

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY SIGNAL CENTER OF EXCELLENCE  
AND FORT GORDON  
Fort Gordon, Georgia 30905-5000

USASCoE Regulation  
No. 210-6

26 July 2011

INSTALLATION  
EVENTS, CENTRAL TASKINGS, OPERATIONAL AND TRAINING SUPPORT

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**Summary.** This regulation establishes responsibilities, policies, and procedures for post events, taskings, installation details, and operational support for Fort Gordon units, activities, agencies and community support.

**Applicability.** This regulation applies to all units, activities and agencies located on Fort Gordon regardless of major command alignment.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approved by Commander, United States Army Garrison, ATTN: IMSE-GOR-PL, Fort Gordon, Georgia 30905.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Directorate of Plans, Training, Mobilization, and Security (DPTMS), ATTN: IMSE-GOR-PL, Fort Gordon, Georgia 30905.

**Availability.** This regulation is available on the Fort Gordon Garrison website at [www.gordon.army.mil/dhr/docmgt.htm](http://www.gordon.army.mil/dhr/docmgt.htm)

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\*This regulation supersedes USASC& FG Regulation 210-6; 1 May 2007; USASC&FG Regulation 210-2; 20 September 1999, USASC&FG Regulation 210-6, 20 October 1999; USASC&FG Regulation 614-2, 30 November 1998, and Supplement 1 to AR 600-25, 8 January 1992.

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**SECTION I**

1. **PURPOSE:** This regulation establishes instructions and procedures for requesting and managing recurring installation and community support taskings; coordinating operational and training support, events, ceremonies and honors, casualty affairs, and the Installation Support Detachment operations on Fort Gordon, Georgia.
2. **REFERENCES:** Required and related publications and prescribed and referenced forms are listed in Appendix A.
3. **EXPLANATION OF ABBREVIATIONS AND TERMS:** Abbreviations and special terms used in this regulation are explained in the glossary.
4. **RESPONSIBILITIES:**
  - a. The Director of Plans, Training, Mobilization, and Security (DPTMS):
    - (1) Provides Installation “G3/5/7” functions for the purpose of tasking and coordinating among other actions installation and community support events, installation supported contingencies, current operations and Installation Operations Center (IOC); contingency planning, Army Force Generation (ARFORGEN) and Deployment Cycle Support (DCS), civil-military support, Training Support System support, Antiterrorism/Force Protection (AT/FP) and Emergency Management (EM) program implementation, severe weather response, mobilization and deployment support, and security and intelligence program support, Operation Security (OPSEC) program support, and related actions.
    - (2) Responsible for authorization and allocation of personnel for post details and installation and community support tasking provided on Fort Gordon on behalf of the Senior Commander (SC) and Garrison Commander. Director, DPTMS, establishes priority of fill for tasking and based on standing guidance and seeks direction from the Garrison Commander, or the SC, as necessary. Special and one-time support requirements are also approved through this office. Only authorized Installation Staff Cadre Training Course (ISCTC) cardholders may interact with Initial Entry Training (IET) Soldiers. ISCTC attendance is managed by the Signal Center of Excellence (CoE) G3/5/7.
    - (3) Manages baseline taskings and unit assignments listed in Annexes C-E of this regulation.
    - (4) Oversees operation of the Installation Support Detachment (ISD).
    - (5) Coordinates bi-weekly Staff In-Process Reviews (IPRs) in room 229, Darling Hall, 1330-1530, and bi-weekly ARFORGEN synchronization IPRs, 1430-1530, room 307, Darling Hall, with all Directorate and unit Command Representatives to coordinate event Memorandum(s) of Instruction (MOI), Operation Orders (OPORDs), ARFORGEN support, or other execution documents for program and event synchronization. IPRs are held the second and fourth Wednesday of each month.

(6) Provide monthly event and operational updates to Garrison Commander, and as needed to the SC.

(7) Conduct a Quarterly G3/S3 and Base Operations (BASOPS) Support Conference to ensure tenant unit situational awareness of installation and community operations. (See Annex A).

(8) Produce, staff, and sign MOIs, Plans and Orders for all events, ceremonies, and contingencies supported by the Installation IAW Commander, U S Army Garrison. Coordinate execution of these actions once an MOI is approved.

(9) Provide security and training support system support per guiding SOP's, regulations, or guidance.

b. Commanders: 7<sup>th</sup> Signal Command, 35<sup>th</sup> Signal Brigade, 706<sup>th</sup> Military Intelligence Group, 513<sup>th</sup> Military Intelligence Brigade, DDEAMC, 35<sup>th</sup> MP Detachment, United States Army Signal Corps Band, VETCOM, HHD/USAG, DENTAC, CID, NAVIOCOM, 480<sup>th</sup> ISR GP , USMC USA Signal CoE DET, GAANG, USAR units, and other units not mentioned but stationed on Fort Gordon:

(1) Ensure taskings specified in this regulation and other approved execution documents are supported IAW this regulation.

(2) Submit requests for unit exemptions due to deployments to DPTMS Central Taskings Office, NLT 120 days prior to deployment, if known. Deployed units are exempt from tasking for 90 days following redeployment. The specific unit deploying will be exempt from tasking 30 days prior to deployment.

(3) Provide personnel OPCON to the DPTMS, Installation Support Detachment (ISD) IAW approved strengths in Section V.

**SECTION II:**

**INSTALLATION TRAINING SUPPORT SYSTEM SUPPORT AND TASKINGS:**

1. ORGANIZATION AND FUNCTIONAL GUIDANCE (DPTMS):

a. DPTMS, Training Division functions include, but are not limited to, coordinating Garrison support to training events on Fort Gordon including, operating and maintaining training areas, Ranges (Range Operations , USASignalCoE&FG Reg 350-19), training aids/devices, support to Reserve/ National Guard components, coordination and event support for Troop Schools.

b. Oversees Training Support Center (TSC) operations providing training aids, devices, simulations and simulators to support training. TSC contact number is 791-3340.

c. Coordinates troop schools [e.g., Combat Lifesaver (CLS) Course, Hazardous Material-HAZMAT, Warrior Leader Course, Company Commanders/First Sergeants Course, etc.] and other training support for customers. The Troop School Coordinator can be reached at 791-6383.

d. Coordinates explosive ordnance disposal in coordination with the Military Police.

e. Plans, supervises, and maintains liaison with appropriate United States Army Reserve (USAR) and National Guard units to provide training support within Common Level of Support or smart shop provisions.

f. Provides unit and directorate requested tasking support within operational capabilities.

g. Provides installation Ammunition Management functions ICW unit and MACOM Ammunition Managers. The Ammunition Manager can be reached at 791-3639.

## 2. TRAINING CALENDARS:

a. Fort Gordon directorates and units submit brigade and higher unclassified/non-sensitive operational and training events, on a weekly basis, to the DPTMS Plans Branch. Input includes major exercises and unit activities/events resource support (people, equipment, land, etc.) outside the units organization capabilities or involving agencies outside the organization command

b. The installation long-range planning calendar is updated and posted weekly to the Garrison website.

## 3. MEDICAL SUPPORT:

a. High-risk training medical support is coordinated through DPTMS, Plans Branch, to Dwight David Eisenhower Army Medical Center (DDEAMC). If ambulance support is not available for onsite support, DDEAMC will be notified of the event for response via the 911 system. Unit CLSs will provide initial medical attention.

b. MEDEVAC is called via 911.

c. A CLS Course is scheduled eight times annually for certification or recertification. Classes can be scheduled more frequently subject to the availability of instructors. Each class has 36 slots. DPTMS assigns slots based on unit stated requirements. If there are conflicts, FGGA approved ARFORGEN Priority of Effort is implemented. The class size is based on instructor to student ratio not the location size.

d. Unless otherwise coordinated with DDEAMC, units provide CLS support to internal ranges and training.

