

# U.S. Army Garrison Camp Parks DRAFT



## DPTMS Standard Operating Procedure #09-01



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**1. CHAPTER 1. CAMP PARKS DPTMS**

**Section 1-1. OVERVIEW**

**1-1.1. PURPOSE**

To prescribe the policies and procedures for supporting training activities conducted at the Camp Parks Training Area.

**Section 1-2. APPLICABILITY**

This SOP applies to US Army Active, Reserve, National Guard Components, and other military and non-military organizations authorized to train at Camp Parks, and includes all areas which are currently being or have been used for training and live-fire exercises.

**Section 1-3. PERSONNEL**

**1-3.1. CAMP PARKS DIRECTOR OF PLANS, TRAINING, MOBILIZATION AND SECURITY (DPTMS) AND RANGE CONTROL**

- a. The roles and responsibilities of DPTMS and Range Control, Camp Parks are to:
  - i. Supervise and enforce policies established by Federal and State legislation, Department of Defense and Department of the Army Regulations, Installation Management Command, the CSTC Commander, and Camp Parks Garrison Commander.
  - ii. Implement the directives of the Commander, Camp Parks and other Higher Headquarters.
  - iii. Provide recommendations to the Camp Parks Commander on regulations and standard operating procedures for the use of all training facilities.
  - iv. Approve all training facility use and ensure units comply with training facility schedules.
  - v. Monitor and enforce compliance with environmental laws and regulations as related to all activities conducted on Camp Parks.
  - vi. Provide direct supervision to the Range Officer.

**1-3.2. KEY POINTS OF CONTACT**

DPTMS	
Range Operations	
Phone	(925) 875-4950
Fax	(925) 875-4306
Mr. Richard Fielder, DPTMS	
Phone	(925) 875-4304
Training Support	(925) 875-4371
Fax	(925) 875-4637
Email	richard.fielder@usar.army.mil

<b>Mr. Jose Rodriguez, TNG SPT OFFICER</b>	
Phone	(925) 875-4301
Scheduling	(925) 875-4305
Fax	(925) 875-4306
Email	jose.antonio.rodriguez@usar.army.mil
<b>FIRE AND MEDICAL EMERGENCIES</b>	
First Phone Contact	(925) 875-4911
Second Phone Contact	9-911
<b>FIRE DEPARTMENT</b>	
Location	Building 520
Phone	(925) 875-4902/4903
<b>POLICE/SECURITY</b>	
<b>Mr. Morningstar, Chief of Police</b>	
Location	Building 692
Phone	(925) 875-4720
Fax	(925) 875-4722
Emergencies	9-911
<b>SAFETY OFFICE</b>	
<b>Randal Ross, Safety Manager</b>	
Phone	(925) 875-4674
Fax	(925) 875-4628
Email	Randall.Ross@us.army.mil
<b>Allan J. Graff, CSHO</b>	
Phone	(925) 875-4681
Fax	(925) 875-4628
Email	Allan.Graff@usar.army.mil
<b>ENVIRONMENTAL OFFICE</b>	
<b>Mr. Paul Kot, Manager</b>	
Email	Paul.Kot@usar.army.mil
<b>Mr. Michael Strauss, Pest Management, Hazardous Waste</b>	
Email	Mike.Strauss@usar.army.mil
<b>Ms. Michelle Santos, Air and Water Quality, Compliance</b>	
Email	Michelle.Gebel@usar.army.mil

## 2. CHAPTER 2. TRAINING AREAS AND FACILITIES

### Section 2-1. TRAINING AREAS AND FACILITIES OVERVIEW

#### 2-1.1. ROLES AND RESPONSIBILITIES

- a. Units should schedule Training Areas and Facilities as far in advance as possible. More information on scheduling can be found in Section 2-2.
- b. All units are required to submit a Commander's letter appointing their Range OICs and Range Safety Officers to Camp Parks Range Control at least 24 hours in advance of their training event. The letter can be sent via mail to Range Control, Attn: DPTMS, B-311, 8<sup>th</sup> Street, Camp Parks, Dublin, CA

- 94568 or by fax to (925)875-4306. Units without a current appointment letter on file will not be allowed to sign for a Training Facility or Area.
- c. Commanders are responsible for the safe conduct of ranges and training events at Camp Parks. All Range OICs and Range Safety Officers must be in the grade of E-6 or above and attend the Range Safety Briefing prior to operating a range or training area. Unit Commanders will ensure their Range OICs and RSOs have the knowledge and training required to perform these duties. Commanders will ensure that their pre-training covers risk assessment and safety.
  - d. Unit personnel will not enter any training facility or areas without obtaining prior clearance from Range Control at building 1194, or by phone at (925)875-4950.
  - e. An on-site Medic or Combat Lifesaver is required for training areas and facilities use.
  - f. Communications must always be maintained with Range Control Personnel in case of incident or mishap. OICs will maintain communications with Range Control and conduct a radio check once every hour, on the hour.
    - i. In the event of an accident or serious incident, Camp Parks Range Control will be contacted along with the unit or agency's internal Chain-of-Command.
    - ii. Camp Parks Range Control will coordinate evacuation if needed. If an Incident or Serious Incident Report must be filed, the CSTC Safety Office will conduct its' own investigation. Upon completion, units or agencies will be allowed to continue use of the ranges or training sites.
    - iii. Units or Agencies which have serious incidents must complete and submit their own investigations, corrective actions, etc. to the Training Support Officer at building 311, before they can train again at Camp Parks.
  - g. There will be no digging operations at any Training Site without the specific approval of the Training Support Officer, Camp Parks DPTMS Office, and Camp Parks Safety and Environmental Offices. Digging operations to include foxholes must be requested 30 days prior to training and attached to the units TSR.
  - h. Any unit found not to be in compliance with this SOP and applicable regulations will be placed in administrative hold until corrective actions are made by the Range OIC to conform to the policies contained in this SOP.
  - i. Units that damage the Training Areas will notify Range Control immediately and submit a written report to the Training Support Officer DPTMS, CSTC, CAMP PARKS, ATTN: DPT B-312, 9<sup>th</sup> St, Camp Parks, Dublin, CA within 24 hours of the incident(s) indicating procedures taken to prevent recurrence. If a Serious Incident Report is required, the unit will be supplied with the required format by the DPTMS office.
  - j. Units will ensure that all debris and equipment is cleared from the Training Area prior to contacting Range Control for release from training. Ensure that all personnel are accounted for and sensitive items are secured.
  - k. Exemptions to these responsibilities will be made only with an authorization from the Director of Plans, Training, Mobilization and Security CSTC.

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## 2-1.2. REFERENCES

- a. AR 350-1 Army Training and Leader Development dtd 3 Aug 07
- b. FR 350-1 Active Duty Training for FORSCOM Units dtd 25 Oct 02
- c. FR 350-2 Reserve Component Training dtd 27 Oct 99

- d. AR 385-63 Range Safety dtd 10 Apr 03
- e. AR 200-1 Environmental Protection and Enhancement dtd 28 Aug 07
- f. DA Pam 385-1 Small Unit Safety Officer/NCO Guide dtd 29 Nov 01
- g. DA Pam 385-63 Range Safety dtd 10 Apr 03
- h. AR 190-11 Physical Security of Arms, Ammunition and Explosives dtd 15 Nov 06
- i. FM 3-04.300 Flight Operations Procedures dtd 26 Apr 04
- j. FM 3-04.301 Aeromedical Training for Flight Personnel dtd 29 Sep 00
- k. TC 21-24 Rappelling dtd 10 Sep 97

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### 2-1.3. TRAINING AREAS AND FACILITIES

- a. Obstacle Course
  - i. REFERENCES. AR 385-10, 29 Feb 00, Army Safety Program, AR 385-40, 1 Nov 94, Accident Reporting and Records, TRADOC 350-6, 3 July 2001, FM 21-20, 30 Sep 92
  - ii. GENERAL. This information establishes standards for the safe operations in and around the Obstacle Course. Safety is of paramount importance and will be stressed throughout the negotiation of the course.
  - iii. ROLES AND RESPONSIBILITIES. All training on the Obstacle Course will be conducted under the supervision of the Officer-in-Charge (OIC) in the grade of E6 or above. The OIC is overall in charge of the entire training area. Not until after the Soldiers have received a demonstration and a walkthrough of the entire course, are they permitted to run the course for time.
  - iv. DESCRIPTION. The Obstacle Course is physically demanding training, and requires that Soldiers be both physically and mentally fit to successfully complete the course. An assessment of the Soldier's upper body and abdominal strength will be conducted prior to arriving on site. Soldiers are encouraged, but are not required, to negotiate each obstacle. The Obstacle Course is approximately 150 yards long, and consists of 13 obstacles placed approximately 30 yards apart. Each obstacle is numbered and has a diagram of the proper method to negotiate the obstacle. These obstacles serve to test various skills the Soldier might encounter in a combat environment, by running the course.
  - v. JUNIOR ROTC. It is highly recommended that JR ROTC units only negotiate the low climbing obstacles and not the "Tough One," "Skyscraper" or "Vertical Climb".
- b. Leadership Reaction Course (LRC)
  - i. REFERENCES. SH 7-189-1 United States Army Infantry School through National Guard Infantry, Ft. Pickett VA.
  - ii. GENERAL. This information establishes standards for the safe operations in and around the LRC. Safety is of paramount importance and will be stressed throughout the negotiation of the course.

