

DMAIL Regulation 350-12

Training

Sparta Training Area

**Department of Military Affairs Illinois
Springfield, IL
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UNCLASSIFIED

TRAINING

SPARTA TRAINING AREA

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Major General (IL), ILARNG
The Adjutant General

Summary. This regulation prescribes the general policies and procedures governing training activities conducted at Sparta Training Area.

Applicability. The provisions of this regulation are applicable to any person, unit, or organization military or civilian, that occupies any portion of STA.

Units/Organizations using range

or training areas must possess, read, understand and comply with this regulation.

Proponent and exceptions.

The proponent for this DMAIL Regulation is the ILARNG G3-STA. All requests for exception to the policies or procedures will be submitted in writing to STA HQ for review, approval or further processing to Higher HQ.

Suggested improvements.

Using units and organizations are invited to submit comments and suggestions for improvements on DA Form 2028 (Recommended

Changes to Publications and Blank Forms) directly to STA HQ, 1803 Hillcrest Avenue Sparta, IL 62286

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

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Chapter 1

Introduction

1-1. Purpose and Scope

This regulation sets forth basic Illinois Army National Guard (ARNG) policy and guidance for organizing the Sparta Training Area (STA). This regulation will serve as a complement to NGR 5-3 Installation Management and Organization. The primary purpose of this regulation is to establish a basic organizational framework to achieve quality, excellence, and enhanced productivity in all aspects of training area management and operations.

1-2. Sparta Training Area Mission Statement

Provide the necessary personnel and equipment to conduct training, logistical and administrative support for using organizations. On order, conduct sustained operations in support of Federal or State declared emergencies.

1-3. References

Appendix A lists required and related publications.

1-4. Abbreviations and Terms

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

Chapter 2

Responsibilities

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

The G3 will exercise staff supervision over operations, development and scheduling of all facilities. The G3 - State Training Administrator will oversee activities, long range planning and scheduling for the training area.

2-2. IL Training Sites Manager

The Illinois Training Sites Manager (ILTS-MGR) is responsible for the overall operation, planning, finance, development and acquisition of ILARNG training sites. Additionally the ILTS-MGR coordinates training site operations, planning, finance, development and acquisition, within IL, with National Guard Bureau and outside agencies as required. The ILTS-MGR supervises the Training Site Commanders / Managers both full-time and traditional guard. The ILTS-MGR Is responsible for ensuring the readiness of Illinois Training Sites to support training, and sustained operations in the event of Federal or State declared emergencies.

2-3. Training Site Commander / Manager

The Training Site Commander (TSC) has the overall responsibility for the day-to-day operation of Sparta Training Area. The TSC supervises the STA full-time staff, and is the Adjutant General's personal representative for STA. The decisions of the TSC may be more restrictive than the provisions of this regulation. The TSC has the authority to stop training and remove individuals/units from the training site if the situation warrants such action. The Training Site Manager (TSM) will assume the duties and act on behalf of The TSC in the Commander's absence. The TSC will:

- a. Establish training site policy and procedure in accordance with Army, ARNG, and ILARNG regulations.
- b. Ensure the safe operation of the training area.
- c. Supervise the operations of the training area.
- d. Supervise the logistics of the training area.
- e. Supervise the overall maintenance of the training area.
- f. Supervise the financial operations of the training area.

2-4. Sparta Training Area Security

- a. STA currently does not have Security assets on-site.

2-5. Range control

a. STA Range Control personnel have responsibility for safe conduct of all training on the installation and for enforcement of installation regulations related to training operations. Therefore, STA Range Control personnel have complete access to all training areas and facilities at all times in performance of their duties. In areas occupied by a unit

or an individual Range Control personnel will announce themselves and introduce themselves as members of STA Range Control.

- b.* Range Control personnel will make on the spot corrections in accordance with DMAIL 350-12 and have the authority to suspend unit training as needed to ensure the safety of personnel and equipment. Any such suspension will be reported to STA HQ.
- c.* Range Control is the communications hub of the installation for both internal STA operational radio network and the Range Control radio network.
- d.* Range Control personnel will coordinate emergency evacuation and response with emergency personnel and relay crucial information between responding agencies, STA Security and the organization requesting the medevac. During emergencies the primary duty of range control is command and control of the evacuation process from the initial medevac request until the casualty is off STA grounds.
- e.* STA range control issues and clears all training facilities on the site.
- f.* Issues to and takes in from using organizations equipment related to range control operations.
- g.* Ensures ranges and automated systems are functioning properly and coordinates any maintenance requirements.
- h.* Range control personnel conduct the STA Range Control Safety Briefing and conduct routine safety inspections of training being conducted.

2-6. Using Units / Organizations

- a.* Military units/organizations are responsible for:
 - (1) Employing proper risk management procedures.
 - (2) The proper use of installation equipment and facilities in accordance with DMAIL 350-12 and established Standard Operating Procedures (SOP).
 - (3) Safeguarding all unit weapons, ammunition and equipment.
 - (4) Proper reporting of any accident/incident.
 - (5) Ensure alcohol policy is adhered to.
 - (6) Ensure the strict compliance of regulatory guidance.
 - (7) Prompt reporting of any cancellations.
 - (8) Submit requests for use of facilities in accordance with DMAIL 350-12.
- b.* Non-military organizations/authorized individuals are responsible for:
 - (1) Conducting safe training/firing.
 - (2) The proper use of installation equipment and facilities in accordance with DMAIL 350-12 and established SOPs.
 - (3) Safeguarding all organization weapons, ammunition and equipment.
 - (4) Proper reporting of any accident/incident.
 - (5) Ensure alcohol policy is adhered to.
 - (6) Prompt reporting of any cancellations.
 - (7) Submit requests for use of facilities in accordance with DMAIL 350-12.

Chapter 3 Administration

3-1. General

- a.* This chapter provides administrative guidance for units at STA.
- b.* Miscellaneous
 - (1) Maps, forms, DMAIL 350-12, and various SOPs are available at Range Control and at <http://www.il.ngb.army.mil/> Those with Illinois Knowledge Online (IKO) access may view information and scheduling calendars at <https://www1.il.ngb.army.mil/C17/C18/Sparta%20Training%20Area/default.aspx> See also the maps provided in Appendix B.
 - (2) Open fires are not permitted anywhere on the training site.

3-2. In-Processing

- a.* Using unit must have properly scheduled the use of STA.
- b.* All units conducting weekend training at STA must check in not later than 1300 hours at Range Control. At this time units will be briefed as to range/training area/facility utilization. All units training at STA must have a representative with signature authority. If a representative fails to check in at Range Control, the training area/range will

not be issued to the unit. Units unable to have a representative check in prior to 1300 will contact Range Control at least 5 working days prior to the date of training to make alternate arrangements for drawing their facilities.

- c. The STA Safety Briefing is conducted at 1300 every Friday for those organizations needing personnel safety certified at STA. Safety briefings for training events during the week will be coordinated with Range Control as needed.
- d. No unit is allowed to occupy any training area, range or facility without checking in with Range Control.
- e. DMAIL-G3 will be notified of all units that fail to report for training.

3-3. Clearance Requirements

a. The STA Clearance Form (Appendix F) will be assigned to the using unit at check-in. For units using training facilities and housing the form will be maintained at range control, units using only housing the form will be maintained at logistics. The unit will ensure that as each facility is turned in, an STA representative initials the form indicating that the facility has been cleared. Prior to departure the clearance form will be completed with either range control or logistics.

- b. A thorough police call of all training areas, ranges or facilities will be made prior to the clearing process.
- c. Units must notify Range Control 30 minutes in advance of clearing the training area, range or facility. Units will retain a clearing detail at the site to assist in clearing. Units are not cleared until Range Control clears all training areas, ranges or facilities used by that particular unit.

3-4. Convoy Procedures

- a. Units conducting Convoys to STA will coordinate the convoy access point with STA Range Control prior to departure from home station.
- b. Convoy planning is a unit responsibility.
- c. Convoy Route Strip Map. (See map in Appendix B-2).
- d. All vehicles in a convoy will enter STA without stopping on or along the public roadway.
- e. Prior to departure from STA unit commanders will ensure that vehicles are inspected and measures are taken to prevent large pieces of mud are not left on public roadways. Any mud left on public roadways will be reported to Range Control.

3-5. Vehicle Operations

- a. Seat belt usage for all vehicles equipped with operator and passenger restraints is mandatory.
- b. Speed limit within the STA is 20 MPH, 5 MPH when passing troops, unless otherwise posted. Range Control will monitor speed of vehicles, seat belt usage and will advise leadership of personnel found in violation.
- c. Off-road usage is covered throughout Chapter 8 of DMAIL 350-12.
- d. Units will not conduct blackout driving or tactical movements on or while crossing public roads adjacent to or running through STA. All training areas are authorized blackout drive areas.
- e. Night Vision Device Driving Training Policy – Units interested in NV Device Driving should contact Range Control to discuss available, authorized locations.
- f. Training events are not allowed on public roads at any time.
- g. All ground vehicle accidents will be reported to STA Range Control and are to be reported on DMAIL form 15 and DA Form 285-AB-R, JUL 94. See paragraph 9-5 for more information.
- h. Privately-owned vehicles (POVs) are not allowed in the tactical training areas.
- i. The armory parking lot is not an authorized STA user parking area.
- j. Soldiers operating or riding in tactical vehicles in tactical training areas will wear Kevlar helmet.
- k. STA Range Control have authority to suspend individual driving privileges for serious or repeated violations of these policies. STA Range Control has authority to contact local law enforcement to have individuals ticketed.
- l. Civilian traffic on public roadways running through STA has the right of way at all times. Military vehicles and convoys will yield to civilian traffic. Units are not authorized to direct or stop traffic on public roadways running through STA.

3-6. Vehicle Parking

- a. STA does not have a POV parking area, therefore, personnel are discouraged from driving POVs to STA for IDT or AT.
- b. Vehicles in cantonment area/range complex will not drive through ditches or park on grass areas, violations of this nature may result in loss of driving privileges at STA.
- c. Use of chock blocks for military vehicles is mandatory. (ILARNG Memo, dtd, 11 April 2000).

d. STA Range Control have authority to suspend individual driving privileges for serious or repeated violations of these policies. STA Range Control has authority to contact local law enforcement to have individuals ticketed.

3-7. Alcohol Policy

a. Sparta Training Area has a strictly enforced no alcohol policy in all areas of the installation, at all times. The no alcohol policy includes all areas. The senior commander / supervisor of each unit is responsible for enforcing the no alcohol policy. Any alcohol found will be confiscated and the presence of alcohol will be brought to the attention of the unit commander or responsible civilian. All incidents involving alcohol, including its presence, will be relayed to DMAIL-G3, through STA chain of command, without exception. Any subsequent incidents involving alcohol will result in the user or unit being ordered off STA grounds. Prior to the unit being allowed future access to the installation the unit commander or civilian leader will write, in memorandum format, why they should be allowed access and what measures will be taken to prevent future alcohol related incidents. Email is not acceptable in this instance. This letter will be addressed to Sparta Training Area HQ, ATTN Training Site Commander / Manager, 1803 Hillcrest Avenue, Sparta IL 62286. This letter will be relayed through the chain of command to DMAIL-G3 with STA HQ endorsements indicating approval or denial, and reasoning.

b. Those units or organizations wanting to be considered for an exception to this policy will submit a written request for exception to the alcohol policy a minimum of 60 days prior to the proposed date. This letter may be hard copy or email. The letter will state the reason for the request and the proposed alcohol policy containing all measures that the organization will take to monitor, and control alcohol consumption by its members. This letter will be addressed to: Sparta Training Area HQ, ATTN Training Site Commander/Manager, 1803 Hillcrest Avenue, Sparta IL 62286.

c. The request for exception to policy will be relayed through the chain of command to DMAIL-G3 with STA HQ endorsements indicating recommended approval, approval with modifications to the plan, or denial, and reasoning. DMAIL-G3 will review the request and submit the request to The Adjutant General of the State of Illinois, with endorsements indicating recommended approval, approval with modifications to the plan, or denial, and reasoning. The Office of The Adjutant General will respond with a final decision, in writing, to all concerned parties.

d. A recommended exception to alcohol policy can be found in Appendix M of this regulation, for organizations with an approved exception to the policy. Please note that use of the recommended alcohol policy does not alone grant the privilege for alcohol use at STA, nor does it guarantee that a request will be approved. The recommended policy provides an organization with an outline and with key points of consideration.

e. The STA Training Site Commander / Manager, STA Range Officer, STA Security Personnel or TAG representatives are authorized to conduct vehicle and equipment searches for alcohol. These individuals will be granted immediate unrestricted access to any and all STA facilities at their request for the purpose of inspecting for alcohol. Inspections for alcohol may be carried out on the mere suspicion that alcohol may be present in a given vehicle or facility.

f. Soldiers who violate this policy will be subject to appropriate adverse disciplinary and / or administrative action.

3-8. Violations of this Regulation

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

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

- (1) An explanation of why the individual or unit was removed from a STA.
- (2) What corrective action was taken?
- (3) Justify why the individual or unit should be allowed to train at STA in the future.
- (4) What actions will be taken in the future to prevent a similar issue or incident.

(5) This memorandum must be received at DMAIL-G3 NLT seven (7) days after the incident. The unit, organization or individual will be prohibited from training at STA until a response letter is provided authorizing future training activities.

c. STA Range Control personnel have access to all training areas and ranges at all times. Units violating the provisions of this regulation pertaining to training operations or conducting training in an unsafe manner may have training operations suspended by STA Range Control personnel until action is taken by the unit to correct the violation or safety issue.

- d. Repeated safety violations or issues may result in the unit being placed in a safety stand down at the discretion of the Range Officer or senior Range Control NCO on duty. The safety stand down will be lifted when the STA Range Control representative initiating the stand down is satisfied that the unit has take corrective action to resolve the problem.
- e. STA Security is responsible for the overall security and law enforcement at STA and has unrestricted access to all areas, buildings and rooms at all times and has authority to enforce all provisions of this regulation.

**Chapter 4
Scheduling**

4-1. Federal and Non-Federal Use Agreements

- a. Processes, periods and requirements for various classes of users to submit requests for reservation of STA facilities are contained in tables 4-1 through 4-4 below.
- b. Military and Federal organizations will take precedence over non-federal usage of the STA.
- c. STA will be available on a case-by-case basis to non-military organizations (i.e. Department of Corrections, State Police, County Sheriff, City Police, Boy Scouts, etc.).
- d. In order to request use of any of the facilities or ranges at STA, all units or agencies will submit the appropriate STA Request form(s) (Appendix D) for use of STA facilities. This form will be submitted a minimum of 90 days in advance of the projected date of use. Requests should be mailed to: Illinois Army National Guard, ATTN: STA Operations, 1803 Hillcrest Avenue , Sparta, IL. 62286. Forms may be faxed or emailed, contact STA Operations for appropriate fax number or email address. The requesting agency/organization will then receive written notification of approval/disapproval of their request. Subsequently, the agency / organization will be provided additional correspondence regarding use agreements and fees.
- e. Non-governmental organizations such as scouts, JROTC, and other civilian organizations will submit the appropriate STA Request form(s) (Appendix D), and provide a copy of current liability insurance with at least a 1 million-dollar limit, in order to utilize the STA facilities. These forms will be submitted a minimum of 90 days in advance of the projected date of use. Requests should be mailed to: Illinois Army National Guard, ATTN: STA Operations, 1803 Hillcrest Avenue, Sparta, IL. 62286. Forms may be faxed or emailed, contact STA Operations for appropriate fax number and / or email address. The requesting agency/organization will then receive written notification of approval/disapproval of their request.
- f. Cancellations must be submitted as soon as possible so that the facilities can be made available to other potential users.

