wing of the Robert C. Byrd Conference Center. Although set behind a firewall, virus protection is the responsibility of the individual user. Basic Content Filter's are in place which could prohibit a user from accessing certain sites. Detailed information regarding obtaining internet access is available in the Guest Handbook located in individual billeting rooms.

b. Each floor of the Robert C. Byrd Conference Center contains a study room with one to two computers available for general use. Study rooms are available on a first-come-first-serve basis and can be accessed with your room key.

9-21. Copy, Fax, Laminate, Shredding, Services.

All of these services are available at the Billeting Front Desk for a minimal fee. High volume jobs should be coordinated through Camp Dawson Operations or a local vendor.

9-22. Sundries and Amenities.

In addition to the amenities offered in the billeting rooms, a wide selection of sundries are available at the Post Exchange. A limited selection of sundries are available at the Billeting Front Desk.

10. Field Maintenance Shop (FMS 4) Requests.

10-1.

Units that are not a member of the WVARNG need to contact the FMS4 Shop Supervisor. Requests need to be submitted ninety (90) days prior to your scheduled training; include type of equipment and a detailed list of services needed. Once details are obtained the shop supervisor will contact the WV State Maintenance Manager and State Maintenance Officer for approval to render these services. The Shop Supervisor will reply to the requesting unit within 30 days of your request.

10-2.

Services that are approved to be rendered by the FMS4 to the using unit will only be honored once a proper MIPR is completed with WVARNG USPFO. For any questions relating to MIPRS, contact the Fiscal Accounting office.

10-3.

FMS4 highly recommends using units of Camp Dawson to be self sufficient. Bring supporting mechanics, repair parts and POL products with you. In the event that you need emergency support please contact the Shop Supervisor.

10-4.

Services that can be obtained are troubleshooting, repairing and limited parts replacement.

11. Safety

11-1. Purpose.

a. To prescribe policy and procedures for safe training area and facility operations in support of training activities conducted at the Camp Dawson Training Area.

b. This SOP is required to be in possession of the unit during training at Camp Dawson and any applicable Army Regulations or Army publications required for the use of the Training Area or Facility.

11-2. References.

- a. AR 350-1 Army Training & Leader Development dtd (RAR) 4 Aug 11
- b. AR 385-10 The Army Safety Program dtd 27 Nov 13
- c. AR 350-38 Training Device Policies and Management dtd 28 Mar 13
- d. AR 385-40 Accident Reporting and Records dtd 10 Oct 07
- e. AR 385-63 Range Safety dtd 29 Feb 2012
- f. DA Pam 385-1 Small Unit Safety Officer/NCO Guide dtd 23 May 13
- g. DA Pam 385-63 Range Safety dtd 30 Jan 12
- h. DA Pam 385-64 Ammunition and Explosives Safety Standards dtd (RAR) 10 Oct 13
(RAR) Rapid Action Review

11-3. Responsibilities.

a. Unit Commanders will ensure their Range OICs and RSOs have the knowledge and training required to perform these duties. Commanders will ensure their pre-Range training covers safety.

b. Commanders and Unit OICs are overall responsible for the safe conduct of their training at Camp Dawson. Range Control will conduct Safety Briefings for E-6 and above on a pre-coordinated bases.

c. Unit Commanders and OICs are encouraged to contact Range Control or the Camp Dawson Safety Office if they have any questions or concerns regarding training at Camp Dawson. Information can be requested by calling the Range Control Office or the Camp Dawson Safety Office (see Contact Sheet in Supplemental Annex).

d. Officer in Charge (OIC). The OIC is responsible for the overall operation of the Training Area/Facility and their personnel.

e. Range Safety Officer (RSO). The RSO officer is responsible for the safe operation of the training area/facility to include conducting a safety orientation before each scheduled exercise. The RSO ensures that all personnel comply with the safety regulations and procedures prescribed for the conduct of an exercise. This officer will not be assigned other duties.

f. Non-Commissioned Officer in Charge (NCOIC). The NCOIC assists the OIC and RSO, as required; for example, by supervising enlisted personnel who are supporting the exercise.

g. Commanders. Commander's will-

(1). Develop, in writing, and implement a comprehensive risk management program that meets the requirements of this manual. Integrate risk management into all operations and training.

(2). Train all leaders in risk management concepts, the requirements of this manual, and the organizational risk management program. Ensure a formal, documented risk management worksheet is completed for each training activity and each operation using the procedures and form described in this manual. This document will be completed during the planning phase of the operation or training.

(3). Ensure worksheets are reviewed by, and the risk accepted in writing by, the leader at the appropriate level as designated in this manual. Maintain copies of all worksheets in the appropriate organizational files, and at the training or operation site.

(4). Develop a comprehensive daily risk assessment checklist, which addresses those factors that may change from day to day or iteration to iteration, and identifies new hazards not addressed in the risk management worksheet.

(5). Ensure a daily risk assessment checklist is completed before beginning the training or operation. This document will be completed immediately before the execution phase of the operation or training. For those operations conducted on a repetitive basis, the checklist must be completed before each days training or operation. If conditions change significantly during the operation, the checklist should be reevaluated.

(6). Require the leader conducting the operation or training to consult with and receive approval from the individual who accepted the risk on the risk management worksheet when the daily risk assessment checklist indicates the overall rating for the operation or training is high or extremely high, when any factor is rated as extreme risk, or when more than one factor is rated as high risk.

(7). Ensure daily risk assessment checklists are maintained at the operation or training site until the event is completed. If an accident occurs during the operation, the checklist should be maintained until the investigation is complete.

(8). Ensure risk management worksheets are reevaluated before

each operation or training event in coordination with the daily risk assessment checklist by the individual(s) responsible for the operation or training. Ensure the worksheet and daily risk assessment checklists are used as the basis for preoperational or training safety briefings of involved personnel.

11-4. Communications with Range Control.

All units will maintain radio communication with range control for safety and accountability purposes. Radio will be hand receipted to the OIC's of the training unit.

11-5. Medical Requirements.

a. Unit Responsibilities:

- (1). Maintain accountability of personnel.
- (2). Transport of individuals to/from sick call (if no care in route required).

b. Medical Support: During periods when AT is not conducted, the only medical support available is EMS provide by the local 911 center. Seriously injured personnel will be transported to Preston (Level IV) or Ruby Memorial (Level I) Hospital for treatment. Medical personnel and a dedicated First Aid Vehicle are required for training. It is the responsibility of the unit to provide their own medical support. Camp Dawson does not have a medical facility on the premises. Units are responsible for conducting their own sick call hours and responsible for the manning of their own aid station.

Medical Evacuation

Air

Life Flight from Morgantown, WV Call 911 center

Ground

Call 911 center for ambulance support.

(304) 329-1026

Hospitalization

Civilian

Preston Memorial Hospital (304) 329-1400

Civilian

Ruby Memorial Hospital (304) 598-4000

11-6. MEDEVAC Procedures

- a. Air MEDEVAC is available through the county 911 center.

b. Request for Ground MEDEVAC Support .

(1). In the event of a serious injury or illness, and when time may be a factor in saving life, limb, sight, or to prevent undue suffering, ground medical evacuation will be utilized if on station.

(2). The decision to request MEDEVAC will be made by the medic/combat lifesaver on site. If no such person is present, the ranking individual on site will make the decision.

(3). If available, ambulance support can be requested through the Camp Dawson Operations.

c. Requests for evacuation support beyond the unit's organic capability will be made by the senior officer or noncommissioned officer present based on the recommendation of the medic on-site, or the senior ranking person's best judgment in the absence of medical aid personnel. Under no circumstance will the recommendation of the medic on-site to request MEDEVAC be overridden.

d. If you are calling *from a Camp Dawson phone line* you must call 9-911 and let the dispatcher know your location on Camp Dawson.

e. If calling 911 *from a cell phone*, you must let the dispatcher know your location on Camp Dawson.

11-7. Fire Protection and Prevention.

a. March through May and October through December is considered critical months for enforcing stringent fire control measures.

b. During this period unit commander will report to Range Control for information on current range fire hazards. At this time equipment requirements will be determined and units will draw the necessary firefighting equipment if needed.

c. In the event of fire, units will immediately call Range Control and notify them of the fire and its location. Range Control will contact the Fire Department and alert them to the situation. Units will ensure that all personnel and equipment are downwind of any fire for at least 500 meters. In event the Fire Department solicits help, Units in the area may be employed as firefighters to ensure the fire is extinguished rapidly. When necessary, the fire department will organize around the clock shifts to fight the fire until it has been extinguished. Call the Fire Department at 9-911.

d. When a range fire occurs, the following information will be reported immediately to the Range Control.

- (1). Type of fire.
- (2). Location of fire and responsible unit (Personnel Accountability).
- (3). Firefighting equipment immediately available.
- (4). Whether personnel are needed from other sources to fight the fire. Personnel will not be sent down range until Range Control gives clearance.
- (5). Units will report range fires to Range Control, no matter how insignificant.
- (6). Report will be forwarded to Camp Dawson Fire Operations after fire has been extinguished.
- (7). Range Control may restrict the firing of tracer, incendiary, and pyrotechnics at any time to prevent fires.
- (8). In all cases when a unit starts a range fire, the OIC will immediately call a cease fire and provide the Fire Department and Range Control all information in paragraph d, above.

e. Open fires, burning of trash or burying of garbage is prohibited. Trash and garbage will be placed in receptacles and removed from respective training areas. All areas will be thoroughly policed prior to departure.

f. In coordination with Environmental Control, Camp Dawson will conduct "Controlled Burn Off" of likely hazardous areas during dry seasons.

g. Fire Safety in High Wind Areas.

- (1). Smoke in designated areas only.
- (2). No parking POV's in grassy fields.
- (3). Do not store fuel cans around cooking stoves.

- (4). Do not store fuel cans near generators.
- (5). Fuel Transfer Field Operations must be bonded and grounded.

11-8. Vehicle Safety.

- a. The Army Motor Vehicle operators—
 - (1). Ensure safe operation of the vehicle.
 - (2). Comply with all traffic laws and regulations.
 - (3). Conduct Preventive Maintenance Checks and Services (PMCS) prior to, during, and following the operation of a vehicle, in accordance with the applicable operator's manual.
 - (4). Report accidents, incidents, and vehicle shortcomings to his/her leader or supervisor then forward that information to Camp Dawson Operation.
- b. Army POV operators—
 - (1). Use seat belts at all times while driving or riding in a POV, on- or off-duty and on or off any military or federal installation.
 - (2). Adhere to state law and installation traffic safety rules concerning child safety seat laws.
 - (3). All POV drivers must have current and valid driver's license, registration, proof of insurance and DOD Installation registration decals to operate on Camp Dawson.
 - (4). Cell phone use is strictly prohibited while driving on Camp Dawson. The only exception to this rule is when the driver employs the use of a hands-free device. Even then, extra care should be taken to keep calls to only those that are necessary.
- c. Civilian personnel (employees, contractors, family members, visitors) —
 - (1). Use a restraint system while driving or riding in a vehicle with manufacturer-installed restraint systems.
 - (2). Not ride in seats from which manufacturer-installed occupant restraints have been removed or rendered inoperative.

(3). All POV drivers must have current and valid drivers license, registration, proof of insurance and DOD Installation registration decals to operate vehicle on Camp Dawson.

(4). Cell phone use is strictly prohibited while driving. The only exception to this rule is when the driver employs the use of a hands-free device. Even then, extra care should be taken to keep calls to only those that are necessary.

11-9. Army motor vehicle (AMV) and Army combat vehicle (ACV) accident prevention.

a. The following general policy applies to all Active Army and Reserve organizations:

(1). The use of headphones or earphones is prohibited while operating an AMV on military property. This prohibition does not negate the requirement for wearing hearing protection of combat vehicle crewman (CVC) helmets in vehicles or conditions requiring their use.

(2). Cellular telephones, regardless of how equipped (to include hands-free kits), will not be used to make or receive calls while driving a motorized vehicle. A cellular telephone call will not be answered until the vehicle is stopped and it is safe to make and receive calls. Vehicles will not be placed in motion until a cellular telephone call has been completed. Similarly, voice mail will not be checked and the Internet or other special features of cellular telephones will not be used while operating a vehicle.

(3). Drivers will not eat, or chew tobacco while a vehicle is in motion.

(4). Smoking is prohibited in all military vehicles.

(5). Antennas for all vehicles will be tied down to a height considered safe for highway or cross-country travel to avoid contact with power lines. Exterior radio antennas must be tied down to a height of not more than 13 feet and at least 8 feet from the ground. The end of antennas will be blunted with an antenna tip assembly (FSN 5822-437-2353 for the AS1629 or AT-912 and FSN 5985-930-7223 for the MS-17A).

(6). Ground guides must be used when a vehicle is moving through an assembly area, when backing vehicles (2 ½ ton and larger), or any time visibility is restricted. Complete ground guiding procedures are in FM 21-305. AR 385-10 contains ground-guiding standards. Ground guides will not stand between the vehicle being guided and another object where an inadvertent engine

surge or momentary loss of vehicle control could cause injury or death. The vehicle driver will stop the vehicle immediately if any of the following occur:

- (a). Visual contact with ground guide is lost.
- (b). The ground guide is standing dangerously between the vehicle and another object.
- (c). The ground guide walks backwards or is standing in the vehicle tracks.

(7). Wheeled vehicle drivers will follow procedures for determining clearance when ground guides are not available. In emergencies, when a ground guide is not available (for example, in the civilian domain), wheeled vehicle drivers will:

- (a). Dismount and walk completely around the vehicle to verify clearance.
- (b). Select a ground reference point that can be seen from the cab of the vehicle.
- (c). Mount the vehicle and ensure the ground reference point can be seen from the cab of the vehicle.
- (d). Sound the horn and back to the pre-selected ground reference point.
- (e). Repeat the process, as necessary, until the desired vehicle position is obtained.

(8). Safe movement of personnel. To the greatest extent possible, personnel will be transported in passenger vehicles, such as sedans, station wagons, or buses. Occupants will be seated when the vehicle is in motion. Transportation of personnel in cargo vehicles is classified as a “high risk” task. Commanders must take action to mitigate this risk. However, due to the factors (exposure and severity in the event that an accident occurs), it cannot be reduced lower than High Risk. The approval authority based on Composite Risk Management is the first O6 in the chain of command. Further guidance on the safe transportation of personnel is contained in AR 385-10, AR 600-55 TB 9-639, and DODI 6055.4. Overloading or overcrowding in order to transport maximum amount of personnel increases the risk significantly. The following restrictions apply to number of personnel that can be transported based on type vehicles. The passenger capacity does not include the operating crew. Any vehicles not listed, refer to AR 385-10 and TB 9-639.

(a). Convoy Safety.

(1). Convoy Safety. Ensure that you can see and be seen by others.

(2). Visibility Hazards.

(a). Concertina Wire on hood of tactical vehicles.

(b). Poster signs on front windshield.

(c). During breakdowns – emergency markers improperly placed.

(b). Loads.

(1). Secure your load properly.

(2). Mixing loads with passengers – use tailgates and safety straps to secure loads and prevent load shift.

(3). Know your vehicle’s capacities (Check TM or TB 9-639).

(4). Kevlar will be worn in tactical vehicle while operating in training areas.

(5). Passengers must wear proper head protection at all times.

(6). Patrol caps can be worn in tactical vehicle on the cantonment if approved by unit commander.

(7). All troops being transported in the rear of a tactical vehicle will in all situations, wear the ACH or Kevlar.

Vehicle type	Maximum occupancy of Vehicles
2 1/2 Ton Standard/LVAD Cargo Truck	12 personnel
2 1/2 Ton Cargo Truck	14 personnel
2 1/2 Ton Dump Truck	10 personnel
5 Ton Cargo Trucks	16 personnel
5 Ton Standard/LVAD Dump Truck	12 personnel
5 Ton Standard/LVAD Cargo Truck	14 personnel
5 Ton Long Wheel Base Cargo Truck	20 personnel

5/4 Ton M880, M881, M882	8 personnel
5/4 Ton HMMWV Cargo/Troop Carrier	4 personnel

(9). Passengers who are not crewmembers and carried in the cab of the vehicle are limited to available seat belt positions. The passenger capacity of sedans, vans, station wagons, and other administrative vehicles is limited to the number of seat belt positions.

(10). Commanders responsible for conducting tactical operations that involve AMVs and equipment will apply all established safety standards (including use of seat belts, speed limits, passenger transportation standards, and vehicle maintenance), unless it is necessary to deviate to accomplish a mission. In training situations, only the unit commander may authorize such deviations. Commanders will evaluate the significance of the assumed risk versus the training benefit in accordance with Composite Risk Management.

b. The following policy on the use of vehicle safety equipment applies to all Army active and Reserve organizations:

(1). Vehicle restraint systems and any other vehicle safety equipment will not be removed, modified, or disabled.

(2). Slow moving equipment on Camp Dawson (e.g., front-end loaders, road graders, crawler-type engineer equipment) traveling 15 MPH or less, will display the Triangular Symbol to alert trailing vehicles as required by 29 CFR, Part 1710.145. Contractor equipment in this category will also use the Triangular Symbol.

(3). Vehicles carrying a load which extends beyond the sides or more than four feet beyond the front or rear will have the extremities of the load marked with red flags, not less than 12" square in daytime, and with red lights at night. On loads greater than one-third the length of the vehicle cargo bed, supervisors will check with state or local traffic authorities to determine whether a special permit is required.

(4). Drivers of tactical vehicles will keep lights on at all times when on public highways.

(5). All AMVs capable of carrying ten or more personnel, or having a gross vehicle weight rating of more than 8,000 pounds, will be equipped with a highway warning kit on public highways.

(6). Emergency vehicles will be equipped with stationary, rotating, or flashing lights and sirens.

(7). Rotating or 170-degree flashing amber lights will be used for cranes (wreckers), oversize or overweight/oversize vehicles, snow-removal equipment, or other road maintenance vehicles, and for the first, middle, and last vehicle in a convoy.

(8). All military vehicles will be equipped with and use chock blocks when parked on inclines and whenever maintenance is being performed.

c. Selection, Training, and Licensing.

(1). All training will be documented in accordance with AR 600-55.

(2). All military and Army civilian personnel who possess a driver's license are required to successfully complete an Army Accident Avoidance Course, or the civilian equivalent, to establish and reinforce a positive attitude toward driving. This training must be documented on the individual's DA Form 348. The training will stress individual responsibility and correct responses to routine and emergency driving situations. It is essential to provide this training expeditiously following entry as a military or civilian employee. This training has a recurring requirement of every 4 years.

(3). Driver improvement courses will be used to reinforce positive attitudes and motivate persons who are convicted of serious moving traffic violations or who are determined to be at fault in an accident while operating an AMV on an Army installation. Offenders, military or civilian, are required to successfully complete this training or lose their installation driving privileges.

(4). Military and civilian personnel will receive additional training, as specified in AR 600-55, based on requirements for the type of vehicle to be operated. Personnel requiring commercial driver's license will meet federal medical/physical standards as outlined in 49 CFR, Parts 391.41 through 391.49.

(5). Tactical vehicle drivers training will be tailored to teach specific driving skills needed for vehicle operation in a field environment. Examples include, towing and backing equipment; black-out driving; vehicle recovery; operation over rough terrain and four-wheel drive; ground guide procedures, techniques and signals; and night vision devices (NVDs). Training for NVDs will be recorded in the individual's driver's training records.

d. Accident reporting and records will be in accordance with AR 385-10, DA Pam 385-40.

e. AMV/ACV crew rest/fighter management.

(1). Drivers will not be assigned to operate vehicles more than 10 continuous hours (including rest and meal breaks). The combined duty period for drivers will not exceed 12 hours in any 24-hour period without at least 8 consecutive hours of rest. If more than 10 hours are needed to complete a driving operation, a qualified assistant driver must be assigned to each vehicle.

(2). Drivers will take 15-minute rest/fuel breaks every 2 hours of driving or every 100 – 150 miles, whichever occurs first. Scheduled meal breaks for trips exceeding 5 hours or longer in length will be taken.

(3). Company commanders will ensure their SOPs address policy and procedures concerning crew rest/fighter management.

f. Policy governing wearing of (ACH) Advance Combat Helmets in AMVs.

(1). All personnel will wear a ACH when operating or riding as a passenger in Army motor vehicles in field training exercises, combat training areas, and military ranges.

(2). Commanders will use the Composite Risk Management process guidance in FM 5-19.

(3). Local commanders will note that prescribing headgear for civilians (employees, contractors and official visitors) is subject to applicable labor-management agreements and contractor-employer agreements.

11-10. Personally Owned Vehicles (POVs).

a. AR 385-10, Soldiers are required to use safety belts at all times, on and off Federal Installations, while driving or riding in a POV or AMV. Civilian employees will use safety belts while driving or riding in a POV or Government-owned vehicle on Federal Installations and also off installations while on official business.

b. Unit Commanders will ensure that unit POV safety inspections are conducted for their Soldiers.

c. The three main causes of vehicular accidents are indiscipline, speeding and alcohol.

d. Maintain a safe following distance from the vehicle in front of you. (4 second method) Wet weather driving is not an excuse for a mishap; it is a challenge to your driving ability. When weather conditions are wet and slippery it is important to make sure that your vehicle is in a safe and serviceable condition.

The following tips will help ensure your vehicle is safe and you are ready for the changing weather.

(1). **TIRES:** Proper tire care and safety is simple and easy. Use the acronym P.A.R.T. to assist you in checking your tires. Pressure: check to ensure that your tires are not under inflated or over-inflated. Alignment: ensure that your vehicle is not pulling to one side or the steering is shaking. Rotation: rotate your tires every 5,000-6,000 miles to promote uniform tire wear. Tread: Tires should be inspected visually and the tread should be measured with a tread depth gauge calibrated in 32nds of an inch, If one or more of your grooves is 2/32 inches in depth, then your tires should be replaced.

(2). **WINDSHIELD WIPERS:** Properly maintained windshield wiper blades assure safe driving in bad weather. Ripped or torn wiper blades cannot adequately remove road film and water. Check and ensure your wiper blades are not cracked, torn or worn. Make sure that the arms are not bent and that the blades leave no streaks from being worn.

(3). **BRAKES:** Check to make sure the brakes are functioning properly. It is very important to have good brakes especially during wet weather. Brakes do not operate as efficiently when they are wet. There are two kinds of Anti-lock Brakes Systems (ABS), four-wheel and rear-wheel. The four-wheel ABS is found on passenger cars and some light trucks, and is designed to help you steer the vehicle and be more stable during emergency braking situations. The rear-wheel ABS is found exclusively on light trucks and is designed to prevent the rear wheels from locking up so that the vehicle doesn't skid sideways.

(4). **BAD WEATHER DRIVING:**

(a). Maintain at least twice the safe following distance on wet roads; instead of two car lengths use four car lengths for every 10 miles per hour of speed.

(b). Make smooth gradual turns and stops.

(c). Don't pump ABS brake systems; just apply firm pressure to the brake pedal when stopping.

(d). Watch for standing water on bridges, and especially at underpasses.

(e). Never go around erected barriers.

(f). Be vigilant at intersections, watch for merging traffic.

THE LIFE YOU SAVE MAY JUST BE YOUR OWN!

(5). Cellular phones will not be used while operating a motor vehicle unless using hands-free device. The best course of action is to stop the vehicle to use the phone.

11-11. Engineer/Special Purpose Vehicles/M-Gator All Terrain Vehicles (ATVs), and Equipment.

a. Engineer and special purpose vehicles and equipment will be moved from one point to another using prime movers to the maximum extent possible.

b. When equipment is operated on public roads or highways, lead and trail escort vehicles will be used.

c. Powered industrial trucks/forklifts will be equipped with restraint devices and rollover protection that conforms to applicable Society of Automotive Engineers Standards unless a waiver is obtained from HQDA (DAPE-HRS.).

d. Policy governing operation of M-Gator ATV.

(1). Drivers must be licensed and their qualification to drive ATVs will be annotated on their DA Form 348-E, Operators Qualification Record.

(2). Helmet and eye protection are required for both driver and passenger when operating the vehicle.

(3). The maximum speed is 15 mph, operators will not exceed that speed.

(4). The M-Gator will not be driven on public roadways except to cross the road at designated crossing points or with a road guard.

(5). Passengers may not ride in the cargo area. Litters must be strapped with cargo tie downs in the rear or to the cargo shelf in the front before moving the vehicle.

(6). All loads over 50 pounds must be strapped to the rear cargo tied-downs or to the cargo shelf in the front of the vehicle.

(7). The M-Gator is not towable – doing so will damage the chain drive, transaxle, and tires. Operators should not attempt to tow trailers behind the M-Gator as it has not been evaluated for towing operations.

e. Required rider equipment: DOT protective helmets, shatter-resistant eye protection (glasses, goggles, or face shield), gloves, long-legged pants, long-sleeved shirt or jacket, enclosed sturdy over the ankle foot wear (recommend leather boots or high top shoes), shin guard and high visibility garments or reflective vest/belt during the day, and reflective vest/belt during hours of darkness.

(1). All personnel utilizing an ATV or a Side by Side will follow manufactures guidance on PPE wear.

f. Documentation of training will be maintained by the Unit and will provide to Camp Dawson as needed.

11-12. Motorcycles.

a. General. The following guidance applies to any member of the WVARNG (both military and civilian) operating a motorcycle on or off duty, and both on or off military installations.

b. Training and licensing.

(1). Operators of motorcycles (both street and off-road versions) must have a valid state vehicle operator's license. Where state and local laws require special licenses to operate motorized bicycles (mopeds), motor scooters, or all-terrain vehicles (ATVs), the same requirements apply to operation of those vehicles on DoD property.

(2). Prior to operating a motorcycle, moped, motor scooter, or ATV, each operator will successfully complete a rider or operator safety course. The course will—

(a). Comply with the Motorcycle Safety Foundation (MSF) or Specialty Vehicle Institute of America (SVIA) approved curriculum taught by MSF- or SVIA-certified or licensed instructors.

