

**STATE OF GEORGIA
DEPARTMENT OF DEFENSE
GEORGIA GARRISON TRAINING CENTER (GGTC)
FORT STEWART, GEORGIA**

**STANDING OPERATING PROCEDURE
FY 2017**

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GGTC Website: <http://ga.ng.mil/ggtp/Pages/default.aspx>

1. Welcome. The Georgia Garrison Training Center (GGTC) is operated under the control and supervision of the Adjutant General, State of Georgia. This center was established by the National Guard Bureau for the housing and training of Army National Guard personnel and units as may be assigned thereto by appropriate authority. The provisions of this SOP will be followed by all organizations utilizing this facility.

2. Authority. Department of the Army License, originally 1953, currently No. DACA21-3-94-1536, 1 July 1994, as amended, Subject: License for National Guard Purposes.

3. References.

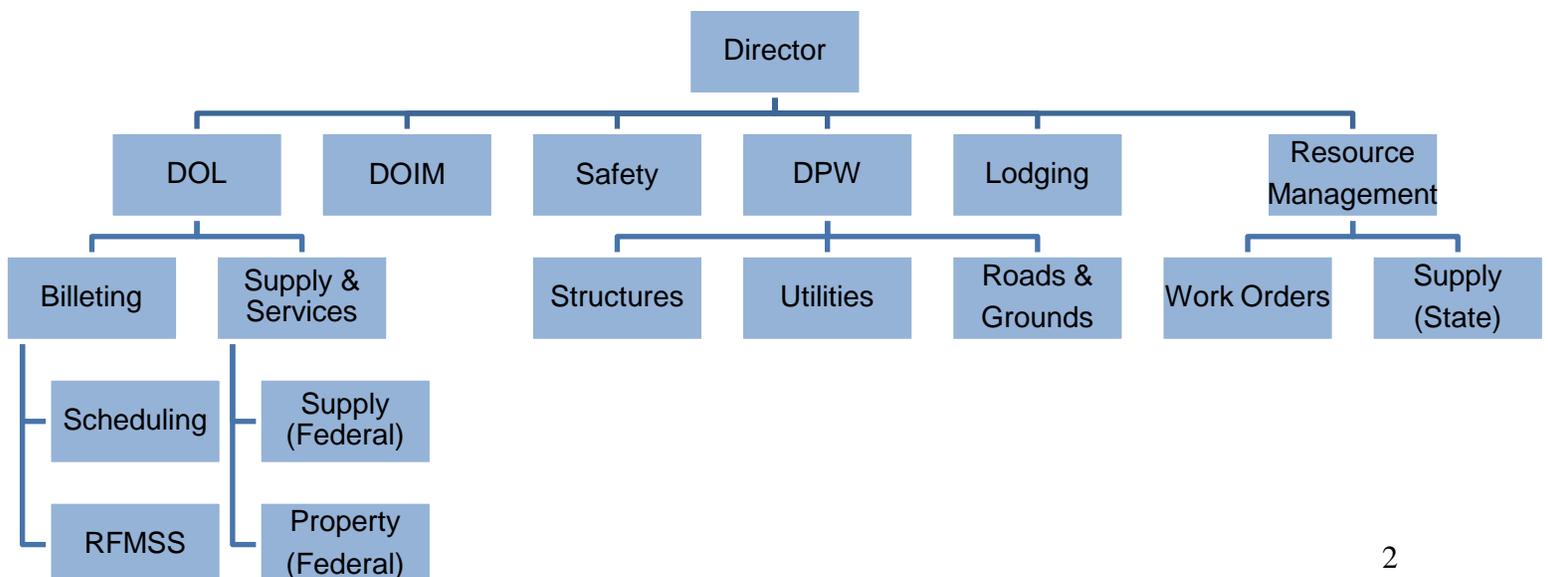
a. NGR 5-3, Army National Guard Training Centers

b. FSR 350-15, Training-Reserve Component (RC) Training Support

4. Baseline GGTC Infrastructure Capabilities.

- 2 Brigade HQ Complexes (3 buildings ea)
- 8 Battalion HQ Complexes (2 buildings ea)
- 45 Company Orderly Rooms
- 119 Barracks with air-conditioning (5006 capacity)
- 26 Barracks without air-conditioning (840 capacity)
- 41 Latrines with air-conditioning
- 2 Latrines without air-conditioning
- 3 Consolidated DFACs
- 15 Company-size DFACs
- 7 Classrooms with air-conditioning
- 15 Battalion classrooms
- 9 Battalion dayrooms
- 264 Chargeable quarters

5. Wire Diagram.



6. Baseline Policies.

a. Fort Stewart, Georgia (FSGA)

(1) Command and Control: In accordance with Department of the Army License Number 94-1536, the FSGA Commanding General has “general command and control authority” over the GGTC. As such, all FSGA regulations and policy letters apply to the GGTC, all GGTC tenant units and activities, all transient units conducting training within the GGTC, and all individuals within GGTC regardless of military status, service branch or component. Unit leaders are highly encouraged to familiarize themselves with Fort Stewart Policies and Regulations, which can be provided to you. The FSGA Command has the ability to coordinate with FSGA to bar individuals (regardless of branch or component) from post if they cannot comply with Policies and Regulations.

(2) PT Zones: FSGA restricts vehicle movement in several areas of post during Physical Training hours (Mon-Fri, 0630-0830). This includes Worcester and East Bultman Avenues within the GGTC. Intersections will be blocked with barriers and road guards. Vehicles may not be able to enter or leave the battalion blocks during this time, enforced by Ft Stewart Military Police. All motor pools have exits onto unrestricted roads; Troupe Ave on the south side and the tank trail on the north side. IAW FSGA CG policy, there is no PT allowed on Troupe Ave or East 16th St. PT is allowed on tank trails but these are not closed to traffic during PT hours, so caution is recommended.

b. GGTC.

(1) The goal of the GGTC is to standardize the use of the transient training facilities in the cantonment area. Such will not only be of benefit to the units concerned but will reduce considerable wear and tear in the buildings and property therein, time required for issue and turn-in, and most important the expenditure of funds for installation and replacement of telephones, furniture, etc. Such funds saved can be utilized to further improve our Training Center. All concerned are enjoined to cooperate to the fullest extent in this effort. Any request for changes in assignment of areas and facilities designated will carry the approval of the appropriate authority concerned prior to consideration by the Facility Manager. All buildings/facilities within the GGTC will be utilized for their designated purpose unless specific authority is granted to the contrary by the Commander or Director.

(2) Considerable damage to buildings and grounds has been experienced due to operating vehicles within the cantonment areas. It has been the practice in the past to park all vehicles in billeting areas on the night before departure. In addition, numerous instances have been observed where vehicles have been driven indiscriminately through and around the barrack areas for no apparent valid reason during the training period. Violators may receive Post Military Police citations IAW Georgia Code 40-6-203 for their actions. Units other than ARNG may be levied (cost base = material and labor) for building damages and environmental surcharges (\$20.00 involving non-tactical vehicles, \$40.00 for tactical vehicles per incident) against existing GFEBs funds provided. ARNG violators may receive FLIPL (Financial Liability Investigation into Property Loss) through the GGTC TDA chain of command. FLIPLs

for building and property damages and all losses will be resolved IAW AR 735-5. Violators that exacerbate environmental deterioration will be required to provide manual labor to repair damaged real-estate and seed damaged areas or be charged accordingly before clearing the Training Center.

(3) Due to the high water table and slow drainage, the operation of vehicles within the billeting areas can cause the areas to deteriorate to a very bad state. Grass has been washed away, causing mud holes to develop. An attempt to fill these holes over the years has resulted in increasing the elevations until the buildings are lower in elevation than the surrounding ground. Therefore, no fill dirt or rock will be hauled into the billeting areas without the written approval of the Facility Engineer. The operation of engineer equipment such as road graders, bulldozers, etc., is strictly prohibited without the written approval of the Facility Engineer due to the presence of numerous buried water lines, sewer lines, telephone and electrical cables.

(4) IAW FSGA Fire Department Guidance, parking of vehicles in such a manner as to hinder access to or exit from an area or building or hinder firefighting crews and apparatus is prohibited. Further, vehicles will only park in designated parking areas (marked by signage, gravel or pavement) and not be parked within 50 feet of barracks. Fire lanes must be kept clear at all times. Vehicles may temporarily park next to a building to facilitate loading or unloading of supplies. However, ground guides MUST be used, and the vehicle must be moved to a designated parking area at the completion of loading/unloading.

(5) It is requested that the senior NCO of each command strictly enforce these policies. The FSGA Provost Marshall and all other employees of this center will assist in the endeavor as well as Fire Inspectors. Vehicles in convoy, on arrival from home stations and in preparation for departure to home stations will utilize the unit motor pools to park, load and unload personnel.

(6) Trucks, trailers, etc., will not be backed up to buildings for security purposes. Vehicles will be secured in the motor pools or near unit headquarters buildings where staff duty personnel can maintain security.

(7) Barricades placed in areas to prevent vehicular traffic will not be moved. Vehicles will use only the designated entrances and exits in administrative buildings and dining facility areas. Vehicles will not cross open ditches to gain access to any area.

(8) Dead-lined vehicles for maintenance that are not turned in to the MATES (Maneuver Area Training Equipment Site) and vehicles that are waiting to be transported to home station must be left in WETS (Weekend Training Site or Wet Pool) storage compound. Log books for vehicles stored in the compound dead-lined for maintenance will be turned in to MATES. PBOs should advise the GGTC Facility Manager as to what final disposition is to be made on vehicles stored awaiting transfer to home station. The GGTC will not sign for these vehicles but will merely provide a fenced storage area.

(9) There will be no vehicle washing allowed at Dining Facilities or any other cantonment area building. Only the Centralized Wash Facility or Small Vehicle Wash Rack will be used to wash vehicles.

(10) Camouflaged vehicles will not be operated in the cantonment area when headlights, turn light, stop lights, etc., are covered. Tree foliage to camouflage vehicles will not be cut from trees and shrubbery located within the GGTC cantonment area nor will it be left in the cantonment area or motor pool area after completion of training.

(11) Tracked vehicles using concrete tank trail will not drive or turn on tank trail shoulder.

(12) Remove all vehicles from grassy areas during grass cutting when possible.

(13) POVs will only be parked in authorized POV parking areas. POVs will be parked in a military manner. POVs will not be parked in barracks areas, motor pool areas or in fenced area behind BN Supply "39" buildings.

(14) Recreational vehicles driven to AT/IDT will be confined to POV parking areas. Under no circumstances will they be connected to electrical service or water at any building within the GGTC.

(15) POVs will not be parked in adjacent block area if that area/block is not issued to the unit, i.e., don't park POVs in 9900 Block if 10100 Block is only area issued to the unit.

(16) POVs parked in violation of Ft Stewart Regulations and GGTC Policy will receive warnings by FSGA Military Police or GGTC staff. Repeated warnings may result in the vehicle being ticketed and/or towed.

(17) Motor pools will be used to park military vehicles. Administration room parking areas will be used to permanently park a maximum of three military vehicles per building, e.g., 3 vehicles in the lot serving a stand-alone admin building such as 9915, and 6 in the lot serving 9913/9914.

(18) Tracked vehicles will not be parked outside the motor pool for any reason without the written approval of the Commander or Director. Authorized reasons may include activities such as static displays for family day or use of a Command Post Carrier. Training, maintenance, loading, etc will take place in motor pools.

c. Motor Pools:

(1) If requested, units will be issued motor pools for their use while training here.

(2) No vehicle washing will take place within the motor pools. All vehicular washing, both wheel and track, will be scheduled at the GGTC Central Wash Facility (see Annex I) or Small Wash Facility (see Annex J).

(3) The dumping of oils or solvents of any kind directly in the sump or separator at the concrete maintenance platform point is strictly prohibited. Used POL can be disposed of in the 500 gallon container marked "Used Oil" located in the unit motor pool.

(4) Manual controlled motor pool security lights will be cut off by the using unit during daylight hours. GGTC clearance teams will ensure lights are off at clearance.

(5) All motor pool gates will be locked when units are conducting training in the field and after clearance.

(6) Ground guides required for all movement of tracks/wheel equipment in, out or within the motor pool.

(7) Damage to motor pool fencing, gates, chains or locks will be paid for prior to clearance. Estimates will be made by Roads & Grounds Supervisor.

FOR THE ADJUTANT GENERAL:



EDWIN A. LASTER
LTC, AV, GAARNG
Director

Points of Contact

1. Official mailing address:

Georgia Garrison Training Center
 ATTN:
 PO Box 466
 Hinesville, GA 31310-0466

2. Office of the Director (Building 10504 at the southeast end of East 13th Street).

LTC Edwin Laster	678-569-9208	Director
Ms. Kimberly Bacon	678-569-9203	Executive Assistant
	DSN 338-9203	
Fax	912-767-4205	(DSN 870-4205)

3. GGTC Directorate of Logistics (Building 10528 on East 13th St).

LTC James Rush	678-569-9248	DOL Supervisor
1SG Stanley Posey	678-569-9212	Housing Manager
SPC Tracie Meek	678-569-9253	Assistant Housing Manager
SFC Paul Kellman	678-569-9250	Warehouse Supervisor
SSG Kyle Duran	678-569-9220	Materials Handler
SPC Monique Thomas	678-569-9220	Materials Handler
SSG Leslie Lockhart	678-569-9254	Supply Technician
CW3 Charles Jones	678-569-9252	Property Book Officer

4. GGTC Directorate of Public Works (Buildings 10504, 10506 and 10537 on East 13th St):

MAJ Charles Carter	678-569-9206	Facility Engineer
Mr. Joey. Waters	678-569-9202	Deputy Facility Engineer
Mr. Tyron Joyner	678-569-9242	Utilities Supervisor
Mr. Travis Wimberly	678-569-9211	Maintenance Supervisor
Mr. Glenn Golden	678-569-9241	Roads & Grounds Supervisor
Work Order	678-569-9209	Work Orders
Fax	912-767-0937	

5. GGTC Directorate of Information Management (Building 10506 on East 13th St)

SFC Christian Brents	678-569-9319	IT Customer Support
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6. GGTC Lodging and Protocol (Building 9322 on E 7th St)

Mr. Jason Childers	678-569-9240	Lodging & Protocol Manager (TDY)
Mrs. Debbie Lee	678-569-9239	Operations Supervisor
Front Desk	678-569-9237	Reservations
	912-767-3896	

Points of Contact

7. GGTC Procurement and Supply (Building 10505 on East 13th St).

Mr. Billy Todd	678-569-9233
Fax	912-767-0937

8. GGTC Safety (Building 10504 on East 13th St).

CPT Roy Guerard	678-569-9207
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9. Georgia Garrison Training Center Command Full Time Staff (Building 9611 on Worcester Ave).