Table 4-1
ARNG / ANG Users

NLT 90 days before event	Within 10 working days Receipt of Request	Within 60-days of Event	Post Event Actions
Requestor completes, STA Request Form(s) (Appendix D) and forwards to TSM	(1) TSM -Assigns Event Number -Prepares IIC Worksheet -Prepares Written Response to Unit w/Approval (2) Requestor Prepares MIPR; forwards to TSM (if needed) (3) TSM sends STA Request Form, IIC Worksheet & MIPR to PFOIL-CG	Requestor finalizes logistical requirements and provides numbers to TSM and DOL	(1) TSM finalizes IIC worksheet reflecting final costs with requestor forwards to PFOIL-CG (2) PFOIL-CG reconciles IIC with & arranges for transfer of funds

Table 4-2
Other DoD Federal Users

NLT 90-days Before Event	Within 10-days Receipt of Request	Within 60-days Receipt of Request	Post Event Actions
Requestor completes, STA Request Form(s) (Appendix D) and forwards to TSM	TSM -Assigns Event Number -Prepares IIC Worksheet -Prepares Written Response to Unit w/approval	(1) Requestor Prepares MIPR and DD Form 1144 or MOU/ MOA and forwards to TSM (2) TSM sends STA Request Form, IIC Worksheet, MIPR & DD1144 to PFOIL-CG (3) PFOIL-CG coordinates w/ DMAIL-JA, and USPFO for approval	(1) TSM determines final charges on IIC Worksheet; forwards to PFOIL-CG (2) PFOIL-CG reconciles with MIPR & prepares to receive transfer of funds

Table 4-3
Other Federal Users

NLT 90-days Before Event	Within 10 working days Receipt of Request	Within 60-days Receipt of Request	Post Event Actions
Requestor completes, STA Request Form(s) (Appendix D) and forwards to TSM	(1) TSM -Assigns Event Number -Prepares IIC Worksheet -Prepares Written Response to Unit w/approval (2) For one-time Use, TSM prepares an MOA/MOU forwards to PFOIL-CG for USPFO approval	(1) Requestor Prepares MIPR and MOU/ MOA or DD Form 1144 forwards to TSM (2) TSM sends STA Request Form, IIC Worksheet, MIPR & DD1144 to PFOIL-CG (3) PFOIL-CG coordinates w/ DMAIL-JA, and USPFO for approval	(1) TSM determines final charges on IIC Worksheet; forwards to PFOIL-CG (2) PFOIL-CG reconciles with MIPR & prepares to receive transfer of funds

Table 4-4
State or Local Government Agencies

NLT 90-Days Before Event	Within 10 working days Receipt of Request	Within 60-days Receipt of Request	Post Event Actions
Requestor Submits Appendix D, STA Request Form and STA Rental Worksheet with Proof of Insurance	TSM -Assigns Event Number -Prepares IIC Cost Worksheet -Prepares Written Response to requestor w/approval	(1) TSM prepares Intergovernmental Use Agreement (2) TSM sends STA Request Form, IIC Worksheet and Proof of Insurance to PFOIL-CG (3) PFOIL-CG coordinates with DMAIL-FE, DMAIL-JA, USPFO and obtains TAG approval	TSM and requestor determine final charges on IIC Worksheet. Requestor Makes final payment by VISA, Check to U.S. Treasury

4-2. Fees For Use

Appendix C specifically addresses costs associated with facility use. Identifiable Incremental Costs associated with special requests or services will be charged to using organizations. Waiver authority for charges of up to \$1000 annually is The Adjutant General of Illinois (TAG-IL), per NGR 5-1.

4-3. Long Range Planning

- a. DMAIL Circular 350-TY-3 "Training Program" establishes the next training year's Range Schedule Matrix for ILARNG units. Units will refer to this document prior to submission of a request for use of any facility at STA.
- b. The ILARNG training year runs from 1 Oct to 30 Sep annually. The ILARNG conducts Yearly Training Calendar (YTC) review and checkout with ILARNG units on an annual basis. Only after this meeting will requests from other units or organizations be accepted for the next training year.

4-4. Facility Requests

a. Units will submit requests (via email or hard copy) for the use of STA facilities through command channels, to Headquarters, Sparta Training Area, to arrive NLT 90 days prior to the desired use date. Appropriate request forms are located at Appendix D. ILARNG requests must be approved through command channels before the request reaches STA. Any requests that arrive without command approval will be denied.

Sparta Training Area
ATTN: Operations
1803 Hillcrest Avenue
Sparta, IL 62286

- b. Units and civilian agencies will not request STA area more than one calendar year in advance.
- c. Units and / or civilian agencies will receive written notification of approval or disapproval of their request from STA Operations in accordance with paragraph 4-1 of DMAIL 350-12. Notification for ILARNG units will be sent through command channels.
- d. The following timeline identifies the sequence of events in the request process, and gives approximate times for their occurrence.
 - (1) STA receives STA Request Form(s) (Appendix D) at least 90 days prior to the event.
 - (2) Within 10 working days of receipt:
 - (a) An event number is assigned & usage approval appears on Range Facility Management Support System.
 - (b) A notification(s) is generated and sent to the unit / requesting agency (Appendix D).
 - (3) Logistics support issues are finalized 30 days prior to arrival.
 - (4) Event occurs: Appropriate fees paid when required.

4-5. Scheduling Priority

a. Priority for facility use will be given to the units/agencies whose primary mission is related to military training and readiness; and whose requests/reservations are submitted in a timely manner as set forth in this policy. This policy is intended to provide a reasonable approach to STA area use by a variety of military, public agencies and private organizations while ensuring STA's primary mission of providing a quality soldier training environment.

b. Facility user priority categories have been identified. A facility-scheduling matrix is available in the Range Facility Management Support System (RFMSS) request module or for review at STA Operations. RFMSS will identify facility commitments 12 months in advance. Priority categories and organization ranking within each category is listed below:

(1) Priority Categories #1.

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

(2) Priority Category #2. Other state and federal agencies training/conferences:

- (a) Federal Agencies.
- (b) State Agencies.
- (c) County Agencies.
- (d) Municipal Agencies.

(3) Priority Category #3. Other organizations:

- (a) Public Organizations.
- (b) Private Non-Profit Organizations.

(4) Priority Category #4. Others:

- (a) Military personnel in a non-duty status.
- (b) Retired military personnel.

c. Only one using unit or organization will be scheduled per facility / training area. If multiple units or organizations are conducting joint training, the request(s) submitted will indicate all units involved in the training area or facility.

d. Land Navigation Courses are a separate part of the training area in which they are located and are scheduled separately. Example: a unit requesting the Beginner Land Navigation Course in TA 105 is restricted to the Land Navigation Course, and does not have the right to maneuver elsewhere in TA 105. If a unit requests and is assigned TA 105, but the unit has not requested the Land Navigation Course located in that training area, the unit does not have the right to operate in the Land Navigation Course. If a unit wants to operate in TA 105 and run the Land Navigation Course in TA 105 then they must request both.

e. The various JFHQ directorates conducting events and operations at STA are considered users and as such, must schedule all activities on STA through Range Control. These activities will be scheduled in RFMSS to show when an area will not be available for other units/agencies/organizations and to track facility and training land maintenance.

4-6. Cancellations

a. Requests for changes to approved training dates will be submitted through command channels, and arrive at the Headquarters, Sparta Training Area, a minimum of 45 days prior to the scheduled activity.

b. If last minute cancellations are necessary, the following procedure will be followed as soon as the scheduled unit determines it will not be using STA.

(1) ILARNG units will immediately call the offices listed below, advising of the cancellation.

- (a) Immediate Higher HQs (BDE or BN)
- (b) G3 Office (217) 761-3575
- (c) STA Scheduling NCO (217) 761-4866

(2) All other users will notify the STA Scheduling NCO who will log the date & time on RFMSS.

c. Summary of Utilization Report will be sent to J3 showing cancellations, last minute changes, etc, to be placed on the state back brief slide.

Chapter 5 Communications

5-1. General Information

- a.* The STA Range Control FM radio net is a standard military radio system. Using units are expected to utilize organic radio assets to establish and maintain radio communications. Radio assets will be issued to non military using units from STA Range Control.
- b.* Telephone service for units using STA is currently unavailable. In the event of emergencies or extreme circumstances coordinate for possible telephone use with STA HQ or Range Control.

5-2. Telephone Numbers

- a.* Training Site Commander / Manager • (217) 761-4869
- b.* STA Logistics • (217) 761-4869
- c.* STA Range Control / •(217) 761-4869
- d.* STA Scheduling • (217) 761-4869
- e.* Ambulance • As posted on the phone
- f.* Sparta Community Hospital - (location) • (618) 443-2177
- g.* Explosive Ordinance Disposal (EOD) - Ft Leonard Wood • (573) 596-2818
- h.* Fire Department • Emerg. - 911 / Non-Emergency • (618) 443-4343
- i.* Sparta Police Department • Emerg. - 911 / Non-Emergency •(618) 443-4331
- j.* State Staff Duty Officer • (217) 761-3890; Cell (217) 415-0239; Pager (217) 461-3224
- k.* Sparta Armory (661st ENG) • (618) 443-3933
- i.* Randolph City Sheriff (618) 826-5484

5-3. Tactical Communications

- a.* Radios are NOT provided on ranges, units are expected to use organic communications equipment.
- b.* Units training at STA are expected to provide organic military radios to communicate with STA Range control for primary and secondary means of communication on all ranges, and as a primary means of communication for training areas and those training facilities which require communications with range control.
- c.* Routine training in the training areas requires a single radio for communications with Range Control. Each unit in each training area must establish and maintain communications with range control. When a unit departs a training area either to occupy another area or to clear STA, they will contact Range Control to request a closing time and will provide their closing information. (See Appendix I) When units are conducting joint training in the same training area or facility, each will be required to establish and maintain communications with Range Control.
- d.* Units conducting waterborne, sling load or smoke operations will provide a primary and secondary means of communications with Range Control.
- f.* Aviation units are expected to establish and maintain communication with STA Range Control for the duration of their training time on site or when flying over STA.
- g.* Range Operations
 - (1) Units will establish and maintain a primary and alternate method of communication with Range Control.
 - (2) Two FM radios are required and will be provided by the using unit.
 - (3) Cell Phones are not an approved method of communications with range control.
 - (4) Units are only authorized to operate FM radios on military frequencies assigned by STA range control.
- h.* Wire Communications.
 - (1) Units will ensure that all wire is removed prior to clearing STA.
 - (2) Wire will not be strung over-head, if wire is strung across the surface of roads it will be staked down on both sides of the road.
 - (3) Wire may be buried except in designated no digging areas. (See an Installation map or contact Range Control for more information)
- i.* Procedures for requesting occupation, hot, and cold times for ranges, and for occupying and closing training areas and facilities is located in Appendix I of DMAIL 350-12.

5-4. Telecommunications / Data Communications

- a.* Emergency only telephone support at the Training Site Headquarters and Range Control is available for organizations using STA.

b. Data transmission lines are available in the STA Hq for ILARNG users only using standard RCAS access. Non – ILARNG Organizations requiring internet access will coordinate this request through STA Logistics at least 90 days prior to anticipated arrival.

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

Chapter 6

Training Resources

6-1. Land Navigation

- a.* There are three land navigation courses offered.
- b.* The Beginner Land Nav course is located in TA 102. It is a basic course used to teach how to shoot an azimuth, follow an azimuth and keep pace count.
- c.* STA offers two intermediate courses located within TA 105 and TA108. These courses have a combination of “grid to grid” legs and dead reckoning legs.
- d.* An expert course is available by combining the TA 105 and TA 108 Land Navigation Courses. This course is designed for the more advanced student to teach terrain association and land navigation skills.
- e.* All Land Navigation Courses have declination stations, and pace count markers.
- f.* Land navigation packets are available on the website or at Range Control. These packets include prewritten tests and information for a unit to produce its own test. The courses are listed above in order by range of difficulty.

6-2. NBC & Smoke Training

- a.* The following means of smoke generation are authorized for Sparta Training Area:
 - (1) Smoke generators
 - (2) Smoke pots
 - (3) Smoke grenades
- b.* Smoke generators and pots may be used only with the prior approval of Range Control. The following precautions must also be taken:
 - (1) Smoke does not cross public roads, or affect civilian residential areas or domestic livestock.
 - (2) Weather conditions are such that a fire hazard is not created.
 - (3) Red smoke will be used only to designate an emergency location for air or ground evacuation.
- c.* The placement of smoke generators and time of operation will be coordinated with Range Control. The designated training area for smoke generation is TA 105.
- d.* Riot control agents may not be used at STA without prior coordination with range control.

6-3. Waterborne Operations

Water operations may be conducted in the various lakes and ponds at STA. Water Operations may be conducted within SDZ only when live fire ranges are not in use. Contact STA Range Control for more information.

6-4. Sling load Operations

Sling load operations may be conducted in a variety of locations on STA. Contact Range Control for more information.

6-5. Other Training Resources

- a.* STA is an ideal infantry training area, with rolling and primarily open terrain broken by numerous bodies of water. For information on the Combat Skills Situation Training Exercises (STXs) developed for STA, contact Range Control
- b.* STA has acquired a variety of Training Aids Devices and Simulation Systems for units to utilize while training at STA. For a complete list of on hand quantities, contact Range Control.

Chapter 7

Range Operations

7-1. Ranges – General Information

- a. At this time STA offers one (1) live fire range. A map of the current and future range complex is available in Appendix B.
- b. STA Range Control will be operational when a unit is firing on the range complex.
- c. The minimum medical requirement for live fire range operations, unless otherwise specified, is one certified Combat Life Saver (CLS) or medic, aid bag, litter, and evacuation vehicle per range. Using units are encouraged to have either a CLS with CPR or 91W-qualified medic on the range complex in addition to the CLS on each range. Unit commanders are responsible for confirming current certification of CLS personnel. Non-DoD users will provide equivalent resources in a trained first responder, with aid bag, litter, and evacuation vehicle.

7-2. M-203 Grenade Launcher Range

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

7-3. Range Duties and Responsibilities

- a. Range Control will:
 - (1) Monitor range operations, conduct safety inspections at least one time daily and ensure safety regulations are being followed.
 - (2) Call the immediate cessation of firing when observing unsafe acts, and is further authorized to evict any individual/organization/unit from the range because of repeated, uncorrected safety violations.
 - (3) Require completion of the following documents: Range and Safety Personnel Appointment Form, (App. E) and Sparta Training Area Clearance Form, (Appendix. F).
 - (4) Ensure units/individuals adhere to clearance procedures.
- b. Using Units will:
 - (1) Assign personnel to the following duties:
 - (2) Range OIC/NCOIC for each firing range or firing site (E6 or above), and provide names to Range Control.
 - (3) Range Safety Officer for each firing range or firing site, (E5 or above).
 - (4) Range Tower Operator will not be the Range OIC or the Safety Officer. (no rank restrictions)
 - (5) Any deviation from rank requirements must be approved by Range Control.
 - (6) Have at least one CLS or Medic with aid bag, litter, and designated evacuation vehicle on each range per paragraph 7-1c of this regulation.
 - (7) Ensure that the range personnel listed above are present on the range during firing. Range safety personnel must be on orders, per instructions in paragraph 9-1C of this regulation. (See Appendix E for appointment format).
 - (8) Report all accidents to Range Control in accordance with paragraph 9-5 of this regulation.
 - (9) Ensure that all ranges/training areas are properly policed, and clearance is coordinated with Range Control.
- c. Range OIC/NCOIC: The Range Officer is responsible for the safe conduct of firing and / or training on a specific range. Additionally the Range Officer will:
 - (1) Attend a safety briefing prior to the commencement of training.
 - (2) Report all range fires to Range Control.
 - (3) Request from Range Control occupation time, hot time, and cold time.
 - (4) Ensure all ammunition procedures, firing and training is conducted to standard.
 - (5) Have in his/her possession the following documents:
 - (a) The appropriate weapon(s) FM.
 - (b) Operator level weapons -TM.
 - (c) Range Packet.
 - (6) Ensure incidents/accidents occurring during range operations are reported to Range Control.

(7) The Range OIC is responsible for insuring that all range operations are conducted in accordance with Army Regulations. OIC should be especially familiar with AR 385-63 and DA Pam 385-63.

d. Range Safety Officers: Will be present at each firing range or training area at all times when training is being conducted. They answer directly to the Range OIC. Range Safety Officer will:

- (1) Attend a safety briefing prior to the commencement of training.
- (2) Ensure safe operation of the range in accordance with AR 385-63, DA Pam 385-63 and pertinent field or technical manuals.
- (3) Brief and supervise all range safety personnel.
- (4) Ensure all firers are briefed on the safe use of weapons prior to drawing ammunition and reporting to the fire line.
- (5) Ensure that all weapons are cleared before leaving the range so that ammunition does not leave the range. Personnel will be inspected to ensure that no ammunition remains in their possession after range operations has concluded.