(b). Provide hands-on training.

(c). Include a performance-based and knowledge-based evaluation.

c. Safety equipment.

(1). Required rider equipment: DOT-approved protective helmets, shatter-resistant eye protection (glasses, goggles, or face shield), gloves, long-legged pants, long-sleeved shirt or jacket, enclosed sturdy over the ankle

foot wear, and high visibility garments or reflective vest/belt during the day, and reflective vest/belt during hours of darkness.

(2). Required motorcycle/moped equipment: Two rearview mirrors, front and rear brakes, horn, muffler, electric turn signals, seat and foot rests for each rider, and DOT-approved tires.

d. All motorcycle riders will be a member of the unit motorcycle mentor program (MMP).

e. The MMP POC will maintain documentation of all riders to include the following:

- (1). License
- (2). Registration
- (3). Insurance
- (4). MSF Card
- (5). Counseling
- (6). Checklist of Training

f. Documentation of training will be maintained by the MMP POC in the company area. ADSO will have access to this information for reporting and monitoring purposes.

11-13. Bicycle Safety.

All personnel, including Family Members, must wear an approved bicycle safety helmet while operating or riding on a bicycle within the boundaries of a military or federal installation. Approved bicycle helmets include those helmets that meet American National Standards Institute (ANSI) or the Snell Memorial foundation standards. The wearing of portable headphones, earphones, ear or other listening devices while jogging/running, bicycling, or skating/skateboarding on or adjacent to roadways and intersections on DOD installations is prohibited. When bicycling on roadways on DOD installations during hours of darkness or reduced visibility, bicycles will be equipped with operable head and tail lights, and the bicyclist will wear a reflective upper outer garment.

11-14. Additional Resources.

The following links provide additional information:

Combat Readiness Center Main Page, <https://safety.army.mil/>
Motorcycle Safety, <https://safety.army.mil/povmotorcyclesafety/>
Motorcycle Mentorship, <https://safety.army.mil/mmp/>
Drivers Training Tool Box, <https://safety.army.mil/drivertrainingtoolbox/>

12. Recommendations for Changes to this Regulation.

The Camp Dawson Management Analyst is responsible for maintenance of this Regulation. It is intended that this Regulation be reviewed on an annual basis for interim changes. Any recommendations or suggestions should be forwarded to the Management Analyst. Recommendations should include the applicable reference within this Regulation.

13. Annexes.

Supplemental information and forms relative to this SOP are located in three categories of annexes:

a. **Forms Annex A.**

The Forms Annex contains all forms referenced herein.

b. **Range Control Annex B.**

The Range Control Annex contains detailed information on training areas and training opportunities at Camp Dawson.

c. **Supplemental Annex C.**

The Supplemental Annex contains miscellaneous information, i.e. Contact Directory, Memorandum Formats, Levels of Medical care and the Installation Strip Map.

Camp Dawson Forms Annex

ANNEX A	
FORM NUMBER	FORM TITLE
TC FORM 1	Request for Utilization
TC FORM 2	Pre-Arrival Checklist
TC FORM 5	Pool Usage Agreement
TC FORM 10	In/Out Processing Form
TC FORM 11	After Action Review
TC FORM 12	Release and Hold Harmless
TC FORM 15	Security Notification
TC FORM 16	Request for Changes, Additions or Cancellations of Training
TC FORM 19	Admission form for Required Hospital Care/Treatment
TC FORM 23	Camp Dawson IT Worksheet
TC FORM 25	Short Term Request Form
TC FORM 26	Strength Report
TC FORM 27	Request for Site Visit
TC LOG 01	Request for GSA or TMP Vehicle
TC LOG 02	Credit Card Issue Register
TC LOG 03	GSA Inspection Checklist
TC LOG 04	Bus Inspection Checklist
TC LOG 05	VIL Key Request Form (Fuel)
TC LOG 06	Barracks Issue/Turn-In Checklist
TC LOG 06A	Dining Facility Issue/Turn-In Checklist
TC LOG 06B	Bldg 215 Classroom Issue/Turn-In Checklist
TC LOG 06C	AFRC Classroom Issue/Turn-In Checklist
TC LOG 06D	RTI Classroom Issue/Turn-In
TC LOG 06E	Bldg 401 Flight Operations Issue/Turn Checklist
TC LOG 07	GSA Vehicle Reimbursement Agreement
TC LOG 08	Logistics After Action Review
TC FORM 448	Reimbursement Agreement
AGO 30-22-1	Subsistence Request Form

ANNEX A – Forms Annex Log, Revised AUG 2013

REQUEST FOR UTILIZATION

General Instructions: All requests will be processed in the order in which they are received. Prior to approval, you may be contacted by Operations 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 a comprehensive and detailed approval letter. Items left blank or not filled out properly will result in delayed processing. Submission preference is email: ng.wv.wvarng.list.cd-op-center@mail.mil. You may also submit by mailing it to Camp Dawson Operations, 1001 Army Road, Kingwood, WV 26537.

PART I – UNIT INFORMATION

Line #	Required Information	Unit/Group Information						
1.	Date Prepared:							
2.	Name of Unit or Group:							
3.	Mailing Address:							
4.	Name of Person Submitting Request:							
4a.	Name of Commander (or civilian equivalent):					Comm Phone:		
						Cell Phone:		
5.	Commercial Phone:							
6.	Cell Phone:							
7.	Email Address:							
8.	Component/Designation: <b style="color: red;">If you have a combination of components, please put the number of personnel beside each category.	Air force		ANG		ARNG		DOD Civilian
		FORSCOM		Navy		TRADOC		Non-DOD-Civilian
		Foreign Nation		USMC		USAR (SCH)		USAR (TPU)
		TRADOC		Youth		Joint Forces		
9.	UIC (if Military):							
10.	Arrival Date (should include advance party date):							
11.	Departure Date:							
12.	Type Training and/or Title of Event:							
13.	Specify Training Status AT, IDT, Active, Other:							
14.	Estimated number of personnel:							
15.	Subordinate or other units or groups participating:							
16.	Method of Payment for							

	Facilities:	
	(Specify: <u>CREDIT CARD IS THE PREFERRED METHOD OF PAYMENT</u>)/MIPR/Direct Bill)	
17.	Method of Payment for Billeting:	
	(Specify: <u>CREDIT CARD IS THE PREFERRED METHOD OF PAYMENT</u>)/MIPR/Direct Bill)	
18.	Method of Payment for Meals:	
	(Specify: <u>CREDIT CARD IS THE PREFERRED METHOD OF PAYMENT</u>)/MIPR/Direct Bill)	
Note to 16-18	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: Bays come in a variety of sizes. Each bay costs NON-ARNG units \$50 per bay. Bays will be assigned to units/groups by Operations based on your number of personnel and your number of females and males. Mattress covers and pillow cases are mandatory items (\$.61 per person). Full linen sets (\$5.33 per person) are optional and need to be requested.

19.	Are Barracks Required?	
20.	No. of Males:	
21.	No. of Females:	
22.	Full-Linen Sets?	

PART III – BILLETING (Other than Barracks)

General Information: Specific type rooms may be requested, but are not guaranteed to be available. Operations 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.wv.ngb.army.mil/campdawson>. When requesting specific areas below, please note the number of people per area.

23.	Total no. of persons to billet:	
24.	<u>No preference</u> , billet where available: (simply specify “no preference”)	
25.	Bldg 101 (3 person cottage)	
26.	Bldg 102 (7 person cottage)	
27.	Bldg 104 (3 person cottage)	

28.	Bldg 301-D (6, two-person rooms)	
29.	Bldg 301-U (6, four-person rooms)	
30.	Bldg 302 (3 person chalet)	
31.	Bldg 303 (3 person chalet)	
32.	Bldg 304 (3 person chalet)	
33.	RCB Singles (485 single rooms)	
34.	RCB Master Suites (12, four-person suites)	
35.	RCB Grand Suites (3, two-person suites)	
36.	RCB Executive Suites (6 single rooms)	

PART IV – MEALS

General Information: Camp Dawson has a total of one mess hall. When requesting a mess hall, the requesting Unit or Group is required to bring their own cooks and mess personnel. Camp Dawson also offers a Contracted Dining Facility. In order that you may receive a total cost estimation for your training at Camp Dawson, please fill in the meal request information below. You will still receive the Dining Facility Information sheet and be required to contact the Dining Facility Manager directly to set up a contract. MIPR'd meals will have 5% of your total meal cost added on to your meal fee. WVARNG units need only make notation that they are eating their meals in the dining facility and should submit a Subsistence Request form to Operations.

37.	Request Mess Hall for the following number of personnel:	
38.	Request to eat meals in Camp Dawson Dining Facility:	
39.	Breakfast:	No. of Meals: <input type="text"/> No. of Personnel per Meal: <input type="text"/>
40.	Lunch:	No. of Meals: <input type="text"/> No. of Personnel per Meal: <input type="text"/>
41.	Dinner:	No. of Meals: <input type="text"/> No. of Personnel per Meal: <input type="text"/>
42.	Method of Payment:	<input type="checkbox"/> Individual's Paying <input type="checkbox"/> Group Payment-MIPR
43.	Group/Unit is eating on economy:	

PART V – RANGES

General Information: Camp Dawson possesses a Standard Grenade (Non-Firing) Qualification Course, three-25 Meter ranges (located on Camp Dawson Proper), a CPQC range, a 300 meter pop-up MRF range, a Live Fire Shoot House, a Light Demolitions Range, an M203 Range, a Convoy Live Fire Range, and a Gas Chamber. All units and groups, including WVARNG Units should coordinate their portajohns directly with the vendor at (304) 864-3789. Anyone using a MIPR to pay for facilities should coordinate their porta johns directly with Camp Dawson Logistics (304) 791-4476.

Line #	Start Date/Time	No. Persons	Type of Range	Type of Weapon	Type of Ammo	Ammo DODIC
	End Date/Time					
44.						
45.						
46.						
47.						
48.						
49.						
50.						
51.						
	Targets	Qty	* Direct costs are associated with Targets and will be detailed on your Approval Letter			
52.	M16A2 or M4 Zero					
53.	E Silhouette (Black)					
54.	E Type Plastic					
55.	F Silhouette (Black)					
56.	Machine Gun					
57.	Alternate Course C					
58.	E-Type					
59.	F Plastic					
60.	M-4/M16A2					
61.	175m Feedback					
62.	75m Feedback					
63.	9MM					

PART VI – Training Areas

General Information: Camp Dawson offers a variety of training opportunities to include: Bivouac sites, Confidence Course/Obstacle, Basic Land Navigation Course (BLNC), Basic and Advanced Land Navigation Courses, Lanes training, Water Operations training area, Indoor Pool, APFT Area, HALO DZ, Airfield with POL capabilities, Simulation trainers to include Engagement Skills Trainer (EST 2000) and Weaponeer, driving courses, three HLZ's, Enemy Prisoner of War (EPW) compound, and a mock Third-World village for simunitions training. WVARNG Units and those Units paying by MIPR may request their portajohns through Camp Dawson Operations. All other groups/units should coordinate their portajohns directly with the vendor at (304) 864-3789.

Line #	Start Date/Time End Date/Time	No. Persons	Type of Training (Describe training area needed, or specific training area if known)														
64.	-----																
65.	-----																
66.	-----																
67.	-----																
68.	-----																
69.	-----																
70.	-----																
Maps		Specify Quantity Below					Check each Applicable Area √										
* Direct costs are associated with Maps and will be detailed on your Approval Letter		Qty	Qty	Qty	Qty	Qty	Topographic	Ordn photo	No Grid	Grid	No Border	Border	No Legend	Legend	Scale to Use?	Map Key	Lamination
		8.5x11	11x17	17x22	22x34	34x44											
71.	Camp Dawson Special (All Training Areas)																
72.	Briery Mountain Training Area																
73.	Volkstone Training Area																
74.	Pringle Mountain Training Area																
75.	Goldmine Training Area																
76.	Camp Dawson Proper																
77.	Whitehair Training Areas																

	Land Navigation Map	No. of Maps	No. of Keys	Lamination (yes or no)
78.	Briery Mountain LN			
79.	Pringle Tract LN			

80.	Volkstone LN			
81.	Goldmine LN			
82.	Camp Dawson Compass Course			
83.	Whitehair LN			

PART VII – Classroom/Conference Facilities

General Information: Camp Dawson offers a variety and sizes of classrooms and administrative areas. Our Robert C. Byrd Conference Center offers state-of-the-art classrooms, auditorium and computer labs.

Line #	Type/Description	Start Date/Time End Date/Time	No. of Classroom s/admin area	No. of Persons Per Classroom
84.	0-25 person classroom			
85.	25-50 person classroom			
86.	50-100 person classroom			
87.	Auditorium			
88.	Office Space			
89.	Computer Lab (24 person)			
90.	Computer Lab (18 person)			
91.	Video Teleconference Capability			
92.	Overhead Projector			
93.	Television			
94.	VCR			
95.	Podium			
96.	SIPRNET capability			
97.	Other:			

PART VIII – Fuel and Aviation Support Needs

General Information: For fuel and aviation support questions please contact Camp Dawson Logistics at (304) 791-4170.

98.	Will aircraft be used		Quantity:		Type:	
99.	Aviation Ops POC:					
100.	Will you be conducting night flight operations?					
101.	Aviation Fuel (JP8) needs in gallons:					

102.	Diesel fuel needs in gallons:	
103.	Does your unit need PROKEEs?	Quantity: <input type="text"/>
104.	MOGAS needs in gallons?	

PART IX – MISC

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

105.	
106.	
107.	
108.	
109.	
110.	
111.	

*Units requiring bus transportation, must coordinated through WVARNG J-3 Office. POC is

Pre-Arrival Check-List

Check-list must be filled out 15 business days prior to your arrival and returned to Camp Dawson Operations before any facilities will be issued.

Unit/Organization:	
Dates of Training:	
Person filling out check-list:	
Type or Title of Training:	
RCNI:	

	<i>Check-List Item</i>	<i>Response</i>
√	<u>Time</u> and date you will be arriving and in-processing with Operations. Contact Operations immediately if re-scheduling is necessary.	
√	Name of personnel who will be in-processing at Operations.	
√	Cell of phone of personnel who will be in-processing at Operations.	
√	What method(s) of transportation will your personnel (both advanced and main body) be arriving in?	
√	Upon arrival, to what location should your personnel be directed? (i.e. barracks, admin bldg, etc.)	
√	Name of unit Commander/CSM/ISG or Chief representative that will be present during training.	
√	Have you submitted a copy of your unit's or organization's training schedule or time-line of events to Operations? <u>RISK ASSESSMENT MUST BE INCLUDED</u>	
√	If applicable have your personnel finalized their reservation with the billeting desk as stated in the Group Reservation Policy?	
√	If applicable, has Operations received a copy of your by-name roster for front-gate Security?	
√	If VIPs are attending any part of your training/meeting, has coordination been made	

	<i>Check-List Item</i>	<i>Response</i>
	for transportation, etc. (i.e. If they are arriving by aircraft, has ground transportation been made to pick-up at the airfield?)	
√	Do you have any freight, standard mail, Fed Ex or UPS deliveries scheduled to arrive at Camp Dawson in relation to your training? If yes, freight must be coordinated through Operations; Standard mail, Fed Ex or UPS must be coordinated through Camp Dawson Mail Room (304)791-4308. All freight deliveries require detailed information (Company or personnel's name, delivery method, destination and actual items).	
√	If you answered "yes" to any item on the IT Worksheet (TC Form 23), did you contact the J6 office? (304) 791-4961/4962/4963/4964, or via email: ng.wv.wvarng.list.j6-north-wv-arng@mail.mil . Failure to contact will result in no IT support.	
√	If you are drawing ammunition/CS from Camp Dawson's ASP, do you have an approved 581 from WV-USPFO?	
√	If applicable, has a MIPR or authorization of Credit Card Purchase been completed? No facilities will be issued unless a MIPR is in place or other form of payment approved.	
√	If firing on ranges, has a list, signed by your commander, of your qualified OICs/RSOs been provided to Operations?	
√	If utilizing the Rappel Tower, has documentation been provided to Operations verifying that you have a certified Rappel Master to run your training?	
√	If you will be utilizing the Library (RCB 001), has direct contact been made to you from the G3 personnel in Charleston?	
√	If utilizing equipment maintained by the Parachute Maintenance Facility (Riggers), have you coordinated its pick-up and return with them?	
√	If utilizing the Gas Chamber, has documentation been provided to Operations verifying that you have an NBC NCO to run your training?	

	<i>Check-List Item</i>	<i>Response</i>
√	Have you done all necessary coordination with Range Control regarding any briefings, targets, and/or maps?	
√	Will your unit or group be receiving mail here?	
√	Will your unit or group require a long distance access code?	
√	Will your unit have any Fuel requirements ? If so, call SSG Claypool (304-791-4174, DSN 623-4174) to make arrangements.	
√	If you have scheduled portajohns for your event, have you coordinated payment AND placement with Vendor?	
√	If applicable, have you coordinated your meals through Operations?	
√	If paying by MIPR, is a copy of your DD Form 448 attached to your Pre-Arrival Checklist? <i>(Facilities will not be issued without this documentation)</i>	
√	Personnel drawing facilities are required to submit Assumption of Command memorandum and DA Form 1687 <i>(Facilities will not be issued without this documentation)</i>	
√	If you required ID Card appointments, have you coordinated with the Camp Dawson ID Center? (304-791-4308)	

Pool Usage Agreement

This agreement is to be signed by the Point of Contact for the using unit or group and submitted to Camp Dawson Operations prior to the training event. Non-compliance will result in forfeiture of pool usage.

As the representative for _____, I agree to ensure that the following pool rules are adhered to while in use on _____(date).

I understand that non-compliance with these rules may result in the inability to use the pool in the future. I also understand that I may choose to be present at the time the pool is inspected upon completion of our scheduled training.

Pool Rules:

1. There will be no single swimmers.
2. Children under 14 years of age must be accompanied by an adult 18 years or older, regardless of swimming proficiency.
3. Safety is crucial for operation of the pool. Any unsafe act will require personnel to be banned from the pool area.
4. Proper and acceptable swimming attire will be worn at all times.
5. If lifeguards are present, ALL personnel will obey their instructions at all times.
6. In case of an accident, report the incident to the administrative/billeting desk immediately.
7. No rough play or horse play.
8. No alcoholic beverages allowed in the pool area.
9. Do not climb on lifeguard tower.
10. No food or drink in pool area.
11. No running in pool area.
12. Be courteous to other swimmers
13. No diving in shallow area of pool.
14. Outside doors to pool area must remain shut.
15. Divers will wait until personnel are clear from diving area.
16. Maximum capacity of the pool is 165 personnel.
17. Using unit/group is responsible for ensuring that pool and pool area are left in a clean and orderly manner prior to departure.
18. Using unit/group understands that pool and pool area may be inspected during their training and will always be inspected upon completion of training.
19. Using unit/group understands that non-compliance with pool rules may result in forfeiture of future pool use.
20. A Release and Hold Harmless Agreement has been completed and attached to this form.

Printed Name of Point of Contact

Date

Signature of Point of Contact

In/Out Processing Form

Unit/Group Name:	
Training Event:	
RCNI:	
Training Dates:	

Group selected as Individual Survey Recipients. Collect Surveys at Out-Processing

304-791-XXXX		IN-PROCESSING		OUT-PROCESSING	
Section / Bldg # / Last 4 of Phone Number	Hours of Operations	Date/Time	Name of Section Personnel	Date/Time	Name of Section Personnel
<input type="checkbox"/> Operations Bldg 402 (4387/4388)	M, W, F: 0830-1600 T, TH, S, S: 0730-1600				
<input type="checkbox"/> Welcome Ltr <input type="checkbox"/> Phone Directory <input type="checkbox"/> Strength Report <input type="checkbox"/> AAR <input type="checkbox"/> Post Map <input type="checkbox"/> Scheduling Conf				<input type="checkbox"/> Strength Report <input type="checkbox"/> AAR <input type="checkbox"/> LOD/Accident Report	
<input type="checkbox"/> Range Control Bldg 402 (4070/4071)	M, W, F: 0830-1600 T, TH, S, S: 0730-1600				
<i>▫ Has Target/Map Cost Worksheet been completed and submitted to Logistics?</i>					
<input type="checkbox"/> Logistics/Fuel Bldg 229 (4170/4175)	M, W, F: 0830-1600 T, TH, S, S: 0730-1600				
<input type="checkbox"/> Security Bldg 100 (4140)	OPEN 24 HRS DAILY				
<i>▫ Has group turned in Security notices for all expected deliveries?</i> <i>▫ Has group turned in Security notices for visiting personnel without military ID?</i>					
<input type="checkbox"/> Billeting Bldg 100 (RTI) (7001)	OPEN 24 HRS DAILY				
<i>▫ Any discrepancies noted by housekeeping should be directed to Operations <u>before</u> clearing a unit. Discrepancies found after a unit has cleared should be immediately brought to the attention of Camp Dawson Operations.</i>					
<input type="checkbox"/> Engineering Bldg 228 (4478)	CALL FOR APPOINTMENT				
<input type="checkbox"/> Multipurpose Bldg (304) 680-6009	CALL FOR APPOINTMENT				
<input type="checkbox"/> ASP Bldg 227 (4416)	CALL FOR APPOINTMENT				
<input type="checkbox"/> Dining Facility	HOURS VARY				

Bldg 100 (RTI) (7343)					
▫ WVARNG Units must approve Headcount Sheets					

Unit Contact and Emergency Contact Information

Unit/Organization Name:					
Training Event:					
Arrival Date:		Arrival Time:			
Actual Training Start Date:		Training Start Time:			
Departure Date:		Departure Time:			
Primary POC:				Cell Phone:	
Billeting Room # or Barracks Bldg #:					
Secondary POC:				Cell Phone:	
Billeting Room # or Barracks Bldg #:					
Commander/Chief Representative:				On-Site?	
Location of Main Body:		Billeting		Barracks	Barracks #:
Will you have a central command post or reception center?				Yes	No
What hours will it be operational?					
Where will it be located?					
Phone # (hard line) for this area:					
<p><i>As the point of contact for the aforementioned training event, I understand that I am required to in-process and out-process with all sections checked on page 1 of this form and turn-in any paperwork provided to me by the Camp Dawson Operations office. I understand that any problems, changes, or questions should first be directed to the Operations office and that any after hour issues should be directed to Camp Dawson Security.</i></p>					
Printed Name		Signature		Date	

Operations/Range Control After Action Review

<i>Unit/Group:</i>	
<i>Training Event:</i>	
<i>Dates of Training:</i>	
<i>Unit POC:</i>	
<i>Date of AAR:</i>	

Initial Contact

<p><i>1. In what manner did you conduct the bulk of your scheduling?</i></p> <p><input type="checkbox"/> In-Person <input type="checkbox"/> Telephone <input type="checkbox"/> Email <input type="checkbox"/> Other</p>	<p><i>5. Please rate the promptness of our response to your request.</i></p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>
<p><i>2. How would you rate our scheduling process?</i></p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>	<p><i>6. Please rate the knowledge of the staff on the facilities and services you requested.</i></p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>
<p><i>3. Please rate Camp Dawson's ability to provide you with the facilities and services you requested.</i></p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>	<p><i>7. How would you rate the helpfulness and thoroughness of the documentation and information provided to you to assist you in completing your request for facilities?</i></p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>
<p><i>4. If applicable, how would you rate the fuel request/issue procedures?</i></p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>	<p><i>8. If applicable, how would you rate the ammo request/issue procedures?</i></p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>
<p><i>Comments:</i></p>	

In-Processing

<p><i>1. Rate your ability to locate Camp Dawson.</i></p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>	<p><i>4. Rate your ability to access post through front-gate Security.</i></p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>
<p><i>2. Rate your ability to locate Operations to in-process.</i></p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>	<p><i>5. How would you rate Operations/Range Control in-processing procedures?</i></p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>
<p><i>3. How would you rate the courteousness of the Operations/Range Control Staff?</i></p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>	<p><i>6. How well prepared was our staff to receive your organization?</i></p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>
<p><i>Comments:</i></p>	

Training/Facilities

<p>1. Rate the availability of requested equipment, training areas, training aids, etc.</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>	<p>4. Rate the ease of issue/turn-in procedures for your facilities, classrooms, equipment, training areas, training aids, etc.</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>
<p>2. How would you rate the overall condition of the facilities, classrooms, equipment, training areas, training aids, etc.</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>	<p>5. Rate how any issues/problems/questions were handled.</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>
<p>3. If applicable, how was your fuel requirement resourced?</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>	<p>6. If applicable, how well was your ammunition requirement resourced?</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>
<p>Comments:</p>	

Out-Processing

<p>1. Rate the clarity communicated to you reference the Out-processing procedures.</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>	<p>4. How would you rate clearance procedures as it pertains to training areas and ranges?</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>
<p>2. How would you rate Operations/Range Control's ability to out-process your unit and/or organization?</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>	<p>5. How would you rate your overall experience at Camp Dawson?</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>
<p>3. How would you rate the chances of your group or unit scheduling training at Camp Dawson in the future?</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>	<p>6. If you ate one or more of your meals in our Dining Facility, how would you rate your group's overall experience?</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> N/A</p>
<p>Comments:</p>	

Overall

<p>Please relay your overall impression regarding your experience at Camp Dawson:</p>

Release and Hold Harmless Agreement

1. PRIVACY ACT STATEMENT: Personal data is solicited under authority of 10 USC 3012 and AR 27-40. The information is for use to determine eligibility for voluntary participation in the following activity located in the area of Camp Dawson, WV:

Activity(s): _____

Disclosure of requested information is voluntary, but failure to disclose all or any part of it may result in denial of permission to participate in the activity listed above.

