

Fort Devens Range Complex

Facility 8



Tactical Training Base (TTB)

Standard Operating Procedures

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MEMORANDUM FOR PERSONNEL CONCERNED

SUBJECT: Standard Operating Procedures for Tactical Training Base (TTB), Facility 8

1. **PURPOSE:** To establish a Standard Operating Procedures (SOP) to be used during use of the Tactical Training Base (TTB), Facility 8. This facility is a partnership between the Product Manager Force Sustainment Systems (PM FSS), Natick Soldier Research Development and Engineering Center (NSRDEC) and the United States Army Garrison (USAG) Fort Devens, Range Division. Fort Devens Range Control will utilize this facility for Tactical Training while PM FSS, Natick conducts evaluations on various equipment/future technologies for base camp support.

2. **APPLICABILITY:** This SOP applies to all units using the TTB. All Officers in Charge (OIC), Non-Commission Officers in Charge (NCOIC) will be familiar with the contents of this SOP and all other applicable references.

3. **REFERENCES:**

- a. FD REG 350-3, Range Regulation.
- b. DA PAM 385-64 Ammunition and Explosives Standards.
- c. AR 735-5, Policies and procedures for property accountability.
- d. Guide for Tactical Training Bases, Shelter Handbook dated Oct 20, 2008
- e. FM 3-05.230 Special Forces Tactical Facilities
- f. FM 3-06 Urban Operations
- g. FM 3-06.1 Combined Arms Operations in Urban Terrain
- h. TC 90-1 Training for Urban Operations

4. **OVERVIEW:** Tactical Training Bases (TTB's) provide both life support and a realistic environment from which related training will take place over an extended period of time. The concept of the TTB is to facilitate the "theater immersion concept" and replicate conditions within the AOR from which an occupying unit conducts all training. The physical structure/layout of a TTB represents near-realistic conditions with respect to permanent base camp operations with adequate space and equipment/material to meet capacity, security, force protection, life-support, maintenance, and training requirements for battalion-size task forces. Ideally, TTB's will be placed in austere locations, generally along unimproved surface roads.

5. **SCHEDULING:** Each unit will schedule Facility 8, TTB through the Range Facility Management Support System (RFMSS) no later than 30 days in advance.

6. ADMINISTRATIVE:

a. Units may be required to transfer funds to the Range Division account prior to or after using any of the training facilities located on the TTB.

b. In and out processing of the facility will be conducted by the PM FSS's TTB, Facility 8 Site Manager. All In and Out processing will occur Monday thru Friday from 0800-1600 hours. A request for an exception to this policy can be made in writing no later than 30 days prior to the start of the training event.

c. Using units are responsible for signing for all equipment, maintaining accountability, daily cleaning of all facilities, and removal of all trash and debris from the entire site.

d. Each unit will appoint an OIC/NCOIC ("Mayor") who will be responsible for in and out processing of the facility. The person will be an E-6 or above. The Mayor will be responsible for ensuring all property is properly returned in its place and all facilities are properly cleaned. The "Mayor" will be ultimately responsible for the TTB. The Mayor will ensure every soldier receives an orientation briefing to include do's and don't's.

e. The using unit is responsible to reimburse PM FSS for any equipment lost, damaged, or destroyed through negligence or other than Fair, Wear and Tear or initiate a Financial Investigation of Property Loss within 15 days of any incident as prescribed by AR 735-5.

f. Fire and Medical

i. Anyone observing a fire will report it immediately to Range Control (978) 796-2723/2155 or after duty hours to the DOD Police, (978) 796-3333.

ii. Fire extinguishers are located in all tents.

iii. No open fires are permitted on South Post.

v. All requests for medical evacuation (Ambulance) will be made to Range Control using the Range Safety net or call (978)-796-2723/2155 or after duty hours to the DOD Police, (978) 796-3333.

vi. Each unit should have at a minimum, one soldier certified as a "combat lifesaver". Each soldier acting as a "combat lifesaver" will have their own medical aid bag, litter, and radio communications.