7-4. Drawing Ranges and Equipment

a. Range Control will provide all necessary range flags, range lights, targets, target frames, special equipment, and special instructions for the range requested.

b. The following supplies/equipment is a unit responsibility:

- (1) Score cards/blank forms
- (2) All necessary publications
- (3) Hearing protection
- (4) Left hand deflectors
- (5) Small arms tool kit
- (6) Weapons cleaning supplies
- (7) Chemical Lights (as required)

7-5. Safety Briefings

a. Range Control will conduct a safety briefing for the following personnel:

- (1) Range OIC/NCOIC for each range or training area.
- (2) Range Safety Officer for each range or training area.
- (3) Briefings will be conducted at 1300 every Friday.

b. Individuals having received this briefing will initial the Range and Safety Personnel Appointment form. The form is kept on file at Range Control and the briefing is good for one year from the date the briefing was received. (see Appendix E).

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

7-6. Opening and Closing Ranges

a. The following procedures must be accomplished to occupy and go hot on a range. Actual scripted procedures for occupying, going hot and cold are provided in Appendix I.

- (1) When the unit arrives at the range to begin setup the unit requests "occupation time" from range control.
- (2) A risk assessment must be completed prior to commencing range operations.
- (3) The unit OIC and Range Safety Officer are present at the firing position.
- (4) Primary and Alternate communications are established with Range Control.
- (5) The range flag is up, and necessary road blocks in place.
- (6) An ambulance or suitable vehicle / with CLS or medical personnel with a strip map to the hospital are on each

range

- (7) Verify the down range is clear of all personnel.
- (8) Request a "HOT" status.

b. To clear ranges upon completion of firing:

- (1) Request "COLD" status from Range Control.
- (2) Police ranges and range buildings, clean permanent latrines, remove brass, ammunition boxes, crates, and other debris. All trash will be removed from receptacles and transported to dumpsters. Plastic bags in trash cans will be replaced by using unit.
- (3) Reface or re-paste targets after firing.

(4) All material and equipment will be turned-in, in the same condition it was issued (i.e., nails pulled out of lumber, equipment cleaned). Units may be required to furnish a detail to accomplish these tasks at the request of Range Control. All range equipment will be returned to Range Control.

(5) The using unit will collect and return to the Ammunition Supply Point all unexpended ammunition, fired brass casings, accessories, and packing materials, such as clips, bandoleers, and packing boxes.

7-7. Range Operations Requirements

a. Post As needed: Guards, signs, gates, and/or barriers will be placed on roads, trails, and other possible approaches to danger areas indicating that the surface danger zone for the range is hot. These will remain in place while firing is in progress, and until all ranges go to cold. Road guards, gates and barriers will not be bypassed without permission of Range Control. During the administrative and safety briefing, Range Control will determine which roads/trails, if any, will be blocked. The unit is responsible for road guards where required.

b. A scarlet range flag will be displayed from the range flag pole during daylight hours. During night firing, red lights will be displayed from the appropriate flag pole. The range flag is issued at range control.

c. All units will bring ear protection for personnel engaged in firing operations. The Range Safety Officer will insure that all personnel on the ready and firing lines are wearing properly fitted ear protection prior to the firing of any weapon.

e. All personnel and weapons will be thoroughly inspected by a responsible officer after the completion of firing to insure that live ammunition does not leave the range.

f. Running on ranges is prohibited.

g. All weapons on the firing line will be pointed down range or in the raised position at all times.

h. The OIC and Safety Officer of the range will wear a white helmet band and remain on the range at all times that the range is in operation, (HOT).

i. Ambulance / dedicated evacuation vehicle parking is designated at each range with a sign, all other vehicles will remain in the parking lot. The ammo truck will make one trip to deliver ammunition to the ranges and one trip to pick up residue.

j. At a minimum, each range will have a dedicated CLS or medic with aid bag, litter, and dedicated evacuation vehicle. Using units are encouraged to have either a CLS with CPR or 91W-qualified medic on the range complex in addition to the CLS on each range.

k. Ammunition will be stored in and issued from the ammo break down area. Live ammunition, except blanks, will be kept on the ranges and ammunition areas. At no time will live ammunition be allowed off the range on which it is being fired.

l. The OIC and RSO are responsible for monitoring the skies for low flying aircraft in the vicinity of their range. Upon receiving a report of low flying aircraft the range will implement an immediate cease fire. The cease fire will remain in effect until the aircraft has left the area.

7-8. Night Firing

a. In order to conduct night fire operations, prior coordination must be made with range control.

b. Units conducting night firing will mark the left and right limits of the range using chemical sticks or lights.

c. During night firing, all weapons will be rodded/cleared from only one central point for each range.

Chapter 8 Training Area Guidance

8-1. Occupation Of Training Areas

a. Routine Training Area Operations require an OIC or NCOIC in the grade of E-5 or above. Requirements for Waterborne operations and Slingload operations are different. See paragraphs 8-9 and 8-10 respectively for specific details.

b. Units operating in a training area will establish and maintain radio communications with STA Range Control. Routine operations in the training areas require only one means of communication, in accordance with paragraph 5-3c of this regulation. Scripted procedures for occupying and departing a training area are found in Appendix I, of DMAIL 350-12.

c. Portions of training areas 104,105,106, and 107 lie within the range Surface Danger Zone (SDZ). Absolutely no access is authorized to the SDZ portions of these training areas while range firing is conducted. Units will be informed of

any planned firing at the administrative briefing. The SDZ is clearly marked by signs. These training areas are non-duded areas.

8-2. Restricted Areas

a. STA restricted areas are listed below:

- (1) Water ponds, unless prior coordination for waterborne operations.
- (2) Residential properties.
- (3) Range Control reserves the right to restrict access to any training area when severe tire rutting is expected.
- (4) The North, South, East and West boundary roads are outside the limits of the STA and are, therefore subject to public regulation.
- (5) "Industrial Avenue", although inside STA limits, is open to public traffic and is subject to public regulation.

8-3. Environmentally Based Restrictions

a. Extreme caution must be used to ensure that STA's natural habitat is not disturbed. Maintaining this natural habitat makes for a better training area.

b. Wildlife will not be disturbed, harassed, or injured.

c. Care will be taken to ensure soil cover is not stripped bare of vegetation. Do not cut trees with protective coverings or special marks, trees greater than two inches in diameter will not be cut. Additional guidelines will be established based on current environmental situation of each training area and will be communicated at the weekly range control briefing.

d. At no time will units use area pesticides. Contact Range Control, if the unit identifies a need for area pesticide application. Personal pesticide use on skin, clothing and equipment (i.e. mosquito or tic spray) is allowed.

e. Crop lease areas and wildlife food plots are not to be disturbed.

f. Bivouac areas must be approved by Range Control. Range Control may not allow bivouac sites to be set up in certain training areas if environmental conditions will not support those activities.

g. Open fires are prohibited.

h. Digging of trash pits is not authorized.

i. Foxholes, emplacements, or trenches will not be dug without prior approval of Range Control. No latrines will be dug on STA. Portable toilet facilities are not currently on site and must be coordinated by the using unit.

j. All refuse will either be placed in dumpsters provided, or transported by unit to home station. All ammunition residue, brass, and unused ammunition will be policed and removed from STA at departure.

k. P.O.L. Products will be handled in a manner which will eliminate or reduce the chance for cross contamination or spills. Follow these procedures for specific operations.

(1) Refueling in the field will follow field-refueling procedures and use a spill mat or heavy plastic in the refueling area with drip cans. No vehicles will fuel within 100 meters of any water body. This also includes intermittent streams. MFTs will have spill kits and at least one copy of the spill card (Appendix K) per vehicle.

(2) Fueling with five-gallon cans for field kitchens and generators will also be done at the fueling pads or properly designated areas. Special precautions must ensure that when burners and generators are filled, pre-checks are made for fueling operations.

(a) Never fill five-gallon cans over the seam that connects the upper and lower parts of the can. This will allow the liquid area to expand and prevent seepage.

(b) Always ensure that cans have serviceable gaskets. Never store cans without removing the fuel spouts and replacing the caps.

(c) Check the operation of components before, during, and after operation to insure that fuel is not leaking (fuel hoses, gaskets, etc.)

(d) Kitchens need to follow procedures outlined in TM 10-7360-204-13p for safe fueling operations.

(3) Units conducting field-fueling operations will submit a copy of the Unit OPORD to STA HQ – Environmental for review. Specific items looked for will be detailed in Concept of Operation paragraph which outlines ingress / egress, layout of the field fuel point, grid locations of tankers and the items listed above.

l. Streams and Wetlands are a protected resource under the Clean Water Act. Follow these simple guidelines to avoid impact:

(1) Vehicles can cross streams only in designated areas. These areas are low water crossings lined with rock, culverts or bridged crossings.

(2) Troops should limit stream and river crossings when possible. Use a single crossing point as much as possible.

(3) Marsh area and wetlands should be avoided, especially by platoon size or larger maneuvers on foot. At no time should any vehicle be in or around these areas.

m. Hazardous/Non-Hazardous Waste

(1) All Hazardous and special non-hazardous waste must be removed from STA and disposed of IAW ILARNG Waste Management and Hazardous Material Management SOP.

(2) Non-hazardous waste maybe placed in dumpsters provided on STA.

n. Off Road Driving is acceptable through out the site, however all vehicle traffic off road will avoid travel in low areas and areas of standing water. Off road operations during wet weather should be minimized to the fullest extent possible. Roadside ditches should only be crossed where there is a culvert. Contact Range Control for a listing of areas that are off-limits to vehicles.

o. Pyrotechnics must be coordinated with Range Control to reduce the potential of fire.

p. Non-ILARNG entities using STA firing ranges will not clean their weapons at STA. Non-ILARNG units may request an exception to this policy in memorandum format and addressed to the Training Site Commander/Manager. The memorandum will include as enclosures the following: a list of all solvents to be used with associated MSDS sheets; a list of all expendable supplies to be consumed in the cleaning process (i.e. patches, rags, paper towels, etc...) and analytical documentation which demonstrates the cleaning waste to be non-hazardous. The requesting unit or organization will receive written notification of approval or denial of their request for exception to policy from STA HQ.

q. ILARNG units cleaning weapons at STA by manual means will follow the protocol sheets in Attachment A-1 of the ILARNG Waste Management and Hazardous Materials Management SOP regarding disposal and handling of weapons cleaning waste.

8-4. Tactical Mess Operations / Field Sanitation

a. Field kitchen and feeding areas may be established in any training area with prior coordination and written approval of STA range control.

b. Tactical Mess Operations/Field Sanitation

(1) Ice is available at STA. Coordination for pick-up will be arranged during in-processing briefing.

(2) All refuse will be deposited in dumpsters or removed from STA. All barrels near the portable latrines will be emptied into the dumpster. No trash or garbage will be buried. Plastic bags in containers are to be replaced by the using unit.

(3) Wastewater will be poured into soakage pits. Burlap will be changed by using unit at completion of training. Using units at field mess sites will dig soakage pits.

(4) No trash will be placed in latrines. If trash is found in the latrines during clearing process, it will be the using unit's responsibility to clean it out before the unit is cleared from the TS.

(5) Hand washing materials and devices will be furnished at the latrines and near mess areas by the using units.

(6) Do not handle any wild animals found on the grounds.

(7) Showers will be at the designated shower points. Water from the showers will be channeled into a sump.

Locations for the shower unit(s) must be pre-coordinated with the STA site manager so a soil percolation test can be conducted. Once this is completed, the specifications for the sump hole will be designated by the environmental Branch per the 77 Illinois Administrative Code Chapter I section 905 appendix A. Each shower unit is capable of pumping at a rate of 20 gallons per minute and will be limited to run for 4 hours a day. This equals 4800 gallons of water which the sump must contain and allow the water to be absorbed by the soil. To facilitate drainage, the showers will be run 2 hours on and 10 hours off. For example, showers could be run from 0800-1000 hours and then from 2000-2200 hours. If more than one shower unit is deployed to the field, an additional sump will be set up at a separate designated location. If at any time the sump (not including the berm) becomes full, the operation will stop. When the water in the sump drops, showers may resume. At no time will overland flow occur. It is the command responsibility to ensure that this operation is continually checked for proper compliance.

(8) Portable chemical latrines will be coordinated by the training unit prior to arrival at STA and will be located near the bivouac areas. No slit trenches or cat holes are authorized.

(9) Units will comply with field sanitation procedures as outlined in AR 40-5, Preventative Medicine and FM 4-25 Field Sanitation.

8-5. Spill Clean-Up and Control

a. Respond to all POL spills as indicated in Appendix K. Report POL product spills to Range Control as soon as possible after the spill. Units will assist in the clean up as directed by Range Control.

b. If a Non-ILARNG unit's training results in a POL spill, the unit will be charged for the cost of spill residue clean-up and disposal. These costs will be billed to the unit through the Identifiable Incremental Cost (IIC) process outlined in

Appendix C of this regulation. Cost will be annotated on the IIC worksheet, Figure C-6, under the line item, "Environmental Clean-up". The bill for services rendered will include a statement of charges incurred by the ILARNG as a result of the POL spill.

- c. Units will not attempt to dispose of spill waste except as directed by Range Control.

8-6. Residential Restrictions

- a. Private property surrounds STA. Crossing private fences, trespassing, or other infringement of private property is strictly prohibited.
- b. Private drives and residences will not be used for parking, turning around, or any other training activities.

8-7. Aircraft Operations

- a. Open areas throughout STA maybe used as LZ/PZs with prior coordination with STA Scheduling and Range Control. LZ / PZs are reserved by requesting the entire training area. Example, a unit wishing to conduct sling load operations in an LZ in TA 102 would reserve TA 102. Co-use of unused portions of the training area may be possible and is coordinated with STA Scheduling.
- b. Aircraft flights, when range firing is being conducted, are prohibited without specific coordination with the STA-RC. Flying over training areas is prohibited unless the aircraft pilot(s) has been briefed as to aerial danger (no fly) areas by Range Control. FLT OPNS at STA requires a STA Request to be completed. (Appendix D)
- c. Aircraft will avoid low-level flights over adjacent residential areas and crop areas during growing season.

8-8. Firearms and Lethal Weapons

- a. Loaded firearms are prohibited, except in authorized hunting or range areas. These restrictions likewise apply to weapons concealed or contained in any vehicle or conveyance, or its attachments.
- b. Concealed weapons, such as "black jack", straight razor, brass knuckles, switch blade knives, etc., are strictly prohibited.
- c. Military personnel training at STA are not authorized to have personal weapons or ammunition in their possession.
- d. The following restrictions apply to weapons and ammunition used for training:
 - (1) Individual weapons issued for training or operations will be in the possession of the person to whom issued, except during emergencies or medical evacuation. Weapons will not be surrendered to the charge of another person.
 - (2) When small arms are in a field environment and not issued to an individual, they will be secured in locked racks or containers and placed under constant guard.
 - (3) Reference NGR 190-11: When necessary during tactical training exercises, ammunition will be stored under constant guard on a vehicle or aircraft. NOTE: Ammunition will not be stored on the ground or in tents.
 - (4) At no time will live ammunition be carried by the individual soldier except on the range complex in accordance with chapter 7 of this regulation.
 - (5) Commanders and supervisors must ensure that blank ammunition only be issued for use in field training areas.

8-9. Waterborne Operations

- a. Water operations may be conducted in ponds throughout STA. Water Operations may be conducted within SDZ, only when live fire ranges are not in use.
- b. Using units will provide a detailed operations plan to STA Range Control for final approval NLT 15 days, prior to conducting training.
- c. Due to the hazardous nature of these operations, waterborne operations will be conducted with the following requirements:
 - (1) Using units will have personnel as follows:
 - (a) Training OIC or NCOIC, (E-6 or above)
 - (b) Training Safety Officer, (E-5 or above)
 - (c) Minimum of 2 certified life guards, a copy of certification will be filed with Range Control
 - (2) Using units will have the following equipment available at all times.
 - (a) U.S. Coast Guard approved type II personal flotation device for each person in the water at any one time. This item will be immediately available for personnel in the water training and worn by all personnel assigned rescue duty from shore or in the boat.
 - (b) Two throw lines, at least 50' in length, with attached float. One assigned to shore and one to rescue boat.
 - (c) Rescue boat, manned by one lifeguard and one person to maneuver the boat.
 - (d) Medic with litter, aid bag and dedicated evacuation vehicle.
 - (3) Training OIC/NCOIC: The training OIC/NCOIC is responsible for the safe conduct of all training.