MAJ Wesley Eminger	678-569-9213	Operations Officer
MSG Peter Amis	678-569-9318	Operations NCO
SFC Jakob Raven	678-569-9323	Readiness/Training NCO
SSG Deborah Temmis	678-569-9321	Admin NCO
SSG Chandra Hunter	678-569-9247	Supply NCO

Directorate of Logistics (DOL)

1. References.

- a. NGR 5-3 Army National Guard Training Centers
- b. NGR 5-3-1 Army National Guard Billeting and Lodging Program
- c. AR 710-2 Army Supply below National Level
- d. DA PAM 710-2-1 Unit Supply Procedures
- e. AR 735-5 Policies and Procedures for Property Accountability
- f. AR 210-50 Housing Management
- g. AR 405-80 Identifiable Incremental Costs

2. Introduction

a. The GGTC DOL operates in building 10528 inside the GGTC support complex. The mission of the GGTC DOL is to provide transient training facility scheduling, billeting and supply support. The main warehouse number is 678-569-9253. A full POC list is located in Annex A. Utilization of GGTC transient training facilities will follow three steps: *Request, Issue, and Turn-in*. Note that all Ft Stewart regulations and policies are applicable within the GGTC.

(1) Mandatory requirements for all units wishing to utilize GGTC facilities.

- (a) Signature Card (DA 1687) and Assumption of Command Orders.
- (b) Use of linen or sleeping bags on beds.
- (c) Clearance of facilities IAW published standards.

(2) Exceptions to these policies will be made only through the Director, GGTC or the Garrison Commander.

b. Hours of operation.

(1) Standard hours are Monday through Friday, from 0800 through 1200 and 1230 through 1530.

(a) Service on GGTC's IDT weekends is available in accordance with GGTC's unit training schedule.

(b) Service on Federal holidays and non-IDT weekends requires 14 days prior notice in order to schedule support personnel.

Directorate of Logistics (DOL)

(2) The GGTC DOL will be closed for facility and warehouse inventory on the first Tuesday of each month. Unit support on this day is by exception only and must be coordinated with and will be at the discretion of the housing officer.

c. Important phone numbers.

Facility Manager:	678-569-9248
Scheduling:	678-569-9212/9253
Warehouse Supervisor:	678-569-9250
Work Orders:	678-569-9209
Ft Stewart CRCS	912-435-9429

3. Requests.

a. Requests for facilities will be made through the GGTC RFMSS site at <https://ngga-rfmss.ngb.army.mil/georgiaguard/pages/login.aspx> or by submitting the request form located on the GGTC commercial site at <https://ga.ng.mil/ggtc/Pages/default.aspx>. The form should be emailed to the DOL distribution list (ng.ga.gaarnng.list.ggtc-dol@mail.mil) and a response to the request should be received within 24 hours. The RFMSS facility request with building numbers will be emailed to the requestor within four business days, along with the reimbursable costs involved to use facilities for non-Title 32 entities.

(1) Units should include a troop list down to and including company, troop, battery and detachment-size elements. Such elements will be listed in the chain of command format to assist in planning for maintenance of unit integrity to the fullest extent possible.

(2) Estimated attendance strength by male and female officers and senior NCOs, and male and female junior enlisted personnel. This is required to coordinate transient enlisted and senior grade quarters to best accommodate the unit's requirements for billets and latrines. GGTC will provide separate sleeping and latrine facilities for males and females. It is the unit commander's responsibility to enforce male and female separation in accordance with unit policy.

b. To sign for property, the unit must furnish the Housing Manager, GGTC with a Signature Card, DA Form 1687, (Jan 82 or later edition) and Assumption of Command Order authorizing those individuals to receive and turn-in property at the GGTC prior to any property being issued to the designated representatives.

c. Active Army, Marines, Air Force and USAR unit commander will furnish signature card authorizations and assumption of command orders for use by personnel of their commands as outlined in paragraph 2b above, as applicable, but must be submitted through CRCS, Bldg 8087 (behind TADSS), Ft. Stewart. POC is (912) 435-9429.

d. Reimbursable costs are calculated based off utility and repair costs to operate facilities by Georgia CFMO. Reimbursement will be provided by use of a WBS in GFEBs. Use of a legacy

Directorate of Logistics (DOL)

Military Interdepartmental Purchase Request (MIPR), DD Form 448-E will be at the discretion of the Georgia CFMO Resource Manager. Units and civilian organizations not utilizing GFEBs may also reimburse utilizing a cashier's check payable to the US Department of the Treasury.

(1) The charges will include a losses/damages deposit in correlation with unit size, which will be returned to the unit if no damages or losses occur.

(a) 200 personnel and below: \$500.00.

(b) 200-1000 personnel: \$2,000.00.

(c) 1,000+ personnel: \$5,000.00.

e. Unless specifically noted to the contrary, requests for logistical support, including real estate, billets, supplies and equipment will be addressed to the Housing Manager, GGTC. Required dates must be clearly indicated. Support which cannot be furnished by the Housing Manager, GGTC, will be forwarded to the CRCS (Coordinator for Reserve Component Support), US Army Garrison, Fort Stewart, Georgia. Such requests should be made at the annual GGTC/FSGA scheduling conference (beginning of August) or as soon as possible.

f. Scheduling Conference. The Annual Scheduling Conference is conducted by FSGA and GGTC in August of each year. GGTC, Ft Stewart DPTMS, Ft Stewart DOL, MEDDAC and DENTAC, Georgia MATES and other support activities will be on hand for units to schedule and finalize facilities, equipment, TADSS and ranges.

g. Maneuver Area Training Equipment Site (MATES). The supervisor of the Georgia MATES may furnish each state concerned with a list of equipment available in the pool. States concerned should submit their requirements directly to the MATES Supervisor. Do not consolidate this request with items requested of the Housing Manager, GGTC.

h. Supply

(1) Class I.

(a) The GGTC maintains operational rations for G4 S&S. Units requesting MREs must submit DA 3161 through their unit chain of command to the G4, GAARNG. In the event that a unit has not submitted their request by the time of their arrival at GGTC, rations will be issued, however the unit must submit their DA 3161 to the G4 at the time of issue.

(b) The GGTC does not maintain bottled water and all DFACs have hose bibs. All water within GGTC is considered potable by Ft Stewart. The bulk water issue point is located at the corner of FS Rd 47 (Sunbury Rd) and GA Hwy 144 E.

(c) Ice machines are installed in and will be issued with DFACs. Palletized bulk ice may be requested from Ft Stewart DOL TISA at 912-767-8591.

Directorate of Logistics (DOL)

(2) Class II. The GGTC will provide janitorial supplies to supported units. Supplies are available in the warehouse and are pre-stocked in certain facilities. Consumable cleaning supplies will be provided on a non-reimbursable basis to all visiting units regardless of status. Class II supplies not part of GGTC ASL must be brought from home station or pre-ordered and drop-shipped to GGTC. If units wish to drop-ship, notify the GGTC warehouse of the items being delivered. The GGTC will receive and store until the unit ADVON arrives on station.

(a) Units will leave a 100% level supply for the following unit. This will be accomplished by obtaining re-supply from the GGTC DOL prior to departing the Training Center. Re-supply will be made to units on the basis of Request for Issue (DA Form 3161). Used serviceable brooms and brushes need not be replaced on turn-in but all used mop heads will be replaced. All items will be brought to 100% level of initial issue. Re-supply will be made at battalion/separate company levels. Battalions should request through battalion S-4 officer.

(b) Quantities left on hand will be checked by the clearance teams. Consumables for follow on units will be restocked at this time. Any shortages of non-consumable items will be accounted for IAW AR 735-5.

(3) Class III.

(a) Class III (P)

i. Units must coordinate with the Ft Stewart DOL HAZMART for supplies not brought from home station. Units should submit their requirements on a DA Form 3161 NLT ninety days out from their initial arrival date for training. Units must pick up their assets within 72 hours of the advanced party's arrival. Only the assets requested in advance of the training period can be guaranteed as available if shipped from the depot. Unit motor pools are provided with HAZMAT storage sheds and used oil tanks. The only HAZMAT disposal facilities within GGTC are the tan HAZMAT satellite accumulation points (with 55 gallon drums and triple rinse) and the blue used oil tanks located in the motor pools. Units producing hazardous waste should draw a motor pool, co-use a motor pool with a sister unit or make arrangements with the Ft Stewart HAZMART. Units are prohibited from travelling back to home station with hazardous waste by law. For more detailed information see Annex L of this SOP and Ft Stewart Regulations.

ii. The Battalion S-4 or Budget Program Manager will coordinate Class III (P) requirements with the FSGA DOL HAZMART at least 2 weeks prior to the expected arrival date. FSGA DOL HAZMART (Building 1146) can be reached by calling DSN 870-2950/1594, COM 912-767-2950/1594, FAX 912-767-3818.

iii. The respective Battalion S-4 should ensure that their account has been set up with the FSGA DOL HAZMART.

(b) Class III (B)

Directorate of Logistics (DOL)

i. The FSGA Fuel Point will be used for all bulk and retail fuel requirements. The following identifies how to request and obtain fuel keys from the Contract Officer's Representative (COR).

ii. The Battalion S-4 or Budget Program Manager (DOL-GAARNG) will coordinate fuel requirements with the COR at least 2 weeks prior to the expected arrival date. Fuels COR can be reached by calling DSN 870-3659, COM 912-767-3659, FAX 912-767-9161.

iii. The fuels COR will provide customers with a FUEL KEY REQUEST FORM. The Battalion S-4 or Budget Program Manager must provide the APC Code, FUND CODE, and SIGNAL CODE in addition to the unit and requirements information requested on the form. Completed forms must be returned to the COR.

(4) Class IV. The GGTC does not maintain a Class IV ASL. Units must bring Class IV from home station, pre-order and have drop shipped to GGTC or request from FSGA DOL. If units wish to drop-ship, notify the GGTC warehouse of the items being delivered. The GGTC will receive and store until the unit ADVON arrives on station.

(5) Class V. Must be brought from home station or requested from the FSGA ASP. Ft Stewart regulations are very strict regarding the storage of ammunition within the cantonment area. GGTC has an area within TA A19 at which an AHA may be established by the unit. The Sunbury Gate must be used to move ammunition to or from the TA A19 AHA. Ammunition laden vehicles are not permitted through Ft Stewart gates.

(6) Class VI. Personal sundry items must be brought from home station or purchased from Ft Stewart Shoppettes (the 2 nearest the GGTC are located near Gate 3 on Harmon Ave and on Vilsek Rd by the Commissary). AAFES personnel require an ID for the purchase of alcohol and tobacco. GGTC does not establish an alcohol policy for the billets; alcohol policy, if required by the unit, must be established by the unit commander. IMCOM and FSGA have a policy of no smoking within 50 feet of an occupied building. There are no set designated smoking areas within the billeting blocks; units will establish smoking areas and provide for butt collection. Class IV items issued by the unit must be brought from home station or pre-ordered and drop-shipped to GGTC. If units wish to drop-ship, notify the GGTC warehouse of the items being delivered. The GGTC will receive and store until the unit ADVON arrives on station.

(7) Class VII.

(a) GSA Vehicles. Due to fleet reductions, GGTC no longer maintains GSA vans or busses to support units in training. Vehicles must be brought from home station or may be requested from the Ft Stewart TMP yard at 912-767- 3966/3968.

(b) Forklifts. The GGTC maintains one rough terrain M10A forklift. If a unit requires forklift support, it may request to hand receipt the forklift from the DOL warehouse. Units must provide DA 1687, assumption of command and DA 348 listing M10A.

Directorate of Logistics (DOL)

(c) Generator Light sets. The GGTC maintains four generator light sets. Units must provide a DA 348 specifying generator light set.

(d) The GGTC has two trailer mounted propane grills available for unit cookouts. The grills will not be taken to the field and will be cleaned prior to turn-in.

(8) Class VIII. Must be brought from home station or requested from Wynn Army Medical Center (WACH). WACH has disposal facilities for controlled medical waste and will accept waste from units at no cost to the unit. Improper disposal of medical waste is reported to the Ft Stewart and GGTC Garrison Commanders.

(9) Class IX. Must be brought from home station or pre-ordered and drop-shipped to GGTC. If units wish to drop-ship, notify the GGTC warehouse of the items being delivered. The GGTC will receive and store until the unit ADVON arrives on station. Units may coordinate with the Georgia MATES or FSGA DOL for support.