#### 4. RUNNING AND MARCHING:

a. Leaders have consistently requested run routes with hills, and have used Range Road, North Range Road, and 25<sup>th</sup> Street, which are inherently dangerous, to fill the units. To make this road safer, Lane Avenue is closed to all vehicular traffic regardless of the direction from 31<sup>st</sup> Street to 15<sup>th</sup> Street, Monday-Friday, 0530-0730, to allow for unit and individual “on-road” Physical Training (PT) runs. In addition, 25<sup>th</sup> Street, between Barnes Avenue and Brainard Avenue, is closed to allow encumbered PT runs around the 3-mile Barton Field Loop. The Lane Avenue route is 1.9 that provides commands with a PT route that has both hills and distance to achieve separation of PT formations and vehicular traffic. The Lane route is 1.9 miles long one way and has sufficient formation turn around points in both the Dinner Theatre and Bingo Palace parking lots. Unit should use the parking lot west of 31<sup>st</sup> Street on Lane Avenue across from building #30302 as a turn around point. The only areas approved for runs and Physical Fitness testing, from 0530-0730, are the one-third or one-fourth mile tracks on Barton Field, Chamberlain Avenue, McNair Terrace entrance, and Brems Barracks third-mile track; Barton Field itself, the trail on the north side of 8<sup>th</sup> Avenue bypass leading to Willard Training Area, and the Lane Avenue route. All other areas and roads are off-limits to PT traffic from 0530-0730.

b. Troop Formations: Individuals, troop formations, and automobiles share Fort Gordon’s streets daily. The following restrictions and requirements intend to prevent accidents and promote safety.

(1) Motorists should exercise caution on B Street. B Street is a primary road of foot travel for IET units to move to training sites North of Chamberlain Avenue. All formations must “double time” across all other roadways and intersections so as to not inhibit traffic.

(2) Running and foot marches are prohibited on any streets other than those designated in paragraph 4a, unless approved through DPTMS for special event runs and marches. Formations may cross these thoroughfares if road guards are in place and attired in reflective vests or belts. All formations operating during the hours of darkness outside of Barton Field must utilize front and rear road guards equipped with working flashlights, and reflective vests/belts. Individuals must run on sidewalks or PT areas designated in this regulation.

(3) Daylight foot marches and runs may be conducted parallel to Range Road on the road shoulders. Each event must be coordinated with Range Control and the IOC, DPTMS, at least 72 hours prior to allow for traffic advisory publication. Unit commanders are responsible for compliance with safety regulations and to ensure proper use of safety equipment. Each formation will provide a method of “straggler control,” normally led by an NCO responsible for the safety of those falling behind the running/marching unit. The straggler control is equipped with a reflective vest, flashlight, and is a certified Combat Lifesaver. Commanders post one vehicle at least 50 meters ahead of the unit and another vehicle 50 meters from the rear of the formation as their trail vehicle. Units must comply with the safety provisions in paragraph 4b (2). The IOC will transmit an email warning notifying the installation of the foot march or special event run.

(4) Daylight foot marches may be conducted by company and higher level units on Range Road. Coordinate each march with Range Control and the IOC, DPTMS, at least seven days prior to the march.

c. Motorist Precautions:

(1) Motorists do not exceed the ten mile per hour speed limit when passing troop formations.

(2) For the safety of runners motorists must be attentive to the road closures and provisions stated in paragraph 4a.

d. Individual Runners and Walkers:

(1) While running or walking on roadways, pedestrians are prohibited from using devices that could obstruct their hearing; for example “IPhones, CD Players, etc.”

(2) Pedestrians will run, or walk, on the left side of the roadway, facing traffic, and are encouraged to use sidewalks where available. Pedestrians on roadways are required to wear reflective gear.

(3) Pedestrians are prohibited from running and walking on the Avenue of the States, Chamberlain Avenue, Range Road, North Range Road, 19<sup>th</sup> Street, and from Chamberlain Avenue to Gordon Highway. Pedestrians will use the sidewalk parallel to these roadways.

(4) Running and walking dress standards: IAW USASCoE&FG Regulation 600-2, Annex A.

e. Requests for exceptions: Requests for exception to the outlined policies and requests for runs requiring temporary closure of any portion of a roadway are submitted in writing, six weeks in advance. Coordination is then conducted with the Director of Emergency Services, Director of Human Resources (union notification), and others as appropriate. Runs requiring road closure are considered for battalion level and higher. Range Road run route can be requested on an exception basis. Units must use the route designated in FG Regulation 210-6 due to increased OPTEMPO, traffic volume and drivers unfamiliar with Fort Gordon.

f. Unit Traffic Control Responsibility Breakdown: Units are responsible for the areas listed below that run onto Lane Avenue during PT hours, 0530-0730, Monday through Friday:

<u>Unit</u>	<u>Area of Responsibility</u>
706 <sup>th</sup> MI Brigade	Close Lane Avenue at 31 <sup>st</sup> Street next to Car Wash and Parking Lot up to 28 <sup>th</sup> Street
35 <sup>th</sup> Signal Brigade	Both sides of 28 <sup>th</sup> Street
35 <sup>th</sup> Signal Brigade	Parking lots from 28 <sup>th</sup> Street to 25 <sup>th</sup> Street
Signal CoE (RNCOA)	25 <sup>th</sup> Street (both sides of street) and parking lots up to 23 <sup>rd</sup> Street

Signal CoE (15 RSB)	Both sides of 28 <sup>th</sup> Street, North side of 21 <sup>st</sup> & 22 <sup>nd</sup> Streets, both sides of 19 <sup>th</sup> Street, 25 <sup>th</sup> Street both sides, parking lots up to 23 <sup>rd</sup> Street, 23 <sup>rd</sup> Street both sides
513 <sup>th</sup> MI Brigade	16 <sup>th</sup> Street & across Lane Avenue at the corner of 15 <sup>th</sup> Street at Bingo Palace.

5. TSC:

a. General Information.

(1) The TSC provides training aids, devices, simulations, and simulators (TADSS) resources. Use of those items and facilities is found on the TSC SOP but includes:

(a) Issue of standard TADSS, including safety certifications and operator level familiarization training.

(b) TADSS property management and accountability.

(c) Instructor/operator and train-the-trainer instruction for the Call for Fire Trainer (CFFT), Engagement Skills Trainer-2000 (EST-2000) and HMMWV Egress Assistance Trainer (HEAT), and other TADSS fielded through local fabrication or by DA G3.

(d) Fabrication of locally required TADSS. Local fabrication requests may incur unit-funded reimbursable costs.

(e) Assistance with developing Training Device Fabrication Requests (TDFR).

(f) The TSC Multimedia and Visual Information Center (MVIC) located in Nelson Hall, building 29801, is the installation VI facility providing a full range of CLS 16 Visual Information support including Photography, Graphic Arts, Videography, Presentation Support, Multimedia and Loan & Issue. Examples of products include DA File 201 Photos, head & shoulder photos, training related posters and charts, significant event photo and video documentation, Presentation Support to events and Loan & Issue of user level VI equipment. Costs beyond CLS 16 (including all overtime) are the responsibility of the requesting customer. Per AR 25-1, all services and support must be requested by DA 3903 submitted by customer online at <http://www.VIOS.army.mil> using any CAC enabled on-line computer.

(2) To ensure the best possible service, submit all requirements as far in advance of the needed date as possible.

(3) Establishing TSC Accounts: Most items are placed on loan by formal hand receipt. This section contains guidance on establishing a formal TADSS hand receipt account.



(4) To establish a hand receipt account with the TSC, submit a memorandum to the Chief, Training Support Center, with a copy of an Intra-service Support Agreement (ISA) if applicable, requesting hand receipt account creation. Upon approval, the unit's commander initiates correspondence appointing the individual as the hand receipt holder with the original and three copies of DA Form 1687, Delegation of Authority - Receipt for Supply.

(5) To establish a TSC account, commanders must submit an Acknowledgement Statement, Assumption of Command/Appointment Order and three copies of DA Form 1687, Delegation of Authority - Receipt for Supply.

