



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON, HAWAII
SCHOFIELD BARRACKS, HAWAII 96857-5000

APVG-GP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: External Pohakuloa Training Area (PTA) Standard Operating Procedure (SOP)

1. Purpose. This PTA External (SOP) provides standard operating procedures for units that use PTA for training (encl 1).
2. Applicability. This SOP is applicable to all military services (US Army, US Marine Corps, US Air Force, US Navy, National Guards and Reservists and allied forces troops) that train at PTA.
3. Mission. The mission of PTA is to enhance the combat readiness of training units by providing a quality joint combined arms facility that offers logistical, administrative and service support for up to a regiment or Brigade Combat Team
4. General. PTA activities support the following Pacific Rim based organizations: 25th Infantry Division and US Army, Hawaii (25th ID & USARHAW), 3rd Marine Division, Marine Forces Pacific Command (MARFORPAC); Pacific Air Forces (PACAF), US Pacific Naval Fleet (PACFLT), Special Operations Command Pacific (SOCPAC); the Alaska, Guam and Hawaii Army and Air National Guards, allied and friendly armed forces from the Pacific Basin Region. PTA is also used by Continental United States (CONUS)-based U.S. military forces requiring training, as well as local community service organizations.
5. Responsibilities.
 - a. PTA activities provide support to deployed units in the following areas before, during and after their deployment to PTA: range maintenance, range control, air flight operations; public works maintenance, contracting, and environmental operations; BAE quality assurance, troop issue subsistence and transportation operations; fire safety, police, air traffic control operations; medical, recreational and food operations support; and telecommunication support to all incoming Troop Commanders.

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b. PTA support requirements are addressed in four sections: (1) Installation Support Center; (II) Aviation and Range Training Support; (III) Emergency Services Support; and (IV) Logistics Support. Each section provides details for support.

c. Commanders of units training at PTA are to follow the requirements addressed in this standard operating procedure. When there are separate training units at PTA, the senior commander will be designated as the overall Base Camp Commander. Commanders of all units at PTA will ensure cooperation and compliance with the Base Camp Commander. This SOP supercedes the prior edition dated 1 June 2001 (with changes).

6. Any changes to this PTA SOP will be directed to the HQ, USAG-HI, PTA Operations Section, PO Box 4607, Hilo, HI 96720-0607. All changes will annotated on Form DA 2028, Recommended Changes to Publications and Blank Forms (encl 2).

7. POC is the PTA Operations Section, (808) 969-2420/2419 or fax (808) 438-1635.

2 Encls

1. PTA External SOP

Annexes A-Z with appendices

2. as

KIMBERLY A. RAPACZ

LTC, SC

Commander, Pohakuloa Base Support Battalion

- I. PTA Operations
 - Annex A – Base Camp Operations
 - App 1 PTA Facilities Request Format
 - 2 Issue, Turn-in, and Maintenance of Support Facilities
 - 3 Deployment Checklist
 - 4 PTA Clearing Checklist
 - 5 Deployed Commanders Daily Sitrep Format
 - 6 Unit Operations Plan
 - 7 Vehicle Washrack Operational Procedures
 - Annex B – Troop Medical Clinic
 - Annex C – Directorate of Public Works (DPW) Operational, Maintenance, and Contractual Support
 - App 1 Trash Disposal
- II. Aviation and Range Training
 - Annex D – Range, Scheduling, Operation and Safety
 - App 1 Occasional Use Lands, Terms, Conditions, and Restrictions
 - 2 Use and Definition Of Pyrotechnic Ammunition
 - 3 Rules For Pyrotechnics Fired Matrix
 - 4 Map of pyrotechnics non-use and use area
 - Annex E – Aviation
 - App 1 Planning Hazardous Material Cargo Through Bradshaw Army Airfield
 - App 2 Planning Hazardous Material Cargo Through Hot Cargo Pad (HCP) at BAAF
 - Annex F - Environmental Compliance
 - App 1 Natural Resource Protection
 - App 2 Types of Archaeological Sites
 - App 3 Cultural Resource Protection
 - Annex G - Hazardous Material/Hazardous Waste
 - App 1 Spill Prevention and Response Supply List
 - App 2 Refueling Site Inspection Checklist
- III. Emergency Services Support
 - Annex H - Department of Army Police
 - Annex I - Port of Kawaihae and Convoy Operations
 - App 1 Convoy Movement Procedures
 - App 2 Kawaihae Port Ammunition Movements
 - App 3 Guard Instructions
 - App 4 References
 - Annex J - Fire and Emergency Services
- IV. Logistics Support
 - Annex K Aviation and Tactical Vehicle Fuel
 - Annex L Transportation Motor Pool
 - App 1 Deployment Accident Log
 - Annex M Troop Issue Subsistence
 - Annex N Ammunition Supply Point
 - App 1 Ammunition Holding Area
 - App 2 Ammunition Safety
 - App 3 Ammunition Security

Annex O thru W (Left Intentionally Blank for Future Annexes)

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V. References

Annex X Training Requirement Timetable

Annex Y Map of PTA Base Camp

Annex Z Glossary of Acronyms and References

DISTRIBUTION:

Commander, US Army, Pacific, (APOP/LTC Maxton), Fort Shafter, HI 96858-5100

Commander, 9th Regional Readiness Command, (G3/G7), 1557 Pass St., Fort Shafter Flats,
Honolulu, HI 96819-2135

Commander, 45th Corp Support Group (Forward), (S3, CPT Blair), Schofield Barracks, HI
96857

Commander, HQSTARC, (G3, COL Jahnke), 3949 Diamond Head Road, Honolulu, HI 96816

Commander, Alaska Army National Guard, (SGM R. Averett), PO Box 5800, Ft. Richardson,
AK 99505-0800

Commander, Marine Forces Pacific, (G3/Colonel Supnick), PO Box 64117, Camp H.M.
Smith, HI 96861-4117

Commander, Special Operations Command, Pacific, (SOJ-3), PO Box 64046, Camp H.M.
Smith, HI 96861-4046

Commander, Guam Army National Guard, (J3, LTC Taitano), 622 East Harmon Ind. Park
Road, Ft. Juanmuna Tamuning, Guam 96913-4421

Commander, Marine Corps Base Hawaii, (G3 Chief of Staff), PO Box 63002, Kaneohe Bay,
HI 96863-3002

Commander, Marine Corps Base Hawaii, (3rd Marine Regiment S3 Officer), PO Box 63004
Kaneohe Bay, HI 96863-3004

Commander Pacific Fleet, N7, (Bob Lang/ N7B), 250 Makalapa Drive, Pearl Harbor, HI 96860

Commander, Pacific Air Force/DO, 25 E Street, Suite I232, Hickam Air Force Base, HI 96853

CF:

CDR, USAG-HI

US ARMY GARRISON, HAWAII
POHAKULOA TRAINING AREA
STANDARD OPERATING PROCEDURE

Security Instructions and Record of Changes:

1. This SOP is FOR OFFICIAL USE ONLY and comes within the purview of information security directives governing the release and protection of information. This plan must be kept secured and should not be left unattended. Release is authorized to all Army units/organizations, all tenants located on Army installations, joint armed forces command, allied forces, and other appropriate Federal, State, and County government agencies involved directly or indirectly with any support taskings addressed Annexes A through Z.

2. The reproduction of this document in whole or in part without the written permission of this headquarters is prohibited except as required for the preparation of supporting annexes to this SOP.

3. The following table will be used to record changes to this USAG-HI PTA SOP. All changes will be posted immediately as they occur and all change sheet cover page will be filled in a numerical sequence in front of this page:

CHANGE NUMBER	DATE RECEIVED	DATE CHANGE POSTED	POSTED BY

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SUBJECT: Annex A (Base Camp Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

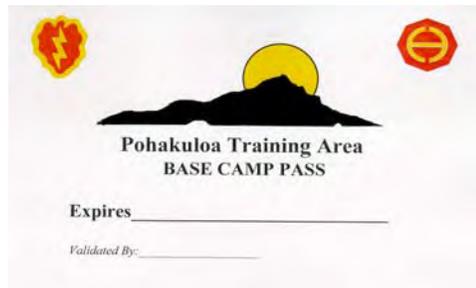
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1. Purpose. To establish responsibilities and procedures for scheduling, receiving, and clearing PTA base camp facilities. The PTA Operations Officer at (808) 969-2420 is the primary POC for coordination of base camp facilities.
2. Applicability. This annex applies to all supported units and provides guidance and information pertaining to billeting, Post Exchange shop/pette/restaurant, recreational facilities (gym & post theater), chapel, information management, postal operations, safety, Kawaihae Harbor, supply and services operation, and vehicle wash rack operations at PTA.
3. Policy and procedures.

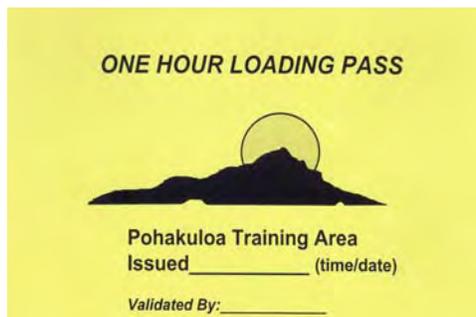
a. Deployed Unit Commanders will:

(1) Abide by the rules listed below and submit requests for training support facilities 45 days prior to deployment on the form at Appendix 1. Request will be mailed to the Operations Officer, USAG-HI, PTA Operations Section.

(a) Obtain white Base Camp passes and yellow loading passes for their tactical vehicles to enter PTA Base Camp. The permanent Base Camp vehicle pass is issued only to O5 (LTC)/E9 (SGM/CSM) and above.



Obtain One Hour Loading/Unloading Pass. These passes are issued by PTA Operations Section to the Task Force (TF) Headquarters (HQs). The TF HQs is responsible for issuing temporary One-Hour Loading/Unloading Pass.



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(2) Ensure all tactical vehicles heavier than 2.5 tons have ground guides. Two ground guides are required during backing operations. Tactical vehicles will not use the main gate.

(3) Ensure troops do not walk or jog along Saddle Road or in the vicinity of Bradshaw Army Airfield (BAAF).

(4) Provide a POC E-7 or above, to coordinate dining facilities, maintenance work orders, and police call.

(5) Provide a consolidated unit phone number listing to PTA Operations Officer upon arrival.

(6) Outbrief the PTA Commander prior to clearing. Clearing will be conducted with the PTA Operations IAW the clearing checklist (Appendices 2 through 4). Units failing to properly clear PTA will have their Ammunition, TISA, and ACoS G3 accounts flagged and will be briefed to the Quarterly Range Steering Committee meeting.

b. Billeting information (see base camp map located in Annex Y):

(1) Deployed Unit Commanders will submit a billeting request 45 days prior to deployment on the request form at Appendix 1. Request will be mailed or faxed to the PTA Operations, USAG-HI, PTA. Billeting information is provided as follows:

(a) BOQ/BEQ.

<u>Bldg #</u>	<u>Description</u>	<u>Capacity</u>
T-200	BOQ/BEQ	24
T-199	" " "	24
T-198	" " "	24
T-197	Male/Female (as designated by unit) BOQ/BEQ	28
T-196	Male/Female (as designated by unit) BOQ/BEQ	28
T-195	BOQ/BEQ	36
T-104	VIP Billets (06 and above)	3

(b) Barracks. Each barracks accommodates 30–45 personnel. The total billeting space is 1,466 with a maximum of 1,935. The barracks location on upper post are T-115-119, T-124- 128, T-135-139, T-144-148, and T-220- 224; and on lower post, T-232-T-236, T-242-245, T-252 -255, and T- 271- 276.

There are 1,466 beds with mattresses therefore, it is highly recommended that units bring cots if number of deployed exceeds 1,466.

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(c) Orderly rooms/Arms rooms locations are on upper post: T-120, 129, 140, 149, 225 and on lower post: T-75, 237, 250.

(d) Equipped dining facilities building numbers and seating capacities are: T-185/186 (80), 190 (40), and 270 (40).

(e) TF HQs are T-106, 141, 177, and 273.

(f) Latrines and showers locations are T-121 (upper Post), T-87 (center Post), and T-290 (lower Post).

(g) Troop Medical Clinic (TMC) locations: T-107. (Refer to Annex B, Troop Medical Clinic for detail information).

(h) Motor Pools. There is one large motor pool with two grease racks at T-41 (which belongs to Range Maintenance) and another small motor pool with one grease rack at garage huts T-2 and 3. Due to limited hardstand, these facilities are frequently shared.

(i) Potable Water Point location is at Bradshaw Army Airfield (BAAF) adjacent to the hangar. Potable water is brought to PTA by a contract water hauler and is drawn from the standpipe. Water conservation is highly recommended. **Training units must provide their own water hauling capability from PTA to field sites.**

c. Deployed Commanders will comply with rules stipulated at Appendices 2-6.

4. Post Exchange shoppette and restaurant operation.

a. Deployed Unit Commanders will:

(1) Coordinate directly with the PX Manager, (808) 961-3340, for desired hours of Post Exchange shoppette. Normal operational hours for the shoppette are Mon-Fri, 1100-1700; Robin Hood hours are Mon-Fri, 1130-1500.

(2) Coordinate 45 days in advance with the PX manager on beer sale restrictions and to request stockage of special items.

(3) Acknowledge PTA permanent party having priority in line during the lunch hours 1100-1300.

5. PTA Recreational Facilities (Gymnasium and Post Theater):

a. Deployed Commanders will:

(1) Sign for the key to the Post Theater Bldg T-91 from PTA Operations, (phone ext. 485/419). Units must provide their own projection equipment and movies since these items are not available at PTA.

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(2) Commanders should consider scheduling tours around the Island of Hawaii. Many spectacular sites are offered such as Kilauea Volcano, the breathtaking Akaka Falls, the snow capped summit of Mauna Kea and, at sea level, Kailua-Kona, the Billfish capital of the world. Tours may be arranged through the Directorate of Community Activities Kilauea Military Camp, at (808) 967-8333/8334.

6. Chapel Activities.

a. Deployed Unit Commanders will:

(1) Reserve the PTA chapel with PTA Operations , 45 days prior to deployment.

(2) Provide unit Chaplain for religious services since PTA has no Chaplain.

(3) Coordinate chapel use with PTA Operations. The chapel is fully furnished with pews, pulpit, tables, desk and a refrigerator. Units are responsible for the upkeep of the chapel when being used.

(4) Coordinate the religious service hours with PTA Operations to afford both the troops and the permanent PTA staff the opportunity to attend (time permitting).

7. Communications/Signal Support.

a. Responsibilities/Points of Contact (POC).

b. PTA Operations. The point of contact for this document and overall communication planning for each rotation is the PTA Operations Officer commercial (808) 969-2420.

c. Telephone Control Officer/Information Management Officer (PTA TCO/IMO) is responsible for processing all communications and networking requirements. Telephone number is commercial (808) 969-2408.

d. Frequency Management. The Frequency Management Office responsible for all US Army installations in Hawaii is a part of the installation Director of Information Management (DOIM) Operations Branch. Telephone number is commercial (808) 656-1726. Alternate POC is USARPAC/G6 Frequency Management Office, commercial (808) 438-8219. Major Subordinate Command Frequency Management Offices are responsible for Signal Operating Instruction's (SOIs), SINCGARS hopsets/loadsets and Mobile Subscriber Equipment (MSE) frequency assignments. The 25th ID/G6 Frequency Management Office commercial (808) 655-8750.

e. DOIM Liaison Officer. Performs network management, administration, and operation on the PTA Local Area Network to provide office automation for tactical administrative support for training units. Provides front line casualty mitigation in advance of permanent repairs in case of equipment or network failure. Coordinates all IT support (e.g. automation, telecommunications, visual information, printing and publications) for PTA Commander, staff, tenant activities in support of PTA's mission of providing a first class training environment.

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f. Rotational POC. The Brigade/Battalion Signal Officer (BSO or equivalent) is the rotational unit POC. All other units are deploying either as part of the brigade/battalion task force or in support of the task force. PTA Operations Section will provide information copies to the rotational unit's Assistant Division Signal Officer (ADSO)/Higher headquarters whenever possible to ensure use of the proper chain of command at the rotational unit's home station. Additionally, PTA will coordinate specific issues with the ADSO if the BSO concurs.

2. Frequencies.

a. Radio Frequency (RF) emitters are defined as any equipment that emits an RF signal anywhere in the RF spectrum. The BSO is responsible for providing requests for temporary frequency assignments in Standard Frequency Action Format (SFAF) through their installation frequency manager to the USAG-HI frequency manager for all RF emitters (commercial or government) that are deploying to PTA. USPACOM requires 90 days lead time to process these requests, in order to meet this requirement units must submit their frequency requests through frequency management command channels 120 days prior to their required date. Military units from services other than the US Army must submit their request through their frequency management channels as directed by their service governing regulations.

b. Standard of Instructions (SOIs).

(1) Rotational SOIs are published by the 25th ID/G6 Frequency Manager. The primary means for issuing SOIs is the Automated Net Control Device (ANCD) fill devices. Units who do not use ANCD fill devices must coordinate NLT D-60 for paper copies of the SOI.

(2) Input for the SOI is provided by the BSO NLT D-60 in the form of a Revised Battlefield Electronics CEOI System (RBECS) or Automated Net Control Device (ACES)/Joint Automated CEOI System (JACS) merged master net list as an Excel spreadsheet attachment by email to the 25th ID/G6 frequency manager. The BSO is responsible to ensure that all task

(3) Force/slice elements are included in the SOI. The list should not include any division nets or the complete separate battalions; include only the company team that is supporting the brigade. Do not include any frequency information.

(4) Echelons Above Division (EAD) units will be incorporated into the task force master net list or published in a separate master net list by the 25th ID/G6 Frequency Manager. EAD units must coordinate with the rotational BSO to review the SOI.

(5) PTA Operations will not accept a paper copy of the master net list from the brigade task force.

(6) The 25th ID/G6 frequency manager will superimpose the division SOI data, the net IDs, and all frequencies and then provide a copy for review to the rotational unit NLT D-30.

(7) The 25th ID/G6 frequency manager will provide assistance with the SOI, however the rotational unit is overall responsible for input to the SOI.

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(8) The 25th ID/G6 frequency manager will create the hopset/loadsets to units with SINCGARS radios. Hopset data and the SOI will be provided to the rotational unit NLT D-5.

(9) Net IDs are assigned IAW Joint Doctrine. Division net IDs are the 300 series. Brigade/Task Force net IDs will be assigned in the 400 and 500 series. 200 series net IDs will be assigned for EAD units . If units assign net IDs in accordance with this configuration, they will be retained. Units that use the incorrect net identification must change them to conform to doctrine.

c. MSE frequencies. The rotational MSE company must request MSE frequencies from the 25th ID/G6 frequency manager. Requests must be made in SFAF format NLT D-90. The MSE company is responsible for providing the Radio Access Unit (RAU) frequency plan to all rotational units.

d. Satellite frequencies. The deploying unit is responsible for coordinating and funding sufficient satellite bandwidth for the duration of the deployment. Requests for both single channel and multi-channel satellite access are the rotational unit's responsibility. Satellite Access Requests (SARs) will be submitted to the USARPAC frequency manager for action NLT D-30. PTA PTA OPERATIONS will be provided information copies of all SARs.

e. Non-doctrinal Rotations. Units such as Rangers and Special Forces that do not doctrinally operate with a standard SOI should provide requests for all frequency requirements as defined in paragraph 2a above.

3. COMSEC.

a. PTA does not maintain a COMSEC account or any real world COMSEC. Units must ensure proper storage of all COMSEC equipment and material.

b. The BSO will provide a list of all real world COMSEC that will be used at PTA by type, short title, and location NLT D-30. Security of all COMSEC is a unit responsibility. Loss of COMSEC will be reported within one hour of suspected or actual loss.

4. Batteries.

PTA does not fund batteries to rotational units. Units must deploy to PTA with an adequate supply of batteries to cover rotation. Units are also responsible to recover and dispose of all batteries IAW environmental regulations.

5. Network Service.

a. Network service at PTA is provided in buildings T-106, T-141, T-177, and T-273. Units will bring their own computer workstations.

b. If network services are required at other buildings, the exercise support group shall provide the PTA Operatipns with a list of buildings and number of workstation connectivity requirements NLT D-180. PTA Operations will verify whether network service exists in the buildings. If

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service is not available, the unit should either select another building or be prepared to fund the installation of network connectivity.

c. To ensure network connectivity prior to and during operations, the designated unit BSO or legally responsible Officer shall ensure all Information Systems (IS) to be connected to the PTA network are in compliance with the current DoD and DA requirements.

(1) Units falling under 30th Sig BN/DOIM Designated Approving Authority (DAA) will provide, on or before D-45, a copy of either a current Authority to Connect or Interim Authority to Connect (ATC/IATC) signed by the DAA. The unit BSO shall also identify in writing the Hostname, and Name, Rank, and Billet of Senior User for each IS to be connected to the PTA IMO. A properly executed Authorization for Off-Site Use of Microcomputers, USARPAC Form 420-R-E, May 2001 is required for each IS connecting to the PTA backbone.

(2) All units that do not fall under 30th Sig BN/DOIM DAA must contact the 30th Sig BN/DOIM Information Assurance Team on or before D-90 to insure their documentation complies with the current DoD and DA requirements. IA Team telephone numbers are: (808) 438-0743; 438-2412; 438-1482; 438-1479.

(3) Upon successful provision of the aforementioned, a specific NIPRNET IP Addressing Block will be assigned by the Directorate of Information Management (DOIM) Liaison Office for hard coding into each IS.

d. For NIPRNET systems, endorsing name and signature of current Communications Officer named and applied; accepted in lieu of responsible IS Supervisor.

e. For SIPRNET systems, common user SIPRNET services are not available. If valid SIPRNET connection is required, unit must submit Capability Request to the DOIM NLT D-180.

f. Unit BSO shall ensure a minimum New Technology File System (NTFS) Operating System (OS) of Windows 2000, with all current IAVAs, approved Service Packs, and approved Anti Virus software with current Virus Signature is applied and verifiably functional continuously monitored and updated as necessary and/or per notification to conduct such from DOIM Liaison Office without delay.

g. All IS will be subject to penetration scans in order to identify illegalities and/or vulnerabilities, and connectivity may be immediately terminated, if necessary.

h. No illegal and/or peer-to-peer software loaded and/or in use.

i. Units shall be responsible for any equipment they draw from PTA and ensure that it is returned complete and working prior to clearing PTA Operations and departing the installation. If returned equipment is unserviceable it shall be replaced with same, equal, better, or new.

j. Failure to comply with these requirements may result in either unnecessary delay and/or immediate termination of network connectivity within the PTA Area of Operations (AO).

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7. Local Telephone Service.

a. Telephone service at PTA is provided as listed below. Service is in place upon arrival, therefore a local service request is not required. Units are responsible to provide their own telephones.

Building Number	Telephone Number (PTA Exchange)	Remarks
T-106	969-2450/2473	Must bring own phone(s)
T-141	969-2456/2493	Must bring own phone(s)
T-177	969-2444/2484	Must bring own phone(s)
T-273	969-2472/2445	Must bring own phone(s)
K-Docks	882-7865 (line only)	Must bring own phone(s)
Bradshaw AAF*	969-6760	Commercial for use by 25 th ID Support Unit
Bradshaw AAF*	969-6858	Commercial for use by 25 th ID Support Unit

NOTE: * Estimated cost provided is if service is available; additional cost in excess of those identified above to install additional lines will also be incurred by requester required to be installed to support the requirement.

a. If telephone services are required in buildings, the exercise support group provides PTA Operations with a list of buildings NLT D-180. The PTA Operations will verify whether telephone service exists in the buildings. If service is not available, the unit should either select another building or be prepared to install telephone lines from the closest RedLeg drop pole. RedLeg drop information is available from the PTA TCO.

b. In some cases it may be possible to install additional telephone lines in buildings (see following tables 2 and 3) however, the unit must provide funds to pay for the installation. A local service request (LSR) should be submitted to the PTA OPERATIONS for forwarding through the PTA TCO/IMO to USAG-HI DOIM.

c. Classes of Military Service. All lines provided are class A-3 (local {including a tie to Oahu} off post and on post). Any suspected unauthorized calls will be forwarded to the BSO for resolution.

Telecommunication Request Timelines

Submit	Requirements	Required Action	Approving Office	Submitting /Verification	DOIM Reviewing	Processing
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				Office	Office	
D-180	Long-Haul Circuits	Request For Services (RFS)/Telecommunications Request (TR)	PTA Ops	PTA TCO	PTA-DOIM LNO	USAG-HI DOIM or equivalent supporting activity
D-180	VTC through DVSG	RFS/TR	PTA Ops	PTA TCO/IMO	PTA-DOIM LNO	USAG-HI DOIM or equivalent supporting activity
D-180	Network Connectivity	List of buildings and number of workstation connectivity requirements	PTA Ops	PTA IMO	PTA-DOIM LNO	USAG-HI DOIM
D-180	SIPRNET	If SIPRNET connection is required, unit must submit Capability Request through PTA to the DOIM	PTA Ops	PTA IMO	PTA-DOIM LNO	USAG-HI DOIM
D-180	Extraordinary telephone support	Unit provides the PTA Operations with a list of buildings requiring extraordinary telephone support	PTA Ops	PTA TCO	PTA-DOIM LNO	USAG-HI DOIM or equivalent supporting activity
D-180	extraordinary network support	Unit provides the PTA Operations with a list of buildings requiring extraordinary network support	PTA Ops	PTA TCO/IMO	PTA-DOIM LNO	USAG-HI DOIM
D-120	HITS Phones	LSR	PTA Ops	PTA TCO	PTA-DOIM LNO	USAG-HI DOIM or equivalent supporting activity
D-120	Commercial	LSR	PTA Ops	PTA TCO	PTA-	USAG-HI

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	Phones				DOIM LNO	DOIM or equivalent supporting activity
D-120	Local Circuits	LSR	PTA Ops	PTA TCO	PTA-DOIM LNO	USAG-HI DOIM or equivalent supporting activity
D-120	Frequency Management	Submit SFAF to USPACOM through frequency management command channels for temporary frequency assignments	PTA Ops	25th ID/G6 frequency manager	25th ID/G6 frequency manager	25th ID/G6 frequency manager
D-90	Network Connectivity	Units other than USARHAW contact IA Team For DITSCAP validation	PTA Ops	PTA IMO	PTA-DOIM LNO	USAG-HI DOIM
D-90	Frequency Management	Request MSE frequencies from the 25th ID/G6 frequency manager	PTA Ops	25th ID/G6 frequency manager	25th ID/G6 frequency manager	25th ID/G6 frequency manager
D-60	Frequency Management	Units who do not use ANCD fill devices submit paper copies of the SOI	PTA Ops	25 th ID/G6 Frequency Manager	25 th ID/G6 Frequency Manager	25 th ID/G6 Frequency Manager
D-60	Frequency Management	Input for the SOI in the form of a RBECS, ACES)/JACS merged master net list	PTA Ops	25th ID/G6 frequency manager	25th ID/G6 frequency manager	25th ID/G6 frequency manager
D-45	Network Connectivity	ATC/IATC, IS inventory 420-R-E	PTA Ops	PTA IMO	PTA-DOIM LNO	PTA-DOIM LNO
D-30	COMSEC	Provide a list of	PTA Ops	PTA IMO	PTA-	PTA PTA

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		all real world COMSEC that will be used at PTA by type, short title, and location			DOIM LNO	OPERATIONS
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8. Commercial Telephone Service Costs and Billing.

a. Rotational units must provide a MIPR for telephone service to: CDR, 30th Signal BN, 148 Curtis Loop, WAAF, Schofield Barracks, HI 96857-5020, fax (808) 656-1737. Charges are accrued as follows: the telephone provider for PTA is Hawaii Telecom. USAG-HI pays the monthly recurring costs for those lines. However, the rotational unit must pay for all service above those listed in Table 1 above. Use of these lines indicates acceptance of the responsibility to pay for additional charges. Units that do not wish to use the telephones should disconnect them after signing for the building.

b. The rotational unit is responsible for the cost of repairing or returning the configuration of the outside plant or inside plant to the configuration as received at signing. Forward MIPR to CDR 30th Signal BN before use of phone lines. MIPR will include estimated dates of phone usage. Refer to Table 3 for estimated cost for additional telephone services.