- iii. ROLES AND RESPONSIBILITIES. The OIC of training on the LRC at Camp Parks will have the LRC SOP in his/her possession and be familiar with its contents prior to training. Further information on roles, responsibilities, and safety requirements is within the LRC SOP.
  - iv. DESCRIPTION. The course operation is designed to allow each individual an opportunity to be a leader on one task and serve as a team member or observer on the other tasks. For each task there is a working team and an observing team. The working team is responsible for completing the mission while the observing team acts as safety personnel, over watch elements, support elements or competition (harassers). At all times they should be observing the working team to see what behaviors are effective and ineffective. At the conclusion of each task, the working team and observing team rotate responsibilities and the group rotates to a new task. No task is run twice so the leader's skills in planning, organizing, decision making, supervising, and communicating can be evaluated as they pertain to that leader. The leader will be evaluated on how well he/she does, not how well someone else has done or what he/she has learned about the task through observation.
- c. MOUT Site and Shoot House
- i. REFERENCES. AR 350-1 Army Training & Leader Development dtd 3 Aug 07, AR 350-38 Training Device Policies and Management dtd 15 Oct 93, DA Pam 385-1 Small Unit Safety Officer/NCO Guide dtd 29 Nov 01 TC 90-1 Training for Urban Operations dtd 1 Apr 02, FR 350-1 Active Duty Training for FORSCOM Units dtd 25 Oct 02.
  - ii. GENERAL. The MOUT Site is designed to provide a training area in which units may learn the individual and unit skills needed to fight and defeat an enemy in an urban environment. The MOUT Facility allows training of units from Platoon through Battalion level and provides for blank fire exercises to be conducted. The Shoot House is used to train and test individual Soldiers and squad-sized elements on the skills necessary to effectively enter structures and perform multi-room clearing actions while identifying, engaging, and defeating enemy targets utilizing all assigned and field expedient equipment.
  - iii. ROLES AND RESPONSIBILITIES. The primary function of Range Operations is to provide maximum assistance and guidance to commanders in accomplishment of their training mission within the purview of existing regulations and directives from higher headquarters. Commanders and Unit OICs will ensure that soldiers are briefed on following safety guidelines within this SOP prior to using the MOUT and Shoot House facility. All policies and procedures required for the MOUT site apply for use of the Shoot House B-1218. The OIC of Training on the MOUT Site on CSTC will have this SOP in his/her possession and be familiar with the contents prior to being given clearance to commence training. Possession of this document does not relieve the OIC from the



responsibility for possession of other directives and documents required for the conduct of training on the MOUT at CSTC.

- iv. DESCRIPTION. The Shoot House facility, constructed to represent a building with a series of interconnected rooms, provides for any number of forceful entry and room clearing scenarios. Many of the training scenarios and objectives identified in TC 90-1, Chapter 3 are capable of being supported. The MOUT facility is representative of a small village or section of a busy urban neighborhood and provides for any number of training scenarios, which are restricted only by the imagination and specific training objectives of the training unit. Many of the training scenarios identified in TC 90-1, Chapter 2 are capable of being supported.
- d. Tactical Landing Zone and Air Strip Area A-9. The use of the Tactical Landing Zone and Air Strip requires additional coordination through the Directorate of Plans and Training Office at Camp Parks. Units should request use of this area NLT 45 days prior for coordination with local agencies. Camp Parks is not equipped with a lighted helicopter landing pad or zone. Request for night operations will also require special clearance and authorization by the DPT office. Camp Parks Air Strip is for helicopter use only. It is an inactive Air Strip which does not have Air Traffic Control Support. It is a non-paved, dirt strip approximately 2,000 feet long in Area A Camp Parks is surrounded by built up areas and commercial buildings. Units will conduct a safety walk of the area prior to commencing aviation operations to look for obstacles and debris at the two sites.
- e. BIVOUAC Sites 1 through 4 Area K1-K4. Units will not have any open flame heaters or fires inside or outside of their tents. As there is much wild life in and around Camp Parks, units must keep trash policed in heavy duty garbage bags at all times. No digging is allowed in any training area without permission for the DPT Office, Safety Office and Environmental Office. Avoid wetlands, ponds, streams at all costs. Camp Parks has several endangered species which are protected under Federal and State law. If units have a highly congested area and are near a road way, units will supply an access guard to their site for Safety reasons. Road guides will be used when maneuvering in congested areas where troops are present.
- f. WTT Site. The WTT Site has numerous structures used for conducting training. Unit OICs will inspect the site for unsafe conditions and or structures. The site must be kept in a high state of police during use. Camp Parks has only limited logistics items to support units during WTT Training. Request for folding chairs or tables must be made with their TSR to the Camp Parks DPT scheduler.
- g. Drop Zone South Area A-11. This area is used for helicopter operations only to load and offload personnel and for light sling load operations within Camp Parks. Units must perform the same safety sweep of the area prior to aviation assets entering the area.
- h. Rappel Tower Area A-12. Units will supply their own ropes, D-Rings, harnesses and other equipment for conducting Rappel training. Units are

- required to have a Medic/Combat Life Saver and MEDEVAC vehicle on site while conducting training on the tower. Units will conduct an inspection of the tower with Range Control personnel prior to use on the day of training. Soldiers will be given training on the ground relating to the proper rappelling techniques prior to climbing the tower. Units will ensure that they have a baler on each rope where personnel are negotiating the tower. Units will conform to TC 21-24 for the use of this tower. Range Control will provide OICs with a copy of TC 21-24 for reference. Unit Commanders are responsible for ensuring the OIC and trainers are knowledgeable and proficient in Rappel Operations and training. A maximum of 6 personnel are allowed on the top of the tower. Rappel Masters and Safety NCOs will be tied off through a swiss seat or rappel harness to the top anchor points on the tower. Unit OICs will ensure all personnel are wearing Kevlars and have leather gloves while using this obstacle. If Range Control witnesses any unsafe acts or noncompliance with this SOP, the unit will be shut down until the OIC corrects the deficiency.
- i. Vehicle Track Course Area E-1. Unit OICs will ensure that a drivers Safety Brief is conducted prior to using this site. Unit OICs will also ensure a PMCS is done IAW with the vehicles -10 Technical Manual prior to using the course. Any vehicle that has a Class II leak or larger will not be permitted to enter the course. Any POL spills will immediately be reported to Range Control for assistance. Camp Parks does not have vehicle recovery assets. Units will need to coordinate recovery assets through their chain of command. Units will not exceed 10 MPH over unpaved terrain. Units will adhere to all posted speed limits and will not exceed 10 MPH when passing troops. A wash rack facility, which is available for units, is located at Bryant and Cromwell Ave. Units will need to bring their own washing equipment. Units will respect wildlife in the area and avoid running over burrowing owl holes.
  - j. Engineer Bridge Site Area E-2. Unit OICs will inspect the site structure for damaged or loose wood fittings. Units must bring their own bridge equipment for negotiating this site. If the structure is deemed Safe for holding a weight of 250 lbs, Range Control will close the site for repair. Report any damage or Safety issues to Range Control immediately.
  - k. Field Kitchen Site Area F-2. Unit OICs will ensure they conduct a walkthrough of the Site prior to its use to identify Safety hazards such as tripping hazards, debris, wild life or other units occupying the area. Report any Safety issues to Range Control for corrective action. Unit OICs will ensure they maintain accountability of personnel on the site at all times. Unit OICs will ensure they have sufficient potable water on site for soldiers to stay hydrated during training. Unit OICs will have to supply their own potable water. Unit OICs must remain cognizant of weather conditions and ensure they constantly update their risk assessment when extreme temperatures are prevalent. There are no power hook ups at this site.
  - l. Smoke Grenade Practice Site F-3. Unit OICs will ensure they conduct a walkthrough of the Site prior to its use to identify Safety hazards such as

tripping hazards, debris, wild life or other units occupying the area. Report any Safety issues to Range Control for corrective action. Unit OICs will ensure they maintain accountability of personnel on the site at all times. Unit OICs will ensure they have sufficient potable water on site for soldiers to stay hydrated during training. Prior approval must be obtained from the Chief of Training DPT prior to using smoke grenades on the site. This should be requested when the unit submits its TSR. Unit OICs must remain cognizant of weather conditions and ensure they constantly update their risk assessment when extreme temperatures are prevalent.