(6) The following types of units are generally supported by the TSC. Exceptions should be coordinated with the Training Support Officer.

(a) Active Army - Individual accounts are maintained with each battalion and the S3 or S4 as a single brigade account.

(b) National Guard (NG) - NG units located in separate towns/cities maintain separate accounts. If in the same town, units are encouraged to have the same account.

(c) Reserve Units – Reserve units are generally located in reserve training centers. Sometimes 10 or 20 units are located in a single center. These accounts are held to an absolute minimum. Company unit accounts will be in a separate city or town.

(d) JROTC/ ROTC Units – ROTC units are directed by AR 5-9, Intra-Service Support Installation Area Coordination.

(e) Non-Army Units– Non-Army units establish an Intra-Service Agreement (ISA) approved by Chief, TSC, and the Garrison Resource Management Office, ATTN: IMSE-GOR-RM.

(f) Federal, local, and state agencies as approved through MOA or ISSA.

b. Procedures for Requesting Loan of Equipment:

(1) Temporary Loans (30 days or less):

(a) Submit a memorandum requesting a temporary loan to the Property Book Section, three days prior to date property is required.

(b) TSC personnel prepare the hand receipt using TS-MATS.

(c) The hand receipt holder or designated representative (listed on DA Form 1687) picks up and returns the equipment in an authorized vehicle.

(2) Permanent Loans:

(a) Submit a memorandum requesting a permanent loan to the Property Book Section to request equipment needed on a permanent loan basis.

(b) Include justification of equipment use and why permanent loan status is necessary.

(c) The unit is notified whether or not the equipment is available for pick up.

(3) Graphic Training Aids: Requests indicate whether the unit intends to pick them up or wants them shipped.

(4) Request for Fabrication of Nonstandard Items: Training aids can be designed, developed, and produced to fit a specific instructional need.

(a) Submit requests for these requirements on DA Form 3903.

(b) Give close attention to the description and justification sections of the request.

(5) Visual Information Loan & Issue: Items such as portable PA systems, podiums, projectors, screens, etc. are available for short term loan.

(a) Request must be submitted at <http://www.VIOS.army.mil>.

(b) Recipient must be on signature card of hand receipt holder.

(6) All requirements for Visual Information Support (Photography, Prints, Photos, Signs Charts, Video/Audio, Design/Graphics Services, Audiovisual Events, and Audiovisual Equipment Loan Media Item Support) must be submitted at <http://www.VIOS.army.mil>.

#### 6. Range and Training Area Support:

a. Detailed information on Ranges and Training Areas use as well as range RFMSS utilization requirements, environmental documents, range and safety guidance, can be found through the Garrison Web page, DPTMS link.

b. Range Certification classes are conducted every second and fourth Thursday of each month at the Range 6 Classroom. Range Certification instructions can be found in FG Regulation 350-19 (Range Operations). Class slots will be based on stated unit requirements. When conflicts exist, efforts will be made to conduct a special class or assigned slots per approved ARFORGEN priority of effort.

c. Schedules ranges, Training Areas and Special Use Areas through the Range Forecasting, Management, and the Range Facility Management Scheduling System (RFMSS).

d. Range and Training Area requests are processed IAW FG Regulation 350-19, Installation Range and Training Area.

7. Use of Alexander and Olmstead Halls, and Signal Theater: These halls are the primary auditorium facilities on Fort Gordon. They are intended for the use of the installation's active and reserve components units, activities, and organizations. Alexander Hall has a seating capacity for 800, Olmstead Hall has a capacity for 90 people, and Signal Theater has a capacity of 450.

a. Use of these halls is scheduled in advance. Submit DD Form 3909 to the DPTMS Facility Manager, located in Alexander Hall, building 29805, room 103, by telephone at 706-791-4190/4415, or by a formal tasking to the Plans Branch.

b. Alexander Hall has two "Green" rooms. The rooms to stage left and right are available for use by any person scheduled to participate.

c. Food and beverages are prohibited in Alexander and Olmstead Halls. "Finger Food" and refreshments are allowed in the lobby. Organizations are responsible for policing areas inside and surrounding the halls, vacuuming (if necessary), picking up debris, and emptying trash cans in the bathrooms.

8. Use of Darling Hall Conference Rooms and Classrooms Rooms 188, 229A, 229B, and, 229C requests are scheduled through the Admin Officer/XO, Garrison Commander's Office, at Darling Hall, room 346, 791-5790.

9. Troop Schools: Troop Schools (Non-MOS producing) are coordinated through DPTMS Schools/Service Branch. Order of merit lists, as applicably, will be coordinated by the DPTMS SGM, with units G3/S3 SGMS. To schedule a troop school, contact the Schools and Services Branch at 791-1116.

a. Some schools offered include:

(1) Company Commander/First Sergeant Orientation Course (CDR/1SG):

(a) This course provides Company Commanders and First Sergeants, including sister service and Rear Detachment Leaders, with useful knowledge of policies, programs, regulations, and other tools specific to Fort Gordon to aid in a successful command tour. The course is held in Darling Hall, Building 33720, room 229 (A, B, or C), once a quarter. The instruction period is one week long. The daily class schedule is 0800-1600.

(b) Requests for attendance will be routed through the Command/Brigade G3/S3 training POC to the DPTMS, Training Division, Schools and Support Branch, 791-1116. Provide full name, rank, SSN, and unit.

(2) Combat Lifesavers Course:

(a) This course provides Unit Combat Lifesavers with necessary skills and useful knowledge of immediate medical assistance required during training and combat related injuries.

(b) The Combat Lifesaver Course is held eight times annually on average. The instruction period is one week long. The daily class schedule is 0730-1630 and can accommodate 30 students per class.

(c) Requests for attendance will be made through appropriate Command/Brigade G3/S3 Training POC, to the DPTMS, Training Division, Schools and Support Branch, 791-1583 or Training Technician, 791-2634. Provide the following information: full name, rank, SSN, and unit.

(3) Digital Training Management System:

(a) The Digital Training Management System (DTMS) is the digital tool of the Army's Unit Training Management System (UTMS). It is a replacement for the Standard Army Training System (SATS). DTMS is not a prescriptive methodology on how to conduct training for units on Fort Gordon. It is a HQDA G3 prescribed Web-based training management tool. It requires commanders to track METL development, collective training tasks that support the METL and tracks individual and team training within a unit and follows current doctrine, tactics, techniques and procedures outlined in FM 7-0, and FM 7-1. It is designed to allow a unit to enter all individual training information and to assist the commander in analyzing the unit's wartime mission and in developing the unit's METL using appropriate doctrine and mission training plans (MTPs). It also is designed to assist in resourcing, tracking, and scheduling training as well as the development of training calendars. This Class is targeted for Commanders, First Sergeants, and Unit Training Personnel.

(b) DTMS Sustainment Training will be conducted quarterly. Units must ensure they have trained personnel on hand and an SOP to sustain unit DTMS operations. All training will be listed on the Installation Master Calendar.

(c) The course provides Commanders, First Sergeants, and Unit Training Personnel the necessary information of resources, policies, programs, regulations, and other requirements pertinent to performing their duties and responsibilities with DTMS on Fort Gordon.

(d) Cost: \$60.00 per student (non-refundable). Organizations requesting quotas will submit a Military Interdepartmental Purchase Request (MIPR), DD Form 448 upon request for quotas. DD Form will be forwarded to the Garrison Budget Officer, 706-791-7711, and copy forwarded to Schools and Services Branch POC. Once funds have been secured, Schools and Services Branch will proceed to secure quotas for requesting organization.

(4) Total Ammunition Management Information System (TAMIS):

(a) The Total Ammunition Management Information System (TAMIS) is the Headquarters, Department of the Army (HQDA), G-3/5/7 Munitions Management Office's accredited system for managing munitions. TAMIS is a Web-based enterprise information system. It provides a single system, ensuring that information can be shared across all functional and command levels. TAMIS is accessible via the Internet, accessible in real-time from anywhere in the world.