(10) Class X. Must be brought from home station.

4. Issue.

a. Unit representatives will need Assumption of Command Orders and a valid DA 1687 in order to draw supplies and training facilities from the GGTC DOL.

b. *Transient Training Facilities*: Furnished barracks, latrines, administrative buildings, DFACs, maintenance shelters and classrooms are located in each block of the cantonment area and will be issued to designated representatives at these locations. Designated representatives will inventory and sign for this property on the date scheduled for issue to units. At the conclusion of each training event all property will be returned to the building from which it was drawn. Lost, damaged, or destroyed property will be accounted for IAW AR 735-5.

c. *Linen*: In order to increase the lifecycle of mattresses, **use of linen or sleeping bags is mandatory**. Units may sign for 2 (two) white cotton sheets and 1 (one) white cotton pillowcase per bed that the unit requested. Wool USGI blankets are available. Sheets, mattress covers, blankets and pillow cases will be issued from the GGTC DOL as directed by the GGTC DOL Warehouse Supervisor. A representative of the GGTC DOL Warehouse Supervisor will be present at the Post Laundry at turn-in for joint inventory. Laundry Clearance Slip DA Form 1974 will have to be returned to GGTC DOL, Building 10528, before unit can get final clearance. Laundry turn-in and issue schedules will be coordinated by the GGTC DOL. Questions concerning linen turn-in should be directed to GGTC DOL Warehouse Supervisor, 678-569-9250, Bldg 10528.

5. Turn-in.

a. Specific Guidance.

Directorate of Logistics (DOL)

(1) Failure to clear facilities with GGTC will result in a failure to clear Ft Stewart, which may result in the unit being unable to schedule GGTC or FSGA facilities and ranges in the future. In addition, failure to properly clear a facility will be treated as “damage” and units will be charged the cost of contracted cleaning as Army and NGB Regulations permit.

(2) In order to facilitate units clearing the training site prior to return to home station, the following procedures will be adhered to. It is emphasized that a high standard of cleanliness and property accountability of buildings, furnishings and areas should be maintained by a thorough and complete daily inspection of assigned facilities. All major units (divisions, brigades, groups, separate battalions and separate companies) should designate a leader who will be in charge of the rear detachment to supervise the police of all buildings and grounds and to complete the final clearance for these units. Keys to all issued buildings will be accounted for by the GGTC clearing personnel before the clearing of buildings and area. It is recommended that each unit schedule a courtesy inspection with the GGTC DOL prior to scheduling turn-in.

(3) Many of the transient training facilities in the GGTC are 40 to 75 years old, and damage may occur which is deemed fair wear and tear. If damage occurs, the unit should contact the work order section at 678-569-9209 for an inspection. If the damage is deemed fair wear and tear, an amendment will be made to the unit’s hand receipt, and the unit will not be charged. Damages which are not deemed fair wear and tear (such as forcing entry through doors, ceilings or windows, altering thermostats, damaging entry canopies or striking buildings with vehicles) will have an estimate provided by the GGTC maintenance section. Reimbursement to the government will be paid by cashier’s check payable to the Department of the Treasury. Unit chains of command wishing to hold individuals accountable for these charges shall receive a copy of the work order estimate for their own DD200 (FLIPL) process. Non-reimbursable (Title 32) units must present their action plan to the Housing Officer at the time the losses and/or damages have been calculated as to how they will handle the loss. Preferred method is cash collection voucher, as a cashier’s check made payable to the US Department of the Treasury. The customer unit will have 30 days before the GGTC will initiate a FLIPL and notify the unit’s chain of command. Reimbursable units will have losses and/or damages charged to their deposit. Losses and/or damages which exceed the deposit may be reimbursed via either cash collection as a cashier’s check payable to the US Department of the Treasury or by adjusting the 448 MIPR or WBS in GFEBS. Units leaving GGTC without arranging for restitution of damages or shortages in real or accountable property will be considered to have failed clearance with GGTC and Ft Stewart.

(4) Individuals will not install air-conditioner units in any building or individual rooms. Panels in non-renovated non air conditioned buildings do not have the amperage capability required to support window units. Units found will be removed by GGTC personnel and any damage done to building will be billed to the unit at clearance.

b. Clearance Schedule.

Directorate of Logistics (DOL)

(1) Units will contact the GGTC Housing Manager to schedule clearance of their facilities. It is highly recommended that units schedule a courtesy pre-inspection in order to be familiar with clearance standards.

(2) On completion of clearance the responsible officer or NCO will accompany the clearance team to Building 10528 for settlement of shortages, if any. The Facility Manager will issue a letter of clearance if required by the unit's accountable officer and USPFO.

c. General Information.

(1) A thorough police of all areas will be conducted and all extraneous material removed.

(2) Units are not required to mow and weed-eat, as long as they remove all vehicles and equipment from grassy areas while the contractors are mowing.

(3) All fire extinguishers will be filled and hung in proper place. Expended extinguishers must be immediately reported to GGTC, Safety Officer, Ph 678-569-9207, Bldg 10504.

(4) All trash will be separated and placed in brown dumpsters. Recyclables will be placed in blue recycling dumpsters.

d. Real Property.

(1) Dining Facilities. DFAC floors will be swept, mopped and dust mopped. Pantry room (if issued) equipment will be clean, dry and stored in shelf location as issued. Hot-tops, Fry-tops and ovens will be cleaned of grease and food. Refrigerators and freezers will be emptied of food, cleaned, dry, unplugged and doors blocked open. Ice machine will be emptied, dried and unplugged. 400# ice chest will be emptied, dried and door blocked open. Vent hood will be cleaned of greasy film. See Annex H (DFAC Operations) for detailed information. Any inoperable equipment will be reported via a Work Order to the GGTC.

(2) Latrines (internal and stand-alone facilities).

(a) Latrine floors and shower room walls will be scrubbed and washed thoroughly. Fixtures will be cleaned thoroughly using the issued cleaning supplies. Window ledges and tops of partitions will be thoroughly cleaned. All light bulbs will be installed at clearance.

(b) All fixtures that are out of order will be reported to GGTC, Work Order line at 678-569-9209.

(3) Barracks.

(a) Floors will be swept and mopped. Trash cans will be emptied and washed out. Refrigerators will be clean, dry, unplugged and doors left open. Wardrobes will be emptied, swept clean inside, underneath and top dusted. All beds, mattresses and pillows issued in

Directorate of Logistics (DOL)

barracks will be left in place. Mattresses will not be folded. Pillows will be placed on the end of the bed next to the exterior walls of the building. Beds, mattresses and pillows will be accepted for turn-in only when stored in the prescribed manner.

(b) Replacements for mattresses and pillows found unserviceable are available on a direct exchange from GGTC warehouse, Bldg 10528. Contact GGTC DOL personnel for instructions. All light bulbs will be installed and operational at clearance.

(c) Linen will be bundled and returned to the DOL warehouse.

(4) Other Buildings: Buildings not described above will be thoroughly cleaned to include window ledges, tops of partitions, shelves, etc. Floors will be swept clean and damp mopped. All trash will be removed. In buildings having vinyl floors, tiles, e.g., headquarters and some conference/classrooms and orderly rooms, floor buffers are available to remove scuff marks. Vacuums and cleaners are available to clean carpeted floors. Supplies required to accomplish this can be drawn from the GGTC warehouse, Bldg 10528. Any questions relating to this requirement can be directed to the GGTC Warehouse Supervisor, Bldg 10528. All light bulbs will be installed at clearance.

(5) Motor Pools.

(a) Parking areas of motor pools and fence lines will be thoroughly policed to include ditch line outside of fence. Open storage sheds will be policed. Maintenance buildings and dispatch shacks will be cleaned.

(b) Concrete maintenance platforms will be cleaned of all debris and sand. Waste oil collected will be disposed of in the blue 500 gallon container provided in each motor pool. These containers are marked "Used Oil". Other waste products will be disposed of in the tan HAZMAT sheds located in each motor pool. If the drums are full, contact the GGTC warehouse or Work Order desk. Used oil or solvents will not be disposed of in the Fort Stewart Sanitary Landfill, poured in the storm drains, etc.

(c) Any damage to motor pool fence or gates will be the responsibility of using unit and accounted for at unit clearance IAW Para 16 and Para 25.

(d) Sand/Dirt removed from concrete maintenance platforms will not be piled between the fence line and platform.

e. Personal Property.

(1) Property drawn from the GGTC, DOL will be returned prior to clearance of unit area.

(2) Property drawn from FSGA Post Agencies will be returned as directed by the issuing agency.

Directorate of Logistics (DOL)

(3) Property drawn from the MATES site will be turned in as directed by the MATES Supervisor.

(4) Lost keys: due to physical security requirements, lost keys require replacement of every lock cylinder which that key could open and replacement of all the keys for those locks. Replacement cost of a cylinder is a minimum of \$55, and replacement keys cost \$5 each. Cost to the unit for a lost key for an open bay or 2-man room barracks can exceed \$130 per incident. When the loss of a key is due to neglect or willful misconduct, replacement cost will include labor. (AR 735-5). *Supply sergeants are highly encouraged to hand receipt keys.*

(5) Fire extinguishers: All expended fire extinguishers will be reported to Bldg 10528 for replacement by the GGTC Safety Officer. Fire extinguishers expended through negligence will be treated as a damage. Dry chemical fire extinguishers expended indoors will result in the entire building having to be emptied of all furnishings for a floor-to-ceiling cleaning of the building and all contents.

(6) The GGTC DOL may accept excess Class I, II, IV and VI that the unit does not wish to return to home station or carry on to follow-on training/deployment stations, in order to issue to follow-on units training at GGTC. The GGTC DOL will not accept excess Class III(P), V, VIII, IX supplies or nonexpendable property under any circumstances.

f. Accounting for Lost or Damaged Property: Damages to buildings will result in a charge against a visiting unit's MIPR for the amount in the estimate of repair performed by the appropriate GGTC, DPW, branch (Roads & Grounds, Maintenance, or Utilities). Nonexpendable and durable items that are lost, damaged or destroyed will be accounted for in accordance within the provisions of AR 735-5.

6. POC for this annex is LTC James Rush, GGTC Facility Manager at 678-569-9248 or james.w.rush.mil@mail.mil

GGTC DOL FACILITY REQUEST FORM

BLDG 10528, E. 13th STREET & TROUPE AVENUE

FORT STEWART, GEORGIA 31314

678-569-9212/9253/9248

POC NAME: _____
RANK/GRADE LAST FIRST

EMAIL: _____

WORK NUMBER: _____ MOBILE NUMBER: _____

UNIT OR AGENCY: _____

UNIT DODAAC: _____ UNIT UIC: _____

<u>COMPONENT</u>	<u>STATUS</u>	<u>PURPOSE OF THE REQUEST</u>
<input type="checkbox"/> USA	<input type="checkbox"/> NATIONAL GUARD	<input type="checkbox"/> DRILL/IDT
<input type="checkbox"/> USAF	<input type="checkbox"/> ACTIVE DUTY *	<input type="checkbox"/> ANNUAL TRAINING
<input type="checkbox"/> USN	<input type="checkbox"/> RESERVES *	<input type="checkbox"/> CLASS/WORKSHOP
<input type="checkbox"/> USMC	<input type="checkbox"/> LAW ENFORCEMENT *	<input type="checkbox"/> NEW EQUIPMENT TRAINING/FIELDING
<input type="checkbox"/> USCG	<input type="checkbox"/> CIVILIAN *	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> N/A	<input type="checkbox"/> OTHER * _____	

*Non-National Guard units will be charged for reimbursable costs for usage of GGTC facilities through a WBS in GFEBs. Costs are based on duration of usage and type of facility(ies) requested.

ARRIVAL DATE: _____ DEPARTURE DATE: _____

TOTAL NUMBER OF PERSONNEL: _____ NUMBER OF FEMALE: _____
(if requesting barracks and latrines)

TYPE OF FACILITY REQUESTED

<input type="checkbox"/> OPEN BAY BARRACKS (40 Man)	<input type="checkbox"/> LATRINES	<input type="checkbox"/> BDE ADMIN FACILITY
<input type="checkbox"/> SENIOR ENL/OFF BARRACKS (22 Man)	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> BN ADMIN FACILITY
<input type="checkbox"/> DINING FACILITY	<input type="checkbox"/> DAYROOM	<input type="checkbox"/> CO ADMIN FACILITY
<input type="checkbox"/> LAUNDRY FACILITY	<input type="checkbox"/> COMPUTER LAB	<input type="checkbox"/> CONFERENCE ROOM
<input type="checkbox"/> EST2 WEAPON TRAINER	<input type="checkbox"/> SIPR ACCESS	<input type="checkbox"/> MOTOR POOL
<input type="checkbox"/> HEAT ROLL OVER TRAINER	<input type="checkbox"/> SMALL WASH RACK (2 ½ ton and below)*	
<input type="checkbox"/> TRAINING AREA A-19	<input type="checkbox"/> OTHER _____	

*To schedule the Central Wash Facility, email the requested date and time to ng.ga.gaarnng.list.ggtc-cwf@mail.mil.

Requests should be made at least two weeks in advance. Email completed request form to: ng.ga.gaarnng.list.ggtc-dol@mail.mil Expect an email confirmation within one business day and your request completed within 4 business days. Military personnel requesting facilities will need a Signature Card (DA 1687) and Assumption of Command Orders. Cancellations should be made at least one week in advance or as soon as the facilities are no longer needed.

