**FORT DEVENS**

**TRAINING SUPPORT REQUEST**

|  |  |  |
| --- | --- | --- |
|  **1. a. Unit Information:** | Date submitted: |  |
| Unit:  |  | Complete Address: |  **Street, City, State, Zip** | UIC &:Component: |  |
| POC: |  | Rank: |  | OfficePhone: |  |
| DutyPosition: |  | E-Mail: |  | Cell Phone: |  |
| Alternate POC: |  |  | E-Mail:Phone: |

 **b. Training Dates: PLEASE use DDMMMYY, HHmm formats. (Ex: 24JUL14, 1430)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From: (Date) |  | Time: |  | To: (Date) |  | Time: |  |

**c. Advance Party Only:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Arrival Date: |  | Time: |  | No. Of Personnel: |  | Billeting Needed | Yes  | No |

**2. Training Category (Check One):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Mobilization |  | 4. Inactive Duty Training Army |  | 7. Other Military |  |
| 2. Annual Training |  | 5. Inactive Duty Training Other |  | 8. Law Enforcement |  |
| 3. Active Duty Unit |  | 6. ROTC/JROTC |  | 9. Community Support |  |

**3. Training events: (list the Primary training ;**  notify HQ, Garrison if any General Officer may be attending.**)**

|  |
| --- |
| **4. Estimated TOTAL attendance for training: \_\_\_\_\_\_\_\_\_\_** (and type) **TOTAL:** |
|  Officers |  | Warrant Officers |  | Enlisted |  | Cadets |  |  Other  |  |  |

|  |  |
| --- | --- |
| Yes  | No  |

**5. Billeting Required: Choose ONE**

Keys can be picked up at billeting office 0730-1600, Monday - Sunday, (978) 796-3201/3155

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Field Grade | Co. Grade | W.O. | Sr. NCO |  NCO | Jr Enlisted | ***Total Number of Beds*** |
| Male |  |  |  |  |  |  |  |
| Female |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Yes  | No  |

**6. Administrative Buildings/Classrooms/Facilities Required: Choose ONE**

|  |  |  |  |
| --- | --- | --- | --- |
| a. Admin Office(s): Yes No  | # Required  | (Dates)From | To |
| b. Admin/Supply Bay(s): Yes No  | # Required  | From | To |
|  c. PT Track area Yes No  Edmunds Fields Yes No Mats (remain in Gym, Bldg 685) Yes No   |  Track- dates Fields- dates Mats- dates(DD/MMM/YY) |  |  |
| d. Classroom with Computers: Yes NoSizes (Lrg = 60; Med = 30-40; Sm = 18-20) | # &Size Required | From | To  |
| e. EST 2000 trainer: Yes No  HEAT: Rollover trainer Yes No  | Dates: |  |  |

**7.**  Effective 1-Oct-14, **DFAC-665** is only available as an in “eat in” facility for meals fully prepared elsewhere (by commercial caterer or US Army Mobile Kitchen Trailer.) Needed? If, **YES**, list Dates below.

|  |  |
| --- | --- |
| From:  | To:  |

1. **Range Firing, Training Areas or use of any Range Facilities MUST BE requested and coordinated**

 **through Range Control at 978-796-2723/2155 or a RFMSS account.**

|  |  |  |
| --- | --- | --- |
| Unit will be remaining overnight on South Post: Yes No  | From:  | To:  |
| There are no portable toilets in the Training Areas. Units are responsible for ordering through DPT at 978-796-3155/3951. USAR units will submit request in writing to below emails. All other units will coordinate directly with vendor. |

**PLEASE NOTE:**

Each unit using a facility (i.e. classroom, billets, dining facility, etc.) must submit a request with their own UIC. For multiple unit events, i.e., HQ & subordinate units training together, use ONE TSR and assign ONE POC for pick-up of keys, etc.

Use this form in conjunction with Fort Devens Regulation 350-2 and Directorate of Plans, Training, Mobilization and Security, Billeting SOP 1.

Complete all blocks legibly and request **only** dates that will ***actually*** be used. Failure to cancel in a timely manner or update numbers prior to training will result in denying facilities to another unit. Telephonic cancellations **must** be followed by a written notice, email acceptable. Incomplete requests will not be scheduled until **ALL** info is provided.

All units using ANY facility at Main Post must complete In-Processing and Out-Processing through DPTMS, Bldg 673.

***Requests should be emailed TO BOTH:*** pamela.c.elbrader.civ@mail.mil, **AND** john.r.riach.civ@mail.mil

  **with CC:** monica.tetreault.civ@mail.mil

 ***or may be faxed to 978-796-2660, if necessary.***

DPT Training Support Request, OCT 2014 (Previous editions obsolete.)