Estimated Cost for additional Telecommunication Services

Requirements	Non-Recurring Cost*	Monthly Recurring Cost**	Usage Cost (Per Minute)	Long Distance Cost***
HITS Voice Services	100	100	N/A	Variable Commercial/DSN
Commercial Voice Services	85	55	N/A	Variable Commercial/DSN
T1 Circuits	1700	1650	N/A	N/A
VTC Point to point Services (ISDN) Dial-up (384KB)	17000	900	N/A	Variable Commercial/DSN
DVSG Supported VTC Services Dial-up (384KB)	2500	1620	.90	Variable DSN Charges

** All cost will be billed on a monthly rate.

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SUBJECT: Annex A (Base Camp Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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*** Cost is dependent on commercial/DSN rates dependent on destination of call and or DSN precedents.

8. Army Postal Operations.

a. Deployed Unit Commanders will:

(1) Ensure their unit supplies its own stamps and money orders that are made available from the Post Exchange. Since no mail service is available at PTA, bulk mail service is provided from Hilo Post Office to PTA and return by the PTA courier. It is the unit's responsibility to ensure unit bulk mail is bagged and forwarded to PTA and returned to the unit's home station. For more information, call PTA HQs at 433-1810, ext. 443#.

(2) Comply with the 25th ID(L) Postal instructions as follows:

(a) All personal mail for Soldiers training at PTA must be processed through United States Postal Service (USPS) for postmarking. Only items with postage stamp and postmarked by USPS will be processed and stored by the courier in the Admin area. All mail for deployed Soldiers will be dropped off in the HQ Admin Distribution Outgoing box or preferable any local USPS drop boxes or post offices. Unit Mail Clerks will not forward accountable mail to deployed Soldiers.

(b) 25th ID Mailing Procedures. Mail delivered to PTA will be processed through the USPS channels. An example of a mailing address for deployed personnel is as follows:

SPC George A. Washington
PO Box 9920-PTA
Unit Name
Schofield Barracks, HI 96857-6000

**NOTE: All exercise participants should receive a personal copy of the mailing address.

(c) Official mail for exercise participants must contain the appropriate information as stated in the following example and be taken to the Information Service Support Office (ISSO), Bldg 580, Room 122, for postage metering and dispatch to PTA. Official mail address for deployed unit will be:

(Example of addresses on envelope)

Commander

Attn:

Unit Rear Detachment
Schofield Barracks, HI 96857-6000

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****NOTE:** Personal mail sent directly to the official mail address will be returned to the sender.

! ! (d) Appoint participating Unit Mail Clerks to pick up mail daily (Mon-Sat) at the Schofield Barracks (SB) Post Office. At the unit mailroom, mail for deployed personnel will be separated from that of personnel remaining in the unit rear detachment. Mail Clerks will consult the deployed soldier's DD Form 2258 (Temporary Mail Disposition Instructions) to determine the disposition of the mail). Commanders must ensure that at least one certified mail clerk is deployed with the unit. Prior to the exercise, Unit Postal Officer must mail a memorandum to PTA Operations, PTA, PO Box 4607, Hilo, HI 96720-0607, designating a Postal Officer and Unit Mail Clerk for the exercise, a copy of the Unit Mail Clerk's DD Form 285 prior to D-30. The Mail Clerk must have his/her original DD Form 285 in possession in order to receive mail from PTA or Hilo Post Office.

(1) Mail Clerks must hand-carry mail destined for deployed troops to the Quad Mailroom by 1400, Mon-Fri and 1100 on Sat.

(2) Quad Mail Clerks will double bag all mail to be forwarded inside two orange mailbags to protect the mail from inclement weather. The SB Post Office will issue the mailbags. Rear Detachment mail clerks will process outgoing exercise mail as outlined:

(a) Readdress each piece of mail with the forwarding address and place a facing slip with exercise name on each rubber-banded bundle of mail. **Do not dispatch loose mail.**

(b) Place mail being dispatched in the first orange bag. Put slide label with the exercise name and destination on the first orange bag and secure the plastic clip.

(c) Place the secured bag in the second orange bag. Place appropriate slide label with the task force name and location inscribed on the second bag. Before securing with second plastic clip, place PS Tag 14 (DO NOT OPEN, ALL FOR FIRM ON SACK LABEL) through the D ring clasp on the bag and slide the outer retainer through the D ring and secure with second plastic clip.

(d) CMR personnel will transport labeled bags to the Schofield Barracks Post Office NLT 1500, Monday through Friday and 1200 Saturdays for forwarding through normal USPS

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SUBJECT: Annex A (Base Camp Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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channels. Military Operations, Postal Section, will provide labels for the orange bags. They are located in Bldg 2109, 655-5333.

(e) Official stamps for official mail can be requested through ISSO.

8. Safety Program.

a. References (see Annex Z).

- (1) AR 385-10, The Army Safety Program.
- (2) 25th ID & USARHAW Reg 385-1, Safety Program.
- (3) FM 100-14, Risk Management.
- (4) 25th ID Memo 385-40
- (5) AR 11-9
- (6) AR 385-40
- (7) USARPAC 385-1
- (8) 25th ID & USARHAW Reg 210-6, Ranges and Training Areas
- (9) 25th ID & USARHAW Reg 350-1, Training

b. Nothing is more important than the life of a Soldier or civilian employee, therefore all activities and range training must be planned and conducted to avoid loss of life and prevent injuries. Commanders must demand safe behavior from their Soldiers. The PTA Commander is the safety officer for the installation. The entire chain of command will ensure safety considerations are an integral part of all activities.

c. Deployed Unit Commanders will:

(1) Enforce tactical safety within their units by ensuring troops receive adequate rest and follow appropriate procedures before, during and after training. More than half of all Army accidents occur in five areas: vehicle operations, sports and recreation, materiel handling, maintenance, ammunition and explosives. Commanders must focus their attention on these five areas to minimize hazards.

(2) Ensure all accident reporting requirements are applied during tactical/combat operations to the maximum. The lessons learned from training mishaps are vital for development of countermeasures.

(3) Publish a safety annex to all operational plans/orders for tactical training exercises. This annex includes a written Risk Management card to identify potential safety risks and prescribe precautions/countermeasures to reduce the risk of injury or loss of life and equipment.

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SUBJECT: Annex A (Base Camp Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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(4) Enforce industrial safety/respiratory protection programs by completing a written hazard assessments prior to beginning any task.

(a) Use Personal Protective Equipment (PP&E) when required during training. PTA staff is committed to providing a safe and healthful workplace for all personnel. PP&E will be worn when the following conditions exist: engineering and/or administrative hazard controls are not feasible; development of hazard controls is pending; or for short-term, nonroutine operations for which engineering and/or administrative hazard controls that are not feasible.

(b) Enforce the Respiratory Protection Program governing respirator selection, use, maintenance.

(c) Enforce the Hazard Communication Program by warning personnel working with or exposed to hazardous materials in the workplace of the health hazards of different chemicals and the various protective measures available.

(d) Enforce Risk Management. Commanders will ensure a written risk assessment IAW FM 100-14 and Division Regulations 350-1/385-1 are completed for all tasks and activities prior to unit deployment to PTA. They will perform, categorize, and approve risk assessments utilizing the risk management card. Written risk assessments will be maintained for the duration of the mission plus 30 days.

(5) Conduct accident reporting.

(a) Commanders and supervisors experiencing the accident will ensure prompt accident reporting, investigation, and appropriate recording IAW AR 385-40, DA PAM 385-40, 25th ID Memo 385-40, and 25th ID & USARHAW Reg 385-1. All Army accidents are reportable. All accidents will be reported/investigated by the unit, unless otherwise notified by the Installation Fire and Safety Office (IFSO). All accidents/incidents will be reported immediately to Range Control and the IFSO utilizing the Serious Incident Report Worksheet and the 25th ID & USARHAW FORM VG-GS-01-01-R-E, FEB 01 (25th ID(L) & USARHAW Ground Accident Report).

(b) Commanders will report all accidents expeditiously up their chain of command and provide the PTA Commander with a copy of any accident investigation dealing with PTA accidents. Commanders will also submit PTA Deployment Accident Log (Appendix 8) to PTA Operations upon clearing the base camp. Accidents include those incidents involving munitions, chemical agents, radiation, or equipment that may cause adverse publicity to the command or the Army.

(c) Commanders will follow these guidelines when arriving on an accident scene.

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SUBJECT: Annex A (Base Camp Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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(1) Ensure anyone needing medical attention is cared for and casualties evacuated and treated, as required.

(2) Secure the accident site to prevent disturbance until relieved by proper authority.

(3) Obtain as much factual information as possible, i.e. date, time, location, cause, corrective actions, type of equipment involved, persons involved (name, rank, social security number, and unit of assignment) and note the location of all pieces of equipment.

(4) Conduct investigation IAW with DA Pam 385-40.

(5) Report aviation mishaps IAW AR 385-40. A preliminary report, as required by DA Form 7305-R (worksheet for Telephonic Notification of Aviation Accident/Incident) will be sent to the US Army Safety Center by the major command safety office with a copy furnished to the IFSO, 851 Wright Ave, Stop 216, Schofield Barracks, HI 96857-5000; FAX 656-3740.

(6) Enforce and ensure firing range safety, traffic safety, motor pool safety, POL safety, fire prevention, and sanitation are practiced by training units.

(a) Support the USARPAC and US Army Garrison, Hawaii (USAG-HI) Safety (accident prevention) program in all areas.

(b) Coordinate with the PTA OPERATIONS Operations Officer and Range Supervisor for instruction and special warnings on hazards in the area.

(c) Comply with ammunition safety procedures described in **Annex N, Appendix 2**.

(d) Enforce the Army "No Smoking" policy in any Army vehicles which will prevent smoking materials being discarded from moving vehicles. This is critical due to the dry nature of PTA and occasional use lands.

9. Port of Kawaihae (POK), Hawaii.

a. Deployed Unit Commander will:

(1) Secure unit equipment while at POK and during transport to PTA. Sensitive equipment such as ammunition must be guarded at all times with unit supplied armed guards.

(2) Notify PTA Operations 48 hours prior to any POK support operations.

(3) Submit request to PTA Range Division NLT 45 days prior to use.

(4) Order chemical latrines IAW Annex C. Failure to make prior coordination will result in unnecessary costs to the unit for emergency contracted services.

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SUBJECT: Annex A (Base Camp Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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- (5) Receive and turn-in access keys from PTA Range Control Division.
- (6) Provide all meals. Meals Ready to Eat (MRE) are recommended although there are local restaurants nearby. Weapons are not authorized in these establishments.
- (7) Not wash vehicles at K-Docks since there is no oil-water separator.
- (8) Police area regularly. Due to dusty and windy conditions at Kawaihae, the POK Operations building must be thoroughly policed and cleaned prior to clearing.
- (9) Contact PTA BAAF Operations concerning restrictions on helicopter operations at POK.
- (10) Coordinate telephone hook up (refer to pages A-4 thru A-7 for instructions)
- (11) Ensure 24/7 firewatch if the Kawaihae operations building is used for overnight sleeping since this building is not designated for billeting.
- (12) Monitor water usage at Kawaihae since it is purchased from the County of Hawaii Domestic Supply Water System and is fully potable without further treatment.

10. Supply and Services.

a. Deployed Unit Commanders will:

(1) Bring adequate amount of supplies to support their training, however if purchases are required while on-site, IMPAC cards may be used to purchase from vendors on the local economy (Hilo, Kona, Waimea, etc). The PTA OPERATIONS maintains a list of vendors who units may buy from. Supplies are defined as cleaning items, beddings, recreational sporting equipment, and Morale, Welfare and Recreation Kits.

(2) Ensure the laundromat is cleaned after washing uniforms and personal clothing. There is no charge for use of the washers and dryers. Personnel may only wash and dry clothes, towels, etc. in the appliances; no individual load-bearing equipment (i.e. TA-50) is allowed. The laundromat is open 24-hours per day; washers and dryers are located in Bldg T-285 and Bldg. T-92.

11. Vehicle Wash Rack Facility Operation.

a. Deployed Unit Commanders will:

(1) Coordinate with the PTA Operations Officer and the PTA DPW Operations and Maintenance (O&M) Branch Supervisor in Bldg T-36 for the use of the facility as the only authorized source for the maintenance of this wash facility. DPW may be reached at (808) 969-2434.

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SUBJECT: Annex A (Base Camp Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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(2) Schedule with the PTA Operations and DPW O&M Supervisor, 24 hours in advance to use the wash rack facility if additional hours beyond the normal operating hours (0800-1400 on weekdays, except holidays) are required.

(3) Assign Sgt/E-5 or above to supervise and oversee the units when the wash rack is being used. The NCOIC will not have washing duties and will supervise only.

(4) Educate the unit on the use of the vehicle wash high-water pressure system and ensure proper PP&E is used during the vehicle wash. Precautionary safety measures must be enforced to prevent serious injury. Spraying the water gun at any parts of an individual's body is strictly prohibited. Wearing of provided face shield or goggles and rubber gloves is always required during spraying operations. (See Appendix 7 for handouts outlining facility procedures and drawing of the facility).

7 Appendices

App 1 Memo Request for PTA Facilities

- 2 Issue, Turn-In, and Maintenance of Support Facilities
- 3 PTA Deployment Checklist
- 4 PTA Clearing Checklist for Units
- 5 Deployed Commander's Daily SITREP Format
- 6 Unit Operations Plan
- 7 Vehicle Washrack Operational Procedures
- 8 PTA Deployment Accident Log

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APVG-GP

SUBJECT: Appendix 1 (Request for PTA Training Support Facilities) to Annex A Base Camp Operations



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
SCHOFIELD BARRACKS, HI 96857-5000

REPLY TO
THE ATTENTION OF:

Example of a Request (Use Appropriate letterhead when submitting)
(Unit's office symbol) (Date)

MEMORANDUM FOR Commander, Pohakuloa Training Area, (PTA Installation Support Center/Operations Officer), PO Box 4607, Hilo, HI 96720-0607

SUBJECT: Request for Training Support Facilities

1. The (name of requesting unit, e.g., HQ, 29th Separate Infantry Brigade, 229th Engr Bn, Hilo, HI 96720) Commander requests PTA training support facilities from (date) to (date). The following information applies:

	Dates	Total # Males	Total # Females	Total #Personnel	Remarks
Arrival Date					
Advance Party					
Main Body					
Departure Date					
Advance Party					
Main Body					
Trail Party					
Personnel Count by Pay Grade:					
O-6 and above					
O-5/ O-4					
E-9/E-8/O-3/O-2/O1					
E-7 and below					
Total					

***NOTE: The total must be accurate. It is used to allocate Base Camp Barracks.**

APVG-GP

SUBJECT: Appendix 1 (Memo Request for PTA Facilities) to Annex A Base Camp Operations

2. Annotate requested building from the lists below by checking the appropriate block:

a. Task Force Hqs Buildings. T-106 T-141 T-177 T-273

b. Latrine/Shower Point. T-87/T-89 T-121 T-290

c. Billets.

<input type="checkbox"/> T-115	<input type="checkbox"/> T-116	<input type="checkbox"/> T-117	<input type="checkbox"/> T-118	<input type="checkbox"/> T-119
<input type="checkbox"/> T-124	<input type="checkbox"/> T-125	<input type="checkbox"/> T-126	<input type="checkbox"/> T-127	<input type="checkbox"/> T-128
<input type="checkbox"/> T-135	<input type="checkbox"/> T-136	<input type="checkbox"/> T-137	<input type="checkbox"/> T-138	<input type="checkbox"/> T-139
<input type="checkbox"/> T-144	<input type="checkbox"/> T-145	<input type="checkbox"/> T-146	<input type="checkbox"/> T-147	<input type="checkbox"/> T-148
<input type="checkbox"/> T-195	<input type="checkbox"/> T-198	<input type="checkbox"/> T-199	<input type="checkbox"/> T-200	<input type="checkbox"/> T-220
<input type="checkbox"/> T-221	<input type="checkbox"/> T-222	<input type="checkbox"/> T-223	<input type="checkbox"/> T-224	<input type="checkbox"/> T-232
<input type="checkbox"/> T-233	<input type="checkbox"/> T-234	<input type="checkbox"/> T-235	<input type="checkbox"/> T-236	<input type="checkbox"/> T-242
<input type="checkbox"/> T-243	<input type="checkbox"/> T-244	<input type="checkbox"/> T-245	<input type="checkbox"/> T-252	<input type="checkbox"/> T-253
<input type="checkbox"/> T-254	<input type="checkbox"/> T-255	<input type="checkbox"/> T-271	<input type="checkbox"/> T-272	<input type="checkbox"/> T-274

d. Female Billets (unit option). T-196 T-197 T-275 T-276

e. VIP Billets (O6 and Above). T-104 Room #1 Room #2 Room #3

f. Dining Facilities. T-185/186 T-190 T-270

g. Arms/Orderly Room.

Upper Post T-120 T-129 T-140 T-149 T-225

Lower Post T-75 T-237 T-250

h. Dry Storage. T-251 Theater T-90 Chapel T-91

3. POC rank, full name, phone number/fax/email info.

IAM REQUESTOR
MAJ, IN
Commanding

APVG-GP

SUBJECT: Appendix 2 (Issue, Turn-in, and Maintenance of Support Facilities) to Annex A (Base Camp Operations)

!

1. Purpose. To provide Deployed Unit Commanders general information concerning the issuance, turn-in, and maintenance of PTA support facilities.
2. Deployed Unit Commanders will:
 - a. Report to PTA Operations for issue and turn-in of facilities during normal duty hours, Monday – Friday, 0900-1500.
 - b. Coordinate in advance with PTA Operations on issues and turn-ins on off-duty days.
 - c. Conduct a joint inventory with PTA Operations and record the inventory results on DA Form 2062.
 - d. Provide a dining facility manager for inventory of items in the dining facilities.
 - e. Provide a ten-person detail and one NCO available to clear the unit. A field grade officer or E-9 from each unit will remain at PTA during the clearing process to include the final clearing day.
 - f. Coordinate pre-clearing inspections with PTA Operations any time during 0800-1600. PTA Operations personnel will conduct pre-inspections to assist units to expedite unit out-processing.
 - g. Repair all deficiencies and return all equipment to its original location prior to the final inventory/inspection.
 - h. Bear the cost of any damaged or lost equipment and/or facilities. A MIPR will be signed before the unit clears.
 - i. Maintain all facilities in a neat, clean, and operational condition.
 - j. Bring all items necessary to perform maintenance and policing of facilities (i.e., mops, brooms, soap, buckets, etc.)
 - k. Refrain from hanging items on building walls, doors, or windows.
 - l. Coordinate all required work orders with PTA Operations and submit work orders through the DPW Service Order Clerk at 656-1275. In case of an emergency, the PTA DPW Maintenance Shop may be contacted at 969-2436.
 - m. Police Saddle Road from the East Range Flag to the West Range Flag, and base camp, during each training rotation at PTA.

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APVG-GP

SUBJECT: Appendix 3 (PTA Deployment Checklist) to Annex A (Base Camp Operations)

1. Purpose. To provide deployment clearance guidance to Deployed Unit Commanders while training at PTA. This will ensure that PTA facilities are checked prior to units clearing PTA after their training has been completed.

2. Deployed Unit Commanders will:

a. Ensure the following list of requirements will be met daily prior to clearing PTA. Units should allocate 2-3 full days for base camp clearance and provide a ten-person detail with a noncommissioned officer to correct any deficiencies encountered during the clearance process. The unit is responsible to identify and correct all problems in their assigned buildings on a daily basis either through self-help or through work order submission to DPW.

(1) Submit a daily situation report (SITREP) IAW procedures outlines at App 5 (pg A-5-1) to ISC NLT 0900. SITREPs will be delivered by the unit's S3 who will help facilitate any issues between the unit and the ISC.

(2) Provide a work detail daily (Mon - Fri), 0900-1600 to report to PTA Operations to assist policing the base camp and assisting in repairs if necessary. The number of detail personnel required is one percent of the deployed unit's total personnel strength plus one NCO--no more than five personnel and one NCOIC. PTA Operations will determine the uniform for the detail. The PTA CSM, on a daily basis, will designate the areas to be policed for the units to conduct police call.

b. Thoroughly inspect assigned billets for any deficiencies with billet keys (ensure keys fit); interior and exterior lighting; electrical outlets; interior and exterior doors and locks; fire extinguishers, etc. Prior inspection will ensure deficiencies are detected and work orders are submitted on time. Ensure all items moved from the building are returned to its' original condition and location.

c. Ensure buildings are cleaned daily to include floors, windows, furniture, barbecue grilles, refrigerator, etc. Police 10 feet around building, remove trash, weeds, leaves, and other debris.

d. Ensure latrines and shower points are in working condition and kept clean at all times. All items discussed for billet inspection applies to latrines and shower points.

(1) Wipe sinks, shower walls, showerheads, urinals, and toilets daily. If any deficiencies are noted, units will submit a work order to the DPW Helpdesk. If there is a clog in a toilet, units should attempt to unclog it before contacting DPW. **Do not report a clogged toilet as inoperable until all measures to correct the problem have been applied, e. g. plunger, snake, water from hose.**

A-3-1

D-R-A-F-T

APVG-GP

SUBJECT: Appendix 3 (PTA Deployment Checklist) to Annex A (Base Camp Operations)

(2) Immediately notify PTA Operations of any safety issues.

d. Dining Halls. Units are responsible for ensuring the following items are operable, otherwise repair using the self help store or submit DPW work orders as necessary: door keys, firelights, interior and exterior lights, electrical outlets, outside doors and locks, and fire extinguishers. Units should police inside and outside dining hall area daily, by removing trash, debris, etc. Dining hall tables, chairs and food items should be cared for and stored accordingly. Chairs must be placed on tables after use and equipment placed back in their original location.

(a) All equipment will be laid out for hand receipt accountability on day of clearance.

(b) All food items will be removed from dining halls and food residue double bagged and placed in dumpsters, and kitchen area wiped free of grease daily.

(c) All empty cardboard boxes will be flattened and placed in the cardboard recycling container located at the Recycling Center. All clean and serviceable pallets will be returned to TISA after proper coordination.

(d) Personnel are not authorized to sleep in the dining halls at any time.

(e) Notify PTA Operations of any safety issues immediately.

NOTE 1: Painting may be required inside building. PTA Operations personnel will identify this.

NOTE 2: All work orders on buildings will be identified and turned into DPW daily. Call 656-1275 on Oahu 24/7 or fax non-emergency service order requests to 656-9000. For emergencies only, you may contact DPW at PTA directly (Bldg. T-36).

NOTE 3: Identify and fix all self- help problems before clearing (i.e. light bulbs and spot painting)

APVG-GP

SUBJECT: Appendix 3 (PTA Deployment Checklist) to Annex A (Base Camp Operations)

e. Motor Pools.

(1) Area to be policed daily includes fence line, outside and inside perimeter at the fence motor pool building. Any debris to include pallets, large rocks, wire or any other items that may harm/injure personnel, equipment or impede traffic, will be removed daily.

(2) Coordinate with the Unit Environmental Compliance Officer for inspection of motor pool 3 days before clearance date and on date of clearance (all deficiencies will be corrected prior to final clearance).

(3) All Class IV items will be taken with the unit when they redeploy, e. g. pallets, concertina wire unless it can be recycled at PTA.

(4) All vehicles will use drip pans when parked at any location on PTA.

(5) Trail access to the training area west side of motor pool will not be blocked.

f. Theater. PTA Operations approves requests for use of theater and will issue it on a day-to-day basis. Units will police the theater to include sweeping and mopping upon completion of use.

g. Post Conference Room. PTA Conference Room (Bldg T-187) can seat about 35 personnel. Training Units must schedule use of this facility through PTA Operations. Permanent party personnel assigned to PTA have priority.

h. Vehicle Wash Facility. PTA Wash Rack is scheduled through PTA ISC. See App 7 for operating procedures.

APVG-GP

SUBJECT: Appendix 3 (PTA Deployment Checklist) to Annex A (Base Camp Operations)

ITEM #	CHECKLIST CATEGORY	YES	NO	REMARKS	CORRECTIVE ACTION TAKEN
	MANPOWER:				
1	SITREP submitted daily at 0900 to ISC?				
2	10 person detail assigned to police area?				
3	Hand receipt Holder assigned?				
	FACILITIES INSPECTION:				
1	Billet Key assigned and functional?				
2	Interior lighting operational?				
3	Exterior lighting operational?				
4	Interior & exterior electrical outlets operational?				
5	All doors in good condition?				
6	Interior and exterior of bldg cleaned?				
7	Refrigerator cleaned?				
8	Floors swept and mopped?				
9	Fire Extinguisher available and mounted?				
	LATRINES AND SHOWER POINTS INSPECTION:				
1	ABOVE 1-9 checklist items applies				
2	All sinks/showers/urinals/toilets cleaned daily?				
3	Toilet operational?				
	DINING FACILITIES: (1-9 items applies) +				
1	Chairs on tables/equipment moved to original location?				
2	Kitchen equipment laid out for accountability?				
3	Food residue double bagged to be discarded?				
4	Cardboard boxes flattened and placed in recycling container at the Recycling Center?				
5	Pallets all cleaned and returned to TISA?				
6	Kitchen area free of grease				
7	Grease spill and food debris cleaned (interior and exterior of the dining facilities)?				
	MOTOR POOLS:				
1	All military vehicles have been thoroughly cleaned at the wash facility?				
2	Area policed (include fence line) daily?				
3	Outside and inside perimeter of fence key tidy by removing weeds and trash during deployment? Motor pool buildings policed daily?				

D-R-A-F-T

APVG-GP

SUBJECT: Appendix 3 (PTA Deployment Checklist) to Annex A (Base Camp Operations)

4	Unit ECO inspects 3 days prior to clearing?				
5	Class IV items taken with unit?				
6	Trail access to west unblocked?				