2. POINT OF CONTACT INFORMATION:

NAME: _____ AGE: _____

ORGANIZATION/UNIT: _____

POSITION/TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

POC's Immediate Supervisor and/or Commander: _____

ADDRESS: _____ CITY: _____ STATE: _____
(If different than above)

TELEPHONE: _____

3. DISCLAIMER, ASSUMPTION OF RISK AND WAIVER:

As the representative of the aforementioned Organization or Unit, we desire to participate at our own risk in the potentially hazardous activity described above. I represent that I will take all safety precautions necessary thereto, assuming sole and full responsibility for ensuring that all reasonably foreseeable safety requirements are met to my personal satisfaction prior to my group's active participation in such activity. I state that the personnel in my group are in good health, physically fit to engage in this activity, and have no known medical condition which could jeopardize my or their safety during such participation or be aggravated by such participation.

This waiver is executed with the awareness that military training areas are not designed nor maintained with the needs of civilian groups in mind, and those conditions which are potentially hazardous may exist. The outcome of these dangers may include, but are not limited to: personal property damage, personal injury, paralysis, and death. In consideration of being allowed to use these facilities

I further understand that I may be held liable for any damage or loss to the United States Government that is caused by my or my dependent's negligence, willful misconduct, or fraud while participating in activities at Camp Dawson. I further understand that any and all buildings at Camp Dawson, WV may contain lead paint and/or asbestos and willfully accept responsibility or possible danger associated with those elements.

I HAVE READ THE ABOVE EMERGENCY AUTHORIZATION, DISCLAIMER, ASSUMPTION OF RISK AND WAIVER, AND ACKNOWLEDGE AND FULLY UNDERSTAND THE TERMS OF EACH. I UNDERSTAND THAT I AND/OR MY GROUP HAVE GIVEN UP SUBSTANTIAL RIGHTS BY MY SIGNING THIS FORM AND AGREEING TO THESE TERMS. I SIGN THIS FORM AND AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT FOR MYSELF AND/OR ON BEHALF OF MY DEPENDENTS.

Date	Signature of Participant (Group/Unit Point of Contact)	Printed Name of Participant (Group/Unit Point of Contact)

Security Notification

Camp Dawson POC:	
Unit/Group/Company:	
Arrival Date/Time:	
Departure Date/Time:	
Method of Transportation:	
Purpose of Visit:	
Instructions to Security:	
Personnel Roster:	

REQUEST FOR CHANGES, ADDITIONS, or CANCELLATION of TRAINING

Name of Unit/Group:			
Confirmation #:			
Request to:	CHANGE	ADD	CANCEL
Person submitting request:			
Office Number and Cell Number of personal submitting request:			
If canceling, please specify reason:			
If changing or adding to your request, please elaborate, in detail, in space provided:			
<i>For Camp Dawson personnel only:</i>			
Your request has been:	<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved
We are unable to accommodate your request for additions or changes due to the following reason(s):			

Admission Form for Required Hospital Care/Treatment

NAME: _____ SSN: _____ - _____ - _____
(Last, First, MI, Rank)

BRANCH OF SERVICE: _____
(National Guard, Army Reserve, Active Army, Marine Corp, etc., be specific)

UNIT DESIGNATION AND MAILING ADDRESS: (Do not give Camp Dawson unless this is your permanent station.)

TELEPHONE NUMBER OF YOUR PERMANENT STATION: () _____
(Give area Code) (Do Not Give DSN)

COMPLETE ADDRESS OF YOUR PERSONAL RESIDENCE: _____

TELEPHONE NUMBER OF PERSONAL RESIDENCE:
() _____
(Give Area Code)

CIRCLE ONE: ACTIVE DUTY, RETIRED ACTIVE DUTY, RESERVE [ARNG-ANG-USAR-USMCR-USAFR-USNR], OTHER: _____

POINT OF MILITARY CONTACT AT HOME STATION: _____
(This should be your Unit Commander, First Sergeant, or Unit Administrator)

MY UNITS SCHEDULED DEPARTURE FROM CAMP DAWSON IS _____

MY UNIT POINT OF CONTACT AT CAMP DAWSON IS _____
(List full name and extension #)

NOTE 1: COPY MUST BE FURNISHED TO CAMP DAWSON OPERATIONS, BUILDING 200 FOR EACH ADMISSION.

NOTE 2: THIS COMPLETED FORM MUST BE PRESENTED TO THE ADMISSION CLERK OR EMERGENCY ROOM PERSONNEL AT THE TIME OF ADMISSION.

Information Technology (IT) Services Worksheet

An answer to the affirmative mandates contact with the Camp Dawson J6 office, prior to your arrival. Non-compliance with this request may result in inadequate, or no, IT support during your training period.

304-791-4961,4962,4963,4964(DSN = 623) or
via email at ng.wv.wvarng.list.j6-north-wv-arng@mail.mil.

PART I User Information		
Today's Date:		
Unit/Group Name:		
Is unit member of WVARNG?		
Camp Dawson Confirmation #:		
Point of Contact:		
Arrival Date:		
Departure Date:		
Do you require IT support?	If "NO", you have <u>COMPLETED</u> this form and may return it to Operations along with remainder of your Due-In documentation. This will confirm that you have elected to receive NO IT SUPPORT during your training period.	
Will you be bringing IT support personnel to your training event?	If no, but you have IT support at your home location, please continue to provide their contact information below.	
IT Support Personnel contact information:	Name:	
	Phone:	
	Email:	

PART II Facility/Services Information

Robert C. Byrd (RCB) Conference Center Classrooms

Each classroom in the RCB Conference Center automatically contains two (2) active Internet Data Drops (i.e. access to Yahoo, Google, etc.) These are NOT WV Army National Guard Drops. In order to properly and easily access the Internet, prior to arrival, you should ensure that your computers are set up with the following:

- √ TCP/IP
- √ Configured for DHCP
- √ Access to a browser (i.e. Internet Explorer)
- √ Internet settings = “Not seeking a proxy”

Building 215 Classroom and 101 Conference Room

Each classroom in building 215 and 101 contain the same options as above and have the same prerequisites for your computer prior to accessing the Internet. However, these services are not automatic. Each classroom requiring active Internet Data Drops must be requested through the Camp Dawson J6 office.

RCB Classroom 001 (Distance Learning Center Computer Lab- DLC)

The DLC Classroom currently contains 41 computers/student stations and 1 computer/instructor station. It has Video Teleconferencing (VTC) capabilities. The implementation of any additional software must be authorized through the DLLP Shop. All IT support for this classroom is coordinated directly with Operations/G3/DLLP.

Machines do have CAC readers.

If you have scheduled this classroom, someone from the DLLP shop will contact you to coordinate its usage.

DLLP may be reached by emailing vtcww@wv.ngb.army.mil or by calling 304-561-6481/6436.

RCB Classroom 002 (Computer Lab)

The Computer Lab contains 18 computer workstations with one computer operating the printer and the smart board. No additional computers or printers are authorized in Classroom 002. Additional software may be added to the computers with prior coordination/ permission from the Camp Dawson J6 office.

RCB Auditorium

The RCB Auditorium seats 212 personnel. Provided is a DVD player, a connection for a laptop, a connection to an audio system, projector, and screen. Camp Dawson does not provide laptops, nor do we guarantee that your laptop will work with our connection. It is recommended that, if using the auditorium, a site visit be conducted in order to test your laptop's capabilities with our system. Use of any of the provided equipment will require Camp Dawson J6 support and coordination.

Video Teleconferencing

Camp Dawson has several existing methods to provide you with Video Teleconferencing (VTC) capabilities, to include a mobile Polycom unit available to use in any of the RCB Conference Facility classrooms. VTCs should be scheduled through Operations and then coordinated with the J6 shop.

After-Hours IT Support

Normal duty hours for the J6 Shop are Monday through Friday, 0730 – 1600 hours.

If you require after-hours IT support, a written request, justifying this need, should be provided along with this form to the Camp Dawson Operations Office.

PART III

IT Worksheet and Questionnaire

An answer to the affirmative requires contact with the Camp Dawson J6 office, prior to your arrival. Non-compliance with this request may result in inadequate, or no, IT support during your training period.
(304)-791-4960 (DSN = 623) or email: distj6north@wv.ngb.army.mil

	Question	Yes	No
1.	Are you bringing your own IT support?		
2.	Are you bringing your own computers?		
3.	If WVARNG, how many of your computers will be WV Domain capable? (write number in "Yes" column.)		
4.	If WVARNG, and bringing your own printers, how many will be WV Domain capable? (write number in "Yes" column.)		
5.	What network connectivity speed do you require to run your operation? (write number in "Yes" column.)		
6.	Do you use Static IP's?		
7.	Does your organization utilize VPN? If yes, please be prepared to provide J6 with the ports and protocols that you require to be open.		
8.	If using Computer Lab (classroom 002), do you have software that requires loading?		
9.	If using Classrooms in building 215, do you require the Internet Data Drops be made active?		
10.	If using 101 conference room, do you require the Internet Data Drops be made active?		
11.	All classrooms, with the exception of the Auditorium, have an analog telephone with local and DSN capabilities. Do you require any additional telephones?		
12.	If using the auditorium, do you require microphones?		
13.	If using the auditorium, do you require use of the projector?		
14.	Do you require after-hours IT support?		
15.	Do you require Video Teleconferencing (VTC) capabilities?		
16.	Do you have other IT requirements not listed above? If yes, please be prepared to discuss them in detail when you contact the J6 office.		

If you have answered any question "Yes" or in the "Yes" column, you are required to contact the Camp Dawson J6 office prior to your arrival to coordinate these aspects of your training event. Please be prepared to discuss the details as it pertains to the specific classrooms assigned to you. [These classrooms are listed on your Approval Letter.](#)
The Camp Dawson J6 office: 304-791-4960 (DSN = 623)

This form should be submitted directly to the Camp Dawson Operations Office NLT than the due-in date noted on your approval letter. Failure to submit this form and/or contact the J6 office may result in limited or no IT support for your event.

SHORT TERM REQUEST

This form is to be used for requests not to exceed two days in length and with no group billeting needs.

Name of Unit/Group:			
Name of Person Submitting Request			
Phone #			
Purpose	Meeting	Class	Other
Specify if Purpose is Other:			
Dates/times needed:			
Names or types of facilities needed:			
Person who will in-process with Ops?		In-processing time:	
# of Personnel attending event:			
<i>For Camp Dawson personnel only:</i>			
Your request has been:	<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved
<i>Instructions to Requestor:</i>			
<p><i>If non-military members will attend this event you will need to submit a security notification to Camp Dawson Security at ng.wv.wvarng.list.cd-security@mail.mil. You can obtain the needed forms from Camp Dawson Operation's personnel or by visiting the website at www.wv.ngb.army.mil/Dawson. All classroom requests require you to submit an IT worksheet.</i></p>			

Site Visit Request

Required Information	Unit/Group Information		
Name of Unit or Group:			
Mailing Address:			
Name of Person Submitting Request:			
Name of Commander (or civilian equivalent):			
Commercial Phone:			
Cell Phone (REQUIRED) :			
Email Address:			
Date of Site Visit:			
Time of Arrival for Site Visit: (times may be NLT 1300)			
Estimated number of personnel participating in site visit:			
If you have an existing request with Camp Dawson, please specify confirmation # or training dates:			
Please provide details on what you wish to accomplish during your site visit:			
Check which of the following areas you wish to see:	Dining Facility	<input type="checkbox"/>	Ranges
	Barracks	<input type="checkbox"/>	Training Areas
	Lodging	<input type="checkbox"/>	Simulators
	Classrooms	<input type="checkbox"/>	Other (specify above)
If you require any training information upon your arrival, i.e. maps, range briefings, landing zone information, etc., please contact Camp Dawson Range Control at 304-791-4386/4425 or email them at ng.wv.wvarng.list.cd-range-control@mail.mil .			
Camp Dawson Operations will contact you via email to approve your site visit or to establish alternate dates and/or times.			

**WV ARNG TRAINING CENTER
Camp Dawson, West Virginia
REQUEST FOR GSA OR TMP VEHICLE (FOR OFFICIAL USE)**

PURPOSE: _____

DESTINATION: _____

**DATE/TIME
REQUIRED:** _____

**DATE/TIME
RETURN:** _____

TYPE OF VEHICLE PREFERRED/REQUIRED:
BUS _____ MINIVAN _____ BOX VAN _____ TMP _____

**BY INITIALING THIS REQUEST, I AGREE TO RETURN THE VEHICLE
“CLEAN” WITH OPERATOR MAINTENANCE PERFORMED.**

REQUESTED BY:

TO BE USED BY:

(If operator is other than requester)

APPROVED BY:

CW3 Kristie I Smith, General Supply Technician

***CLEAN: SOAP AND WATER, WASH AFTER USE AND VACUUM IF NEEDED.**

****OPERATOR MAINTENANCE:**

- A. Refuel
- B. Enter mileage, Unit & Fuel Code on tickets
- C. Coolant level
- D. Engine oil level
- E. Washer solvent
- F. Log book entries
- G. Report faults using DA Form 5988-E

(FOR TC CONVENIENCE, PLEASE PICKUP NLT 1530 & TURN-IN NLT 0900

WV ARNG TRAINING CENTER
Camp Dawson, West Virginia
GSA INSPECTION SHEET
This form must be filled out prior to issuing vehicle

ISSUE

NAME: _____ **DATE:** _____

UNIT: _____ **PHONE:** _____

TURN-IN

NAME: _____ **DATE:** _____

GSA LICENSE NUMBER _____ **VEHICLE TYPE:** _____

User initial in column, TSC initial in Turn-Column. All unacceptable Ratings require comments in remarks section.	<u>ACCEPTABLE</u>		<u>UNACCEPTABLE</u>	
	ISSUE	TURN-IN	ISSUE	TURN-IN
1. OVERALL EXTERIOR CLEANLINESS				
2. OVERALL INTERIOR CLEANLINESS				
3. ENGINE OIL LEVEL				
4. COOLANT LEVEL				
5. POWER STEERING FLUID LEVEL				
6. AUTOMATIC TRANSMISSION FLUID LEVEL				
7. WASHER FLUID LEVEL				
8. TIRE TREAD DEPTH				
9. TIRE AIR PRESSURE				
10. HEADLIGHTS				
11. TAIL LIGHTS				
12. TURN SIGNALS				
13. EXTERIOR (SCRATCHES, DENTS, ETC.)				
14. INTERIOR (STAINS, RIPS, TEARS, ETC.)				

REMARKS: _____

**WV ARNG TRAINING CENTER
Camp Dawson, West Virginia
BUS INSPECTION CHECK LIST**

DRIVER: _____ **DATE:** _____
UNIT: _____ **BUS GSA NO:** _____

GENERAL

- A: Bus drivers will stop at least every 2 hours or 100 miles (whichever comes first).
 B: While operating the bus, driver will note all unusual noises and vibrations and report them to the dispatcher.
 C: Report any problems detected during usage.

1. GENERAL CONDITION:

CHECK	P	D	A	REMARKS
Damaged				
Vandalism				
Is bus leaning to one side				
Is fresh oil, coolant, grease or fuel under bus				
Is anything hanging loose under bus				

2. ENGINE COMPARTMENT:

CHECK	P	D	A	REMARKS
Excessive oiliness or greasiness				
Missing or loose parts				
Engine oil level				
Coolant level				
Hoses secure				
Belts tight				
Power steering fluid				
Automatic transmission fluid				
Windshield washer fluid				

3. STEERING:

CHECK	P	D	A	REMARKS
Steering linkage worn or cracked				

TC LOG 04, Revised AUG 2013

BUS INSPECTION CHECK LIST CONT'D

4. BRAKES:

CHECK	P	D	A	REMARKS
Brake hoses cracked, worn, or frayed				
Brake hoses secure				
Brake chambers cracked or dented				
Brake chambers securely mounted				
Brake chambers push rod bent or binding				
Brake chambers push rod securely attached to the slack adjuster				
Slack adjuster broken, loose, or missing parts				
Proper angle between push rod and adjuster (little over 90 deg when brakes released not less than 90 deg when brakes applied)				
Brake drum cracked or holes				
Brake lining visible				

5. FRAME:

CHECK	P	D	A	REMARKS
Frame cracked, bent, or broken				

6. SUSPENSION:

CHECK	P	D	A	REMARKS
Leaf spring broken or shifted				
Leaf spring in contact with tires, rims, brake drum, frame, or body				
Leaf spring missing leaves				
Coil Spring broken or distorted				
Spring hanger broken, missing parts, loose or missing				
Shock absorbers securely mounted				
Fluid not leaking from shock absorbers				
Bushing present on shock absorbers				

TC LOG 04, Revised AUG 2013

BUS INSPECTION CHECK LIST CONT'D

7. TIRES/WHEELS:

CHECK	P	D	A	REMARKS
Tire tread depth (4/32 in)				
Tire air pressure				
Tire worn, cut, or damaged				
Valve caps and stems broken, damaged, or missing				
Rims bent or damaged				
Cracked from lug nuts holes				
Lug nuts holes distorted				
Lug nuts present				
Lug nuts tight				
Wheel seal leaking				
If sight glass, is oil level adequate				

8. INSIDE BUS:

CHECK	P	D	A	REMARKS
Adjust driver seat				
Adjust seat belt				
Adjust mirrors				
Mirrors cracked or broken				
Windshield wipers operational				
Windshield clean				
Windshield cracked or broken				
Illegal stickers on windshield				
Clutch free travel (if appl)				

9. START ENGINE:

CHECK	P	D	A	REMARKS
Unusual noises				

TC LOG 04, Revised AUG 2013

BUS INSPECTION CHECK LIST CONT'D

10. GUAGES :

CHECK	P	D	A	REMARKS
Oil gauge normal				
Voltmeter (approx 14 volts)				
Ampmeter (show charging)				
Warning lights/buzzers should be off				
Fuel				
Vacuum/air pressure (12 to 15 inches, if mercury 120/125 psi)				

11. CONTROLS:

Check all the following for looseness, damage, or improper setting:

CHECK	P	D	A	REMARKS
Steering play (2 inches max)				
Transmission controls				
Accelerator				
Foot brake				
Parking brake				
Headlight switch				
Dimmer switch				
High beam switch				
Left turn indicator				
Right turn indicator				
4 way flashers indicator(s)				
Horn(s)				
Heaters (High speed)				
Heaters (Low speed)				
Defrosters (High speed)				
Defrosters (Low speed)				
Clearance, identification, marker light switch(s)				
Amber/Red traffic lights indicator				
Entrance door controls				
Passenger grab handle				
Passenger steps - treads				
Properly charged and rated fire extinguisher				
Three red reflective triangles				
First Aid kit				
Passenger seats secure & lack of vandalism				
Emergency exit door opens easily & fully				
Alarm sounds when emergency exits open				
Windows open easily & fully				

TC LOG 04, Revised AUG 2013

BUS INSPECTION CHECK LIST CONT'D

TURN OFF ENGINE

12. INSPECT OUTSIDE:

MAKE SURE PARKING BRAKE IS SET

GO OUTSIDE AND COUNTER-CLOCKWISE CHECK EACH LIGHT AND REFLECTOR

<u>CHECK</u>	<u>P</u>	<u>D</u>	<u>A</u>	<u>REMARKS</u>
Left turn signal on				
Headlight on low beam				
Clearance, marker lights on				
Step well light on (shut entrance door and step well light should go out)				
Right turn signal on				
Headlights on high beam				
Brake lights on				

GO OUTSIDE AND CLOCKWISE CHECKR

<u>CHECK</u>	<u>P</u>	<u>D</u>	<u>A</u>	<u>REMARKS</u>
Entrance door glass				
Fuel tank secure				
Fuel cap secure				
Fuel tank not leaking or damaged				
Exhaust system securely mounted				
Drive shaft not bent or cracked				
Drive shaft couplings appear secure				
Wheel/Axle mounting not cracked or distorted				
Mud flaps attached (if appl)				
Battery tray secure				
Battery compartment door latched				

TC LOG 04, Revised AUG 2013

**WV ARNG TRAINING CENTER
Camp Dawson, West Virginia
Authorized Customer VIL Key Request Form**

Date:	
From:	
Subject:	
To:	
Customer DoDAAC:	
Signal Code:	
Fund Code:	
Supplemental DoDAAC:	
APC, TEC Code:	
Expiration Date of VIL Key:	

Signature to this VIL key request with appropriate billing data acknowledges full organizational Responsibility to pay all associated fuel purchases recorded by Electronic Point of Sale (E-POS) at Automated Fuels Service Stations (AFSS). The requesting individual acknowledges that they have read and understand the guidance contained in DESC-P-5, Vehicle Identification Link (VIL) Key Encoding, Accountability, and Control and Paragraph 3303, Chapter 33, Volume 5 of the Department Of Defense (DoD) Financial Management Regulation (FMR) 7000.14-R which describes your responsibilities and pecuniary liability as an Accountable Official. Automated Fuel Service Stations (AFSS) facilities are not manned and do not provide fuel purchases receipts.

(Signature)

Typed Name and Rank/Grade of Requestor:	
Organization and Office:	
Complete Address:	
Phone Number:	

TC LOG 05, Revised AUG 2013

BARRACKS ISSUE/TURN-IN CHECKLIST

HALLS AND STAIRWELL

1. Fire extinguishers present & serviceable
2. Bulletin boards orderly – no unit signs
3. Water fountains are clean & operational
4. Garbage cans empty & clean
5. Floors & steps – swept & mopped
6. Lights serviceable
7. Emergency lights & signs operational
8. Lights off & doors locked (Turn-in only)

ISSUE		TURN IN	
SAT	UNS	SAT	UNS

Note below any deficiencies that are found during issue that using unit will not be responsible for during turn-in

SIGNATURE UNIT REP

SIGNATURE TC ISSUE

SIGNATURE TC TURN-IN

WV ARNG TRAINING CENTER
Camp Dawson, West Virginia
DINING FACILITY ISSUE/TURN-IN CHECKLIST

UNIT _____

DATE ISSUED _____

DATE TURNED IN _____

EXTERIOR OF BUILDING

1. Trash cans, milk crates, bread racks stacked
2. Windows closed
3. Doors clean and working order
4. Butt cans emptied
5. Area policed
6. Exterior lighting in working order

ISSUE		TURN IN	
SAT	UNS	SAT	UNS

DINING AREA

1. Tables and chairs neatly stacked
2. Floors swept and mopped
3. Restrooms cleaned & in working order
4. Emergency lights & exit signs operational
5. Windows cleaned and in working order
6. Hot/cold serving tables wiped clean
7. Door hardware in good working order
8. Ceiling tiles clean & not missing
9. Water fountains are clean & operational
10. Garbage cans emptied & clean
11. Lights working, covers in place
12. Thermostat operational & set at 70 degrees
13. Lights off, doors locked (Turn-in only)

ISSUE		TURN IN	
SAT	UNS	SAT	UNS

KITCHEN AREA

1. Mops in serviceable condition & placed to dry
2. Brooms & brushes serviceable & neat order
3. Garbage cans empty & clean
4. Lights working, covers in place
5. Floors swept and mopped
6. Fire extinguishers present & serviceable
7. Emergency lights & signs operational
8. Lights off & doors locked (Turn-in only)

ISSUE		TURN IN	
SAT	UNS	SAT	UNS

TC LOG 06A, Revised AUG 2013

WV ARNG TRAINING CENTER
Camp Dawson, West Virginia
AFRC CLASSROOM/OFFICE ISSUE/TURN-IN CHECKLIST

UNIT _____
BLDG # _____
ROOM# _____

DATE ISSUED _____
DATE TURNED IN _____

CLASSROOMS (1,2,3)

1. Tables folded & chairs stacked on back wall
2. Dry erase boards cleaned
3. Floors swept & mopped
4. Room dividers closed
5. Windows closed & locked
6. Blinds pulled shut & closed
7. Trash cans cleaned (Left without bag)
8. Door & hardware in good working order
9. Tables are to be wiped cleaned

ISSUE		TURN IN	
SAT	UNS	SAT	UNS

Note below any deficiencies that are found during issue that using unit will not be responsible for during turn-in _____

SIGNATURE UNIT REP

SIGNATURE TC ISSUE

SIGNATURE TC TURN-IN

WV ARNG TRAINING CENTER
Camp Dawson, West Virginia
401 FLIGHT OPS ISSUE/TURN-IN CHECKLIST

UNIT _____
BLDG# _____

DATE ISSUED _____
DATE TURNED IN _____

EXTERIOR OF BUILDING

1. No vehicle tire tracks or damage to grass areas
2. Windows closed
3. Doors clean & free from signs
4. Butt can empty
5. Area policed

ISSUE		TURN IN	
SAT	UNS	SAT	UNS

BAY AREA

1. Map display cleaned
2. Floors swept & mopped
3. Wall boards wiped clean
4. Sleeping area cleaned
5. TV & DVD/VCR in good working order w/remotes
6. Lights in good working order
7. Garbage cans emptied & clean
8. Light covers in place
9. Door hardware in good working order
10. Emergency lights & exit signs operational
11. Windows closed & locked
12. Blinds closed slats open
13. Thermostat operational & set at 70 degrees
14. Lights off, doors locked (Turn-in only)

ISSUE		TURN IN	
SAT	UNS	SAT	UNS

RESTROOM

1. Latrine swept & mopped including shower
2. Latrine free from soap residue & drains cleaned
3. Sinks wiped clean including fixtures & mirrors
4. Commodes & urinals clean & in working order

ISSUE		TURN IN	
SAT	UNS	SAT	UNS

Note below any deficiencies that are found during issue that using unit will not be responsible for during turn-in _____

 SIGNATURE UNIT REP

 SIGNATURE TC ISSUE

 SIGNATURE TC TURN-IN

TC LOG 06E, Revised AUG 2013

**WV ARNG TRAINING CENTER
Camp Dawson, West Virginia
GSA Vehicle Reimbursement Agreement**

Unit: _____ **Circle One:** USAF, USAFRC, ANG, USMC, USMCR, USN,
Address: _____ **USNR, USAR, ROTC, ARNG, USA, OTHER**
Commander(OIC) _____
Phone: _____ **FAX:** _____