7. GENERAL: The TTB consist of fixed structures, modulated containers and tent shelters. The TTB is broken down into two 150 personnel Force Provider Expeditionary Base Camps. TTB facility 8 consists of:

a. Billeting Tents - Fourteen (14) temperature controlled billeting tents which provide the capacity of housing 308 personnel. The tents are furnished with lighting, bunk beds and trunk lockers. Each tent sleeps 22 personnel.

b. Administration Tent - Two (2) temperature controlled tents provide the capacity for unit administrative or operation functions. Each Administrative tent is partitioned off to provide billeting to 4 personnel with bunk beds and trunk lockers.

c. Four (4) latrines (modulated containers) each consisting of four toilets, two urinals, and two sinks. The latrines are temperature controlled. The using unit can establish male/female latrines as needed for their training mission.

d. Four (4) showers (modulated containers) each consisting of four individual showers. The shower units are coupled with temperature controlled changing tents with sinks and shave stands. The using unit can establish male/female showers as needed for their training mission.

e. Two (2) laundry facilities (modulated containers) consists of one each bulk washer and one each bulk dryer. Each washer is large enough to support 5 loads of laundry.

f. Two (2) Dining Facilities each consisting of a kitchen (modulated containers) and a environmentally controlled dining tent configured to seat 36 soldiers at a time. The kitchen facilities are designed to prepare menus from MREs, tray rations to UGR A menus.

g. Guard Towers and Guard Shack. Guard shack is located at the soldier entrance to the TTB compound.

h. Weapons clearing barrels with properly marked clearing procedures for M9, M16, M4, M240, and M249 weapons. All soldiers will clear their weapons each time entering the TTB.

i. Alternate billeting structures - based upon evaluation schedules, alternate billeting structures many be available. Structures may be either hard side structures or soft sided structures (tents).

j. PM FSS and associated organizations authorized personnel may be conducting evaluation of various equipment/system at the TTB. PM FSS and associated organizations authorized personnel will have access to the TTB at all times with minimal interference to unit operations.

k. Soldier Restricted Areas within the TTB will be appropriately marked and/or fenced off. Restricted areas are to ensure the safety of personnel.

l. PM FSS's TTB, Facility 8 Site Manager will provide the unit Camp Mayor a orientation/familiarization briefing to the proper usage of equipment and the facilities, and off limits areas.

m. PM FSS's TTB, Facility 8 Site Manager facilities outside the TTB on the south side are off limits to soldier use.

8. CRITICAL REQUIREMENTS:

a. The OIC/NCOIC will maintain positive control of all personnel, equipment, and vehicles at all times. This includes FM communications as necessary during all training missions.

b. Prior to training, all personnel entering the TTB will be given an orientation/safety briefing, to include proper medical procedures, and the proper usage of the facilities.

c. All using units are responsible for damage (other than fair, wear, and tear) to any structure, fixture or equipment that is part of the TTB and will repair or replace at their expense. Any damage or malfunction must be reported immediately in writing through the Camp Mayor to the PM FSS's TTB, Facility 8 Site Manager during duty hours, or Range Control during off duty hours. All weapons entering the TTB will be properly cleared at the clearing barrels regardless of the soldier and or weapons status.

9. MEDICAL: Medical personnel and equipment on site will be IAW unit's SOP and risk management worksheet risk level for the training conducted. MEDVAC will be IAW FD Regulation 350-3. If medical evacuation is required, Range Control will coordinate an ambulance be deployed to the requested location. The unit will complete DA Form 285-AB-R and turn in a copy to Range Control prior to clearing the facility and send a copy to the installation Safety Officer IAW DA Pamphlet 385-40.

10. COMMUNICATIONS: The OIC/NCOIC will be issued a hand held radio and required to maintain communication with Range Control. A radio check is required hourly. A radio charger will be available to charge the hand held radio.

11. VEHICLE CONTROL:

a. The unit is responsible for the safe operation of all vehicles in and around the South Post training complex. This includes speeding and wreckless driving. Military vehicles, buses, or POV's are NOT authorized inside the TTB at any time. Exceptions must be requested in writing prior to training event.

b. PM FSS's TTB, Facility 8 Site Manager personnel may operate designated vehicles within the TTB to assist in maintenance and test operations.

12. AMMUNITION AND SAFETY EQUIPMENT

a. Pyrotechnics, demolition effects simulators (DES) and any smoke producing items are not allowed to be used within the TTB compound.

b. Only blank ammunition is authorized for use on the facility.

c. Use of flash-bang, grenade simulators and pyrotechnics are restricted to standard DODAC issue training munitions and can only be used outside the compound and must be approved by Range Control.

d. Smoking is only authorized in the designated smoking area. The PM FSS's TTB, Facility 8 Site Manager will identify this location during in-processing.