- m. Litter Obstacle Course Area G-2. Unit OICs will ensure they conduct a walkthrough of the Course prior to its use to identify Safety hazards such as tripping hazards, debris, wild life or other units occupying the area. Report any Safety issues to Range Control for corrective action. Unit OICs will ensure they maintain accountability of personnel on the course at all times. Unit OICs will ensure they have sufficient potable water on site for soldiers to stay hydrated during training. Unit OICs must remain cognizant of weather conditions and ensure they constantly update their risk assessment when extreme temperatures are prevalent.
- n. ATGM Tracking Site Area J-1. Unit OICs will ensure they conduct a walkthrough of the Site prior to its use to identify Safety hazards such as tripping hazards, debris, wild life or other units occupying the area. Report any Safety issues to Range Control for corrective action. Unit OICs will ensure they maintain accountability of personnel on the site at all times. Unit OICs will ensure they have sufficient potable water on site for soldiers to stay hydrated during training. Unit OICs must remain cognizant of weather conditions and ensure they constantly update their risk assessment when extreme temperatures are prevalent.
- o. Maneuver Area J-2. Unit OICs will ensure they conduct a walkthrough of the Area prior to its use to identify Safety hazards such as tripping hazards, debris, wild life or other units occupying the area. Report any Safety issues to Range Control for corrective action. Unit OICs will ensure they maintain accountability of personnel on the site at all times. Unit OICs will ensure they have sufficient potable water on site for soldiers to stay hydrated during training. The area may be used for mounted and dismounted operations. Unit OICs must remain cognizant of weather conditions and ensure they constantly update their risk assessment when extreme temperatures are prevalent.
- p. Vehicle Recovery Site Area J-3. Unit OICs will ensure they conduct a walkthrough of the Site prior to its use to identify Safety hazards such as tripping hazards, debris, wild life or other units occupying the area. Report any Safety issues to Range Control for corrective action. Unit OICs will ensure they maintain accountability of personnel on the site at all times. Units will not conduct vehicle repairs at this site which could cause a POL or HAZMAT incident. Unit OICs will ensure they have sufficient potable water on site for soldiers to stay hydrated during training. Unit OICs must remain

- cognizant of weather conditions and ensure they constantly update their risk assessment when extreme temperatures are prevalent.
- q. Land Navigation Site Areas M-4 and K-5. Unit OICs will ensure they conduct a walkthrough of the Land Navigation Site prior to its use to identify Safety hazards such as tripping hazards, debris, wild life or other units occupying the area. Report any Safety issues to Range Control for corrective action. Unit OICs will ensure they maintain accountability of personnel on the site at all times. Units are required to have a Medic or Combat Lifesaver with MEDEVAC vehicle on site. Unit OICs will ensure they have sufficient potable water on site for soldiers to stay hydrated during training. A roving vehicle is required for observation of personnel on the site while it is being used. Unit OICs must remain cognizant of weather conditions and ensure they constantly update their risk assessment when extreme temperatures are prevalent.
  - r. Demo Range Area K-1. Unit OICs will ensure they conduct a walkthrough of the Range prior to its use to identify Safety hazards such as tripping hazards, debris, wild life or other units occupying the area. Report any Safety issues to Range Control for corrective action. Unit OICs will ensure they maintain accountability of personnel on the site at all times. Units are required to have a Medic or Combat Lifesaver with MEDEVAC vehicle on site. Only inert or simulated demolitions will be used at this site. Exceptions must be requested in writing to the Chief of Training, DPT at B-311. The unit should make an exception request when submitting their TSR. Unit OICs will ensure they have sufficient potable water on site for soldiers to stay hydrated during training. Unit OICs must remain cognizant of weather conditions and ensure they constantly update their risk assessment when extreme temperatures are prevalent.
  - s. Land Navigation Site Area K-5. Unit OICs will ensure they conduct a walkthrough of the Land Navigation Site prior to its use to identify Safety hazards such as tripping hazards, debris, wild life or other units occupying the area. Report any Safety issues to Range Control for corrective action. Unit OICs will ensure they maintain accountability of personnel on the site at all times. Units are required to have a Medic or Combat Lifesaver with MEDEVAC vehicle on site. Unit OICs will ensure they have sufficient potable water on site for soldiers to stay hydrated during training. A roving vehicle is required for observation of personnel on the site while it is being used. Unit OICs must remain cognizant of weather conditions and ensure they constantly update their risk assessment when extreme temperatures are prevalent.
  - t. Special K BIVOUAC Site Area K-6. Unit OICs will ensure they conduct a walkthrough of the Site prior to its use to identify Safety hazards such as tripping hazards, debris, wild life or other units occupying the area. Report any Safety issues to Range Control for corrective action. Unit OICs will ensure they maintain accountability of personnel on the site at all times. Units will adhere to the same policies and procedures listed in paragraph 5.b. above (BIVOUAC Sites 1 through 4 Area K1-K4). Unit OICs will ensure they have sufficient potable water on site for soldiers to stay hydrated during

training. Unit OICs must remain cognizant of weather conditions and ensure they constantly update their risk assessment when extreme temperatures are prevalent.

- u. MED Site-1 Area M-1. Unit OICs will ensure they conduct a walkthrough of the Site prior to its use to identify Safety hazards such as tripping hazards, debris, wild life or other units occupying the area. Report any Safety issues to Range Control for corrective action. Unit OICs will ensure they maintain accountability of personnel on the site at all times. This site has upgraded LAN use for communications and an access gate located to the southeast. Units must request use of EAST Gate at the time they submit their TSR. Unit OICs will ensure they have sufficient potable water on site for soldiers to stay hydrated during training. Unit OICs must remain cognizant of weather conditions and ensure they constantly update their risk assessment when extreme temperatures are prevalent.
- v. Wash Rack Area L. Units are allowed to use the Wash Rack Facility located at the intersection of Cromwell and Bryant Ave. Unit OICs will ensure that only exterior vehicle washing is performed. No engine cleaning is permitted. The wash rack has a hose capable of washing any sized vehicle and is a low pressure system. Unit OICs will ensure that the water is completely shut off prior to departure from the area. Any excess mud or debris must be removed from the concrete pad and away from the drain. No trash or equipment, wood etc. will be left at the wash rack site. Report any damage to the hose or facility to Range Control upon discovery. The use of the wash rack is on a first come, first use basis. Units will not block the roads or access to the wash rack. Units must supply their own buckets, brushes etc. to wash their vehicles. No harmful solvents will be used at the wash rack. Units can contact the Camp Parks environmental office to gain information on acceptable types of solvents for washing their vehicles. They can be contacted at (925) 875-4682/4683/4685.
- w. Classrooms B-6A, B-620, B-284, TS06C, J7 – J9. Unit OICs will ensure they coordinate the use of these classrooms when submitting their TSRs. Units that schedule other Training Areas or Ranges are not automatically approved for use of the classrooms. Most buildings are equipped with 110V electrical outlets, phone service, tables and chairs. Keys to these classrooms can be obtained from the Camp Parks Range Scheduler at Building 311 (DPT Office). Keys to these classrooms will be signed out to the OIC and returned upon completion of their use. Units are not permitted to use the classrooms as storage sites for additional equipment. Unit OICs will ensure the classrooms are maintained in a high state of police and that any furniture moved is replaced to its original condition upon completion of its use. The classrooms will be swept and moped if necessary. Any damage to the classroom or its structure should be reported to Range Control immediately. Units will not modify these buildings or classrooms by emplacing nails or removing wiring etc. If any electrical outlet or lighting is not working, contact Range Control to request repair.

## Section 2-2. SCHEDULING

### 2-2.1. REQUEST FOR USE AND SCHEDULING

- a. **PURPOSE.** To provide guidance to units while conducting training on Camp Parks and other facilities requested on the Training Support Request (TSR).
- b. **APPLICABILITY.** These policies are applicable to all military and civilian personnel requesting use of Camp Parks' facilities.
- c. **PROCEDURES.** Unit Commanders or Representatives are to ensure peers and subordinates alike adhere to the policies in order to prevent mishaps, incidents and serious injuries to all assigned personnel training on Camp Parks.
  - i. Units must coordinate Ranges in advance in order to ensure they can conduct all exercises without interference. Specific concerns will be addressed at the time of scheduling.
  - ii. Units/Agencies must complete and submit a Training Support Request (TSR). POC for assistance is at (925)875-4305.
  - iii. Range Scheduling
    1. All requests for Training Areas and support must be submitted NLT 30 days prior to the unit or organization's arrival. If on Camp Parks units can submit the Training Support Request Form into the Range Scheduler in building 311. The hours of operations are Monday thru Friday 0730 till 1630hrs. A unit will receive confirmation of their request within 24 hrs (unless the request is submitted the day prior to a weekend or holiday). If a unit's request is incorrectly rejected, the unit will be re-notified within 24 hours so this can be corrected.
    2. Units will schedule Training Areas or Facilities using RFMSS. If an organization does not have RFMSS, they can obtain a Training Support Request Form from the DPTMS Office by calling (925)875-4305 and submit it as described above.
    3. When a scheduling conflict occurs among units, the conflict should be resolved through coordination among Units involved. If these measures fail, the final allocation will be determined by the Chief of Training, DPTMS.
  - iv. Training Areas/Facilities Use
    1. Units will first check in with Range Control prior to Range or Facility occupation. This can be done the day of training or the day prior. Units will receive an update on Safety issues at check in.
    2. Camp Parks encourages units to recon their Range or Facility prior to arrival for ensuring they have all logistics requirements met.