Vehicle ID Number and Type _____

No of Days _____ **X Daily Rate** \$ _____ = \$ _____

Mileage Rate \$ _____ **X Number of Miles** _____ = \$ _____

Vehicle ID Number and Type _____

No of Days _____ **X Daily Rate** \$ _____ = \$ _____

Mileage Rate \$ _____ **X Number of Miles** _____ = \$ _____

Vehicle ID Number and Type _____

No of Days _____ **X Daily Rate** \$ _____ = \$ _____

Mileage Rate \$ _____ **X Number of Miles** _____ = \$ _____

Vehicle ID Number and Type _____

No of Days _____ **X Daily Rate** \$ _____ = \$ _____

Mileage Rate \$ _____ **X Number of Miles** _____ = \$ _____

Vehicle ID Number and Type _____

No of Days _____ **X Daily Rate** \$ _____ = \$ _____

Mileage Rate \$ _____ **X Number of Miles** _____ = \$ _____

Grand Total \$ _____

**Reimbursement to West Virginia ARNG
Checks to be made payable to US Treasury**

Cost information verified by: _____

Printed Name

Signature

WV ARNG TRAINING CENTER
Camp Dawson, West Virginia
Logistics
After Action Review

Unit/Group:	
Training Event:	
Dates of Training:	
Unit POC:	
Date of AAR:	

Check-In/Check-Out

<p>1. How long did it take someone from Logistic Section to help you? _____</p>
<p>2. How long was your wait to sign for facilities? _____</p> <p style="margin-left: 20px;">a. If you had to wait, was it due to: (circle which applies)</p> <ul style="list-style-type: none"> i. Facilities were already issued to another unit ii. Logistics did not have your RFMSS report iii. Too many units trying to check in at the same time iv. No one from logistics available to issue v. You, the unit, trying to check in before your scheduled time of arrival vi. You, the unit, showing up late or at closing time vii. Any other reason: _____ <p>_____</p> <p>_____</p>
<p>3. Who, from Logistics took care of you upon check-in? _____</p> <ul style="list-style-type: none"> a. Were they professional? Yes No b. Did they give you a hard time? Yes No If yes, explain in detail (comments). c. If you had a question, were they able to help you or direct you to someone who could help you? N/A Yes No
<p>4. Who, from Logistics took care of you upon check-out? _____</p> <ul style="list-style-type: none"> a. Were they professional? Yes No b. Did they check the facilities for cleanliness for the next unit? Yes No c. Were they in a hurry to check you out and not care about Camp Dawson facilities? Yes No
<p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>

TC LOG 08, Aug 2013

Facilities

5. Were the barracks, classrooms and/or offices clean and ready for your arrival?	Yes	No
a. If not was it due to: (circle all that apply)		
i. Trash left in the building		
ii. Bathrooms not clean		
iii. Floor not swept and mopped		
iv. Tables, chairs and or white board not cleaned		
b. Did you receive your bedding? Yes No If yes, was it wrapped and Clean?		
		Yes No
Comments:		

Payment

6. If you paid by Credit card, was it taken care of promptly and did you receive a copy of the reimbursement agreement?	Yes	No
7. If you were paying by a MIPR, was it received before your training period?	Yes	No
a. If No, why was it not received before your arrival for training? _____		
b. Was Logistics able to verify a MIPR was even being processed?		
		Yes No
c. Were you provided a copy of all reimbursement documents? (agreement, maps, targets etc.....)		
		Yes No
d. If paying for MWR billeting via a MIPR, were there any problems between you (unit) Logistics (Payer) and MWR? (If yes, explain in detail on back)		
		Yes No
e. If paying for RTI Dining Facility via MIPR, were there any problems between you (unit) Logistics (payer) and RTI Dining Facility? (If yes, explain in detail on back)		
		Yes No
Comments:		

Fuel and Wash Point

8. Did you request or receive fuel from Logistics?	Yes	No
a. If yes:		
i. Did your ProKee work?		
		Yes No
ii. Did you have any problems with the Diesel pump?		
		Yes No
iii. Was there enough fuel on hand during your training period?		
		Yes No
b. If no:		
i. What was reasoning for not utilizing our government fuel facility? (circle all that apply)		
1. Did not have a ProKee or know that they existed.		
2. Utilized your Wright Express Government Fuel Card.		
3. Did not need fuel or have vehicles.		
4. Any other reason _____		

TC LOG 08, Aug 2013

9. Did you utilize our wash point?	Yes	No
a. If Yes:		
i. Was the pad area clean prior to your use?	Yes	No
ii. Did you clean the pad after your use?	Yes	No
iii. Did the automatic dispenser work properly?	Yes	No
iv. Was the hose and nozzle in good working order?	Yes	No
b. If no:		
i. Did you have vehicles and/or equipment to clean?	Yes	No
ii. Were you informed that Camp Dawson had a wash point?	Yes	No

Vehicles

10. Did you utilize a Camp Dawson GSA or Training Center Organizational vehicle?	Yes	No
a. If yes:		
i. Was it clean and fueled prior to your arrival	Yes	No
ii. Was there any maintenance issues?	Yes	No
iii. Were you provided a log book with keys and proper documentation?	Yes	No
b. If no:		
i. Did your training require vehicles?	Yes	No
ii. Were you aware that Camp Dawson had vehicles that could be dispatched?	Yes	No

Comments:

WV ARNG TRAINING CENTER
Camp Dawson, West Virginia
Reimbursement Agreement

Start Date _____

Ending Date _____

Unit: _____ Circle One: USAF, USAFRC, ANG, USMC, USMCR, USN
 USNR, USAR, ROTC, ARNG, USA, Other

Address _____

Commander (OIC) _____

Phone: () _____ FAX: _____

1. BARRACKS

243.....Bays _____ X \$75.00(Official) \$100.00(Affiliated/Non-Affiliated) X No of Days _____ = \$ _____

245.....Bays _____ X \$75.00(Official) \$100.00(Affiliated/Non-Affiliated) X No of Days _____ = \$ _____

246.....Bays _____ X \$75.00(Official) \$100.00(Affiliated/Non-Affiliated) X No of Days _____ = \$ _____

207.....Building _____ X \$45.00(Official) \$75.00(Affiliated/Non-Affiliated) X No of Days _____ = \$ _____

208.....Building _____ X \$45.00(Official) \$75.00(Affiliated/Non-Affiliated) X No of Days _____ = \$ _____

Total \$ _____

2. CLASSROOMS

Up to 25 person RCB (2,3,4,5,6,7,8,9,10,12,14,16,17,19)

No of CR _____ X \$20.00(Official) \$35.00(Affiliated/Non-Affiliated) X No of Days _____ = \$ _____

26 to 60 person (RCB 1, 21)

No of CR _____ X \$40.00(Official) \$60.00(Affiliated/Non-Affiliated) X No of Days _____ = \$ _____

60+ person RCB 18:

No of CR _____ X \$60.00(Official) \$75.00(Affiliated/Non-Affiliated) X No of Days _____ = \$ _____

1-25 person Bldg 215:

No of CR _____ X \$60.00(Official) \$75.00(Affiliated/Non-Affiliated) X No of Days _____ = \$ _____

AFRC Classroom (Excluding USAR)

\$20.00(Official) \$35.00(Affiliated/Non-Affiliated) X No Days _____ = \$ _____

Total \$ _____

3. OFFICES

Large w/ Vault (Bldg 215 Office 9)

\$50.00(Official) \$65.00(Affiliated/Non-Affiliated) X No Days _____ = \$ _____

Large W/O Vault (A,B,C-Bldg 215)

No of Offices _____ X \$30.00(Official) \$45.00(Affiliated/Non-Affiliated) X No of Days _____ = \$ _____

Staff Wing Bldg 215

(2,3,4,5,6) Excluding Room 9 \$45.—(Official) \$60.00(Affiliated/Non-Affiliated X No of Days _____ = \$ _____

Total \$ _____

4. ADDITIONAL SUPPORT FACILITIES

Auditorium - \$50.00(Official) \$65.00(Affiliated/Non-Affiliated X No of Days _____ = \$ _____

Maintenance Shop Bldg 407 \$75.00(Official) \$90.00(Affiliated/Non-Affiliated X No of Days _____ = \$ _____

Secured Motor Pool 414C \$25.00(Official) (Affiliated/Non-Affiliated X No of Days _____ = \$ _____

Chapel \$100.00(Official) \$125.00(Affiliated/Non-Affiliated X No of Days _____ = \$ _____

Shower Facility Bldg (231) \$75.00(Official) \$90.00(Affiliated/Non-Affiliated X No of Days _____ = \$ _____

Crew Rest Area (Bldg 401A) \$75.00(Official) \$150.00(Affiliated/Non-Affiliated X No of Days _____ = \$ _____

Flight Operations (406) \$75.00(Official) \$150.00(Affiliated/Non-Affiliated X No of Days _____ = \$ _____

Reimbursement Agreement

Start Date _____

Ending Date _____

Mobile Vault 1 (Range Road)	\$50.00(Official)	\$65.00(Affiliated/Non-Affiliated X No of Days	= \$ _____
Mobile Vault 2 (Range Road)	\$50.00(Official)	\$65.00(Affiliated/Non-Affiliated X No of Days	= \$ _____
Ration Breakdown (Bldg 406)	\$30.00(Official)	\$45.00(Affiliated/Non-Affiliated X No of Days	= \$ _____
Mess Hall (AFRC)	\$75.00(Official)	\$90.00(Affiliated/Non-Affiliated X No of Days	= \$ _____
Mess Hall (Bldg 202)	\$100.00(Official)	\$115.00(Affiliated/Non-Affiliated X No of Days	= \$ _____
Mess Hall (Bldg 244)	\$75.00(Official)	\$90.00(Affiliated/Non-Affiliated X No of Days	= \$ _____
Troop Medical Clinic	\$50.00(Official)	\$100.00(Affiliated/Non-Affiliated X No of Days	= \$ _____

Total \$ _____

5. LINEN

Full Set –	Quantity _____	X \$4.53 = \$ _____
Sheet –	Quantity _____	X \$0.98 = \$ _____
Pillow Case –	Quantity _____	X \$0.25 = \$ _____
Fitted Sheets –	Quantity _____	X \$0.98 = \$ _____
Blanket –	Quantity _____	X \$2.32 = \$ _____

Total \$ _____

6. RANGE CONTROL REIMBURSEMENTS (To be provided by Range Control

Prior to out-processing) 9ie VCOT, EST, HEAT, LRC, Maps and Targets)

Total \$ _____

7. MISC SUPPLIES AND SERVICES

VCR, DVD, TV, LCD, LAPTOPS, ETC –	Quantity _____	X \$1.00 X No of Days _____	= \$ _____
Copier Usage –	Quantity _____	X \$0.10 per copy	\$ _____
SIPR Room Usage \$20.00 Official only			\$ _____
Technician Overtime \$22.64 per hour-\$30.26 per hour			\$ _____
Tables, Folding 8’ –	Quantity _____	X \$1.00 per day X No of days=	\$ _____
Chairs, Folding, Metal –	Quantity _____	X \$0.10 per day X No of Days _____	= \$ _____

Total \$ _____

Reimbursement to West Virginia ARNG
Checks to be made payable to US Treasury

GRAND TOTAL \$ _____

Cost information verified by: _____

Printed Name

Signature

**ROBERT C. BYRD REGIONAL TRAINING INSTUTUTE
SUBSUSTENCE REQUEST**

TO: TSC LOGISTICS SECTION cdlogistics@ng.army.mil CAMP DAWSON 1001 ARMY ROAD KINGWOOD, WV 26537	FROM:
	POC:
	PHONE: DSN: _____ COMM: _____
	TNG DATE:
	CDR NAME:

SUBSISTENCE REQUEST FOR THE DINING FACILITY

DATE				DATE			DATE			DATE			DATE		
MEAL	SI K	OTH ER	TOT AL												
BREAK FAST															
LUNCH															
DINNER															

DATE				DATE			DATE			DATE			DATE		
MEALS	SI K	OTH ER	TOT AL												
BREAK FAST															
LUNCH															
DINNER															

DATE				DATE			DATE			DATE			DATE		
MEALS	SI K	OTH ER	TOT AL												
BREAK FAST															
LUNCH															
DINNER															

FIELD FEEDING/LOG PACK

DATE				DATE			DATE			DATE			DATE		
MEALS	SI K	OTH ER	TOT AL												
BREAK FAST															
LUNCH															
DINNER															
BOX BREAK FAST															
BOX LUNCH															
BOX DINNER															
WETS – Includes Soup or Beverage															

Commander's Signature: _____

AGO WV Form 30-22-1, dated 1 Nov 02, proponent this form is WV DOL

Range Control Annex

ANNEX B	
1	Training Area – General Information
2	Aviation/Landing Zones/NOE Lanes
3	Bivouac Sites
4	Convoy Operations/Driver’s Training
5	Demolitions Range
6	Land Navigation
7	Obstacle Course
8	Range 2 – Weapons Qualification/Familiarization (Small Arms)
9	Range 3 – Weapons Qualification/Familiarization (Small Arms)
10	Range 4 – Weapons Qualification/Familiarization (Small Arms)
11	Range 5 – CPQC
12	Range 10 – 40mm Grenade Launcher
13	Training Aids/Simulators
14	Rappel Tower/Climbing Wall
15	Leadership Reaction Course
16	HMMWV Egress Assistance Trainer (HEAT)
17	Range 16 – Modified Record Fire
18	Range 17 – MK19/AT-4/M2 Familiarization Range
19	Live Fire Exercise Shoot House
20	Virtual Convoy Combat Trainer (VCOT/VCCT)
21	Environmental Consideration

ANNEX B – Range Control Annex Log, Revised AUG 2013

Range Control Training Area Opportunities

1. Safety Statement:

- a. Safety is first and should not be compromised in the interest of realism. Ensure everyone involved with the training event on Training areas and Live Fire Ranges understand the information in this SOP is for their safety as well as the safety of others.
- b. Unit Commanders are ultimately responsible for the unit's safety. It's the OIC's responsibility to ensure soldiers are thinking about the necessary safety requirements in the Training Areas and on Live Fire Ranges.
- c. This SOP does not replace regulations, doctrine, or guidance contained in Department of the Army administrative and doctrinal publications.

2. Briery Mountain Training Area:

1157.23 acres. The terrain has steep hills, and thick vegetation. Grid 17S PD 160620.

- a. Bivouac Sites. There are ten bivouac sites; one battalion/company-size site and nine company-size sites. Note (only Calvert and Quarry Bivouac site will be available when MRF Range is in operation)
- b. Advanced Land Navigation Course (ALNC)
- c. Lanes Training
- d. Driver's Training
- e. CS, CSS, Dismounted Engineer, Infantry, SOF, and light infantry training
- f. Range 6 at the Briery Mountain TA can accommodate light-demolitions up to the equivalent of 40 pounds of TNT. Consult the chapter on Demolitions and Explosives for specifics.
- g. Four LZs (Calvert, Bowmar, Quarry, and Range 16 LZ) and One DZ (Bowmar equipment only)
- h. MRF: Modified Record Fire Range (16 Lane 300m qualification range)
- i. Mk-19/M2 (SRTA)/AT4 Sub-Caliber

3. Pringle Mountain Training Area:

1,520.902 acres. The terrain is mainly reclaimed strip mine, brushy fields, with a few trees, thick underbrush, and forested areas, Grid 17S PD 115625.

- a. Intermediate Land Navigation (ILNC) course
- b. Lanes Training
- c. M-203 range
- d. Convoy reacts to contact course.
- e. CS, CSS, Dismounted engineer, Infantry, SOF, and light infantry training.
- f. Driver's training route
- g. Engineer Heavy Equipment Training Area
- h. Enemy Prisoner of War (EPW) training site / Forward Operating Base (FOB).
- i. MOUT Site
- j. Five Bivouac Sites (2 Platoon Size, 3 Company Size)
- k. Four Landing Zones (Harper, Quigley, Vance and LZ FOB)
- l. Advanced Mobility Training Area - Off Road Trails

4. Volkstone Training Area:

477.01 acres situated on west bank of the Cheat River adjacent to Camp Dawson Proper. The terrain is level and WV Route 72 bisects a portion of the training area, grid 17S PD 142675.

- a. CS, CSS, Dismounted Engineer, Infantry, SOF, and light infantry training
- b. Basic Land Navigation course (BLNC).
- c. Lanes training
- d. Convoy Mounted React to Contact Course
- e. MOUT site
- f. Livefire Shoothouse

- g. Landmine Clearing Area
- h. LZ Volk
- i. Urban Training Area (Old Manganese Plant)
- j. Overflow Parking Area

5. Camp Dawson Cantonment Area:

430.4 acres. The terrain is flat surrounded by mountains to the east and west, the Cheat River forms the western boundary, grid 17S PD 145674.

- a. Small-arms and non dud grenade qualification range.
- b. NBC Chamber
- c. Engagement Skills Trainer (EST) 2000, Virtual Convoy Trainer (VCOT), HMMWV Egress Assistance Trainer (HEAT)
- d. APFT 2-mile course, Airfield Road and Chapel Field PT Track
- e. Flight operations, rotary and fixed wing
- f. Pierce Lake
- g. 50ft Rappel Tower/Climbing Wall / 15 ft Rappel platform
- h. Leadership Reaction Course (LRC)
- i. DZ Dawson
- j. Obstacle course

6. Goldmine Training Area:

Goldmine TA is located approximately 3 miles S/SE of Camp Dawson cantonment area. The training area consists of approximately 1200 acres of steep forested hills with intermittent streams. Goldmine TA is bordered on the west by the Cheat River.

- a. Advanced Land Navigation Course (ALNC) consisting of a 16 Point course of varying 200 meter to 3 kilometer lanes.
- b. Lanes training

- c. LZ Bearwallow
- d. Supports CS, CSS, Dismounted Engineer, Infantry, SOF and light Infantry training.
- e. Limitations:
 - (1). No latrine Construction (Use of Porta-Johns is mandatory).
 - (2). No off road vehicle use.
 - (3). Hunting is not authorized on Goldmine Training Area.
 - (4). All pyrotechnics (I.E. Smoke, Grenade and Artillery Simulators, Flares etc) are restricted and weather dependent. Using unit OIC must request same day approval through Camp Dawson Range Control 33333

7. Whitehair Training Area:

Whitehair TA is located approximately 3 miles East of Camp Dawson cantonment area (17S PD 185660). The training area consists of approximately 2100 acres of steep forested hills with intermittent streams.

- a. Advanced Land Navigation Course (ALNC) consisting of a 20 Point course of varying 200 meter to 15 kilometer lanes.
- b. Lanes training
- c. Supports CS, CSS, Dismounted Engineer, Infantry, SOF and light Infantry training.
- d. LZ Whitehair
- e. Limitations:
 - (1). No latrine Construction (Use of Porta-Johns is mandatory).
 - (2). No off road vehicle use.
 - (3). Hunting is not authorized on Whitehair Training Area.
 - (4). All pyrotechnics (I.E. Smoke, Grenade and Artillery Simulators, Flares etc) are restricted and weather dependent. Using unit OIC must request same day approval through Camp Dawson Range Control OIC/NCOIC before using any pyrotechnics.

Aviation/LZs/NOE lanes

1. Reference.

- a. 95-1, Army Aviation General Provisions and Flight Regulations
- b. AR 385-95, Army Aviation Accident Prevention
- c. TC 1-210, Aircrew Training Program Commander's guide
- d. TC 10-237, Aircrew Training Manual, Utility Helicopter, H-60 series
- e. Aircraft-specific dash-ten manual.

2. Safety Statement.

- a. Camp Dawson promotes safety driven realistic training. Safety is first and should not be compromised in the interest of realism. Ensure everyone involved with the training event on Training areas and Live Fire Ranges understand the information in this SOP is for their safety as well as the safety of others.
- b. Unit Commanders are ultimately responsible for the unit's safety. It's the OIC's responsibility to ensure soldiers are thinking about necessary safety requirements in the Training Areas and on Live Fire Ranges.
- c. This SOP does not replace regulations, doctrine, or guidance contained in Department of the Army administrative and doctrinal publications.

3. Description.

- a. Dawson Army Airfield/3G5 - Located on Camp Dawson proper. (see below for additional Information)
- b. LZ names and locations.
 - (1). Bear wallow, Goldmine TA.
Confined area, UH-60 and smaller.
 - (2). Quarry, Briery Mt.
Open field, single-ship, UH-60 and smaller
 - (3). Bowmar, Briery Mt.
Large open field, multi-ship, CH-47 and smaller
 - (4). Calvert, Briery Mt.
Large open field, multi-ship, CH-47 and smaller
 - (5). FOB, Pringle TA.
Open field, CH-47 and smaller
 - (6). Quigley, Pringle TA.
Open field, CH-47 and smaller
 - (7). Vance, Pringle TA.
Open, sloping field, UH-60 and smaller
 - (8). Volkstone, Volkstone TA.
Large open field, multi-ship, CH-47 and smaller

**Other LZs outside Camp Dawson training areas located on private land may be used. Contact Range Control for availability and coordination with land owners. Refer to aircraft-specific dash-ten manual for capabilities and restrictions.

c. NOE Lanes are available, contact Range Control for Route information.

4. Capabilities.

Facilitation of tactical aviation training.

5. Planning.

Flight units will contact Camp Dawson Operations at least 72hrs for fixed wing operation and 24 hrs for rotary wing operations. Prior Permission Request are required at these listed times.

6. Reservations.

Reservations are made through Camp Dawson Operations.

7. Communications Requirements.

Communication with Camp Dawson Range Control will be on frequency 122.9mhz. SINCGARS freqs. is 40.075

8. Clearing.

Flight unit will contact Range Control when departing LZ/Training Area

9. Additional Information. 1-304-791-4953

Dawson Army Airfield / 3G5

Location: Lat/Long 39-27.0054N / 079-39.9866W

Elevation: 1265 ft

Airfield operations: PPR required

No control tower

Lights: RDO-CTL, ACTVT LIRL RY 05/23, NSTD VASI 05/23 & REILS
05-23 CTAF

Communications: CTAF-122.9

Runway info: dimensions, 4500x50 ft, asphalt surface

Traffic pattern RY 05/23 left

Displaced threshold: RY 05, 650 ft / RY23, 350 ft

Mountains close on all sides of APT

APT CLSD to all fixed wing ACFT over 12500 lbs

PLINES 2NM NE&NW

Camp Dawson Bivouac Sites

1. Reference.

Using unit SOP with guidance from Camp Dawson Operations or Range Control

2. Safety Statement.

- a. Camp Dawson promotes safety driven realistic training. Safety is first and should not be compromised in the interest of realism. Ensure everyone involved with the training event on Training areas and Live Fire Ranges understand the information in this SOP is for their safety as well as the safety of others.
- b. Unit Commanders are ultimately responsible for the unit's safety. It's the OIC's responsibility to ensure soldiers are thinking about necessary safety requirements in the Training Areas and on Live Fire Ranges.
- c. This SOP does not replace regulations, doctrine, or guidance contained in Department of the Army administrative and doctrinal publications.

3. Description.

- a. Briery mountain bivouac sites.
 - (1). Calvert / company, battalion
 - (2). South / company
 - (3). Main / company
 - (4). East / company
 - (5). North / company
 - (6). Stan / company
 - (7). Quarry / company
 - (8). Retrans / platoon
 - (9). Rahfa / platoon
- b. Pringle tract bivouac Sites.
 - (1). EPW/FOB site / battalion
 - (2). Quigley / company
 - (3). Vance / company
 - (4). Dagger / platoon
- c. Volkstone bivouac Sites.
 - (1). Volkstone / battalion
 - (2). Castle / company
 - (3). Sabre / company
 - (4). Indoor live fire shoot house

4. Capabilities.

- a. Briery mountain TA operations and limitations are:
- (1). Advanced Land Navigation Course (ALNC), a 21 point course with 200m to 3 km lanes
 - (2). Lanes training
 - (3). Driver's training route
 - (4). Supports CS, CSS, Dismounted Engineer, Infantry, SOF, and light infantry training
 - (5). No latrine construction, use of portable toilets is mandatory
 - (6). No off road vehicle use unless approved by Range Control
 - (7). Use of Pyrotechnics is dependent on weather conditions
 - (8). Modified Record Fire (MRF) Range (16 Lane 300m pop-up range)
See MRF SOP for details.
 - (9). MK19, M2 (SRTA), AT4 Sub-Caliber
- b. Pringle TA operations and limitations are:
- (1). Intermediate Land Navigation Course (ILNC)
 - (2). Lanes training
 - (3). M 203 Qualification Course (Range 10, PP 11846251, NAD-27), 2 lanes with 4 firing pints each
 - (4). Convoy Mounted React to Contact Course (Range 13)
 - (a). 5km driving course with 5 designated targeting areas
 - (b). Course may be utilized with Simunitions, civilian paintball (with prior approval), and MILES equipment
 - (5). CS, CSS, Dismounted engineer, Infantry, SOF, and light infantry Training
 - (6). Driver's training route
 - (7). Advanced Mobility Training Areas - Off road trails
 - (8). Engineer Heavy Equipment Training Area
 - (9). No latrine construction, use of portable toilets is mandatory
 - (10.) No off road vehicle use
 - (11). Use of pyrotechnics dependent on weather conditions
- c. Volkstone bivouac site operations and limitations are:
- (1). CS, CSS, Dismounted Engineer, Infantry, SOF, and light infantry Training.
 - (2). Basic Land Navigation course (BLNC). A 16 point course with 25m to 500m lanes
 - (3). Lanes training.
 - (4). Convoy Mounted React to Contact Course (Range 13 Extended Area)
 - (a). 600m driving course with a designated targeting area and a mock third world village consisting of 6 multiple room single story buildings along with a multiple stored conex village.
 - (b). Course may be utilized with Simunitions, civilian paintball (with prior approval), and MILES equipment.