- (a) Attend the range safety briefing at range control prior to commencement of training
- (b) Ensures two forms of communication operable and contact made with range control prior to commencement of training.
- (c) Request occupation and closing time as outlined in Appendix I for training areas.
- (d) Ensures that any necessary manuals and equipment are available to conduct training.
- (e) Will report any incidents or accidents occurring during training to Range Control immediately.
- (4) Training Safety Officer (TSO): Will be present at all times training is being conducted. TSO is responsible for ensuring that all necessary safety measures are implemented and all safety equipment is properly utilized. TSO will:
 - (a) Brief all personnel on safety and rescue measures.
 - (b) Brief and supervise safety personnel.
 - (c) Ensures that lifeguards are performing only their assigned duties.

8-10. Sling load Operations

- a. Effective 1 October 1997 all Army sling loads must be inspected by a soldier qualified as an inspector prior to conducting a sling load operation. Qualified inspectors are in the rank of E-4 or above and a graduate of one of the following courses: Pathfinder, Air Assault or Sling Load Inspector Certification Course (SLICC). Graduates of the above courses, regardless of the date of graduation, are authorized to inspect loads. Graduates of the above courses that are below the rank of E-4 are not authorized to inspect loads.
- b. Inspections will be recorded on the Sling Load Inspection Record (DA Form 7382-R). This form is available in Appendix I of FM 10-450-3, and must be reproduced locally. This form is required in triplicate. Distribution of the form is as follows:
 - (1) Copy one - to the supporting aviation unit
 - (2) Copy two - securely taped or tied to the load.
 - (3) Copy three - remains with the supported unit.
- c. Coordination for the delivery of "copy one" should be arranged prior to the operation. The supporting aviation unit may request their copies be sent through distribution, mailed or delivered to the aircraft on the PZ. Load inspections are the responsibility of the supported unit. Completion of the DA Form 7382-R, SLING LOAD INSPECTION RECORD, is required for all loads. In the event that the same loads are being used several consecutive times only one DA 7382-R is required for the load. However, a qualified inspector will re-examine the load between hook ups to ensure the load is still rigged safely. Any load that is being used more than once and is left unattended, or is not hooked up for more than one hour will be re-inspected using DA Form 7382-R.
- d. Units will initiate a request for occupation time when unit members arrived at their LZ/PZ, and a closing time at the end of their operations.
- e. Units will have the following assigned personnel:
 - (1) Training OIC or NCOIC, (E-7 or above) on appointment orders, and approved for safety duties at STA by attending the STA safety briefing.
 - (2) Training Safety Officer (TSO), (E-7 or above) on appointment orders, and approved for safety duties at STA by attending the STA safety briefing.
 - (3) Sling load inspector qualified individual as per paragraph 8-10a of this regulation.
- f. Training OIC/NCOIC: The training OIC / NCOIC is responsible for the safe conduct of all training.
 - (1) Attend the range safety briefing at range control prior to commencement of training.
 - (2) Ensures two forms of communication operable and contact made with range control prior to commencement of training.
 - (3) Request Occupation and closing time as outlined in Appendix I for training areas.
 - (4) Ensures that necessary manuals and equipment are available to conduct training.
 - (5) Will report any incidents or accidents occurring during training to Range Control immediately.
- g. Training Safety Officer (TSO): Will be present at all times training is being conducted. TSO is responsible for ensuring that all necessary safety measures are implemented and all safety equipment is properly utilized. TSO will:
 - (1) Brief all personnel on safety measures.
 - (2) Monitor personnel safety.
 - (3) Ensures that personnel are performing only their assigned duties.

Chapter 9 Safety

9-1. General

- a. This chapter prescribes safety and policy requirements common to all users of STA.
- b. AR 385-63 and AR 385-64 regulate, Army-wide, the firing of weapons for training and target practice. The AR 385-1 and AR 385-10 prescribe the use of and procedures related to the Army Safety program. The provisions of this regulation supplement the above ARs.
- c. OICs and Range Safety Officers will be on current unit orders as being safety trained and qualified. A certification roster will contain the individual's name, rank, last four of SSN and operations for which the individual is qualified to safety. STA Range Control will pass around a copy of the Range Safety Personnel Appointment Roster in Appendix E at each safety briefing, with the unit commander's signature this form may be used as the appointment order.
- d. The requirements for personnel to be safety certified for conducting range or training area operations at STA are:
 - (1) Must attend the STA range certification brief.
 - (2) Read, understand, and comply with:
 - (a) AR 385-63 and / or AR 385-64, as appropriate
 - (b) Provisions of this regulation.
 - (c) Appropriate AR's, FM's and TM's for their operations.
 - (3) Provide a copy of appointment orders to Range Control
- e. A risk assessment must be completed prior to starting any training operation. The completed assessment will be maintained by the OIC or NCOIC and available at the training location for Range Control inspection.
- f. Misfire of ammunition and weapons malfunctions, which do not result in injury or damage to government property, will be reported to STA Range Control IAW DA PAM 385-63, para 3-4. In the event of a misfire the OIC is responsible to ensure:
 - (1) All personnel are safe.
 - (2) Proper procedures are followed as outlined in the appropriate weapons Field Manual.
 - (3) Range Control is notified
 - (4) Appropriate reports are completed

9-2. Safety Briefings

- a. All personnel will receive a safety briefing prior to conducting training of any kind. Appendix G is a generic Range Safety Briefing units may use for guidance in developing their own.
- b. See paragraph 7-5 for detailed instructions on Range Safety briefings.

9-3. Medical Emergency

- a. Units conducting range training will have the following readily available: (Non-DoD users will provide similar resources)
 - (1) Military Ambulance or military vehicle capable of medical evacuation.
 - (2) Litter.
 - (3) Certified combat lifesaver or medic with aid kit. Units not authorized medical personnel may request support from other units or substitute a qualified civilian medic, e.g. EMT. Certification of training, for civilian medics will be presented to Range Control during the unit's safety briefing. NOTE: a CLS is not authorized for waterborne operations only a qualified medic is authorized. For more information, see paragraph 8-9.
 - (4) All medical teams need to have a strip map to the local civilian hospital, for non-emergency use. See Appendix B.
- b. Military Ambulances are not authorized to perform emergency evacuation for life threatening injuries. (Memorandum Dated -- 3 Sept 1999 - Appendix L) Sparta Ambulance service can be called through 911. Medical assistance for units conducting field training or range operations must be coordinated through Range Control. Units may contact 911 for medical emergencies that occur in the Training Support Complex. However, units must coordinate with Range Control in order to ensure quick response at the gate.
- c. Units will use that the Army Standard 9 line MEDEVAC (Peacetime) request format when requesting an ambulance. This format can be found in the STP-21-24-SMCT, task number 081-831-101. Copies may be obtained from STA Range control.
- d. Medical personnel must know the route to the nearest hospital prior to the commencement of all firing. In the event of a non-life threatening accident/injury that requires hospital treatment, evacuation will be to the following medical facility:

Sparta Community Hospital

818 East Broadway
Sparta, IL 62286
Phone: (618) 433-2177

- e.* In rare cases when air evacuation is necessary, local community ground EVAC assets will transport any soldier(s) to the Sparta Community Hospital for further transport by air.
- f.* During or immediately following the completion of an evacuation, the unit OIC will notify Range Control as to the nature and circumstances of the injury/accident.
- g.* When accidents involving injury occur at STA, the OIC will:
 - (1) Stop training.
 - (2) Obtain all facts and circumstances surrounding the accident, to include suspected cause, name, range where injury occurred, SSN, organization, and any other pertinent information deemed necessary.
 - (3) Report to Range Control to complete DMAIL form 15.

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

- a.* Military MEDEVAC is not normally available at STA. Units may coordinate for MEDEVAC services on their own. MEDEVAC operations will be conducted in accordance with this regulation.
- b.* Emergency MEDEVAC radio communications between STA Range Control and aviation will be established in the assigned FM frequency. Contact Range Control for frequency.
- c.* Request for MEDEVAC will be made using the Army Standard 9 line MEDEVAC request format on the Range Control radio net. This format can be found in the STP-21-24-SMCT, task number 081-831-101. Copies may be obtained from STA Range control
- d.* Each patient will have his name, age, social security number and known allergies printed on a piece of paper and attached to his uniform.
- e.* Precedence for Evacuation.
 - (1) Urgent: Request for emergency cases which must be evacuated immediately to save life or limb or to prevent serious complications which could endanger life or limb if evacuation were to be delayed.
 - (2) Priority 1: Request for patients requiring prompt medical or surgical care but for whom the risk of life or limb will not be increased greatly if evacuation is delayed beyond one-half hour.
 - (3) Determination of whether an evacuee is URGENT, PRIORITY 1, or a lower priority will be made by the unit commander, and confirmed by the medic or the attending medical officer at the evacuation site.
 - (4) Lower priority cases (non-life, limb, threatening) will be evacuated by ground means by the supporting ground medical element.
- f.* Ground personnel will have to provide an area approximately 50 meters square or larger with no high trees or other obstructions in the immediate vicinity.

9-5. Accident / Incident Reporting

- a.* All Class A or B accidents or incidents regardless of location will be report by the unit Commander or Range / Training Area OIC to STA Range Control. Additionally all Class C Aviation will be report by the unit Commander or Range / Training Area OIC to STA Range Control. These individuals will:
 - (1) Suspend all firing or training.
 - (2) Provide necessary care for injured personnel, ensure the area is safe for others and secure the scene.
 - (3) Ensure that any weapons, munitions or munitions debris and / or equipment involved remain intact are left in place and undisturbed.
 - (4) Make an immediate report to Range Control or Security with all the available facts of the incident.
 - (5) In the event of a fatality, the STA Training Site Commander / Manager and DMAIL-G3 will be notified immediately.
 - DMAIL-G3: During normal duty hours:
After normal duty hours, contact the Staff Duty Officer at Cellular (217) 415-0239 or pager (217) 461-3224.
Training Site Commander/Manager: During normal duty hours: (217) 761-4869
- b.* Report specifics of accident/injuries through command channels using DMAIL Form 15 and DA Form 285-AB-R, JUL 94.
- c.* Commanders or Range / Training Area OIC will report all Class C and D accidents to Range Control or STA Security. All training in the immediate vicinity of the accident will be suspended, pending further determination of actions to be taken by STA Range Control or Security.
- d.* All accident reporting and processes will be handled IAW AR 385-40 and DA PAM 385-40.

9-6. Surface Danger Zones

- a.* When ranges are hot the associated surface danger zone is restricted for training. Access to the surface danger zone is prohibited unless authorized by Range Control. See maps in Appendix B.
- b.* A firebreak and signs mark the small arms surface danger zone.

9-7. Misfires / Unexploded Ordnance (UXO)

a. Personnel are not to pick up or to handle flares, simulators, or any ammunition or fragment that may be found anywhere on STA. Any movement of the items may cause them to explode. If unexploded ordnance of any kind are found, their location should be marked with a stake, branch, engineer tape, or any object that can be seen above the foliage of the immediate area. It should be driven into the ground not closer than 10 meters from the device and tipped toward the device. A handkerchief or piece of cloth should be securely fastened to the stake or object marking the location. Traffic will be routed a safe distance around the area. The location will be reported at once to Range Control and will include the following information:

- (1) Type (if known) and size of device.
- (2) Location (by grid coordinate and other description which will help to pinpoint the location).
- (3) Name, rank, and unit of individual reporting.

b. The removal of any material, component parts of projectiles, targets, or other objects from STA is prohibited.

c. In the event of a misfire the OIC is responsible to ensure:

- (1) All personnel are safe.
- (2) Proper procedures are followed as outlined in the appropriate weapons Field Manual.
- (3) Range Control is notified.

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

e. Units requesting EOD support on a range for unexploded ammunition/device will be required to furnish a guide for EOD personnel to the approximate location of the unexploded ammunition/device. The OIC and Range Control will determine a location for link up between the unit guide and EOD personnel.

9-8. Fire Prevention

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

b. Any or all grass or forest fires will be reported immediately to Range Control giving the following information:

- (1) Location of the fire (grid coordinate and common landmark directions if possible).
- (2) Number of personnel in the vicinity of the fire, type of equipment in the vicinity of the fire.
- (3) Determination by the OIC on ability of the personnel present to extinguish fire with equipment on hand.
- (4) Status of the fire as situation develops every 15 minutes.
- (5) When the fire has been extinguished.

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

d. Upon being given clearance to fight the fire, units will extinguish range fires as quickly and safely as possible. At no time will a unit leave a range while fire is present unless otherwise directed by Range Control. This includes smoldering stumps or grass.

e. Range Control will contact area fire departments as necessary.

9-9. Hearing Hazards

a. Commanders are responsible for implementing the requirements for hearing protection in accordance with AR 40-5 regarding protective devices for hearing.

b. Units are required to provide their own hearing protection.

9-10. Climatic Conditions

a. Units will provide their own Wet Bulb Globe Temperature (WBGT) device. During extreme conditions, WBGT and wind chill readings will be broadcast by Range Control by NET call to all units in the training areas.

b. Severe Weather

(1) Storm alerts will be declared when dangerous storms are expected to strike the installation. Alert warnings will be disseminated by Range Control.

(2) Actions to institute protective measures against severe weather are the responsibility of commanders. Range Control will not cancel unit training based on weather conditions.

Chapter 10

Logistic Support

10-1. General

- a.* Unit commanders are responsible for the safety and security of ammunition.
- b.* Pyrotechnics and ammunition will be used by qualified personnel only, and limited to training prescribed in appropriate training manuals.
- c.* Commanders must ensure that all unit personnel using munitions are in compliance with LAUTENBERG AMENDMENT to The Federal Gun Control Act of 1968. (18 USC 922).

10-2. Transportation & Handling of Ammunition

- a.* Ammunition will be transported and handled only under the direct supervision of competent and qualified personnel who are thoroughly familiar with the safety regulations listed in AR 385-63, AR 385-64, TM 9-1300-206, FM 5-25, and the field manuals of specific weapons. All ammunition will be secured in such a manner as to prevent any forward, rearward, or lateral movement.
- b.* HAZMAT Qualifications Paperwork Requirements.
 - (1) Vehicle operators and assistant operators must have Military HAZMAT Certification with valid operators licenses.
 - (2) Properly filed out DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Materials).
 - (3) Vehicles must conform to DD Form 626, Section 13.
 - (4) Vehicles must have two 5lbs. Class V fire extinguishes, approved tie down straps, and vehicle hazard reflector kit.
- c.* Vehicles transporting explosives will have proper placards when required. (Per CFR 49)
- d.* Handling and use of Ammunition:
 - (1) Ammunition will be handled and transported so that containers will not be tumbled, dragged, thrown, dropped on each other, rolled or walked over, or dropped from tailgates of trucks.
 - (2) Personnel handling ammunition will not tamper with components.
 - (3) No steel or other spark-producing metal tools or equipment will be used with ammunition. Safety tools constructed of non-sparking material must be used to open or repair ammunition boxes. Do not use axes to open ammunition containers or to cut metal bands.
 - (4) The OIC of any training involving the use of ammunition will conduct a safety briefing for all personnel prior to issue. The briefing will cover as a minimum:
 - (a)* The dangers of tampering with ammunition.
 - (b)* Proper methods for handling and firing ammunition.
 - (5) Ammunition containers will not be opened unnecessarily, and should remain sealed until needed for use.
 - (6) Live ammunition and residue will not be transported in the same vehicle.
- e.* Under elevated Force Protection Conditions (FPCON) transportation of ammunition will be in accordance with guidelines published from Illinois Joint Forces Headquarters.

10-3. Storage of Ammunition

- Ammunition will typically be stored on the vehicle on which it is transported.
- (1) Storage of ammunition is governed by AR 385-63, AR 385-64, TM 9-1300-206, and appropriate FMs.
 - (2) Ball ammunition will only be issued for use from the ammunition storage buildings/shelters at each range.
 - (3) When ammunition or pyrotechnics are stored anywhere on STA there must be a posted guard.
 - (4) Blank ammunition and pyrotechnics in training areas will remain uploaded on vehicles unless issued to individual soldiers. Tarps or covers must be utilized over all items. Fire extinguishers must be on hand.
 - (5) Ammunition will not be stored in habited areas, nor will a vehicle with ammunition loaded on it be parked around inhabited areas.