APVG-GP

SUBJECT: Appendix 4 (Clearing Checklist for Units) to Annex A (Base Camp Operations)

PTA CLEARING CHECKLIST

<u>LOCATION</u>	<u>YES</u>	<u>NO</u>	<u>REMARKS</u>
1. AMMUNITION SUPPLY POINT, ext. 497, Bldg T-600 <input type="checkbox"/> All documentation present, prepared and turned-in IAW DOL SOP <input type="checkbox"/> All live ammunition and residue accounted for.			Date/Time Cleared: _____ Print/Sign Name: _____
2. BRADSHAW ARMY AIRFIELD, ext. 461, Bldg T-302 <input type="checkbox"/> Police flight line and FOD cans <input type="checkbox"/> Hanger policed (if used) <input type="checkbox"/> BAAF Trailer cleaned (if used) <input type="checkbox"/> Fuel sample boxes cleared of fuel/waste oil			Date/Time Cleared: _____ Print/Sign Name: _____
3. TROOP MEDICAL CLINIC, ext. 433, Bldg T-109 <input type="checkbox"/> Clear Bldg T-107 Unit Aid Station and Bldg T-112 Unit Medical Personnel billets			Date/Time Cleared: _____ Print/Sign Name: _____
4. DA POLICE, ext. 425. Bldg T-286 <input type="checkbox"/> Re-deployment schedules (adherence to submitting) <input type="checkbox"/> Equipment returned (property book or hand receipts cleared) <input type="checkbox"/> POV Vehicle Passes			Date/Time Cleared: _____ Print/Sign Name: _____

APVG-GP

SUBJECT: Appendix 4 (Clearing Checklist for Units) to Annex A (Base Camp Operations)

<u>LOCATION</u>	<u>YES</u>	<u>NO</u>	<u>REMARKS</u>
<p>___ Live Ammunition back-haul-Convoy clearance (HAZMAT and Security Requirement if Applicable)</p> <p>___ Disposition of outstanding cases, if any</p> <p>___ Tactical gate and Facilities (guard shacks)</p> <p>5. PTA, DIRECTORATE OF PUBLIC WORKS:</p> <p>a. Operations and Maintenance Branch, Bldg T-36 ext 436, 434, or 435</p> <p>___ Tools & equipment returned</p> <p>b. Service Contracts Branch, Bldg T-36 ext 496</p> <p>___ Refuse Container Condition and Contents</p> <p>___ Portable Latrines Condition</p> <p>___ MIPRs, PR&C and GPCs</p> <p>c. Utility Privatization Branch in Oahu</p> <p>(1) Water Contract POC: 656-1410 ext 1108</p> <p>___ Water MIPR</p> <p>(2) Electrical Contract POC: 656-2682 ext 1123</p> <p>___ Electricity MIPR</p>			<p>Date/Time Cleared: _____</p> <p>Print/Sign Name: _____</p> <p>Date/Time Cleared: _____</p> <p>Print/Sign Name: _____</p> <p>Date/Time Cleared: _____</p> <p>Print/Sign Name: _____</p>

APVG-GP

SUBJECT: Appendix 4 (Clearing Checklist for Units) to Annex A (Base Camp Operations)

<u>LOCATION</u>	<u>YES</u>	<u>NO</u>	Date/Time Cleared: _____ Print/Sign Name: _____
6. FIRE DEPARTMENT, ext. 441, Bldg T-390 ____Field Mess and fuel points ____Standby fire detail list			<u>REMARKS</u> Date/Time Cleared: _____ Print/Sign Name: _____
7. PTA DIRECTORATE OF LOGISTICS, BULK FUEL, ext. 421, Bldg T-341 ____Fuel Accounts ____DD form 1351's			Date/Time Cleared: _____ Print/Sign Name: _____
8. PTA DIRECTORATE OF PLANS & TRAINING AND MOBILIZATION, RANGE CONTROL, ext. 410, Bldg P-238 ____Ammunition Holding Areas Cleared ____All training areas policed ____All ranges and firing points cleared and policed ____Kawaihae Facilities cleared and policed			Date/Time Cleared: _____ Print/Sign Name: _____
9. DIRECTORATE OF LOGISTICS (DOL) TROOP ISSUANCE SUBSTANCE ACTIVITY (TISA), ext. 423, Bldg T-83 ____Document review of all issue & turn-ins			Date/Time Cleared: _____ Print/Sign Name: _____

YES NO

REM

APVG-GP

SUBJECT: Appendix 4 (Clearing Checklist for Units) to Annex A (Base Camp Operations)

Date/Time Cleared: _____

Print/Sign Name: _____

<u>LOCATION</u>	_____	_____	_____
<p>10. DPTM RANGE MAINTENANCE/TARGETRY, ext. 414, Bldg T-19</p> <p>____All Checked-Out Tools and Equipment Returned</p> <p>____All Target Devices/Control Units Returned</p> <p>____All Materials Checked-Out Returned</p>			<p>Date/Time Cleared: _____</p> <p>Print/Sign Name: _____</p>
<p>11. BAE TRANSPORTATION, ext 437, Bldg T-25</p> <p>Loaner Vehicles</p> <p>_____ Form DA-2404 (Operator Level Maintenance</p> <p>_____ Cleaned (Inside)</p> <p>_____ Washed (Outside)</p> <p>_____ Gas (Full Tank)</p>			<p>Date/Time Cleared: _____</p> <p>Print/Sign Name: _____</p>
<p>12. PTA OPERATIONS ext. 485, Bldg P-238</p>	<p>____All facilities cleaned and cleared IAW PTA SOP Annex C, Appendixes 3 and 6</p>	<p>____All concertina wire and pallets removed from installation</p>	

APVG-GP

SUBJECT: Appendix 4 (Clearing Checklist for Units) to Annex A (Base Camp Operations)

<u>LOCATION</u>	<u>YES</u>	<u>NO</u>	<u>REMARKS</u>
<p>___ Customer Survey Forms from key personnel turned in</p> <p>___ All areas of the installation are cleared on the checklist (-) PTA Headquarters</p> <p>___ All turn-in procedures followed</p> <p>___ Document review of all issue & turn-ins</p> <p>___ All areas of the installation are cleared on the checklist (-) PTA Headquarters</p> <p>13. US ARMY GARRISON, HAWAII, POHAKULOA TRAINING AREA (PTA), COMMAND GROUP, Ext 400, Bldg T-180</p> <p>___ PTA CDR outbriefed?</p>			<p>Date/Time Cleared: _____</p> <p>Print/Sign Name: _____</p>

APVG-GP

SUBJECT: Appendix 5 (Deployed Commanders Daily SITREP Format) to Annex A (Base Camp Operations)

1. Purpose. To provide Daily SITREP format and guidance to deployed units.
2. Commanders will submit daily SITREP to PTA Operations, NLT 0900, Mon-Fri, IAW 25th ID & USARHAW Regulation 350-1. Weekend SITREP will be submitted with the following Monday's report. Non-USARPAC units will use the SITREP format provided below. If the unit uses a different format from what is shown below, then the customized SITREP must be approved by PTA Operations prior to submission.
3. Example format as shown:

DEPLOYED COMMANDER'S DAILY SITUATION REPORT

1. POC/phone number/Unit:
2. Location:
3. Weather:
4. Time period covered:
5. Training completed last 24 hours:
6. Training projected next 24 hours:
7. Significant events:
8. Personnel strength:
 - a. Number of Officers:
 - b. Number of Warrant Officers:
 - c. Number of NCOs:
 - d. Number of Enlisted:
 - e. Number of Allied personnel by country:
 - f. Number of Civilians:
 - g. Number of Contractors:
9. Personnel issues:
10. Logistical issues:
11. Operational issues:
12. Commander's comments:

APVG-GP-T

SUBJECT: Appendix 6 (**Unit Operations Plan**) to Annex A (Base Camp Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP).

1. PURPOSE. Establish minimum requirements for Unit Operations Plan submitted to PTA.
2. APPLICABILITY. This requirement is applicable to all units and organizations using PTA.
3. OPERATIONS PLAN REQUIREMENTS:
 - (1) Mission Statement:
 - (2) Commanders Intent:
 - (3) Concept of Operation (to include training areas being used):
 - (4) Proposed Logistical Plan:
 - (5) Proposed Movement Plan:
 - (6) Proposed Communications Plan (Base Camp only):
 - (7) Key Event Timeline from Deployment to Re-deployment:
 - (8) Matrix of all units and attachments involved in the deployment:
 - (9) Special Unit Requirements:
 - (10) PTA Issues (below are a few examples):
 - a. Proposed Overtime for PTA employees to support mission requirements:
 - b. Proposed Organic Ammunition shipments:
 - c. Proposed on island MWR activity:
4. Recommend the above be e-mailed in a Power Point Presentation to PTA Operations, e-mail address is terry.allen7@us.army.mil

APVG-GP

SUBJECT: Appendix 7 (Vehicle Wash Facility) to Annex A (Base Camp Operations)

1. Purpose. To outline procedures for use of the PTA vehicle wash facility.
2. The Directorate of Public Works, Bldg T-36, is the only authorized source for the maintenance of vehicle wash facility. The telephone number is 969-2434.
3. Wash Rack hours are from 0800 to 1400 weekdays, except holidays. Requests for additional operating hours must be coordinated with PTA Operations at least 24 hours in advance.
4. E-5 or above required to supervise wash rack while in use. Supervisor will have no washing duties.
5. The Vehicle Wash Rack uses a high-pressure system. **THE PRESSURE WASHER CAN CAUSE SERIOUS INJURY TO THE BODY AND EYES. DO NOT POINT THE SPRAY GUN AT ANYONE. Wear face shield or goggles and rubber gloves during spraying operations.**
6. Vehicle Wash Rack Facility Procedures:
 - a. Unwind the hose for ease of operation.
 - b. Hook the hose to the quick-connect (A) located on the outside of the gate.
 - c. Verify that the quick-connect (A) is secured.
 - d. **TURN THE POWER ON** the pressure washers' located on two sides (B1-B2) of the pressure washers.
 - e. Open the water line valve located below the quick-connect (A).
 - f. Begin washing your vehicle, adjust spray by pulling tip back towards you and turning.
NOTE: RELEASE PRESSURE IN HOSE WHEN NOT IN USE FOR A MAXIMUM TIME PERIOD OF 5 MINUTES.
 - g. When last vehicle washing is complete, spray down the wash area.
 - h. Turn off pressure washer (B1-B2).
 - i. Release pressure from gun - watch gauges on pump for zero reading.
 - j. Turn valve off below quick-connect (A); disconnect hose from quick-connect (A) and wind up hose.
7. PTA Operations is the POC at (808) 969-2455.

A-7-1

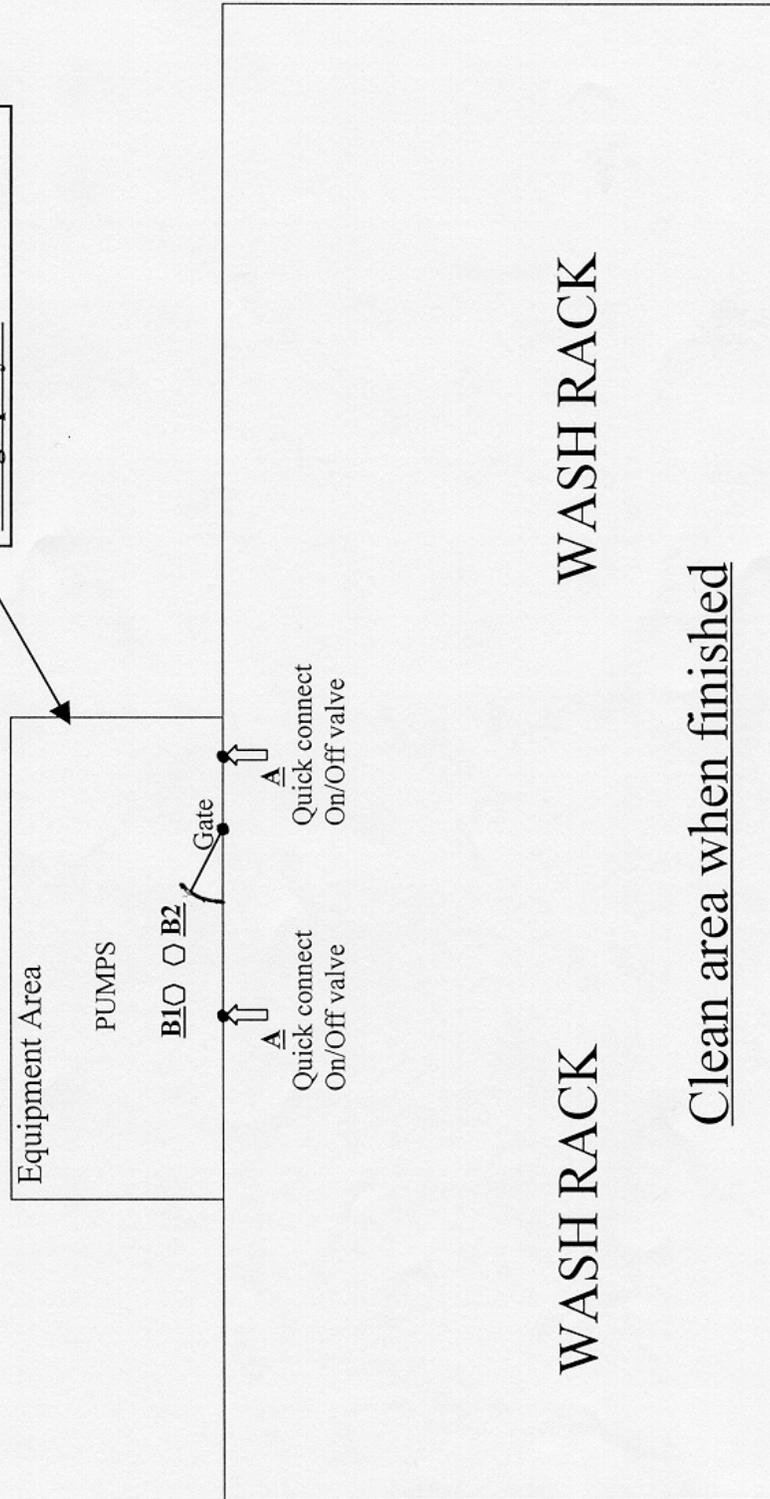
D-R-A-F-T

APVG-GP

SUBJECT: Appendix 7 (Vehicle Wash Facility) to Annex A (Base Camp Operations)

A. Receipt of mission or task: Date/Time Group(DTG 12 JAN 01) Begin: 12-Jan-01		B. Mission or Task: Operating Wash Rack		C. DTG prepared: 12-Jan-01	
D. Risk assessment prepared by: (Rank, last name, duty position, unit) WG-9, Awong, Safety Rep., DPW-PTA					
E. Task	F. Identify Hazards	Assess Hazards (Risk level for each hazard)	H. Develop controls (Enter for each hazard)	I. Determine Residual Risks	J. Implement controls ("How To")
Unauthorized entry	Electrical shock	Moderate	Locked entry	Low	Access keys controlled by proper authority. Train users.
Wash-rack start up	Electricity	Low	Water Proof Electrical Box	Low	Install water proof electrical controls.
Wash Hose/handle	High pressure water	Moderate	Develop SOP Provide PPE	low	Train user to follow SOP Experience Train user not to point wand toward uncovered skin. Wear provided PPE/rubber gloves
Wash Vehicle	Water/debris spray in eyes.	Moderate	Post eye ware signs Develop SOP Provide PPE Supervision	low	Train user to follow SOP Experience Wear provided eye protection E5 or above on site as supervisor
Wash Rack clean up	Water/ debris in eyes	Moderate	Post eye ware signs Provide PPE Supervision	low	Train user Wear provided eye protection E5 or above on site as supervisor
K. Determine overall mission/task risk level after controls are implemented (Circle One)					
LOW (L)		Moderate (M)	HIGH (H)	EXTREMELY HIGH (E)	
L. Determine approval level: (Circle One)					
L = 1st LEVEL ABOVE PREPARER		M = 2nd LEVEL ABOVE PREPARER	M. Approval (Rank, Last name, Duty position, Unit; Signature, DTG): WS-10 Banks, Maintenance Mechanic Forman DPW 12 JAN 2001		
H = DIVISION COMMANDER		E = MACOM COMMANDER			

**Do Not Touch Anything In
Side This Cage Except
B1 and B2**
**PUMPS Must Be Turned
Off When Water is Not
Being Sprayed**



APVG-GP

SUBJECT: Annex B (Troop Medical Clinic) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)!

1. Purpose. To establish general policy and procedures for incoming units to PTA.
2. Applicability. This annex is applicable to all training units.
3. Policy and procedures.
 - a. The PTA Troop Medical Clinic (TMC) will:
 - (1) Provide support for permanent party personnel, respond to emergencies within the base camp, respond to civilian emergencies and provide deployed units limited medical support in emergencies.
 - (2) Set up and man the Battalion Aid Station (BAS) with deployed unit medical personnel during their training. More than one unit may be required to occupy the BAS at any time. The Medical Doctor (MD) on duty and X-Ray Technician have sleeping quarters available in Bldg T-108. PTA TMC is located in Bldg T-108 and the Battalion Aid Station (BAS) in Bldg T-107.
 - b. Deployed Unit Commanders will:
 - (1) Ensure proper coordination with the Division Surgeon's office or the supporting military hospital for supported unit's medical/physician coverage and Medical Doctor availability.
 - (2) Ensure the Medical Doctor arrives with the advance party and remains at the PTA TMC during the training period. The doctor will remain on duty until all movements have ceased per PTA Operations.
 - (3) Ensure the advance party coordinates with the PTA TMC NCOIC at (808) 433-1810 ext 433# on signing over the medical support facilities (Bldg T-107 and 108).
 - (4) Ensure their deployed medical staff coordinate medical requirements for upcoming training exercise through PTA TMC NCOIC prior to advance party arriving at PTA. For medical coverage on the ranges, medical personnel must coordinate with the PTA Range Control.
 - (5) CALL EXT. 417 AS THE THE "HOT LINE" FOR ALL EMERGENCIES**
 - (6) Contact Fire Department, ext 441#/442# or local number (808) 969-2441/2442, Police, ext 425# or local number (808) 969-2425, Range Control, ext 410# or local number (808) 969-2410, or FM 38.30 or alternate FM 49.70.
 - (7) Coordinate MEDEVAC support through Range Control, FM 38.30 or 49.70, or landline (808) 969-2410 (refer to security and range airspace management).

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D-R-A-F-T

APVG-GP

SUBJECT: Annex B (Troop Medical Clinic) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)!

d. Deployed medical personnel will:

(1) Coordinate with respective unit's IMO/BSO to obtain valid logon accounts to access the NIPRNET through the Shafter domain. IMO/BSO will submit request through the 30th Sig Bn/DOIM Remedy Work Order tracking system or calling the Customer Support Center at (808) 438-2000. If personnel require access to TAMC's CHCS system or other computer resources, they should coordinate access through the TAMC Information Management Department.

(2) Operate an aid station for short-term inpatient and outpatient care in Bldg T-107. Equipment is provided for a five-bed observation ward and a two-bed outpatient treatment area. The building is not to be used as a billet for medical personnel but up to four "on shift" medics/corpsmen can sleep in the facility.

(3) Ensure that civilian medical bills incurred by supported unit personnel are sent to the unit, to TAMC billing (on Oahu), or the patient, not to the PTA TMC. TAMC Form 128, Statement of Civilian Medical/Dental Treatment must accompany the patient to the civilian treatment facility if possible. For emergencies, the form can be faxed to the civilian facility.

(4) Bring their own 1500 and 1600 series medical closet (medical supplies) to include controlled narcotics, antibiotics, cold packs, and other required medications. The PTA TMC has a small pharmacy with limited medications available by prescription (per TAMC).

(5) Be responsible to transport routine/non-emergency deployed military personnel via field ambulances on ranges, base camp and routine transfers and pick up of patients from civilian medical facilities.

(6) Provide sufficient medical personnel to cover ranges, BAS, medical equipment, and supplies to support the unit on base camp and in the field. Medical officers provide all diagnosis of patients to include the permanent party military and civilians assigned to PTA. PTA TMC personnel will assist with permanent party treatment. Training units are to provide sick call and 24 hour medical coverage for deployed units as expected and within their scope of practice. Units are expected to deploy with all needed equipment and supplies to support this mission.

(7) Coordinate for deployment of an X-Ray technician. X-Ray equipment will not be used unless a licensed X-Ray Technician deploys to PTA with the unit. The X-Ray technician must have a password to use the tele-medicine equipment. Limited lab facilities are available at PTA. Hilo Medical Center is used for laboratory processing.

(8) Be responsible for knowing when a member of their unit is treated for disease or injury or dies while on active duty. The training Unit Commander will inform all necessary

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B- 2

D-R-A-F-T

APVG-GP

SUBJECT: Annex B (Troop Medical Clinic) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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personnel and complete all necessary paperwork i.e. DA Form 2173 (Statement of Medical Examination and Duty Status) IAW AR 600-8-1, Part V.

(9) Will bring or have access to an IMPAC Services Card. The IMPAC card is used to purchase medical supplies if shortages occur. Units are to contact USAHC-SB, Supply Services, 433-8493.

(10) Report range injuries to PTA Range Control on the Incident Report Form as soon as possible but no later than one hour after the incident. As a guideline, all injuries to a patient who does not return to training should be reported. Illnesses do not need to be reported.

(11) Coordinate 45 days in advance with NCOIC of Troop Medical Clinic for points of contact and questions regarding medical supplies. The PTA TMC NCOIC can be reached at 433-1810, ext 1433.

e. TMC staff will:

(1) Staff and provide 24-hour medical services during rotations to include diagnostic testing, limited pharmaceutical support, and non-tactical ambulance support. The staff that works the 24-shift is required to sleep while on duty.

(2) Provide ambulance service to transport deployed military personnel to a civilian medical facility as necessary. The unit is required to provide medical personnel during the transport to a civilian medical facility. The PTA ambulance will return to Base Camp following transfer to the civilian facility. Units are responsible for returning deployed personnel to Base Camp when treated at a civilian medical facility. The deployed medical unit will conduct all routine transfer that are not deemed life, limb, eyesight or a medical emergencies by TMP van provided by deployed unit's Mayor Cell.

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APVG-GP

SUBJECT: Annex C (Directorate of Public Works Operational, Maintenance, and Contractual Support) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

1. Purpose. To provide general policy and procedures for supported units who need DPW, Operation and Maintenance or Contract Branch services at PTA.

2. Applicability. This annex is applicable to all supported units.

3. Policy and procedure.

a. The DPW will:

(1) Be the responsible custodian of all real property and monitor all training facilities and facility properties. PTA Operations coordinates all issues and turn ins of training facilities. Operations is located in Bldg P-238, ext 485 on base camp.

(2) Ensure the PTA, DPW Operations and Maintenance (O&M) Branch performs all facilities engineering services to include operation of all utility systems and technical supervision of engineer personnel and operations. Although the PTA water and electricity services are privatized and done by contractors, all service orders are submitted through the DPW Work Order Desk and it will be referred to the responsible party. During normal duty hours, assistance will be requested through the Oahu Work Order Desk at (808) 656-1275. In an emergency, the DPW O&M Branch can be contacted directly at 969-2436, and after normal work hours, can be coordinated through the DA Police at (808) 969-2425.

(3) Ensure the PTA, DPW Contracts Branch coordinates with units for refuse services and portable, chemical latrines services. During normal duty hours, they may be contacted (808) 969-2496 for assistance. Emergency after normal duty hours assistance may be coordinated through the DA Police at (808) 969-2425.

b. Deployed Unit Commanders will:

(1) Not use buildings designated as dining facilities for other purposes without prior approval of PTA Operations.

(2) Not excavate within the base camp or on ranges without the prior approval of the DPW and Environmental Department in writing.

(3) Not tamper with, replace, repair, remove, or adjust property, such as refrigeration units, electrical fixtures, generators, kitchen equipment, hot water heaters or electrical fuses and heaters..

(4) Adhere to Water Discipline. This is strictly enforced by the CDR PTA and Task Force Commanders. Water is a limited resource at PTA and must be hauled daily from Kamuela. There is not sufficient water for washing tactical vehicles at any location other than the vehicle wash rack, located in the staging area. Water tanks hold 1.2 million gallons; supported units can consume more than 80,000 gallons daily.

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D-R-A-F-T

APVG-GP

SUBJECT: Annex C (Directorate of Public Works Operational, Maintenance, and Contractual Support) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

Water will be shut off when not in use. Units are responsible for hauling their own water to field water distribution points using their own Combat Service Support vehicles. Units can fill water trailers at the standpipe located on the west side of the hanger at Bradshaw Army Airfield (BAAF).

(5) Non-25th ID units should submit MIPRs to cover the cost of their electrical and water use. MIPRs shall be faxed to both the DPW at 969-2496 and DRM Budget at (808) 656-0632 at least 40 calendar days prior to deployment for a contract to be issued.

(7) Submit the following forms to the PTA, DPW Contract Branch at least 40 calendar days prior to deployment for contract coordination for portable chemical latrine services and refuse service requirements:

(a) Latrine Order Form (see Appendix 1). Contact DPW Contract Branch at (808) 969-2496 for an email address.

(b) Latrine Funding Document, DA Form 3953 Purchase Request and Commitment (PRC) or DD Form 448 Military Interdepartmental Purchase Requests (MIPR). Fax form to both DRM Budget at (808) 656-0632 and (808) 961-0834 or contact (808)969-2496 for an email address.

(c) MIPRs for non 25th ID units are required to cover the cost of their refuse services. MIPRs shall be faxed to DRM Budget at (808) 656-0632 and PTA, DPW Contract Branch at (808) 961-0834 or contact (808) 969-2496 for an email address at least 40 calendar days prior to deployment.

(8) Be responsible for controlling the disposal of trash to prevent the delivery of prohibited materials to the Hawaii County Landfill. IAW the County of Hawaii the Army may be responsible for any liabilities, which may occur as a result of the delivery and handling of hazardous material, medical/infectious wastes, or other prohibited materials. See Appendix 2 which outlines specific procedures in the authorized disposal of refuse.

(9) Not remove government installed or real property from any building, whether occupied or unoccupied.

(10) Request for supplemental utilities. Supported units are required to submit all reasonable requests for non-existent utilities, e.g. power requirements on the ranges and base camp, on DA Form 4283, Facilities Engineering Work Request through the Area Engineer, PTA 524-4825 or directly to DPW Work Management Branch, Bldg 104, Wheeler Army Airfield at least 120 days prior to the date required. Failure to comply with this lead-time will result in failure to support the request.

APVG-GP

SUBJECT: Appendix 1 (Portable, Chemical Latrine Information and Form) to Annex C
(Directorate of Public Works Operational, Maintenance, and Contractual Support) !

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1. Purpose. To establish responsibilities and procedures for scheduling, receiving, paying for PTA's portable chemical latrines.

2. Applicability This Appendix applies to all units and organizations using PTA's portable chemical latrines.

3. Policy and procedures.

a. The PTA DPW Contracts Branch (ext. 496) is the primary point of contact for coordination of portable chemical latrines.

b. Deployed Unit Commanders will:

(1) Appoint a POC E-7 or above, to submit the Latrine Order Form, funding documents and to coordinate any latrine changes to the Contract Branch. Latrine Requests will be submitted 40 days prior to deployment on the attached blank excel format "Latrine Order Form". Request form(s) will be emailed to PTA DPW Contracts Branch by contacting (808) 969-2496 by telephone for the email address. Updates to the portable, chemical latrine form must be submitted 48 hours prior to need. Emergency requests will be handled on a case-by-case basis with an emergency charge assessed. Changes within the 48 hours window require the Battalion Commander's signature.

(2) Submit funding documents to the PTA, DPW Contract Branch at least 40 calendar days prior to deployment for contract coordination the latrine funding document, DA Form 3953 Purchase Request and Commitment (PRC) or DD Form 448 Military Interdepartmental Purchase Requests (MIPR). It will be faxed to both DRM Budget at (808) 656-0632 and PTA DPW Contracts Branch (808) 961-0834 or contact (808) 969-2496 for an email address.

(3) Ensure their troops understand and comply with the following:

(a) Only human waste and toilet paper are allowed in the portable chemical latrines.

(b) If DPW or contract personnel find prohibited items (e.g. MREs, MRE heaters, soda cans, water bottles, etc) in the latrines the cost will increase. The unit must pay the increase separate from the initial cost on the latrine order form.

(c) The Contractor's latrine pump hose is two inches in diameter and foreign objects can get caught in the hose and damage the equipment. These objects cause delays in services and will increase future latrine usage costs. Should the Contractor find the hose clogged by any foreign object, the unit will be responsible for payment of a new hose and materials associated with attaching it to continue the contractor's servicing. This includes additional labor hours which delays the contractor as well.

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APVG-GP

SUBJECT: Appendix 2 to Annex C (Refuse and Recycling Information) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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1. PURPOSE. To establish responsibilities and procedures for scheduling, receiving, paying for PTA's refuse and recycling services.

2. APPLICABILITY. This Appendix applies to all units and organizations at PTA that use the refuse and recycling services.

3. POLICY AND PROCEDURES.

a. General. The PTA, DPW Contracts Branch (ext. 496) is the primary point of contact for refuse and recycling services.

b. Unit's Point Of Contact (POC): The deployed unit shall provide DPW Contracts Branch with a single POC, E-7 or above, to coordinate refuse pick ups with DPW.

c. Refuse Pickup Requests. Requests will be submitted to PTA DPW Contracts Branch by contacting (808) 969-2496 by telephone and meeting with the DPW Contracts Branch POC. Requests are required to be submitted no later than 24 hours prior to need. The verbal request shall be accompanied by a memo completed by the Unit's POC for each day's request.

d. Funding Documents. Non 25th ID(L) units are required to submit to the PTA DPW Contracts Branch at least 40 calendar days prior to deployment, the funding document DD Form 448 Military Interdepartmental Purchase Requests (MIPR) for contract coordination of refuse services. It shall be faxed to both DRM Budget at (808) 656-0632 and PTA, DPW Contracts Branch (808) 961-0834 or contact (808) 969-2496 for an email address.

e. PTA has a centralized Refuse and Recycling Management Station (RRMS) on base camp. This facility is fenced, locked and located North of the Large Motor Pool. The deployed unit shall sign the key out from the ISC office at building T-110, phone numbers are (808) 969-2485, 455, 419, or 420.

f. Deployed units will assign inspector(s) to ensure that no hazardous waste or materials enter the RRMS. This prevention procedure is required by the Hawaii County Landfill in order for PTA to use their facility. The use of clear bags shall simplify inspection of refuse. All users are required to fill one refuse container at a time. Each container has a flat rate charge. Containers are to be filled no higher than the top rim (do not over fill). The deployed unit with the RRMS key is responsible for daily upkeep, housekeeping and operations of the RRMS.

g. Dispose of approved trash and materials in refuse containers at the RRMS. Refuse left outside of containers is unacceptable and the Unit's Commander will be notified. Refuse collection requirements are dependent on the number of troops training at PTA, as a general guide:

- One time per week when there are no troops training
- Two times per week for 100-300 troops
- Three times per week for 300-700 troops
- Four times per week for 700-1,000 troops
- Five times per week for 1,000-2,000 troops
- Six times per week for 2,000-3,000 troops
- Seven times per week for 3,000 or more troops

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C-2- 1

D-R-A-F-T

APVG-GP

SUBJECT: Appendix 2 to Annex C (Refuse and Recycling Information) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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h. Refuse collection requirements are as required (upon request only when the container is filled). This means that the soldier(s) assigned to inspect the refuse at the RRMS shall work closely with PTA DPW, Contracts Branch POC in coordinating full container pickups. Prior coordination of pick up days are important to prevent any overflow or lack of containers.

i. General Rules of the RRMS are:

(1) No litter or waste outside of containers at the RRMS.