3. A joint inspection of the Training Area or Facility will be conducted by Range Control personnel with the OIC of the unit. Unit Representative will be available for inspection after training event has ended.

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## 2-2.2. UTILIZATION

- a. Tactical Training Facilities will be used IAW FORSCOM Regulation 350-2.
- b. Safety Officers (SO) and Officers-in-Charge (OIC).
- c. Each unit using a training facility will designate an OIC to be responsible for the conduct of training and proper use of the facility. The OIC must be an E6 or above. This individual will be safety certified by Camp Parks Range Control for a period of one year after attending the safety briefing. When a unit occupies a training facility, the OIC will be present at all times.
  - i. Individuals performing Range SO duties will have no additional duties or responsibilities besides supervision of the training conducted. When a facility is not actively training, the SO may assume additional duties, provided the SO remains on the training facility.
  - ii. Units take responsibility for any facility damage during use. Units may be charged for damages due to neglect, malicious conduct or failure to follow the guidelines set forth in this SOP.
- d. Units arriving at Camp Parks must check in with Range Control, BLDG 1194.
  - i. Open property receipts account with Range Control and draw necessary supplies.
  - ii. All units will have an OIC sign for training areas, facilities, and acknowledgement of unit commander's responsibilities.
  - iii. Daily requirements after arrival:
    - Police training facilities on a daily basis.
    - Units desiring to conduct vehicle or foot road marches will submit an overlay of routes, to include start and finish time (indicate day or night-blackout).
    - Approval is required for use of artillery/grenade simulators and blanks.
- e. Prior to departure from Camp Parks, the Unit Commander will clear with Range Control and complete a survey so that we may better help units with their future training needs.

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## Section 2-3. ACCESS AND USE RESTRICTIONS

### 2-3.1. AUTHORIZED ACCESS TO AND USE OF MANEUVER AREAS AND TRAINING FACILITIES

- a. Short Term Usage. The Camp Parks Commander may approve the use of ranges and training areas by schools, federal or state and local government agencies, organized clubs, and civic associations on a short term basis (no more than seven consecutive days or thirty days per year). Requests for such use should be submitted through the Training and Scheduling within sixty days of the event. Each request must accompany a Training Support Request form and a [DA Form 833-R](#) (License to Use Army Reserve Facilities).

Civilian organizations must comply with Department of Defense and DA regulations as well as Camp Parks' regulations.

- b. Long Term Usage. A written bilateral agreement between Camp Parks and using organizations is prepared for each long term request (more than seven consecutive days or more than thirty days per year). These agreements specify the rights, liabilities, procedures, regulatory requirements, and responsibilities associated with the use of the Army property by lease or permit. The procedures for all long-term usage requests are contained in [Army Regulation 405-80: Management of Title and Granting Use of Real Property](#).

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### 2-3.2. AREAS RESTRICTED FROM BIVOUAC AND SIMILAR ACTIVITIES (OFF LIMITS)

- a. Unscheduled training areas are considered off limits.
- b. No troop movement is authorized through the family housing area.
- c. No training is permitted in the cantonment area without prior approval.
- d. Avoid the Federal Correctional Institution/Federal Prison Camp (FCI/FPC) and east of Hutchins Avenue.
- e. No tactical vehicles are permitted from the flag pole, east of 8<sup>th</sup> Street to the prison area.
- f. Joggers are not to pass Hutchins Avenue east of 8<sup>th</sup> Street.
- g. No parking on grass or seeded areas.
- h. Do not use Babe Ruth Baseball Field without prior approval.

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### 2-3.3. UNAUTHORIZED ACCESS AND USE OF TRAINING FACILITIES

- a. Disqualification of Individual or Group Requests. Requests from individuals or agencies for use of Camp Parks will not be favorably considered if such utilization would:
  - i. Conflict with provisions of regulations cited herein.
  - ii. Adversely affect or conflict with the facility's main functions of administration and training of Reserve personnel and maintenance and storage of supplies and equipment of the assigned Reserve units.
  - iii. Bring discredit to the Armed Forces or violate policies in [AR 360-61](#) and other applicable regulations. Furthermore, attendance or participation in all functions will be consistent with DOD policy of nondiscrimination for reasons of race, creed, color, sex, handicap, or age. Participation in programs sponsored by organizations whose qualifications for membership are based on sex or national origin may be authorized only when the program is of primary interest or benefit to the community, and not for the special interest or benefit of the sponsoring organization.
- b. Personal Property. In general, no facility on Camp Parks can be used to repair, service, or manufacture privately owned equipment and accessories unless specifically provided for by HQDA directives. Privately owned



equipment will not be garaged or stored in a government-owned or leased shop or equipment storage site. Camp Parks’ training areas will not be used for parking privately owned vehicles to include trailers for living quarters.

- c. Sanitary Landfill. It is Army policy that Army-controlled real property will not be leased, licensed or permitted for landfill purposes.
- d. Withdrawal of Privileges. The Camp Parks Commander may withdraw use privileges from any person or organization that willfully disobeys rules and regulations prescribed for the training facility or whose conduct on the training facility or installation warrants such action.

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#### 2-3.4. NON-MILITARY USE AND ACTIVITY

- a. General. The availability of Camp Parks’ facilities for non-Army use is determined by military unit usage. Non-Army use of any facility by private parties will be secondary to all Military/Installation mission training. Except where a preference is required by law, Army-controlled real property that is available for use for non-Army purposes will be granted in the following order of preference:
  - i. Non-Army entities which support an Army, installation/project, or national defense mission.
  - ii. Other military departments or DOD activities or agencies.
  - iii. Other Federal agencies or activities.
  - iv. Contractors who support the above.
  - v. State or local government agencies or entities.
  - vi. Private parties.
- b. Public Facilities. Post Office B794 is open Monday thru Friday 0730-1615hrs, Community Activities Center is open Monday thru Thursday 1100-2100hrs, the Snack Bar is open from Sunday to Thursday 1100-2100hrs and Friday, Saturday from 1100-2300hrs. MWR personnel can be contacted at 925-875-4587. Office buildings are generally open for business and coordination purposes that require no prior coordination for access during normal business hours.

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#### 2-3.5. VEHICLE MOVEMENT AND FOOT MARCHES

<b>Improved Roads</b>	<b>25 mph</b>
<b>Unimproved Roads</b>	<b>20 mph</b>
<b>When Passing Troops</b>	<b>10 mph</b>

- a. Vehicles will be operated within posted limits and consistent with driving conditions.
- b. Privately Owned Vehicles (POVs) are not authorized in Bivouac or Tactical Training Areas. In addition, vehicles will not be parked on roads or near the Range Control/Civilian work area.

- c. Tactical vehicles will only use established roads and trails; exceptions to this procedure must first be coordinated with Range Control.
- d. Bicyclists, skateboarders and scooter operators must wear a helmet.
- e. Joggers are not permitted to wear earplugs or Walkmans and are to stay away from the prison.

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### 2-3.6. CONSUMPTION OF ALCOHOL AND CONTROLLED SUBSTANCES

- a. The transporting, storage, or consumption of alcohol of any kind, on any training facility, road, or trail on the Camp Parks reservation is strictly forbidden.
- b. If alcoholic beverages of any kind are found in training facilities, the following action will be taken immediately:
  - i. If the unit is in a non-firing status or in bivouac, the OIC will make a thorough search of the area to ensure alcoholic beverages are confiscated and removed.
  - ii. Units involved in incidents outlined in paragraphs (a), (b), above, will submit a written report to the Garrison Commander, CAMP PARKS, ATTN: DPT B-311, Bryant Ave, Camp Parks, Dublin, CA within 24 hours of the incident(s) indicating procedures taken to prevent recurrence.
- c. Personnel found in any training facility who are suspected of being intoxicated will be removed immediately from the facility and will be turned over to their unit commander for appropriate disciplinary action.

## Section 2-4. SAFETY

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### 2-4.1. PURPOSE

- a. To prescribe policy and procedures for safe training area and facility operations in support of training activities conducted at the Camp Parks Training Area.
- b. This SOP is required to be in possession of the unit during training at Camp Parks and any applicable Army Regulations or Army publications required for the use of the Training Area or Facility.