13. OTHER INSTRUCTIONS.

a. Technical Manuals/operation instructions are available to check out from the site manager upon arrival at the site.

b. The PMFSS site manager will be available to assist in any maintenance related problems during duty hours. After duty hours contact Range Control for assistance.

c. PM FSS's TTB, Facility 8 Site Manager will brief /train any unit on the equipment on the site as needed. Arrangements for this training can be made by contacting the Range Control Staff.

d. PM FSS and associated organizations will have test equipment and monitoring equipment installed at the site. This is strictly off limits to troops. This equipment is very expensive and may be unsafe. The PM FSS representative will inform the "Mayor" what's off limits and certain off limited areas may be fenced off for the soldier's safety.

e. RF generation and other electronic sources of interference with equipment under Test - In reference to PM FSS activities ongoing at the site: All electronic equipment of any nature that is brought onto the site and/or operated at the site must be done with prior notification and approval of Ft. Devens Range Control and PM FSS. At a minimum, we need to know what the troops are bringing with them so that we can plan accordingly.

f. PM FSS's TTB, Facility 8 Site Manager may request the using unit to provide feedback on equipment, testing, and overall experience. This process will be conducted prior to leaving.

g. There may also need to be direct interaction between the troops and PM FSS personnel conducting the testing (recording data on usage, characterization of trash generated, food and water consumed, data about skill levels, mission profiles, tactical equipment and vehicle usage, etc.)

14. Point of contact this Standard Operating Procedure is the undersigned. All recommended changes will be submitted in writing to the Range Officer for review and implementation.

In/Out Processing Checklist
Inventory Checklist
Aerial Photos 3 each

Keith M. Jackson
Range Officer

Tactical Training Base (TTB), Facility 8
(Pre-inspection Sheet)

NAME: _____

UNIT: _____ **DATE:** _____

TELEPHONE NO: (____) _____.

Station	SAT	UNSAT	DEFICIENCIES
Tent 1			
Tent 2			
Tent 3			
Tent 4			
Tent 5			
Tent 6			
Tent 7			
Tent 8			
Tent 25			
Tent 26			
Tent 27			
Tent 28			
Tent 29			
Tent 30			
Tent 31			
Tent 32			
Latrine 17			
Latrine 18			

Station	SAT	UNSAT	DEFICIENCIES
Latrine 41			
Latrine 42			
Shower 19			
Shower 20			
Shower 43			
Shower 44			
Laundry 24			
Laundry 47			
Dining Facility 22			
Dining Facility 46			
Guard Tower 52			
Guard Tower 53			
Guard Tower 54			
Guard Tower 55			
Guard Shack 56			

Use Separate Paper for additional deficiencies.

OIC/NCOIC

(PRINT NAME/RANK)

(SIGNATURE)

PM FSS/Range

(PRINT NAME)

(SIGNATURE)

NOTE: *Any damage to the Force Providers Structures, OIC must respond in writing to the Range Control, within 24 hours of incident.*

Clearance Checklist

Tents

- Cots cleaned and wiped down
- Floors Swept and Mopped

Latrines, Showers and Laundry Facilities

- Toilets/Urinals Cleaned and Disinfected
- Sinks, Counters, Mirrors, Paper towel Dispenser Cleaned and Disinfected
- Showers Cleaned and Disinfected
- Washer and Dryer cleaned and free of lint
- Floors Swept and Mopped

Dining Facility

- Tables and Benches Cleaned
- Floors Swept and Mopped
- All equipment Cleaned and Disinfected

Guard Shack and Towers

- Floors Swept and Mopped
- Free of Trash

Miscellaneous Areas

- All structures cleared of the following: Wire, trash, wood, ammunition residue, canisters, MRE boxes, etc.
- Gravel /sand floors and areas in and around tentage/buildings raked and thoroughly policed.
- Wood line and outside areas will be policed 100 meters around the complex free of trash, ammunition residue, canisters, wire, pickets, fox holes filled in, etc.
- All trash and garbage must be properly disposed of.

PM FSS Inspector: _____ **Date:** _____

POC: _____

Unit: _____ **Phone:** _____

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