- (c). Caswell pop-up targets are available for use on course if proper protective gear is unavailable for force-on-force exercises.
- (5). Engineer Land Mine Clearing Training Area/Rope Bridge Construction site.
- (6). Mock Third World Village MOUT site.
 - (a). For use with Simunitions and Civilian Paintball with prior approval from Range Control.
 - (b). MILES equipment or Caswell pop-up targets may be utilized if proper safety gear is not available.
- (7). Only the specific areas reserved by the Using Unit are authorized for Training. All other areas will be off limits until permission has been obtained through OPNS/Range Control.
- (8). No latrine construction. Use of portable toilets is mandatory
- (9). No off road vehicle use.
- (10). May have limited use during other fall hunting seasons as determined by Range Control.
- (11). Use of pyrotechnics dependent upon weather conditions. All pyrotechnics are restricted during fire season unless same day approval has been coordinated through OPNS/Range Control.
- (12). No use of CS gas or other chemical riot control agents.
- (13). POVs are not authorized in the Volkstone Training Area without prior approval from Range Control.
- (14). All equipment and materials not belonging to the using unit is off limits.
- (15). Ladders, catwalks, silos, and roofs of any type are restricted areas.
- (16). The main gate will never be locked while troops are in the training area.
- (17). Indoor live fire shoot house. See Indoor live fire shoot house SOP for details.

5. Planning.

- a. Planning should be conducted as early as possible by gathering information on the training area where the using unit plans to bivouac.
- b. A site visit is recommended prior to the using unit's training event in order to become familiar with the training area to ensure compliance with range and safety requirements of Army regulations and Camp Dawson SOP. Site visits can be coordinated through Camp Dawson Operations.

6. Reservations.

Reservations are made through Camp Dawson Operations.

7. Communications Requirements.

ICOM, VHF radios will be issued to the using unit and are to be used for traffic to and from Range Control only. They are not to be used for administrative purposes, except for emergency notification situations. Personal or unit cell phones are an acceptable secondary means of communication. Range Control has SINCGARS capabilities, Frequency 40.075, Single Channel, Plain Text.

8. Clearing.

Clearing procedures are outlined in the OIC/RSO range briefing.

9. Additional Information.

Any questions are to be directed to Camp Dawson Range Control.

Convoy Operations/Driver Training

1. Reference.

FM 55-30, 55-312, AR 55-29, 55-162, 55-80

2. Safety Statement.

- a. Camp Dawson promotes safety driven realistic training. Safety is first and should not be compromised in the interest of realism. Ensure everyone involved with the training event on Training areas and Live Fire Ranges understand the information in this SOP is for their safety as well as the safety of others.
- b. Unit Commanders are ultimately responsible for the unit's safety. It's the OIC's responsibility to ensure soldiers are thinking about necessary safety requirements in the Training Areas and on Live Fire Ranges.
- c. This SOP does not replace regulations, doctrine, or guidance contained in Department of the Army administrative and doctrinal publications.

3. Description.

- a. Range 13/Pringle TA
- b. Loop road/Briery mountain

4. Capabilities.

- a. Wheeled tactical vehicles
- b. Caswell targetry available upon request.
- c. IED simulators available upon request.

5. Planning.

- a. Planning should be conducted as early as possible by gathering information on the training area the using unit plans to occupy.
- b. A site visit is recommended prior to the using unit's training event in order to become familiar with the training area to ensure compliance with range and safety requirements of Army regulations and Camp Dawson SOP. Site visits can be coordinated though Camp Dawson Operations.

6. Reservations.

Reservations are made through Camp Dawson Operations.

7. Communications Requirements.

ICOM, VHF radios will be issued to the using unit and are to be used for traffic to and from Range Control only. They are not to be used for administrative purposes, except for emergency notification situations. Personal or unit cell phones are an acceptable secondary means of communication. Range Control has SINCGARS capabilities, Frequency 40.075, Single Channel, Plain Text.

8. Clearing.

Clearing procedures are outlined in the OIC/RSO range briefing.

9. Additional Information.

Clearing procedures are outlined in the OIC/RSO range briefing.

Range Six: Light Demolitions Range

1. Location:

This firing range is located within the boundaries of Briery Mountain Training Area, approximately six (6) miles southeast of Kingwood, West Virginia. Grid Coordinate: 17S PD 1595 6020.

2. Limits:

The maximum allowable charge is less than 40 pounds of TNT explosive (C4 equivalent) or three M18A1 Claymore Mines, or the equivalence. The surface danger zone of a 40 pound charge is 369 meters IAW DA PAM 385-63, para. 18-6. The surface danger zone for two (2) sections of Bangalore torpedo is 500 meters IAW DA PAM 385-63, para. 18-9b. The direction of fire for a Claymore mine and Bangalore torpedo is 330° grid azimuth. No charges are used which exceeds the SDZ for a Bangalore torpedo.

3. Range Users:

This range is used by Special Operations and Conventional Forces of the United States Military, active and reserve component, for qualification and familiarization. Civilian use is limited to law enforcement agencies from the Federal Government, State Governments, County Governments, and Municipalities.

4. Physical Construction:

This range consists of a large earthen pit. The north side of the pit has a large timber wall. There is a large pavilion for shade or inclement weather. There are two (2) viewing bunkers (Non DoD approved)

5. Deviation:

Reason for the deviation is the inability to comply with Surface Danger Zone (SDZ) requirement, distance X, of AR 385-63 and DA PAM 385-63. Distance X extends beyond the boundaries of Camp Dawson into mainly undeveloped land. Since its construction in 1992 no round has escaped the property boundaries.

6. Safety Features:

- a. A gate prohibits unauthorized range entry. During demolition training,

guards with communications to the range OIC are posted at the gate and a red range flag displayed.

- b. Range boundaries are identified with markers indicating impact area.
- c. Preston County Communications Center is notified before range fire. Aviators are notified through a SARSA (ref DA PAM 385-63 para. 2-4) filed with regional flight control regulators.
- d. Bangalore torpedoes are fired in the horizontal position on the ground
- e. Only non-electric priming of demolitions is authorized.
- f. The range is located on property owned by the West Virginia State Armory Board. 200 meters of the SDZ extends on to uninhabited private property, however the land owner signed a Land Use Agreement consenting to the encroachment. **NO demolitions occur on the private property.**

Camp Dawson Land Navigation Sites

1. Reference.

FM 3-25.26 (FM 21-26), 20 JULY 2001

2. Safety Statement.

a. Camp Dawson promotes safety driven realistic training. Safety is first and should not be compromised in the interest of realism. Ensure everyone involved with the training event on Training areas and Live Fire Ranges understand the information in this SOP is for their safety as well as the safety of others.

b. Unit Commanders are ultimately responsible for the unit's safety. It's the Officer in Charge (OIC)'s responsibility to ensure soldiers are thinking about necessary safety requirements in the Training Areas and on Live Fire Ranges.

c. This SOP does not replace regulations, doctrine, or guidance contained in Department of the Army administrative and doctrinal publications.

3. Description.

a. Volkstone Land Navigation Course has 17 points on mostly flat open fields and flat wooded areas. This is a beginner level course with short distances between points.

b. Pringle Land Navigation Course has 21 points on hilly and mostly wooded terrain. This course is best suited for intermediate level land navigation training.

c. Briery Mountain Land Navigation Course has 26 points on mountainous terrain and is best suited for intermediate to advanced level land navigation training.

d. Gold Mine Land Navigation Course has 17 points on heavily wooded, mountainous terrain and is used for more advanced land navigation training.

e. Whitehair Land Navigation Course has 20 points in heavily wooded, mountainous terrain and is used for more advanced land navigation training.

4. Capabilities.

Our five land navigation courses offer training with difficulty levels from beginner to advanced land navigation training with a variety of terrain types.

5. Planning.

- a. Take the time to gather the required information, manuals, and equipment needed prior to the training event.
- b. Range Control has land navigation maps and compasses available to units but must be requested through CD Operations prior to the training event.

6. Reservations.

All scheduling is done through Camp Dawson Operations.

7. Communications Requirements.

Using units are required to maintain communications with Range Control through an Icom, VHF radio, issued from Range Control or cell phone. Range Control has SINCGARS capabilities, Frequency 40.075, Single Channel, Plain Text.

8. Clearing.

Upon completion of your training a Range Control representative will clear your unit from the training area.

9. Additional Information.

Contact Camp Dawson Range Control.

Camp Dawson Obstacle Course

1. Reference.

FM 21-20

2. Safety Statement.

a. Camp Dawson promotes safety driven realistic training. Safety is first and should not be compromised in the interest of realism. Ensure everyone involved with the training event on Training areas and Live Fire Ranges understand the information in this SOP is for their safety as well as the safety of others.

b. Unit Commanders are ultimately responsible for the unit's safety. It's the OIC's responsibility to ensure soldiers are thinking about necessary safety requirements in the Training Areas and on Live Fire Ranges.

c. This SOP does not replace regulations, doctrine, or guidance contained in Department of the Army administrative and doctrinal publications.

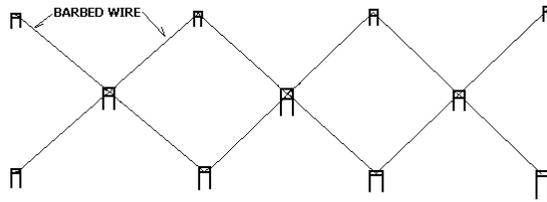
3. Description.

a. Obstacle course, located on Camp Dawson proper near the pond has multiple high and low obstacles for different skill levels.

b. Physical fitness training areas and a 2 mile AFPT rout is available on post.

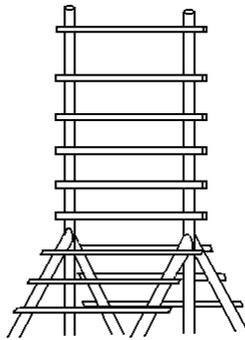
4. Capabilities.

Depictions of the obstacles and a narrative of how each obstacle is challenged are on the following pages.



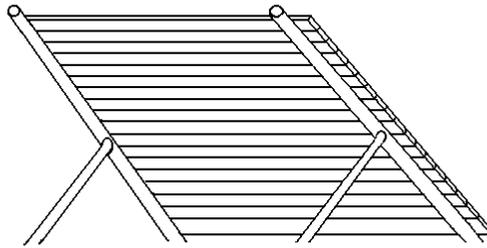
BELLY CRAWL

Soldiers move forward under the wire on their bellies to the end of the obstacle. To reduce the tendency of lanes being burrowed out, the direction of crawl should be reversed from time to time.



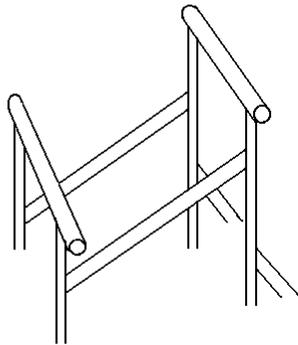
CONFIDENCE CLIMB

Soldiers climb the incline ladder to the vertical ladder. They go to the top of the vertical ladder, then down the other side to the ground.



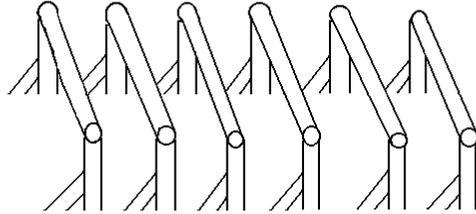
INCLINING WALL

Soldiers approach the underside of the wall, jump up and grasp the top, and pull themselves up and over. They slide or jump down the incline to the ground.



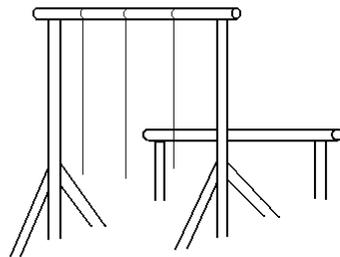
LOW BELLY OVER

Soldiers mount the log and jump onto the high log. They grasp over the tip of the log with both arms, keeping the belly area in contact with it. They swing their legs over the log and lower themselves to the ground.



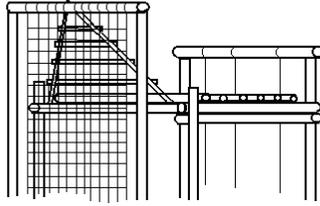
SIX VAULTS

Soldiers vault over the logs, using one or both hands.



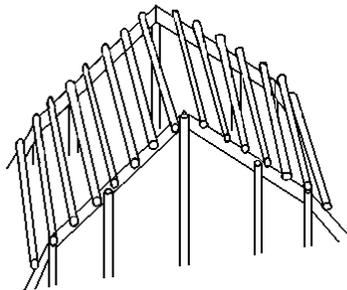
SWING, STOP AND JUMP

Soldiers gain momentum with a short run, grasp the rope, and swing their bodies forward to the top of the wall. They release the rope while standing on the wall and jump to the ground.



TOUGH ONE

Soldiers climb the rope on the lowest end of the obstacle go over or between the logs at the top, cross the log walkway and climb the ladder to the top of the obstacle then they climb down the cargo net to the ground.



WEAVER

Soldiers move from one end of the obstacle to the other by weaving their bodies under one bar and over the next.

5. Planning.

- a. Planning should be conducted as early as possible by gathering information on the obstacle course from Camp Dawson Range Control.
- b. A site visit is recommended prior to the using unit's training event in order to become familiar with the obstacle course. Site visits can be coordinated through Camp Dawson Operations.
- c. Course will require a medic/CLS.

6. Reservations.

Reservations are made through Camp Dawson Operations.

7. Communications Requirements.

ICOM, VHF radios will be issued to the using unit and are to be used for traffic to and from Range Control only. They are not to be used for administrative purposes, except for emergency notification situations. Personal or unit cell phones are an acceptable secondary means of communication. Range Control has SINCGARS capabilities, Frequency 40.075, Single Channel, Plain Text.

8. Clearing.

Clearing procedures are outlined in the OIC/RSO range briefing.

9. Additional Information.

Questions may be directed to Camp Dawson Range Control.

Range Two (2): Small Arms Range

1. Location:

This firing range is located within the boundaries of Camp Dawson, approximately two (2) miles from Kingwood, West Virginia. Grid Coordinate: 17SPD 1381 6660.

2. Weapons:

Predominant weapon systems used are the M2 (SRTA only), M60, M16A1, M16A2, M16A3, M16A4, M4, M24, M249, M240B, M9, .38 caliber pistol, M1911, M3A1, M1 Garand, M2 Carbine, M14, AK93, AK91, AR180 and CAR15. Additionally, any and all U.S. or foreign rifle, assault rifle, carbine, sub-machine gun, pistol, revolver, shotgun, sniper rifle or sporting rifle which fires a projectile with a surface danger zone no greater than that of the M118 special ball.

3. Ammunition:

12 gauge 00 slug, .22 cal long rifle M24, .38 cal M41 ball, 9mm M882 ball, .45 cal pistol, 5.56mm M855 ball, 5.56mm M196 tracer, 5.56mm M862 plastic, 7.62mm M118 special, .50 cal M858 ball plastic, .50 cal M860 tracer plastic. Additionally, any and all ammunition for weapon systems having a surface danger zone no greater than that of the M118 special ball.

4. Range Users:

This range is used by Special Operations and Conventional Forces of the United States Military, active and reserve component, for qualification and familiarization. Civilian use is limited to law enforcement agencies from the Federal Government, State Governments, County Governments, and Municipalities.

5. Physical Construction:

This range has 12 firing points. There is 1 target line located at 25 meters. The range floor consists of loamy soil with a thick grass covering. The impact area is a heavily wooded hillside. The range is separated with an earthen berm on either side.

6. Deviation:

Reason for the deviation is the inability to comply with Surface Danger Zone (SDZ) requirement, distance X, of AR 385-63 and DA PAM 385-63. Distance X extends beyond the boundaries of Camp Dawson into mainly undeveloped land. Since its construction in 1987 no round has escaped the property boundaries.

7. Controls:

Distance X is reduced by utilizing the mountainside, which is 600' higher than the firing line, as the impact medium.

8. Safety Features:

- a. Direction of fire is away from any inhabited area of Camp Dawson.
- b. Utilization of trained shooters and implementing strict range discipline are additional safety measures.
- c. A gate on both ends of range road prohibits traffic during night-fire.
- d. Firing units must designate aircraft spotters, who command cease-fire, when aircraft enter the vertical hazard zone.
- e. Aviators are notified through a SARSA (ref DA PAM 385-63 para. 2-4) filed with regional flight control regulators.

Range Three (3): Small Arms Range

1. Location:

This firing range is located within the boundaries of Camp Dawson, approximately two (2) miles from Kingwood, West Virginia. Grid Coordinate: 17S PD 1376 6653.

2. Weapons:

Predominant weapon systems used are the M2 (SRTA only), M60, M16A1, M16A2, M16A3, M16A4, M4, M24, M249, M240B, M9, .38 caliber pistol, M1911, M3A1, M1 Garand, M2 Carbine, M14, AK93, AK91, AR180 AND CAR15. Additionally, any and all U.S. or foreign rifle, assault rifle, carbine, sub-machine gun, pistol, revolver, shotgun, sniper rifle or sporting rifle which fires a projectile with a surface danger zone no greater than that of the M118 special ball.

3. Ammunition:

12 gauge 00 slug, .22 cal long rifle M24, .38 cal M41 ball, 9mm M882 ball, .45 cal pistol, 5.56mm M855 ball, 5.56mm M196 tracer, 5.56mm M862 plastic, 7.62mm M118 special, .50 cal M858 ball plastic, .50 cal M860 tracer plastic. Additionally, any and all ammunition for weapon systems having a surface danger zone no greater than that of the M118 special ball.

4. Range Users:

This range is used by Special Operations and Conventional Forces of the United States Military, active and reserve component, for qualification and familiarization. Civilian use is limited to law enforcement agencies from the Federal Government, State Governments, County Governments, and Municipalities.

5. Physical Construction:

This range has 16 firing points. Each firing point has a foxhole. There are 2 target lines: 10 meters and 25 meters. It also has the Bear Target system, which features face and edge targets, pie plates and a running man target. There is a concrete pad behind the firing line that may be used as a fire maneuver box for mounted weapons systems. The range floor consists of loamy soil with a thick grass covering. The impact area is a heavily wooded hillside. The range is separated with an earthen berm on either side.

6. Deviation:

Reason for the deviation is the inability to comply with Surface Danger Zone (SDZ) requirement, distance X, of AR 385-63 and DA PAM 385-63. Distance X extends beyond the boundaries of Camp Dawson into mainly undeveloped land. Since its construction in 1991 no round has escaped the property boundaries.

7. Controls:

Distance X is reduced by utilizing the mountainside, which is 600' higher than the firing line, as the impact medium.

8. Safety Features:

- a. Direction of fire is away from any inhabited area of Camp Dawson.
- b. Utilization of trained shooters and implementing strict range discipline are additional safety measures.
- c. A gate on both ends of range road prohibits traffic during night-fire.
- d. Firing units must designate aircraft spotters, who command cease-fire, when aircraft enter the vertical hazard zone.
- e. Aviators are notified through a SARSA (ref DA PAM 385-63 para. 2-4) filed with regional flight control regulators.

Range Four (4): Small Arms Range

1. Location:

This firing range is located within the boundaries of Camp Dawson, approximately two (2) miles from Kingwood, West Virginia. Grid Coordinate: 17S PD 1370 6645.

2. Weapons:

Predominant weapon systems used are the M2 (SRTA only), M60, M16A1, M16A2, M16A3, M16A4, M4, M24, M249, M240B, M9, .38 caliber pistol, M1911, M3A1, M1 Garand, M2 Carbine, M14, AK93, AK91, AR180 AND CAR15. Additionally, any and all U.S. or foreign rifle, assault rifle, carbine, sub-machine gun, pistol, revolver, shotgun, sniper rifle or sporting rifle which fires a projectile with a surface danger zone no greater than that of the M118 special ball.

3. Ammunition:

12 gauge 00 slug, .22 cal long rifle M24, .38 cal M41 ball, 9mm M882 ball, .45 cal pistol, 5.56mm M855 ball, 5.56mm M196 tracer, 5.56mm M862 plastic, 7.62mm M118 special, .50 cal M858 ball plastic, .50 cal M860 tracer plastic. Additionally, any and all ammunition for weapon systems having a surface danger zone no greater than that of the M118 special ball.

4. Range Users:

This range is used by Special Operations and Conventional Forces of the United States Military, active and reserve component, for qualification and familiarization. Civilian use is limited to law enforcement agencies from the Federal Government, State Governments, County Governments, and Municipalities.

5. Physical Construction:

This range has 16 firing points. Each firing point has a foxhole. There are 3 target lines: 10 meters, 25 meters and 50 meters. The range floor consists of loamy soil with a thick grass covering. The impact area is a heavily wooded hillside. The range is separated with an earthen berm on either side.

6. Deviation:

Reason for the deviation is the inability to comply with Surface Danger Zone (SDZ) requirement, distance X, of AR 385-63 and DA PAM 385-63. Distance X extends beyond the boundaries of Camp Dawson into mainly undeveloped land. Since its construction in 1991 no round has escaped the property boundaries.

7. Controls:

Distance X is reduced by utilizing the mountainside, which is 600' higher than the firing line, as the impact medium.

8. Safety Features:

- a. Direction of fire is away from any inhabited area of Camp Dawson.
- b. Utilization of trained shooters and implementing strict range discipline are additional safety measures.
- c. A gate on both ends of range road prohibits traffic during night-fire.
- d. Firing units must designate aircraft spotters, who command cease-fire, when aircraft enter the vertical hazard zone.
- e. Aviators are notified through a SARSA (ref DA PAM 385-63 para. 2-4) filed with regional flight control regulators.

Range Five (5): Combat Pistol Qualification Course

1. Location:

This firing range is located within the boundaries of Camp Dawson, approximately two (2) miles from Kingwood, West Virginia. Grid Coordinate: 17SPD 1360 6637.

2. Weapons:

Predominant weapon systems used are the M9, .38 caliber pistol, M1911, 92 F and, P14, M11. Additionally, any and all U.S. or foreign weapons which fire a projectile with a surface danger zone less than that of the 5.56mm M855 ball.

3. Ammunition:

12 gauge 00 slug, .22 cal long rifle M24, .38 cal M41 ball, 9mm M882 ball, .45 cal pistol, 5.56mm M855 ball, 5.56mm M196 tracer, 5.56mm M862 plastic. Additionally, any and all ammunition for weapon systems having a surface danger zone no greater than that of the 5.56mm M855 ball.

4. Range Users:

This range is used by Special Operations and Conventional Forces of the United States Military, active and reserve component, for qualification and familiarization. Civilian use is limited to law enforcement agencies from the Federal Government, State Governments, County Governments, and Municipalities.

5. Physical Construction:

This range has 15 firing points. There are 7 “pop-up” targets per lane at varying distances. The range floor consists of loamy soil with a thick grass covering and a gravel walkway. The impact area is a heavily wooded hillside. The range is separated with an earthen berm on either side.

6. Deviation:

Reason for the deviation is the inability to comply with Surface Danger Zone (SDZ) requirement, distance X, of AR 385-63 and DA PAM 385-63. Distance X extends beyond the boundaries of Camp Dawson into mainly undeveloped land. Since its construction in 1990 no round has escaped the property boundaries.

7. Controls:

Distance X is reduced by utilizing the mountainside, which is 600' higher than the firing line, as the impact medium.

8. Safety Features:

- a. Direction of fire is away from any inhabited area of Camp Dawson.
- b. Utilization of trained shooters and implementing strict range discipline are additional safety measures.
- c. A gate on both ends of range road prohibits traffic during night-fire.
- d. Firing units must designate aircraft spotters, who command cease-fire, when aircraft enter the vertical hazard zone.
- e. Aviators are notified through a SARSA (ref DA PAM 385-63 para. 2-4) filed with regional flight control regulators.

Range Ten (10): 40mm Grenade Launcher

1. Location:

This firing range is located within the boundaries of Camp Dawson, approximately two (2) miles from Kingwood, West Virginia. Grid Coordinate: 17SPD 1381 6660.

2. Weapons:

The only weapon systems permitted are the M203, M320 and M79 Grenade launchers.

3. Ammunition:

The only authorized ammunition allowed on this range is 40mm M781, Target Practice Ammunition. Smoke and Illumination rounds may be authorized for use on Range 10 with prior approval from range control, but is weather and situational dependent.

4. Range Users:

This range is used by Special Operations and Conventional Forces of the United States Military, active and reserve component, for qualification and familiarization. Civilian use is limited to law enforcement agencies from the Federal Government, State Governments, County Governments, and Municipalities.

5. Physical Construction:

This range has 2 lanes with 4 firing points each. There are multiple targets from 75 meters to 350 meters. The range floor consists of loamy soil with a thick grass covering. The impact area is a heavily wooded hillside.

6. Safety Features:

- a. The range and surface danger zone are entirely contained within the confines of property owned by West Virginia State Armory Board. This area is not readily accessible to the public.
- b. All normal approaches to the impact are blocked during fire. Appropriate barriers with signs posted.
- c. There are no inhabited areas in proximity to the range.
- d. Only Training Practice ammunition (inert) is authorized for use.

- e. Aviators are notified through a SARSA (ref DA PAM 385-63 para. 2-4) filed with regional flight control regulators.
- f. A flagpole, for red danger flags, is present.

Camp Dawson Training Aids/Simulators

Reference: Army FM 3-22.9

1. Safety Statement.

- a. Camp Dawson promotes safety driven realistic training. Safety is first and should not be compromised in the interest of realism. Ensure everyone involved with the training event on Training areas and Live Fire Ranges understand the information in this SOP is for their safety as well as the safety of others.
- b. Unit Commanders are ultimately responsible for the unit's safety. It's the OIC's responsibility to ensure soldiers are thinking about necessary safety requirements in the Training Areas and on Live Fire Ranges.
- c. This SOP does not replace regulations, doctrine, or guidance contained in Department of the Army administrative and doctrinal publications.