Directorate of Public Works (DPW)

1. References.

- a. AR 405-45 Real Property Management
- b. AR 405-80 Title and Granting Use of Real Property

2. The GGTC DPW operates out of buildings 10504, 10506, and 10537 and conducts maintenance and repairs on transient and tenant facilities within the GGTC, to include the physical structures, grounds and utilities within 5 feet of the building.

3. Work Orders.

a. Emergency Work Orders: Gas leaks, exposed live electrical service, backed up sewage, overflowing water, down trees, etc constitute emergencies and should be immediately reported to the Work Order section (678-569-9209). Troops should immediately move to a safe area at least 100 feet away from the leaking gas/electric/sewage.

b. After hours and non-emergency work orders will be serviced the next business day or weekends if appropriate personnel are available.

4. Units damaging a building are encouraged to immediately call in a work order so that damages may be repaired in time for follow-on units.

5. Pest Control. Service spraying for insect and rodent control for interior of building will be accomplished upon request by calling GGTC Work Order Section. Personal parasite infestation is a unit responsibility but the GGTC will assist the command in arresting any infestation. Cantonment area insect fogging is accomplished on pre-arranged schedules by the Buildings and Grounds Division, DPW, Fort Stewart.



Georgia Garrison Training Center
Work Order Request
 Building 10505
 Work Order Desk: 678-569-9209
 Hours: 0730-1600 Monday-Friday
 ng.ga.gaarnng.list.ggtc-work-order@mail.mil

For Official Use Only Work Order # _____

To be completed by requester.

Date: _____ Time: _____ Bldg #: _____

Requestor: _____

Unit/Activity: _____ Phone: _____

Type of Work Order:

Emergency*
 Routine
 Safety Concern
 Project Request

Description of Work: _____

*The Work Order phone number is monitored nights and weekends. The Facility Engineer / Supervisor will determine whether a repair technician will respond to any after hour or weekend work order request.

To be completed by GGTC Staff.

Process By: _____ Assigned To: _____

Comments: _____

Date Completed: _____ Time: _____ Hrs: _____

Action Taken: _____

Signature: _____ Supervisor Signature: _____

If not completed, state reason: _____

Lodging

1. References. NGR 5-3-1 Army National Guard Billeting and Lodging Program, 7 July 2015.

2. The GGTC Lodging and Protocol office is located in Building 9322 and provides temporary lodging accommodations. Lodging is available in multiple configurations from multiple beds in an open-room format, shared-bathroom suites and Distinguished Visitor Quarters (DVQ).

3. Lodging Requests.

a. Unit request. Organizations utilizing the GGTC for training will submit lodging requirements 30-60 days prior to arrival. Units will arrange payments by check within 5 business days after departure.

b. Individual request. Individuals making reservations themselves do not need a unit POC unless the unit is paying for lodging. All patrons are responsible ensuring payment of their personal lodging expenses upon checkout.

4. Hours of Operation.

Reservations: 912-767-3896 or 678-569-9237 email: ng.ga.gaarmg.list.ggtc-billeting@mail.mil

Reservations and check-in: 0730-2100, M-F (weekend hours vary)

Housekeeping service: 0730-1600, M-F

Check Out: 1200 hours

5. Lodging Service Fees (subject to change).

Multiple Occupancy Rooms are \$15.00 to \$20.00 per bed per night

Single Occupancy Rooms are \$20.00 to \$35.00 per bed per night

Distinguished Visitor Quarters are \$40.00 per bed per night

a. Service fees and surcharges are due upon check in and payment is accepted in the form of cash, Visa, and Master Card.

b. A two-dollar surcharge is levied for each non official user.

6. Reservations.

a. The purpose of the Lodging facilities is to support Army National Guard training. The priority for other utilization will be determined by the Commander or designee. Authorized occupants are able to request lodging for up to 179 days. Continuous reservations exceeding 179 days are subject to approval by The Adjutant General. All personnel are encouraged to make advance reservations due to high occupancy rates throughout the year.

b. Lodging will not be held for any period of time. Patrons wishing to reserve lodging must pay the full rate, regardless of occupation.

Lodging

7. Housekeeping Service.

a. Housekeeping service is provided Monday thru Friday and certain weekends during AT and special schools/conferences. Beds are made daily on the day service is provided and bedding items are changed once a week. Housekeeping service includes emptying trash, (occupants are required to separate and recyclables IAW GGTC Recycling SOP) cleaning bathrooms and kitchen areas, vacuuming, dust/wet mopping if needed. The housekeepers are instructed not to disturb your personal belongings. Dishes will be washed only in Distinguished Visitors quarters. The housekeepers will ensure light bulbs work, at least one roll of toilet paper is on the dispenser and a spare roll is present. Bars of soap will be provided daily. One wash cloth and bath towel will be provided daily. Report all discrepancies to the front office.

b. If you do not want housekeeping service on a given day simply notify the front office or leave the do not disturb sign on your door.

8. Prohibited Items/Acts. The following is a list of prohibited items or acts while staying in lodging. Violations may result in immediate eviction from Lodging and notification will be made to the GGTC Director/Commander and unit chain of command. Further violation may result in temporary or permanent bar from future use of GGTC Lodging. Occupants who damage or remove items from the rooms will be charged for replacement. Criminal activity will be reported to the Fort Stewart Military Police.

a. No personally-owned weapons inside the quarters.

b. No washing vehicles and other activities that could kill the grass or stain the pavement.

c. No using or storing of flammable and hazardous materials.

d. Do not tamper with or alter the electrical wiring, outlets, or any other systems.

e. Do not use multiple extension cords or using a cord that is improperly connected to fitting, spliced or frayed. Cords will not be nailed or stapled to any object, run through doorways, or laid under rugs or carpet.

f. No smoking, burning incense, or use of illegal drugs. The gazebos are the designated smoking areas.

g. No parking in unauthorized areas.

h. Defacing/willful damage to government property will be reported to the MPs.

i. No parties or large gatherings without approval.

j. Do not cook or using cooking appliances in rooms except ones equipped with kitchens.

Lodging

- k. Do not nail or tape charts or maps to the walls or doors.
 - l. No pets.
 - m. Children are not to be left unattended or allowed to play in parking lots.
 - n. Do not remove GGTC property from the rooms.
 - o. Do not use towels or wash clothes for rags to shine shoes, wash dishes, wash and polish POV, remove make-up, etc.
9. Vending Machines. Vending Machines are located in the 9700 block, the North Side Recreation Shed, and at the lodging office. The Post Exchange and Shoppettes are located near GGTC.
10. Cable TV. Each of the quarters is equipped with cable TV. Do not tamper with or unplug the cable. Report any problems to the front office during normal hours.
11. Internet. Fee-based internet access is provided by AWN. Information on the AWN service is provided in each room.
12. Certificates of Non-Availability. Certificates of non-availability may be issued to TDY personnel when it is determined that GGTC does not have government quarters available. Such determinations can be made upon arrival at the front office **during normal business hours**.
13. Occupant Responsibilities. Senior Military Occupants should maintain order and discipline while staying in lodging and report any infractions to the front office. It is requested that you adhere to the following standards.
- a. Basic standards.
 - (1) Do not leave soiled clothes, papers, etc., scattered about the room, floor or bed.
 - (2) Do not leave dirty pots, pans, dishes, etc. or food items in or on the sink.
 - (3) Keep tops of furniture clutter free.
 - (4) Do not re-arrange the furniture. It has been arranged according to room design, safety and ease of housekeeping.
 - (5) Keep food items properly stored, sealed or wrapped after initial use.
 - (6) Towels are changed daily on a one-for-one basis. Leave soiled towels by bed for exchange.

Lodging

b. Room inventory.

(1) Upon entering your assigned room review the room inventory posted on the wall close to entrance door. You are responsible for the items listed until you clear the room. Report any shortage immediately to the front desk.

(2) When staying in multiple-bed quarters, you are paying for a bed not the complete room. If you have more than one bed in the room do not disturb or allow someone else to use it, the bed may already be assigned.

14. Security Precautions. Windows and doors should be closed and locked when quarters are not occupied and at night. You should secure valuable items and not leave money laying about your room. **The GGTC assumes no responsibility for lost or stolen items.** Individuals should report stolen property to the Fort Stewart Military Police.

15. Quiet Hours. There will be no loud talking, playing music or singing after 2200 hours. The volume of radios, electronic equipment and TVs will be turned low enough not to disturb other occupants.

16. Conservation Measures. All occupants have the responsibility of aiding in utility conservation. Turn off lights and other electrical equipment when not in use or out of quarters for extended periods of time. Turn off or down the heat/air-conditioning when departing for the day. Keep windows and doors closed while the heat or air conditioning is turned on. Report any dripping faucets, especially hot water, to the front desk. Your cooperation and concern in adhering to these practices is essential in helping us conserve energy.

17. Laundry Facility. Currently GGTC does not have a Laundry Facility, however Fort Stewart offers a coin Laundromat located in Building 419.

18. Key Control and Lock Outs. Occupants are responsible for the security of keys issued for their accommodations. Individuals losing keys to their quarters will be charged a \$5 bench fee and \$5 per key to cover the cost of re-keying the lock. Duplicate keys should not be made of the keys issued to you. Lockouts will be reported to front desk.

19. Guests.

a. Guest will be allowed to occupy lodging quarters once it is determined by the Lodging Staff that space is available.

b. IAW NGR 5-3-1, a surcharge will be added to the lodging service fee for each guests and for non-official users.

c. The inability to support a request for guest quarters does not constitute a Non-Availability Statement approval for TDY personnel by GGTC. Guests are the responsibility of the sponsor. Entertaining guests must be within morally and socially acceptable standards and not infringe on

Lodging

the privacy and rights of other occupants. It is expected that occupants of these quarters do not place themselves or their guest in situations that would reflect unfavorably upon themselves, GGTC, or the Georgia Department of Defense.

20. Phones. There are no commercial pay phones available at GGTC. Most BOQ/BEQ rooms are equipped with phones providing on-post, Hinesville, and Savannah access by direct dial. In case of an emergency dial 911. For DSN access dial 95 prior to the seven-digit DSN number.

21. Suggestion form. We have a form to rate our service and suggest improvements or voice complaints. We would appreciate it if you would take a few moments and complete it or mail it to us at a later date. We welcome your comments and continue to seek innovative ways to not only improve service, but improve the quality of service. Comments and recommendations can be left on the Fort Stewart ICE website under housing.

https://ice.disa.mil/index.cfm?fa=card&sp=130464&s=85&dep=*DoD&sc=8

No Pets: NO PETS ALLOWED. Under no circumstances will pets be allowed in our quarters. If a pet is seen on the premises or in a room, you will be asked to leave. **No exceptions.** If pets are reported in a room, guest will be required to pay a minimum of \$75.00 for shampooing and fumigation.

No Smoking: Smoking is authorized in approved areas but not within 50 ft. of a building entrance. Do not bring and dispose of cigarette butts in your room. If found or the room smells like smoke, the guest will be charged a non-refundable \$140.00 deep-cleaning fee.

Guests: All overnight guest must be approved by the Lodging Office per NGR 3-5-1. Guests who join you during your stay **must** be reported to the front desk upon their arrival and departure. This essential for safety and security in the event of an emergency. Additional charges will be posted to your account accordingly for each night the guest stays.

Housekeeping Services: Housekeeping services will be performed at various intervals depending on the length of stay. If you do not want services during your stay please contact the office and we will honor your request. However, for long-term stays our staff will enter the room from time to time to ensure the safety of our guests and that room standards are being met.

Shared Bathrooms: Be courteous and considerate of other guests when occupying facilities with shared bathrooms. Guests staying in shared bath facilities may not have overnight visitors at any time during their stay. Please contact the front desk to make other arrangements for family accommodations.

Personal Mail: The address to have mail delivered is: GGTC Lodging & Protocol, ATTN: Your name and room number, P.O. Box 466, Hinesville, Georgia 31310. The mail can be picked up at the front desk at building 9322.

Long-Term Reservations: Guests staying longer than 30 days, must pay room and incidental charges by the 1st of each month or be charged a \$15.00 penalty fee. Filling out an express payment form will result in your credit card being charged at the end of each month. The receipt will be placed in your room each time a payment is charged.

Electrical Circuits: Please do not overload the electrical outlets. Televisions are provided so no additional televisions should be connected in the rooms. No cooking elements or hot plates are allowed in the rooms.

Check-In / Check-Out Times: Guests may check into their quarters at any time as long as the room is available. Check-out time is 1200 hours but can be extended by Lodging staff if coordinated ahead of time. Lodging staff will also accommodate weekend arrival and departures.

I understand the information given above and will adhere to these policies during my stay.

Print Name: _____ Bldg/Room: _____

Signature: _____

Email completed request form to: ng.ga.gaarnng.list.ggtc-billeting@mail.mil

Directorate of Information Management (DOIM)

1. General GGTC DOIM is the central point of contact for all information technology requirements for all customers regardless of their affiliation. These services include but are not limited to:

- a. Coordinate with customers for connectivity to the Internet or their home network.
- b. Serve as liaison for all customer concerns and information technology assets available.
- c. Maintain and account for all GGTC Information Technology assets up to and not beyond the responsibility of the Georgia National Guard (GANG).
- d. Serve as liaison for GGTC staff and Georgia National Guard DOIM up to and not beyond the responsibility of the GANG.
- e. Keep the GGTC trained in current IT equipment and software or any IT changes.
- f. Recommend changes and upgrades to current infrastructure when required.

2. Services provided.

a. Application Support

(1) Application support includes any problems with your operating system, local applications on your computers, and printer installs (when possible).

(2) You can submit a work order by calling 678-569-9209 / email ng.ga.gaarnng.list.ggtc-work-order@mail.mil or directly to the GGTC DOIM office at 678-569-9319 or e-mail christian.m.brents.mil@mail.mil.