(b) TAMIS was created as the only official database to establish, maintain, and manage ammunition requirements, authorizations, forecasts, requests, and expenditures. The TAMIS course is a two day course provided once a quarter; the training program is designed to provide ammunition managers at the unit, Battalion, and Brigade level the knowledge to manage ammunition requirements, authorizations, forecasts, requests, and expenditures and familiarize organization with the Fort Gordon ASP requirements for requesting, receiving, and turning in ammunition and residue. Class dates are posted on the DPTMS master calendar and announcements are sent via email.

#### 10. Deployment/Redeployment Support:

a. A comprehensive reintegration program provides commanders with a tool to view Soldiers over several days as they transition from a combat environment to the safe and secure environment of Fort Gordon. The Installation leadership supports Soldiers, their Families, and Army initiatives through the implementation of a standardized reintegration program that starts immediately upon return to Fort Gordon. Commanders must maximize Soldiers' unscheduled time off during the 8-10 consecutive days of reintegration.

b. A Welcome Home Ceremony ("Day Zero") will be coordinated between the DPTMS Plans Branch and the Brigade (and higher) S-3s.

c. Medical Treatment Facility (MTF) and DENTAC conducted training and processing occurs during the first six consecutive days after the unit's return from Theater including weekends. Spouses are strongly encouraged to attend training sessions. Garrison conducted training will be scheduled to avoid with medical and dental screening.

d. Individual Soldiers and DA civilians redeploying from global operations are supported by the Installation and Garrison Staff agencies in order to complete the Deployment Cycle Support (DCS) within 90 days of redeployment. The operations are conducted for Soldiers and DA civilians who have been deployed for 90 days or more to mitigate the stressors associated with extended deployments. The DCS classes will be conducted at 0900, every Wednesday in Olmstead Hall. Individual Medical SRP requirements will be conducted at 1230, every Wednesday at Connelly Clinic. Military Personnel services will be conducted every Wednesday in Darling Hall, room 271 for enlisted, and room 262 for commissioned officers. This weekly DCS will support Soldiers and civilians who deploy as individuals, or who redeploy early for a variety of reasons before their units, or small numbers of unit personnel who have missed training and need to makeup classes or services. These mandatory items will be conducted on the order coordinated by the unit's S-3 and the DPTMS Plans Office:

- (1) Domestic Abuse.
- (2) Substance Abuse.
- (3) Suicide Awareness Training.
- (4) Post-deployment Battle Mind.

- (5) Marital Assessment.
- (6) Army Sexual Assault.
- (7) My Army Benefits.
- (8) Financial Management.
- (9) Army Career Alumni Program (ACAP).
- (10) Warrior Adventure Quest Introduction and Timeline.
- (11) Army Safety Program and Motorcycle Refresher Course.
- (12) OPREADY for Soldiers and Spouses.
- (13) Motorcycle safety refresher training scheduled, as needed.
- (14) Family Resiliency Training.
- (15) Inspector General (IG) Training.
- (16) Medical and Dental briefings at their organic facilities.

e. Unit and individual Pre and Post–deployment risk assessment and the Post Deployment Health Risk assessment must be completed/coordinated as required by the HQDA Personnel Policy Guidance (PPG) in effect.

f. Unit-specific activities, as determined by the commander.

g. Block leave or passes, managed by the commander upon completion of reintegration training.

h. Warrior Action Quest (WAQ), conducted in platoon-sized elements 40-120 days after return. WAQ will be coordinated by the unit S-3 in direct liaison with DFMWR, currently funded by IMCOM.

i. For unit deployment/redeployment support including SRPs, transportation, etc., please refer to the Fort Gordon DCS SOP, 23 March 2008. POC for unit deployment support coordination is DPTMS Plans Branch, 791-8264 or 791-3702. Unit deployment/redeployments are coordinated via bi-monthly ARFORGEN coordination IPRs held at 1430, every second and fourth Wednesday of the month.

j. Coordinate attendance and additional training requirements through appropriate Command/G3/S3Training Brigade POCs to the DPTMS Operations Branch Chief.

11. Local functional courses will be coordinated through local functional proponent (i.e. drivers, safety motorcycle certification, etc.).

12. Per PPG and AR 600-8-101, deployable units are to remain SRP ready at all times. SRPs will be conducted IAW PPG and standing deployment guidance. Per AR 600-8-1, units will remain Level 1 SRP ready; Level 2 ready as applicable. SRPs are to be conducted at in and out processing, and annually, either at the individual or unit level, and IAW deployment timelines and the guidance in the HQDA G1 PPG and AR 600-8-1. Units should coordinate non-deployment annual SRPs directly with the Directorate of Human Resources, MILPO Branch. Deployment SRPs are coordinated through DPTMS during the ARFORGEN IPRs for deploying and redeploying units.

### **SECTION III**

#### **CENTRAL TASKING MANAGEMENT/REQUEST FOR SUPPORT**

##### 1. Requests for support:

a. The DPTMS is the designated tasking authority for Installation and community support taskings. Mission Command maintains an internal tasking process to manage MACOM specific taskings for personnel and equipment. Requests for personnel and equipment are normally forwarded through the DPTMS, Plans Branch, ATTN: IMSE-GOR-PLO, no later than six weeks before the support is required. Requests can be submitted via email to (gordplansbranch@conus.army.mil) or by facsimile 706-791-4694 or voice 706-791-9841.

b. Major event execution documents (i.e. MOIs, OPORDs, etc.) are signed by the Garrison Commander or the Director, DPTMS, as delegated by the Senior Commander in the Delegation of Authority memo. Every effort is made to produce a signed execution document before the 6-week lock in. Short notice requests for support that generate a tasking versus MOI are pre-coordinated for execution with units and, if supportable by appropriate organizations, are approved by the DPTMS Director. When support requirement is not optional, but difficulties in supportability arise, the Garrison Commander will be asked to approve the tasking request. The reclama formal process is then followed.

(1) Receipt of these requests does not guarantee tasking support, but allow the requests to be entered into the tasking system.

(2) Pre-coordinated short notice requests, where both the requester and the provider of the support have reached agreement, may be approved by the DPTMS Plans Branch Chief, after verification, and email confirmation.

##### c. Tasking Support is requested using the format at Annex E:

(1) Pre-coordinated requests include the name and telephone number of one of the below named individuals who agreed to provide support. Pre-coordination/Pre-Approval with the tasked organization is gained only through the Brigade Commander, Deputy Commander, or Brigade S3.

(2) Purpose of the specific task to be performed, including any special instructions or additional requirements.

(3) Requests for all installation support from off post DOD and non-DOD agencies are

to be sent directly the Installation Public Affairs Office Community Relations Branch. Normally 45 days advanced notice is required, but PAO will work with requesting agency to meet their needs if a request is submitted late. Late requests may be non-supported due to prior commitment of assets, or may cause other previously confirmed support to be cancelled if the late request is higher priority. Support can be requested via letter or email to the PAO Community Relations Branch at [communityrelations@conus.army.mil](mailto:communityrelations@conus.army.mil), or telephonically at 706-791-1871. The support requests should be as specific as possible and include the elements of who, what, when, where and why the support is necessary.

(4) The PAO will vet the request for support through the Staff Judge Advocate for legal review. If the request is not appropriate, PAO will notify the requestor and the action is closed. If the request is legally suitable, it is then sent to the DPTMS Plans Branch to determine the best means of support, review asset availability, prioritization of other requirements, etc. DPTMS notifies PAO of what can be provided, and makes recommendations on alternatives where specific requirements cannot be met. PAO then notifies the requesting agency. DPTMS issues a tasking to the supporting unit or directorate. Also coordinate support through the bi-monthly Events and Tasking IPRs held on the second and fourth Wednesday monthly, 1330-1430, room 229, Darling Hall. All brigade and separate command units, all Garrison directorates, and the SGS and Protocol Offices are required to send a representative to both IPRs monthly. The IPR assures support is on-track through rehearsal and execution of the event.