(2) Police area to maintain a neat appearance

(3) Control and prevent fires

(4) Supervise and secure facility

(5) Use appropriate Personal Protective Equipment (PPE) such as gloves, dust masks and eye protection

j. The following materials **will not** be placed in the Contractor-owned refuse containers. each Unit's Environmental Compliance Officer will be able to assist in the proper disposal process of the below items or anything in question.

(1) Hazardous materials or hazardous waste.

(2) Medical/infectious wastes.

(3) Ammunition or ammunition residue of any type, to include blank ammunition.

(4) Range Residue (not to include training generated trash).

(5) Batteries.

(6) Unused Meals Ready to Eat (MRE) Heaters. Unused MRE heaters are not authorized in any refuse container, only expended MRE heaters are authorized. Training units need to develop internal procedures to ensure unused MRE heaters do not go into the RRMS. See the memorandum on the disposal policy from the Commanding General.

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APVG-GP

SUBJECT: Appendix 2 to Annex C (Refuse and Recycling Information) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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k. Recycling. In accordance with the Army Recycling Program, to conserve the environment and cut costs at local landfills the Army recycles items as follows:

(1) Cardboard recycling. Uncontaminated boxes will be broken down and flattened before placing them into the cardboard recycle containers. Food or oil contaminated cardboard will be broken down, flattened and placed into the “miscellaneous” labeled refuse container.

(2) Scrap metal recycling. Scrap metal, fence posts and tied and rolled concertina/barbed wire are acceptable in the metal recycling container.

(3) Office paper recycling. Paper recycle containers are located in buildings for expended white office paper. The Contractor will pick up the paper as scheduled.

(4) Beverage Container recycling. Empty soda and other beverage containers will be recycled in the appropriate containers, bagged in clear plastic bags and taken to the RRMS.

(5) Wood Pallet recycling. Training units need to recycle by redeploying pallets to reduce training costs.

l. Food waste from the mess halls or any kitchen shall be double bagged and disposed of into the smaller covered refuse containers to reduce spillage and prevent insect, bird and rodent infestation.

m. Used oil, coffee grinds, corn, and other foods are not to be drained into the sinks. Should this be the cause for any grease trap clog, the responsible unit shall bear the pumping service expense.

n. If in doubt, do not dispose of it in the PTA RRMS. Request assistance from the following personnel to identify the item or for information on proper disposal:

(1) Contact DPW Contracts Branch POC at extension 496.

(2) Your Unit’s Environmental Compliance Officer.

(3) Your Unit’s Safety Officer.

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APVG-GP

SUBJECT: Annex D (Range Scheduling, Operation and Safety) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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!

1. Purpose. To establish general policy and procedures for requesting the use of training areas at PTA.
2. Applicability. This annex is applicable to all supported units.
3. Policy and procedures.
 - a. Deployed Unit Commanders will:

(1) Submit projected training facility schedule, for input into the Range Facility Management Support System (RFMSS) through their unit representative. They in-turn must coordinate scheduling the ranges and maneuver areas with the system administrator/scheduler located at Centralized Scheduling Office, Range Division Hawaii (RDH), Schofield Barracks, Bldg 1150, telephone 655-4892. Range Control scheduling procedures are managed utilizing the RFMSS computer program as stated above.

(2) Submit request for ranges and training areas (live fire, maneuver, and bivouac) to Centralized Scheduling Office, RDH (0630-1500, Monday through Friday) NLT 45 days prior to commencement of training. All requests will go through this office and not PTA Range Control. Units will coordinate the preliminary scheduling of ranges and training areas by telephone prior to submitting the request. PTA range and training areas are reserved during the 25th ID Cycle Resource Conference. If unit representative cannot attend the conference to reserve their training needs, submission of 25th ID & USARHAW form 84-R (Training Area Request and Airborne/Airmobile Operations Coordination) is required. After the Cycle Conference, units may submit request to Centralized Scheduling Office, RDH, Schofield Barracks NLT 45 days prior to training.

(3) Coordinate request for MEDEVAC support with the PTA Range Control Operations Scheduler, (808) 969-2410, IAW Annex X.

(4) Request for targetry (other than routine fixed range targets) support via a memorandum to Range Control Operations, USAG-HI, DPTM, PTA, PO Box 4607, Hilo, HI 96720-0607, (808) 969-2410, NLT 45 days prior to the commencement of training. Request will include type, amount, date required, and purpose (i.e., Combined Arms Livefire Exercise (CALFEX), AT-4, Shoulder Mounted Assault Weapon (SMAW), Shotgun, etc.). Units will contact Range Maintenance, 433-1810, ext 1414 for information and coordination.

(5) Request for occasional leased lands (Parker Ranch, Upolu Point, etc.) to Directorate of Public Works (DPW) Real Estate Division, USAG-HI, PTA, PO Box 4607, Hilo, HI 96720-0607, (808) 969-2436, 120 days prior to training, with copy furnished to PTA Operations and PTA Range Operations. The following land information is furnished for unit's planning purposes:

APVG-GP

SUBJECT: Annex D (Range Scheduling, Operation and Safety) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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(a) Pu`u Pa area (16,000 acres) may be used all year except during seasonal drought. Keamuku area (23,000 acres) may be used with prior coordination.

(b) Upolu Point Airfield may be used year-round for airmobile and airborne operations.

(c) Terms, conditions and restrictions pertaining to occasional use of leased lands are addressed at appendix 1.

(6) Request for Range Safety briefing by PTA Range personnel through PTA Operations 30 days prior to desired briefing date. Range Control personnel will present briefings when the main body arrives at PTA or at supported unit's home station NLT 10 days in advance of deployment. Fund citation must be on orders (deployed unit fiscal responsibility) if briefings are conducted at unit's home station. The Range Operations Supervisor will schedule the briefings. Units will not be allowed to occupy training areas or ranges until they have received a range safety briefing.

(7) Submit a request for digging NLT 60 days prior to Range Operations Supervisor, with copy furnished to PTA Environmental Office for the use of Training Area (TA) 1-4, and 18-23. The request will include a brief description of training, number of personnel, type of equipment to be used, and the location. **The use of fixed ranges at PTA is exempt from this requirement.**

(8) Schedule an inbrief and outbrief with the PTA Commander or Deputy at the beginning and end of the unit training cycle and provide feed back on the support the unit received.

(9) Conduct reconnaissance visits and coordinate with PTA Operations for the 45 day brief at least 45 days prior to deployment to ensure an efficient training cycle.

(10) Confirm training area/range requests with Range Control upon arrival at PTA and attend a daily 1300 range scheduling meeting in the PTA conference room.

(11) NLT 45 days prior to training, coordinate with Range Control to ensure MEDEVAC aircraft is on station during training rotation. MEDEVAC will be under the operational control of PTA Range Control for emergencies and to conduct daily range sweeps.

(12) Coordinate with Range Control on range clearance and police call instructions Range clean-up plan will be submitted NLT 10 days prior to execution. Units not properly cleared by Range Control for police of ranges and training areas must take immediate corrective action prior to departing PTA. Units failing to meet this requirement will be denied future access to PTA and a memorandum to ACofS, G3 Operations will be forwarded describing the units' noncompliance with the clearance procedure.

APVG-GP

SUBJECT: Annex D (Range Scheduling, Operation and Safety) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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(13) Submit a list of Soldiers certified to act as OIC/RSO on ranges. The list must specify the type of certification, ie., indirect fire, demolition, small arms etc. List will include the Soldier's full name, last 4 numbers of SSN, rank, and qualifications. An updated list will be provided to Range Control prior to the commencement of each training rotation. Certification roster must be signed by safety certified O5 or above, IAW 25th ID & USARHAW Regulation 210-6.

(14) Ensure a PA or doctor is present at PTA TMC and aerial MEDEVAC is on station, before starting convoy operations, occupying ranges, training areas or firing points. In the event air MEDEVAC support is not available due to aircraft being down for maintenance or transporting patients off PTA, Range Control firing desk personnel will direct Unit commanders and senior leaders to cease training and conduct the risk assessment/management of continuing training. Typical response time is 30-45 minutes for patient delivery to Hilo Medical Center. Ground MEDEVAC times with a combination of unit, PTA and county medical transport can vary greatly and can be from 90-120minutes. The nature of the injury, the site location, and weather at the time of injury may prolong the travel time. Unit commander or senior leaders desiring to resume training will request permission from Range Control via FM radio and sign a prepared Memorandum For Record (MFR), indicating commander accepting full responsibility for any medical emergencies and evacuation without an air MEDEVAC aircraft. MFR will be approved by PTA Commander and filed at Range Control.

(15) Provide on-call firefighting support with a platoon size or larger size to assist the PTA Fire Department. Units will designate this platoon upon arrival at PTA and establish a reliable method of notification between unit HQ, Fire Department and Range Control. As the situation dictates, deployed unit commanders will be prepared to provide additional personnel upon Fire Department's request.

(16) Coordinate Explosive Ordnance Disposal (EOD) support with 706th EOD Detachment, through 25th ID ACofS, G3 Tasking Office, NLT 60 days prior when the following events are scheduled:

- (a) Use of high explosives on Ranges 1, 10, or other live fire maneuver exercises.
- (b) Target insertions and heat source lighting the impact area.

5. Commanders with aviation assets will:

a. Provide trained crew and aircraft capable of performing water bucket operations for firefighting. Aviation units will coordinate with PTA Fire Dept 10 days prior to arrival at PTA for water bucket support and aircraft for firefighting. They must indicate bucket size and type. The pilots must be trained and certified for water bucket operations and will perform during emergencies and are not required to be on standby. The aircrew and the Fire Department will conduct a water bucket operational readiness exercise within 72 hours upon arrival. Units are responsible in providing the water bucket.

D-3

D-R-A-F-T

APVG-GP

SUBJECT: Annex D (Range Scheduling, Operation and Safety) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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b. Coordinate control of aircraft and air space management with Range Operations Manager and Bradshaw Army Airfield (BAAF) Manager. When one or more aircraft are deployed to PTA as a unit or as an aviation task force, the unit or task force commander will make necessary coordination and assume responsibility for airspace management of R-3103 south of Blue Route. The commander will produce an airspace management plan and/or Air Procedures Guide that will provide airspace deconfliction for the aircraft under his authority. The unit/task force commander is responsible to approve all air operations south of Blue Route in R-3103 and deconflict approved operations. The unit/task force commander is responsible to provide a copy of the airspace management plan or Air Procedures Guide to Range Control Supervisor and BAAF Manager. The unit/task force commander is responsible to supplement Range Control with personnel capable of conducting flight following and advisory duties when unit/task force aircraft are operating south of Blue Route in R-3103. The unit/task force commander will provide a copy of the airspace management plan to the BAAF Manager and Range Operations Supervisor for review and approval with Class D airspace procedures.

c. Submit the following Notice to Airmen (NOTAM) to the BAAF Manager, a minimum of three working days in advance of the effective date of training.

Effective (DTGZ) thru (DTGZ) , all aircraft desiring to conduct operations south of a line described by N19 48'21.9" W155 37'57.1" (MGRS 05 QKB242922) southeast along the highway to N19 44'49.6" W155 31'36.0" (MGRS 05QKB352855) to N19 42'47.9" W155 29'277.1 (MGRS 04QKB389817) "Blue Route" in R-3103 are required to contact (Unit/POC/Phone/Frequency) for air traffic deconfliction and route approval.

The BAAF Manager will submit the NOTAM to all military services in Hawaii to be published as a Local (L) NOTAM and as a Class D NOTAM. The BAAF Manager will include this information to the airfield Air Traffic Information Service (ATIS).

d. Attend the daily 1300 Range Control meeting if operating on R-3103. The commander or his designee that is responsible for publishing the NOTAM, will brief airspace control procedures and deconflict all air missions. Aviation units desiring to operate south of Blue Route will deconflict missions and routes at this meeting, unless previously coordinated with the unit responsible for the airspace.

f. Evaluate their missions and make a risk assessment to deconflict air operations. Commanders that assess the need to ensure their operations are not disrupted, will comply with subparagraphs 5a. and b.

6. Train friendly. Schedule training areas only when needed. This will allow other units to use inactive training resources. "Blanket" range and training are reservations without justification makes joint training and use of PTA very difficult for other units. Training area utilization rates will be reported to the 25th ID ACofS, G3 quarterly.

2 Appendices

1. App 1 (Occasional Use Lands, Terms, Conditions and Restrictions)
2. App 2 (Use and Definitions of Pyrotechnic Ammunition)

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D-R-A-F-T

APVG-GP

SUBJECT: Appendix 1 (Occasion Use Lands, Terms, Conditions and Restrictions) to Annex D (Range Scheduling, Operation, and Safety)

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1. Purpose. To establish general policy and procedures for requesting the use of leased land at PTA.

2. Applicability. This annex is applicable to all supported units.

3. Policy and procedures.

a. Deployed Unit Commanders shall ensure:

(1) Coordination with the PTA Environmental Office (808-969-1966) to prepare the proper National Environmental Policy Act (NEPA) document for their training activities. This usually requires the preparation of a Record of Environmental Consideration (REC). The PTA Environmental Officer will assist the unit in preparing this document. The unit must then submit a request for a maneuver license to the DPW Real Estate Office on Oahu at 656-1027 x1113.

(2) Good stewardship of the land by taking precautionary measures not to cause maneuver damage. Commanders are responsible to report maneuver damages immediately, damage to animal species and dead livestock or vermin to Range Control .

(3) Vehicle travel is confined to existing roads and trails unless the landowner lease states otherwise. Tracked vehicles are prohibited off the Kawaihae military vehicle access.

(4) No bivouac within 200 meters of livestock watering facilities.

(5) No cutting of any vegetation.

(6) All gates on leased land (during training) are closed after passing through them. No gates will be left open except during transit of that specific gate. Special care must be taken during convoy operations.

(7) No use of live ammunition, explosives and other types of munitions in the Pu'u Pa, Keamuku and Pu'u Keekee areas at any time. Red smoke grenades and red flares may be used only for emergency purposes in a non-flammable container (e.g. ammo can) or on bare ground.

(8) Precautionary measures to prevent fires by not permitting any open fires, and not using ration heating tablets. Smoking is strictly prohibited on ranges at PTA and during training on leased lands. **"No Smoking" is a condition for the use of the land and must be rigorously enforced.** If there is a fire, Commanders will immediately report it to Range Control personnel

(9) No digging of foxholes and sumps unless such excavations are approved by a lease agreement. If digging permit is granted, the unit will remain in the vicinity until the land is in its original condition. Digging must cease immediately if artifacts are found on the land. Units are to report the findings to Range Control personnel and secure the area until an authorized personnel arrives to investigate.

APVG-GP

SUBJECT: Appendix 1 (Occasion Use Lands, Terms, Conditions and Restrictions) to Annex D
(Range Scheduling, Operation, and Safety)

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(10) Proper police call of the leased land areas prior to departing. Clean up consists of disposing of all trash, debris, brass, etc. Burying of trash is not permitted.

(11) Take responsibility for any maneuver damage in connection with the use of the land to the extent under applicable law.

APVG-GP

SUBJECT: Appendix 2 (Pyrotechnic Matrix and Area Map) to Annex D (Range Scheduling, Operation, and Safety)

1. Purpose. To establish general policy and procedures for requesting the use of pyrotechnics at PTA.
2. Applicability. This annex is applicable to all supported units.
3. Policy and procedures.

a. Deployed Unit Commanders will:

(1) Familiarize themselves with the types of pyrotechnics (fire-starting munitions) defined in this appendix (pg D-2-2) and comply with the rules described below:

(a) The use of pyrotechnics is governed by average wind speed (as measured over a two minute interval) and location. A matrix in this appendix (pg. D-2-3) presents these rules as defined for the impact area, training areas, and fixed ranges. Restrictions on the use (firing from and targeting of) of pyrotechnics vary in specific areas when average speeds exceed 10, 15, and 20 knots.

(b) Submit a request to use pyrotechnics to PTA Range Control for review and approval. Request will include type and number by DODIC, date, location, etc. Request for use of Cone Stabilized tear agent(CS) gas and Hexachloroethane High Capacity (HC) smoke will be approved by the PTA Commander only. Units will contact Range Control by FM radio, requesting permission to use approved pyrotechnics. Approval will be granted IAW the matrix table in this appendix.

(c) Use red smoke grenades and red flares for **EMERGENCY PURPOSES** only. Such devices should be activated only in areas away from dry vegetation and fuels.

(d) Schedule the use of pyrotechnics for night through mid-morning hours due to wind speed variation. For planning purposes, the average wind speed at PTA is generally less than 8 knots from 2200 to 0900, and average wind speed can generally be expected to exceed 10 knots from 1000 to 2100.

(e) Prevent fire and protect rare species and their habitats on PTA. Vegetation types of highest flammability (and fire spread rate) are located in western and northern PTA (see map in this appendix, pg D-2-4). Wind speed criteria governing the use of pyrotechnics are different for eastern and western PTA due to the substantially different fire risks encountered in these areas.

b. The conditions and rules for use of pyrotechnics outlined in this appendix will be strictly adhered to.

APVG-GP

SUBJECT: Appendix 2 (Pyrotechnic Matrix and Area Map) to Annex D (Range Scheduling, Operation, and Safety)

c. The following list of munitions and flare types are defined as pyrotechnic:

- (1) Tracer rounds
- (2) 20 mm rounds fired from aircraft (hot brass)
- (3) Simulators (grenade simulators, artillery simulators)
- (4) Flares (smoke flares, aerial signal flares, illumination flares, handheld signal flares, trip flares, and ground flares)
- (5) 40 mm ordnance (illumination, smoke, and practice MK19 and M203)
- (6) 60 mm and 81 mm ordnance (illumination and white phosphorus)
- (7) Smoke grenades
- (8) 2.75 inch rockets (white phosphorus and smoke)
- (9) 105 mm and 155 mm artillery rounds (illumination, white phosphorus, and smoke)
- (10) TOW and DRAGON missiles due to the fire-starting nature of the rocket motors and propellant

d. The following is a list of ordnance that is not classified as pyrotechnic for fire prevention:

- (1) Ball and high explosive
- (2) Demolition and cratering charges
- (3) Detonation cord types 53 and 54
- (4) Bangalore torpedoes
- (5) STINGER missiles
- (6) High explosive bombs
- (7) Blanks

APVG-GP

SUBJECT: Appendix 2 (Pyrotechnic Matrix and Area Map) to Annex D (Range Scheduling, Operation, and Safety)

FACTORS		RULES FOR PYROTECHNICS FIRED INTO:		
AVERAGE WIND SPEED (in knots)	FIRE RISK FACTOR	IMPACT AREA	TRAINING AREAS	FIXED RANGES
0-10	LOW	Pyrotechnics <u>allowed</u> in Areas E and W. See footnote 2 for Areas description	Simulators allowed except in Palila Critical Habitat and Endangered Plant Habitats (see Environmental Annex T). See footnote 3.	Pyrotechnics <u>allowed</u> in Area E. See footnote 3.
11-15	MODERATE	Pyrotechnics and illumination <u>not</u> allowed Area W.		
16-20	HIGH	Pyrotechnics <u>allowed</u> in Area E.	Pyrotechnics <u>not</u> allowed. Blank Ammunition <u>only</u> in cleared areas. See footnote 3.	Pyrotechnics <u>not</u> allowed in Area E. See footnote 3.
>20	VERY HIGH	Pyrotechnics <u>not</u> allowed in Area E and W.		

Units must obtain Range Control approval and guidance prior to firing all pyrotechnics.

Footnote 1: Average wind speed is obtained from PTA Range Control. That office obtains current wind data and fire risk factor from PTA Fire Department.

Footnote 2: **Area E** = Impact Area which lies east of a line between grid coordinates 2175 and 3084; **Area W** = Impact Area which lies west of the same line. See map in this appendix (pg. D-3-2)

Footnote 3: Aerial signal flares and hand-held illumination pyrotechnics are not to be fired into any training areas or fixed ranges, unless for **emergency purposes**.

APVG-GP

SUBJECT: Annex E (Aviation) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)!

1. Purpose. To establish general policies and procedures, and to provide information on the planning of operations at Bradshaw Army Airfield (BAAF). The 25th ID(L) & USARHAW Installation Aviation Standardization Committee (IASC) SOP provides detailed operating instructions.

2. Applicability. This annex is applicable to all supported units.

3. Policy and procedures.

a. Deployed Unit Commanders will:

(1) Review the request for service support IAW Annex Y of this external SOP.

(2) Conform to the concept of the the U.S. Army adopted National Sound Abatement Program; "I Fly Neighborly" which sets flight patterns over national park lands and other noise sensitive areas at the 2000' above ground level (AGL). Due to multiple state/national park lands and commercial/residential developments on the Island of Hawaii, the 2000' AGL will be maintained by all aircraft on approaches to and departures from BAAF.

(3) Know the normal days and hours of operation for BAAF as follows:

Operations	Mon-Fri	0630-1500
Airfield	Mon-Fri	0715-1500
Tower	Mon-Fri	0715-1500
POL	Mon-Fri	0730- 1500

and request airfield services for other than normal duty hours in writing at least 15 days in advance IAW Annex Y.

(4) Coordinate with Range Control to enter or exit the airspace and to obtain specific routes for flights within R-3103 when aircraft are operating outside this corridor. When FAA Restricted Airspace R-3103 is active, BAAF Tower maintains control of a corridor of airspace for aircraft arriving or departing BAAF.

(5) Coordinate police call requirements at BAAF with BAAF's Flight Dispatcher. For planning purposes, police calls are conducted daily. Seven days prior to redeployment, or the last two days the main body is still at PTA, all airfield areas will be thoroughly policed.

(6) Submit fuel support request for MEDEVAC, range sweep, or transit aircraft at BAAF 24-hours before arrival to PTA POL personnel at 433-1810, ext. 1421# or commercial (808) 969-2421.

(7) Coordinate hazardous cargo air shipments on military aircraft with BAAF Manager, at 433-1810 ext 1461. The Hot Cargo Pad (HCP) is the only licensed aerial port for explosives on the island. The Forward Area Arming Refueling Point (FAARP) (Range 17) and other locations are authorized only for actual tactical training under PTA Range Control.

APVG-GP

SUBJECT: Annex E (Aviation) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)!

(8) Notify BAAF Manager three working days prior to the requested date of hazardous cargo arrival, to ensure hazardous cargo loading/unloading area is available. Commanders will submit the Hot Cargo Pad Checklist in appendix 1 when requesting the prior permission request (PPR).

(9) Ensure required personnel (including guards, if required) and equipment for unloading are at BAAF 30 minutes prior to the aircraft's estimated time of arrival. BAAF has no holding area for hazardous cargo.

(10) Comply with above requirements. Non-compliance will result in the hazardous cargo operation being canceled and aircraft landing clearance being denied for inbound aircraft.

(11) Submit the required PPR through the respective airport manager of Hilo and Kona Airports for transport of Class C explosives or hazardous material in or out of the airports. Class A and B explosives are prohibited.

(12) Refer to appendix 2 for actions during HCP operations.

(13) Ensure compliance with 25th ID(L) & USARHAW IASC SOP.

(14) Ensure all vehicle drivers on the airfield drive only on the service road and comply with the BAAF SOP.

(15) Ensure parking pads are free of POL spills and hydraulic fluid prior to departure from BAAF.

(16) Ensure troops do not conduct physical training (PT) (walking or jogging) on the airfield runway and aircraft parking areas. Unit Commanders will coordinate with PTA Operations to obtain information on authorized PT areas.

b. The PTA BAAF Manager is the POC for this annex.

2 Appendices

1. App E-1-1 Planning Hazardous Material Cargo Through Bradshaw Army Airfield
2. App E-2-1 Planning Hazardous Material Cargo Through Hot Cargo Pad at BAAF

APVG-GP

SUBJECT: Appendix 1 (Planning Hazardous Material Cargo Through Bradshaw Army Airfield) to Annex E (Aviation)

PLANNING HAZARDOUS MATERIAL CARGO THROUGH BRADSHAW ARMY AIRFIELD

A. Pre-flight planning (72 hour Prior Permission Request-PPR, AR 95-27)

1. PPR number: _____ Aircraft Type _____
2. Departure from: _____ Date/Time: _____
ETA BAAF: _____
3. Original Hazardous Cargo Advisory Message (AR 95-27, para 5.2) furnished BAAF/CF: QASAS.
4. BAAF Tower; if closed air traffic controls: _____
 - a. Responsible POC (Unit/Name/Rank/Tel # and Email): _____
 - b. Carrier (Transporting unit): _____
 - c. Shipping unit: _____
 - d. Shipper's Certifying Agent (AFJAM 24-2004): _____
 - e. Ground support at BAAF: _____
 - f. Include contact at PTA, if known): _____
 - e. Certifying Agent at BAAF (if DD Form 836 does not accompany air cargo): _____

5. HM Cargo (Declaration IAW AFJAM 24-204 and 49 CFR):

DODIC	PSN	UNO/ NA #	HC/D	NUMBER of PKG	N.E.W. Kg. (Lb)

6. Are escorts and security guards required/available? (Cat-1/Cat-2): _____
7. Other information: _____

APVG-GP

SUBJECT: Appendix 2 (Planning Hazardous Material Cargo Through Hot Cargo Pad (HCP) at Bradshaw Army Airfield) to Annex E (Aviation)

PLANNING HAZARDOUS MATERIAL CARGO THROUGH HOT CARGO PAD (HCP) /BRADSHAW ARMY AIRFIELD

Prior planning (72 hour Prior Permission Request-PPR, AR 95-27) approved? Yes/No.

PPR number: _____ Aircraft Type: _____ Tail Number: _____
Depart from: _____ Time: _____ ETA BAAF: _____ (____ ZULU)

A. Pre-arrival checklist:

1. BAAF Tower and BAAF Manager in radio contact. (If BAAF Tower is CLOSED,

Air traffic controls: _____

2. Fire Department informed and emergency response ready. _____

3. Fire Fighting/Chemical Signs posted securely south of windsock (DAP 385-64, 3-15)

4. Security escorts available and DA Police alerted (Cat 1 or Cat-2): _____

5. Ground support at HCP 30 minutes before ETA: _____

a. Vehicles & qualified drivers with DD Form 626. _____

b. Placards; tarps; two 10-lb fire extinguishers; web straps; pallets. _____

c. MHE & qualified operator, if needed: _____

B. Disembark checks upon aircraft arrival (Actual arrival time: _____)

Personal safety: Aircraft crew clears ground personnel to approach and discharge cargo. No loose articles (hats, etc.) that represent Foreign Object Debris (FOD). Hearing protection, eye protection.

1. Static line connected to the HCP grounding point.

2. Wheels chocked.

3. Engines "OFF" (rotors stationary).

4. No other personnel or operations present within IBD (1250 feet).

5. Cargo secured (Y/N). Damage-In-Transit (DIT) noted: _____

APVG-GP

SUBJECT: Appendix 2 (Planning Hazardous Material Cargo Through Hot Cargo Pad (HCP) at Bradshaw Army Airfield) to Annex E (Aviation)

6. HM Declarations and shipping papers correctly describe cargo and ERG.

7. DD Form 836 for ground transport available (Y/N): _____

8. Other information: _____

C. Disembarkation and ground transfer:

1. Cargo secured on ground conveyances appropriately:
2. Compatibility maintained?
3. Orientation of propulsive items, et cetera, maintained?
4. Lot integrity maintained?
5. Items 'unitized' to pallets?
6. Pallets secured and blocked to vehicles?
7. Quantities verified and discrepancies investigated promptly? (Copy to QASAS)?
8. Appropriate placards applied to each conveyance?
9. Adequate 'fire-resistant' tarps securely covering each load?
10. DD Forms 626 completed, signed and furnished to applicable drivers?
11. DD Forms 836 for each load furnished to each driver?
12. ERG information and authorized A&E truck route disclosed to drivers?
13. Security guards available?

D. End of HCP operations.

1. Remove fire-fighting symbol/sign.
2. HCP policed for FOD.

Notify BAAF Manager, Tower, Fire Department, and Police that HCP is clear of A&E.