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### 2-4.2. REFERENCES

- a. AR 350-1 Army Training & Leader Development dtd 3 Aug 07
- b. AR 385-10 The Army Safety Program dtd 23 Aug 07
- c. AR 350-38 Training Device Policies and Management dtd 15 Oct 93
- d. AR 385-40 Accident Reporting and Records dtd 10 Oct 07
- e. AR 385-63 Range Safety dtd 10 Apr 03
- f. DA Pam 385-1 Small Unit Safety Officer/NCO Guide dtd 29 Nov 01
- g. DA Pam 385-63 Range Safety dtd 10 Apr 03
- h. DA Pam 385-64 Ammunition and Explosives Safety Standards dtd 15 Dec 99

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### 2-4.3. RESPONSIBILITIES

- a. Unit Commanders will ensure their Range OICs and RSOs have the knowledge and training required to perform these duties. Commanders will ensure their pre-Range training covers safety.
- b. Commanders and Unit OICs are overall responsible for the safe conduct of their training at Camp Parks.

Range Control will conduct Safety Briefings for E-6 and above:

Friday	1300 hrs
Saturday	0730 hrs

- c. Unit Commanders and OICs are encouraged to contact Range Control or the Camp Parks Safety Office if they have any questions or concerns regarding training at Camp Parks. Information can be requested by calling the Range Control Office at (925)875-4950 or the Camp Parks Safety Office at (925)875-4681.
- d. Officer in Charge (OIC). The OIC is responsible for the overall operation of the Training Area/Facility and their personnel.
- e. Range Safety Officer (RSO). The RSO officer is responsible for the safe operation of the training area/facility to include conducting a safety orientation before each scheduled exercise. The RSO ensures that all personnel comply with the safety regulations and procedures prescribed for the conduct of an exercise. This officer will not be assigned other duties.
- f. Non-Commissioned Officer in Charge (NCOIC). The NCOIC assists the OIC and RSO, as required; for example, by supervising enlisted personnel who are supporting the exercise.
- g. Commanders. Commander's will-
  - i. Develop, in writing, and implement a comprehensive risk management program that meets the requirements of this manual. Integrate risk management into all operations and training.
  - ii. Train all leaders in risk management concepts, the requirements of this manual, and the organizational risk management program. Ensure a formal, documented risk management worksheet is completed for each training activity and each operation using the procedures and form described in this manual. This document will be completed during the planning phase of the operation or training.
  - iii. Ensure worksheets are reviewed by, and the risk accepted in writing by, the leader at the appropriate level as designated in this manual. Maintain copies of all worksheets in the appropriate organizational files, and at the training or operation site.
  - iv. Develop a comprehensive daily risk assessment checklist, which addresses those factors that may change from day to day or iteration to iteration, and identifies new hazards not addressed in the risk management worksheet.
  - v. Ensure a daily risk assessment checklist is completed before beginning the training or operation. This document will be completed immediately

- before the execution phase of the operation or training. For those operations conducted on a repetitive basis, the checklist must be completed before each days training or operation. If conditions change significantly during the operation, the checklist should be reevaluated.
- vi. Require the leader conducting the operation or training to consult with and receive approval from the individual who accepted the risk on the risk management worksheet when the daily risk assessment checklist indicates the overall rating for the operation or training is high or extremely high, when any factor is rated as extreme risk, or when more than one factor is rated as high risk.
  - vii. Ensure daily risk assessment checklists are maintained at the operation or training site until the event is completed. If an accident occurs during the operation, the checklist should be maintained until the investigation is complete.
  - viii. Ensure risk management worksheets are reevaluated before each operation or training event in coordination with the daily risk assessment checklist by the individual(s) responsible for the operation or training. Ensure the worksheet and daily risk assessment checklists are used as the basis for preoperational or training safety briefings of involved personnel.

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#### 2-4.4. COMMUNICATIONS WITH RANGE CONTROL

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

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#### 2-4.5. MEDICAL REQUIREMENTS

- a. Unit Responsibilities
  - i. Maintain accountability of personnel
  - ii. Transport of individuals to/from sick call (if no care in route required)
  - iii. Transport of individuals to/from lab, X-ray, pharmacy, medical appointments
  - iv. Receive bills from soldiers, complete MMSO claim forms, & submit to MMSO for reimbursement Initiate and complete LOD (DA Form 2173) on all soldiers who require care
- b. Soldier Responsibilities
  - i. Have ID Card, copy of orders, Line of Duty Form, and MSSO Claim Form with them when requesting medical services
  - ii. Receive bill from any civilian service provider; provide copy of bill to unit POC for forwarding to MMSO for reimbursement
  - iii. Pay for any prescription medications from a civilian source; provide the bill to unit POC for forwarding to MMSO for reimbursement

- c. **Medical Support:** During periods when AT is not conducted, the only medical support available on post is emergency first aid provided by the Fire Department personnel. Seriously injured personnel will be transported to Valley Memorial Hospital, Livermore, CA for treatment. Medical personnel and a dedicated First Aid Vehicle are required for training. It is the responsibility of the unit to provide their own medical support. Camp Parks does not have a medical facility on the premises. Units are responsible for conducting their own sick call hours and responsible for the manning of their own aid station.

<b>Medical Evacuation</b>	
Air	N/A
Ground	Camp Parks Fire Department (925) 875-4911 Pleasanton, CA EMS (activated by Fire Department)
<b>Emergency Services</b>	
Call Camp Parks RFTA Fire Department	(925) 875-4911 <ul style="list-style-type: none"> <li>• Tell Fire Department your location (Area A, M, Bldg 360, etc)</li> <li>• County EMS/Ambulance will be activated simultaneously</li> <li>• County protocol states that EMS decides which hospital to transport the soldier to</li> </ul>
Valley Care Medical Center	(925) 447-7000 111 E. Stanley Blvd Pleasanton, CA 94550
Eden Medical Center (Trauma Facility)	(510) 537-1234 20103 Lake Chabot Road Castro Valley, CA 94546
<b>Hospitalization</b>	
Military	Travis AFB (David Grant Hospital) Madigan Army Medical Center
Civilian	Valley Care Medical Center
<b>Pharmacy</b>	
Locations	Travis AFB (David Grant Hospital) Civilian Pharmacy TRICARE authorized pharmacies are available in the area
Payment	<ul style="list-style-type: none"> <li>• The soldier must pay for the prescription and request reimbursement by filing DD 2642 (TRICARE Claim) through the RC Unit Personnel Office</li> <li>• Prescriptions given in conjunction with authorized care do not require additional pre-authorization</li> </ul>

<b>Laboratory &amp; Radiology</b>	
Services will be provided by the medical facility that treats the patient	
<b>Dental</b>	
Routine Dental Care	Not authorized
Emergency Dental Care	Authorized for service connected injuries only
Coordination	Valley Care Medical Center
Dental Sick Call	Travis AFB – Mon-Fri (afternoons)
<b>Points of Contact</b>	
COL Pete Landsteiner, Chief, Force Integration Division	(253) 968-4140 DSN 782-4140
LTC Tracy Smith, AT Medical Planner	(253) 968-2425 DSN 782-2425
Mr. Ken McDonald, AT Medical Coordinator	(253) 968-2047 DSN 782-2425
Fax	(253)968-3265
<b>Claims / Payment for Care</b>	
Billing	<ul style="list-style-type: none"> <li>Valley Care is responsible for billing</li> <li>HICFA Form 1500 and UB Form 92 will be generated by the care provider</li> </ul>
Required Forms	<ul style="list-style-type: none"> <li>Failure to have the required forms for medical treatment will delay payment of the individual Soldiers' claims</li> <li>Valley Care will require copies of all forms for billing purposes (MMSO, Orders, DA 2173)</li> </ul>

<b>Routine Sick Call (Mon-Fri)</b>	
Hours 0730-0800	
Location	MAMC Valley Care Medical Center Pleasanton
Hours 0800-1000	
Location	Occupational Health Services Medical Plaza West 5565 W. Las Positos Blvd Pleasanton, CA 94568 (925) 416-3564
Transportation	Provided by the Installation
<b>Weekend Sick Call</b>	
Hours	0800-2200
Location	Valley Care Urgent Care 1111 E. Stanley Blvd Livermore, CA (925)-373-4018

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#### 2-4.6. MEDEVAC PROCEDURES

- a. Air MEDEVAC is not available.
- b. Request for Ground MEDEVAC Support
  - i. In the event of a serious injury or illness, and when time may be a factor in saving life, limb, sight, or to prevent undue suffering, ground medical evacuation will be utilized if on station.
  - ii. The decision to request MEDEVAC will be made by the medic/combat lifesaver on site. If no such person is present, the ranking individual on site will make the decision.
  - iii. If available, ambulance support can be requested through the Camp Parks Fire Department.
- c. Requests for evacuation support beyond the unit's organic capability will be made by the senior officer or noncommissioned officer present based on the recommendation of the medic on-site, or the senior ranking person's best judgment in the absence of medical aid personnel. Under no circumstance will the recommendation of the medic on-site to request MEDEVAC be overridden.
- d. If you are calling from a Camp Parks phone line you must call 9991 and let the dispatcher know your location on Camp Parks.
- e. If calling 911 from a cell phone, you must let the dispatcher know your location on Camp Parks.