2. Description.

- a. Engagement Skills Trainer (EST 2000)
 - (1). 10 lanes
 - (2). Weapon systems available: M9, M4, M16A2, M16A4, M203, M249, M240B, M2, MK19, 870 shotgun, AT4
 - (3). Located on Camp Dawson proper, building 409.
- b. Virtual Convoy Operations Trainer (VCOT).
 - (1). 4 station system plus operator station.
 - (2). Vehicle and weapon type depends on scenario setup.
 - (3). Located on Camp Dawson proper, by building 409.
- c. IED Simulators.
Issued in kit form. Each kit contains 4 tubes, 2 multi function detonators, 2 remote, electronic detonators, and other related supplies and materials.
- d. Caswell Targetry
 - (1). Automated pop-up targetry
 - (2). Remote controlled
 - (3). Portable
 - (4). Can be used with plastic E or F silhouette targets or shoot-don't shoot targets.
- e. HMMWV Egress Assistance Trainer (HEAT)
 - (1). 1 station capable of training 4 – 5 soldiers at one time.
 - (2). Located on Camp Dawson proper in building 408.

3. Capabilities.

- a. Engagement Skills Trainer (EST 2000)
 - (1). Basic marksmanship training
 - (2). Individual weapons qualification (IWQ), in accordance with the above reference.
 - (3). Shoot-don't shoot scenarios.
 - (4). Weapons familiarization.
- b. Virtual Convoy Operations Trainer
 - (1). Small unit convoy simulator.
 - (2). React to IED/contact.
 - (3). Mounted land navigation.
- c. IED simulators
 - (1). Single and/or multiple detonation points.
 - (2). Realistic smoke and audible report.
- d. Caswell targetry
React to contact on lanes/convoy courses.
- e. HMMWV Egress Assistance Trainer (HEAT)
 - (1). Rollover Battle Drill Trainer

4. Planning.

- a. Planning should be conducted as early as possible by gathering information on the obstacle course from Camp Dawson Range Control.
- b. A site visit is recommended prior to the using unit's training event in order to become familiar with the obstacle course. Site visits can be coordinated through Camp Dawson Operations.

5. Reservations.

Reservations are made through Camp Dawson Operations.

6. Communications Requirements.

A land-line is available at the EST location.

7. Clearing.

Clearing procedures are outlined in the OIC/RSO range briefing.

8. Additional Information.

Questions are directed to Camp Dawson Range Control.

Rappel Tower/Climbing Wall.

1. Reference.

- a. FM 3-97.61, Military Mountaineering, August 2002
- b. FM 5-19, Composite Risk Management.

2. Safety Statement.

- a. Camp Dawson promotes safety driven realistic training. Safety is first and should not be compromised in the interest of realism. Ensure everyone involved with the training event on the tower understand the information in this SOP is for their safety as well as the safety of others.
- b. Unit commanders are ultimately responsible for the training and safety of their units.
- c. It is the responsibility of the Rappel Master to ensure soldiers are thinking about necessary safety requirements for the rappel tower and climbing wall.
- d. This SOP does not replace Army regulations, doctrine, or guidance.

3. Location.

The Rappel Tower and Climbing wall are located on the STF Road, to the right of the runway. The STF Road is a limited access road. Access must be granted by Camp Dawson Range Control or Camp Dawson Operations.

4. Description.

The Rappel Tower is a 50 foot, wood structured tower with one rappel side, two free rappel sides and a climbing wall with four hydraulic auto belays.

5. Capabilities.

Six stations for Wall side static rappelling operations, six stations for free rappel operations and a 50 foot climbing wall with four hydraulic auto-belays. The wall also has inclined and reverse climbs and movable hand holds to increase or decrease difficulty. It can be used for general rock climbing techniques, lead climbing, top belays or used with the hydraulic auto-belays.

6. Equipment.

The following is a list of equipment available for issue from Range Control.

- a. Climbing harnesses.
- b. Climbing helmets.
- c. Static, Kernmantle rope.
- d. Dynamic, Kernmantle rope.
- e. Carabineers

7. Planning.

- a. Planning should be conducted as early as possible by contacting Camp Dawson Range Control for more detailed information and requirements.
- b. A site visit is recommended prior to the using unit's training event in order to become familiar with the Tower and available resources. Site visits are encouraged and should be coordinated through Camp Dawson Operations.
- c. Rappelling and climbing operations will require a certified Rappel Master or Rappel Safety Officer as well as a medic/CLS with an aid bag, back board and an evacuation vehicle. A Rappel OIC and RSO memorandum is required.

8. Reservations.

Reservations are made through Camp Dawson Operations and by utilizing TC Form 1, Request for Utilization.

9. Communication Requirements.

ICOM, VHF radios will be issued to the using unit and are to be used for traffic to and from Range Control only. They are not to be used for administrative purposes, except for emergency notification situations. Personal or unit cell phones are an acceptable secondary means of communication.

10. Clearing.

Clearing procedures are outlined in the OIC/RSO range briefing.

11. Additional Information.

Questions may be directed to Camp Dawson Range Control.

Camp Dawson Leadership Reaction Course (LRC)

1. Reference.

Leadership Reaction Course (LRC) Operation Guide compiled by Cornerstone Designs, Inc. Reference located in Camp Dawson Range Control.

2. Safety Statement.

a. Camp Dawson promotes safety driven realistic training. Safety is first and should not be compromised in the interest of realism. Ensure everyone involved with the training event on Training areas and Live Fire Ranges understand the information in this SOP is for their safety as well as the safety of others.

b. Unit Commanders are ultimately responsible for the unit's safety. It's the OIC's responsibility to ensure soldiers are thinking about necessary safety requirements in the Training Areas and on Live Fire Ranges.

c. This SOP does not replace regulations, doctrine, or guidance contained in Department of the Army administrative and doctrinal publications.

3. Description.

The LRC is an efficient, multi-use physical structure for training full-spectrum cognitive and teamwork skills. The LRC consist of 16 obstacles (task) and a small building for the storage of equipment. Each piece of equipment is marked and associated with the task it belongs to. For a complete description of each task refer to the LRC Operation Guide obtainable by contacting Camp Dawson Range Control.

4. Capabilities.

The LRC is an outdoor course which provides the soldier experience in functional leadership, effective followership, group and individual problem solving, and several aspects of group dynamics, including: conflict recognition and resolution, personal and group responsibility and communication with familiar and unfamiliar team members.

5. Planning.

a. Planning should be conducted as early as possible by gathering information on the LRC from Camp Dawson Range Control.

b. A site visit is recommended prior to the using unit's training event in order to become familiar with the obstacle course. Site visits can be coordinated through Camp Dawson Operations.

c. Course usage requires a medic/CLS.

6. Reservations.

Reservations are made through Camp Dawson Operations.

7. Communications Requirements.

ICOM, VHF radios will be issued to the using unit and are to be used for traffic to and from Range Control only. They are not to be used for administrative purposes, except for emergency notification situations. Personal or unit cell phones are an acceptable secondary means of communication.

8. Clearing.

Clearing procedures are outlined in the OIC/RSO range briefing.

9. Additional Information.

Questions should be directed Camp Dawson Range Control.

Camp Dawson CTC HMMWV Egress Assistance Trainer (HEAT)

1. Reference.

TSP Number 551-HEAT-CREW / Crew High Mobility Multipurpose Wheeled Vehicle (HMMWV) Egress Assistance Trainer (HEAT). Reference located in Camp Dawson Range Control.

2. Safety Statement.

a. Camp Dawson promotes safety driven realistic training. Safety is first and should not be compromised in the interest of realism. Ensure everyone involved with the training event on Training areas and Live Fire Ranges understand the information in this SOP is for their safety as well as the safety of others.

b. Unit Commanders are ultimately responsible for the unit's safety. It's the OIC's responsibility to ensure soldiers are thinking about necessary safety requirements in the Training Areas and on Live Fire Ranges.

c. This SOP does not replace regulations, doctrine, or guidance contained in Department of the Army administrative and doctrinal publications.

3. Description.

The HEAT is a working simulator used to support the US Military as a training aid designed to simulate an M1114HMMWV roll over. For a complete description of each task refer to the HEAT SOP obtainable by contacting Camp Dawson Range Control.

4. Capabilities.

The HEAT is an indoor simulator which provides the soldier experience in four different battle drills: 25 and 30 degree rotation (no egress), 360 degree rotation (no egress), 180 degree rotation with egress, and 90 degree rotation with water egress.

5. Planning.

a. Planning should be conducted as early as possible by gathering information on the HEAT from Camp Dawson Range Control.

b. A site visit is recommended prior to the using unit's training event in order to become familiar with the HEAT. Site visits can be coordinated through Camp Dawson Operations.

- c. Course will require a medic/CLS.
- d. Operator Statement of Agreement must be completed.
- e. Operator will be E-5 and above, and must have gone through the HEAT certification course.
- f. OIC will be E-6 and above, and must have gone through the HEAT certification course.

6. Reservations.

Reservations are made through Camp Dawson Operations.

7. Communications Requirements.

Personal or unit cell phones are an acceptable means of communication.

8. Clearing.

- a. Unit will have to establish a date and time when they want to turn-in the HEAT with Camp Dawson Range Control. Failure to coordinate turn-in time may result in loss time due to Range Control staff unavailability.
- b. Unit representative will perform an inventory on all items that come with the HEAT and the building (408) outlined on the DA Form 2062 that was inventoried at the time when the HEAT was drawn. Any equipment missing or broken may result in a statement of charges directed towards the trainer and hand receipt holder.
- c. Unit will assure that building meets the criteria outlined on the turn-in check list. Failure to do so will result in a re-inspection at a later time.
- d. Unit will perform unit level maintenance during operation and will note any deficiencies on the back of the turn-in check list (maintenance log).
- e. Complete the after usage report and turn in to Camp Dawson Range Control.

9. Additional Information.

Questions should be directed Camp Dawson Range Control.

Range Sixteen (16): Modified Record Fire (MRF) Range

1. Location:

This firing range is located within the boundaries of Briery Mountain Training Area, approximately six (6) miles southeast from Kingwood, West Virginia. Grid Coordinate: 17S PD 1595 6312.

2. Weapons:

Predominant weapon systems used are the M16A1, M16A2, M16A3, M16A4, M4, and CAR15. Additionally, any and all U.S. or foreign rifle, assault rifle, carbine, sub-machine gun, pistol, revolver, shotgun, sniper rifle or sporting rifle which fires a projectile with a surface danger zone no greater than that of the M855 ball. ALL OTHER WAEPONS SYSTEMS MUST BE APPROVED BY CAMP DAWSON OPERATIONS/RANGE CONTROL.

3. Ammunition:

5.56mm M855 ball, 5.56mm M196 tracer, 5.56mm M862 plastic. Additionally, any and all ammunition for weapon systems having a surface danger zone no greater than that of the M855 ball.

4. Range Users:

This range is used by Special Operations and Conventional Forces of the United States Military, active and reserve component, for qualification and familiarization. Civilian use is limited to law enforcement agencies from the Federal Government, State Governments, County Governments, and Municipalities.

5. Physical Construction:

This range has 16 firing lanes, with 9 targets per lane ranging in distance from 50 meters out to 300 meters. The range floor consist of loamy soil with a thick grass covering. The impact area is a heavily wooded hillside.

6. Safety Features:

- a. Direction of fire is away from any inhabited area of Briery Mountain Training Area.
- b. Utilization of trained shooters and implementing strict range discipline are additional safety measures.
- c. A gate on both ends of the surface danger zone prohibits traffic during

fire, additionally the firing unit will have a guard at each gate posted to prevent unauthorized entry

d. Firing units must designate aircraft spotters, who command cease-fire, when aircraft enter the vertical hazard zone.

e. Aviators are notified through a SARSA (ref DA PAM 385-63 para. 2-4) filed with regional flight control regulators.

Range Seventeen (17): MK 19/AT-4/M2 Familiarization Range

1. Location:

This firing range is located within the boundaries of Briery Mountain Training Area, approximately six (6) miles southeast from Kingwood, West Virginia. Grid Coordinate: 17S PD 1595 6312.

2. Weapons:

The only authorized weapon systems are as follows: 40mm machinegun, MK 19, MOD 3, AT-4 and M2 machinegun.

3. Ammunition:

40mm B490 Training Practice Round, 9mm M939 sub-caliber projectile, .50 cal. M858 plastic, .50 cal. M960 Tracer, Plastic.

4. Range Users:

This range is used by Special Operations and Conventional Forces of the United States Military, active and reserve component, for qualification and familiarization. Civilian use is limited to law enforcement agencies from the Federal Government, State Governments, County Governments, and Municipalities.

5. Physical Construction:

This range line consists of an 80 meter driving lane and targets ranging from 90 meters out to 400 meters. The range floor consists of loamy soil with a thick grass covering. The impact area is a heavily wooded hillside.

6. Safety Features:

- a. Direction of fire is away from any inhabited area of Briery Mountain Training Area.
- b. Utilization of trained shooters and implementing strict range discipline are additional safety measures.
- c. A gate on both ends of the surface danger zone prohibits traffic during fire, additionally the firing unit will have a guard at each gate posted to prevent unauthorized entry.
- d. Firing units must designate aircraft spotters, who command cease-fire, when aircraft enter the vertical hazard zone.
- e. Aviators are notified through a SARSA (ref DA PAM 385-63 para. 2-4) filed with regional flight control regulators.

Camp Dawson Live Fire Exercise Shoot House

1. Safety:

Camp Dawson promotes safety driven realistic training. Safety is first and foremost and should not be compromised in the interest of realism. No one's life is worth the best training environment. Ensure everyone training in the Live Fire Exercise Facility understands and adheres to the information in the SOP which is provided by Camp Dawson Range Control.

2. Location:

The Live Fire Shoot House is located within the confines of the Volkstone Training Area approximately 3 miles south of Kingwood West Virginia.

3. Weapons and Ammunition:

The only weapons and ammunitions authorized for use in the Live Fire Shoot House are as follows:

<u>Type</u>	<u>Weapon</u>	<u>Ammunition</u>
Rifles	M-16 Series M4	5.56
All Pistols Non-Magnums	M9	9mm Ball (Only)
Shotgun	12 Gauge	#00 Buckshot #7-1/2 Shot # 9 Shot

NOTE: The only ammunition that will be allowed will be Military DODIC ammunition.

WARNING: At no time will magnum, hollow point, or flat nosed Semi Wad Cutter ammunition be used inside the Live Fire Facility. Ammunition of this type destroys the walls inside the facility.

4. Range Users:

a. Squad/Plt level Military Operations in Urban Terrain (MOUT) is not required, but is highly recommended prior to using the Live Fire Shoot House Facility. The Pringle MOUT Site and the Volkstone Scenario houses are the two ranges where units can practice room clearing techniques and develop unit SOP's. It's imperative for RSO's to have confidence in the ability of the shooters prior to entering the Live Fire Facility

- b. All shooters firing in the Live Fire Shoot House will have completed reflexive fire training with the weapons system being used prior to conducting live fire operations in the Shoot House.
- c. Firing during low light or no light conditions requires an individual weapons qualification and reflexive fire training within one year, in the same setting intended for training.
- d. Firing using night vision devices requires a familiarization fire and a reflexive fire in the same setting intended for training within the last 90 days.

5. Communications Requirements:

- a. Primary
SINCGARS
ICOM-Channel 1
Commercial: 304-791-4070
- b. Secondary
Unit or personal cell phones may be used as a secondary means of communication.
- c. A 30 minute communications check (on the hour and half hour) is required while the range is “Open”.
- d. Immediately cease fire if communications with Range Control is lost.

Camp Dawson Virtual Convoy Operations Trainer (VCOT)

1. Reference.

VCOT Operators Manual (8000291), Convoy Program of Instruction (8000297), Convoy Software Installation Work Instructions, Virtual Convoy Utilization Instructor Handbook

2. Safety Statement.

- a. Camp Dawson promotes safety driven realistic training. Safety is first and should not be compromised in the interest of realism. Ensure everyone involved with the training event on Training areas and Live Fire Ranges understand the information in this SOP is for their safety as well as the safety of others.
- b. Unit Commanders are ultimately responsible for the unit's safety. It's the OIC's responsibility to ensure soldiers are thinking about necessary safety requirements in the Training Areas and on Live Fire Ranges.
- c. This SOP does not replace regulations, doctrine, or guidance contained in Department of the Army administrative and doctrinal publications.

3. Description.

The training program has two general objectives: to improve convoy crew performance in live fire exercises and in actual convoy combat operations. Virtual convoy training thus serves as a crucial bridge between individual gunnery training and live fire exercises (LFX), reinforcing tasks taught in individual gunnery training and preparing soldiers to succeed in a LFX.

4. Capabilities.

It provides structured convoy training exercises that meet or exceed ARTEP-MTP standards and provides exercises for mounted (HMMWV) exercise for Conducting Presence Patrols and Route Reconnaissance for units deploying as "Light Units" conducting Stability and Support Operations.

5. Planning.

- a. Planning should be conducted as early as possible by gathering information on the VCOT from Camp Dawson Range Control.
- b. A site visit is recommended prior to the using unit's training event in order to become familiar with the VCOT. Site visits can be coordinated through Camp Dawson Operations.

c. Operator will be E-4 and above, and must have gone through the VCOT operator certification course.

6. Reservations.

Reservations are made through Camp Dawson Operations.

7. Communications Requirements.

Personal or unit cell phones are an acceptable means of communication.

8. Clearing.

a. Unit will have to establish a date and time when they want to turn-in the VCOT with Camp Dawson Range Control. Failure to coordinate turn-in time may result in loss time due to Range Control staff unavailability.

b. Unit representative will perform an inventory on all items that come with the VCOT and the trailer outlined on the DA Form 2062 that was inventoried at the time when the VCOT was drawn. Any equipment missing or broken may result in a statement of charges directed towards the trainer and hand receipt holder.

c. Unit will assure that building meets the criteria outlined on the turn-in check list. Failure to do so will result in a re-inspection at a later time.

d. Unit will perform unit level maintenance during operation and will note any deficiencies on the back of the turn-in check list (maintenance log).

e. Complete the after usage report and turn in to Camp Dawson Range Control.

9. Additional Information.

Questions should be directed Camp Dawson Range Control.

Environmental Guidelines for Training Areas and Ranges

1. Environmental guidelines specific to each training area may be found in that particular training area's applicable annex. See the table of contents to locate information. Additional general information, to include photographs, may be found in Camp Dawson's Environmental Handbook. The handbooks are available upon request and are located in the Range Control Office.
2. **Vehicle Movement (Environmental Guidelines).**
 - a. Camp Dawson provides the facilities necessary for light infantry, special operations, engineer and other combat support/combat service support training. Realistic battle movement training includes some off-road vehicular movement, which may impact soils and vegetation.
 - b. It is understood that off-road movement is necessary for the successful completion of some training missions. However, a successful training mission should not destroy the environment. Training land is a finite resource. Management of this resource is the key to long-term training land availability. You can meet military training requirements and environmental concerns by following these guidelines:
 - Use established roads and trails for administrative travel to and from training areas.
 - Engage in off-road maneuvers only when necessary.
 - Road ditches and shoulders are off limits to wheeled vehicles.
 - Do not intentionally drive over or otherwise damage vegetation.
 - Do not damage trees while training.
 - Avoid off-limits areas:
 - Cultural sites (Cemeteries, etc.)
 - Ranges
 - Wetlands
 - Grassland Restoration areas
 - Obey all speed limits

3. **Training Areas (Environmental Guidelines).**

Proper sanitation in the field is very important at Camp Dawson. Local wildlife including bears, raccoons, skunks, and opossums are attracted by food and other refuse left out in the field.

- a. Remove all ammunition, simulators, explosives and pyrotechnics from the field and bring to the ammo supply point.
- b. Collect all expended casings, brass, and unexpended ammunition for turn in.
- c. Clean all structures used.

- d. Remove all packing material and trash.
- e. Properly fill, mound and compact all excavations.
- f. Report damaged facilities or equipment to Range Operations immediately.
- g. Remove all wire (communications, concertina, and barbed).
- h. Gray water, grease and oils from field kitchen operations cannot be discharged into the environment on Camp Dawson lands. These types of wastes must be containerized for off-site disposal. Coordinate with Post Logistics.
- i. Unit dug latrines are not permitted. Portable Toilets are available in the Training Areas. Coordinate with Post Logistics.
- j. Report all spills to the Facility Response Coordinator and/or Environmental Office, and assist in the cleanup.
- k. Burning and/or burying trash is strictly prohibited at Camp Dawson.
- l. Discharging wastewater into the ground is strictly prohibited.

4. Bivouac Sites (Environmental Guidelines).

- a. Suitable bivouac sites are necessary for realistic field training. Every individual's actions in the field will determine the future availability of these sites. Units are encouraged to:
 - b. Choose existing bivouac locations which have plenty of natural concealment (Range Operations will have locations). You may use natural vegetation for concealment of vehicles, gun emplacements and fortifications. Native hardwood species (oak, maple, cherry, poplar, ironwood, and elm) less than two (2) inches in diameter measured from ground level can be used for camouflage.
 - c. Use camouflage netting to conceal the sharp lines of vehicles and tents. Camouflage netting will not wilt and discolor like cut vegetation.

5. Excavations (Environmental Guidelines).

- a. Range Operations must give written approval before any mechanical digging can occur. Range Operations is responsible for coordinating the review of proposals involving mechanical digging. By law, any digging in the ground, except for gardening, requires that Miss Utility (1-800-245-4848) be notified and mark any existing utility lines.
- b. Digging is expressly prohibited in the following areas:
 - Ponds, streams and wetlands (100 foot buffer)
 - Signed historic sites (100 foot buffer)
 - Signed restoration areas
 - Within 50 feet of main roads.

c. Any disturbance over 1 acre in size will require a storm water permit. Additionally, erosion and sediment control structure should be used if there is the possibility of any sediment reaching a waterway or road.

d. When training is complete, all excavations must be filled with dirt, mounded with top soil and compacted before the unit leaves the training area. Unfilled excavations increase soil erosion and accelerate gully formation. Soil erosion reduces realistic tactical training, while gully formation may close down training areas because of safety hazards.

6. Fire (Environmental Guidelines).

a. Abundant vegetation at Camp Dawson provides ample fuel for forest fires. Wildfires can quickly destroy entire training areas. Responsible use of incendiaries and pyrotechnics can prevent wildfires.

b. Reporting and Fighting Range Fires

Anyone observing a fire in the Camp Dawson Training areas should report it to Range Operations and/or Environmental Office immediately, providing grid coordinates if possible. Units are encouraged to extinguish any fires seen in their areas – if it is safe to do so – or provide assistance to the fire crews. Do not start a fire without permission from Range Operations.

7. POL/Hazardous Materials (Environmental Guidelines).

a. All units have various hazardous materials on hand at any time. These materials can be highly reactive, corrosive, ignitable, or toxic. Properly contain these materials.

b. Petroleum, Oil, and Lubricant (POL) and hazardous materials and wastes must be handled with extreme care. POLs are the common items spilled. Most spills can be prevented by following safety guidelines.

c. Safe Fuel Handling

1. Locate all portable fuel storage tanks at least 100 feet from any wetlands or archeological sites.
2. Do not conduct refueling or fuel transfer activities within 100 feet of any wetlands or archeological sites.
3. The use of fuel storage bladders in the field requires written approval from Camp Dawson Range Operations.
4. Inspect fueling points and equipment daily to ensure safe operation.
5. Place spill pans and drainage containers under all hose connections to catch any leaks.

6. Ensure that discharge and loading nozzles are attended constantly during refueling.
 7. Fuel storage tanks must have absorbent and drip pans available at all times.
 8. Construct a berm around portable fuel storage areas to contain any spill. Additionally, all containers must have secondary containment.
 9. Report all spills to the Facility Response Coordinator and/or Environmental Office, and assist in the cleanup.
- d. Never drain or dump any POL, hazardous materials or waste into Camp Dawson's sanitary sewer system, on the ground or in the trash. All spills must be cleaned up and reported. Promptly reporting all spills is equally important. Unreported spills are eventually discovered and are more expensive to clean up because the material must be tested to determine what has been spilled.
- e. Spill Response
1. Stop the flow and contain the spill, if it can be done safely.
 2. Notify Range Operations immediately of the spill's size, location and type of substance.
 3. Secure the area and deny access to the area if hazardous materials or chemicals are involved.
 4. Clean up the spill or provide assistance in the cleanup effort under the supervision of Camp Dawson personnel.

8. Land Management (Environmental Guidelines).

Staying out of restricted areas is part of responsible training. Some of these areas are off-limits to all training, while others are set aside for specific uses. Be sure to observe any restrictions on training in the following areas:

- **Historical/Archeological sites.** These areas are off limits to training at all times.
- **Wetlands and Cemeteries.** These areas are off limits to training at all times.
- **Grassland Restoration Project Areas.** Locations where native grasslands have recently been planted are off-limits to vehicles but are open to foot traffic.

9. Invasive Species (Environmental Guidelines).

Several invasive plant species are found on the training areas at Camp Dawson. Camp Dawson Staff is working to reduce the spread of these invasive plants to new areas. Care should be taken to not transfer seeds from one location to the next for this reason. Vehicles should not be driven through high vegetation unless unavoidable. If vehicle is driven in areas where invasive plants are found, it

should be rinsed off so that seeds will not spread to other training areas. Seeds can also attach to clothing (boots, etc.) so before leaving a training area, units should brush off clothing and equipment.