APVG-GP

SUBJECT: Annex F (Protection of Natural and Cultural Resources) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

1. Purpose. To establish general and area specific guidance for the protection of natural and cultural resources on PTA lands.
2. References. PTA map, series W731S, edition 7-29, scale 1:50,000, February 2003. Endangered Species Act (1973). National Environmental Policy Act (1969), National Historic Preservation Act (NHPA), Native American Graves Protection and Repatriation Act (NAGPRA), Army Regulation AR-200-4.
3. Applicability. This annex is applicable to all supported units.
4. Policy and procedures:
 - a. Deployed Unit Commanders will:

(1) Serve as good land stewards during their training at PTA and will follow the guidance as provided in this annex. The following background information will familiarize Commanders on the protection of rare species (plants and animals) in their habitat and cultural resources in the training area.

(a) PTA has some of the most unique ecosystems in the world. PTA is very high, very dry and has a temperate climate year-round. Because the Army has protected it for more than 50 years, there are many rare plants and animals that may no longer exist elsewhere. More than 30 species of endangered, threatened, or at-risk plants and animals are found at PTA. Because PTA is a federal installation, the Army is responsible for protecting these species and their habitats. This SOP is designed to help you avoid these rare species and also make your training experience here enjoyable and productive.

(b) Many sensitive archaeological sites are also found at PTA. PTA presently contains more than 300 cultural/archaeological sites, most dating to prehistoric time, although there are also many historical sites that are reminders of the ranching activities that began in the mid-1800s. Prehistoric Native Hawaiians traveled extensively throughout the Saddle region and Pohakuloa plain, using ancient trail networks that provided the easiest way to traverse the island. Coastal routes were much longer and even more difficult. The Pohakuloa area provided many resources for Native Hawaiians moving across the Saddle, including cave shelters, water found percolating through cave walls, food in the form of ground-nesting sea birds, feathers from many native bird species that once thrived in the area, and extensive sources for both dense basalt rock and volcanic glass used for various types of tools. Mauna Kea summit was also a destination for travelers moving through the Pohakuloa area both for purposes of obtaining fine-grained basalt from the immense quarries and as a significant religious site. Mauna Kea's religious significance remains paramount in the Hawaiian belief system.

APVG-GP

SUBJECT: Annex F (Protection of Natural and Cultural Resources) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

(c) The National Historic Preservation Act, Native American Graves and Repatriation Act, and Army Regulation 200-4 protect these sites from disturbance or harm. By following the guidance put forth in this annex, you not only protect the unique resources here but also protect yourself from personal liability.

(d) Rare species of plants and animals, as well as archaeological sites on PTA are generally non-descript and difficult to identify. Certain areas at PTA with high densities of rare plants and/or archaeological sites have been placed off-limits or have specific restrictions on training or access. This has been done to protect these irreplaceable resources. These areas are clearly designated on the PTA map in Appendix 3. If training is scheduled in these areas, Deployed Unit Commanders are to read the following pages to find out what special restrictions may apply.

(2) Refer to Appendix 1 for specific guidelines, restrictions and concerns for cultural and natural resources at PTA. Appendix 2 contains photographs of archaeological site types found at PTA and Appendix 3 contains a map of biological and cultural sensitivity areas. Note that this same map is found on the reverse side of the PTA map, Edition 7-29 Series W731S Sheet PTA.

(3) Comply with the environmental notification procedure by providing a brief description of proposed mission (number of personnel, locations, general activities) to the PTA Environmental Office, ((808) 969-1966 or (808) 523-1390 (fax)) 30 days before the action. The Environmental Office will contact Deployed Unit Commanders within four working days to give approval or discuss any problems. The 30-day notification period is necessary for the Environmental office to assist Commander to sort out potential problems before units arrive at PTA. If assistance is required due to short notice, please call the PTA Environmental Office, (808) 969-1966 to request a waiver of the 30-day notification period. It is very important that units complete this notification process to avoid unforeseen conflicts with natural or cultural resources. Such conflicts may result in last minute training restrictions.

(4) Adhere to the National Environmental Policy Act (NEPA). Training restrictions presented in this annex and appendices 1-3 are in place to ensure compliance with State and Federal law. In some cases, training not allowed by the annex may be possible. Training not allowed by this annex will require: a). NEPA documentation; b). A waiver from the PTA Commander, and; c). Possible consultation with State and Federal agencies. If a unit is planning training action that is not allowed by this annex their first step is to contact the PTA Environmental Office at least 90 days prior to the proposed training. This 90-day notification period may be necessary to complete the three steps above. The PTA Environmental Office will provide guidance to the unit on how to complete this process.

APVG-GP

SUBJECT: Annex F (Protection of Natural and Cultural Resources) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

3 Appendices

1. F-1-1 PTA Cultural and Natural Resources Guidelines, Restrictions and Concerns
2. F-2-1 Photographs of PTA Archaeological Site Types
3. F-3-1 Map of Biological and Cultural Sensitivity Areas

APVG-GP

SUBJECT: Annex G (Hazardous Waste and Hazardous Materials) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

1. Purpose. To provide general policy and procedures for supported units who use and/or generate Hazardous Waste (HW) and (HM)/Hazardous Material (HM) at PTA.

2. Applicability. This annex is applicable to all supported units.

3. Definitions.

a. Hazardous Material (HM): Any material, which because of its quantity, concentration, physical, or chemical characteristics may pose a substantial hazard to human health or the environment when transported in commerce, stored, or otherwise managed.

b. Hazardous Waste (HW): Any waste, be it solid, liquid, or contained gas, which may pose a hazard to human health or may pollute the environment due to its quantity, concentration, or characteristics. A HM becomes a HW when it is no longer useable for its intended purpose and must be discarded. A waste is a HW if it is listed (see 3b(1) below or meets any of the characteristics described in sections 3b.(2) - 3b.(5) below.

c. Minor Spills.

(1) Releases of any oil, paints and non-hazardous substances, that are stored and used at each activity or facility, and that can readily be contained and cleaned-up by available activity personnel.

(2) Minor spills involve small quantities of POL (less than 25 gallons) paints or hazardous substances (less than 1 gallon) that do not require advanced personnel protective equipment (respirators, full body suits, decontamination) released indoors, to the ground, or to paved areas.

(3) It also includes quantities of less than those items specified in Appendix F, EPA Designation, Reportable Quantities, and Notification Requirements for Hazardous Substances Under CERCLA (40 CFR Subpart J, Part 302).

*If there is any question regarding if the spill is a major or minor spill, assume the spill is a major spill.

d. Major Spills.

(1) Any release of a POL, hazardous substance, or hazardous waste that enters or has the potential to enter a water body, storm drain, drainage ditch, or sewer manhole

(2) Any release of more than one gallon of a hazardous substance/waste to the ground.

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SUBJECT: Annex G (Hazardous Waste and Hazardous Materials) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

(3) A release of a petroleum product in excess of 25 gallons (or any quantity where assistance from the Installation Response Team (IRT) is needed for responding to the spill).

(4) A release of petroleum in excess of 25 gallons or any amount of POL not cleaned up within 72 hours.

(5) Spills felt to be beyond the capabilities of activity personnel or equipment.

(6) Any spill that exceeds quantities of items listed in Appendix F, EPA Designation, Reportable Quantities, and Notification Requirements for Hazardous Substances Under CERCLA (40 CFR Subpart J, Part 302).

4. Policy and procedures.

a. Deployed Unit Commanders will:

(1) Deploy to PTA with adequate spill response supplies for each vehicle, generator, maintenance and storage site. A recommendation of spill kit contents is listed in Appendix 1 as outlined in the Spill Response Supply List. These are considered minimum requirements.

(2) Appoint a trained unit Environmental Compliance Officer (primary and alternate) to work with the PTA Range Control Division personnel. ECOs will assist the PTA Range Control Division personnel with the day-to-day inspections and compliance issues regarding the units.

(a) The Deployed Unit ECO will:

- Submit a Spill Response Plan at D-30 to PTA ISC Operations Officer for approval by the PTA Range Control Division Supervisor. Approval or rejection will be given by D-25. The spill plan will be tailored specifically for the duration of the unit's training at PTA. The Spill Response Plan will include:

-- Name, rank, duty position, level of training, and phone number for the personnel responsible for:

- HM and HW
- Motor Pool Operations
- All Fueling Operations
- Spill Response Coordinator

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SUBJECT: Annex G (Hazardous Waste and Hazardous Materials) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

- Immediately report all spills. All spills which occur in Training Areas, on trails / roads within these areas, or at Kawaihae Docks will be reported immediately to PTA Range Control and the Oahu DPW Environmental Division Spill Response line at (808) 656-1111 for cleanup guidance. All other spills will be reported to PTA DA Police, ext. 425 (commercial 969-2425). The On-Site Spill Coordinator is responsible for coordinating spill response and mitigation of the spill area in addition to ensuring the safety of all personnel under his/her supervision. All spills will be immediately cleaned up to minimize contamination and resultant waste generation. Unless there are extenuating circumstances, in no case will spills be left on the ground for more than 72 hours. Upon notification of a spill, DPW Environmental will determine if DPW Natural and Cultural Resources Specialists are required on-site if excavation is necessary in a sensitive area with historical artifacts or endangered species. **NO DIGGING IS ALLOWED WITHOUT PRIOR APPROVAL FROM OUR NATURAL AND CULTURAL RESOURCE SPECIALISTS.** A written report will be provided to the PTA Range Control Division and faxed to the Oahu Environmental Division at (808) 656-1039 within 24 hrs.!!!

(3) Not conduct refueling operations without the prior approval from the PTA Range Control Division supervisor.

(4) Complete a refueling form prior to conducting refueling operations. This applies to one site only. Additional sites will require new forms.

(a) Ensure a refueling site inspection checklist (see appendix 2) is completed by a refueler during setup. Submit the checklist to the Range Control Division personnel prior to fuel operations. A copy of the checklist will be maintained on-site.

(b) Ensure fuel units coordinate with PTA Range Control Division for a clearance inspection when permanently departing their designated fuel site. This inspection will be accomplished within 24 hours of departure.

(5) Appoint a Logistics Officer or designee to coordinate three inspections of assigned areas (motor pool, vehicle staging, and field refueling) with PTA Range Control and Unit ECOs during the following phases:

(a) Initial. Prior to arrival of deployed unit vehicles, this inspection will identify pre-existing condition of assigned areas.

(b) Redeployment. After training is completed and unit has performed self-inspection and clean up, this inspection will identify unsatisfactory cleanup efforts.

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SUBJECT: Annex G (Hazardous Waste and Hazardous Materials) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

(c) Post Clearing. After discrepancies identified in redeployment inspection have been corrected, this inspection will verify that discrepancies noted in the redeployment inspection have been corrected. This inspection must be accomplished to clear PTA.

(6) Mark motor pool work and parking areas, vehicle staging areas, and field fueling identifying the unit and its' boundaries of responsibility.

(7) Conduct inventory to include: Item name (common and chemical), quantity, and MSDS. A list, by type and quantity, of HM/HW cleanup material and equipment must be included, (i.e., DOT approved containers, absorbent pillows, booms/dikes, shovels, etc.). Cleanup material and equipment must be suitable to handle all types of HM on hand and HW potentially generated. A finalized HM inventory shall be submitted to PTA Operations upon arrival.

! (8) Remove all HM (e.g. oil, solvents, etc.) generated during their deployment prior to or upon redeployment. PTA does not have the resources to assist supported units with the retrograde/disposal of hazardous material. All units must deploy to PTA with a primary and alternate ECO with resources required to respond to any HM/HW issue of their making.

(9) Contain used HM (i.e. solvents, etc.) that are in serviceable condition in an approved Department of Transportation (DOT) containers and transport back to home station or dispose via contract with the proper HM documentation for continued use.

(10) Ensure any fuel drained for maintenance purposes is in clean containers to allow for reuse in vehicles/equipment.

(11) Ensure POL contaminated soil/Non-Regulated Waste (e.g. dirt contaminated with oil, diesel, anti-freeze, etc.) resulting from spills is contained in DOT approved containers and transported back to the home station for proper disposal as non-regulated waste.

(12) Ensure HW (eg. soil contaminated with solvents, Mogas, etc.) and any listed HW that exhibit ignitability, corrosiveness, reactivity, toxicity and can no longer be used in its intended purpose shall be containerized in DOT approved containers and reported to the PTA Range Control Division personnel for final disposition. Unit ECO/Alternate will provide completed HW Profile Sheets, MSDSs or (MSDS serial number as listed in the Hazardous Material Information System), and DD Form 1348-1. Turn-in procedures at the PTA Transfer and Accumulation Point (TAP) located at the PTA Bulk Fuel Facility, will follow guidance provided in the PTA TAP SOP.

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APVG-GP

SUBJECT: Annex G (Hazardous Waste and Hazardous Materials) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

2 Appendices

1. App G-1-1 Spill Kits
2. App G-2-1 Refueling Site Inspection Checklist

APVG-GP

SUBJECT: Appendix 1 (Spill Kits) to Annex G (Hazardous Waste and Hazardous Material)

1. Purpose. To provide Deployed Unit Commanders information pertaining to spill kits required prior to arriving at PTA. PTA personnel does not furnish units with the supplies necessary for clean up of spills. Each deployment at PTA is required to have a spill kit for containing and cleaning up minor spills and for controlling major spills. The spill kit components listed is considered the minimal supplies constituting such a kit however bringing more supplies depending on the needs of your activities, is highly suggested. Each unit will maintain these supplies at all times and be prepared for scheduled or unscheduled inspections either by any of the permanent PTA personnel, Unit appointed ECOs and inspectors.

2. The basic kit required with associated types of vehicle and activity as follows:

a. Vehicle type:

(1) HUMMV, 2 1/2-ton truck, or 5-ton truck.

1 Drip pan (16" diam x 3 3/4", 14" x 18" x 4", or equivalent) per vehicle or

3 10"x10"x2" Pillows in plastic pans

1 5 lb particulate absorbent

3 6 ml x 18"x 30" disposable Polyethylene Bags with CAUTION labels, yellow

(2) HUMMV with fog oil generator.

2 Drip pans (16"diam x 3 3/4", 14" x 18" x 4" or equivalent)

3 6 ml x 18"x 30" disposable Polyethylene bags with CAUTION labels, yellow

1 10 lbs particulate absorbent

(3) Wrecker with hydraulic oil reservoir.

15 18"x18" or 16 1/2" x 20" absorbent pads/sheets

3 Drip pans (16"diam x 3 3/4", 14" x 18" x 4" or equivalent)

5 6 ml x 18"x30" disposable Polyethylene Bags with CAUTION labels, yellow

1 15 lbs particulate absorbent

1 Chemically resistant plugging compound, 1 lb

1 Waterproof marker

(4) Fuel Trucks/HMMET.

25 18"x18" or 16 1/2" x 20" absorbent sheets/pads

2 8" x 20' OR 4 - 8" x 10' booms

25 18"x18" absorbent pillows

3 Drip pans (16"diam x 3 3/4", 14" x 18" x 4" or equivalent)

1 Drip can or pan per nozzle

5 6 ml x 18"x30" disposable Polyethylene Bags, with CAUTION labels, yellow

1 Roll, 6 ml x 6' x 100' plastic

1 Chemically resistant plugging compound, 1 lb

1 Waterproof marker; and 1 ea self-sticking white labels

b. Activity type: These supplies will be issued by PTA Headquarters, Supply:

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SUBJECT: Appendix 1 (Spill Kits) to Annex G (Hazardous Waste and Hazardous Material)

(a) Forward Area Arming and Refueling Point (FAARP), Range 17, Location KB 247861; Forward Area Refueling Point (FARP), Range 18, Location KB 325858; Aircraft Maintenance Activities at BAAF.

- 25 18"x18" absorbent pillows
- 250 18"x18" or 16 1/2" x 20" absorbent pads/sheets
- 25 6 ml x 18"x30" Polyethylene bags with CAUTION labels, yellow
- 5 5" diameter x 10' absorbent dikes/booms
- 15 3" diameter x 8' dikes/socks
- 2 Non-sparking shovel
- 3 Drip pans (16"diam x 3 3/4", 14" x 18" x 4" or equivalent)
- 1 55 gal open-head drums; and 2 ea 85 gal open-head drums
- 1 "CAUTION SPILL AREA" barrier tape, 3" x 1000' roll, yellow
- 1 Chemically resistant plugging compound, 1 LB
- 1 Self-sticking white labels; and 1ea Waterproof marker
- 1 Spill prevention & response SOP
- 1 HAZMAT POC

(b) Motor Parks & Vehicle Marshaling Areas (Company).

- 1 Drum, open-head, 30 gal; and 1ea Drum, open-head, 16 gal
- 1 None-sparking Shovel
- 1 Particulate absorbent material, 25 lbs
- 1 Drip pan (16"diam x 3 3/4", 14" x 18" x 4" or equivalent), 1/vehicle; 2/vehicle for EN/motor pool
- 1 Roll, 6 mil x 6' x 100' plastic
- 1 Wrench, open end, single head
- 25 18"x18" or 16 1/2" x 20" absorbent pads/sheets; and 6 ea of 8 1/2"x17" absorbent pillows
- 1 "CAUTION SPILL AREA" barrier tape, 3" x 1000' roll, yellow
- 3 3" diam x 8' absorbent dikes/socks
- 3 6 ml x 18"x30" disposable Polyethylene bags with CAUTION labels, yellow
- 1 Chemical resistant plugging compound, 1 lb
- 1 Waterproof marker; and 1ea self-sticking white labels

(c) Motor Parks & Vehicle Marshaling Areas (Battalion).

- 1 Drum, open-head, 85 and 55 gal
- 1 Drum, bung opening, 55 gal
- 1 Drum, open-head, 30, 16, and 7 gal
- 2 Non-sparking Shovels, 41 inch or longer
- 1 Doz, disposable 6 ml x 18" x 30" Polyethylene bags with CAUTION labels, yellow
- 1 Roll, 6 milx12'x100' plastic; and 1ea Roll, 6 milx20'x100' plastic
- 2 Particulate absorbent material, 50 lbs each
- 1 Wrench, bung, non sparking, non magnetic; and 1ea Wrench, open end, single head

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APVG-GP

SUBJECT: Appendix 1 (Spill Kits) to Annex G (Hazardous Waste and Hazardous Material)

- 1 Pump, drum, 30 feet manual tubing, polyethylene
- 10 3"x 8' absorbent dikes/socks
- 100 18"x18" or 16 1/2" x 20" absorbent pads/sheets
- 24 8 1/2"x17" absorbent pillows
- 24 10"x10"x2" pillows in pans
- 1 Drip pan (16"diam x 3 3/4", 14" x 18" x 4" or equivalent), 1per vehicle;
2 per vehicle for EN/motor pool
- 3 "CAUTION SPILL AREA" barrier tape, yellow, 3" x 1000' roll
- 1 Spill prevention & response SOP
- 1 Chemical resistant plugging compound, 4 lbs
- 1 Dust pan, shovel type; and 1Broom, floor sweeping
- 1 Waterproof marker; and 1ea self-sticking white labels
- (d) Motor Parks & Vehicle Marshaling Area (Task Force).
 - 2 ea of Drums, open-head, 85, 55, 30, 16, and 7 gals
 - 2 Drums, bung opening, 55 gal
 - 2 Dust pans, shovel type; and 2 Brooms, floor sweeping
 - 4 Non-sparking shovels, 41 inch or longer
 - 2 Doz, 6 ml x 18"x30" disposable Polyethylene bags with CAUTION labels,
yellow
 - 2 Rolls, 6 milx12'x100' plastic; and 2 Rolls, 6 milx20'x100' plastic
 - 4 Particulate absorbent material, 50 lbs each
 - 2 Wrenches, bung, non sparking, non magnetic; and 2 Wrenches, open end, single
head
 - 2 Pumps, drum, 30 feet manual tubing, polyethylene
 - 20 3"x8' absorbent dikes/socks
 - 200 18"x18" or 16 1/2" x 20" absorbent pads/sheets
 - 48 8 1/2"x17" absorbent pillows
 - 48 10"x10"x2" pillows in pans
 - 1 Drip pan (16"diam x 3 3/4", 14" x 18" x 4" or equivalent), 1 per vehicle; 2 vehicle
for EN/motor pool
 - 2 "CAUTION SPILL AREA" barrier tape, yellow, 3" x 1000' roll
 - 1 Spill prevention & response SOP
 - 1 Chemical resistant plugging compound, 8 lbs
 - 1 Waterproof marker; and 1 self-sticking white labels

***Items in the spill kit must be stored together in a well-marked and accessible location. The location of the kit must be posted along with the list of components. Each unit is responsible for the resupply of the supplies as necessary. Absorbent materials should be hydrocarbon selective. Additional specialty spill kits may be required (i.e. aggressive for acid etc.). Personnel should be trained in the use of the equipment and supplies contained in the kit and on response procedures appropriate to their training.**

APVG-GP

SUBJECT: Appendix 2 (Refueling Site Inspection Checklist) to Annex G (Hazardous Waste and Hazardous Material)

REFUELING SITE INSPECTION CHECKLIST				DATE:	
ACTIVITY		POL SITE LOCATION			
INSTRUCTIONS					
This checklist will be used as a guide. The OIC or NCOIC along with the site inspector will sign the checklist of the refueling site throughout the inspection. Use the column appropriate to your refueling operations					
		Aircraft Refueling		Ground Refueling	
ITEM NO	CHECKLIST ITEM	YES	NO	YES	NO
1	Has the refueling site been selected according to FM 10-67-1 para 2-12?				
2	Was the site layout planned according to FM 10-67-1?				
3	Are fire extinguishers present (one for pump, filter/separator and one for each nozzle)?				
4	Do the fire extinguisher meet the requirements established in FM 10-67-1 table 2-8?				
5	Is sufficient water available to wash spilled fuel from personnel or to wet fuel-soaked clothing prior to removing the clothing as prescribed in FM 10-67-1?				
6	Are POL handlers wearing protective clothing?				
7	Are grounding rods being utilized at pump, filter/separator and at each dispensing point (nozzle)?				
8	Do the grounding rods conform to the specifications in FM 10-67-1, para 2-10?				
9	Does each nozzle have the proper bonding cable and handling wire attached?				
10	Are dust caps attached to the nozzle and are they used?				
11	Has hose been inspected for blistering, saturation, nicks, cuts, etc?				
12	Is a trained air traffic controller available at each refueling site? If not, is a school trained Path-Finder available or will the unit control aircraft movement into and out of the refueling site through pilot briefings?				
13	Do ATC or Path-Finder personnel have two-way radio communications with aircraft prior to and immediately after refueling?				
14	Is the refueling system equipped with lighting system for night operation?				
15	Is site adequate for size of operation?				
16	Has the area been cleared of loose sticks, stones, and other debris?				
17	Has a berm been constructed around fuel bladders to contain fuel in case of a rupture?				
18	If using a M49C as a fuel source, can truck be parked at least 100 feet from the dispensing point?				
		Aircraft Refueling	Ground Refueling		

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APVG-GP

SUBJECT: Appendix 2 (Refueling Site Inspection Checklist) to Annex G (Hazardous Waste and Hazardous Material)

ITEM NO.	CHECKLIST ITEM	YES	NO	YES	NO
19	If using a fuel semi-trailer as a fuel source, can trailer be located at least 100 feet from dispensing point?				
20	Does site layout insure proper spacing between aircraft refueling points according to FM 10-67-1? OH 58, AH-1G, US-1H - 100 Feet CH-47 -200 Feet CH-53 -200 Feet UH-60, AH-64 -150 Feet				
21	Are refueling vehicles marked with appropriate fuel grade, FM 10-67-1 para 24-25, Section IV?				
22	Are sufficient personnel assigned and available to man the equipment (one to tend the pump and one to tend each nozzle)?				
23	Has a fuel sample been taken from each dispensing nozzle?				
24	Has a fuel sample been taken from each source?				
25	Has complete system been checked for proper operation prior to first aircraft arriving for fuel, i.e., pump, hose, coupling, etc?				
26	Do aircraft approach, land and depart into the wind?				
27	Do ground guides know the proper marshaling signals?				
28	Has a passenger marshaling area been established?				
29	Is blowing dust a problem at the fuel site?				
30	Are refueling personnel familiar with emergency fire and rescue procedures?				
31	Are refueling personnel familiar with procedure to be followed in case of a spill?				
32	Is a fire plan available?				
33	Is a crash plan available?				
34	Have refueling personnel completed a training course in basic fire and rescue?				
35	Are "NO SMOKING," "DANGER," "Passenger Marshaling Area" and "Restricted Area" signs posted?				
36	Are tank vehicles and all containers inspected for leaks, operational safety, etc?				
37	Are fuel handlers certified?				
38	Is an approved spill contingency plan on site?				
39	Are adequate spill supplies available?				
PRINTED NAME OF POC / NCOIC		SIGNATURE			
PRINTED NAME OF INSPECTOR		SIGNATURE			

APVG-GP

SUBJECT: Annex H (Department of Army Police Detachment) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

1. Purpose. To inform deployed units on policy and procedures concerning law enforcement and force protection measures while deployed at PTA.

2. Applicability. This annex is applicable to units training at PTA.

3. Policy and procedures.

a. PTA DA Police will:

(1) Provide personnel to man the police desk 24 hours a day. The training unit will appoint a liaison to coordinate incident reporting with the DA police desk officer at (808) 433-1810 ext. 425# or 426#, or (808) 969-2425/2426. Written material can be faxed to (808) 433-1810 ext. 489#, or through mail distribution, in Attn: APLE-DA-H, Stop 212.

(2) Initiate and process all reports of incidents involving unit training personnel which occur at PTA and the Port of Kawaihae. Incidents include involvement of installation permanent party (military/civilian) personnel, or a combination of permanent party and training unit personnel that are reportable to the USARPAC Provost Marshal using standard reporting procedures. DA police will conduct investigations in which unit personnel (if involved) will fully cooperate. Incidents occurring off-post must be immediately reported to Hawaii County Police and the PTA DA Police.

b. Deployed Unit Commanders will:

(1) Comply with all provisions of this SOP.

(2) Provide up to six MP personnel to assist PTA DA Police with installation law enforcement in accordance with this formula: 100-200 Soldiers/Marines = Two MPs; 200-600 = Four MPs; more than 600 = Six MPs. A unit NCOIC (Sergeant, E-5 or above) will be in charge of the detail (receiving instructions from the PTA DA Police detachment commander.) MP personnel must have a vehicle, weapons and ammunition for augmentation. Uniform is the standard law enforcement duty uniform. Augmentation personnel may store weapons/ammo in the PTA DA Police arms room.

(3) Coordinate with PTA DA Police on law enforcement activities conducted at PTA affecting augmented MP personnel.

(4) Ensure traffic safety and control of their units in consideration of the following factors:

(a) Driving on Saddle Road. Saddle Road is narrow, winding and poorly maintained with blind spots and is hazardous to drive on. Drivers traveling this road frequently become lax and use poor judgement which can result in traffic accidents. When road conditions are hazardous, speed must be reduced to ensure safe operation. Driving slowly and cautiously will ensure adequate control, and allow time for evasive maneuvers if necessary. Saddle Road is "OFF LIMITS" to training unit personnel and tactical vehicles except during approved convoy operations. Use of black out drive lights on Saddle Road is prohibited. Unit vehicles crossing Saddle Road are required to post road guards along side the road for visibility and safety.

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APVG-GP

SUBJECT: Annex H (Department of Army Police Detachment) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

Stopping civilian traffic on Saddle Road is not authorized, unit vehicle traffic must yield right of way to routine civilian Saddle Road traffic.

(b) Use of Tactical Vehicles. Tactical vehicles shall not enter through the PTA main gate due to limited sight distance. The truck route west of the large motor pool via the marshalling area is the approved route to Saddle Road or training areas for all tactical vehicles. Only emergency vehicles will be permitted through the main gate.

(c) Driving/Parking on Base Camp and BAAF. All visitors are required to check in/out at the DA PTA Police desk. Guests, unless approved by the PTA or Task Force Commander, will be denied access to Base Camp.

(d) Respect the Flag. Reveille is conducted at 0630 daily and Retreat/Colors at 1700 daily. All military, government civilian and contractor personnel are required to show proper respect for the colors. Personnel in vehicles should stop the vehicle, dismount, face the flag and not talk until the flag has been raised or lowered and the music has stopped. Personnel on foot should follow the same procedures.

(e) Obey the speed limit/parking. The speed limit at PTA is 15 MPH and 5 MPH when passing dismounted troops or in central Base Camp. Do not park vehicles, store equipment, load or unload vehicles between buildings or in fire lanes, as it may hinder firefighting. All vehicles entering PTA Base Camp or BAAF will lower their antennas to prevent radio and telephone cable damage or electrocution. Antennae tie downs are mandatory. All parked and unattended Government vehicles must be properly secured IAW AR 190-51. Units unable to properly secure their vehicles must provide a guard. Drip pans and chock blocks are required for all parked tactical vehicles.