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#### 2-4.7. FIRE PROTECTION AND PREVENTION

- a. May through November is considered critical months for enforcing stringent fire control measures.
- b. During this period unit commander will report to Range Control for information on current range fire hazards. At this time equipment requirements will be determined and units will draw the necessary firefighting equipment if needed.
- c. In the event of fire, units will immediately call Range Control and notify them of the fire and its location. Range Control will contact the Fire Department and alert them to the situation. Units will ensure that all personnel and equipment are downwind of any fire for at least 500 meters. In event the Fire Department solicits help Units in the area may be employed as firefighters to ensure the fire is extinguished rapidly. When necessary, the fire department will organize around the clock shifts to fight the fire until it has been extinguished. Call the Fire Department at 4-911.
- d. When a range fire occurs, the following information will be reported immediately to the Range Control.
  - i. Type of fire.

- ii. Location of fire and responsible unit (Personnel Accountability).
- iii. Firefighting equipment immediately available.
- iv. Whether personnel are needed from other sources to fight the fire.  
Personnel will not be sent down range until Range Control gives clearance.
- v. Units will report range fires to Range Control, no matter how insignificant.
- vi. Report will be forwarded to Camp Parks Fire Department after fire has been extinguished IAW Fire Department Regulations.
- vii. Range Control may restrict the firing of tracer, incendiary, and pyrotechnics at any time to prevent fires.
- viii. In all cases when a unit starts a range fire, the OIC will immediately call a cease fire and provide the Fire Department and Range Control all information in paragraph d, above.
- e. Open fires, burning of trash or burying of garbage is prohibited. Trash and garbage will be placed in receptacles and removed from respective training areas. All areas will be thoroughly policed prior to departure.
- f. In coordination with County Environmental Control, Camp Parks will conduct "Controlled Burn Off" of likely hazardous areas during dry seasons.
- g. Fire Safety in High Wind Areas
  - i. Smoke in designated areas only
  - ii. No parking POV's in grassy fields
  - iii. Do not store fuel cans around cooking stoves
  - iv. Do not store fuel cans near generators
  - v. Fuel Transfer Field Operations must be bonded and grounded

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#### 2-4.8. CONVOY SAFETY

- a. Convoy Safety. Ensure that you can see and be seen by others.
- b. Visibility Hazards
  - i. Concertina Wire on hood of tactical vehicles
  - ii. Poster signs on front windshield
  - iii. During breakdowns – emergency markers improperly placed
- c. Loads
  - i. Secure your load properly
  - ii. Mixing loads with passengers – use tailgates and safety straps to secure loads and prevent load shift.
  - iii. Know your vehicle's capacities (Check TM or TB 9-639)
  - iv. Passengers must wear proper head protection at all times.

#### Section 2-5. TRAINING AIDS, DEVICES, SIMULATIONS AND SIMULATORS (TADSS)

### 3. CHAPTER 3. ANTITERRORISM, FORCE PROTECTION AND OPSEC PROGRAMS



**Section 3-1. ANTITERRORISM AND FORCE PROTECTION PROGRAMS**

- 3-1.1. PROGRAM REFERENCES
- 3-1.2. PROGRAM PLANNING AND REVIEWS
- 3-1.3. RISK MANAGEMENT
- 3-1.4. RESOURCE MANAGEMENT
- 3-1.5. TRAINING AND EXERCISES
- 3-1.6. GARRISON ANTITERRORISM MANAGEMENT ORGANIZATION AND PROCESSES

**Section 3-2. OPERATIONS SECURITY PROGRAM**

- 3-2.1. OPSEC REFERENCES
- 3-2.2. PROCEDURES, POLICY AND PLAN
- 3-2.3. OPSEC TRAINING
- 3-2.4. OPSEC REVIEW
- 3-2.5. OPSEC ASSESSMENT
- 3-2.6. OPSEC SURVEY

**4. CHAPTER 4. PERSONNEL SECURITY PROGRAM (CHAPTER IS RESERVED FOR FUTURE DEVELOPMENT)**

## **APPENDIX**

## APPENDIX A. SAFETY AND RISK MANAGEMENT PURPOSE

To establish safety guidelines for units and personnel utilizing Camp Parks training facilities.

### A-1. HELICOPTER SAFETY

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- a. Follow the instructions of aircraft crewmembers.
- b. Ensure that the pilots are aware of all action around the aircraft.
- c. Ensure that all weapons are unloaded and cleared prior to boarding the aircraft and the muzzle is kept pointed down while in the aircraft.
- d. Use safety belts and wear hearing protection at all times.
- e. Do not jump from helicopters or throw objects from helicopters.
- f. Keep low when approaching a helicopter and NEVER approach from the rear unless directed by aircraft crewmembers.
- g. Strap down long antennas and secure headgear prior to approaching a helicopter.
- h. Do not drive vehicles under rotor blades while they are turning.
- i. DO NOT fire or throw CS, flares, star clusters, or smoke grenades at or from helicopters.

### A-2. HEATERS

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- a. Portable radiant-type space heaters must be operated in accordance with TM 10-4500-200-13 and the following:
  - i. Tent stovepipe opening flaps must be securely tied back with all available tie tapes.
  - ii. A sufficient number of stovepipe sections (usually six) must be erected so that the top section is well above the highest point of the tent. Stovepipe sections must be straight up and not allowed to come into contact with any part of the tent.
  - iii. The area surrounding the heater must be cleared of combustibles (including dry grass and weeds) for a distance of four feet.
  - iv. If placed inside tents with wood or canvas floors, heaters must be placed in a sandbox containing four inches of sand or dirt.
  - v. Adequate ventilation must be provided when space heaters are operated.
  - vi. A draft diverter must be installed on the top stove section and guy ropes attached and secured.
  - vii. The fuel can for the heaters must be located outside the tent and as far from the tent as the fuel hose allows. Ensure that the fuel line has a drip loop and that it is used.
  - viii. Fuel cans, lines, and carburetors must be checked daily for leaks, particularly after changing fuel cans. No heater will be operated when leaks are present in the fuel system. When heaters are operated, adequate means to extinguish a fire, such as a fire extinguisher or sand, must be present.

- ix. Tent heaters must never be operated at full capacity, even in extreme cold. Overheating of the stovepipe sections may ignite the tent.
- x. When tent heaters are operated, fireguards must be posted.
- xi. The heater and heater vent pipes will be disassembled and cleaned after every two days of operation.
- b. Immersion heaters will be operated in accordance with TM 5-4500-200-13 and the following:
  - i. Personnel lighting immersion heaters must be properly licensed and use care not to expose their face to the burner chamber while lighting.
  - ii. The vent cap must be closed when filling the fuel tank.
  - iii. Fuel tanks should not be installed on the heater until after the heater is attached to the corrugated (trash) can.
  - iv. If immersion heaters are used inside buildings or tents, exhaust fumes must be piped outside.
- c. M-2 Burners:
  - i. Operators must be properly trained and qualified to operate the M-2.
  - ii. M-2 burners must be lighted outside the tent.
  - iii. If wind conditions hamper lighting outside, a windbreak should be constructed.
  - iv. Two persons are required to carry the M-2 inside the tent after lighting.

### **A-3. CARBON MONOXIDE**

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Carbon monoxide is a colorless, odorless, and tasteless gas produced by burning a gas, liquid, or solid fuel. The most common source of carbon monoxide is the exhaust from gasoline-powered engines. Symptoms of carbon monoxide poisoning include headache, dizziness, drowsiness, and tightness across the forehead. When sufficient quantities are inhaled, death results from asphyxiation. To reduce the dangers associated with carbon monoxide poisoning:

- a. Personnel will not sleep in vehicles with heaters running.
- b. Adequate ventilation will be provided in tents, command posts, and other enclosures where combustion takes place.

### **A-4. HANDLING OF OIL AND PETROLEUM PRODUCTS**

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- a. Smoking within 50 feet of vehicles being fueled is prohibited.
- b. Engines will be shut off, and the master switch will be in the OFF position during refueling.
- c. When refueling from a fuel truck, all vehicles will be properly bonded to each other and grounded.
- d. Heat causes rapid vaporization, and blowing dust can cause static charge. Use **EXTREME CAUTION** under these conditions.
- e. Vehicle operators and fuel handlers will ensure that correct fuel is placed in vehicles.

- f. Fuel handlers will wear proper personal protective equipment and have a portable fire extinguisher readily available.
- g. Operators will have sufficient spill response equipment on hand when refueling.
- h. Refueling tankers/bladders in the field will have a containment berm or other catchments system in place when refueling.

#### **A-5. ANTENNAS**

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- a. Antenna structures will be located away from overhead power lines at a distance of no less than twice the height of the antenna. Before the erection of any type of antenna (structure, vehicular, or shelter) a thorough inspection will be made of the immediate overhead area to prevent accidental contact with power lines.
- b. During electrical storms, personnel will turn off electrical equipment and move clear of antennas.