(3) If you are a part of the GANG you are supported by the ITD South office located on building 9413. Customers should call 678-569-5611 and open a work order through the help desk and have it assigned to IDT South.

(4) If you are NOT part of the Georgia National Guard you must have administrator privileges on your computer for the GGTC DOIM staff to fully support you. If you are unable to get administrator privileges the GGTC DOIM staff will only be able to perform minor troubleshooting.

b. Network Support (Internet, VOIP Phones, SIPRNET, Wireless Internet)

(1) The Georgia Network can be accessed through most public building by fiber or DSL networks. If you are a member of the GANG, you can bring your VOIP phones from home station and plug into any of the fiber drops at GGTC. There are a limited amount of power supplies to support VOIP phones on the DSL connections

Directorate of Information Management (DOIM)

(2) For GANG users.

(a) Connect to an available port (wall jack) or cable. GGTC is currently working on reinstalling the wall connectors and removing free hanging cables from some buildings.

(3) Non-Georgia Guard Units NIPRNET access on the GGTC domain. If you are from another NG state and are not a member of the National Guard, than you will need your IAO to scan your systems and send a memo no later than 3 weeks out to CW2 Norton, ian.p.norton.mil@mail.mil, 678-569-5556. On this memo you need to include the following:

(a) Computer name.

(b) MAC Address.

(c) Users name.

(d) Job title/position (what you'll be doing...IE supply, ETC)

(e) Duration of stay (exact dates are required).

(4) Commercial internet access throughout the Garrison and is provided by the American Warrior Network (AWN). The POC is Nick Avery 912-332-0889 navery@corp.warrior.tv. Contact Mr. Avery with the dates and duration of your stay and he will work a plan to support your needs. Be advised that this is a commercial network so will you have to VPN software on your computers for secure connections and this service is not free.

(5) SIPRNET computers are located in building 10232 Units will need to bring a JPAS statement showing the list of personnel that need the access, and their clearance level. Individuals needing access will need to bring their own token as GGTC can't issue or replace your tokens. Once you send the information you will need to coordinate date and time with GGTC DOIM. There is a VOIP phone in the building to call the GGTC DOIM in case there is an issue, but once you leave the building you will have to coordinate to re-enter the building unless you are on the unaccompanied access roster. Be advised that all electronic devices are prohibited (cell phones, cameras, etc...). There is a printer inside the safe and a high security shredder in the building. GGTC personnel will not allow access to the printer without a courier card nor will individual be allowed to transport Secret or higher classified materials into the building without a courier card.

c. Telephone Support (non-VOIP)

(1) Telephone support covers all telephone lines and equipment required to make phone calls. Fax machines, copiers, etc. are not included and must be rented or brought by the customer.

Directorate of Information Management (DOIM)

(2) Telephone service is controlled by the Ft. Stewart DOIM. Call 678-569-9203 or come by building 10504 to arrange service.

(3) Telephone service installed in the GGTC cantonment area and connected to the army switchboard has been designated by the Ft. Stewart Installation as Class A5, A7 or low level.

(4) Telephone service is authorized for official business for local or long distance calls. Unit leaders are responsible for supervising and monitoring telephone usage during AT/IDT periods. If your building does not have an active line you must pay an \$89 fee per line to Ft. Stewart DOIM to have a phone line installed.

(5) Customers are prohibited from moving any equipment in or out of the buildings.

d. NEC Classroom/Computer Lab

(1) A classroom/computer lab is located in Bldg 9413 and is supported by the GANG NEC. This facility is available on a first come basis, and has 24/7 availability. It will support 37 Students and 2 instructors, or can be used by soldiers to for SSD/mandatory online training.

(2) To schedule this facility, please email glenn.w.brogdon.ctr@mail.mil or charity.l.stewart2.mil@mail.mil. If email is unavailable, please call 678-569-9264 or 678-569-9370.

Physical Security

1. References.

- a. AR 190-11 PHYSICAL SECURITY OF ARMS, AMMUNITION AND EXPLOSIVES.
- b. AR 190-13 THE ARMY PHYSICAL SECURITY PROGRAM
- c. AR 525-13 ANTITERRORISM
- d. FSR 190-2 FIREARMS AND WEAPONS

2. General.

a. In accordance with AR 190-13, paragraph 1-24, tenant and transient unit Commanders are responsible for physical security within their areas. GGTC does not have 24-hour security available so Fort Stewart Military Police will be contacted in case of a security breach.

b. Emergency contact information:

Fort Stewart 911/Central Dispatch	912-767-2822
Fort Stewart Military Police	912-767-4264/9629
GGTC After Hours	678-569-9209

3. Weapons, ammunition and sensitive items.

a. Privately-owned weapons (POWs) and un-issued military weapons will not be stored or kept in barracks area to include purposes of cleaning, maintenance, or repair. Privately owned weapons (including air guns, bows, crossbows, brass knuckles and swords) should not be brought on to the Fort Stewart cantonment area without first contacting the Fort Stewart Provost Marshals Office for further instructions. Soldiers must comply with Fort Stewart Regulation 190-2, Firearms and Weapons. Individual weapons issued to Soldiers may be secured or carried on their person throughout the GGTC. POWs brought onto Fort Stewart IAW FSR 190-2 may be stored in the unit's designated arms room at the discretion of the unit commander.

b. Weapon storage and guarding:

(1) All weapons and ammunition will be secured in a vault or the building that is assigned to the unit for storing sensitive items.

(2) Arms and ammunition will be stored and issued in accordance with FS Reg 700-4 paragraph 5-3 A-G as well as Army Regulations.

(3) GGTC has seven IDS vaults available for issue to units for the storage of Category II arms. Category II arms are defined as light automatic weapons up to and including the 40mm machine gun. As such, the only way for transient units to store Category II arms within the

Physical Security

GGTC in compliance within AR 190-11 is to post armed guards on their designated arms room. The GGTC makes the following recommendations to the unit:

(a) Guards will be awake at all times during the entire tour of their duty and are not authorized to sleep while on duty.

(b) Guards will be provided with emergency phone numbers for the Fort Steward Military Police.

(c) Supervisory guard personnel will check on the guard at least every two hours.

(d) Guard personnel will be in possession of an operable flashlight, drinking water, and a form of communications. Guards will at no time leave the post unattended.

c. Weapons Racks:

(1) Weapons will be secured in appropriate racks or approved containers.

(2) Racks and containers will be chained in groups weighing 500 lbs or more and or secured to the structure. If any weapon is left in the racks the total weight must exceed 500 lbs.

(3) Only approved locking devices outlined in AR 190-11 will be used to secure racks chains etc.

(4) Upon change of guard personnel, a physical count of all weapons and ammunition will be conducted and recorded on a DA Form 2062.

(5) Weapons and ammo will be inventoried by serial number on a daily basis; any discrepancies will be reported immediately to appropriate unit personnel.

d. Ammunition.

(1) Ammunition will not be stored or kept in any area other than the supply room/ arms room.

(2) Only operational ammo will be stored in the designated supply- room, for the purpose of arming guards.

(3) No more than 1,000 rounds may be stored in unit area without a license issue by GAARNG Safety Office.

e. Sensitive and Pilferable items:

(1) All other sensitive, pilferable items may be secured in the same room as the weapons but must have authorization from the unit commander or his/her representative.

Physical Security

(2) Sensitive, pilferable items will be afforded double barrier protection, or continuously manned 24-7.

(3) Double barrier protection is a locked room in a locked building after duty hours and during duty hours a locked room with controlled access to room.

(4) All sensitive items will be inventoried by serial number prior to departure of the GGTC prior to the return to home station.

(5) All discrepancies must be reported immediately to unit personnel.

4. Physical Security Personnel.

a. GGTC and State Physical Security Personnel are authorized to conduct security spot checks for the purpose on ensuring sensitive Army equipment is adequately protected at all times.

b. All requirements in AR 190-11 Para 4-2 apply for the security of all military weapons-see exert below.

Intrusion Detection System for arms storage facilities. Arms room storing Category II arms, GSA approved Class 5 weapons storage cabinets, and GSA approved security modular vaults will be provided with an approved IDS. Facilities without an operational IDS require constant surveillance by armed guards for Category II arms while Category III and IV facilities require a check by security patrol at irregular intervals not to exceed 24 hours. In the event that the arming of guards off a military installation is prohibited by State or territorial law, a request for exception to this requirement according to paragraph 2-4 is required. The exception will include the rationale and justification for not utilizing armed guards and the compensatory security measures taken.

c. Keys for racks and containers will be secured required in AR 190-11 Para 3-8. See exert below (See Annex T for complete Key and Lock Control information).

3-8. Key and lock controls

a. Only approved locks and locking devices (including hasps and chains) will be used (see glossary definition of locks for a list of DA approved locks and hasps). All questions regarding the identity of approved commercial equivalent locks and locking devices (including hasps and chains) meeting military specifications will be addressed to the Naval Facilities Engineering Service Center (NFESC), Port Hueneme, CA 93043-5000, (805) 982-1212 (DSN551-1212) and the DOD Lock Program Office at <https://portal.navy.mil/go/locks>.

b. Keys will be signed out to authorized personnel, as needed, on a key control register. The DA Form 5513 (Key Control Register and Inventory) will be used to meet the requirements of this

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regulation. When not in use, the key control register will be kept in a locked container that does not contain or store classified material and to which access is controlled.

c. Keys and combinations to locks for AA&E storage facilities, arms racks, IDS (operational or maintenance), or key containers will not be removed from the installation except to provide for protected storage elsewhere.

d. Keys to locks securing key containers will be afforded physical protection equivalent to that provided by the key container itself. Keys to AA&E storage buildings, rooms, racks, containers, and IDS will be maintained separately from other keys and accessible only to those individuals whose official duties require access to them.

5. General rules while staying in chargeable and non-chargeable quarters.

a. Securing high value items.

(1) Personnel staying in government quarters are reminded that expensive high value property should be secured and locked when unattended (i.e., lap top computers or personal electronic devices).

(2) Locking devices must be provided by the Soldier. Items should be marked IAW AR 190-51, App C.

b. Privately Owned Vehicles (POV)

(1) All personnel are reminded that POVs should be secured at all times.

(2) Military weapons are prohibited from being transported, stored or secured in a POV at any time. All personal items should be secured in the trunk or a lockable container out of sight.

c. Use of buddy system is highly encouraged at all times, especially at night.

d. Last person leaving any billet must secure all windows and doors prior to departing even for brief periods of time.

e. Any suspicious activities or persons should be reported ASAP to FSGA Military police at the numbers provided above.

6. OPSEC. All personnel are reminded to limit discussions of unit training, details of unit strength, equipment, unit movement, unit capability, etc. when in public, especially when off post. Report all suspicious persons and activities to your chain-of-command.

Safety

1. References:

- a. AR 385-10, Army Safety Program.
- b. 29 CFR 1910, OSHA General Industry Regulations.
- c. 29 CFR 1926, OSHA Safety and Health Regulations for Construction.
- d. NFPA 101, Life Safety Code.

2. General.

a. This SOP applies to Garrison personnel, tenant activities, and units training and using GGTC facilities. The Garrison Safety Officer is CPT Roy Guerard at 678-569-9207 or roy.p.guerard.mil@mail.mil.

b. Safety has become an item of increasing concern during recent years. Here at the GGTC, it is the responsibility of each individual to ensure that he/she watches out for his/her own safety and the safety of others. GGTC is safety is concerned with the safety of all who work and train here.

c. Soldiers walking GGTC streets during hours of darkness without adequate reflective clothing or markings must exercise extreme caution toward motor vehicles. Flashlights are recommended when walking GGTC streets at night.

d. All military and civilian personnel who operate or ride in motor vehicles within the GGTC area must wear manufacturer's installed seat belts/shoulder restraint systems in both front and rear seats. Violators may be cited under U.S. Code 40 318a and issued a Federal Magistrate ticket by post MPs. The maximum penalty for this offense is \$50.00 or 30 days imprisonment or both. Unit commanders should bring this to all their Soldiers' attention prior to AT/IDT.

e. All crossing of paved roads from tank trails with military vehicles will be in compliance with FSGA safety regulations. Unit will provide a crossing detail with road guards. Soldiers will not stand on hardball roads while serving as part of a crossing detail, especially on HWY 144 or HWY 119. Units will utilize the flashing beacons located approximately 100 yards from crossing points to alert traffic of the convoy crossing.

f. If concertina wire or OE-254/COMM 201s are placed in the GGTC area, they will be clearly identifiable by white engineer tape in an effort to warn pedestrians of their presence. The placement of concertina wire requires prior approval by the GGTC Facility Manager if engineer pickets are driven into the ground. Any digging or placement of stakes, grounding rods, or sign posts will require a dig permit from FSGA DPW.

g. Unit signs and/or unit location directional signs will not be placed in any area that will obstruct vision of vehicle drivers.

Safety

h. In accordance with current regulations, smoking is prohibited in all GGTC buildings and work areas. Designated smoking areas will be established no closer than 50 feet from building entrances. Smoking is also prohibited in/on all government vehicles, aircraft and equipment including GSA vehicles.

3. Responsibilities.

a. Supervisors.