(5) All units, services, and directorates, seeking volunteer or direct support opportunities on their own, are directed to notify PAO in advance of the support so that legal opinion can be sought and the volunteer or support opportunity recorded. Units must also provide PAO with a monthly report of support provided (type support, agency supported, dates, duration (man-hours expended), and number of personnel at minimum) to the Community Affairs Branch, NLT the first Monday monthly. The PAO will then be enabled to provide the Senior Commander with routine updates on all volunteer and other community relations support provided from Fort Gordon units. The point of contact is the Public Affairs Office Community Relations Coordinator, 791-1871, or the Plans Branch Chief, 791-8264.

d. All services, including other Federal Agency residing on post, tasking support request process for Fort Gordon is:

(1) Units and agencies requiring support from one or more organizations outside their own commands will contact the DPTMS Plans Branch, 791-9841 or 3702, not less than twelve weeks prior to the date support is requested (include band, ceremonial, DES, ACS, Chaplain, and other types of support). Requests for support inside the twelve-week planning cycle requires justification. Additional information on requests for execution documents, feed the master support calendar, and get a signed execution document to the supporting commands within their six-week lock-in.

(2) DPTMS will assess the most appropriate means of supporting the request and will provide recommendations for alternative means if the specific requirements cannot be met. Requests for support will be vetted with the unit or directorate most suited to provide the support. If support is possible, the requestor will be notified, a tasking or MOI will be developed, and



coordination is effected through the Events and Taskings IPR process noted in paragraph 2.a(2) above.

(3) Units and directorates will not make unilateral coordination between themselves in order to avoid duplication of efforts, avoid unnecessary increases in OPTEMPO, creation of training distracters, commitment of low density assets required for higher priority requirements, disrupt unit training programs, etc.

2. The process highlighted above has been very successful due to process improvement feedback, execution feedback, and adherence to the process by those requesting and providing the support. The process provides predictability, most appropriately applies assets, reduces unnecessary requirements on units, and reduces frustration by both requestor and provider. Not following the process creates disruption, uncoordinated actions, unnecessary senior leader involvement in resolution, distractions to units and staffs, and in some cases, nearly caused mission failure and embarrassment.

3. Operations Branch Central Taskings Office duties:

a. Notify the designated organization providing the support by telephone, of all major and other than normal routine taskings. Furnish all details of the requirements, including the POC of the supported unit. Notify units of tasking within one workday of receipt of tasking approval.

b. Follow up telephonic notification in writing, to the organization concerned. Written tasking is normally available one workday after telephonic notification. Telephonic notification is official notification, regardless if the organization has or has not received the written (email) copy of the tasking.

c. Routine/recurring tasking is not given telephonic notification (i.e., ISD tasking, ambulance support for range firing, etc.).

d. When support cannot be provided tasked unit/directorate duties:

(1) Immediately notify the CTO by telephone of the inability to support the tasking.

(2) Follow up with an impact statement from the organization's Brigade Commander, Deputy Commander, Chief of Staff or GO level G3/5/7 stating why support cannot be provided, prior to close of business on the fifth working day following the date of the tasking notification. Brigade level S3s may sign reclaims in exceptional circumstances, when authority is delegated in writing by the commander. Impact Statements will be on FG Form 1203-R-E (Action Summary) and sent to the CTO ([ngord.ioctask@conus.army.mil](mailto:ngord.ioctask@conus.army.mil)), ATTN: ISME-GOR-PL. **Failure to do so constitutes tasking acceptance.** CTO notifies the requesting organization. Example timeline:

(a) CTO receives and distributes tasking to supporting unit on Wednesday, 8 March 2010. Reclama date is Wednesday, 15 March 2010.

(b) Units identifies shortfall on Friday, 10 March 2010. They call and email the CTO on this same Friday to expect a reclama.

(c) The CTO contacts the tasking originator to provide information on the possible shortfall in order to start contingency planning.

(d) Tasked unit sends a formal reclama/impact statement to the CTO on Wednesday, 15 March 2006. The CTO contacts the tasked unit to acknowledge receipt, NLT Monday, 20 March 2006 and submits the reclama to the Director of DPTMS.

(e) Pending reclama disposition, the tasked organization continues to plan for tasking execution. (See Annex E.)

(3) The CTO responds to relief requests within three working days of receipt of an emailed request.

4. Staff Judge Advocate (SJA) will:

a. Provide legal advice on taskings.

b. Review Memorandums of Instruction (MOI) involving unit taskings supporting non-federal organizations; provide advice on compliance with joint ethics regulations.

5. Dwight David Eisenhower Army Medical Center (DDEAMC) will provide medical-related support for Installation taskings, such as Soldier Readiness Processing (SRP), medical screenings, deployment preparation and support, major training events, and Combat Lifesaver classes. DDEAMC G3 will ensure the medical SRP requirements required by the PPG MEDCOM, and other guidance is correct and up to date.

#### **SECTION IV** **CASUALTY NOTIFICATION OPERATIONS**

1. Casualty Notification Officer/Casualty Assistance Officer/Casualty Assistance Noncommissioned Officer.

a. Eligibility. Personnel assigned to USASCoE&FG and mission partners units in the grade of Major, Captain, First Lieutenant, Chief Warrant Officer Three, Chief Warrant Officer Two, Warrant Officer One, Sergeant First Class, Master Sergeant, and Sergeant Major are eligible for duty as the CNO/CAO except as follows:

(1) Company and detachment commanders.

(2) Chaplains.

(3) Officers assigned to the Inspector General (IG) Office.

(4) Student Officers, NCOs, and Warrant Officers.

(5) Second Lieutenants (permanent party status) are eligible for CNO, but exempt from CAO Duty.

(6) Health Care Providers.

(7) Command Brigade, and Battalion Executive Officers and G3/S-3s and Operations SGM.

(8) All noncommissioned officers filling Command Sergeants Major, First Sergeants (or detachment equivalent), and AIT Platoon positions.

(9) Equal Opportunity counselors (with skill identifier Q).

(10) Retention NCOs/career counselors (MOS 79S).

(11) Soldiers deployed for the duration of the cycle/quarter.

(12) ISD members.

\*Exempt units: Deploying units are exempt from Casualty 60 days prior to deployment, during the deployment, and for 90 days after re-deployment.

b. Casualty duties begin each Saturday, 0001 and ends on Friday, 2400. Unit Casualty duty weeks are generally the same for each quarter and assigned as follows:

- |                                     |   |         |
|-------------------------------------|---|---------|
| (1) 35 <sup>th</sup> Signal Brigade | – | 2 weeks |
| (2) Signal CoE                      | – | 7 weeks |
| (3) DDEAMC                          | – | 1 week  |
| (4) USAG/RNCOA/7 <sup>th</sup> SC   | – | 1 week  |
| (5) 513 <sup>th</sup> MI Brigade    | – | 2 weeks |
| (6) 706 <sup>th</sup> MI Group      | – | 2 weeks |

c. G3/S3s respond to and provide names thirty (30) days in advance to the Garrison Military Personnel Office (MILPO), Casualty Branch.

d. CAO/CANCO and CNO: Officers and NCOs report to the MILPO Casualty Clerk, room 207, building 33720, Darling Hall, at 1300 (CAO/CANCO) and 1430 (CNO) to acknowledge duty the workday prior to the tour of duty.

(1) Group training is held two days each month. Those personnel previously briefed call the AG Casualty Clerk at 791-4212 NLT 1300 on the weekday prior to duty.

(2) Those personnel detailed to perform CNO/CAO/CANCO may be tasked to perform duty as a service representative or military escort. A valid state driver’s license is required.

(3) For the initial visit and funeral the uniform is Class A or Army Service Uniform (ASU). During other visits, Class B uniform may be worn.