(d) Tactical vehicles. Tactical vehicles on Base Camp, east of the Main Gate road, must display a tactical vehicle Base Camp pass issued by PTA Operations. Unit rental vehicles must display a pass from the PTA DA Police. Tactical vehicles weighing 2 ½ tons, construction equipment and Material Handling Equipment (MHE) must have a ground guide while moving. All tactical vehicles require a ground guide while backing to avoid accidents.

(e) All vehicle drivers will be properly licensed (in possession) and vehicles will be properly dispatched.

(h) Fuel tankers/trailers are prohibited on Base Camp and in motor pools.

(i) Ammunition and explosives will not be transported, parked or stored on Base Camp. Exceptions to this policy for Armed Guard Service (AGS) as required IAW AR 190-11 must be submitted in writing to the PTA Commander for approval. Unit arms may be stored in designated buildings, secured in arms room racks, or approved containers under constant surveillance by unit personnel. Magazines will be removed from weapons while on Base Camp as an added safety measure.

(5) Ensure troops refrain from entering off limits areas such as the road to Mauna Kea and Mauna Kea State Park.

(6) Ensure BAAF operations personnel approve use of the airfield and facilities.

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APVG-GP

SUBJECT: Annex H (Department of Army Police Detachment) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

(7) Ensure approval for recreational hiking on Mauna Kea or Mauna Loa by the PTA Commander and the State of Hawaii.

(8) Ensure units comply with the provisions of AR 190-11 and AR 190-51 concerning security of sensitive items and other unit equipment; and obtain physical security guidance from the DA PTA Police Captain.

4. Force Protection Procedures.

a. Deployed Unit Commanders will:

(1) Provide a guard force to support force protection (Installation security) during FPCON Alpha + through Delta as indicated:

(a) During FPCON Alpha + and Bravo: Provide two guard personnel with NCOIC (E-7) or above to assist with access control (secondary entrances) to the installation. Guard force will be under the operational control of DA Police-PTA who will provide guidance/training to the detail NCOIC on requirements.

(b) During FPCON Charlie: Provide four guard personnel with NCOIC (E-7) or above to assist with access control and mission essential vulnerable area security for the installation. Guard force will be under the operational control of PTA DA Police who will provide guidance/training to the detail NCOIC on requirements.

(c) FPCON Delta: Same requirements as stated above in para 4 a (2) (b).

(3) Provide guard force for unit vehicles, radios, weapons, ammunition (if required), night vision goggles (NVGs), rations and sleeping quarters for guard force personnel. Units will coordinate with PTA Operations (808) 969-2455 for radios (if required). Guard NCOIC must have the ability to conduct shift change and meal breaks for guard personnel.

(4) Ensure personnel are in standard battle dress uniform, cold, wet weather gear, as well as their load carrying equipment and individual weapon. Ensure personnel have adequate water and rations.

(5) Provide a Quick Ready Force (QRF) during increased force protection measures Charlie and Delta when Category 1 AA&E is present at PTA. QRF will be maintained in a ready status and provide DA PTA Police a POC should their assistance be required. QRF will consist of eight personnel with NCOIC (E-7) or above. The QRF, under the operational control of PTA DA Police and the unit NCOIC, will receive detailed guidance, training, and direction from the DA PTA Police Detachment Commander. During FPCON Delta, all

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category 1 AA&E will be centralized in the PTA Ammunition Supply Point (ASP) for safekeeping and security purposes.

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SUBJECT: Annex I (Port of Kawaihae and Convoy Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

1. Purpose. To provide policies and procedures for movement of materiel and equipment between the Port of Kawaihae and PTA; loading/unloading of vessels; and parking or staging vehicles pending loading or release of convoys. Minimum physical security, fire and explosive safety, accountability, and related documentation of in-transit material are also addressed in this annex.

2. References are listed at Annex Y (References) of the PTA External SOP.

3. Applicability. This annex is applicable to all training units deployed at PTA.

4. Policies and procedures.

a. General.

(1) Normal operating hours for PTA personnel are Monday through Friday, 0730-1600. PTA personnel operate on a reimbursable basis when supporting non 25th ID & USARHAW units through applicable MIPR. Non Army activities are supported by applicable Inter-Service Support Agreement (ISSAs) or similar authorization document. When vessels arrive prior to 0730, overtime for PTA personnel is required to accommodate the units' movement between K-Docks and PTA during daylight. If overtime is anticipated, unit must obtain prior approval from the Director of Resource Management (DRM), USAG-HI.

(2) Common Use Land Transport (CULT) equipment is commercial, non-tactical vehicles (NTV) and will not be used in direct support of tactical exercises, included in tactical convoys, or operated on substandard or unimproved roads.

b. Deployed Unit Commanders will:

(1) Conduct convoy movements between Kawaihae and PTA during daylight hours only. All convoys must depart early enough to complete operations prior to sunset. A request for waiver for movement outside of daylight hours must be submitted in writing through the Operations Officer and the PTA DA Police, for PTA Commander's final approval. This request must be submitted in advance of the units' movement (see appendix 1).

(2) Ensure proper use of facilities at Kawaihae since they are close to public areas and operate under arrangements coordinated with the State of Hawaii. Vermin traps placed by State Vector Control must not be tampered with by personnel. These facilities are not licensed for staging ammunition and explosives (A&E) vehicles, or for transferring A&E between vehicles. Convoys must be carefully coordinated with vessel schedules to conduct prompt loading/unloading/movement between PTA during daylight hours. The Port of Kawaihae fenced area may be scheduled with Range Control Division for parking vehicles after off-loading and

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SUBJECT: Annex I (Port of Kawaihae and Convoy Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

pending convoy release, or awaiting instruction by the vessel crew to load (see appendix 2 for shipment of A&E). Convoys must be scheduled to reduce impact on local highway traffic. Commanders must ensure that intervals between serials and vehicles within serials are enforced.

NOTE: Water at Kawaihae is provided by the County of Hawaii and is safe for drinking.

(3) Request common land use transportation - (CULT) NLT 30 working days prior (to PTA deployment training) through the appropriate authority, [USAG-HI Form 7, Request for Motor Transportation, and a copy of the DD Form 1384, Transportation Control Movement Document (TCMD)]. The coordinating authority will forward the request to the DOL Chief, Transportation Division, Attn: APVG-GLT, Schofield Barracks, HI 96857-5000. The TCMD will be filled out completely, to include the POC.

(4) Fax a copy of load lists for A&E and other hazardous materials or sensitive cargo to Ammunition Surveillance at (808) 969-2498).

(5) Comply with regulatory requirements as stated on "Shipments of Designated Dangerous Cargo" [Division 1.1 or 1.2 explosives] through the commercial docks [Young Brothers and MATSON] which require permits with port authorities IAW the Hawaii Operational Safety Team (HOST), Safe Operating Practice 8-98, approved April 30, 1998; 33 CFR 6; and 49 CFR, 176.100-176.194 (see appendix 2).

(6) Notify PTA Operations (808) 969-2455/2420 of vessel arrival/departure and re-confirm 48 hours prior to port operation schedules. Request for time changes within 24 hours of scheduled moves that impact on CULT assets will be at the discretion of the DOL Transportation Division and must be rescheduled through the installation coordinating activity.

(7) Request use of the Kawaihae fenced staging area through PTA Range Control Division (808) 969-2410 NLT four days prior to use. K-Docks facilities will be policed daily. Trash collection is twice per week through DPW-PTA, Quality Assurance Specialist, (808) 969-2496. Commanders are responsible to coordinate the trash collection through the QAS. Prior to departure, units must request clearance by Range Control Division.

(8) Provide security guards to secure K-Docks, unit assets (equipment and supplies) and to escort convoys, as required.

(9) Provide all meals to unit personnel, MREs are recommended. Local restaurants are nearby; weapons are strictly prohibited in local establishments.

(10) Comply with appendix 1

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SUBJECT: Annex I (Port of Kawaihae and Convoy Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

(11) Comply with appendix 2

(12) Ensure requests for helicopter operations at K-Docks are coordinated prior and approved by the PTA Commander before commencing unit training.

c. PTA Range Control Division staff will:

(1) Maintain and control access to the K-Docks fenced area.

(2) Approve scheduled use of the K-Docks facilities IAW established USAG-HI Directorate of Plans, Training and Mobilization (DPTM) guidance, as applicable.

(3) Conduct clearance inspections prior to occupying unit departing.

(4) Brief unit OIC and provide copy of this annex and its appendices 1 and 2.

d. PTA Operations staff will:

(1) Provide a liaison between PTA elements and training units.

(2) Coordinate with State and local agencies for non-standard use of Port of Kawaihae port facilities.

e. PTA Ammunition Supply Point (ASP) will serve as the POC for the SOG in conjunction with shipments of prepositioned A&E to the ASP and the ASP OIC will provide the SOG with the Guard Orders, necessary supplies and equipment.

f. Quality Assurance Specialist, Ammunition Surveillance (QASAS) or Military Ammunition Inspectors from DOL assigned to PTA will:

(1) Oversee the execution of appendix 2 whenever A&E is involved.

(2) Assure area security is established by the SOG before operations involving A&E commences, and is maintained as long as A&E is present.

(3) Inspect vehicles with A&E for compliance with explosive safety criteria at K-Docks and during convoys. QASAS will authorize disembarkation of vehicles carrying A&E.

(4) Identify Cat I and II shipment for priority movement and coordinate with the SOG to assign escorts to the convoy.

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SUBJECT: Annex I (Port of Kawaihae and Convoy Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

(5) Complete Part 2 of DD Form 626 (Vehicle Inspection) and DD Form 836 that releases vehicles carrying A&E to the convoy commander.

f. PTA DA Police will:

(1) Provide physical security advice and interface with local authorities.

(2) Support convoy movement to include notification to Hawaii authorities, IAW Appendix 1.

g. IFSO Fire Department, PTA will:

(1) Provide fire safety support and response when A&E is present.

(2) Operate under mutual aid with the County of Hawaii Fire District when no A&E is present.

(3) Coordinate with the vessel crew (if required), to serve as the first responder to fires.

4 Appendices

1. App I-1 Convoy Movement Procedures
2. App I-2 Kawaihae Port Ammunition Movements
3. App I-3 Guard Instructions
4. App I-4 References

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SUBJECT: Appendix 1 (Convoy Movement Procedures) to Annex I (Port of Kawaihae and Convoy Operations)

1. Purpose. To provide convoy movement procedures and pictorial directions for Deployed Unit Commanders to use to ensure maximum safety of their troops during convoy operations (see Appendix 1). A convoy is any element comprised of three or more vehicles.

2. Discussion. Convoys between the Port of Kawaihae and Pohakuloa Training Area disrupt local traffic and generate recurring complaints and calls from the community. Units should be aware of community concerns and exercise care and vigilance while driving between POK and PTA.

3. Policy and procedures.

a. Deployed Unit Commanders will:

(1) Coordinate with the 25th ID DTO for Hawaii Police Department convoy escorts for all convoys. This policy is in direct support of safe convoy movements and public safety and can be waived only by the PTA Commander.

(2) Complete and forward all necessary information on a memorandum (see atch 1). Information may be completed by Task Force Headquarters, Separate Unit Commanders, or their designated Movement Officers. Upon completion, the memo will be submitted to PTA DA Police Desk Officer, NLT 15 days prior to the deployment of vehicles and equipment from Oahu to Kawaihae or Hilo Ports, and NLT 15 days prior to redeployment from PTA. Information is required to advise local residents of delays, to ensure safe passage and incident free convoy movements and to comply with state and federal regulations.

(3) Ensure proper convoy movements as follows:

(a) Convoys will follow designated convoy routes specified on the map (see atch 2). Convoys entering the east and west PTA boundaries must exit off of Saddle Road at designated installation convoy routes to assigned cantonment areas.

(b) Convoys traveling from PTA to Kawaihae may depart from the staging area near the vehicle wash rack and travel on Saddle Road rather than Lightning Trail. This will allow convoys to obtain proper spacing before driving the “Seven Steps” at the west boundary on Saddle Road.

(c) While driving on Saddle Road **vehicle headlights will be on at all times, convoy speed limit is 35 MPH or as posted and there will be 150 feet separating vehicles.** Headlights make vehicles more visible for other drivers to see thus increasing safety awareness. All tactical vehicles will use range roads, not Saddle Road, to reduce congestion and exposure to high-speed civilian vehicles.

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(d) Provide a safety briefing to troops prior to departing either Hilo or Kawaihae that includes all factors considered in the risk assessment for the movement. Risk assessments can change due to weather conditions such as rain and fog.

(e) Single vehicles departing Hilo or Kawaihae enroute to PTA will have a noncommissioned officer aboard as driver, assistant driver, or Truck Commander.

(4) Assign a convoy movement officer/NCO to enforce all convoy procedures during movements to and from PTA who will also:

(a) Ensure convoy operations are conducted IAW AR 385-55. Lead and trail vehicles will be equipped with convoy flags and signs

(1) Serials will have a NCO in the lead, and trail vehicle lights will be operational and turned "on," including trailer and tube lights, during movements.

(2) Serials will not depart Kawaihae, Hilo port or PTA before 0800 or after 1630 and will depart with adequate time to close on the destination before sunset.

(3) Serials comprised of vehicles smaller than 2.5-tons are restricted to not more than 15 vehicles per serial. Serials with 2.5 ton vehicles or larger are limited to 10 vehicles per serial.

(4) Serials will maintain a minimum interval of 60 minutes between convoys with the interval starting when the last vehicle of each serial departs the area.

(5) Serial speeds will be 10 mph below posted speed limits and will maintain a distance of 100 feet between each vehicle (except on Saddle Road [Hwy 200] which is 150 feet).

(6) During technical halts serials will maintain the required 60-minute interval between each serial.

(b) DA PTA Police will be notified of any convoy delays due to vehicle breakdowns along the route to prevent gridlock of convoy serials.

(5) Ensure proper movement of AA&E by:

(a) Assigning a Armed Guard Service (AGS) for CULT and tactical vehicle movements of CAT I and II AA&E and Security Escort Vehicle Service (SV) for CAT III and IV AA&E. When SV is not available, AGS will be in a Dual Driver Protective Service (DDPS) status.

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SUBJECT: Appendix 1 (Convoy Movement Procedures) to Annex I (Port of Kawaihae and Convoy Operations)

(b) Convoy on designated routes on pictorials at Atchs 2-5. No deviation is authorized.

(c) Immediately notifying any movement schedule change through written memo to the DA PTA Police Desk Officer. Failure to notify may result in violation of US Department of Transportation (DOT) Highway Safety Act provisions.

3. DA PTA Police Desk Officer is the POC at (808) 433-1810, ext 425/426#, fax 433-1810 ext 489, or (808) 969-2425, fax 969-2489.

(d) Comply with convoy speed limits on Saddle Road (35 MPH and as otherwise posted); 150-foot separation between vehicles is to be maintained at all times.

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SUBJECT: Appendix 1 (Convoy Movement Procedures) to Annex I (Port of Kawaihae and Convoy Operations)

(Example of memorandum – using appropriate unit letterhead)

(Office symbol)

MEMORANDUM FOR Commander, US Army Military Police Brigade- HI (DA PTA Police Desk Officer) Pohakuloa Training Area, PO Box 4607, Hilo, HI 96720-0607

SUBJECT: Convoy Movement Deployment/Redeployment To/From Pohakuloa Training Area

1. The following information is provided as required:

- a. Unit:_____ Task Force Commander/telephone:_____
- b. Movement Officer and telephone number:_____
- c. K-Docks POC and telephone number:_____
- d. Lyman Field (Hilo) POC and telephone number:_____
- e. Other Port (Hilo/Kona) POC and telephone number:_____
- f. PTA POC and telephone number:_____

2. Deployment Schedule:

- a. Type Items transported:
 - (1) Equipment:_____
 - (2) AA&E:_____
 - (3) Armed Guard Service (AGS):_____
 - (4) Number of AGS personnel: _____
- b. Total number of vehicles by type:_____

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SUBJECT: Appendix 1 (Convoy Movement Procedures) to Annex I (Port of Kawaihae and Convoy Operations)

c. Total number of pieces to be moved: _____

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Number of Vehicles</u>	<u>Number of Serials</u>	<u>Item Type</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

3. Redeployment Schedule:

a. Type Items transported:

(1) Equipment: _____

(2) AA&E: _____

(3) Armed Guard Service (AGS): _____

(4) Number of AGS personnel: _____

(5) NCOIC: _____

b. Total number of vehicles by type: _____

c. Total number of pieces to be moved: _____

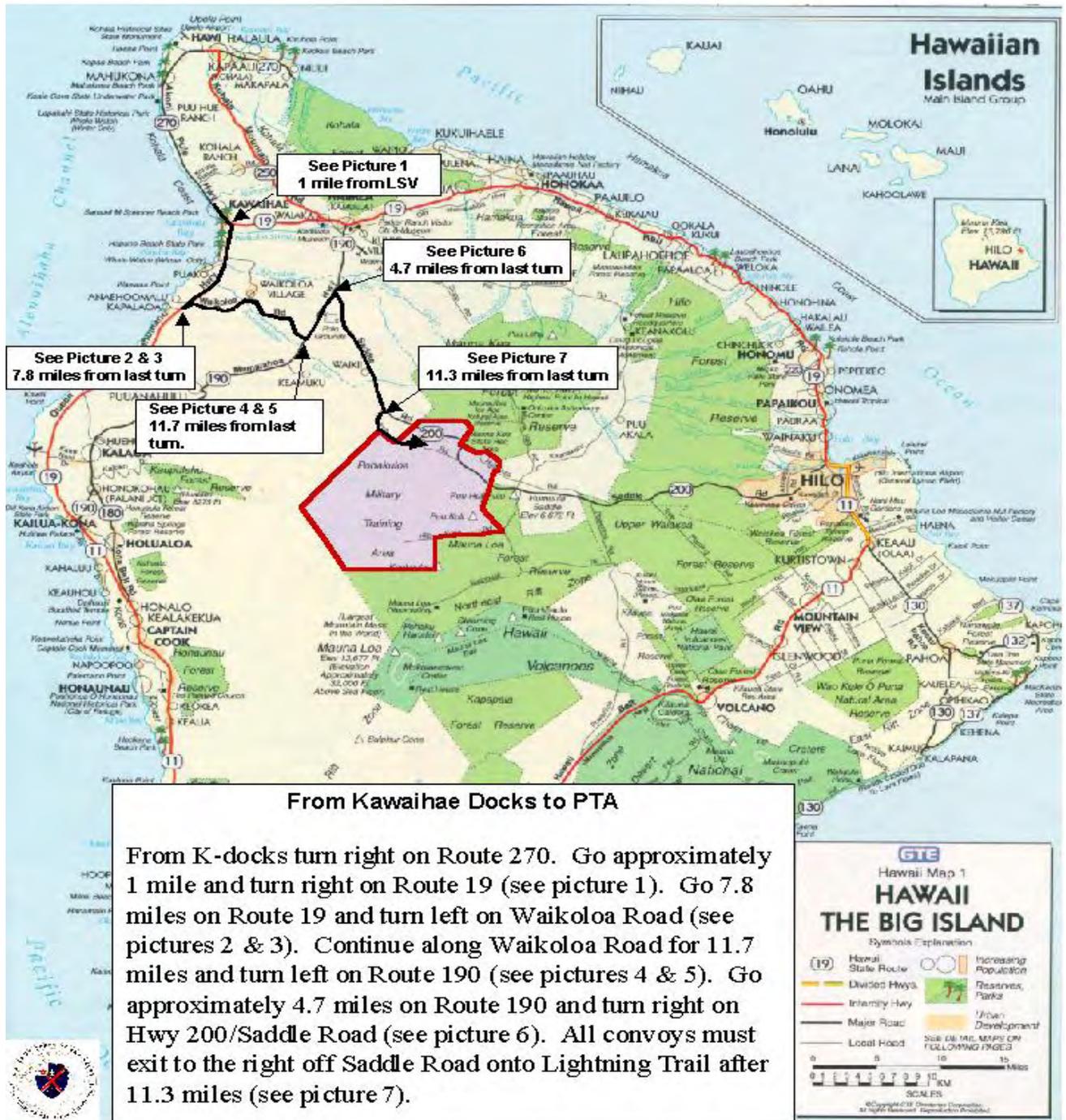
<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Number of Vehicles</u>	<u>Number of Serials</u>	<u>Item Type</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

d. Notations:

I AM GOODE (Ofcr name)
MAJ, IN (Rank and field designation)
Commanding (Unit is reflected on ltrhd)

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SUBJECT: Appendix 1 (Convoy Movement Procedures) to Annex I (Port of Kawaihae and Convoy Operations)

Picture number 1 (turn right from Route 270 to Route 19)



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SUBJECT: Appendix 1 (Convoy Movement Procedures) to Annex I (Port of Kawaihae and Convoy Operations)

Picture number 2 (turn left from Route 19 to Waikoloa Rd.)



Picture number 3 (civilian helipad at the Route 19/Waikoloa Rd. intersection)



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SUBJECT: Appendix 1 (Convoy Movement Procedures) to Annex I (Port of Kawaihae and Convoy Operations)

Picture number 4 (turn left from Waikoloa Rd. to Route 190)



Picture number 5 (sundial landmark at the Waikoloa/190 intersection)



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SUBJECT: Appendix 1 (Convoy Movement Procedures) to Annex I (Port of Kawaihae and Convoy Operations)

Picture number 6 (right from Route 190 to Saddle Road)



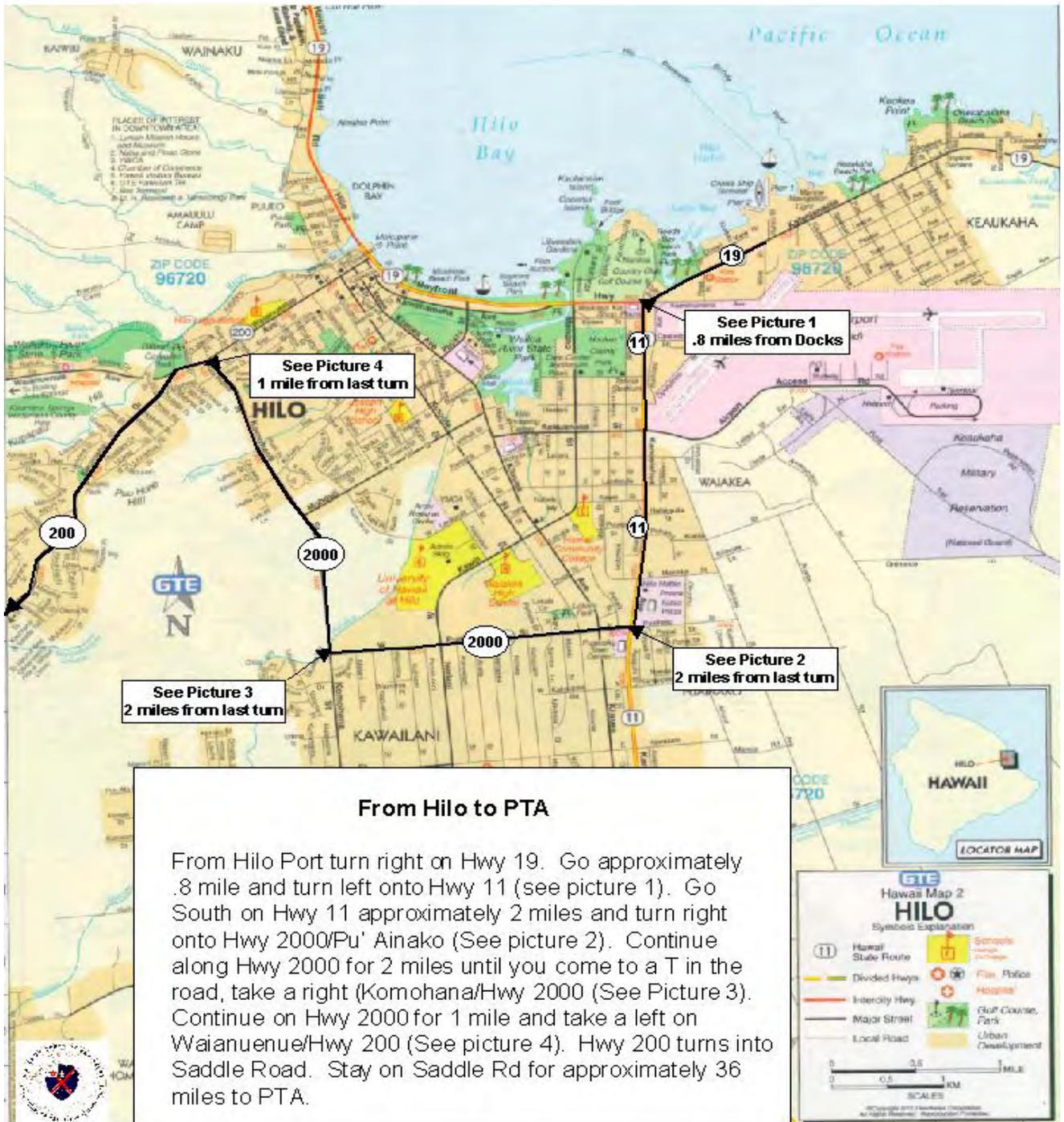
Picture number 7 (right from Route 190 to Hwy 200)



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SUBJECT: Appendix 1 (Convoy Movement Procedures) to Annex I (Port of Kawaihae and Convoy Operations



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SUBJECT: Appendix 1 (Convoy Movement Procedures) to Annex I (Port of Kawaihae and Convoy Operations)

Picture number 1 (left from Hwy 19 to Hwy 11)



Picture number 2 (right from Hwy 11 to Hwy 2000)



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SUBJECT: Appendix 1 (Convoy Movement Procedures) to Annex I (Port of Kawaihae and Convoy Operations)

Picture number 3 (right from Hwy 2000 to Komohana)



Picture number 4 (left from Komohana to Hwy 200/Saddle Rd)



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SUBJECT: Appendix 2 (Port of Kawaihae Ammunition Movements) to Annex I (Port of Kawaihae and Convoy Operations)

1. Purpose. To provide information about responsibilities for shipping ammunition and explosives (A&E) between Kawaihae and PTA. This appendix addresses security, proper loading, movement, placards, and documentation of explosives IAW 49 CFR, AR 55-355, AR 190-11 and AR 385-64.
2. Applicability. This appendix applies to all units shipping A&E. Ammunition shipments for Stock Record Account P2401 are addressed in SOP APVG-GLS-19-97.
3. Policies and procedures.
 - a. BAE SYSTEMS, Transportation Division will:
 - (1) Provide USAG-HI vehicles and operators of CULT equipment upon request.
 - (2) Confirm schedules of vessels for CULT operations with PTA QASAS.
 - (3) Ensure drivers sign DD Form 1907 (signature tally sheet) and DD Form 1384-2 (TCMD) at Transship Point (25, 26, or 27) after the load has been inspected for safe transport by Ammunition Surveillance Officer.
 - b. Deployed Unit Commander will:
 - (1) Ensure their vessel crew is responsible for all operations on the vessel and during embarkation/debarkation.
 - (2) Notify Ammunition Surveillance Officer of pending A&E shipment schedules and provide applicable information.
 - (3) Provide required security of A&E (see Appendices 1 and 3).
 - (4) Ensure drivers of A&E loads possess the appropriate license with HAZMAT endorsement.
 - (5) Ensure each load of A&E is certified by qualified/appointed individuals IAW 49 CFR and a copy of the certification document accompanies the load with advance copy furnished to the PTA Ammunition Surveillance Officer.
 - (6) Ensure unit's A&E is secured and maintained at PTA.
 - (7) Submit request for transportation support through appropriate installation coordinating authority to BAE SYSTEMS, Chief, Transportation Division (APVG-GLT/Transport Operations Section), Pohakuloa Training Area, PO Box 4607, Hilo, HI 96720

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SUBJECT: Appendix 2 (Port of Kawaihae Ammunition Movements) to Annex I (Port of Kawaihae and Convoy Operations)

Bldg T-25 or call (808) 969-2437 or 969-2439, NLT 30 days before required delivery date (RDD). Specify organic transport vehicles by type and quantity, or include USAG-HI Form 7 for CULT. Provide information of copies to PTA Ammunition Surveillance Officer, NLT 10 days prior to scheduled movement through the POK.