- (1) Include safety into the planning process of all operations.
- (2) Implement and enforce safety requirements established by ARs, federal law, state law and this SOP.
- (3) Conduct the risk mitigation process and complete Deliberate Risk Assessment Worksheets (DRAWs) for all missions.
- (4) Know their responsibilities regarding safety priorities and regulations.
- (5) Ensure personnel are adequately trained prior to performance of assigned duties.
- (6) Consider performance of safety responsibilities when conducting ratings, performance appraisals and when considering promotion, hiring, or placement of personnel.
- (7) Assure orientation of newly assigned personnel includes safety and health requirements.
- (8) Assure all recordable accidents are investigated and reported to the Garrison Safety Officer/NCO and Serious Incident Reports are sent to the appropriated chain of command.
- (9) Take necessary action to eliminate unsafe conditions.
- (10) Initiate action to correct deficiencies noted by safety surveys.
- (11) Ensure that shop environment is consistent with safety specifications, policies, and regulations relative to shop cleanliness, proper utilization of tools, ventilation and electrical systems.
- (12) Enforce the use of protective clothing and equipment.
- (13) Be familiar with and train employees in Hazardous Materials Communication and Emergency Response (Reference: 49CFR 172, Subpart "H").

b. Employees.

Safety

- (1) Comply with all applicable safety requirements.
- (2) Report unsafe operations to supervisor.
- (3) Report all accidents to supervisor.
- (4) Wear all necessary protective clothing and equipment.

c. Safety Officers.

- (1) Establish and maintain a “Safety Bulletin Board.”
- (2) Conduct a monthly inspection of all safety devices and equipment.
- (3) Conduct and coordinate annual SASOHI (Standard Army Safety and Occupational Health Inspection) inspections of the GGTC facilities.
- (4) Identify and abate hazards identified in facilities and workplace procedures, and input into RCAS-SOH.
- (5) Requisition and maintain Personal Protective Equipment (i.e., hearing and eye protection) and first aid supplies.
- (6) Make arrangements for necessary safety briefings and other types of safety-related surveys to be conducted throughout the shop.
- (7) Conduct accident investigations and recommend corrections to procedures to the Director in order to prevent future accidents. Ensure GGTC is in compliance with State suspenses for inputting data and findings into RCAS-SOH.

d. Safety Councils.

- (1) Receive suggestions.
- (2) Recommend safety procedures.
- (3) Review GGTC Safety and other internal SOPs to ensure they conform to current Army and industry regulations.
- (4) Review accident reports.
- (5) Safety Councils will meet at least once each quarter.

Safety

(6) GGTC Safety Council members will be appointed by GGTC Garrison Commander. Minutes of Council meeting will be furnished to the 78th Troop Command Safety Officer.

4. Safe Operating Procedures.

a. To assist GGTC personnel in avoiding accidents to themselves and others, a number of safe practices are described in this annex. These practices apply to general safe operating procedures which are applicable to the workforce as a whole. In order to keep this SOP brief, those safety instructions applicable to electrical power tools and machines, hand tools and special equipment are addressed in detail in OSHA 29 CFR Part 1910. It is the responsibility of the employees and supervisors to ensure these special instructions are reviewed and understood prior to use of such equipment.

b. Shop and Area Maintenance. This includes the proper care and storage of all materials and equipment used in shop operations, as well as the care given to shop buildings and working areas. Each section foreman is responsible for such custodial services within his section and will make frequent routine inspections to enforce that duty. A clean and orderly shop presents a favorable appearance, is conducive to better maintenance and indicates that personnel are well trained. The shop and adjoining area will be clean and orderly at all times. Good housekeeping aids in safety and fire prevention within the shop, as well as facilitating the movement of personnel and material in normal shop activities.

(1) Aisles will be marked, or clearly defined and free at all times of obstruction.

(2) Floors should be level and even, clean, free of holes or high spots and any tripping or slipping hazards.

(3) Neither extension cords nor air hoses will be extended across aisles.

(4) Water or wet spots, spilled oil, grease, paint or other substances on floors must be removed immediately.

(5) Trash, scrap, shaving, sawdust, metal and plastic trimmings, etc., must be continuously policed, brushed from machines and work surface after each use and properly disposed of. Waste containers will be emptied at least once daily.

(6) Only non-slip varieties of floor wax will be used for buffing floors.

(7) Work benches and tables will be kept free of trash, oil and other slippery substances.

(8) Rags, paint and cleaning materials will be placed in containers for that purpose.

(9) The shop will not be unnecessarily obstructed by materials awaiting repair.

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(10) Machines with potentially hazardous energy will have a lockout device applied to energy isolating devices to prevent unexpected energization, start-up or release of energy in order to prevent injury to employees. Lockout devices will only be removed during operation and will be re-applied when operation of the machine is complete. Lockout devices will have only one (1) key per device. Devices that cannot otherwise support a lockout device will have a clearly labelled tagout device in the same location that a lockout device would be applied. The tagout device will only be removed during operation and will be re-applied when operation of the machine is complete.

c. Protective Clothing and Equipment. The effective use of protective clothing and equipment is two means of preventing injury or providing protection against hazardous conditions. The protective items indicated below will be worn, when available by all personnel performing tasks warranting the use of protective clothing and equipment. All personnel involved in the maintenance program must know that protective items indicated below are available. The use of safety items, to include protective devices, will be made a matter of practice. Industrial type plastic goggles are available from Supply for individuals desiring eye protection and must be used when exposed to or working in eye hazardous areas.

(1) Hearing Protection. OSHA 29 CFR Part 1910 sets the standard permissible exposure levels and exposure duration at sound levels at or above 90dBA as an 8-hour time weighted average (TWA) per workday or at or above the thresholds as outlined in Table G-16, 29 CFR 1910.95. Exposure to impact or impulse noise should not exceed 140dBA. To mitigate any noise exposure health issues, employees should wear hearing protection when exposed to noise above 85dBA for a prolonged period of time.

(2) Face Shield, Welding, Industrial, Hinged Window.

(a) Face Shields are available throughout the shop area and are to be used by personnel when goggles are insufficient for the task being performed. After use they are to be returned to their rightful place for use by others.

(b) Some of the more common uses include grinding, shipping, handling batteries and acids.

(c) Employees conducting welding will wear an approved welding mask to protect from slag and damage to vision from the flame.

(3) Spectacles, Industrial, tinted with Side Shields: These glasses are available through your section foreman and will be used when cutting torches are operated.

(4) Cotton work-type gloves with leather palms and knit cuff or gauntlet will be used for protection against rough or sharp surfaces or injurious irritants, such as encountered by laborers, packers, painters and sheet metal workers.

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(5) Acid and alkali resistant gloves (pliable, synthetic rubber glove, medium-weight black) will be used for general industrial and laboratory applications will be used for protection against acids, water, oils, grease, rust removers and other toxic materials.

(6) Tire Inflation Safety Cage. All tire repairs involving detachable-rim (split rim) tires will be accomplished with extreme care. Employees will not stand directly over or in front of tires during inflation. The use of a tire inflation safety cage is mandatory for the work.

(7) Respirator Protection.

(a) Dust respirators will be used for protection against toxic and non-toxic particles. These respirators filter out air contaminants such as grinding or sanding and are available from the supply room.

(b) Chemical cartridge respirators will be used for protection against gasses and solvent vapors. They contain activated carbon cartridges which absorb fumes and vapors as present during spray painting and are available from DOL.

(c) Shops where welding is conducted will be required to maintain an annual hot work permit, and all welders will undergo respiratory evaluations and respirator fitting by the GAARNG State Occupation Health Nurse. GGTC Safety Officer will coordinate these evaluations and fittings.

5. Storing Batteries and Battery Rooms.

a. Safety Requirements.

(1) Protective equipment will be provided and used by personnel when handling acids and batteries, e.g., personnel handling lead-acid type batteries will wear approved chemical goggles or face shield, rubber gloves and rubber apron.

(2) Battery rooms will be adequately ventilated to remove explosive fumes.

(3) Smoking will not be permitted in battery room. Signs indicating “NO SMOKING” will be posted in battery room.

(4) The battery storage room will be off limits to all unauthorized personnel.

(5) Explosive proof flashlights will be used if it is necessary to use artificial light to check electrolyte.

(6) Finger rings and wrist watches will not be worn while working near battery terminals. Wrenches and other hand tools must be used carefully to avoid short circuits. Tools should be rubber-coated or insulated.

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(7) To prevent possible damage of vehicle or electrical components by incorrect battery connection procedures, warning decal. NSN 7690-00-912-3504. Will be installed on the inside of the battery cover or some surface which is near the battery and is conspicuously visible. A clear coating of varnish will be applied to prevent deterioration.

b. Handling Procedures.

(1) Batteries will be handled and carried in an upright (vertical) position to prevent spillage of the electrolyte.

(2) Batteries will not be handled by unauthorized personnel.

(3) Batteries will not be carried with equipment or tools that connect to the terminal posts.

6. Asbestos Fibers. At no time will anyone handle or disturb asbestos products without proper training, supervision, and PPE. During demolitions or repairs to buildings built prior to 1989 which have not been confirmed to be void of asbestos, contractors, employees, or Soldiers will not begin demolition or repair until building has been inspected and asbestos removed, if necessary.

7. Compressed Gas Cylinders.

a. Cylinders in storage will have valve caps in place and be separated from flammable or combustible material by at least 20 feet. Cylinders will be stored to protect from displacement by chains or a cage.

b. Cylinders containing oxygen or oxidizing gases in storage will be separated from cylinders containing fuel gases by at least 100 feet or by a half-hour fire resistive partition of at least 5 feet high.

c. Cylinders will be protected from extremes of temperature, physical damage, and sources of electric current.

d. Cylinder valves will be closed when cylinders are in storage, in transit, or not in use.

e. Cylinder valve caps will be in place when cylinders are in storage, in transit, and whenever regulator is not in place.

f. Upright cylinders will be adequately secured against displacement by chain or storage in adequate cages.

g. Cylinders will be handled in a manner which will not weaken or damage the cylinder or valve.

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h. Leaking cylinders will be moved to an isolated location outdoors. Valve will be opened and gas allowed to escape slowly, except in the case of chlorine gas.

i. All cylinders (other than those in use or mounted on vehicles) will remain in storage bins outside the organizational maintenance office. Cylinders will be secured with chains and curtains closed at all times.

j. Neither oils, grease, lubricants, nor any petroleum type products will be exposed to valve cap threads.

8. Control of Noise Hazards. Every effort will be made to control noise hazards within the work area. All activities producing extreme noise levels will be performed outside the shop if at all possible and feasible.

9. Use of Eye/Face protection. Appropriate eye/face protection will be worn when performing activities or working in areas listed below:

a. Activities:

- (1) Using power tools (grinders, drill press, circular saw, band saw, etc.).
- (2) Hammering or striking metal with other metal objects.
- (3) Working underneath vehicles.
- (4) Using cleaning solvents or chemicals (i.e., steam cleaners, pressure washers).
- (5) Cleaning air filters.

b. Areas:

- (1) Battery servicing area.
- (2) Steam cleaner/wash racks.
- (3) Grease racks.
- (4) Walking or working near (15 - 20 feet) someone using hammer/chisels, grinders, or hydraulic press.
- (5) Outside of shop on windy/gusty days.

10. Fall Prevention. All employees exposed to fall hazards will be trained prior to execution of their duties and re-trained yearly in the identification of fall hazards and in the procedures to be

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followed in order to minimize these hazards. Training will be conducted by the GGTC Safety Office or by competent individuals qualified in the following areas:

- a. The nature of fall hazards in the work area
- b. Correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used
- c. Use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used
- d. The role of each employee in the safety monitoring system when this system is used
- e. Limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs
- f. Correct procedures for the handling and storage of equipment and materials and the erection of overhead protection
- g. Role of employees in fall protection plans

11. Vehicle Operation.

a. Maximum speed limit in the GGTC is 30 MPH unless otherwise posted. Speed limit during PT hours (0630-0800, Monday-Friday) is 10 MPH when passing troops in formation and is strictly enforced by Ft Stewart MPs. Some roads within GGTC will be blocked to vehicle traffic during PT hours. Vehicles are not permitted to enter blocked roads, and will be strictly enforced by DES.

b. Maximum speed limit on tank trails inside the cantonment area is 10 MPH IAW Ft. Stewart DPTMS Range Division policy.

c. Ground guides will be used anytime a vehicle is moved in or out of any congested area. Additionally, anytime a vehicle is moved in reverse, guides will be used.

d. Only authorized GGTC personnel are allowed to drive in between buildings. All other traffic will be limited to designated parking areas. Vehicles will only park in designated parking areas (marked by signage, gravel or pavement) and not be parked within 50 feet of barracks.

12. Fire Extinguishers and Eye Wash Stations.

a. Fire extinguishers will be inspected by GGTC staff for serviceability upon unit occupation and clearing of facilities. Fire extinguishers must be inspected monthly when the building is occupied. Extinguishers will be inspected annually by the State Fire Marshall or a certified safety professional and a new tag applied. Handheld fire extinguishers will be hydrostatically tested once every six years to ensure serviceability.

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b. Kitchen overhead fire suppression systems will be inspected by GGTC staff for serviceability upon unit occupation and clearing of facilities, and monthly during unit occupation. GGTC Safety will coordinate to have systems inspected annually by the State Fire Marshall or a certified fire safety professional. At this time, the system will be tested in conjunction with Ft. Stewart Fire Marshall and fuse links will be replaced. Wet chemical bottles will be hydrostatically tested every 12 years to ensure serviceability.

b. Motor pools and certain work areas are equipped with eyewash stations. Eyewash stations will be flushed and tested by the GGTC Safety Office prior to a unit signing for a motor pool. Eyewash stations must be inspected every week when the motor pool is occupied. Units will not disassemble or alter eye wash stations in any way. Units should submit work orders to DPW section if eyewash stations are leaking or inoperable.