Supplemental Annexes

ANNEX C	
1	Contact Directory
2	Fuel Procedures
3	Dining Facility SOP
4	Requesting Vehicles
5	Preston Memorial Hospital Strip Maps from Small Arms Ranges
6	Preston Memorial Hospital Strip Maps from Pringle Tract
7	Preston Memorial Hospital Strip Maps from Briery Mountain
8	OIC-RSO-Medic Memorandum Format
9	Assumption of Command Format
10	TAG Policy on Privately Owned Weapons
11	TAG Exception to Policy on Privately Owned Weapons
12	Installation Map with Key
13	Trauma Center Designations

CAMP DAWSON INSTALLATION PHONE DIRECTORY

(304) 791-4308 (MAIN NUMBER)

Departments/Offices/ Services	Commercial	DSN	Email	*Normal Hours of Operation
		623		*May vary due to using unit requirements and pre-coordination
Ammunition Clerk/Commodity Mgr 50 Armory Road Buckhannon, WV 26201	304-473-5231	5231	nerissa.d.summers.mil@mail.mil	*Monday - Friday 0730 - 1600
Ammunition Supply Point (ASP) Bldg 227 Camp Dawson,	304-791-4967/4968	4416	ng.wv.wvarng.list.cd-asp@mail.mil	*Monday - Friday 0730 - 1600
Barbershop , Bldg 100 Camp Dawson, RCB Conference Center	304-791-7341	7341	N/A	Monday – Friday (0900 – 1600) Saturday (0900 – 1300) Closed Sunday
Billeting , Bldg 100 Camp Dawson, RCB Conference Center	304-791-7001 304-791-7004 (fax)	7001	billeting@cdmwr.com	24 hours a Day
Information Technology (IT) Camp Dawson, Bldg 206	304-791-4467 304-791-4441(fax)	4467	ng.wv.wvarng.list.j6-north-wv-arng@mail.mil	*Monday - Friday 0730 - 1600
Dining Facility , Bldg 100 Camp Dawson, RCB Conference Center	304-791-7343 304-791-7357(fax)	7343	dfac@cdmwr.com	***** Breakfast: 0600 – 0730 Lunch: 1130 – 1300 Dinner: 1700 - 1830 *Hours are at the discretion of the DFAC Manager.
Director of Logistics (DOL) 1740 Coonskin Drive Charleston, WV 25311	304-561-6782		Jeffrey.b.perkins2.mil@mail.mil	Monday - Friday 0730 - 1600
DLLP, G3 Charleston, WV	304-561-6481 or 304-561-6436	6481	vtcww@wv.ngb.army.mil	*Monday - Friday 0730 - 1600
Engineering , Bldg 228 Camp Dawson	304-791-4478	4478	ng.wv.wvarng.list.cd-engineering@mail.mil	*Monday - Friday 0730 - 1600
Environmental , Bldg 414 Camp Dawson	304-791-4135	4130	richard.c.chaney6.nfg@mail.mil	Monday - Friday 0730 - 1600
Family Assistance Center AFRC, Camp Dawson	304-791-4055	4055		
Field Bar – Bldg 202	304-791-4383	4383		Thursday-Saturday 2000-2200
Fiscal Accounting Office USPFO-WV 50 Armory Road Buckhannon, WV 26201	304-473-5257 304-473-5285(fax)	5257	distfiscalaccounting@wv.ngb.army.mil	Monday - Friday 0730 - 1600
FMS # 4 , Bldg 417 Camp Dawson	304-791-4115	4115	Scott.d.dixon3@mail.mil	*Monday - Friday 0730 - 1600
Fuel Handler – Bldg 229 Camp Dawson	304-791-4174	4174	howard.m.claypool.mil@mail.mil	*Monday - Friday 0730 - 1600

CAMP DAWSON INSTALLATION PHONE DIRECTORY

(304) 791-4308 (MAIN NUMBER)

Departments/Offices/ Services	Commercial	DSN	Email	*Normal Hours of Operation
		623		*May vary due to using unit requirements and pre-coordination
Housekeeping , Bldg 100 Camp Dawson, RCB Conference Center	304-791-7314 304-791-7004 (fax)	7314		
J3 Training (Bus Requests) 1740 Coonskin Drive Charleston, WV 25311	304-561-6407 304-561-6399(fax)	6407		Monday - Friday 0730 - 1600
Logistics , Bldg 229 Camp Dawson	304-791-4170	4170	cng.wv.wvarng.list.cd-logistic@mail.mil	*Monday - Sunday 0730 - 1600
Liberty Restaurant/Lounge , Bldg 100 Camp Dawson	304-791-7008	7008		*Monday-Saturday 0700-2100 Sunday 0700-1400
Mail Room/ID Cards , Bldg 209 Camp Dawson	304-791-4308	4308		*Monday - Friday 0730 - 1600
Management Analyst , Bldg 305 Camp Dawson	304-791-4480	4480	Kerry.m.gnik.mil@mail.mil	Monday - Friday 0730 - 1600
Marketing Director , Bldg 100 Camp Dawson	304-791-7022	7022	vderiggi@cdmwr.com	Monday – Friday (0800-1700) Saturday and Sunday (as needed)
Morale, Welfare, Recreation (MWR) Bldg 100, Camp Dawson, RCB Conference Center	304-791-7002	7002	cnelson@cdmwr.com	*Monday - Sunday 0730 - 1600
Mountaineer Challenge Academy Bldg 443 Camp Dawson	304-329-2118 1-800-529-7700	7918	wvchallenge@wvchallenge.org	Monday – Friday 0730-1630
Multi-Purpose Building Camp Dawson	304-791-7026	7026		
Operations , Bldg 402 Camp Dawson	304-791-4387	4387	ng.wv.wvarng.list.cd-op-center@mail.mil	*Monday - Sunday 0730 - 1600
Post Maintenance Bldg 414	304-797-4121	4121	hoy.s.richards.nfg@mail.mil	Monday - Friday 0730 - 1600
PX , Bldg 100 Camp Dawson, RCB Conference Center	304-791-7009	7009	tshaffer@cdmwr.com	Monday – Friday (0700-1900) Saturday (0700-1900) Sunday (0800-1500)
Range Control , Bldg 402 Camp Dawson	304-791-4070	4070	ng.wv.wvarng.list.cd-range-control@mail.mil	*Monday - Sunday 0730 – 1600
Security – Front Gate, Bldg 101A Camp Dawson	304-791-4318	4318	ng.wv.wvarng.list.cd-security@mail.mil	24 hours
Security – Dispatch Office , Bldg 100 Camp Dawson	304-791-4140	4140	ng.wv.wvarng.list.cd-security@mail.mil	24 hours

CAMP DAWSON INSTALLATION PHONE DIRECTORY

(304) 791-4308 (MAIN NUMBER)

Departments/Offices/ Services	Commercial	DSN	Email	*Normal Hours of Operation
		623		*May vary due to using unit requirements and pre-coordination
Troop Medical Clinic , Bldg 215 Camp Dawson	304-791-4314	4314	N/A	Call for Hours and/or Check with Post Operations

Fuel Procedures

1. Diesel Fuel

- a. Hours of operation are 24 hours a day, 7 days a week.
- b. Units will complete an Authorized Customer VIL Key Request Form (TC LOG 05) (See Forms Annex). This form **MUST** be completed and forwarded to the Camp Dawson Fuel Handler (See Supplemental Annex) **BEFORE** your arrival to Camp Dawson. Fuel Handler will verify the information, prepare the required VIL/ProKee's and have them ready for issue when you in-process with Logistics.
- c. Units will bring their own VIL/ProKee to activate pumps. If unit does not have a Vil/ProKee, Camp Dawson Fuel Handler may issue one.
- d. Individuals will drive to the fuel farm and park at the desired tank. The first step is to open your gas cap, lift the nozzle and place it into your vehicle. Second, go to the ProKee reader pedestal, insert key and hold for a second. Follow the instructions on the screen; enter vehicle mileage then select which tank you are using (tanks are marked, Tank 1 or Tank 2). When your ProKee is accepted, it will activate the power to that pump.
- e. At this time, return to the pump and lift the pump activation lever **EASILY** upwards. You will have 20 seconds from the time you pull the lever to start pumping or the system will time out. If the system should time out, pull down activation lever and take ProKee back to pedestal to reactivate the pump again.
- f. After fueling is complete, close pump activation lever and hang up the nozzle. If problems occur, contact the Camp Dawson Fuel Handler (see Supplemental Annex). For after hours, call Camp Dawson Security (see Supplemental Annex C) and they will contact Fuel Handler.
- g.. If a unit should need to keep track of their fuel usage, they would need to instruct their personnel to delete report gallons pumped back to their unit POC. There are **NO** receipts provided by this system.

2. Aviation (JP8) Fuel

- a. Hours of operation are Monday thru Friday, 0730-1600. Off hours must be requested and approved prior to the need. Units will bring their Identiplate "air card" or Multi Service Card "gold card" for the completion of the Fuel Sale Slip (DD Form 1898).
- b. **HOT / COLD REFUEL PROCEDURES AT CAMP DAWSON AIRFIELD.** Hot or cold refuel is available on all parking pads. Crewmember(s) must be with the aircraft during the refuel process. The following procedures will

be followed when refueling aircraft at Flight Line. Flight Line / Fuel frequency is 122.90.

c. Parking / Refueling Points

(1). Points 1-8 are available 24/7 for parking. Points 7 and 8 are available with 24 hour prior notice to be used by aircraft to perform maintenance.

(2). Points 1-8 are for UH-60s, AH-64s, and OH-58s. Grouping points 1-2, 3-4, 5-6, and 7-8 are the only authorized points for CH-47, and CH-53 refueling.

(3). CH-47, UH-60, UH-1, and CH-53 aircraft will provide aircrew to serve as fireguards.

(4). **All A/C will GROUND taxi IN and OUT of the Parking/ Fueling pads from the Active runway!**

(5). Passengers will exit the A/C, and be escorted to the marshaling area until fueling is complete.

(6). Aircraft will not be refueled or rearmed during electrical storms or if lightning is present within 5 NM miles of the airfield.

(7). Aircraft will not be serviced unless they are properly grounded IAW FM 10-67-1.

d. Vehicle Fueling Procedures

(1). Ensure prior to refueling, the refuel vehicle exhaust pipe is at least 20 ft from the filler port and at least 10 ft from the aircraft and clear of the blades of the helicopter.

(2). Ensure fire extinguishers are readily available during all fuel tanker refueling/de-fueling operations.

(3). Ensure ground guides will be used when backing vehicles.

(4). Ensure all vehicles remain outside of the rotor disk.

(5). Ensure vehicle is **GROUND**ED to grounding point on the pad.

(6). Ensure vehicle is **BONDED** to the aircraft.

(7). Attach the grounding cable (on the nozzle) to the A/C before hooking the nozzle to the A/C.

(8). Operator will begin pumping, once A/C is full, Operator will stop flow of fuel before removing nozzle from A/C.

(9). Remove all grounding cables in reverse order.

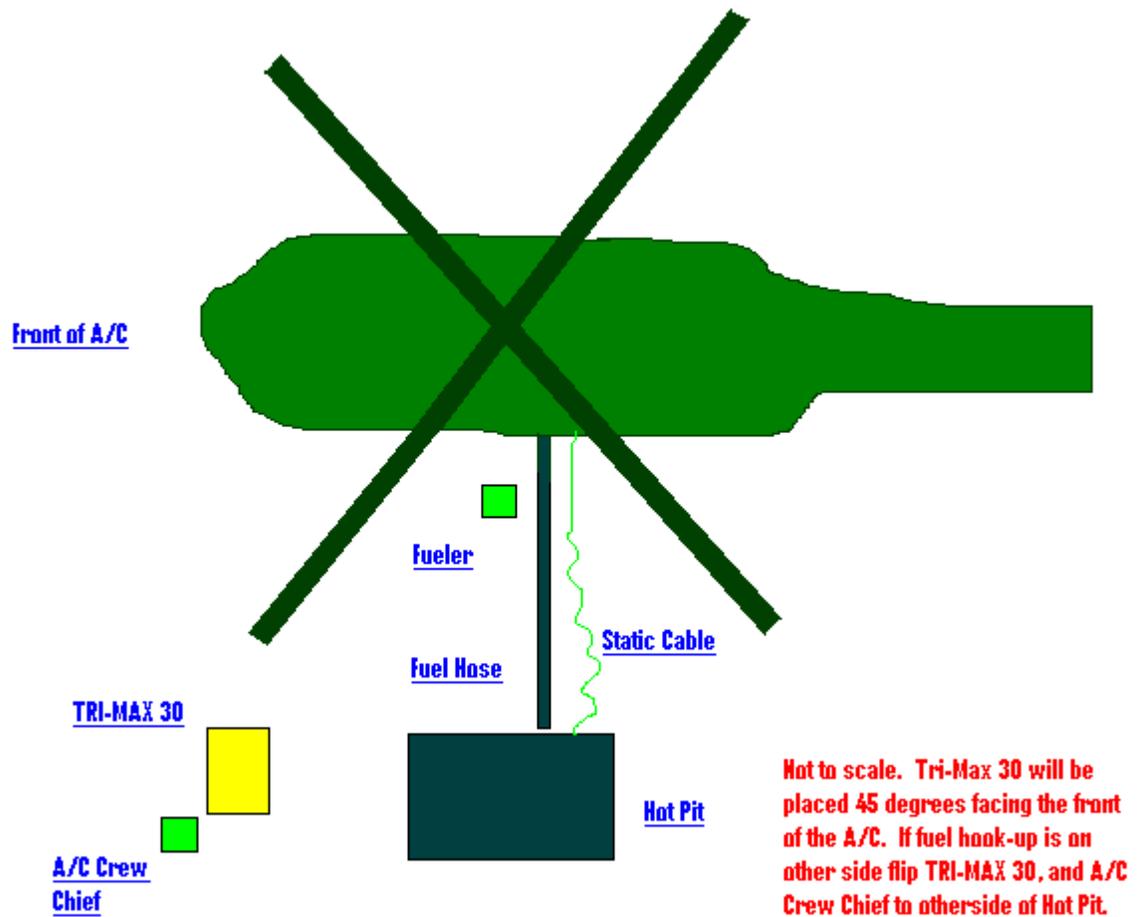
(10). Secure all caps, latches, and hoses before leaving.

e. Cold Pit Fueling Procedures

- (1). A full-time fuel handler must be present at all times
- (2). Ensure vehicle is **GROUND**ED to grounding reel on the pit.
- (3). Attach the grounding cable (on the nozzle) to the A/C before hooking the nozzle to the A/C.
- (4). Open main valve (yellow handle in pit).
- (5). Hold dead-man button in, during the whole refueling process.
(Release to stop flow of fuel)
- (6). Full-time fuel handler will engage the pumps to refuel A/C.
- (7). Once fueling is complete, release dead-man button.
- (8). Close main valve (yellow handle in pit).
- (9). Disconnect nozzle from A/C, then grounding cable.
- (10). Reel hose back in after A/C has left, or end of day missions.
- (11). Secure latch to pit cover before leaving pit.

f. Hot Pit Fueling Procedures

- (1). All Personal / Aircrews will have a class on the operation of Hot Refueling, and a walk threw at the airfield before any hot refueling operations begin.
- (2). A full-time fuel handler must be present at all times.
- (3). Ensure vehicle is **GROUND**ED to grounding reel on the pit.
- (4). Attach the grounding cable (on the nozzle) to the A/C before hooking the nozzle to the A/C.
- (5). Open main valve (yellow handle in pit).
- (6). Hold dead-man button in, during the whole refueling process.
(Release to stop flow of fuel)
- (7). Full-time fuel handler will engage the pumps to refuel A/C.
- (8). A/C member will signal to stop fueling, once fueling is complete, release dead-man button.
- (9). Close main valve (yellow handle in pit).
- (10). Disconnect nozzle from A/C, then grounding cable.
- (11). Reel hose back in after A/C has left, or end of day missions.
- (12). Secure latch to pit cover before leaving pit.



g. **Aircraft Procedures during Hot Pit**

- (1). Turn off all radios except the FM being used to communicate with fuel.
- (2). FM Radio Key prior to refueling. Only emergency radio transmissions will be made while receiving fuel.
- (3). Anti-Collision lights off during refueling
- (4). Force Trim- ON – If equipped
- (5). RPM Flight Idle
- (6). All passengers will be escorted to the marshaling area by one of the A/C's crew members.
- (7). Right seat pilot will assume duties of fire guard if no crew chief is available.

(8). Crew Chief will exit refueling side, remain hooked up to ICS cord, close the door. Crew Chief will remain connected throughout the refueling procedure. A Crew Chief will be positioned 45 degrees with a Tri-Max 30 Foam fire extinguisher facing the fueler, and tail of A/C, and also able to see the pilots (in case of emergency, if communication was lost). CH-47 will need additional Crew Chief and one A/C extinguisher to assist in hooking up and standing as fire guard for the fueler. This Crew Chief will observe the fueling process, and tap fueler when to terminate refueling.

3. Emergency Procedures (Fire)

a. Ground Crew:

- (1). Stop the fuel flow.
- (2). Separate the fuel hose from aircraft.
- (3). Give the Visual Signal "Cut Engines, there is a fire".
- (4). Attempt to rescue and contain fire within your abilities and training.

b. Air Crew:

- (1). Aircraft on fire: Execute the appropriate Unit's SOP on Emergency Procedures.
- (2). Aircraft(s) not on fire: Aircraft will immediately clear the area.

4. The POL supervisor will:

- a. Ensure that an adequate supply of oil absorbing material and spill kits are on hand at all times, and all POL personnel are familiar with the Installation Spill Contingency Plan.
- b. Ensure that all POL personnel are qualified to perform assigned duties.
- c. Supervise first echelon maintenance on assigned vehicles.
- d. Ensure that all required reports and records are completed and accurate.
- e. Periodically spot check operators for proficiency and knowledge of procedures.
- f. Ensure that all POL personnel wear all required PPE during all refuel operations.
- g. Ensure that emergency eyewash stations are filled and operational, and all personnel are familiar with the operation of the system.

5. POL Handlers will:

- a. Ensure all daily and weekly inspections and continuity checks are performed IAW appropriate publications.
- b. Ensure that preventive maintenance checks are performed on fuel tankers.

- c. Ensure that all safety precautions and correct refueling procedures are followed during all refueling operations IAW appropriate regulations.
- d. Wear all appropriate PPE while performing POL operations.

6. De-Fuel Process.

- a. De-fueling operations will only be accomplished when aircraft are located on a concrete pad
- b. Crash rescue will be put on stand by, at the de-fueling point, during the de-fuel process in case of a spill. Units will provide the location and approximate time to start and finish to the Fire Dept.
- c. Only the equipment authorized IAW the aircraft manual will be used to de-fuel aircraft. De-fueling of AUX tanks will be IAW the procedures outlined in the appropriate equipment maintenance manual.

Camp Dawson Army Training Facility

Service Care of America Inc. 1001 Army Road, Building 100 (RTI) Kingwood, West Virginia 26537
Phone 791-7343 Fax (304) 791-7357

Dining Facility Operation

GENERAL INFORMATION

Days of Operation: The Dining Facility will be open for the serving of three meals each day of the week (7) and each week of the calendar year (52). It can be expected that the facility will not be open for certain non training days, traditional holidays and other official Government days as coordinated through the Contracting Officer Representative (COR).

Hours of Operation: Maximum hours of operation are at the discretion of Dining Facility Manager however minimum hours of operation are the traditional military hours of: Breakfast 0600-0730; Lunch 1130-1300; Dinner 1700-1830.

Payment: West Virginia personnel will be processed through the USPFO for West Virginia IAW contract clauses, all others will be processed through the form of cash, check or credit card. Prices listed below are for contracted meals. Walk-in prices may vary at the dining facility contractor's discretion.

Statement of Understanding: The Point of Contact (POC) agrees to provide the number of meals to be served seven days prior to the scheduled date of arrival. The number of meals to be served may be changed up to 72 hours in advance of the unit arriving, and the Point of Contact (POC) agrees to pay for all meals contracted for or served, whichever is greater. Make all payments to the Dining Facility Manager only.

Facility Information: Seating Capacity: 200

Menu:

Only items listed as choices will be served. Approval of substitutions of one item over another item listed as a choice can be done by the COR and the Dining Facility Manager. However, item changes as listed can only be done by formal negotiation with the Dining Facility Manager and the COR.

Menu A - Hot Meals:

Daily Breakfast:

Scrambled Eggs
Minimum of two Fruits
Assorted (toasted) Breads or Biscuits
Pancakes or French Toast or Pastry
Minimum of two (2) types of Juice
Minimum of two (2) Breakfast Meats (from approved list)
Grits/ Hash Brown Potatoes/Home Fries
Hot Cereal and Assorted Dry Cereal
2% White Milk and Chocolate Milk
Coffee/Hot Tea/Hot Chocolate
Various Flavored Yogurt (when available)
Appropriate Condiments

Daily Lunch Dinner: Soup and Salad Bar (as specified) with one soup varied daily

Serving Line: Minimum two (2) different types of Hot Entrees

Minimum two (2) Hot Vegetables

Minimum one (2) Hot Starches

Minimum two (2) Desserts
(from approved list of items)

Minimum (2) Bread items

Beverages, Fresh Fruits and Condiments as per specifications.

NOTE: As a better business practice, when the number of personnel is 25 or less the contract manager has the discretion and authority to close the dining facility due to low numbers or personnel being feed. Personnel will be advised that the Snack Bar will be open for there convenience.

Meal Item Choices

Salad Bar:

Soup of the Day

Lettuce Salad

Five (5) different Salad Dressings

Ten (10) Accompaniments (when available)

Breakfast meats:

Sausage - Links or Patties

Creamed Ground Beef

Creamed Chipped Beef

Sausage Gravy

Bacon

Grilled Ham Slice

Lunch/Dinner entrees:

Spaghetti with Meat Sauce

Swedish Meatballs

Salisbury Steak

Braised Beef Cubes

Chili con Carne over Rice

Fried or Baked Fish

Fried or Baked Chicken

Roast Turkey with Gravy

Chicken Barbecued

Chicken and Rice

Yankee Beef Pot Roast

Roast Beef

Swiss Steak with Brown Gravy

Lasagna

Pepper Steak

Stuffed Green Peppers

Stuffed Cabbage Rolls

Grilled or Baked Pork Chops

Beef Stew

Baked Ham/Fried Ham Steaks

Roast Pork Loin

NOTE: Recipe variations, meat and entree items listed above are authorized to be changed due to supply and demand requirements.

Vegetable List:

Green Beans
Peas
Lima Beans
Back-Eyed Peas
Wax Beans
Carrots
Beets
Stewed Tomatoes
Corn
Vegetable Stir Fry
Cauliflower
Broccoli
Vegetable Medleys

NOTE: Recipe variations and listing of vegetables above are authorized to be changed due to supply and demand requirements.

Starch List:

Whipped Potatoes
Baked Potatoes
Parsley Buttered Potatoes
Baked Sweet Potatoes
Candied Sweet Potatoes
Rice
Assorted Pasta
Stuffing and Dressings

Note: Recipe variations and listing of starches above are authorized to be changed due to supply and demand requirements.

Bread List:

Sliced Bread (white/wheat/rye/etc.)
Biscuits
Assorted Rolls
Corn Bread
Hushpuppies
Muffins

Beverage List:

Coffee (Reg/Decaf)
Hot Tea
Hot Cocoa
Iced Tea
Milk (2% White & Chocolate)
Carbonated Drinks
Assorted Juices

Note: Recipe variations and listing of sandwiches above are authorized to be changed due to supply and demand requirements. Coffee, hot tea, hot chocolate, milk (white and chocolate), carbonated drinks, assorted juices, peanut butter and jelly will be available at all meals as self-serve items.

Dessert List:

Fruit Pies and Cobblers
Puddings and Custards
Ice Cream

Sheet and Layer Cakes
Gelatin and Gelatin Salads
Cookies
Brownies
Ice Cream (when available)
Fruit Bars

Note: Recipe variations and listing of desserts above are authorized to be changed due to supply and demand requirements. Smorgasbord style service will be provided for desserts and the salad bar. The prescribed menu structure intended to provide a variety of selections thus encouraging a high percentage of patronage of soldiers to use the Military Dining Facility, as this promotes customer satisfaction.

Field Feeding

The Dining Facility shall prepare breakfast, Lunch, and Dinner meals for pick-up at the Dining Facility, designated area by the units for transport to the field. These meals will be IAW with the menu of the day. The Dining Facility Manager will be furnished as much advance notice as allowable by circumstances, but ordinarily will be given 72 hours advanced notification by the COR or Unit the number of field meals to be prepared for the SIK personnel, the meals will be ready and assigned a designated point of contact (POC) for pick-up. The Dining Facility will provide all disposable service items such as dinner plates, cups, forks, spoons, knives, napkins for use at field sites. The Unit will provide hot food containers and serving utensils

Field Feeding/Box Lunch (cold):

Breakfast:

One (1) Ham/Cheese Sandwich
One (1) Assorted dry Cereal (individual)
One (1) NutriGrain Bar
One (1) Fruit Cup or Fresh Fruit
One (1) Bagel
One (1) Cream Cheese Packet
One (1) Jelly (individual)
One (1) Dining Pack

Lunch/Dinner:

Two (2) Sandwiches or one (1) 6" Hoagie
One (1) Bag of Potatoe Chips
One (1) Non-Carbonated Drink
One (1) Dessert
One (1) Fruit Cup or Fresh Fruit
Appropriate Condiments (mustard, mayo, etc.)
One (1) Dining Pack

Note: The above information is considered a **box meal**. All items will be pre-made, pre-purchased or prepackaged, boxed, bagged or sacked to make a complete meal appropriate to the meal being consumed.