**SECTION V**  
**INSTALLATION SUPPORT DETACHMENT**

1. GENERAL. The Installation Support Detachment (ISD) was created in January 2003 by approval of the SC, mission Commanders and Command Sergeants Major. The Detachment performs ceremonial honors and funeral support for the installation and provides manpower support for most red cycle taskings. The intent of this detachment is to eliminate red cycle and provide predictable, uniform support under a single, permanent chain of command.

2. Unit personnel contribution to augment the ISD is noted below (units will ensure that at least 50% of their tasking strength Soldiers provided are Noncommissioned Officers):

- a. \* Signal CoE : 15 (15th Signal Bde, 442nd Signal Bn, RNCOA)
- b. 35th TTSB: 14
- c. 513th MI Brigade: 9
- d. 706th MI Group: 3
- e. 7<sup>th</sup> Signal Command: 1
- f. DDEAMC: 3
- g. NAVIOCOM: 2
- h. 480<sup>th</sup> ISR 2

\* Signal CoE will provide three additional permanent ISD Soldiers on orders when 35th or 513th have one battalion deployed. Two additional Soldiers will be provided if a second battalion deploys. The maximum tasked permanent Soldiers from the Signal CoE will be 18.

\*\* Tasked strength is generally 1.1% of eligible population found on MPD and unit strength report.

3. ISD support is normally provided for a period of 90 days. First and third quarter rotations have an extra week due to holiday constraints. Soldiers tasked must not be within 180 days of ETS, PCS, or retirement. There is a seven-day transition period at the beginning of each rotation. Soldiers from the outgoing cycle will return to their unit on the Tuesday following transition week. Cycle dates and specifics will be sent out at the beginning of each fiscal year in the form of a tasker.

4. Personnel selected for ISD duty must meet the following criteria:

a. Meet height and weight standards IAW AR 600-9.

b. Possess a properly fitting Class A uniform/Army Service Uniform (ASU), or Service equivalent, with all awards and decorations.

c. Be placed on separate rations during the entire 90-day rotation.

d. Be enrolled in the Defense Travel System (DTS) and released from their parent unit so they can be picked up in the system under the US Army Garrison.

e. Possess a civilian driver's license and current accident avoidance certificate of completion.

f. Not on a profile that may affect their ability to perform drill and ceremonies/funerals, or restrict lifting.

g. Not scheduled for leave, pass, school or any other commitment during the entire period of attachment.

h. Not pending UCMJ action, investigation, or had UCMJ action taken upon them within the last 90 days.

5. One week prior to the start of transition week, all units will provide the ISD Manager/NCOIC with a list of personnel selected for the upcoming cycle. List should include rank, name, unit of assignment, and telephone number.

6. UCMJ action is the responsibility of the parent unit.

7. This is a recurring tasking and tasked organizations are responsible for coordinating and managing replacements.

8. If a Service Member must be recalled or replaced, coordination through the Service Member's highest headquarters with the DPTMS Sergeant Major is required. Service Members attached to the ISD will be released back to their unit only for Personnel Asset Inventory (PAI) and urinalysis tests as directed by their higher Headquarters.

9. If any Service Member is released for any reason from the ISD, the Service Member's unit must replace him/her within 24 hours.

10. Deploying units are exempt from ISD 90 days in advance and 120 days after deployment.

11. Augmentation Support:

a. During periods when the ISD has more funeral requests than can be supported, each unit listed below will provide additional Honors Team support.

b. Commander Signal CoE will provide three each 3-Soldier Funeral Honors teams on standby.

c. Commanders, 7<sup>th</sup> Signal Command Theatre, DDEAMC, 35th Signal Brigade, 513th Military Intelligence Brigade, 706th MI Group and USAG will provide one three-Soldier Funeral Honors team on standby.

(1) A three-Soldier team will consist of one NCO and two Private (E-1) through Specialist (E-4). ISD will conduct all training and certification for these teams and will report certification status to BDE S-3s. Units will maintain a battle roster of Honors Teams and, when needed, provide teams to the ISD to perform Honors missions as required. Reinforcement training will be conducted on an as-needed basis each Tuesday morning at 0800.

(2) ISD will conduct all training and certification for Honors Teams every Tuesday from 0800-UTC. Additional training support for Teams can be requested through the DPTMS Plans Branch Chief. DPTMS Plans Branch will task units for augmentee support using a DA Form 6.

(3) The Installation has an additional mission to provide Joint Service Color Guards at several ceremonies during the year. The Air Force, Navy, and Marine Detachments routinely provide Color Bearers in support of these missions; Support for Joint Service Color Guard events will be tasked through the DPTMS Plans Branch on an as-needed basis.

(4) The ISD will only support Brigade and higher Organizational Day events with chairs, tables, and canopies, if available.

(5) The Army Campaign Ribbons and Streamers will only be used when the Command Group is present.

(6) Point of contact for this action is the Funeral and Events Manager, ISD, DPTMS, 791-7000/7002.

**APPENDIX A  
REFERENCES**

**USASignalCoE & FG Reg 350-19**

Range Operations

**USASCoE&FG Reg 385-63 (Working Draft)**

Range Safety

**USASCoE&FG Reg 600-2**

Dress Standards

**AR 385-63**

Range Operations

**AR 360-1**

The Army Public Affairs Program

**AR 5-9**

Area Support Responsibilities

**AR 600-9**

The Army Weight Control Program

**AR 700-131**

Loan, Lease, and Donation of Army Materiel

**AR 840-10**

Flags, Guideons, Streamers, Tabards and Automobile and Aircraft Plates

**FM 3-21.5 (formerly FM 22-5)**

Drill and Ceremonies

**Fort Gordon DCS SOP, dtd 23 March 2008**

**Fort Gordon Installation Reintegration Policy Letter 2009**

**FG ISD SOP and Execution Memo dtd 26 January 2011**

**Delegation of Authority Memorandum, dtd 15 July 2010**

**United States Army Gordon Website**

**HQDA Personnel Policy Guidance (PPG)**

**ANNEX B  
UNIT ASSIGNED DUTY  
RECURRING WEEKDAY DUTY**

PRI	SUBJECT	ORG	# OF PERSONNEL	DURATION	ASSIGNED UNIT
1	ISD	DPTMS	51 SOLDIERS	Daily	Per Section V, this Regulation
2	TAC Detail Ground Maintenance	DPW	25 SOLDIERS	Weekdays	15 <sup>th</sup> Sig Bde Inactive Soldiers / Tac Detail as available
3	TAC Detail Duties at Soldier Spt Ctr	USAG	4 SOLDIERS	Weekdays	15 <sup>th</sup> Sig Bde Inactive Soldiers / Tac Detail as available
4	TAC Detail Duties at Signal Towers	SIGCEN	4 SOLDIERS	Weekdays	15 <sup>th</sup> Sig Bde Inactive Soldiers / Tac Detail as available
5	TAC Detail Duties at Range Control	DPTMS	4 SOLDIERS	Weekdays	15 <sup>th</sup> Sig Bde Inactive Soldiers / Tac Detail as available
6	OCS Board	DHR	8 MAJ / 12 CPTS	QTRLY	CoE , 35 <sup>th</sup> , 706 <sup>th</sup> , , 7 <sup>th</sup> SC, 513 <sup>th</sup> MI (DA managed by DHR)
8	ASP Guards *	DES	1 NCO/2 SOLDIERS	2 Shifts	(6 Soldiers) 35 <sup>th</sup> (even months)/ 513 <sup>th</sup> (odd months) (Day Shift Not Required)
9	Chapter Boards	DHR	12 OFFICERS	As Needed	CoE , 35 <sup>th</sup> , 706 <sup>th</sup> , , 7 <sup>th</sup> SC, 513 <sup>th</sup> MI (DA Form 6 managed by DHR)
10	Protocol Escorts	Protocol	1 OFFICER/NC O	As Needed	Tasked to Unit Hosting the VIPs
11	Cas. Notification NCO	DHR	1 NCO	As Needed	35 <sup>th</sup> , CoE 513 <sup>th</sup> , USAG, 706 <sup>th</sup>
12	Casualty Notification Off	DHR	1 OFFICER	As Needed	35 <sup>th</sup> , CoE 513 <sup>th</sup> , USAG, 706 <sup>th</sup>
13	Casualty Assistance Off	DFMWR	1 OFFICER	As Needed	35 <sup>th</sup> , CoE 513 <sup>th</sup> , USAG/7 <sup>th</sup> SC, 706 <sup>th</sup>
14	Evidence Inventory CID	CID	1 OFFICER	As Needed	In order: 35 <sup>th</sup> , CoE , 513 <sup>th</sup> , USAG, 706 <sup>th</sup> , 7 <sup>th</sup> SC
15	Live Exercise Patients	VARIED	12 + SOLDIERS	As Needed	In order: DPTMS ISD, EAMC (WTB), Sister Services
16	Funeral Team Surge**	DPTMS	24	Mon-Sat during designated weeks	CoE, 3 Teams USAG-1Team, DDEAMC-1 Team 513 <sup>th</sup> , 35 <sup>th</sup> , 706 <sup>th</sup> -1Team each
17	Post Shuttle	DPTMS	1 NCOIC/3 Drivers	Daily	513 <sup>th</sup> , 35 <sup>th</sup> , Signal CoE (NCOIC), Drivers Signal CoE (2EA)/35 <sup>th</sup> , 513 <sup>th</sup> , rotated on a Quarterly basis
18	Mass Casualty Response	As requested	Situation Dependant or Per Guiding OPOD	As needed	ISD / All Mission Command Units as situation dictates
19	Installation Flag Detail ***	SIG CoE	8 Soldiers	Weekday	Signal CoE (RNCOA)