#### **A-6. GROUNDING**

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- a. Portable electric power tools must be grounded (ground prong on plug).
- b. All radio/electronic equipment must be grounded (ground prong on plug).
- c. Fuel trucks must be grounded.
- d. Signal shelters should not be located so close together that a person can touch both shelters at the same time. If operations call for two or more shelters to be co-located, grounding procedures must be used. Vehicles can be bonded together by using a cable or strap.
- e. Signal shelters (vehicle and ground) must be grounded with at least a five-foot grounding rod. Grounding rods must be all the way into the ground and bolted to a shelter with tight-fitting clamps and strip/cable. During extra dry conditions, a good ground may not be possible without adding water to the area around the grounding stake. All communications equipment inside shelters must be bonded to the shelter.
- f. Generators must be grounded using the procedures described in paragraph e, above.

#### **A-7. USE OF FIELD COMMUNICATIONS WIRE**

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- a. Wire will be laid on the ground and buried when crossing unimproved roads.
- b. Wire will not be placed in a designated helicopter landing area unless buried.
- c. Wire will not be strung in the air across valleys, passes, or other areas that helicopters may transit Nap-of-the-Earth (NOE). If wires have to cross these areas, they will be staked on the ground or buried.
- d. Wire will not be laid across a clearing that is large enough for a helicopter to land on.
- e. Wire will not be strung on any electrical distribution poles.

- f. All wire will be policed after the training exercise is completed to eliminate a safety hazard to other soldiers, wildlife and vehicles.

#### **A-8. ANIMAL AND INSECT HAZARDS**

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- a. Precautions
  - i. Ticks - Perform visual inspections
  - ii. Pest Control - 30 day notice prior to arrival to Environmental office
  - iii. Poison Oak – Common in wooded areas
  - iv. Snakes – No Venomous snakes reported, but rattlesnakes found in San Francisco Bay Area
  - v. Large Mammals - foxes, badgers, coyotes, and bobcats

## APPENDIX B. ENVIRONMENTAL RESTRICTIONS

### B-1. CONTACTS

Mr. Paul Kot (Manager)	(925) 875-4682
Mr. Michael Strauss (Pest Management, Hazardous Waste)	(925) 875-4685
Ms. Michelle Santos (Air and Water Quality, Compliance)	(925) 875-4685

### B-2. USE OF VEHICLES

The use of tracked vehicles is prohibited on Camp Parks. All military vehicles should have chalk blocks and drip pans when they are parked or in a stationary position. Fuel trucks should have containment kits. Further requirements are available through the Environmental Office.

### B-3. FIELD ACTIVITIES

#### a. Field Services

To request chemical latrines, hand wash sinks, or refuse collection, contact:

Mr. Tom Payne	
Phone	(925) 875-4342
Email	Thomas.Payne@usar.army.mil

### B-4. HAZARDOUS/TOXIC MATERIALS

#### a. Hazardous Materials/Waste

- i. Contact the Environmental Division prior to arrival
- ii. Submit a list of designated hazardous material handlers 30 days prior to exercise.
- iii. Store hazardous waste:
  - with secondary containment
  - properly packaged
- iv. For hazardous waste drop off, schedule appointment with Environmental office (925) 875-4685.
- v. Spills
  - For spills that take more than 10 minutes to clean up, contact the Environmental Office at (925) 875-4685 or the Fire Department at (925) 875-4911.
- vi. Drip Pans
  - Drip pans are required for vehicles with known leaks or that are stored for longer than 30 days.
  - Waste oil requires the use of a waste oil drum.
  - Oily rags require the use of an oily rag drum.

#### b. Gray Water

- i. Disposal on the ground or in a ditch is **STRICTLY** prohibited!
- ii. Store gray water from field kitchens and showers until disposal can be made in the designated discharge location.
- iii. Discharge location - gray water must be taken to manhole on 4th Street. Contact the environmental office to coordinate.

#### **B-5. WILDLIFE**

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- a. Protected species
  - i. Burrowing Owl
  - ii. California Red-legged Frog
  - iii. California Tiger Salamander

#### **B-6. AREAS OF ENVIRONMENTAL CONCERN**

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- a. No-go areas include:
  - i. Ponds, streams, riparian areas (trees around water), and other marked areas.



## APPENDIX C. OTHER POLICIES AND INFORMATION

### C-1. PHYSICAL TRAINING

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#### a. Safety

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- i. All persons engaged in physical training activities during hours of darkness; dawn, dusk, and periods of reduced visibility, will wear reflective clothing. Reflective clothing is defined as a vest, jacket or wide belt worn around the waist. Reflective clothing must possess reflective qualities that allow an individual to be seen in the light of approaching vehicles. Patches of reflective material on shoes and/or headbands, alone, are not sufficient.
- ii. Individuals engaged in physical training activities must remain alert to vehicular traffic and observe basic rules to ensure a safe environment for all. Individuals running or jogging must face approaching vehicular traffic. Walkers should use sidewalks where available; where sidewalks are not present, walkers will face on-coming vehicles. At all times, runners, joggers, walkers, and drivers must be safety conscious and share the road.
- iii. During organized (formations) physical training, participants will run, jog, or walk in the same direction as vehicular traffic. The width of formations will not exceed three abreast with the person in charge being on the left side of the formation. All road guards and front and rear ranks will wear reflective vests. The speed limit for vehicles passing formations is 10 mph.

#### b. Wear of PT Uniform

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- i. See Dining Facility section for guidelines on the wear of the PT uniform in the dining facility.
- ii. The use of headphones or earphones while walking, jogging, running, skating or bicycling on roadways is prohibited by DOD Directive 6055.4, dated 22 November 1994 and Fort McCoy Regulation 190-5, dated 1 November 1988.

### C-2. DINING

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#### a. Dining Facility

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- i. The following Policy is in effect to establish acceptable dress standards when dining in the Camp Parks CSTC Dining Facility.
- ii. Remove all headgear and styling implements prior to entering the facility including rollers, shower caps and pin curls.
- iii. No military/civilian clothing combinations.
- iv. Undergarments will not be worn as outer garments, including white or brown T-shirts.
- v. The navel and armpits must be covered. No tank tops, cut off shirts, or shorts may be worn.
- vi. Cut off shorts must present a "decent appearance".
- vii. Shoes must be worn; shower shoes are unacceptable.

- viii. Clothing must not be soiled or present an offensive odor.
- ix. No PT uniforms that present perspiration stains or dirty appearance are permitted.

#### b. Field Feeding

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Coordinate with RFTA Food Services for field feeding support needs at least 30 days prior to the date when support is required.

Faye Jenkins, Food Program Manager	
Phone	(925) 875-4207
Fax	(925) 875-4211
Email	Deloris.Jenkinsbellow@usar.army.mil

### C-3. SMOKING

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#### a. References

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- i. Army Regulation 600-63, Army Health Promotion.
- ii. Parks Reserve Forces Training Area Memorandum, AFRC-FMC-DC, 19 December 1997, Subject: Use of Tobacco Products Policy Memorandum.
- iii. Army Regulation 600-63, paragraph 4-2 sets policy for use of tobacco products. This document clarifies and expands on the policy set forth in the above references.

#### b. Restricted Areas

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- i. Smoking is prohibited in all buildings on Camp Parks CSTC with the exception of buildings conforming to AR600-23, para 4-2d (family housing, unaccompanied personnel housing, and lodging operations). Smoking will be allowed in designated outdoor smoking areas only.
- ii. Smoking is prohibited in all government vehicles (Military and GSA).
- iii. All organizational elements that occupy space in or on conveyances, offices, buildings or facilities on this installation will comply with Army Policy and guidance.

#### c. Designated Areas

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- i. Outdoor designated smoking areas will be established using the following guidance:
- ii. If possible, designated smoking areas will provide a reasonable measure of protection from the elements.
- iii. Designated smoking areas will be a minimum of 50 feet from:
- iv. Building Entrances/Exits (AR600-63, para 4-2).
- v. Vehicles (Fire and Safety).

- vi. Areas commonly used by non-smokers (example-outside a window of a building).
- vii. Clearly marked as a "Designated Smoking Area".
- viii. Building coordinators are responsible for the establishment of designated smoking areas.