10-4. Blank Ammunition and Pyrotechnics

Blank ammunition and pyrotechnics may be used at STA consistent with the risk assessment and awareness for safe use. Specific guidance is located in DMAIL Regulation 350-2, Appendix B.

10-5. Authorized Ammunition

See Appendix J for DODICs authorized for use at STA.

10-6. Suspension of Ammunition or Explosives

If any lot of ammunition, explosives or components, has malfunctioned in such a way that further use of the lot will possibly result in injury to personnel or damage to property, the lot involved will be suspended from use by STA-RO. The suspension will be either substantiated or withdrawn by Range Control.

10-7. Class III Supplies (POL)

a. Fuel supplies are not typically available at STA. Emergency supplies maybe obtained through STA Armory, however these supplies are extremely limited.

b. Mobile fuel truck operations in the cantonment area may be conducted. Contact Range Control for Grid.

c. Bulk Fueling - Not available.

d. Package - Not available.

10-8. Maintenance Support

STA does not currently have maintenance support capabilities. Units training at STA must come prepared to conduct organic maintenance support and recover operations.

10-9. Water

If potable water is needed, coordinate through Range Control during scheduling.

10-10. Wash Rack

Wash rack facilities are not currently available at STA.

10-11. Rations

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

10-12. Training Aids, Devices, Simulation Systems (TADSS)

Training Aids, Devices, Simulation Systems are available at STA and may be requested under the following conditions:

a. Only unit personnel that can show proof of TADSS Training completion may be issued TADSS equipment.

b. Units will be subject to monitoring by STA TECH OPS personnel while training.

c. Units without TADSS trained personnel can coordinate with Range Control for use of STA TECH OPS assistance.

d. Equipment will be turned in to Range Control in the same condition as it was issued. Any unit found abusing equipment will be subject to limitations of use.

Appendix A References

AR 40-5

Health and Environment

AR 75-1

Misfire & Dud Report

AR 75-15

Malfunctions involving Ammunition and Explosives

AR 190-40

Serious Accident Reporting

AR 210-5

Housing Management

AR 385-40

Accident Reporting & Records

AR 385-63

Policies & Procedures for Firing Ammunition for Combat Target Practice

AR 385-64

Ammunition & Explosives Safety Standards

DA PAM 385-40

Army Accident Investigation and Reporting

DAPAM 385-63

Ranges

NGR 5-1

Total Army National Guard Management

NGR 5-3

Installation Management

NGR 37-109

Transient Housing Management

NGR 420-10

Base Operations/Maintenance and Minor Construction

DMAIL 350-2

Training

DMAIL 350-3

Training Ammunition Management.

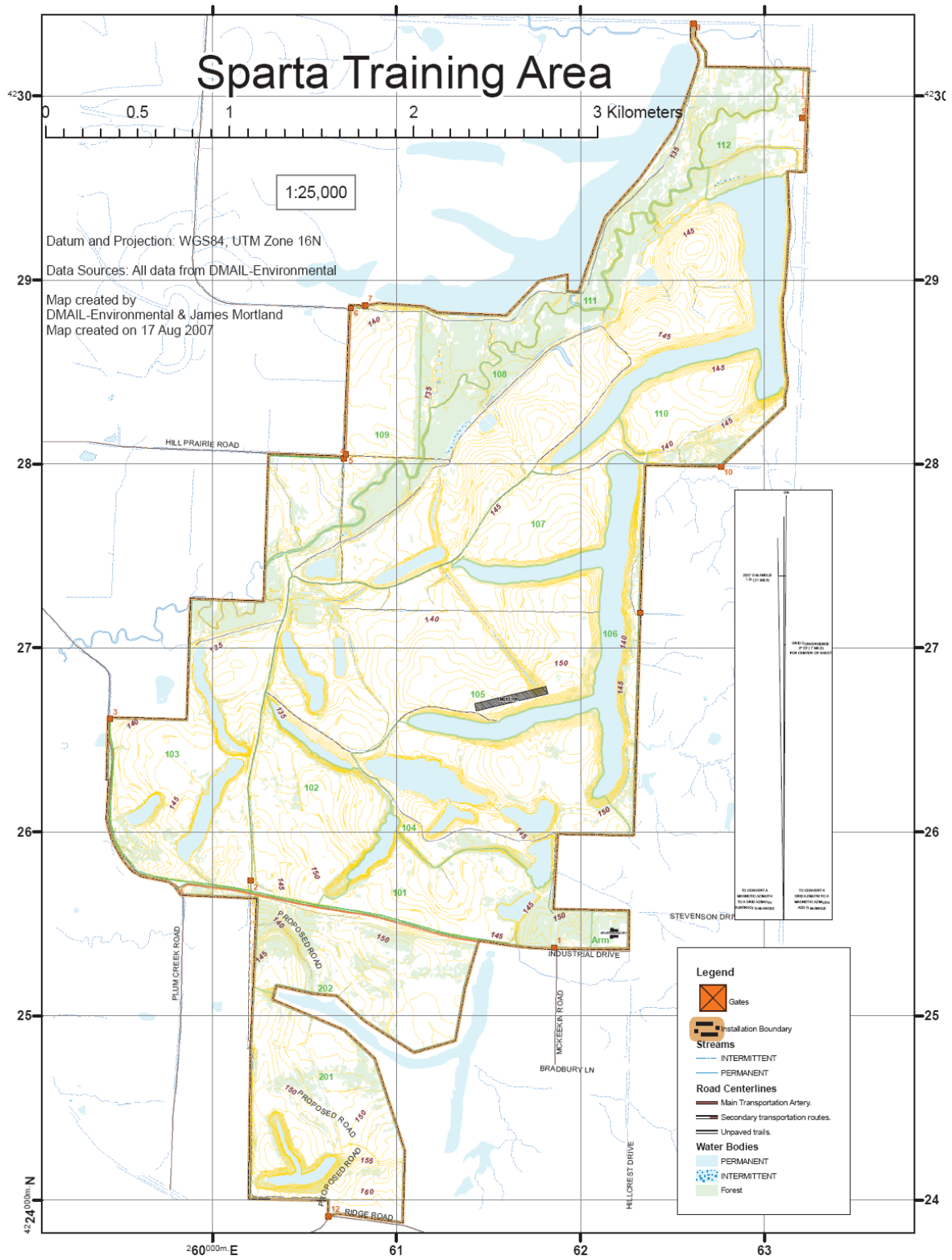
DMAIL 350-19

Range Operations

DMAIL 740-1

Ammunition Storage Point.

**Appendix B
Maps**



B-1. Installation Map (NOT TO SCALE)



Illinois Route 4 to Sparta Training Area

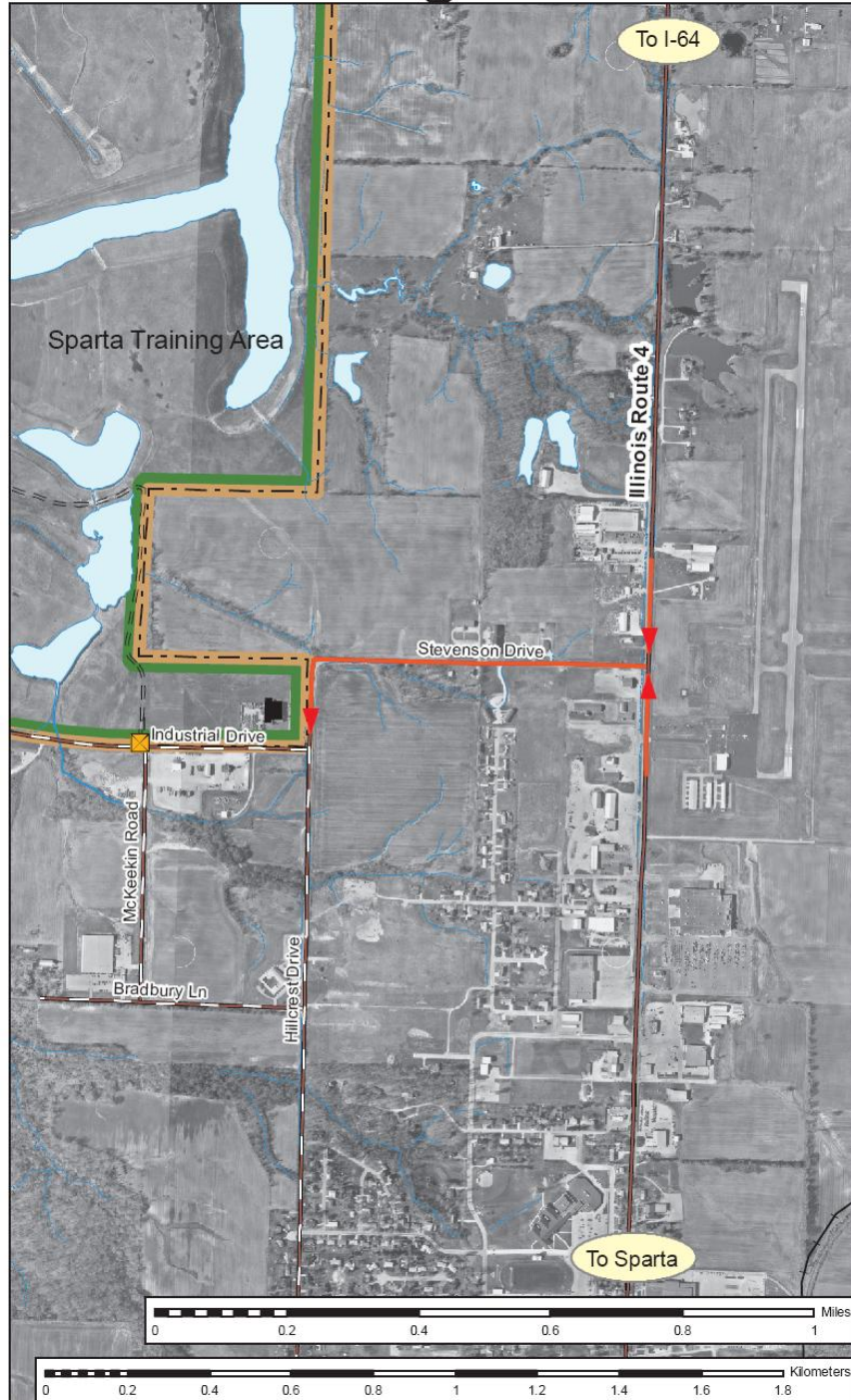
Map Edition:
DMAIL-STA-20070802-1

Data Sources:
Route 4 data from US Census.
2005 DOQQ from ISGS.
All other data from
DMAIL-Environmental.

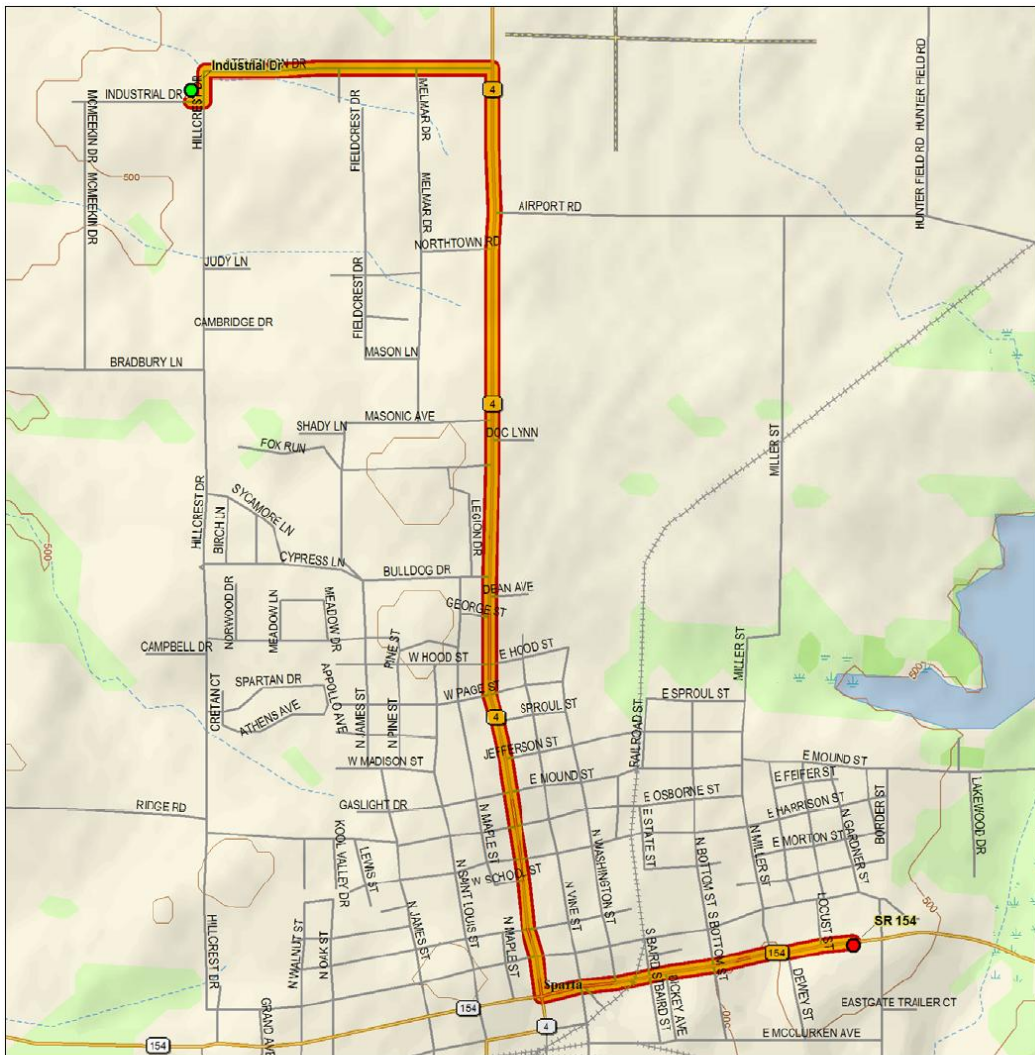
Datum and Projection:
WGS84, UTM Zone 16N

Map Produced By:
James Mortland
Map Produced On:
02 AUG 2007

	Directions
	Gates
	Armory
	Illinois Route 4
Other Roads	
Type	
	Secondary Roads
	Tertiary Roads
	Unpaved Trails
	Railroads
Streams	
Type	
	PERMANENT
	INTERMITTENT
	STA Boundary



B-2. Convoy Strip Map from IL-4 (NOT TO SCALE)



Trip Distance: 2.78 mi

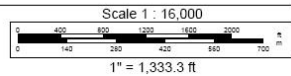
Trip Time: 00:06:27

Start: Industrial Dr

Total Stops: 0

Finish: SR 154

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	Dist	Turn	Road	Exit	Time	Total Dist
		Start	at Industrial Dr		00:00:00	0.00 mi
		Go straight (E)	on Industrial Dr		00:00:00	0.00 mi
	in 0.02 mi	Turn left (N)	on to Hillcrest Dr		00:00:03	0.02 mi
	in 0.05 mi	Turn right (E)	on to Stevenson Dr		00:00:10	0.08 mi
	in 0.51 mi	Turn right (S)	on to SR 4 (N Market St)		00:01:22	0.58 mi
	in 1.64 mi	Turn left (E)	on to SR 154 (E Broadway St)		00:04:56	2.23 mi
	in 0.56 mi	Finish	at SR 154		00:06:27	2.78 mi

B-3. Hospital Strip Map to Sparta Community Hospital

Appendix C STA Use Support Agreement, Housing, and Financial Procedures

C-1. Purpose

This appendix provides the applicable definitions and procedures governing the user support agreement, housing, and financial procedures for official/non-official and federal/non-federal users of the Sparta Training Area (STA).