\* ICIDS Alarm Failure only

\*\* Activated using DA Form 6 by the IOC. Units ensure teams are trained by the ISD and ready for recall by the ISD.

\*\*\* Signal CoE can assign internally if they decide to relieve the RNOCA of this mission.



## ANNEX C

**UNIT ASSIGNED DUTY  
RECURRING WEEKEND DUTY**

<b>PRI</b>	<b>SUBJECT</b>	<b>ORG</b>	<b># OF PERSONNEL</b>	<b>DURATION</b>	<b>ASSIGNED UNIT</b>
1	Post Police Call	DPTMS	8 SOLDIERS	Sat & Sun	15 <sup>th</sup> Sig Bde Inactive Soldiers / Tac Detail
2	FGRA Grounds Maint	DFMWR	12 SOLDIERS	Sat & Sun	15 <sup>th</sup> Sig Bde Inactive Soldiers / Tac Detail
3	Riding Stable Support	DFMWR	6 SOLDIERS	Sat & Sun	15 <sup>th</sup> Sig Bde Inactive Soldiers / Tac Detail
4	Mass Casualty Response	As requested	Situation Dependant or per guiding OPORD	As needed	ISD / All Mission Command Units as situation dictates
5	ASP Guards *	DES	1 NCO/2 SOLDIERS	3 Shifts	(9 Soldiers) 35 <sup>th</sup> (odd months) / 513 <sup>th</sup> (even months) (guards are OPCON to DES one hour after alert)
6	Installation Flag Detail **	SIG CoE	8	Sat & Sun	Signal CoE (RNCOA)

\* ICIDS Alarm Failure only

\*\* Signal CoE can assign internally if they decide to relieve the RNOCA of this mission.

**ANNEX D**  
**UNIT ASSIGNED DUTY**  
**ROUTINE SPECIAL POST EVENTS**

MO	EVENT	LEAD AGENCY	DAYS	ASSIGNED UNITS
Quarterly	Quarterly Installation Run	Signal CoE	1	DPTMS; Signal CoE; All units and sister services; DPW; PMO; PAO; DFMWR
Var.	Monthly Command Programs	EOO/Sponsoring Unit	1	ISD; DPTMS; Designated Sponsoring unit; PAO; RSO; all Units requested to provide audiences
Varies	Army Soldier Show	DFMWR	3	ISD-20 Soldiers + 1 NCO/Weekend/Audience; all units will be requested to provide attendees, w/ Emphasis on the institutional units
Oct	Army Family Action Plan	DFMWR	2	USAG Staff; All Army Units (Soldiers; Officers; Family Member panel participants); Installation and USAG Command Groups
Nov	Veterans Day	DPTMS	1	ISD, 100 Soldiers – *Marching Unit (rotated between Signal CoE, 35 <sup>th</sup> TTSB, 513 <sup>th</sup> MI; default is CoE), Band, Sister Service Color Guard (other taskings as requested by the communities)
Nov	German/Italian Memorial	DPTMS	1	48 Soldiers - 22 ISD/ 26 Band
Dec	Christmas Tree Lighting	DFMWR	1	ISD-10 Soldiers
Jan	Tax Center	SJA	90	ISD Setup/3 Soldiers per CMD/BDE, and Sister Services
Feb	Save-a-Life Tour	DHR	2	DPTMS; ISD; DFMWR; ISO; DES; PAO; NAVIOCOM
Feb/May	AER Campaign	DFMWR	90	All units will provide Project Officers every year: NCOs will be provided according to the following: EAMC-2013/2018, 35 <sup>th</sup> TTSB-2014/2019, 513 <sup>th</sup> - 2015/2020, 706 <sup>th</sup> -2016/2021, CoE -2012/2017(1 ea)
Mar	Emergency Response Exercise	DPTMS	1	DPTMS; ISD; DES; all IOC LNOs; DPW
Mar/Apr	Masters Lottery	DFMWR	50	CoE- 2 Officers or NCOs (Was an LCIT Snow Bird tasker)
Mar	Tops In Blue	DFMWR	1	ISD / All Units will be asked to provide audience members
Mar/Apr	Special Olympics	DFMWR	1	(RNCOA) Project Lead (Class Project / Escorts); ISD; Volunteers from all units
Apr	Tech EXPO	Signal CoE	1	DPTMS; PAO; Signal CoE; 35 <sup>th</sup> TTSB; DES; Band; DDEAMC; 513 <sup>th</sup> MI Bde;; DPW; DOL
Apr	Month of the Military Child	DFMWR	2	DPW Tac Detail/(Signal CoE) diverted/ISD/PAO/DES/DPTMS/DPW/Band / RSO / Sister Services/DDEAMC/ Vet/ DENTAC
Apr	Easter Service	RSO	1	ISD / RSO / Band / Protocol / DES
May	USMC Mud Challenge	USMC Det	1	DPTMS; DDEAMC; PAO; PMO; 513 <sup>th</sup> MI Bde / 706 <sup>th</sup> MI Bde (Water Buffalo); ISD
May	Spring Fest	DFMWR	1	ISD / DES / DPW Tac Detail Diverted (Signal CoE) / DPTMS / Band / DPW / ISO / PAO / DDEAMC / 35 <sup>th</sup> TTSB
May	Memorial Day: Columbia County Red,	DPTMS	1	ISD, 100 Soldiers – *Marching Unit (rotated between Signal CoE, 35 <sup>th</sup> TTSB, 513 <sup>th</sup> MI; default is CoE), Band,