## APPENDIX D. RISK MANAGEMENT

- a. General Procedures. Risk management will be integrated into every operation and training event conducted on the installation or by installation organizations at other locations.
  - i. A formal, documented risk management worksheet and daily risk assessment checklist will be prepared for every operation and every training event.
  - ii. The worksheet and daily risk assessment checklists will be prepared and risks will be accepted using the methodology and form described in this manual.
  - iii. For those training events or operations conducted on a repetitive basis, there is no requirement to complete a new worksheet before each iteration. The initial worksheet is sufficient unless changes have been made to the training scenario or operation plan that would affect the safety of personnel, equipment, or the environment, or new hazards are identified on the daily risk assessment checklist that are not on the initial risk management worksheet.
  - iv. Whenever there is a change of command or supervision, the risk management worksheets accepted by the outgoing commander or manager will be revised, updated, and submitted to the new commander or manager for acceptance of risks.
  - v. The worksheet will be revised whenever a change in the training or operation could affect the safety of personnel, equipment, or the environment, or hazards are identified that are not on the current risk management worksheet.
- b. Rules of Risk Management. No unnecessary risk will be accepted. The leader who has authority to accept a risk is responsible for protecting his personnel from unnecessary risk. An unnecessary risk is one that could be reduced or eliminated without hindering mission accomplishment.
  - i. Risk decisions must be made at a level consistent with the risk involved. The leader ultimately responsible for the mission should make the risk decision.
  - ii. Risk is acceptable if benefits outweigh costs. Leaders must understand that risk-taking is a decision-making process that balances mission benefits and costs. They must be prepared to take acceptable risks to accomplish the mission.
- c. Risk Management Process. The process of risk management is a complete cycle that feeds back to its start point in a logical manner. A key consideration in managing risk is to match the process to the extent of the risk probability. If the risk is high, the process should be complete and detailed. At lower levels of risk, the process may be abbreviated. Generally, all steps of the process should be retained with curtailment achieved by cutting back on the details of each step, not by eliminating a step. Steps will be documented on the risk management worksheet and the daily risk assessment checklist.
  - i. Identify the Hazards. The hazards are the potential sources of danger that could be encountered while performing a task or mission. Leaders must try to identify all hazards associated with the operation or training. Special attention should be paid to identifying those hazards that have the potential to change such as weather, level of supervision, soldier alertness, terrain, equipment conditions, and so on. In this situation,

- each possibility should be identified; for example, weather changes could include heat, cold, lightning, high wind, tornadoes, and so on.
- ii. Assess the Hazards. Identified hazards must be assessed to determine their cumulative effect on the operation. Controls will be developed for each identified hazard to reduce or eliminate the risk. The risk level for each hazard and the overall operation will be determined before implementation of control measures (initial) and after controls are implemented (residual).
  - iii. Make a Risk Decision. Leaders are expected to weigh the risk against the benefits of conducting training or performing an operation. Initial risk levels, controls, and residual risk levels should be considered when making a risk acceptance decision. Risk decisions must be made at a level that corresponds with the degree of risk.
  - iv. Implement Controls. The controls established as a result of the first three steps are implemented in step four. Included is leader action to reduce or eliminate hazards. Specific controls will be integrated into plans, orders, SOPs, training performance standards, and rehearsals. Knowledge of controls down to the individual soldier or employee is essential.
  - v. Supervise. Supervision goes beyond ensuring that personnel do what is expected of them. It includes following up during and after an action to ensure that all went according to plan, reevaluating the plan or making adjustments as required to accommodate unforeseen issues, and incorporating lessons learned for future use.
- d. Preparation of the Risk Management Worksheet. This form will be completed during the planning phase of the operation or training.
- i. Each hazard will be noted in column one.
  - ii. Each of the hazards will be analyzed using the risk assessment matrix to determine the probability of its causing an accident and the most likely severity of the consequences should an accident occur. The matrix will first be applied to the hazard before controls are implemented. The initial probability of an accident occurring from each hazard will be noted in column two of the form, initial effect will be noted in column three of the form, and the initial risk level of extremely high, high, medium, or low for each hazard will be noted in column four of the form. The initial overall risk for the operation will be circled at the bottom of the form. The overall initial risk equals the highest initial risk identified in column four.
  - iii. Specify controls for each hazard. Controls should be keyed to each identified hazard and should address differing levels of the hazard, if appropriate. For example, where heat is listed as a hazard, address specific measures to be taken at each heat category level as well as general requirements such as taking wet bulb readings at the operation site rather than depending on readings taken at another part of the installation.
  - iv. Each of the hazards will again be analyzed using the risk assessment matrix to determine the probability of its causing an accident and the most likely severity of the consequences should an accident occur. The matrix will be applied to the hazard after controls are implemented. The residual probability of an accident occurring from each hazard will be noted in column six of the form, residual effect will be noted in column seven of the form, and the residual risk level of extremely high, high, medium, or low for each hazard will be noted in column eight of the form. The residual overall risk for the operation will be circled at the bottom of

- the form. The overall residual risk equals the highest residual risk identified in column eight.
- v. The signature block of the appropriate risk acceptance authority will be placed in the lower right of the first page of the form.
- e. Approval of the Risk Management Worksheet. The residual risk level determines who may accept the risk and sign the risk management worksheet.
    - i. Acceptance of risk and signature on the worksheet will be accomplished by the following based on the overall level of residual risk.
      - Extremely High: MACOM commander.
      - High: At the risk acceptance level directed by unit-specific MACOM policy.
      - Medium or Low: At the risk acceptance level directed by unit-specific MACOM policy.
      - The first colonel-level commander in their chain of command or the Directorate of Operations and Training will approve medium- or low-risk training conducted by Reserves or other units.
    - ii. The signature block of the individual accepting the risk will be entered on the bottom of the first page of the worksheet. The form will then be signed and dated. Requests for risk acceptance decisions at the installation or MACOM level must be properly staffed through the Safety Office, the Directorate of Public Safety (DPS), and the Directorate of Operations and Training at least 30 days before the event.
    - iii. Safety Office personnel will be available for consultation during the preparation of all risk management worksheets and during range inspections to ensure that all hazards are identified and appropriate control measures are implemented. Risk management worksheets that have been assigned a residual overall risk level of medium or lower will be signed by the appropriate individual authorized to accept the risk.
  - f. Preparation of Daily Risk Assessment Checklist. The purpose of this document is to evaluate those conditions that may have changed since the worksheet was completed, to identify any new hazards not addressed on the worksheet, and to serve as a final check to ensure the safety of the operation.
    - i. The daily risk assessment checklist will be completed immediately before the execution phase of the operation or training. For those operations conducted on a repetitive basis, the checklist will be done before each days training.
    - ii. The daily risk assessment checklist is to be used in conjunction with the risk management worksheet.
    - iii. The factors listed represent key concerns that may affect the risk level of an operation between the planning and execution phases, or that may change from iteration to iteration for those operations and training events of a repetitive nature. The using organization may tailor the factors and the point totals for categorizing the operation or training as extreme, high, medium, or low risk to fit the mission of the particular organization. For example, the unit may want to add additional factors; change the extreme, high, medium, or low criteria for one or more factors; or increase the point total requirements in the last row.
    - iv. The following conditions require consultation with, and approval by, the individual who signed the risk management worksheet before beginning the training or operation.

- The overall risk level for the operation or training as determined using the checklist is extreme or high.
- Any factors are rated as extreme risk or more than one factor is rated as high.
- Any controls listed on the worksheet are not in place.
- Hazards are present that are not listed on the worksheet.

Read risk level at intersection of probability and effect			PROBABILITY				
			Frequent A	Likely B	Occasional C	Remote D	Unlikely E
<b>E F F E C T</b>	Catastrophic	I	Extremely High	Extremely High	High	High	Medium
	Critical	II	Extremely High	High	High	Medium	Low
	Marginal	III	High	Medium	Medium	Low	Low
	Negligible	IV	Medium	Low	Low	Low	Low
<b>EFFECT</b>							
CATASTROPHIC		Death or permanent total disability, system loss, major property damage.					
CRITICAL		Permanent partial disability, temporary total disability in excess of three months, major system damage, significant property damage.					
MARGINAL		Minor injury, lost workday accident, compensable injury or illness, minor system damage, minor property damage.					
NEGLIGIBLE		First aid or minor supportive medical treatment, minor system impairment.					
<b>PROBABILITY</b>							
FREQUENT		Individual soldier/employee/item: Occurs often in career or equipment service life. All personnel or inventory: Continuously experienced.					
LIKELY		Individual soldier/employee/item: Occurs several times in career/equipment life. All personnel or inventory: Occurs frequently.					
OCCASIONAL		Individual soldier/employee/item: Occurs sometime in career/equipment life. All personnel or inventory: Occurs sporadically or several times in inventory life.					
REMOTE		Individual soldier/employee/item: Possible to occur in career/equipment life. All personnel or inventory: Remote chance of occurrence; expected to occur sometime in inventory service life.					
UNLIKELY		Individual soldier/employee/item: Can assume will not occur in career/equipment life. All personnel or inventory: Possible, but improbable; occurs only very rarely.					

**Figure 1. Risk Matrix**

# **ANNEXES**

**The following annexes are available at Range Operations (925)875-4950.**

**SOPs / Memo's**

**PT Track and Running Routes**

**Leadership Reaction Course**

**Tent City (EPW Site)**

**Wash Rack/Potable Water Site**

**Obstacle Course**

**Rappel Tower Operations**

**Medical Liter Course**

**Hand Grenade Course**

**Physical Fitness Trail**

**Ammunition Holding Area**

**Range Classrooms**

**Shoot House**

**Military Operation on Urban Terrain Site**

**Land Navigation Course**

**Bivouac Site**

**Engagement Skills Trainer 2000**

**Cantonment and Tactical Landing Zone**

**Multipurpose Training Area**

**Warrior Task Training Site**

**Nuclear, Biological and Chemical Chamber**