C-2. References

- a. NGR 5-1/ANGI 63-101, Grants and Cooperative Agreements, March 2004, Chapter 7.
- b. NGR 210-50, Chargeable Transient Quarters and Billeting Fund Management, 27 August 2004.
- c. AR 210-50, Housing Management, 26 February 1999.
- d. Chapter 5, Illinois Compiled Statutes, Act 220, Intergovernmental Cooperation Act.
- e. NGR 5-2/ANGI 63-102, Interservice/Intragovernmental Support Agreements, 1 September 1999.
- f. DODI 4000.19, Interservice and Intragovernmental Support, August 9, 1995.
- g. National Guard Bureau, Support Agreement Handbook, 1 August 1998.
- h. Illinois Intergovernmental Cooperation Act, 5 ILCS 220.

C-3. Definitions

- a. Federal Agency. Agencies within the Department of Defense, or Non-DOD Federal Agencies.
- b. Non-Federal Agency. State and local governmental agencies, and civilian organizations that obtain funding from Non-Federal sources.
- c. Identifiable Incremental Costs (IIC). The costs that a base or installation incurs that are directly related to the usage by the supported unit, and which the base or installation would not otherwise incur. Examples include rental, placement, and pickup of dumpsters and portable latrines; additional refuse pickups, grass mowing, and insect spraying; utilities for metered buildings; cost of consumables, like targets; training area cleanup and damage repair; and employee overtime as a result of the use of the base or installation. (See Table C-2)
- d. Indirect Cost. The cost of resources, including overhead, that are not consumed by a single cost object.
- e. Intraservice/Interservice/Intragovernmental Support Agreement (ISA). Agreements to provide one-time or recurring support to another DoD or Non-DoD Federal Agency. The DD Form 1144 specifies calculations of and basis for reimbursements, billing and reimbursement process, terms and conditions of agreement. (See sample C-1)
- f. Military Interdepartmental Purchase Request (MIPR). Used as funding document for support involving reimbursement between two DoD federal agencies. Use DD Form 448. (See sample C-2)
- g. Memorandum of Agreement (MOA). Document that defines general areas of conditional agreement between two or more federal parties – what one party does depends on what the other party does. (See sample C-3)
- h. Memorandum of Understanding (MOU). Document that defines general areas of understanding between two or more federal parties but does not involve reimbursement of support among the parties. It is an umbrella document that explains what each party plans to do; however, what each party does is not dependent on what the other party does. (See sample C-3)
- i. Intergovernmental Agreement. An Agreement made under the Intergovernmental Cooperation Act between the State and any public agency to perform services, furnish property, and personnel. This document defines general areas of conditional agreement between two or more parties. If reimbursement is required, the Agreement must define the support, the basis for reimbursement, billing and payment procedures, and other terms and conditions. (See sample C-4)
- j. Non-Governmental Organizations/Not-for-Profit Organizations/Civilian organizations. Such as church groups, community service organizations, privately funded clubs, etc. (See Sample at C-5)

C-4. Use/Support Agreement Procedures

- a. See Table C-1 for a summary of required documents and approvals as stated below as determined by type of user.
- b. ARNG/ANG Units:
 - (1) Rules for Charging. No ARNG/ANG user may be charged Identifiable Incremental Costs unless the user requests an enhanced level of service (such as additional rented portable latrines). (See Table C-2 Identifiable Incremental Costs).
 - (2) Forms Processing and Approvals. A STA Request Form (DMAIL Reg. 350-12, Appendix D), approved by Training Site Commander, is required in order to authorize the use of STA facilities when basic support is required. If an enhanced level of support will be required, or where there will need to be reimbursement of funds, the Training Site Commander will prepare an Identifiable Incremental Cost Worksheet (Sample C-6) estimating the costs and the requestor will prepare a Military Interdepartmental Purchase Request, DD Form 448 (MIPR-Sample C-2). If recurring support is being required, a DD Form 1144, Support Agreement (Sample C-1) will be prepared by the requestor in order to provide

a more detailed list of the support or usage to be required. Approval for basic use services is by the Training Site Commander; DD Form 1144 approval authority is USPFO-IL.

(3) Method of Payment. When an enhanced level of service is used, the DD Form 448 (MIPR) is used. It will be compared with the approved IIC Worksheet to reconcile the amounts due to the IL ARNG at the end of use. Within seven days after the completion of the event the Training Site Commander will forward the IIC Worksheet to PFOIL-CG for reconciliation with the DD Form 448 (MIPR). PFOIL-CG will prepare the SF 1080 for transfer of funds as payment for the services.

c. Other DOD Federal Agencies:

(1) Form Processing and Approval. A STA Request Form (DMAIL Reg. 350-12, Appendix D) shall be completed and approved by the Training Site Commander. The Training Site Commander will prepare an Identifiable Incremental Cost Worksheet estimating the costs for use and will obtain the requestor's approval of estimated costs. A MOA or MOU is required for one-time use of the facility when no reimbursement is involved; it will be prepared by the Training Site Commander and approved by USPFO. If DOD Federal users need recurring use, the requestor will prepare a DD Form 1144, Support Agreement for approval by USPFO. When reimbursement is involved, a MIPR must be provided as the funding document (unless the TAG has waived the charges).

(2) Rules for Charging. As a condition for continued Federal support of STA, the state military department is required to collect an amount equal to its overhead costs using established business methods. See Table C-2, Identifiable Incremental Costs for a list of the costs to be charged. These are the total budgeted costs to run a training center, including all direct, indirect, general and administrative costs, fairly allocated among its users. These costs are generated per training center or areas otherwise under the control of the Training Site Commander, and are expended totally on the training center. Army component users effective 1 Oct 05 are not charged Identifiable Incremental Costs for ranges or training facilities unless the user requests an enhanced level of service. Army component users continue to be charged for use of other facilities, such as barracks.

(3) Method of Payment. The DD Form 448, MIPR is used as the funding document and will be used to reconcile the IIC amounts due to the IL ARNG at the end of use. Within seven days after completion of the event the Training Site Commander will forward the IIC Worksheet to PFOIL-CG for reconciliation with the DD Form 448. PFOIL-CG will prepare the SF 1080 for transfer of funds as payment for the services.

d. Non-DOD Federal Agencies:

(1) Form Processing and Approval. An approved STA Request Form (DMAIL Reg. 350-12, Appendix D) shall be completed. The Training Site Commander will prepare an Identifiable Incremental Cost Worksheet estimating the costs for use and will obtain the requestor's approval of estimated costs. A MOA or MOU is required for one-time use of the facility when no reimbursement is involved; it will be prepared by the Training Site Commander and approved by USPFO. If Non-DOD Federal users need recurring use, the requestor will prepare a DD Form 1144, Support Agreement. An Economy Act Determination shall be prepared by the PFOIL-PC and approved by USFPO. When reimbursement is involved, a MIPR or other appropriate funding document must be provided as the funding document (

(2) Method of Payment. Since Non-DOD Federal agencies may have funding documents other than the DD form 448. There are three ways that payment is made. A Non-DOD Federal agency may pay in advance of the use with credit cards or checks (adjustment shall be made on basis of actual use), obligate an appropriation of the ordering activity on the DD Form 1144, or use some other form of funds transfer. DD Form 448, MIPR may be used as the funding document. If the DD Form 1144 is used as the obligation document, or if the DD Form 448, is used they will be forwarded to PFOIL-CG to reconcile the amounts due to the IL ARNG at the end of STA use. Within seven days of the event the Training Site Commander will forward the IIC Worksheet and any supporting documentation to PFOIL-CG for reconciliation and will prepare the SF 1080 for transfer of funds as payment for the services.

e. State or Local Governmental Agencies:

(1) Forms Processing and Approvals. An approved STA Request Form (DMAIL Reg. 350-12, Appendix D) shall be completed. In addition, the Training Site Commander shall prepare an Intergovernmental Training Use Agreement (sample C-4) as a lease agreement. This document must be coordinated with the USPFO and approved by The Adjutant General.

(2) Rules for Charging. IICs will be collected as the rental fee. Training Site Commander will prepare an Identifiable Incremental Cost Worksheet estimating the costs for use and will obtain the requestor's approval of estimated costs.

(3) Method of Payment. Upon checkout, the Training Site Commander shall complete the actual cost portion of the IIC Worksheet, obtain user approval, and provide a copy to the user. The user shall prepare a check made payable to U.S. Treasury or may pay with VISA to the appropriate account.

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

(1) Forms Processing and Approvals. An approved STA Request Form (DMAIL 350-12, Appendix D) shall be completed. A lease agreement (Sample C-5) shall also be completed. This document must be coordinated with the USPFO and approved by The Adjutant General.

(2) Rules for Charging. IICs will be collected as the rental fee. Training Site Commander will prepare an Identifiable Incremental Cost Worksheet estimating the costs for use and will obtain the requestor's approval of estimated costs.

(3) Method of Payment. Upon checkout, the Training Site Commander shall complete the actual cost portion of the IIC Worksheet, obtain user approval, and provide a copy to the user. The user shall prepare a check made payable to the U.S. Treasury or may pay with a VISA. When payment is in cash, the Training Site Commander will collect, provide a receipt and forward to the PFOIL-CG on a Cash Collection Voucher DD Form 1131.

C-5. Identifiable Incremental Cost Waivers

Waiver of Identifiable Incremental Costs. TAG may waive charges for those users who will incur less than \$1,000 in Identifiable Incremental Costs per fiscal year, provided that a cost benefit analysis is completed on the internal routing approval sheet, and the analysis is positive. The Training Site Commander shall forward the analysis and waiver request to PFOIL-CG for coordination and subsequent TAG approval. The Training Site Commander shall maintain, for audit purposes, a record of any charges, so waived.

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

TYPE OF USER	TYPE OF AGREEMENT	IIC Form	Coordination	Approval	Method of Payment
ARNG/ANG	Approved STA Request Form (If recurring support DD Form 1144 Required)	No (unless enhanced service)	STA TSM (if enhanced service-PFOIL-CG)	STA TSM (if enhanced service USPFO)	NA (enhanced service requires DD 448 MIPR)
Other DOD Federal Agencies	Approved STA Request Form; MOA/MOU one time use; or DD Form 1144, Support Agreement (recurring support)	Yes	STA TSM; PFOIL-CG; and DMAIL-JA	USPFO	DD 448 MIPR
Non-DOD Federal Agencies	Approved STA Request; MOA/MOU (one time) or DD Form 1144, Support Agreement (recurring support); and Economy Act Determination	Yes	STA TSM; PFOIL-CG; PFOIL-PC; and DMAIL-JA	USPFO	Advance payment with VISA, Check, or DD 448 MIPR
State & Local Governmental Agencies	Approved STA Request Form & Intergovernmental Training Use Agreement	Yes to determine rental fee	STA TSM; PFOIL-CG; DMAIL-JA; and USPFO	TAG	VISA, or check made payable to US Treasury or Cash
Not-for Profit Org & Non-Government Org	Approved STA Request Form & Lease Agreement	Yes to determine rental fee	TSM; PFOIL-CG; DMAIL-JA; and USPFO	TAG	VISA or Check Made Payable to US Treasury or Cash

C-6. Identifiable Incremental Cost (IIC) Internal Financial Procedures

- a. Funds received for IIC support will be accounted for and managed separately from the billeting fund account.
- b. The Training Site Commander shall complete the actual usage costs on the IIC Worksheet and receive approval from the user prior to check out of the facility.
- c. Within seven days after the end of the event, the Training Site Commander shall forward the approved IIC Worksheet and Cash Collection Voucher to PFOIL-CG, Grants and Agreements Specialist, so that reconciliation of the MIPR, VISA payments, checks or cash can occur.
- d. Upon receipt of the approved IIC Worksheet, PFOIL-CG shall prepare the SF 1080 for transfer of funds or will process the other forms of payment into the appropriate AMSCO account.

C-7. STA Advisory Council.

- a. TAG will appoint a STA Advisory Council and STA Fund Manager. The council will make recommendations as to suggested procurements, local policy, and disposition of accumulated range and training area funds. The council will meet, as a minimum, on a quarterly basis and will be comprised of the following officers: Assistant Adjutant General-Army (Chairman); U.S. Property and Fiscal Officer-IL, Director Plans Operations and Training, Director Facilities Division, Director of Logistics and STA Training Site Commander.
- b. Federal program managers will track direct and indirect costs that they expend for the STA. Documentation for these costs will be used by the Advisory Council to support reimbursement to the appropriate AMSCO.
- c. The STA Advisory Council will apply these funds to the appropriate AMSCO after review of all documentation. These funds will also be subject to annual audits by the USPFO.

**Table C-2
Sparta Training Area-Identifiable Incremental Costs (IIC)**

Cost Element	National Guard Users	Other DOD & Federal Users (excluding National Guard)	All Non-Federal (Civilian, State)
Overhead Cost	Not Applicable	See Chart Below	See Chart Below
Ice (Cubed 8lb bags)	\$.67 per lb. bag	\$.67 per lb. bag	\$.67 per lb. bag
Environmental Cleanup	Priced per Requirement	Priced per Requirement	Priced per Requirement
Range Target Costs	As Used	As Used	As Used
Security (Additional As Required)	Not Applicable	\$10/hour	\$10/hour
Maintenance & Repair of Damages	As contracted by DMAIL-FE	As contracted by DMAIL-FE	As contracted by DMAIL-FE

**Table C-3
Training Area and Range Fees**

Training Areas/Ranges			
M203 Range	\$14/day	Training Areas, Land Nav Crs,	\$5/day per facility

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

DD FORM 1144, NOV 2001

PREVIOUS EDITION MAY BE USED.

Page 1 of 3 Pages

Figure C-1. Support Agreement

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF _____ PAGES				
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED 2 May 02		5. MIPR NUMBER MIPRAABBCC0205		6. AMEND NO. INI	
7. TO: USPFO FOR ILLINOIS, SSG NICOLE PROBST 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-23					8. FROM: (Agency, name, telephone number of originator) USPFO FOR MINNESOTA 155000 Highway 115 LITTLE FALLS, MN 56345				
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.									
ITEM NO.	DESCRIPTION <i>(Federal stock number, nomenclature, specification and/or drawing No., etc.)</i>				QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE	
<i>a</i>	<i>b</i>				<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	
1.	This order is placed to cover expenses of the Minnesota Army National Guard (CO B 793 INF) during annual training 15-30 June 2002 at Marseilles Training Area, IL.							\$0.00	
2.	DODAAC: W8115J UIC: WYDDE0							\$0.00	
3.	Chemical Latrines				1	EA	\$80.00	\$80.00	
4.	LAUNDRY SERVICES				1	LS	\$50.00	\$50.00	
5.	This MIPR is in accordance with the provisions of DFAS-IN Reg 37-1, DODI 7220.1							\$0.00	
6.	Forward acceptance and copies of all obligating documents to the address in block #8.							\$0.00	
7.	Point of contact for this MIPR is John Doe at COM 656-456-7890 DSN: 327-1234 Fax: 327-4567.							\$0.00	
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.								11. GRAND TOTAL \$130.00	
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)					13. MAIL INVOICES TO (Payment will be made by) PAY OFFICE DODAAD				
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.									
ACRN	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION				ACCTG STA DODAAD	AMOUNT	
	212 2065 18-1011		P112G06.00 26EB NGP2 MIPRAABBCC0205 WYDDE0 APC: G11597					\$130.00	
15. AUTHORIZING OFFICER (Type name and title) JOHN D.DOE, FINANCIAL MANAGER					16. SIGNATURE			17. DATE 02 MAY 2002	

DD Form 448, JUN 72 (EG)

PREVIOUS EDITION IS OBSOLETE.

Figure C-2. Military Interdepartmental Purchase Request (MIPR)

MEMORANDUM OF AGREEMENT OR MEMORANDUM OF UNDERSTANDING
BETWEEN
THE ILLINOIS ARMY NATIONAL GUARD
AND
FEDERAL AGENCY NAME

SUBJECT: Format and Use of a Memorandum of Understanding or Memorandum of Agreement

1. Reference. List the references that are directly related to the agreement in this paragraph.
2. Purpose. Provide a brief statement defining the purpose of the agreement.
3. Scope. Add a clear and precise statement specifying the perimeters of the agreement.
4. Understandings, agreements, support and resource needs. List the understandings, agreements, support and resource needs, and responsibilities of and between each of the parties or agencies involved in the agreement.
5. Points of Contact are as follows:
 - (a) Sparta Training Area: Indicate POC and contact phone numbers.
 - (b) Include any other POCs and contact phone numbers.
6. Effective date. Enter the date the agreement will become effective.