	White, and Blue Event			Sister Service Color Guard (Other taskings as requested by the communities)
Jun	Rodeo	DFMWR	3	ISD ; DPTMS; DPW Tac Detail (Signal CoE) Diverted; PMO; DPW; PAO; VETCOM; DDEAMC; 35 <sup>th</sup> TTSB (Water Buffalo)
Jun	JROTC Support-Camp Semaphore	Signal CoE	5	CoE- RNCOA Drill events, etc.; Signal CoE Command Group; DPTMS; ISD
Jun	Army Birthday	DPTMS	1	ISD ; Unit with Youngest and Oldest Soldier and Officer; Band; Protocol; Signal CoE (uniforms)
Jun	AT Exercise	DPTMS	8	DPTMS; ISD; DES; PAO; All units and Agencies; DPW
Jul	Independence Day	DFMWR	1	ISD / DES / DPW Tac Detail Diverted (Signal CoE) / DPTMS / Band / DPW / ISO / PAO / DDEAMC ;513 <sup>th</sup> MI; 35 <sup>th</sup> TTSB; DHR; Sister Services
Sep; Bi-annually	Retiree Appreciation Day	DHR	1	DPTMS; ISD; Signal CoE (Lieutenants); PAO; DOL; DFMWR; DDEAMC; SJA;
Sep	Balloon Fest	DFMWR	1	DPTMS; ISD; PMO; DPW; DPW Tac Detail Diverted (or Signal CoE for weekend); all unit volunteers; Band
Sep	POW MIA Ceremony	DPTMS	2	ISD; DPTMS; Band; RSO; Protocol; DPW; PAO; PMO; USAG and Installation Command Groups; (Signal CoE backup Firing Detail)
Sep	CFC	DFMWR	2	All Army units; DPTMS; PAO
Sep	September 11 Remembrance	DPTMS		ISD; DPTMS; DES; All units and agencies
Oct	Oktoberfest	ISD/DFMWR	1	ISD / DES / DPW Tac Detail Diverted (Signal CoE) / DPTMS / Band / DPW / ISO / PAO / DDEAMC; 513 <sup>th</sup> MI
Apr, Dec	Augusta in Army Boots	PAO	5	35 <sup>th</sup> TTSB – years ending in 1, 4, 7; Signal CoE – years ending 2, 5, 8, 0; 513 <sup>th</sup> MI – years ending – 3, 6, 9; Installation Command Group; DPTMS; DOL; PAO
Nov	Flu Shots	DDEAMC	1	DPTMS; ISD; PMO; DFMWR; all units
Dec	Army Navy Game	NAVIOCOM	1	DFMWR; PAO; Signal CoE; All unit participate; DPW
Dec	Holiday Block Leave	Signal CoE		DPTMS; ISD; DOL;DES; DHR; PAO; ACS; DFMWR; USAR Center
Dec	Safety Show	Signal CoE Safety Office	2	Signal CoE Safety Office; Signal CoE; DPTMS; DFMWR; PAO; Signal CoE Command Group
Dec	Signal Conference	Signal CoE	5	DPTMS; PAO; DFMWR; Signal CoE; DOL; Band; PMO

**\* Normal Yearly Rotation**

**\*\* Other events and programs not mentioned here or in ANNEX C and D, will be filled by ISD if members are available, before units are asked to support un-forecasted events or missions.**

**\*\* DPW Tactical Detail (including weekends) will be OPCON to DPTMS 48 hours prior to these events, and 24 hours after the event ends.**

**ANNEX E**  
**Tasking Request Format**

TASKING #: \_\_\_\_\_ (Leave Blank)  
Received at Taskings: \_\_\_\_\_ (Leave Blank)

**Acknowledge Task Receipt:** \_\_\_\_\_ (Leave Blank)  
Taskings Issued: \_\_\_\_\_ (Leave Blank)

IMSE-GOR-PLO

TO THE ATTENTION OF: \_\_\_\_\_ (Leave Blank)

REQUESTING ORGANIZATION: \_\_\_\_\_ (fill in)

REQUEST ASSETS FOR: \_\_\_\_\_ (fill in)

1. Has tasking/Event been through PAO (Off-Post Request): N

2. Is Tasking/Event pre-coordinated: N

3. Tasking/Event Description: \_\_\_\_\_ (fill in)

4. Resource/Assets and/or Actions Required:  
\_\_\_\_\_ (fill in)

5. Begin Time/Date/ Location: \_\_\_\_\_ (fill in)

6. End Time/Date: \_\_\_\_\_ (fill in)

7. Special Instructions/Requirements:

a. Rehearsals dates are \_\_\_\_\_ (fill in)

b. Inclement information (location, time, name of the person making the call, NLT time of the call)

c. Uniform is \_\_\_\_\_ (fill in)

Acknowledge receipt of tasking NLT \_\_\_\_\_ (Leave Blank) to the Central Tasking Office (CTO)  
[gord.ioctask@conus.army.mil](mailto:gord.ioctask@conus.army.mil)

8. RECLAMA (Request for Relief): Per USASC&FG Regulation 210-6, justify all requests for relief on FG Form 1203-R and submit to the Installation CTO (791-4264/9748) \_\_\_\_\_ (Leave blank) . THIS REQUEST DOES NOT AUTOMATICALLY EXEMPT THE ORGANIZATION FROM THE TASKING. Once the request is evaluated, the organization will receive a timely response.

**\*\*\*Direct Contact with "Primary" Requestor is directed – See paragraph #9 below\*\*\***

9. AUTHORIZED REQUESTING ORGANIZATION / POC NAME:

a. Onsite POC:

b. Plans POC: Gerald Davis, [tony.a.davis@conus.army.mil](mailto:tony.a.davis@conus.army.mil), 791-9536;  
Chris Kingdom, [chris.kingdom@us.army.mil](mailto:chris.kingdom@us.army.mil), 791-9841;  
Mikelle Everett, [mikelle.horsnby@conus.army.mil](mailto:mikelle.horsnby@conus.army.mil), 791-3702; or  
Bobby Ramtahal, [ramdeo.ramtahal@conus.army.mil](mailto:ramdeo.ramtahal@conus.army.mil), 791-8264

**ANNEX F  
Glossary  
Abbreviations**

<b>APFT</b>	<b>Army Physical Fitness Test</b>
<b>CAO</b>	<b>Casualty Assistance Officer</b>
<b>CG</b>	<b>Commanding General</b>
<b>CLS</b>	<b>Combat Lifesaver Course</b>
<b>CNO</b>	<b>Casualty Notification Officer</b>
<b>CO</b>	<b>Commanding Officer/Company Commander</b>
<b>CTO</b>	<b>Central Tasking Office</b>
<b>DDEAMC</b>	<b>Dwight David Eisenhower Army Medical Center</b>
<b>DENTAC</b>	<b>United States Army Dental Activity</b>
<b>DES</b>	<b>Directorate of Emergency Services</b>
<b>DPTMS</b>	<b>Director of Plans, Training, Mobilization, and Security</b>
<b>IAW</b>	<b>In Accordance With</b>
<b>IET</b>	<b>Initial Entry Training</b>
<b>IG</b>	<b>Inspector General</b>
<b>IOC</b>	<b>Installation Operations Center</b>
<b>IPR</b>	<b>In-Process Reviews</b>
<b>ISA</b>	<b>Intra-Service Support Agreement</b>
<b>ISCTC</b>	<b>Installation Staff Cadre Training Course</b>
<b>ISD</b>	<b>Installation Support Detachment</b>
<b>JROTC</b>	<b>Junior Reserve Officers Training Course</b>
<b>MEDEVAC</b>	<b>Medical Emergency Evacuation</b>
<b>MILPO</b>	<b>Military Personnel Office</b>
<b>MOI</b>	<b>Memorandum(s) of Instruction</b>
<b>MTOE</b>	<b>Modification Table of Organization and Equipment</b>
<b>NG</b>	<b>National Guard</b>
<b>NLT</b>	<b>No Later Than</b>
<b>OPCON</b>	<b>Operational Control</b>
<b>PAO</b>	<b>Public Affairs Office</b>
<b>PT</b>	<b>Physical Training</b>
<b>ROTC</b>	<b>Reserve Officers Training Corps</b>

**SJA**                      **Staff Judge Advocate**  
**SMC**                      **Senior Mission Commander**

**TADSS**                      **Training Aids and Devices**  
**TSC**                      **Training Support Center**

**UCL**                      **Unit Combat Lifesaver(s)**  
**USAR**                      **United States Army Reserve**

**VETCOM**  
**VI**                      **Visual Information**

FOR THE COMMANDER:

OFFICIAL:                      /original signed/  
   GLENN A. KENNEDY, II  
   COL, SC  
   Garrison Commander

   /original signed/  
JOHN MCINTYRE  
Director of Human Resources  
/Adjutant General

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