13. State Safety Office Inspections.

a. Annual Standard Army Safety Occupational Health Inspections (SASOHI) of the GGTC Command will occur annually on a three-year cycle. In the first year, the unit will be inspected by the GGTC Additional Duty Safety Officer. In the second year, 78th Troop Command will inspect. In the third year, the State Safety Office will inspect. The GGTC Garrison will also conduct an annual SASOHI with the GGTC Garrison Safety Officer as the inspector every year.

b. All supervisors will use the annual inspections as a “Learning and Improving” tool to enhance the safety program of the GGTC.

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1. References.

- a. AR 30-22, THE ARMY FOOD PROGRAM
- b. DA PAM 30-22, OPERATING PROCEDURES FOR THE ARMY FOOD PROGRAM
- c. AR 40-5, PREVENTIVE MEDICINE
- d. FM 8-34, FOOD SANITATION FOR THE SUPERVISOR
- e. FM 10-23, BASIC DOCTRINE FOR ARMY FIELD FEEDING
- f. FM 10-23-2, TACTICS, TECHNIQUES, AND PROCEDURES FOR GARRISON FOOD PREPARATION
- g. TB MED-530, Food Service Sanitation

2. General.

a. This annex applies to all units utilizing GGTC dining facilities (DFAC). In order for the GGTC to provide necessary facilities and equipment to meet the needs of our Soldiers it is incumbent upon each commander that these instructions be followed. Also, each Dining Facility Manager must be unfailing in his efforts to maintain superior standards of sanitation in order to guard the health and welfare of each member of their unit.

b. To schedule the SVWR email a facility request form to ng.ga.gaarnng.list.ggtdol@mail.mil or call 678-569-9212/9253 during normal business hours. Request should be made two weeks in advance. (See Annex B)

3. Dining Facility Issuing Procedure.

a. Issuing of facilities for weekend training or temporary use will not be made no later than 1400 hours on the day prior the facility is to be used.

b. Annual training dining facility issues will be made to each unit to the advance party prior to occupation. It is required that the unit Food Service Officer or NCO be present for the Dining Facility clearance. Pre-clearance courtesy inspections are available upon request from the command and will be held in the unit Dining Facility.

c. Each commander will ensure that the dining facility is maintained daily in a high state of cleanliness and maintenance. Further, the dining facility kitchen area will be used for its intended purpose only (i.e., preparation and serving of food). It will not be used for equipment storage, sleeping quarters or other uses inconsistent with its established purpose. The dining area may be used for a classroom or dayroom. **Use of the DFAC kitchen to butcher wild game is**

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strictly prohibited. FSGA has a skinning rack at the Pass & Permit office for the processing of wild game.

d. Units may establish their MKTs or Containerized Kitchen – Improved directly adjacent to their issued DFAC and use the indoor eating area to dine.

5. Sanitation.

a. For speed and ease of clearance, all DFACs are now supplied with frost-free chest and/or upright freezers. These freezers must not be overloaded, as air must be able to circulate in order to maintain the temperature below 30 degrees. Overloading the freezer will result in temperatures higher than 30 degrees and unsafe conditions for frozen goods storage. Use of the wire rack at the lowest level instead of placing food directly on the bottom will provide increased cooling of food.

b. There will be no washing of motor vehicles at or around the dining facility. This includes washing the bed of vehicles used to transport rations. Every effort is to be made to prevent accumulation of excess water around the Dining Facility to assist in the control of flies, roaches and other insects.

c. Thorough police of outside area is required daily to keep all litter and extraneous materials from accumulating around the dining facility.

d. Vehicles are prohibited from parking closer than 50 feet from the building. Only military vehicles delivering or picking up rations will use the paved ramp at the kitchen end of the dining facility. There will be no overnight parking on this ramp due to safety restrictions.

e. Outside washing area. This area is for washing of large items that are not otherwise cleaned inside the building. Garbage, debris and other items will not be placed here. This area will be kept clean at all times by cleaning with hot soapy water and rinsing after each use.

f. Grease Traps. The grease tap was constructed to prevent the flushing of dining facility grease into the sewer. This would cause serious drainage overflow and thus create additional health hazard. The grease trap will not be tampered with in any manner to over ride the system and cause the grease to be allowed to enter the sewer system. When inspection by GGTC indicates this has been done it will be brought immediately to the attention of the senior commander by the Site Commander.

g. All garbage will be separated and disposed of accordingly. Units should schedule a cardboard roll-off and blue (recyclable) dumpsters at 912-767-2010. These are available at no cost to the unit. Units will set bagged non-recyclable trash on the road in front of their DFAC Monday to Friday, no later than 1400 hours for pick up by GGTC roads and grounds personnel. Trash placed after this time may not be picked up. Bagged trash will not be left outside overnight. If unit brown dumpsters are full, there are additional GGTC dumpsters located in the 9800 block (between 11th and 12th street south of Donovan Field) and the 13200 block (between

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12th and 13th street north of Donovan Field). The hours of operation of the sanitary fill are 0730 - 1500, Monday - Friday. See Annex K, Recycling Program, for further segregation and disposition instructions.

h. The Ft Stewart Preventative Medicine section will conduct a sanitation inspection of the DFAC if the unit so wishes, however, it is not mandatory and will not be scheduled by the GGTC unless requested by the unit. Preventive Medicine may be contacted at 912-435-5065 if the unit wishes to coordinate directly with Ft Stewart.

6. Clearance of Dining Facility.

a. Personnel. The GGTC clearance team will meet the Unit Food Service Officer and Dining Facility Manager at the dining facility IAW prearranged schedule. The unit personnel mentioned must be present before the clearance team enters the building in order to prevent misunderstanding as to the cleanliness of the building or accountability of property. New cleaning supplies are available with GGTC DOL which will not leave residue on the floors and fixtures, reducing cleaning times.

b. Grease traps will be pumped out by GGTC, DPW, Roads and Grounds Branch if necessary. Grease collection cups in the vent/fire suppression hoods will be cleaned out.

c. Outside cleaning area. This area will be scrubbed with hot soapy water and rinsed thoroughly to include the walls surrounding this area.

d. Floors. Floor of the pantry, kitchen, dining area & latrines (where applicable) will be scrubbed clean with hot soapy water and mopped dry. Buildings will not be cleared if floors are wet at time of clearance team arrival. Care must be taken to clean under and behind all installed equipment.

e. Dish wash sinks will be scrubbed clean with hot soapy water, rinsed thoroughly and dried insuring that no soapy, oily or cleanser residue is evident on any surfaces.

f. Hand wash sinks will be cleaned thoroughly, removing any stains and rinse and dry. Insure there is no soapy or cleanser residue left on the sink surfaces.

g. Refrigerators will be cleaned with hot soapy water rinse with a mild baking soda and water solution. All surfaces to include the refrigerator floors must be dry with no oily or soapy film remaining. All racks will be installed in the refrigerator (missing racks will be reported to GGTC work order line at 678-569-9209). None will be placed in the refrigerator floor. The outside of the refrigerator surfaces will be thoroughly cleaned using a hot soapy water solution and rinsed thoroughly. In the case of the enamel (painted refrigerator) all evidence of mildew, fingerprints and taped labels will be removed. The stainless steel refrigerators will be washed with hot soapy water and rinsed thoroughly then rubbed dry with a soft cloth to remove all streaks and smudges. The tops of all refrigerators will also be cleaned. Refrigerators will be left running with doors closed. Any refrigerators that are not operational will be reported to GGTC,

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DPW, work order line at 678-569-9209. Refrigerators not operational will be cleaned as stated above.

h. All freezer surfaces inside and outside will be cleaned thoroughly as indicated above for refrigerator surfaces. Freezers will be left running with doors closed.

i. Ice chests will be cleaned thoroughly both inside and outside with hot soapy water and rinsed thoroughly. No evidence of soap or film or cleanser residue will be left on the ice chest. Any broken hinges, handles or legs will be reported for repair to GGTC, DPW, work order line at 678-569-9209.

j. Ice machine exteriors will be cleaned with hot soapy water and rinsed thoroughly and wiped dry. All covers will be attached. It will be left connected to the electrical receptacle. Ice bins will be emptied of potentially contaminated ice, cleaned and wiped dry, and left running for follow-on units.

k. Water coolers will be cleaned with hot soapy water, insuring that all stains and/or mineral deposits are removed from the stainless basin part of the water cooler. It will be left connected to the electrical receptacle.

l. All steam table surfaces will be cleaned thoroughly, rinsed and wiped dry. Particular attention must be given to removal of mineral deposits in the warming cabinet area. All pilot lights will be turned off before cleaning.

m. All work tables and counter surfaces will be thoroughly cleaned, rinsed and wiped dry. This includes the wheels and bumpers of the stainless roll around table. On the galvanized work surfaces a very light coat of mineral oil will be used to retard rust. No coating of any kind will be put on stainless steel surfaces.

n. Clean all stove surfaces, ovens and grills thoroughly, rinse and rub with a light film of mineral oil. All racks will be cleaned, rinsed and a light film of mineral oil put on them. Oven racks (2ea) will be placed in stove.

o. All hood surfaces to include filters will be cleaned thoroughly with hot soapy water, rinsed and wiped dry. Care is to be taken to make sure that no greasy film is detected and the hood grease cups are cleaned.

r. Windows will be washed inside and outside. Care will be taken when removing the screens to insure that they are not damaged and will be re-installed properly. All window ledges will be washed and allowed to dry.

s. All pots, pans and utensils will be washed clean and stored in the storage pantry. All equipment will be stored as indicated in the pantry room at time of issue.

DFAC Operations

t. All tables will be cleaned with hot soapy water, rinsed thoroughly and wiped dry. Tables will not be cleaned using the water hose or taken outside the buildings to be cleaned. They will be stacked in the dining room areas as indicated during facility issue. They will not be stacked in a manner as to hinder access to wall hung fire extinguishers.

u. Stainless cold tables will be cleaned with hot soapy water, rinsed thoroughly and wiped dry. The electric cord will be rolled up and held with rubber bands.

v. All wood pallets will be turned in to the DOL warehouse yard and placed where so directed.

w. Dining facilities with latrines. Floors will be scrubbed with hot soapy water, rinsed and mopped dry. All fixtures will be scrubbed clean and rinsed. Mineral deposits and stains are to be removed from all fixtures before clearance.

x. All light bulbs/tubes not operable will be replaced by the unit prior to dining facility clearance. Replacement bulbs/tubes are available from GGTC.

Centralized Wash Facility

1. Introduction.

a. The GGTC Centralized Wash Facility (CWF) is a specialized facility designed for high-speed washing of all types of tactical vehicles. It is utilized for cleaning vehicles upon their return from field and range operations. Its use will greatly reduce the time and manpower currently expended on performing this necessary function.

b. The operation of the CWF at GGTC is under the general control of the GGTC Facility Manager. The day to day functions are handled by the GGTC WFC Controller. The controller is responsible for all actions at the CWF, including supervision of washing, traffic control, safety, and maintenance.

c. The CWF is scheduled by the training unit with either of GGTC's licensed CWF Controllers. Pending an order establishing priority of support to units in training from the 78th Troop Command, the GGTC will determine unit priority for wash operations. Final scheduling will be coordinated by the unit NLT 48 hours in advance of requested start time. Cancellations must be made NLT 48 hours from requested start time. Failure to confirm final scheduling by 48 hours out will be construed as a cancellation. To schedule the CWF, send an email with the requested date and time to ng.ga.gaarnng.list.ggtc-cwf@mail.mil or call 678-569-9241/9211/9206.

d. Normal operation of the CWF is defined as the effort necessary to render the facility functional in support of units training here. In order to ready the facility for normal operation, one-half hour is required for start-up and at the end of each day one additional hour is required for shut-down. The regular duty hours are 0800 – 1530 but the facility will be open to accommodate units training schedule.

e. Since this facility is intended to be used by troops as a normal procedure upon return from the ranges and field locations it will be available to meet the unit's schedule. If movements dictate use of the facility outside of normal hours, this will be accommodated by scheduling use at least 48 hours in advance.

f. On days when temperatures are not expected to rise above 40° F, the facility is considered non-functional for normal operation. Certain components of the facility would be severely damaged; icing would hinder both personnel and vehicle movement; and personnel would be very susceptible to frostbite and hypothermia.

g. All units will be responsible for their own transportation and proper disposal of all recyclable and non-recyclable debris. No refuse or recyclables may be left in the wash area.

h. No routine maintenance will be performed on vehicles inside the CWF. All loose items (trash, equipment, MREs, etc.) will be removed from areas of the vehicle to be washed. Ground guides are required for all vehicle movement inside the CWF.

2. Normal Operation. From the user's standpoint the CWF has four areas of operation: Prewash Staging Area, the Birdbath Wash Area, the Final Wash Staging Area (with proper flow this area

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should not be necessary), and the Final Wash Area. These are clearly marked on the attached diagram of the CWF. Each area has a particular function and a proper operating order. These are discussed in subsequent parts of this SOP.

a. Vehicle Staging.

(1) Staging of vehicles involves alignment of vehicles for orderly movement through CWF. UNIT OICs must check in with the GGTC Controller prior to entering the facility in order to aid in staging and routing of vehicles by the Birdbath Traffic Controller and the Final Wash Traffic controller. The standard military hand signals for vehicle maneuvering used at Fort Stewart will be used at the CWF to stage vehicles.

(2) The Birdbath Facility is designed for initial washing of Tracked Vehicles and large Wheeled Vehicles 2-1/2 ton or larger. The Final Wash Facility is designed for final washing of Tracked Vehicles and large Wheeled Vehicles and for complete washing of Small Wheeled Vehicles and trailers.