Menu D - Field Feeding (hot):

Breakfast:

Scrambled Eggs or Pancakes/French Toast (choose of one (1) only)
One (1) Breakfast Meat
Hash Brown Potatoes
Assorted Breads
Assorted Dry Cereal (individual)

Assorted Fresh Fruit
One (1) each 1/2 Pint White and Chocolate Milk

One (1) Juice
Appropriate beverages and condiments as required

Lunch: / Dinner:

One (1) Hot Entree (no fish)
One (1) Hot Vegetable
One (1) Hot Starch
Garden Salad (if required) with 2 Dressings (individual packages)
One (1) Assorted Fresh Fruit
Two (2) Dinner Rolls or Assorted Breads
One (1) Dessert
One (1) Beverage
Appropriate condiments

Requesting Vehicles

1. Government Services Administration (GSA) Vehicles.

- a. **Vehicles (other than buses)** Requests for vehicles may be sent to Camp Dawson Logistics (see Supplemental Annex) using Form TC LOG 01 (Request for GSA or TMP Vehicle) (see Forms Annex).
- b. **Buses.** Requests for buses should be directed to the J3 Training Technician (see Supplemental Annex). Once the bus is scheduled, Logistics will receive an email and reserve the bus at Camp Dawson.
- c. Requests will be approved depending on availability for the period requested. Requestors must call at least 48 hours before GSA pick up to ensure the requested vehicle has not been taken to the shop for maintenance or other issues. Upon issue, the individual who will be driving the vehicle must have their civilian and military drivers license (44 Pax Bus) available for copies. Each driver will sign for one Wright Express gas card (TC LOG 02) and the Organizational Control Record for Equipment (DA Form 2401), for vehicle dispatch, will be on a DA Form 1970.
- d. Drivers will be issued a GSA Inspection Sheet, (TC LOG 03). Individual will use this checklist and check for discrepancies. If discrepancies are found, individual will note on the checklist and inform Logistics personnel, who will then sign off and driver will not be charged. After Logistics signs off on the checklist, the driver will be held accountable for any damages occurred.
- e. Each bus will be issued a ProKee to supply fuel at military installations where this service is available. The ProKee can be used only for the bus it was released with and proper mileage must be entered. Wright Express gas card will on be used for the lowest grade of fuel offered at the pump and general Maintenance supplies (oil, antifreeze, windshield fluid). All receipts will be returned to Logistics upon your return. If a GSA vehicle would happen to break down, call the 1-866 number on the back of the card for help and service locations in that area.
- f. Upon return, vehicle **MUST** be washed, cleaned (inside and outside) and topped off with a complete tank of fuel. Camp Dawson has a free wash rack, weather permitting, and Logistics can provide cleaning supplies for your use.
- g. Logistics will inspect the vehicle for any damages, cleanliness and fuel level. If any discrepancies are found, the driver will be required to fix the problem before Logistics will accept the vehicle. Any damages found will be noted, photographed and reported to Plans, Operations and Training Office (POTO) for West Virginia (WV) who will decide if the driver will pay for any

damages.

h. Vehicle will be cleared for turn in when f and g are completed.

2. Transportation Motor Pool (TMP) Vehicles

Requests should be directed to Camp Dawson Logistics (see Supplemental Annex) using the Request for GSA or TMP Vehicle (TC LOG 01) (see Forms Annex).

a. Requests will be approved/unapproved depending on availability for the period requested. Requestors must call Camp Dawson Logistics (see Supplemental Annex) at least 48 hours before TMP pick up to ensure the requested vehicle has not been taken to the shop for maintenance or other issues. Upon issue the individual who will be driving the vehicle must have their civilian and military drivers license (commercial 10,000 and below) available for copies. Each driver is responsible for providing fuel utilizing their own funding and will be dispatched the vehicle on DA Form 2401, Organizational Control Record for Equipment will generate an Electronic Dispatch Form (SAMS-1E).

b. During issue, a Logistics personnel will accompany the driver and conduct a joint inspection using a Equipment Inspection and Maintenance Worksheet (DA Form 2404) and check for any discrepancies. If discrepancies are found, they will be noted and driver will not be charged. After Logistics signs off on the checklist, the driver will be held accountable for any damages occurred.

c. Upon return, vehicle MUST be washed, cleaned (inside and outside) and topped with a complete tank of fuel. Units requesting TMP usage must use unit funding for fuel. Camp Dawson has a free wash rack, weather permitting, and Logistics can provide cleaning supplies for your use.

d. Logistics will inspect the vehicle for any damages, cleanliness and fuel level. If any discrepancies are found, the driver will be required to fix the problem before Logistics will accept the vehicle. Any damages found will be noted, photographed and reported to POTO for WV who will decide if the driver will pay for any damages.

e. Vehicle will be cleared for turn in when c and d are completed.

3. Organizational Vehicles.

Organizational vehicles may include Box Trucks and 21 Passenger Ford Vans. Units other than Training Center must direct their requests to the state Director of Logistics (DOL) (See Supplemental Annex), to schedule the usage and get approval. Once the vehicle is approved by DOL, Logistics will receive an email and schedule the vehicle at Camp Dawson. Any TC unit member needing to use

one of these vehicles will send their requests to Camp Dawson Logistics (see Supplemental Annex) to receive approval.

a. Requests will be approved/disapproved depending on availability for the period requested. Requestors must call Camp Dawson Logistics (see Supplemental Annex) at least 48 hours before vehicle pick up to ensure the requested vehicle has not been taken to the shop for maintenance or other issues and for Logistics to request the vehicle to be dispatched thru FMS #4. Upon issue the individual who will be driving the vehicle must have their civilian and military drivers license (commercial 10,000 and below for the trucks and 44 passenger and below for the Vans) available for copying. Each driver is responsible for providing fuel from their units OPTEMPO account and will be dispatched on either a Motor Equipment Utilization Record (DA Form 1970) or the automated Motor Equipment Dispatch (DA Form 5987-E) from the SAMS-1E controlled at the FMS #4, then sign for the vehicle on DA Form 2401, Organizational Control Record For Equipment.

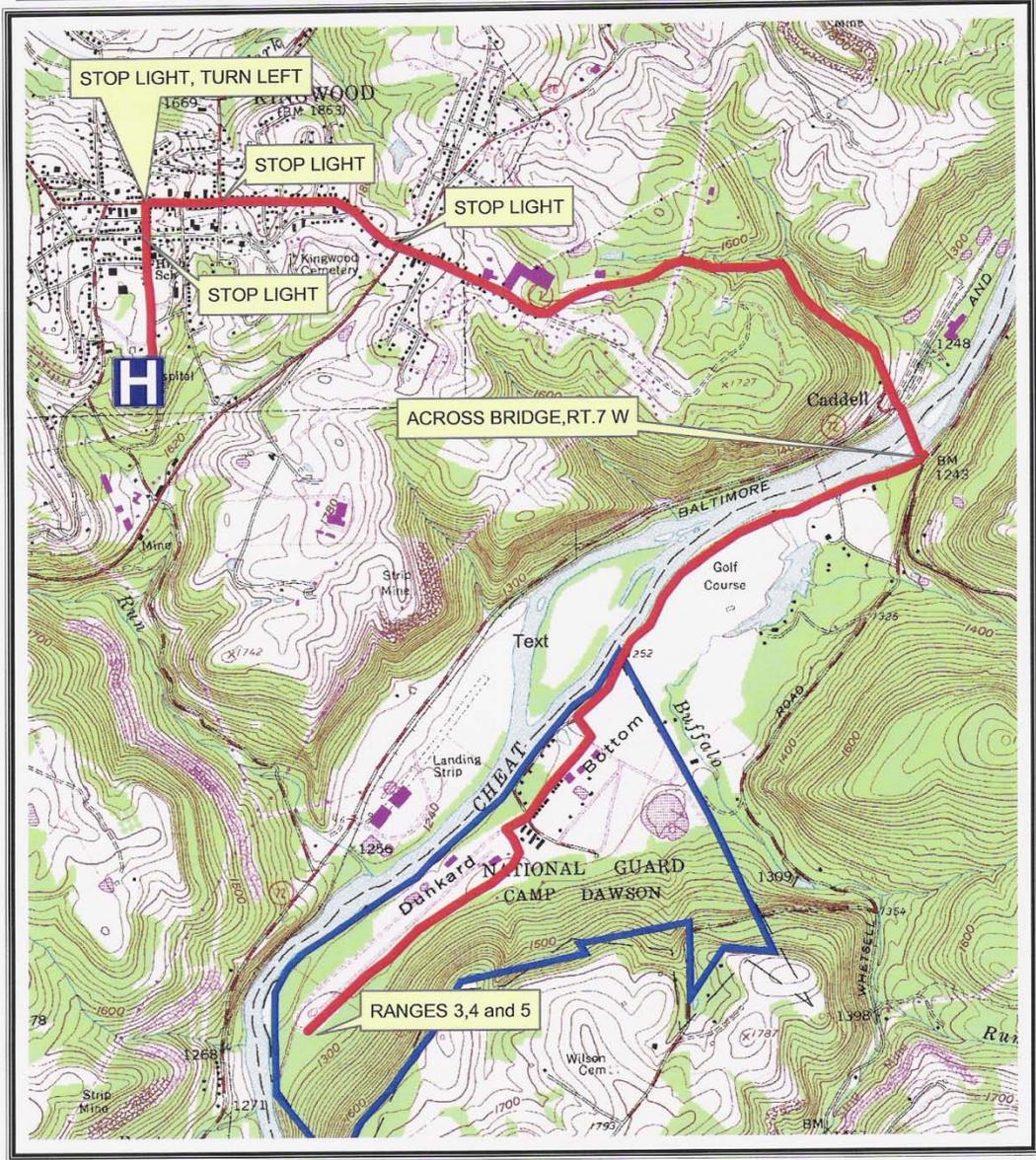
b. During issue, Logistics personnel will conduct a joint inspection of the vehicles using an Equipment Inspection and Maintenance Worksheet (DA Form 2404) and check for any discrepancies. If discrepancies are found, they will be noted and driver will not be charged. After Logistics signs off on the checklist, the driver will be held accountable for any damages occurred.

c. Upon return, vehicle MUST be washed, cleaned (inside and outside) and topped with a complete tank of fuel. Units requesting usage of Operational vehicles must use their unit funding for fuel. Camp Dawson has a free wash rack and Logistics can provide cleaning supplies for your use.

d. Logistics will inspect the vehicle for any damages, cleanliness and fuel level. If any discrepancies are found, the driver will be required to fix the problem before Logistics will accept the vehicle. Any damages found will be noted, photographed and reported to POTO for WV who will decide if the driver will pay for any damages.

e. Vehicle will be cleared for turn in when c and d are completed.

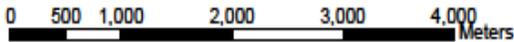
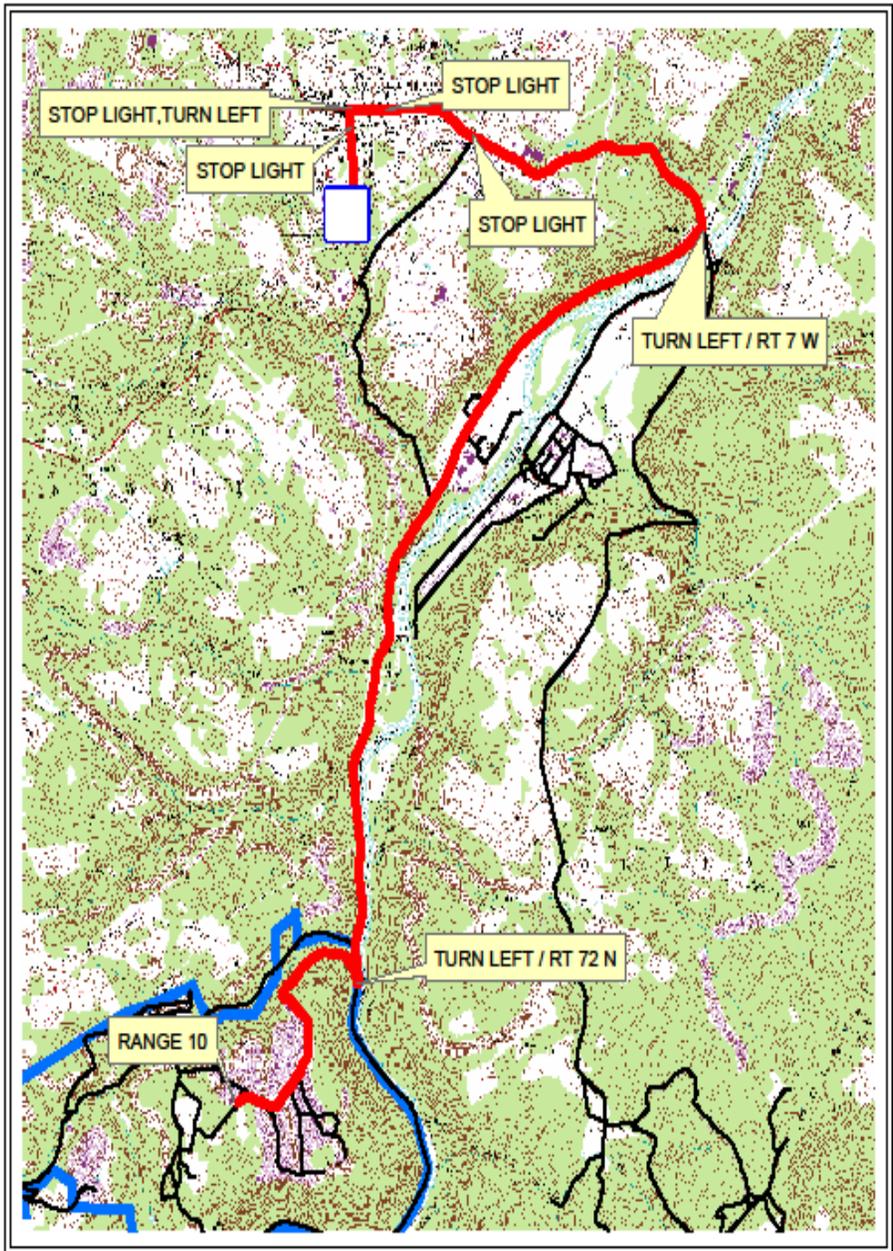
STRIP MAP FROM RANGES 3,4,5 TO PMH



RED LINE INDICATES ROUTE TO PMH

MADE BY CAMP DAWSON OPERATIONS / 13 MAR 03

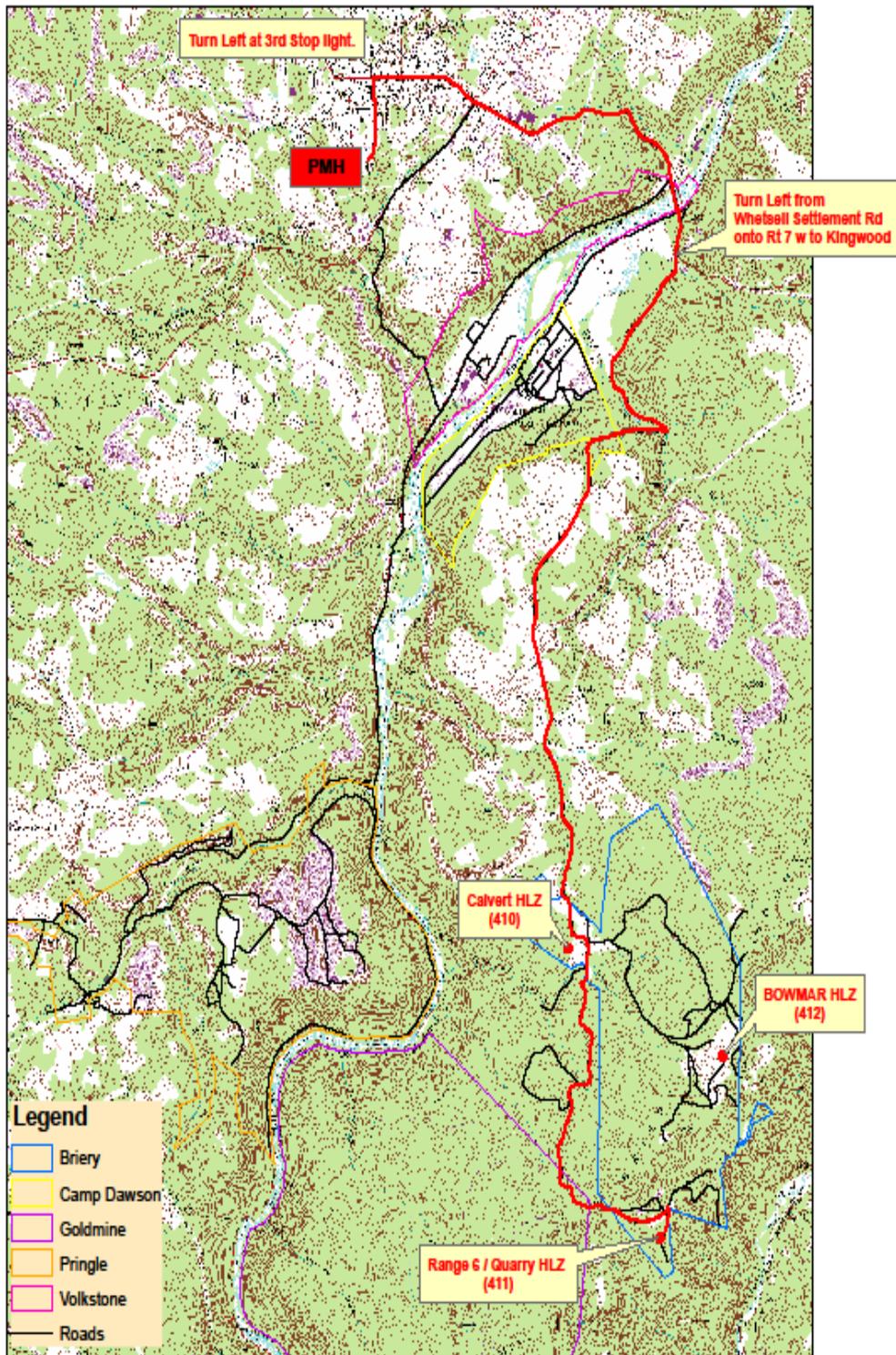
STRIP MAP FROM RANGE 10 TO PMH



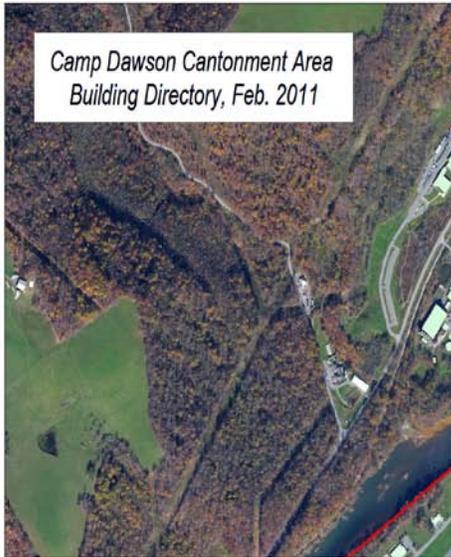
RED LINE INDICATES ROUTE TO PMH

MADE BY CAMP DAWSON OPERATIONS 14 MAR 03

Briery Mountain / Range 6 To PMH



INSTALLATION MAP WITH KEY



SAMPLE

UNIT HEADING

OFFICE SYMBOL

DATE

MEMORANDUM FOR West Virginia Army National Guard Training Center, Camp
Dawson - Range Control, ATTN: Range Officer, 1001 Army Road Kingwood,
WV 26537

SUBJECT: Appointment of OIC, RSO, and Medic

1. Effective this date the following individual(s) are appointed as annotated:

Snuffy, Joe E. SFC/E7 OIC
Squarehead, Bob SSG/E6 RSO
Doe, John SSG/E6 RSO
Smith, Jane SPC/E4 Medic
White, Jack SPC/E4 Medic

2. Authority: Camp Dawson SOP

3. Period: Until officially relieved or released from this appointment or assignment.

4. By signing below, the Commander certifies that named individuals are competent and capable to perform their duties in accordance with Camp Dawson SOP, AR 385-63, Weapon specific FM's, TC 21-24

AUTHORITY LINE:

Commander's
Signature Block

SAMPLE

SAMPLE

**WEST VIRGINIA ARMY NATIONAL GUARD
772nd TROOP COMMAND
285 Aviation Drive
Williamstown, West Virginia 26187-8100**

WV-AVN-CDR (600-20)

1 September 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assumption of Command By Authority of Paragraph 2-3(b), AR 600-20

The undersigned assumes command of 772nd Troop Command, 285 Aviation Drive, Williamstown, West Virginia 26187-8100, W77DAA, effective 001 hours, 1 September 2008.

**LARRY A. GRAHAM
LTC, AV, WVARNG
Commanding**

DISTRIBUTION:

2-JFHQ-WV

2-USPFO for WV

2-Military Pay Branch (USPFO for WV)

1-Each Subordinate Unit

1-Individual Concerned

1-Unit File

1-Bulletin Board

SAMPLE



State of West Virginia
OFFICE OF THE ADJUTANT GENERAL
1703 Coonskin Drive
Charleston, West Virginia 25311-1085

Allen E. Tackett
Major General, WVARNG
The Adjutant General

(304) 561-6316
DSN: 623-6316
FAX: (304) 561-6327

JFHQ-WV-TAG

18 AUG 09

Policy on Possession of Privately Owned Weapons on property under the control of The Adjutant General of West Virginia

1. Reference:

- a. West Virginia State Code S 61-7-14.
- b. West Virginia Division of Personnel Policy on Workplace Security.

2. The possession of Privately Owned Weapons or dangerous/deadly weapons in the workplace or on the property under the control of The Adjutant General of West Virginia by any individual, **including any individual who possesses a license to carry a concealed weapon, is prohibited.** Any employee who violates this prohibition shall be subject to disciplinary action, up to and including dismissal and may be subject to arrest and criminal prosecution.

3. The above prohibition does not apply to the following:

- a. Any federal, state, or local government security or law enforcement personnel, or other employee (e.g., Wildlife Biologist) who, because of the nature of his or her work, is duly authorized by his or her appointing authority to possess a firearm while engaged in his or her official capacity and is acting in their official capacity while on property owned or under the control of The Adjutant General of West Virginia.
- b. Cased and unloaded hunting equipment, firearms, etc., secured in a locked personal vehicle on property owned or under the control of The Adjutant General of West Virginia.
- c. Armory rentals where the sole purpose is a gun show. Only unloaded firearms will be allowed on the property.
- d. Soldiers or Airman specifically authorized by orders or mission requirements to possess a firearm.

JFHQ-WV-TAG

SUBJECT: Policy on Possession of Privately Owned Weapons on property under the control of
The Adjutant General of West Virginia

4. POC for this matter is LTC Lockard, at (304) 561-6409.



ALLEN E. TACKETT
Major General, WVARNG
The Adjutant General



STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

Allen E. Tackett
Major General, WVARNG
The Adjutant General

(304) 561-6316
DSN: 623-6316
FAX (304) 561-6327

JFHQ-WV-TAG

27 August 2009

Exception to Policy on Possession of Privately Owned Weapons on property under the control of The Adjutant General of West Virginia

1. Reference: Policy on Possession of Privately Owned Weapons on property under the control of The Adjutant General of West Virginia, Dated 18 August 2009.
2. This exception to policy applies to the following:
 - a. Areas under the control of the Adjutant General where lawful hunting is permitted. Personnel participating in lawful hunting activities are required to comply with all applicable game laws.
 - b. Firearms Ranges under the control of the Adjutant General where the firing of privately owned weapons are permitted. Personnel who fire weapons on such a range are required to comply with all applicable range requirements and limitations.
 - c. Any case by case request submitted to the Adjutant General for review upon approval. Personnel granted an exception will carry a copy of that authorization at all times while exercising the privileges granted under the exception. .
4. POC for this matter is LTC Lockard, at (304) 561-6409.


ALLEN E. TACKETT
Major General, WVARNG
The Adjutant General

TRAUMA CENTER DESIGNATIONS

Level I Ruby Memorial Hospital, Morgantown, West Virginia

A Level I Trauma Center provides the highest level of surgical care to trauma patients. Being treated at a Level I Trauma Center increases a seriously injured patient's chances of survival by an estimated 20 to 25 percent. It has a full range of specialists and equipment available 24 hours a day and admits a minimum required annual volume of severely injured patients. A Level I trauma center is required to have a certain number of surgeons, emergency physicians and anesthesiologists on duty 24 hours a day at the hospital, an education program, and preventive and outreach programs. Key elements include 24-hour in-house coverage by general surgeons and prompt availability of care in varying specialties—such as orthopedic surgery, neurosurgery, plastic surgery (plastic surgeons often take calls for hand injuries), anesthesiology, emergency medicine, radiology, internal medicine, oral and maxillofacial surgery (trained to treat injuries of the facial skin, muscles, bones), and critical care—which are needed to adequately respond and care for various forms of trauma that a patient may suffer. Additionally, a Level I center has a program of research, is a leader in trauma education and injury prevention, and is a referral resource for communities in nearby regions.

Level II

A Level II trauma center works in collaboration with a Level I center. It provides comprehensive trauma care and supplements the clinical expertise of a Level I institution. It provides 24-hour availability of all essential specialties, personnel, and equipment. Minimum volume requirements may depend on local conditions. These institutions are not required to have an ongoing program of research or a surgical residency program.

Level III

A Level III trauma center does not have the full availability of specialists, but does have resources for emergency resuscitation, surgery, and intensive care of most trauma patients. A Level III center has transfer agreements with Level I or Level II trauma centers that provide back-up resources for the care of exceptionally severe injuries, Example: Rural or Community hospitals.

Level IV Mon General Hospital, Morgantown, West Virginia Preston Memorial Hospital, Kingwood, West Virginia

A Level IV trauma center exists in some states where the resources do not exist for a Level III trauma center. It provides initial evaluation, stabilization, diagnostic capabilities, and transfer to a higher level of care. It may also provide surgery and critical-care services, as defined in the scope of services for trauma care. A trauma-trained nurse is immediately available, and physicians are available upon the patient's

arrival to the Emergency Department. Transfer agreements exist with other trauma centers of higher levels, for use when conditions warrant a transfer.

Level V

Provides initial evaluation, stabilization, diagnostic capabilities, and transfer to a higher level of care. May provide surgical and critical-care services, as defined in the service's scope of trauma-care services. A trauma-trained nurse is immediately available, and physicians are available upon patient arrival in the Emergency Department. If not open 24 hours daily, the facility must have an after-hours trauma-response protocol.