John J. Jones
Director
The Federal Agency Name
Department

(Date)

JOHN W. NEWMAN
Colonel, USAF
United States Property
and Fiscal Officer for Illinois

(Date)

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

SPARTA TRAINING AREA
Intergovernmental Training Use Agreement

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

_____ (Licensee) enter into the following agreement:

(Local or State Agency) (Please Print)

1. Licensee will be permitted to use the following training area(s) located at Sparta Training Area on the date(s) and time(s) indicated:

A. Training Area (s): _____

Range (s): _____

Training Support Complex Building (s): _____

(List all areas as identified in the STA Worksheet)

B. Date(s) and Time(s) of use: _____

C. Authorized uses of training area(s): _____

D. Restrictions on use of above training area(s) and/or additional support to be furnished by DMAIL:

(If "none", so state): _____

2. Licensee certifies that all training will be conducted under the supervision of competent instructors, or that the participants themselves are experts, and that proper safety precautions will be strictly adhered to at all times. Licensee further certifies the above training area(s) will be used solely for the purposes authorized herein, and all participants will be restricted to the authorized training area(s).

3. Licensee will thoroughly clean the training area(s) after use, properly dispose of all waste, and leave the premises in the same condition as when occupied by Licensee.

4. Licensee will promptly relinquish the training area(s) upon request of DMAIL if said training area(s) are required for DMAIL military instruction or use.

5. Licensee will comply with all applicable DMAIL regulations and safety rules when using the training area(s), and DMAIL reserves the right to immediately terminate this agreement or order the removal of any person for any violation of proper safety practices or other improper conduct, as determined by authorized DMAIL personnel.

6. Permission to use the above training area(s) is given as an accommodation to Licensee, and there shall be no rent for the use of the training area(s) except identified incremental costs.

7. Licensee shall exercise its privileges hereunder at its own risk. All injuries to Licensee's personnel or damage to Licensee's property incurred while utilizing the training area(s) or while on DMAIL property are the responsibility of the Licensee, and DMAIL will assume no liability therefore. Licensee is required to provide

evidence of insurance, except that agencies of the State of Illinois are self insured and are not required to provide such evidence.

8. Licensee agrees to pay for the loss of, damage to, or destruction of DMAIL, State, or Federal property resulting from or arising out of any act or omission by Licensee's personnel in connection with its use of the above training area(s).

9. To the extent permitted by law, Licensee shall indemnify, defend, and hold DMAIL, its officers, employees and agents (the "Indemnified Parties") harmless from and against any and all damages, liabilities, fines, penalties, losses, claims, demands, suits, costs, and expenses (including, without limitation, reasonable attorneys' fees) sustained by the Indemnified Parties, and arising out of or resulting from any act(s) or omissions of the Licensee (or any entity or person performing on its behalf) in connection with Licensee's use of the training area(s).

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their proper officers and officials.

LICENSEE

BY: _____ DATE: _____

NAME & TITLE (PRINTED):

ILLINOIS DEPARTMENT OF MILITARY AFFAIRS

BY: _____ DATE: _____

NAME & TITLE (PRINTED):

THE ADJUTANT GENERAL

Figure C-4. Intergovernmental Use Agreement

SPARTA TRAINING AREA
Not-For-Profit/Non-Governmental Organization Use Agreement

The Illinois Department of Military Affairs (DMAIL) and the _____ (Licensee) enter into the following agreement:
(Not-for-Profit/Non-Governmental Org.) (Please Print)

1. Licensee will be permitted to use the following training area(s) located at Sparta Training Area on the date(s) and time(s) indicated:

A. Training Area (s): _____

Range (s): _____

Training Support Complex Building (s): _____
(List all areas as identified in the STA Worksheet)

B. Date(s) and Time(s) of use: _____

C. Authorized uses of training area(s): _____

D. Restrictions on use of above training area(s) and/or additional support to be furnished by DMAIL:
(If "none", so state): _____

2. Licensee certifies that all training will be conducted under the supervision of competent instructors, or that the participants themselves are experts, and that proper safety precautions will be strictly adhered to at all times. Licensee further certifies the above training area(s) will be used solely for the purposes authorized herein, and all participants will be restricted to the authorized training area(s).

3. Licensee will thoroughly clean the training area(s) after use, properly dispose of all waste, and leave the premises in the same condition as when occupied by Licensee.

4. Licensee will promptly relinquish the training area(s) upon request of DMAIL if said training area(s) are required for DMAIL military instruction or use.

5. Licensee will comply with all applicable DMAIL regulations and safety rules when using the training area(s), and DMAIL reserves the right to immediately terminate this agreement or order the removal of any person for any violation of proper safety practices or other improper conduct, as determined by authorized DMAIL personnel.

6. Permission to use the above training area(s) is given as an accommodation to Licensee, and there shall be no rent for the use of the training area(s) except identified incremental costs.

7. Licensee is self-insured and shall exercise its privileges hereunder at its own risk. All injuries to Licensee's personnel or damage to Licensee's property incurred while utilizing the training area(s) or while on DMAIL property are the responsibility of the Licensee, and DMAIL will assume no liability therefore. Licensee is required to provide evidence of insurance.

8. Subject to appropriation of funds from which payment can be made. Licensee agrees to pay for the loss of, damage to, or destruction of DMAIL State or Federal property resulting from or arising out of any act or omission by Licensee's personnel in connection with its use of the above training area(s).

9. To the extent permitted by law, Licensee shall indemnify, defend, and hold DMAIL, its officers, employees and agents (The "indemnified Parties") harmless from and against any and all damages, liabilities, fines, penalties, losses, claims, demands, suits, costs, and expenses. These included without limitation, reasonable attorneys' fees sustained by the Indemnified parties, and arising out of or resulting from any act(s) or omission of the Licensee or any entity or person performing on the Licensee's behalf in connection with Licensee's use of the training area(s).

IN WITNESS WHEREOF, the parties hereto have cause, this Intergovernmental Agreement to be executed by the proper officers and officials.

LICENSEE

BY: _____ DATE: _____

NAME & TITLE (PRINTED):

ILLINOIS DEPARTMENT OF MILITARY AFFAIRS

BY: _____ DATE: _____

NAME & TITLE (PRINTED):

THE ADJUTANT GENERAL

Figure C-5. Not-For-Profit / Non-Governmental Organization Use Agreement

Sparta Training Area-Identifiable Incremental Cost/Housing Worksheet

Name of Unit/Command:				Date Prepared:				
Dates Expected:								
		Daily Rate/Unit Cost	Unit	Estimated Qty	Estimated Total	Actual Qty	Actual Cost	
Ranges								
	M203 Range	\$ 14.00	day		\$0.00		\$ -	
Training Areas								
	Training Area	\$ 5.00	day		\$0.00		\$ -	
	Land Navigation Course	\$ 5.00	day		\$0.00		\$ -	
Other Identifiable Costs								
Security	Additional Security	\$ 10.00	hr		\$0.00		\$ -	
Custodial	Additional Clean-UP (hourly rate)	\$ 10.00	hr		\$0.00		\$ -	
Ice	Cubed 8 lb. bags	\$ 0.67	bag		\$0.00		\$ -	
Environmental Clean-Up			Lot		\$0.00		\$ -	
	Range Target Costs		Ea.		\$0.00		\$ -	
Other			Ea.		\$0.00		\$ -	
	TOTAL Cost				\$0.00		\$ -	

Estimated Approved by: _____ Actual Approved by: _____

Date: _____ Date: _____

CF: User, PFOIL-CG, STA Files

Figure C-6. Identifiable Incremental Cost Worksheet

Sparta Training Area Range and Training Area Request Form

Block 1.

UIC: _____	DATE: _____
REQUESTING ORGANIZATION: _____	
ORGANIZATION ADDRESS: _____	
POINT OF CONTACT: _____	PHONE: _____
EMAIL ADDRESS: _____	

Block 2.

TYPE OF ORGANIZATION: ARNG, ANG, USAR, ARMY, NAVY, USAF, USMC, ROTC, etc. OTHER: _____					
Dates Of Requested Use: FROM:			TO:		
DAY	MONTH	YEAR	DAY	MONTH	YEAR
ADVANCE PARTY ARRIVAL Date / Time			# PERSONNEL:		
MAIN BODY ARRIVAL Date / Time:			# PERSONNEL:		

1. Name / Rank of OIC: *(please print)*: _____

2. Summary of training to be conducted: _____

3. **Ranges and Training Areas:**

Training Area	Start Date	Time	End Date	Time	Training Area	Start Date	Time	End Date	Time
M203 Range					110				
101					111				
102					112				
103					201				
104					202				
105					Land Nav 102				
106					Land Nav 105				
107					Land Nav 108				
108									
109									

4. If conducting overnight operations indicate dates, times and locations below

5. Additional training requests not listed: _____

ADMINISTRATIVE INFORMATION:

1. All scheduled training is dependent upon the needs of the ILARNG. Requests may be denied and are subject to changes at any time based on these needs. If the needs of the ILARNG require changes to prescheduled training events, the effected organization will be notified at the earliest possible time in order to reschedule, cancel or alter assigned ranges and training areas. Questions regarding this policy should be directed to Sparta Training Area, Training Site Manager.
2. Organizations that are not Department of Defense, Federal or State governmental agencies, are required to submit a certificate of insurance showing liability insurance and property damage coverage for the event / training. This insurance policy will have at a minimum 1 million dollars of liability insurance and a reasonable amount of property damage insurance, as determined by the Illinois Department of Military Affairs (DMAIL), and DMAIL will be named on the certificate as an additional insured.
3. Using organizations will be charged for the use of facilities and services as indicated in DMAIL Regulation 350-12, if applicable. Such payment will be submitted by MIPR, electronic funds transfer, or check as directed by DMAIL.
4. Using organizations will submit any information requested to process this request and will comply with DMAIL Regulation 350-12, Sparta Training Area.
5. Using organizations understand that submission of a request for use does not mean that the organization is on the STA schedule. Using organizations will receive a Sparta Training Area Request Notification, informing the organization whether the request was approved, approved with changes, or denied.

Block 3.

** ILARNG Units: STA will not process a request without a signature in each block below or an email from each organization below indicating that level of command's approval of the request. See item 5 above.

BN / CO Command: _____	Commander's Signature of Approval: _____
Point of Contact: _____	Date: _____
Major Command: _____ (BDE/Directorate)	Commander's Signature of Approval: _____
Point of Contact: _____	Date: _____

J3 Directorate, Signature of Approval: _____	
Point of Contact: _____	Date: _____

Sparta Training Area Request Notification

TO:

DATE:

REGARDING REQUEST FROM:

Your request for the use of _____ at STA for the following dates _____ has been
APPROVED / DENIED

APPROVED WITH THE FOLLOWING CHANGES:

REASON FOR DENIAL:

If your request has been approved please ensure that all outstanding paperwork associated with your request is completed. These items would include any rosters, requested training plans, or other items specific to your request. If you have questions contact STA Range Control at (217) 761-4869.

You must ensure that you have personnel on site at STA not later than 1300 hours on the day you are drawing the requested areas/ranges. STA personnel cease issuing areas/ranges at 1615 hours in order to secure the installation and close out the day. If your organization is unable to arrive by 1300 you may contact STA Range Control in order to request a late arrival.

If your request has been denied, and you believe that your request was denied unfairly you may contact the Sparta Training Area, Training Site Commander/Manager at (217) 761-4869, or in writing at:

Sparta Training Area
ATTN: Training Site Commander/Manager
1803 Hillcrest Avenue
Sparta IL 62286

NOTE: All scheduled training is dependent upon the needs of the ILARNG, and is subject to change at any time based on these needs. If the needs of the ILARNG require changes to prescheduled training events, the affected organization will be notified at the earliest possible time in order to reschedule, cancel or alter assigned ranges and/or training areas. Questions regarding this policy should be directed to Sparta Training Area, Training Site Commander/Manager.

**Appendix E
Safety Appointment**

STA Range and Safety Personnel Appointment(s)

1. UNIT: _____ DATE: _____

2. STA-Range Officer Conducting Safety Brief: _____
Signature Printed

3. The following individuals are appointed OIC / NCOIC, Safety Officers/NCOs IAW AR 385-63 and DMAIL Reg 350-12:

Printed Name of OIC or Safety Officer / NCO	Rank	SSN Last 4	Safety Brief Attendance (Appointee initials at safety brief)	Range Control Rep. Initials (RC Rep initials at safety brief)

The above appointments remain in effect until properly relieved, revoked in writing, or after one year.

APPROVED BY: _____
Unit Commander (*signature*)

Appendix G
Range Safety Briefing

Range Safety Briefing

All Of The Following Will Be Included In A Units Range Safety Briefing

1. Observe safety precautions as soon as you receive a weapon.
2. Always check the chamber to insure that there are no live rounds in the chamber.
3. Do not point a weapon at anyone and keep the weapon pointed up and down range.
4. Weapons will be loaded on the firing line, Only on the command of the **Tower Operator**.
5. Comply with all commands of the **Tower Operator** and the line **NCOs**. The commands "COMMENCE FIRE" and "CEASE FIRE" are given loud and clear.
6. Anyone who considers it necessary to insure safety may give the command "CEASE FIRE". When a firer hears the command "CEASE FIRE", he will take his finger off the trigger, place the weapon on safe and wait for further instructions.
7. As soon as the firing exercise is complete, or on the command, the firer will clear his weapon, lock the bolt to the rear, remove the magazine, put the weapon on safe and wait for further instructions.
8. No one will move in front of the firing line unless directed to do so by the **Tower Operator**, who, before giving the command, will have all weapons cleared by the Safety Officer or Line NCO.
9. No weapons will be moved in front of the firing line.
10. No one will be allowed beyond the firing line **except** on the zero range.
11. No weapon will be removed from the firing line until it has been checked and cleared by the Safety Officer or NCO.
12. All personnel will wear hearing protection while on the firing line.
13. Brass deflectors are required by all left-hand shooters. *(Unit's responsibility to furnish deflectors).*
14. All weapons will be considered loaded whenever a magazine is in the receiver. Keep the safety on, the bolt locked to the rear and the magazine out, except when firing.
15. Safety NCO's will rod all weapons before they are removed from the firing line.
16. Ammunition will not be issued, loaded or fired without the approval of the range OIC.

Appendix H
Range Checklist

Range Checklist

- DA 1687 For Training Equipment / Assumption Of Command.
- Risk Assessment Work Sheet.
- Range OIC/NCOIC, Safety Officer / NCO.
- Medical Personnel Have Strip Map To Hospital and Have Reconnoitered Route to Hospital.
- Appropriate Safety and Weapons Manuals On Hand.
- Minimum of 2 PRC 77 Radios or Equivalent Per range To Monitor Range Control Net.
- Hazmat Qualified Personnel To Handle Ammo and Proper Equipment.
(Tie Downs, Fire Extinguishers and DA-581s)
- Coordination With STA For Placement of Port-A-Pots.

Appendix I Range and Training Area Operating Procedures

I-1. Range Operating Procedures

a. Occupying a Range.

- (1) Using Organizations will immediately request occupation time from Range Control when they have arrived at a range. This will be done using primary means of communication, on the range control radio net.

(a) "Range Control this is ___ Range, request occupation time."

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

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

(b) "Range control this is ___ Range, my initials are ____"

(c) "___ Range this is Range Control, be advised you are in a COLD status my initials are ____, do you have any further traffic of this station"

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

b. Requesting HOT Status.

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

(a) Range flag is up.

(b) Ensure that the range has at least the minimum number of safety personnel required

(c) Range has Combat LifeSaver or Medic, designated evacuation vehicle, aid bag and litter.

(d) Secondary means of communication is operational, but not tested

(e) OIC and RSO must be on the range.

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

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

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

(c) Response from range

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

(e) Response from range

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

(g) Response from range

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

(i) Response from Range

(j) "___ Range this is Range Control, at this time contact Range Control on your secondary means of communications"

- (k) "Range Control this is ___ Range, on my secondary means of communications"
- (l) "___ Range this is Range Control, switch back to primary, contact Range Control and standby."
- (m) "___ Range this is Range Control, what are your initials?"
- (n) "Range Control this is ___ Range, my initials are ___"
- (o) "___ Range this is Range Control, I give you HOT time of ___ hours, my initials are ___, do have any further traffic for Range Control?"

c. Requesting COLD Status.