(8) Comply with transportation regulations (49 CFR, AR 55-355) and comply with the following:

- (a) Inspect vehicles at origin, IAW DD Form 626, with copy to accompany the load.
- (b) Load, segregate, block, brace, lash, and use tarps IAW procedures.
- (c) Place placards securely on to each conveyance.
- (d) Certify the load on DD Form 836, and place a copy of form to accompany the load.
- (e) Comply with security requirements IAW AR 55-355, AR 190-11.

(9) Ensure the appointed SOG establishes and maintains POK security prior to operations, and assign escorts to convoys as required when ammunition is present.

c. Ammunition Surveillance personnel will:

(1) Coordinate with the vessel crew for clearance to discharge or load vehicles carrying A&E.

(2) Ensure proper security is posted prior to disembarkation. Security risk categories I or II items will require armed guards and escorts with chase vehicle IAW AR 190-11 and AR 55-355. Delays will be referred to PTA Operations. These categories have priority for movement to PTA as soon as possible.

(3) Inspect ammunition vehicles, cargo, placards, blocking, bracing straps, tarpaulins and required documentation. Loads will be held until all deficiencies are corrected prior to movement. If mechanical repairs are necessary, this will be directed by the Ammunition Surveillance Officer/or designee. Unsafe operations and conditions will be corrected immediately.

(4) Advise drivers when loads are cleared for disembarkation.

(5) Provide documentation and instructions to drivers and convoy commanders. Advise drivers and SOG of loads with CAT I/CAT II requiring armed guards and loads with CAT III/CAT IV to be under dual driver/constant surveillance service.

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SUBJECT: Appendix 2 (Port of Kawaihae Ammunition Movements) to Annex I (Port of Kawaihae and Convoy Operations)

(6) Emphasize to units that all munitions movement to PTA is conducted during daylight. Loads should remain on-board the ship or barge until land transport is available or retained at PTA, if delays to embarkation are anticipated.

(7) Understand the use of POK fenced holding area is not authorized for parking of A&E loads.

(8) Ensure guards are posted to enforce security and safety.

(9) Ensure no smoking policy is enforced throughout ammunition transport.

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SUBJECT: Appendix 3 (Guard Instructions) to Annex I (Port of Kawaihae and Convoy Operations)

1. Purpose. To provide information pertaining to responsibilities assigned to personnel involved in the physical security of AA&E during the movement of vessels between the Port of Kawaihae and PTA.

2. Applicability. These instructions apply to guard forces assigned to guard AA&E at Kawaihae and providing escorts (for CAT I and II AA&E) en route between the port and PTA. These specifically apply to Directorate of Logistics (DOL) shipments to the PTA Ammunition Supply Point (ASP) and to units conducting organic moves.

3. Policy and procedures.

a. Deployed Unit Commanders will:

(1) Provide an OIC of the ASP (or responsible commander of the movement, for organic moves) who will:

(a) Perform as the commander of the guard (COG).

(b) Provide required equipment to the Sergeant of the Guard (SOG).

(c) Establish coordination between the SOG and pertinent elements of PTA.

(2) The SOG will:

(a) Execute these orders and any supplemental instructions by the OIC, and briefs all guards of their responsibilities.

(b) Provide security of AA&E (under the advice from the OIC and Ammunition Surveillance Officer).

(c) Schedule shifts to provide security throughout the assignment, and advise the parent unit if additional personnel are required.

(d) Ensure guard posts and billeting areas are maintained in a high state of police.

(e) Sign for and maintain custody of furnished equipment until properly returned.

(f) Maintain communications through radio and land line with PTA Police, and immediately reports any breach, threat, compromised security and/or public safety by radio (RF call sign 27 or phone 969-2425/2441).

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SUBJECT: Appendix 3 (Guard Instructions) to Annex I (Port of Kawaihae and Convoy Operations)

(g) Assign armed guards and escorts to vehicles carrying CAT I/CAT II, AA&E, IAW paragraph 4, below.

(h) Maintain a Daily Staff Log, DA Form 1594 to be filed with the OIC/unit commander.

(3) DOL Ammunition Surveillance Officer (QASAS or E-7) will:

(a) Provide technical assistance and advice regarding AA&E for explosives safety and physical security and will designate safe staging areas for safety and security.

(b) Inspect loads prior to movement from or onto vessels.

(c) Identify loads with CAT I or CAT II items to the SOG for assigning armed guards and armed escorts.

(d) Coordinate driver's and SOG's activities as loads are ready for movement and ensure AGS escorts are provided prior to release of CAT I or CAT II loads.

(4) Armed Guards will:

(a) Be armed with weapons and ammunition furnished by the commander of the guard for protecting loads identified (by surveillance or other knowledgeable individual) as containing physical security CAT I or II items. These loads will not be removed from vessels until the SOG ensures armed guards are posted at designated locations to prevent unauthorized access). During normal activity, the guard will carry the minimum ammunition, but the weapon will NOT be loaded. Ammunition (magazines) for assigned weapons will be maintained in the ammo/magazine pouch, until engaging a hostile condition. Weapon 'safety' will be 'on' whenever loading the weapon.

(b) Ensure weapons and ammunition are not left unattended at any time.

(c) Maintain ready access to communication with PTA DA Police.

(d) Ride in the cab with the driver or in a separate chase vehicle, while maintaining visual observation.

(e) Be briefed on Use of deadly force (AR 190-14 by the OIC). The SOG must promptly report any emergency or imminent threat to these assets to PTA representatives on

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SUBJECT: Appendix 3 (Guard Instructions) to Annex I (Port of Kawaihae and Convoy Operations)

site. Any discharge of a firearm requires a Serious Incident Report to be filed by the SOG, in accordance with AR 190-40.

(5) PTA ASP Personnel responsible for ammunition storage will:

(a) Ensure proper badge is worn to access the ASP Restricted Area and ensure other person authorized on an access roster (approved by the OIC, ASP), is wearing a temporary ASP badge. They will ensure escorts are those personnel on the ASP-PTA access roster. For storage at Ammunition Holding Areas (AHA), responsible commanders will similarly authorize personnel (including Ammunition Surveillance personnel) by access rosters.

(b) Maintain AGS for CAT I and CAT II, IAW paragraph (4), above. The SOG will oversee AGS personnel posted at the ASP Restricted Area and challenge any unauthorized person(s). Suspicious persons will be reported to PTA Police at 969-2425/RF call sign 27.

(c) Ensure CAT III and IV are under constant surveillance by unarmed guards provided with immediate communications. The area will have a perimeter wire/fence and will be checked not less than hourly at a minimum.

(d) Ensure floodlights are not pointed north towards Mauna Kea. PTA Police will be advised of the status. This also applies to AHAs and FASPs.

(e) Ensure landline communications (located at the guard shack) will be checked with PTA Police and/or by radio no less than hourly (in addition to the periodic security checks by the PTA Police). The telephone will not be used for any personal calls.

(f) Ensure alarm-latching switch (for duress signaling) is operational and located in the guard shack, and is to be used only for 'duress' situations.

(g) Ensure armed guards conduct irregular hourly checks of the perimeter (inside and/or outside the fenced area).

(h) Sound the alarm to others in the area and notify PTA DA Police at RF call sign 27, or phone 969-2425 when there is a fire. As possible, advise the vessel crew at Kawaihae of the situation.

(1) Evacuate all non-essential persons beyond land marks identified by the QASAS or emergency response personnel.

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SUBJECT: Appendix 3 (Guard Instructions) to Annex I (Port of Kawaihae and Convoy Operations)

(2) Extinguish small fires with available apparatus, AS LONG AS THE FIRE IS NOT ENGAGING THE AA&E. Fires or smoke coming from igloos or loaded vehicles WILL NOT be fought – evacuate immediately. Loaded, mobile vehicles may be moved to evacuation distances, if they are safe to approach.

(3) Maintain security (especially AGS for CAT I and II) as much as the situation allows during evacuation.

(4) Notify the Fire Department for investigation and fire reports (ext. 441/442).

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SUBJECT: Appendix 4 (**References**) to Annex I (Kawaihae Port and Convoy Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP).

1. **PURPOSE.** To list pertinent references that are the basis for this annex, and for additional clarifications, where necessary.
2. **APPLICABILITY.** To all personnel responsible or accountable for ammunition and explosives (A&E) in use or on hand at PTA. of this document
3. **POLICY.** The requirements and intention of the following references will be enforced
 - a. Code of Federal Regulations (CFR), Title 49, Transportation.
 - b. DOD Directive 5210.56, Use of Deadly Force.
 - c. AR 190-11, Physical Security of Arms, Ammunition and Explosives.
 - d. AR 190-14, Carrying of Firearms and Use of Force for Law Enforcement and Security Duties.
 - e. AR 55-355, Defense Transportation Regulation.
 - f. AR 385-64, Explosives Safety Standards.
 - g. USARPAC Directive, dated 14 March 1995.
 - h. DAMO-ODL-S Memorandum, dated 1 March 1995.
 - i. APPM-P Memorandum, dated 14 March 1995
 - j. Hawaii Operational Safety Team (HOST) Safe Operating Practice 8-98.
 - a. AR 55- Defense Traffic Management Regulation
 - b. AR 75-1 Malfunctions Involving Ammunition and Explosives
 - c. AR 190-11 Physical Security of Arms, Ammunition and Explosives
 - d. AR 385-40 Accident Reporting and Records
 - e. AR 702-5 Missile Firing Data Reports
 - f. AR 710-2 Supply Policy Below the Wholesale Level
 - g. DA Pam 385-64 Ammunition and Explosives Safety Standards
 - h. DA Pam 710-2-1 Using Unit Supply System (Manual Procedures)
 - i. USARPAC Suppl 1 to AR 190-11 Physical Security of Arms, Ammunition, and Explosives
 - j. USASCH Reg 700-12 Supply, Storage, and Handling of Conventional Ammunition
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SUBJECT: Appendix 4 (**References**) to Annex I (Kawaihae Port and Convoy Operations) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP).

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- k. FM 55-450-1 Army Helicopter External Load Operations
- l. SB 742-1 Ammunition Surveillance Procedures
- m. APVG-GLS-M-32 WASP/PTA Standing Operating Procedures (SOP)
- n. AFJMAN 24-204/ TM 38-250 Preparing Hazardous Materials for Military Air Shipment
- o. TITLE 49, Code of Federal Regulations Transportation of Hazardous Materials
- p. DOD 5100.76 Physical Security of Sensitive Conventional Arms, and Explosives Ammunition
- q. DOD 6055.9 Ammunition and Explosives Safety Standards

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SUBJECT: Annex J (Fire and Emergency Services) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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1. Purpose. To provide general guidance, information, policy, and procedures governing fire department support and establish criteria for operations within the PTA AOR.

2. Applicability. This annex is applicable to all supported units.

3. Policies and procedures.

a. PTA Fire Department will:

(1) Provide structural firefighting; wildland fire suppression; and crash/fire rescue.

(2) Respond to hazardous material spill/release and to vehicle accidents IAW established SOPs and agreements.

(3) Accept emergency engineering requests after normal operating hours, 1700- 0630.

(4) Assist in MEDEVAC stand-by with crash rescue vehicle.

(5) Monitor open fires. Due to the nature of the PTA and its proximity to endangered species (to include plants and animals), fire prevention must be stressed in all operations. Therefore, open fires are limited, monitored closely, and prohibited in most locations. Some items with exceptions to the “No Open Flame” initiative are as follows:

(a) Mobile Kitchen Trailer (MKT) Burners. MKT burners are authorized in base camp and training areas except in environmentally sensitive areas. At least two each 10BC fire extinguishers will be on hand and within their service date. Fire extinguisher training will be conducted by the deployed unit upon arrival, and for all personnel that may arrive at later dates. Assistance in this training requirement can be obtained from the PTA Installation Fire and Safety Office (IFSO) at 969-2441.

(b) Portable propane and kerosene heaters. These heaters may be used in field locations only, as long as they are designed for the intended use and are stored using appropriate safety measures. Using these items requires a Hot Work Permit issued by the PTA IFSO at 969-2441.

(c) Charcoal and propane BBQ grilles. These grilles may be used at approved locations on base camp after a hot work permit is issued by PTA IFSO. The grilles will not be left unattended while being used and at least one 10BC fire extinguisher will be readily available. After using the grilles, the ashes will be disposed in designated barrels only.

(d) The use of pyrotechnics is strictly governed by wind criteria and relative humidity listed in Annex D, App 2 .

d. For emergencies, units will:

(1) Contact Fire Department, ext 417/441/442, Police, ext 425, Range Control, ext 410.

(2) Provide the type of emergency and injuries location, name of caller/phone number, special instructions, and a POC at the scene, if available. Caller will not hang up until the Fire Department personnel instructs them to do so.

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SUBJECT: Annex J (Fire and Emergency Services) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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4. The Deployed Unit Commanders will:

a. Provide upon request, a platoon size unit (20-30 personnel) to assist the PTA Fire Department in wildland firefighting. Commanders will designate this platoon upon arrival at PTA and establish a reliable method of notification between unit HQ, Fire Department and Range Control. When situation dictates, commanders will provide additional manpower for wildland firefighting support.

b. Ensure required fire extinguishers are located in all sleeping and dining facility areas. Most buildings are currently equipped with fire extinguishers, however, the Unit Safety Officer must ensure they deploy with their own required fire extinguishers prior to deployment.

c. Appoint Unit Fire Wardens to execute duties IAW App 1 to this Annex.

d. Coordinate with PTA BAAF Operations three days before arrival for hazardous cargo operations at BAAF to ensure a Crash/Rescue Team is on site during operations.

e. Aviation units will coordinate with the PTA Fire Department ten days before arrival at PTA for aircraft and water bucket support for firefighting. Information on water bucket size and type is required. The aircraft pilots must be trained and certified for water bucket operations and will be used during emergencies and not be placed on standby.

f. Within 72 hours of arrival of water bucket capable aircraft and certified pilot, the Fire Department will conduct a water bucket operational readiness exercise. Unit must provide the water bucket.

5. Deployed Unit Fire Warden will:

a. Assign subordinate personnel as individual building Fire Wardens or Field Occupation Area Fire Warden and provide a roster to Operations (Bldg T-110) and Fire Department (Bldg T-390) with the following information: Name, grade, and building number or field location of deployed unit fire wardens and individual Fire Wardens.

b. Supervise the coordination of individual fire wardens.

c. Receive technical guidance from the Fire Department.

d. Coordinate fire drills with the Fire Department.

e. Ensure fire evacuation procedures are implemented.

f. Report all incidents of fire to the Army Fire Department at building T-390 BAAF (ext 417/442/441) and through Range Control, ext. 410, if fire is in the training area. The following information must be provided name of caller, location (e.g. building number or grid coordinate) and type of incident occurring.

6. Individual Fire Wardens or Field Occupation Area Fire Warden will:

a. Make visual inspections of assigned building and areas during normal operations and at the close of business

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SUBJECT: Annex J (Fire and Emergency Services) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

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b. Detect and eliminate fire hazards and determine operational readiness of emergency first aid firefighting equipment.

c. Report safety or hazardous conditions with concerns directed at fire prevention to building T-390 (ext 442/441).

d. Test smoke detector for operation by pushing test button.

e. Ensure open fires are not started, and unauthorized heating devices or stoves are not used (propane stoves/heaters, hydrocarbon fueled stoves/heaters etc.).

f. Assist the Unit Fire Warden in developing emergency plans, evacuating personnel, reporting fire related incidents, incipient fire control and turning in of expended fire extinguishers to bldg T-110.

7. The PTA Fire Department Chief is the POC for this annex, 969-2417.

APVG-GP

SUBJECT: Annex K (Aviation and Tactical Vehicle Fuel) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

1. Purpose. This annex establishes general policy and procedure for the requisitioning and issue of Mogas Unleaded Regular (MUR), Diesel/DL2, and JP-8 fuels in bulk quantity at the Bulk Fuel Storage Facility, PTA.

2. Applicability. This annex is applicable to all supported units.

3. Policy and procedure.

a. Deployed Unit Commanders will:

(1) Submit a memorandum to Commander, Pohakuloa Training Area, US Army Garrison, Hawaii, (Bulk Fuel Storage Facility), PO Box 4607, Hilo Hawaii 96720-0607 requesting approximate gallons of each type of fuel needed, 14 days prior to commencement of training. The request will also entail the following information to include: units DODDAC, fund code, APC code, signal code and a supplemental DODDAC.

(2) Adhere to the daily hours of operation schedule of the Bulk Fuel Storage Facility. Normal operational hours of dispensing fuels are Monday – Friday, 0800-1400. Requests for fuel during non-duty hours (to include holidays/weekends) must be submitted for the PTA Commander's approval NLT Wednesday prior to the weekend required or 48 hours prior to the evening requested with the exact time when fuel is required. The memorandum request must include a statement whether the unit will authorize reimbursement or non-reimbursement of overtime cost to support PTA Bulk Fuel Storage

(3) Ensure their soldiers possess proper identification cards required to draw petroleum products. PTA facility operators will ask and verify these ID cards and other supporting documentation prior to dispensing fuel:

(a) Valid SF Form 46, Driver's Military Vehicle License with valid HAZMAT stamp

(b) Current DD Form 2, Identification Card

(c) Certification of Qualification DD Form 1902 (Fuel Handler Certification card)

(4) Ensure unit fuel handlers are familiar and comply with this annex of the PTA External SOP.

(5) Provide their own personnel and tactical pumping equipment to fuel their vehicles aircraft during deployments. Bulk Fuel Storage Facility personnel will not provide retail fuel to tactical vehicles without proper coordination with the Fuel Supervisor. Rental and units' GSA vehicles are authorized to receive fuels at the retail pumps however a memorandum signed by the unit's S4 showing the license number, color and make of the vehicle must be provided

(6) Ensure the pilot of transient aircraft notify the Bulk Fuel Storage Supervisor, 24 hours prior to arrival at PTA. This coordination will allow time for personnel to stock sufficient fuel for aircraft refueling, otherwise the aircraft will be redirected to either Hilo or Kona airport for fuel.

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SUBJECT: Annex K (Aviation and Tactical Vehicle Fuel) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

(7) Obtain authorization for any tactical refueling points from PTA Range Control. Unit commanders must coordinate with Range Control when field refueling points are in use and at the conclusion of the each refueling mission. PTA Range Control will notify PTA Fire Department of the refueling site location.

(8) Supply their own fuel tankers and trailers on PTA Base Camp and motor pools. Fuel tankers will be parked in the vehicle marshalling yard next to the vehicle wash rack facility and are not permitted in the cantonment area.

(9) Ensure all vehicles carrying fuel be properly marked and have the appropriate placard displayed on the vehicle. ie, 1863/JP-8, 1993 /Diesel DL2, and 1203/Unleaded Gasoline MUR.

APVG-GP

SUBJECT: Annex L (Transportation Motor Pool) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

1. Purpose. To provide policy and procedures for requesting commercial vehicles and heavy equipment transportation support for units deploying and re-deploying to PTA.

2. Applicability. This annex applies to all supported units.

3. Policy and procedures.

a. Deployed Unit Commanders will:

(1) Appoint a unit transportation representative who will:

(a) Submit a separate USAG-HI Form 7 (Request for Motor Transportation), 45 days before the unit's deployment to PTA for Common User Land Transport (CULT), heavy equipment, A&E, and general cargo movement. The original copy goes through the 25th ID Division Transportation Office (DTO). Units can make initial coordination with DOL PTA Transportation Office for CULT at (808) 969-2437/2439 or 433-1810, ext 437/439, 0730-1600, Mon through Fri, after initial submission of USAG-HI Form 7.

(b) Ensure unit stocks necessary vehicle spare parts, nuts, bolts, etc., to include oil, brake, and transmission fluid for vehicles. TMP is not responsible for these items.

(c) Submit USAG-HI Form 7 to reserve GSA vans as loaners to DOL PTA TMP, fax (808) 934-0855. The DOL PTA TMP has non-tactical GSA vans for administrative use for training units. After five days the using unit will pay for the GSA vehicles. These vehicles are authorized for highway (hardtop) use only. PTA Operations Office will be consulted whenever conflicts in vehicle reservations occur.

(d) Coordinate CULT support with the USAG-HI, DOL PTA Transportation Branch Supervisor who is responsible for CULT system operation. Transportation requests for CULT movements should be submitted on Form 7 through the 25th ID DTO/G4 as stated above.

(e) Submit requests for movement of equipment requiring State Department of Transportation (DOT) highway clearances or permits NLT 60 working days prior to movement. Supporting information required for road movement clearance approvals are: height, width, length, and weight of the equipment being transported. PTA Transportation Branch maintains State DOT permits on several pieces of oversized/over-weight equipment. Requestor may telephonically confirm this 30 days prior to actual date of movement.

(f) Plan and schedule activities to preclude the use of overtime. The PTA Operations supervisor will validate requests for emergency movement. Prior approval will be obtained through Transportation Division and/or higher authority for all overtime and holiday work schedules. ***Training units will be called upon to provide escort services for large scale movement of equipment requiring State DOT permits.***

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SUBJECT: Annex L (Transportation Motor Pool) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

(g) Provide armed guards for all sensitive and/or AA&E cargo. Training units are responsible for coordination of safe loading and unloading of equipment and/or cargo at both destination points. PTA Transportation Branch PTA will confirm the requirements and fine-tune coordination prior to scheduled movement. The vehicle driver remains responsible for ensuring vehicle load is properly loaded and secured prior to movement.

(h) Coordinate 45 days in advance with 25th ID DTO at (808) 655-8717, fax (808) 655-8723 for bus transport contract. Requesting units will ensure support through established ISSA is in place. A separate Form 7 for each bus is required and processed through the 25th ID DTO.

APVG-GP

SUBJECT: Annex M (Troop Issue Subsistence Activity) to Pohakuloa Training Area (PTA)
External Standing Operating Procedures (SOP)

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1. Purpose. To provide general policy and procedures for the planning of Class I Ration support at Troop Issue Subsistence Activity (TISA) Branch at PTA.

2. Applicability This annex is applicable to all supported units.

3. Policy and procedures.

a. Deployed Unit Commanders will:

(1) Forecast the number and type of meals required, e.g. "B", UGR-A, and UGR-H/S or other ration requirements and establish a Class I operation for ration distribution to multiple units training at PTA. Commanders will coordinate with subordinates, multiple support element units and the Class I operation NCOIC to accurately forecast rations.

(2) Ensure designated Class I activity consolidates and submits requests to Troop Issue Subsistence Officer (TISO) at Supply and Services Division, TISA, DOL, USAG-HI, Schofield Barracks, HI 96857-5000, NLT 75 days prior to the first date rations are required with a copy forwarded to PTA Operations. The 25th ID units training at PTA will submit their forecasted ration requests through the 25th ID DMMC office and Installation Food Service Office to the TISO at Supply and Services Division. Supported units will purchase all UGR-meals requested. Units will make initial coordination to the TISO at Supply and Services Division, (808) 655-9061.

b. Set up an account via a memorandum (in triplicate) to authorize individuals to request and receive subsistence (original to S&S; copy each to TISA PTA and preparing unit). Sign each copy IAW AR 30-1, 30-18, and 30-21.

c. Issue rations to unit(s) at PTA on a 2-2-3 cycle.

d. Fund overtime cost for TISA personnel if drawing of items are conducted on weekends and after normal duty hours. PTA TISA branch normal operational hours are Monday- Friday, 0730-1600, (808) 433-1810, ext. 422/423. Issue hours are 0800-1500, Monday, Wednesday and Friday. Special days and time of issue may be arranged with the TISA supervisor. Weekend and holiday requests must be approved seven working days prior to issue date.

APVG-GP

SUBJECT: Annex N (Ammunition Supply Point) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

1. Purpose. This annex establishes policy and procedures for the use of the PTA Ammunition Supply Point (ASP). For more detailed information, refer to the Wheeler/Pohakuloa Ammunition Supply Point External Standing Operating Procedures (WASP/PTA, ASP SOP, APVG-GLS-M-32).

2. Applicability. This annex applies to all training units and staff elements involved with requesting, receiving, or turning-in ammunition and residue materials to the PTA ASP.

3. Policy and procedures.

a. Deployed Unit Commanders will:

(1) Make appointments 24 hours in advance to draw or turn in ammunition or residue materials with the ASP personnel. ASP operating hours are Monday through Friday, 0730-1600 and closed on weekends and federal holidays. Issue and turn-in hours are 0730-1500. Large issues and turn-ins must be scheduled for the morning. Those units without appointments will be serviced on a first-come-first-served basis after those units with appointments.

(2) Notify the ASP as soon as possible if there is a change to the requested issue date or time. If the ASP is not notified and the unit fails to arrive on the date listed on the DA Form 581, the ASP may cancel the request. The phone numbers are provided:

PTA ASP Ammo Supply Specialist	(808) 433-1810 ext. 1497#
PTA Customer Service	(808) 433-1810 ext. 1499#
PTA ASP Surveillance (BLDG T-602; T-179A)	(808) 433-1810 ext. 1498# or 1408#
PTA ASP Manual Fax	(808) 961-4439
E-mail	celso.tadeo@shafter.army.mil

(3) The ASP may be kept open after normal operating hours or open prior to normal operating hours upon request of a customer. Since this will require overtime for personnel who work at the ASP, the following procedure will be followed:

(a) The customer will go to Bldg T- 600 and inform ASP personnel of the overtime requirement. An overtime request memorandum will need to be filled out and signed by the unit commander who has the authority to authorize overtime dollars.

(b) Unit must submit MIPR NLT 72 hours prior to DOL Central Administration on Oahu for overtime approval. The customer requesting overtime is responsible for funding all overtime costs.

(4) Provide labor and equipment to secure ammunition vehicles. ASP personnel will provide a forklift for palletized loads from magazines onto unit vehicles at the ASP.

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SUBJECT: Annex N (Ammunition Supply Point) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

(5) Provide four ammunition placards for each vehicle transporting ammunition and explosives.

(6) Furnish items such as tape, wire, rope, etc to affix the placards on the vehicle. Placards will be applied when the ammunition loading begins.

(7) Prepare proper documentation (DA 581) needed to receive, and turn-in ammunition/residue for vehicle load plans.

(8) Ensure 100% accountability of A&E drawn from the ASP by units/organizations that will be maintained at the battalion, separate company and detachment level. The responsibility for establishing and maintaining this accountability rests with the commander. A clear document audit trail will be maintained to ensure that A&E and accountable residue is properly accounted for as it passes from the custody of one individual to another.

(9) Transfer A&E at time of issue from the ASP to the using unit commander or his/her DA Form 1687 designated representative. Within the unit/organization/activity, responsibility for A&E is subsequently transferred between individuals using DA Form 5515-R.

(10) Ensure road clearance for units that bring their own ammunition from Oahu. Units must obtain road clearance to haul the ammunition from K-Docks to PTA. Clearance should be obtained through DA Police at PTA 15 days prior to movement (See Annex I – K-Docks and Convoy Operations). This is a federal statutory requirement.

(11) Not plan to receive or turn-in of ammunition during day of deployment and day redeployment.

(12) Ensure opened containers are inspected for condition and open only the ammunition required for immediate use. Inspection of every round is a time consuming process. The customer unit must furnish the personnel to unload, unpack, reload and repack opened ammunition containers.

(13) Store ammunition that units move from Lualualei (LLL) or Wheeler Ammunition Supply Point (WASP). These vehicles uploaded with A&E will go straight to the Ammunition Holding Area (AHA).

(14) Submit an Ammunition Preposition Request through the DOL, Munitions Branch, (Accountable Officer), NLT 135 days prior to the start of training to ensure the requested ammunition is available at PTA. Provide a copy of the preposition request to the PTA Operations Center IAW Annex A of this SOP.

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SUBJECT: Annex N (Ammunition Supply Point) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

(15) Submit eight copies of the Issue DA Form 581s (Request for Issue and Turn-In of Ammunition) to the Directorate Ammunition Officer (DAO), a minimum of 45 days prior to the requested issue date. Turn-in documents should be processed through the DAO at the same time. Multiple issue DA Form 581s is highly encouraged. This will decrease ammunition field storage and free up vehicles for other missions. Individual documents may be reconciled during the deployment rather than attempting to reconcile all documents at ENDEX. Only individuals designated on DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) will request and receive the unit's ammunition.

(16) Submit copies of DA Form 1687 through their local Provost Marshal's Office, the DAO, and Munitions Branch for distribution to the ASP. The ASP cannot accept DA Form 1687s unless approved by these organizations.

(17) Request the minimum amount of ammunition necessary for the mission or training requirement and, to the nearest unit pack configuration, when possible (refer to DA Pam 710-2-1, appendix L, on unit pack information).