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

I-2. Training Area Operating Procedures

a. Occupying a Training Area.

- (1) Using Organizations will immediately request occupation time from Range Control when they have arrived at Training Area. This will be done using primary means of communication, on the range control radio net.

(a) "Range Control this is, _____ request occupation time for training area _____."

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

(a) "Training Area _____ this is Range Control, who is your OIC?"

(b) "Range Control this is Training Area _____, my OIC is _____"

(c) "Training Area _____ this is Range Control, I give you occupation time of _____ hours, what are your initials?"

(d) "Range control this is Training Area _____, my initials are _____"

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

b. Departing a Training Area.

- (1) When a unit departs a training area either to occupy another area or to clear STA, they will contact Range Control to request a closing time and will provide closing information. Units will have available the following information: number of personnel trained, number of vehicles used, number and type of blank ammunition fired.

(a) "Range Control this is Training Area _____, requesting closing time."

(b) "Training area _____ this is Range control, send your closing information."

(c) "Range Control this is Training area _____, Total number of personnel on site _____; Type of vehicles on Site _____ number on site _____; Type of blank rounds fired _____; Number of blank rounds fired _____"

(d) "Training Area _____ this is Range Control, what are your initials?"

(e) "Range Control this is Training Area _____, my initials are _____"

(f) "Training Area _____ this is Range Control, I give you a closing time of _____ hours, my initials are _____. Do you wish to schedule a clearing time?"

- c. All units will go through this procedure for each occupation and closing in each training area and for waterborne and sling load operations.

Appendix J
Authorized Training Ammunition

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

DODIC	ITEM
A065	CTG 5.56MM Plastic SRTA M862
A602	CTG .50 CAL 4/1 PLASTIC M2
B519	CTG 40MM PRACT GREN
C440	CTG 105MM BLANK M395
G878	FUZE F / PRAC HAND GR
G930	GREN HAND, HC SMK
G932	GREN HAND, RED SMK
G940	GREN HAND, GREEN SMK
G945	GREN HAND, YELLOW SMK
G950	GREN HAND, RED SMK
G955	GREN HAND, VIOLET SMK
G982	GREN HAND, RED SMK M83
K139	MINE, APERS, INERT M68 (CLAYMORE)
K765	CHEM AGENT CS CAPSULE
L278	SIGNAL ILLUM GRD RED
L305	SIGNAL ILLUM GR ST P
L306	SIGNAL ILLUM RD ST C
L307	SIGNAL ILLUM WH ST C
L310	SIGNAL ILLUM GR ST P
L311	SIGNAL ILLUM RD ST P

L312	SIGNAL ILLUM WH ST P
L314	SIGNAL ILLUM GR ST P
L378	DETONATION SIM M80
L495	FLARE SURFACE TRIP
L508	FUZE RAILROAD RED
L592	SIMULATOR, TOW BLAST
L594	SIMULATOR, PROJECTILE
L598	SIMULATOR, EXPLOSIVE BOOBY TRAP M117
L599	SIMULATOR, EXPLOSIVE BOOBY TRAP M118
L600	SIMULATOR, BOOBY TRAP WHISTLING M119
L601	SIMULATOR, HAND GRENADE M116A1
L602	SIMULATOR, ARTILLERY FLASH, M21
LA06	SIMULATOR, MAIN TANK GUN, M30
LA07	SIMULATOR, DIRECT / INDIRECT FIRE w/ STARS, M31

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

Appendix K
Contingency Fuel Spill Plan

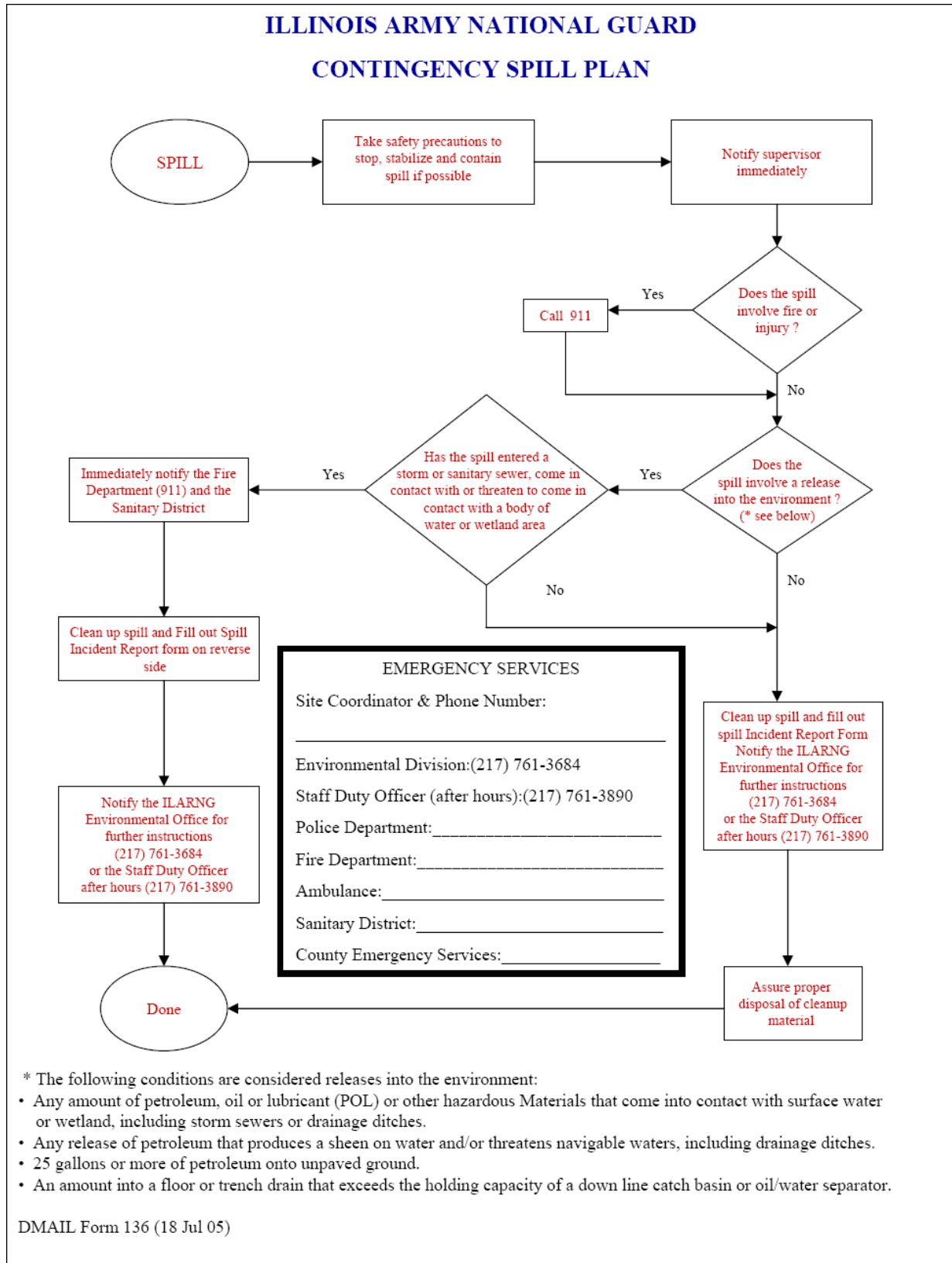


Figure K-1: Contingency POL Spill Plan Diagram

**ILLINOIS ARMY NATIONAL GUARD
SPILL INCIDENT REPORT FORM**

1. FACILITY NAME:
ADDRESS:
CITY or TOWN:
NEAREST HIGHWAY
or INTERSECTION:
2. DATE AND TIME OF INCIDENT:
3. NAME AND TEL. NUMBER OF ON-SCENE CONTACT:
4. SEVERITY OF THE INCIDENT:
 - a. Name of Spilled Material:
 - b. Total Amount Spilled:
 - c. Amount Recovered:
 - d. Where are the Recovered Materials (i.e., oil, water, soil, absorbents, etc.):
5. SIGNIFICANT AREAS AFFECTED BY THE SPILL: (Indicate location of any of the following affected areas, and estimate amount spilled in or on each area).
 - a. Building Area:
 - b. Surface Water:
 - c. Floor Drains:
 - d. Storm Drains:
 - e. Drainage Ditches
 - f. Soil, Gravel or Lawn Surfaces:
6. LOCAL TERRAIN CONDITIONS: (Check off most appropriate description).
 - a. ___ Flat: (no significant slope)
 - b. ___ Somewhat Flat: (1-5% slope)
 - c. ___ Gently Rolling: (5-10% slope)
 - d. ___ Sharply Rolling: (10-20% slope)
 - e. ___ Steep: (>20% slope)
7. WEATHER CONDITIONS: (Check off most appropriate condition).
 - a. ___ Dry
 - b. ___ Fog or Drizzle
 - c. ___ Rain
 - d. ___ Snow
 - e. ___ Other
8. CAUSE AND SOURCE OF INCIDENT: (Check off the most appropriate choice and give a brief description of the problem).
 - a. ___ Equipment Failure
 - b. ___ Accident
 - c. ___ Human Error
 - d. ___ Other
9. OFFICE NOTIFIED: (Check off the offices that were notified and the name of the person who took the report over the telephone).
 - a. ___ ILARNG Env. Office
Name:
 - b. ___ Staff duty Officer
Name:
 - c. ___ Fire Department
Name:
 - d. ___ Sanitary District
Name:
 - e. ___ Police Department
Name:
 - f. ___ County Emergency Services
Name:
10. Note any equipment repairs to prevent reoccurrence:

DMAIL Form 136 (18 Jul 05)

Appendix L

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

DMAIL-PRM (40)
Memorandum For:

3 September 1999

SUBJECT: Medical Care For M-Day Soldiers

1. Effective 1 October 1999, all medical, dental and pharmaceutical claims for M-Day soldiers injured in the line of duty (in any duty status, including Annual Training) must be approved by the Military Medical Service Office (MMSO) located at Great Lakes Naval Base. Units must notify the MILPO Medical Support Branch, who will in turn notify the MMSO.
2. In a life, limb or eye emergency, call 911 or take the soldier to the nearest medical treatment facility, whichever is appropriate. As soon as possible, notify the State Staff Duty Officer (SDO), 217-761-3890. The SDO will notify the MILPO Medical Support Branch for further guidance.
3. Prior to seeking non-emergency care, notify the SDO for guidance. In most non-emergency injury cases when the soldier is within 40 miles or 40 minutes driving time of Great Lakes Naval Base or Scott Air Force Base, the soldier will be taken to either of these emergency rooms. If outside the 40 mile / 40 minute limit, the Medical Support Branch will provide guidance for care.
4. All follow-up care must be approved by the MMSO. Notify the MILPO Medical Support Branch the next working day for instructions to receive follow-up care. Failure to report civilian medical care and receive pre-authorization, may result in the soldier becoming responsible for payment.
5. If a soldier reports to drill with an illness or an injury note related to duty, the soldier should be sent home and allowed to make up drill at a later date. IL ARNG medical personnel are not allowed to treat soldiers on IDT weekends. Do not order a soldier to seek medical attention. If a recommendation is made to seek treatment, remind the soldier that this is at his/her own expense. If in doubt, contact the MILPO Medical Support Branch or the State SDO for clarification.
6. Questions or assistance requests should be addressed to MAJ Hinchliffe, Medical Support Branch, Comm (217) 761-3796 or DSN 555-3796

FOR THE ADJUTANT GENERAL:

TERRY L. DOWNEN
COL, IN, IL ARNG
Military Personnel Officer

Distribution: A

Appendix M
Exception to Alcohol Policy Sample

Sample Alcohol Exception Policy

0/000th IN Alcohol Policy for STA

1. This policy will be in effect from *date 1* to *date 2*.
2. Soldiers will not drink alcoholic beverages during duty hours.
3. Soldiers will not participate in, nor support underage drinking.
4. Soldiers will not drink and drive.
5. Soldiers will not drink alcoholic beverages after xxxx hours.
6. Authorized drinking areas are: Identify specific locations or areas.
7. Soldiers will not transport alcohol in military vehicles.
8. Soldiers will conduct police call of all designated drinking areas each evening.
9. It is the responsibility of the commander and NCOs to monitor reasonable use.
10. Under no circumstances will soldiers drink to any degree of intoxication. Any degree of alcohol intoxication will be a violation of this policy and will subject the soldier to appropriate disciplinary and / or administrative action.
11. Soldiers who violate this policy will be subject to appropriate disciplinary and / or adverse administrative action.

Signed,
XXXXXXXXXX
Commanding

NOTE: This sample provides guidelines that at a minimum should be in an alcohol exception policy. Commanders are welcome to use this as a guideline for establishing their policy and are welcome to alter the sample to fit their needs.

Appendix N Lautenberg Amendment

Lautenberg Amendment

The Federal Gun Control Act of 1968, as amended in 1996, makes it a federal Felony for anyone who has a *qualifying misdemeanor conviction for domestic violence* to ship, transport, possess, or receive firearms or ammunition.

It's also a felony for you to issue or dispose of firearms or ammunition to anyone with a qualifying conviction if you know, or should know, about the conviction.

To qualify as a conviction under the Lautenberg Amendment, there must be:

1. A conviction, not a mere arrest; AND
2. The crime must have involved the use or attempted use of physical force, or the threatened use of a deadly weapon; AND
3. At the time of the crime, the soldier/airman must have had a particular relationship with the victim, such as current or former spouse, parent/guardian, cohabited with the victim, shared a child in common with the victim or was similarly situated.

THIS LAW APPLIES TO EVERYONE, INCLUDING MILITARY PERSONNEL!

There is no time limit on how old or recent the conviction need be, and all qualifying convictions, no matter their age, are covered under the law.

If you have a qualifying conviction, do not accept possession of firearms or ammunition, military or otherwise, to do so violates the law and subjects you to criminal prosecution, as well as possible adverse administrative action by the military.

If you know of someone in the Illinois National Guard who has a qualifying conviction, report this fact to your commander or First Sergeant, and do not issue that person firearms or ammunition. Issuing firearms or ammunition to someone who has a qualifying conviction, which you know or should have known about, is also a federal felony, which would subject you to criminal prosecution and adverse administrative action.

Remember, it is not a federal felony under the Lautenberg Amendment to merely have a qualifying conviction. You are committing a felony only if you have such a conviction, and then possess firearms or ammunition. Therefore, if you have a qualifying conviction, or may have one, it's in your interest to avoid possessing firearms or ammunition and violating the Lautenberg Amendment.

If you have a qualifying conviction, or if you are unsure whether you have one, see your commander. Your access to firearms and ammunition will be suspended, but you will also be referred to a legal assistance attorney, who will work with you to find out if you have a qualifying conviction. If you do not have such a conviction, your access to weapons and ammunition will be restored. If you have a qualifying conviction, it's in your interest to know, so you can avoid violating the Lautenberg Amendment, thereby committing a federal felony. In that case, your legal assistance attorney will explore with you your legal options to obtain relief from the Lautenberg Amendment's restrictions.

READ BEFORE DRAWING A WEAPON OR AMMUNITION

- If you have a qualifying misdemeanor conviction for domestic violence under the Federal Gun Control Act, you may not possess or receive firearms or ammunition, military or otherwise.
- If you have such a conviction and draw a weapon or ammunition, you are committing a felony under federal law. Title 18, United States Code, Section 922.
- If you have any questions whether this law applies to you, contact your Commander or First Sergeant. They will provide you information, or refer you to a legal assistance attorney.

GLOSSARY

For the purpose of this regulation, the following definitions are applicable.

“CEASE-FIRE”

This is when range firing is temporarily suspended. A “Cease-fire” may be imposed by anyone. Authority to lift a cease-fire will be granted only by the range OIC.

Cleared for Firing or “HOT”

This is a range condition when firing is either in progress or fully authorized to proceed. This requires clearance of all personnel from the surface danger zone. All entrances, roads, trails, etc. to the surface danger zone must be adequately denied by gates, roadblocks, or live guards. Additionally, this term is applied to rappel operations and indicates that the unit is prepared to commence rappelling.

Completed Firing or “COLD”

This is a range condition when firing is not authorized. All firing is completed and all weapons have been cleared. Additionally, this term is applied to rappel operations and indicates that the unit has completed rappelling and that no personnel are on the rappel tower.

Occupation

When a unit arrives at a range or training area.