(18) Ensure an adequate number of vehicles to load the requested ammunition. The vehicle must pass a safety inspection IAW DD Form 626. Inadequate transportation will result in a decrease to the ammunition issue or rescheduling of the issue. Rescheduled units will not take precedence over previously scheduled units. The unit ammo representative should have a load plan that takes into account vehicle load limitations and ammunition compatibility.

(19) Have certified vehicle drivers to transport explosives or ammunition. Drivers must present ID, military drivers license (DD Form 346), with HM endorsement. A unit representative authorized by Delegation of Authority (DA Form 1687) to sign for receipt, should be trained and appointed for certifying shipments on DD Form 836, IAW 49 CFR, prior to any movement by air or public routes.

(20) Ensure the QASAS or military ammunition inspector to inspect all unit vehicles requiring access into the ASP for compliance with safety regulations, and for vehicle condition as outlined on DD Form 626. DA Pam 385-64 requires that all vehicles transporting ammunition is equipped with two fire extinguishers, fire resistant tarpaulin and at least 2 tie-down straps per pallet. These requirements will be strictly enforced.

(21) Ensure loads with ammunition to be transported on public roads, including Saddle Road, must carry a properly completed DD Form 836 (Shipping Paper and Emergency Response Information for Hazardous Materials by Government Vehicles). Individuals signing these certificates must be trained and appointed IAW Title 49, Code of Federal Regulations.

(22) Conduct Combat Configured Loading of artillery prime movers after departure from ASP. However, white phosphorus rounds are required to be transported in a separate vehicle

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SUBJECT: Annex N (Ammunition Supply Point) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

IAW DA PAM 385-64. IAW AR 385-55, unit commanders will evaluate the risk vs training benefit prior to requiring the transportation of personnel and artillery ammunition in the cargo compartments of their tactical vehicles.

(23) Ensure partial issue of ammunition is not authorized. When items are not picked up, block 23 on DA Form 581 will be zeroed and initialed by the unit representative.

(24) Complete turn-in documents (DA Form 581s through block 14c.) prior to departing Oahu. A set of three turn-in documents is required for each issue document: one each for residue, serviceable-live, and unserviceable-live. Controlled munitions such as AT-4S, LAW Rockets, Claymore Mines, TOWS, and Stingers require a fourth DA Form 581. A "Live-Serviceable" turn-in document for these expended items must be processed because they are controlled items.

(25) Inspect all opened containers for condition and open only that amount of ammunition required for immediate consumption. Inspection of every round is a time consuming process. The customer unit must furnish the personnel to unload, unpack and reload inspected ammunition.

(26) IAW DA Pam 710-2-1, paragraph 11-15c, will initiate property adjustment documents (Report of Survey, AR 15-6 investigation, DA Form 5811-R, Certificate – Lost or Damaged Class V, etc.) upon identification by ASP Ammo Supply Specialist of mishandled/unserviceable ammunition and/or residue shortages.

(27) Ensure the unit Range Officer personally observes placement of charges and actual detonation and certify the quantity of all specifically controlled CAT I & II items and all mines and demolition materials listed in table L7 and L10, DA PAM 710-2-1. Certification will be completed on DA FORM 5692-R, Ammunition consumption certificate and will accompany the turn-in.

(28) Ensure reconciliation of all issue documents prior to departure from PTA. If units fail to reconcile documents, the unit ammo accounts will be suspended at PTA and on Oahu.

(29) Not turn in munitions issued at WASP or LLL at PTA ASP, unless directed by the Stock Control section of the Munitions Branch, DOL.

(30) Package all returnable residue items. Opened munitions will be repacked as closely as possible to the original package configuration. Units will provide work details large enough to handle turn-in in a timely manner.

(31) Schedule tentative turn-in dates and times with ASP personnel at the time of issue.

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SUBJECT: Annex N (Ammunition Supply Point) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

(32) Submit missile firing data report IAW DOL SOP-M-32 and AR 702-5.

(33) Comply with procedures outlined in the AHA, (refer to Appendix 1).

(34) Comply with below guidance concerning malfunctions and accidents:

(aa) When an accident or malfunction of any type occurs at PTA, units will cease-fire and make an immediate report to Range Control via radio or telephone at ext. 410. The Range Safety Officer (RSO) will notify the ASP Surveillance.

(bb) Units will report accidents involving ammunition IAW AR 385-40. Report malfunctions involving ammunition, explosives, and guided missile items IAW AR 75-1. The QASAS at the ASP or LLL is the only one authorized to clear the ammunition for further firing.

(cc) Misfires will be handled IAW applicable regulations and unit SOPs. Misfires will be turned in to the ASP as unserviceable ammunition.

(dd) Refer to S (App 2); Security, Appendix 3; Ammunition shipment through K-Docks, Appendix 4, respectively.

4. Amnesty Program.

a. The amnesty program is intended to ensure maximum recovery of ammunition outside the supply system. It is not intended as an easy way to bypass established ammunition turn-in procedures.

b. There are two amnesty boxes provided at PTA. One box is located at the NE edge of the main Motor Pool on the PTA base camp. The other box is located outside the main entrance to the ASP magazine storage area.

c. These boxes are open to anyone who wants to turn in ammunition under the amnesty program. No questions will be asked and there will be complete anonymity. The amnesty boxes are only for small arms ammunition. For other items call Range Control/EOD at ext 410 or DA Police at ext 425 or the QASAS at ext 408/409. If an explosive item such as a grenade or a supplementary charge is placed in amnesty, the DA Police or the ASP should be notified so it can be removed quickly. An anonymous phone call is acceptable under these circumstances to prevent possible loss of life.

d. All personnel will consider any ammunition found on post, excluding small arms ammunition (.50 caliber and below), to be hazardous, and will call Range Control via radio or at 969-2410 or the DA Police Detachment, 969-2425. These PTA elements will contact EOD personnel to dispose of this ammunition. **Do not touch or disturb unexploded ordnance!**

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SUBJECT: Annex N (Ammunition Supply Point) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

5. Direct questions on the amnesty program to the ASP personnel or QASAS Officer at (808) 969-2497/2499.

APVG-GP

SUBJECT: Appendix 1(Ammunition Holding Area) to Annex N (Ammunition Supply Point)

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1. Purpose. To provide deployed unit commanders information pertaining ammunition holding area.

2. Policy and procedures.

a. The AHAs are sited with established Inhabited Building Distances (IBD) to be maintained between them and other operations that constitute Exposed Sites (ES), as depicted on the Revised Explosive Site Plan. AHAs are intended exclusively for field storage of ammunition prior to training.

b. Deployed Unit Commanders will:

(1) Minimize labor and explosive safety risks; enhance rapid response to any threat such as fires; and ensure ammunition remains uploaded at all times with bracing or ratchet web straps employed. Careful planning of issues from the ASP based on anticipated expenditure can reduce amounts held in AHAs. If off-loaded, all applicable explosives safety requirements for field storage must be maintained IAW, DAP 385-63, DAP 385-64, etc, see appendix 2.

(2) Ensure no vehicle maintenance is performed in the AHA other than preventive maintenance check services (PMCS). Ammunition will be transferred to serviceable vehicles prior to repairing unserviceable vehicles.

(3) Ensure two fire extinguishers (minimum 10BC rating) are placed in front of loaded vehicles at all times. Ammunition trailers will remain connected to prime movers with parking brakes engaged and vehicles chocked when parked. If munitions are offloaded, fire extinguishers must be available for the guards to extinguish brush fires.

(4) Ensure vehicles maintain proper placards at all times.

(5) Maintain explosive compatibility at all times.

(6) Ensure minimum of two armed guards are posted at all times regardless of the category of ammunition stored. Random patrols of the fence line will be conducted during hours of darkness.

(7) Ensure guards have communications with their TF HQs, Range Control Division, or DA Police at all times.

(8) Ensure no flame producing devices/smoking be allowed within 50 feet of the AHA perimeter.

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SUBJECT: Appendix 1(Ammunition Holding Area) to Annex N (Ammunition Supply Point)

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(9) Segregate ammunition residue from live ammunition and store the residue outside the AHA. The AHA will be policed regularly.

(10) If more than one unit uses the AHA, a single unit is responsible for security and storage safety. Other units must coordinate with the responsible unit. Units will prepare an access roster maintained on site. The roster will include the names (with an asterisk) of the ASP QASAS and Range Safety personnel. Only selected unit personnel will have authority to escort visitors into the AHA. During emergencies, DA Police, Medical, and Fire Fighting personnel are authorized entry in the performance of their duties.

(11) Ensure access rosters to any ammunition area include the PTA ASP QASAS and Ammunition Inspector to afford them ready access for surveillance and assistance.

(12) Ensure personnel are scheduled and cleared by Range Control.

(13) During electrical storms, AHA guards and personnel must evacuate the AHA a minimum of 2000 feet from the AHA. Guards will return following the storm.

3. Questions concerning use of the AHA should be directed to the PTA ASP QASAS or Range Safety personnel.

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SUBJECT: Appendix 2 (Ammunition Safety) to Annex N (Ammunition Supply Point)

1. Purpose. This appendix highlights safety requirements for handling ammunition and explosives.

2. Policy and procedures.

a. Deployed Unit Commanders will:

(1) Handle, transport, and store ammunition IAW applicable regulations and use these items only in the prescribed manner. General safety rules listed below apply to all units training at PTA. This list is not all-inclusive. Units must be familiar with the specific regulations dealing with ammunition (see App 2).

(2) Appoint a unit ammunition representative who will collect all matches and other flame producing devices from personnel at the ASP and turn in the items to the ASP office. Smoking and flame producing devices will not be allowed within 50 feet of any range or field ammunition storage area.

(3) Ensure troops do not enter the ASP magazine storage area with weapons. Unit ammunition representative will collect and guard all weapons.

(4) Ensure troops handle ammunition and explosives carefully. Use of bale hooks or driving nails into shipping and storage containers holding ammunition is prohibited. Ammunition containers will not be dropped, dragged, thrown, rolled or walked on at any time.

(5) Ensure troops do not bring ammunition into the PTA base camp area, including the motor pools.

(6) Inspect ammunition for obvious faults or defects prior to use. When defects are found, notify the PTA QASAS immediately. Do not attempt to fire faulty ammunition. Repack it into its original packing container with all safety devices installed, segregate from serviceable stocks, mark it, and return it to the ASP.

(7) Ensure that excess propellant and supplementary charges are accounted for and destroyed IAW applicable regulations. Consider scheduling destruction of propellant at the Burn Pan with Range Control to preclude delays at end of training caused by weather or other factors.

(8) Failure to comply with ammunition safety standards could result in damage, injury or death. Violations will be reported to the unit chain of command.

(k) Maintain explosive compatibility at all times on vehicles and in storage. Particular care is essential when transferring or issuing A&E in combination other than as issued at the

APVG-GP

SUBJECT: Appendix 2 (Ammunition Safety) to Annex N (Ammunition Supply Point)

ASP. Certification by qualified personnel is mandatory by federal law prior to transporting any ammunition on public routes or by airlift from PTA.

- (l) Segregate live ammunition from residue at all times.
- (m) Cover all munitions with fire-resistant tarps while on open vehicles or open storage to protect against direct sunlight and environmental elements.
- (n) Place all munitions on dunnage at least three inches high and provide adequate ventilation through stacks.
- (o) Park and store propulsive items such as rockets and missiles with forward ends pointed down-range and away from personnel and public roads.
- (p) Protect items sensitive to electric initiation from static charges, strong EMR signals, or exposed sites during electric storms.
- (q) Secure all munitions on vehicles until required for actual fire missions for optimum security and emergency response. At firing points, items will be kept in packs until they are expended in case the mission is cancelled or items must be returned. Safety features must not be removed early.
- (r) Conduct 100% screening of all ammunition residue, to include packing and components, at a location arranged with the QASAS. Unit personnel must provide the QASAS with certification of the screening process and inertness of materials prior to disposal, IAW DOD 4160.21-M and SB 742-1.
- (s) Ensure that personnel do not carry explosive articles such as loose blasting caps, initiators and detonators in personal clothing or equipment; these items must be kept in proper packaging until they are used.
- (t) Assign guards and unit personnel who know the location and procedures for the use of fire-fighting apparatus.
- (u) Use correct fire symbols (vs. DOT Placards) visible from all routes of approach.
- (v) Follow the **cardinal rule** of having a minimum number of personnel exposed for a minimum time, to the smallest quantity of explosives, consistent with safety and efficiency.
- (w) Ensure the **QASAS** and assigned surveillance inspector have the authority and responsibility to stop unsafe operations where imminent danger is involved (SB 742-1, para 10-1).

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SUBJECT: Appendix 2 (Ammunition Safety) to Annex N (Ammunition Supply Point)

(x) Report immediately all malfunctions and misfires involving ammunition to PTA Range Safety and the QASAS, IAW AR 75-1. Operations and missions in the immediate vicinity will be suspended until cleared by Range Safety in conjunction with the QASAS.

APVG-GP

SUBJECT: Appendix 3 (Ammunition Security) to Annex N (Ammunition Supply Point)

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1. Purpose. This appendix highlights security requirements for A & E located at PTA, particular security requirements for A & E in convoys, and at the Port of Kawaihae (Annex I).
2. Applicability. This appendix is applicable to all units possessing or using A & E at PTA.
3. Policies and procedures.
 - a. Deployed Unit Commanders will:
 - (1) Provide security for their ammunition at PTA IAW AR 190-11 and USARPAC Suppl 1.
 - (2) Secure the AHA and any Field Ammunition Storage Points (FASPs).
 - (3) Provide an armed guard for each vehicle used to transport Category I ammunition from the ASP. Units must also provide a separate escort vehicle equipped with a radio. Category I items must be under the control of a SGT or above at all times.
 - (4) Provide an armed guard for each vehicle transporting Category II munitions from the ASP. Category II items must also be under the control of a SGT or above at all times.
 - (5) Never leave Category III and IV ammunition awaiting transport unattended. If munitions are to be secured at the AHA or a FASP, the PTA Commander requires armed guards at those locations.
 - f. Follow accountability procedures outlined in Chapter 11, DA PAM 710-2-1 and use DA Form 5515 (Training Ammunition Control Document) and daily inventories to ensure ammunition security. Reconciliation with ASP is a significant part of accountability prior to unit's departure
 - g. Secure ammunition in the field at all times, and enforce procedures for securing ammunition based on an assessment of the threat, training objectives, location, during their deployment.
 - h. Closely monitor the control of ammunition and explosives during field training and range firing when munitions are distributed to troops.
 - i. Ensure troops are aware of the amnesty rules and the locations of amnesty boxes.

APVG-GP

SUBJECT: ANNEX X (PTA SUPPORT REQUIREMENTS TIMETABLE) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

***All requests, changes, and updates are to be submitted to the PTA Installation Support Center, Pohakuloa Training Area, Post Office Box 4607, Hilo, Hawaii, 96720-0607, Stop #212, at (808) 433-1810, ext. 485#420#/455#.**

DATE COMPLETE	No	TIME	SHORT DESCRIPTION	ACTION	POC	PHONE	REFERENCE
	1	D-180	Long Haul Ckts	Submit request for services (RFS)/Telecommunications Request (TR) to ISC.	ISC - approver PTA DOIM LNO/TCO – coordination		Annex A
	2	D-180	VTC through DVSG	RFS/TR to ISC.	ISC – approver PTA DOIM LNO/TCO/IMO – coordination		Annex A
	3	D-180	Network Connectivity	Submit list of bldgs and number of workstation connectivity rqmts to ISC.	ISC – approver PTA DOIM LNO/TCO/IMO – coordination		Annex A
	4	D-180	SIPRNET	Submit Capability Request for SIPRNET connection to ISC.	ISC – approver PTA DOIM LNO/TCO/IMO – coordination		Annex A

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SUBJECT: ANNEX X (PTA SUPPORT REQUIREMENTS TIMETABLE) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

DATE COMPLETE	No	TIME	SHORT DESCRIPTION	ACTION	POC	PHONE	REFERENCE
	5	D-180	Extraordinary telephone support	Submit list of bldgs requiring extraordinary telephone support to ISC	ISC – approver PTA DOIM LNO/TCO – coordination		Annex A
	6	D-180	Extraordinary network support	Submit list of bldgs requiring extraordinary network support to ISC.	ISC – approver PTA DOIM LNO/TCO/IMO – coordination		Annex A
	7	D-135	Ammunition Preposition Letter	Submit Ammunition preposition letter to: USAG-HI, DOL, Munitions Branch, ATTN: APVG-GLS-M (Acct Off), Provide a copy to PTA ISC.	Acct. Officer Stop #114 PTA ISC	668-3202 ext. 455#	WASP/PTA ASP SOP
	8	D-120	Hawaii Information Telephone Svc (HITS) phones	Submit DA 3938, Local Service Request Form (LSR) to PTA ISC.	ISC – approver PTA DOIM LNO/TCO – coordination		Annex A
	9	D-120	Commercial phones	Submit DA 3938, Local Service Request Form (LSR) to PTA ISC.	ISC – approver PTA DOIM LNO/TCO – coordination		Annex A

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SUBJECT: ANNEX X (PTA SUPPORT REQUIREMENTS TIMETABLE) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

DATE COMPLETE	No	TIME	SHORT DESCRIPTION	ACTION	POC	PHONE	REFERENCE
	10	D-120	Local Ckts	Submit DA 3938, Local Service Request Form (LSR) to PTA ISC.	ISC – approver PTA DOIM LNO/TCO – coordination		Annex A
	11	D-120	Frequency Management	Submit Standard Frequency Action Format (SFAF) to USPACOM through frequency management command channels for temporary frequency assignments	25 th ID(L) G6 Frequency mgr – approver PTA DOIM LNO/TCO – coordination		Annex A
	12	D-120	Use of State or Leased Lands	Submit occasional use lands request to DPW Real Estate and Operations-PTA	DPW Real Estate Operations Supervisor	656-1027 ext. 420#	Annex A
		D-90	Network Connectivity	Non USARHAW units must contact Information Assurance (IA) Team for DITSCAP validation.	ISC – approver PTA DOIM LNO/TCO – coordination		Annex A

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SUBJECT: ANNEX X (PTA SUPPORT REQUIREMENTS TIMETABLE) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

DATE COMPLETE	No	TIME	SHORT DESCRIPTION	ACTION	POC	PHONE	REFERENCE
	13	D-90	Frequency Management	Request MSE frequencies from 25 th ID(L)/G6 frequency manager.	25 th ID(L) G6 Frequency mgr – approver PTA DOIM LNO/TCO – coordination		Annex A
	14	D-90	Operations & Training Plan	Submit concept of operation to PTA ISC/RRange Control.	PTA ISC /Range Control	ext. 455# ext. 420#	Annex A & D
	15	D-90	Training Plan	Provide brief description of tentative training (size of unit, types and locations of training) to be performed in environmentally sensitive areas.	PTA Environmental Operations Supervisor	523-5196 Fax: 523-1390 ext. 420#	Annex A AR 200-2
	16	D-90	Environmental Notification	PTA Environmental Office will advise training unit on possible natural and cultural sensitivities of proposed training and on possible needs for environmental documentation (e.g. Record of Environmental Consideration section 106 consultation).	PTA Environmental	523-5196 Fax: 523-1390	Annex A AR 200-2 AR 200-4

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SUBJECT: ANNEX X (PTA SUPPORT REQUIREMENTS TIMETABLE) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

DATE COMPLETE	No	TIME	SHORT DESCRIPTION	ACTION	POC	PHONE	REFERENCE
	17	D-75	Rations Forecast	Submit rations forecast to TISO, DOL, USAG-HI, ATTN: APVG-GLS-T, Schofield Barracks, HI 96857	TISO Stop #114	655-9061	Annex M
	18.	D-72	Water Bucket Spt	Aviation unit to contact Fire Dept	PTA Fire Dept		Annex J
	19	D-60	Medical/Dental	Coordinate for Medical Doctor, Dental Officer and X-Ray tech from supporting Medical Command. Provide info copy to PTA ISC.	TMC NCOIC PTA ISC CTR	ext. 433# ext. 431# ext. 455#	Annex B Annex A
	20	D-60	Frequency Management	Units who do not use ANCD fill devices, must submit paper copies of the SOI. Input for the SOI in the form of a RBECS, ACES/JACS merged master net list	25 th ID(L) G6 Frequency mgr – approver PTA DOIM LNO/TCO – coordination		Annex A
DATE COMPLETE	No	TIME	SHORT DESCRIPTION	ACTION	POC	PHONE	REFERENCE

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SUBJECT: ANNEX X (PTA SUPPORT REQUIREMENTS TIMETABLE) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

	21	D-45	Network Connectivity	Submit ATC/IATC IS inventory 420-R-E	PTA ISC PTA DOIM LNO/IMO – coordination		
	22	D-30	Request Safety Brief	Request Range Safety Brief at unit home base or at PTA prior to initiation of training.	Range Control ATTN: PTA Scheduling Office	ext. 410#	Annex D
	23	D-45	Transportation, Troops by Bus	Coordinate large unit movement bus transportation as follows: 25ID(L) units work through DTO. USMC and other authorized support units work directly with vendor. For CULT support USARHAW Units submit APZV Form 7 to DTO. 3MEB submits form 7 through Regimental S4 3d Marines.	DTO Fax BUS Fax DOL TRAN PTA Fax	655-4963 655-8721 655-8720 655-8723	Annex L
		D-60	Heavy Equipment Requiring Permits			ext. 439# 1 808 934-0855	
	24	D-45	All Other CULT Support				
DATE COMPLETE	No	TIME	SHORT DESCRIPTION	ACTION	POC	PHONE	REFERENCE

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SUBJECT: ANNEX X (PTA SUPPORT REQUIREMENTS TIMETABLE) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

	25	D-60	EOD Support	Submit request through G-3 25 th ID(L) tasking to 706th EOD Det.	Range Operations Supervisor	ext. 411#	Annex D
	26	D-45	Ration Requirements	Submit request for ration requirements and any rations changes/updates to TISO, BAE USAG-HI, ATTN: APVG-GLS-T, Schofield Barracks, HI. Provide copy to PTA ISC	TISO Stop #255 PTA ISC	655-9061 ext. 455#	Annex F
	27	D-45	Electric and Water	Submit utility requirements for all base camp and field operations.	PTA DPW	ext. 496# ext. 434#	Annex C
	28	D-45	Live Fire Maneuver Scenarios	Submit live fire maneuver scenarios to Range Control for review/approval.	Range Operations Supervisor	ext. 411#	25 th ID(L) & USARHAW REG 350-1 Annex D
	29	D-45	Use of K-Docks	Submit request for K-Dock to Range Control Division.	Range Operations Supervisor	ext. 411#	Annex D
	30	D-45	MEDEVAC	PTA submits MEDEVAC requirements based on arrival/departure dates and troop density.	Range Operations Supervisor	ext. 410#	Annex D
	31	D-45	Site Visit	Conduct recon visit, on-site coordination and turn-in all D-45 requirements hard copy to PTA ISC.	PTA ISC	ext. 420# ext. 455#	Annex C
DATE COMPLETE	No	TIME	SHORT DESCRIPTION	ACTION	POC	PHONE	REFERENCE

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SUBJECT: ANNEX X (PTA SUPPORT REQUIREMENTS TIMETABLE) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

	32	D-45	Billets, Facilities and Key Personnel	Request for Base Camp facilities and Key personnel roster submitted to PTA ISC CTR.	PTA ISC	ext. 455# ext. 419#	Annex A
	33	D-45	POL/Fuel, Signature Card	Bulk fuel - Submit Delegation of Authority DA Form 1687 (signature card) to PTA POL through PTA ISC CTR.	PTA POL PTA ISC	ext. 421# ext. 455#	Annex K
	34	D-45	Targets	Submit special target requirements (amount, type, and dates needed).	Range Maintenance Manager	ext. 414#	Annex D
	35	D-45	Telephones	Coordinate for FEX, local phones, and data communications requirements with PTA ISC CENTER Provide copy of Telecommunications, Network, and IP Address requirements to PTA DOIM. FEX should be FAX (523-6896)	PTA ISC PTA DOIM	ext. 419# ext. 420# ext. 483#	Annex A
	36	D-30	Medical	Contact/Coordinate all medical issues.	PTA TMC	ext. 433#	Annex B

DATE COMPLETE	No	TIME	SHORT DESCRIPTION	ACTION	POC	PHONE	REFERENCE
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SUBJECT: ANNEX X (PTA SUPPORT REQUIREMENTS TIMETABLE) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

	37	D-45	Ammunition, draws at PTA, ASP	Submit DA Form 581 Request for Ammunition for ammo to be drawn at PTA, to Division Ammunition Office (DAO), Wheeler Army Airfield. Units need to list their desired "Turn-In" date in block 28. Provide copy of 581s to PTA ISC CTR.	CAMO Stop #215 PTA ISC	656-1911 ext. 455#	WASP/PTA SOP Annex N
	38	D-30	POL/Fuel	Submit all requests for Bulk/Retail Fuel to BAE, USAG-HI, ATTN: APVG-GLS (POL Unit). These include a memorandum listing timeframe requirements, POC, and DA 2765-1, DD Form 1348-6 (Other DoD Agencies). ALL NON-DUTY HOUR REQUIREMENTS NEED TO BE IDENTIFIED. Provide copy to PTA ISC.	USAG-HI POL Stop #305 Fax PTA ISC	656-2411 656-2266 ext.455#	Annex K
	39	D-30	Hazardous Waste /Spill Plan	Submit Hazardous Waste/Material Spill Contingency Plan to DPW, Pohakuloa, USAG-HI, PO Box 4607, Hilo, HI 96720-0607.	DPW Environmental Compliance	ext. 403#	Annex C
	40	D-30	Latrines, Chemical number required and location	Submit chemical latrine requirements for base camp, Kawaihae Docks, Hilo Airport, and training areas to DPW, Bldg 36, PTA.	QA Spec	ext. 496# fax: 969-9024	Annex C

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SUBJECT: ANNEX X (PTA SUPPORT REQUIREMENTS TIMETABLE) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

DATE COMPLETE	No	TIME	SHORT DESCRIPTION	ACTION	POC	PHONE	REFERENCE
	41	D-30	Refuse Collection	Submit refuse collection requirements to DPW. PRCs or MIPRs from external agencies required.	QA Spec	ext. 496# fax 961-0834	Annex C
	42	D-30	Base Camp Utilities	Non-25 th ID(L) units to submit MIPR as required for electrical and water treatment.	QA Spec	ext. 496# fax 961-0834	Annex C
	43	D-30	Airfield Operations To Include Weather Support	Submit request for airfield support facilities. Include requirements for other than normal duty hours (weekends, nights, and holidays). Submit C-130 daily flight schedule.	BAAF OPNS	ext. 461# fax 935-3307	25 th ID(L) & USARHAW IASC SOP Annex E and Weather Support Standing Operating Procedures
	44	D-30	Unit Mail Clerk Letter	Submit memo designating a Postal officer and Unit Mail Clerk to Pohakuloa Training Area Admin	Pohakuloa Training Area HQ's	Ext. 443	Annex A
	45	D-30	COMSEC	Submit list of all real world COMSEC that will be used at PTA by type, short title, and location.	PTA ISC PTA DOIM LNO/IMO – coordination		Annex A
DATE COMPLETE	No	TIME	SHORT DESCRIPTION	ACTION	POC	PHONE	REFERENCE

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SUBJECT: ANNEX X (PTA SUPPORT REQUIREMENTS TIMETABLE) to Pohakuloa Training Area (PTA) External Standing Operating Procedures (SOP)

	46	D-15	Convoy Movement	Provide updated convoy movement information to PTA DA Police.	DA Police	433-1810 ext. 425# 969-2489 (fax)	Annex H
	47	D-15	Transportation, Airflow and Bus Passenger	Submit airflow and bus passenger requirements on APZV Form 7 to BAE Trans. Div. USAG-HI, ATTN: APVG-GLT, Schofield Barracks, HI 96857-6046.	Trans Div TMP (Bldg T-25)	656-2241 935-7565 (fax)	Annex L
	48	D-10	Police Support	Provide name and rank of OIC/NCOIC of military police support. (For 1,500 troops or more, unit provides 5 augmentation MPs).	DA Police	ext. 425#	Annex H
	49	D-10	Range Safety Certification	Submit current Range Safety Certification rosters including "last 4" of soldiers listed.	Range Operations Supervisor	ext. 410#	Annex D
	50	D-10	Range Clean-up	Submit Range Clean-up Plan to Range Control.	Range Operations Supervisor	ext. 410#	Annex D
	51	D-10	Firefighting	Coordinate with PTA Fire Dept D10 prior to arriving at PTA	Fire Dept	Ext. 441	Annex J