(3) Under no circumstances are vehicles to be left unmanned. Continuous and orderly movement of vehicles through the CWF is imperative. All vehicles will be moved through the Birdbath Wash Area and into the Final Wash Area by ground guides. Violation of the rules of operation will be referred to the Unit OIC for corrective action.

(a) By-Pass Lane. A concrete By-Pass Lane allows wheeled vehicles to proceed directly to the Final Wash Staging Area. **No tracked vehicles will by-pass the birdbath.**

(b) Pre-Wash Staging Area. One concrete entrance driveway off the tank trail provides access to the Pre-Wash Staging Area. Under the direction of the OIC, vehicles preparing to enter the Birdbath Staging Area are aligned in rows for direct entry into the birdbath. **All vehicles must have drain plugs and/or inspection plates installed** and bilge pump should be working.

b. Birdbath Washing.

(1) Birdbath washing is controlled by the GGTC Controller. He positions himself at the control panel in the Office/Control room overlooking the Birdbath. From this vantage point he is in complete charge of washing operations. It is his responsibility to shut down operations if mechanical malfunctions occur or if personnel safety situations present themselves. **No personnel will be allowed in the water at the birdbath.** Should this happen, the controller will immediately activate an "Emergency Stop" procedure. An "Emergency Stop" procedure is an action taken during the course of a washing operation to prevent:

(a) Endangerment to human life.

(b) Damage to any mechanical and electrical components of the CWF.

Centralized Wash Facility

(c) Damage to a tactical vehicle.

(d) Any known/detected emergency will be so announced by GGTC Controller over the CWF public address speaker system.

(2) “Wash Mode” is activated when vehicles are staged in a position ready to enter the birdbath. Prior to activating this mode, Birdbath Monitor (Wash Cannon) Operators supplied by the unit(s) being washed, man the monitors; two per lane at the primary wash islands and two per lane at the secondary islands. The restraining bridles are checked for proper vertical and horizontal movement of the monitor. Each monitor is then pointed downward, held firmly, and the control lever is moved to the “ON” position. The GGTC Controller should receive an “ALL CLEAR” sign from each Monitor Operator prior to activating the system start. Once activated, the system will take about one minute to reach full water pressure.

(3) The GGTC Controller then notifies each Lane Controller that his vehicle may move into the birdbath. During the First Stage, the vehicle moves forward to the entry wash islands and the Birdbath Monitor Operators thoroughly hose down the vehicle. During the second stage, the vehicle is run forward and back in the bath over the corrugated bottom to exercise the treads and drive mechanism. Dirt is removed from the vehicles by a combination of hosing, wave action in the birdbath, and flexing of the tracks on the pipe corrugations in the bottom of the birdbath. During the Third Stage, the vehicle moves to a position in front of the exit island. The Wash Control NCO makes a visual inspection. If necessary the whole process is repeated. When the vehicle is acceptable, the Lane Controller guides it out of the birdbath to the Final Wash Staging Area. From this point forward, the Post-wash Traffic controller, supplied by the unit(s) being washed, takes charge of the vehicle movement.

c. Final Wash Staging Area. Vehicles will be directed to a Final Wash Station by the post-wash Traffic Controller provided by the using units. There are eight Final Wash stations. If the Lane Controller determines that additional cleaning is not required, vehicles may by-pass the Final Wash Facility and exit the CWF.

d. Post-wash.

(1) The post-wash Traffic Controller is the primary overseer of the Final Wash Area. The five eastern-most stations are designated for large wheeled vehicles and tracked vehicles; the three western-most stations are designated for small wheeled vehicles and trailers. He directs vehicles to proper stations from the Final Wash Staging Area.

(2) Each of the final Wash Stations are manned by vehicle driver and assistant driver furnished by the unit. Vehicles requiring washing are brought to an at-rest position at the designated station. Operators on each side of the vehicle use hoses hanging from the hose tower arms to clean the vehicle exteriors. After the vehicle is satisfactorily cleaned it exits the Final Wash Station and returns to the cantonment area via the concrete tank trail.

e. Flush and Clean Operation.

Centralized Wash Facility

(1) Flush and Clean Operations will occur at the end of a normal wash operation or at any time sediment build-up in the birdbath hinders washing operations. This operation is at the discretion of the GGTC Controller. Flush and Clean operations will ONLY be done when the staging area and birdbath are clear of vehicles.

(2) Flush and Clean Operations begin at the Staging Areas. Wash down Operators man hoses connected to the wash down hydrants. The concrete staging area is then washed down with the sediment being directed toward the birdbath or trench drains. If only the staging area is to be cleaned, the GGTC Controller can return the system to the Wash Mode and resume normal wash operation after the staging area is suitably cleaned.

(3) If the birdbath also needs cleaning after wash down of the staging area is completed, the GGTC Controller must activate the Flush Mode. Flush pumps are started, thus delivering 2,000 gallons of water per minute to the flushing nozzles in the U-drains of the birdbath. The birdbath drain valve is opened at the same time allowing waste-water to be transported to the Grit Basins.

(4) After the water level in the birdbath has dropped below the top of the U-drains, the GGTC Controller will allow the flushing water to run for an additional five minutes and then stop flush/drain mode. The GGTC Controller will switch the system back to the Wash Mode.

(5) Each using unit will assist in the cleaning of the birdbath. The LAST UNIT through the CWF each day or the unit so DIRECTED is to participate in the final CWF cleaning. The Monitor (primary or secondary) should be manned and pointed downward. Water will then be turned on. The wash monitors are then used to remove the sediment left on the floor of the birdbath. Adjacent Wash down Monitor Operators should work together to move the sediment from around the pipe corrugations to the U-drains. Under the direction of the GGTC Controller, hoses may be hooked up to the connections at the inlet monitors to help in the wash down. Wash down continues until the birdbath is cleaned to the satisfaction of the GGTC Controller.

(6) Final flushing is constant and automatic when the Final Wash is in use. Cleaning may occur simultaneously with birdbath flushing and cleaning. After all vehicles are washed, Final Wash operators begin to hose down the Final Wash Area. Sediment is directed into a trench drain running perpendicular across the Final Wash Facility. Once in the trench drains, sediment and waste-water are directed to the Grit Chamber. Hose bibs are also located at each end of the Final Wash Area to facilitate wash down of the area.

3. Alternate Operations.

a. Maximum Washing Operations.

(1) A maximum washing operation is a washing operation that exceeds the normal schedule. This washing operation may occur during the course of the normal workweek, on weekends, or during the holidays depending on training requirements. Washing is done on a

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continuous basis until all scheduled vehicles have been washed. Night lighting will be utilized in such an operation. Available area lighting consists of mast mounted lights in both the final wash and birdbath area. In addition, track level flood lights are provided at the mounted monitors.

(2) All facets of a maximum washing operation are the same as those in a normal washing operation with the exception that the flush and clean operation will more than likely be implemented several times during the wash effort. When wash efforts might exceed 12 - 18 hours (continuous), provisions should be made in the scheduling of vehicles to allow for flush and clean cycles and for visual inspection of grit basins, filters and lagoons by the GGTC Controller.

b. Minimum Washing Operations. A minimum washing operation is a washing operation that requires less washing time than the normal schedule. This washing operation may occur during the course of a normal workday. Total number of vehicles, types of vehicles, and degree of dirtiness will be used as guidelines to determine how many birdbath and wash facilities, and how long the operation will last.

4. Safety Considerations. All personnel operating and using this facility will be fully aware of the hazards associated with it and each will be aware of the necessary safety precautions to prevent accidents. It is essential that the GGTC Controller remain at the controls and be alert at all times. Anytime a dangerous or life threatening situation presents itself the Controller will activate an "EMERGENCY STOP."

a. Hazards

(1) It is the responsibility of each individual to identify potential safety hazards and to inform the GGTC Controller and others of these dangers.

(2) The use of electronic devices are not allowed in the facility while actively participating in the washing operation.

(3) Numbers and types of vehicles contribute to safety hazards. During a major washing operation several hundred vehicles are being prepped and staged for washing. Anything from HMMWVs to M1 tanks can be accommodated. Both facility personnel and troops must exercise extreme caution in all paved areas.

(4) Unsafe conduct at the CWF can result in inefficient operation and increase safety hazards. Those not following the rules of safety and operation will be referred by the GGTC Controller to the Unit OIC/NCOIC for corrective action.

(5) The principle hazard at the CWF is a water blast from the stand-mounted monitors. A direct hit from one of these monitors could easily knock an individual into the birdbath or into the path of an oncoming vehicle. The probability that many of these monitors will be operated simultaneously further increases the danger in that an individual could easily get caught in a

Centralized Wash Facility

cross fire. Water hoses and monitors should only be pointed at vehicles and never pointed at people, lights, the tower, etc.

(6) Cold weather washing is very hazardous to personnel and equipment. The CWF will be closed when the air temperature is below 40 degrees.

(7) Under normal conditions electrical equipment and wiring are protected by enclosures and conduit and are not a hazard to personnel. If however enclosures are left open or conduit is damaged or separated at the joints the potential for an electrical safety hazard is great. Discovery of any of the above such conditions must be reported to the GGTC Controller and/or the using Unit OIC or NCO immediately.

(8) There will be no running or horse-play on the CWF.

b. Danger Areas. A list of danger areas will be briefed to all unit personnel prior to entering the facility.

(1) Traffic Lanes and Staging Areas.

(a) Traffic Lanes and Concrete Staging Areas are dangerous locations. Individuals should never try to anticipate what a moving vehicle is going to do.

(b) Stay clear of traffic.

(c) Vehicles **will only back up** in the tank bird between the monitor islands. All other backing up is prohibited.

(2) Birdbath Facility.

(a) The flooded area of the birdbath containing one to three feet of water and is particularly dangerous. Individuals will never enter the birdbath when it is flooded. The narrow opening above the U-drain is just the right width for a foot to slip into causing an individual to break a leg or be pinned underwater. Submerged piping could easily cause an individual to lose his/her balance resulting in serious injury. Wave action from vehicles moving thru the birdbath could sweep an individual off his feet resulting in injury.

(b) Individuals should stay alert while working around the stand-mounted monitors. A direct hit could easily knock a person down. Monitor operators should be aware of kickback from the monitors when pressuring up the system for washing. An unrestrained monitor could cause injury.

(c) Manways, valve boxes, junction boxes, etc. become dangerous if the covers are not in proper position. Always replace the covers or notify GGTC personnel of the issue.

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(d) Hoses, wire and other objects should never be left laying around for personnel to trip over.

(e) Electrical boxes, conduit, fixture or poles should not be touched while standing in water. An undetected short circuit or ground could cause electrocution.

(3) Final Wash Facility.

(a) Stepping off a wash island into the path of a moving vehicle is an ever present danger. Vehicle speed at the final wash area will be kept to a minimum.

(b) Personnel must be particularly careful not to get tripped up by hoses when washing vehicles in this area.

(c) U-drain grating not properly set or experiencing deterioration is dangerous if stepped on.

(d) A water blast to the face from a final wash hose nozzle could cause a person to become disoriented and move into the path of an on-coming vehicle. Never spray in the direction of another individual.

(e) Electrical boxes, conduits or equipment should not be touched while standing in water. An un-detective short circuit or ground could cause serious electrocution.

(4) Latrines. The latrines will be kept as sanitary as possible. Unit will clean latrines prior to departing the facility.

(5) Water used at the facility is not potable and will not be used for drinking, cooking or body washing. Drinking water coolers are located at the control tower and are safe to drink.

(6) All using personnel will stay clear of the GGTC CWF water retention ponds at all times.

5. Manning Requirements and Qualifications. The military manpower requirements/duties listed below represents the number of Unit personnel required to man the facility for normal operation at full capacity (30 personnel). Manning requirements may be decreased by the controller based on actual equipment load. It should be noted that required back-up personnel from the Unit be available for each position described so as not to leave operators on duty for more than two or three hours; particularly in inclement weather.

a. Unit OIC (recommend 1LT or Warrant Officer).

(1) Assist GGTC Controller in expediting vehicles through the CWF.

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(2) Provide at the end of the wash operation, to the GGTC Controller, the number of vehicles by type that have gone through the CWF.

(3) Control and correct any problems with Unit personnel which may arise.

(4) Will arrive with the full 30-man detail at the CWF 30 minutes in advance of unit for briefing on operation and to sign for the facility. We will need a Signature Card (DA Form 1687).

(5) Will ensure Unit personnel are provided, at a minimum, the following during CWF operations.

(a) Medical support, to include sunscreen and insect repellent.

(b) Water and food support.

(c) Engineer tape for marking detailed personnel.

(d) Safety vests for night washing (1 per person).

b. Unit NCOIC (recommend E7 or Senior E6).

(1) Principle assistant to Unit OIC to include the duties listed above.

(2) NCOIC is in charge in the absence of the OIC.

c. Wash Control NCOs (recommend E6 or E5). Minimum of 6 per using Unit.

(1) Responsible for the actual vehicle washing, both track and wheeled.

(2) Inspects vehicles at exit point of birdbath, if not clean, vehicle continues washing.

(3) Supervises the birdbath monitor operators (4 per birdbath lane).

d. Birdbath Traffic Controllers (recommend E5; minimum E4). Minimum of 6 per using Unit.

(1) Serve as lane controllers and position vehicles for movement through the birdbath for maximum washing.

(2) Assist Post-wash Traffic Controllers in positioning vehicles at final wash facility.

e. Post-wash Traffic Controllers (recommend E5; E4 minimum). Minimum of 4 per using Unit.

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- (1) Position vehicles at Post-wash stations.
- (2) Supervise operations performing final cleaning of vehicles.
- (3) Direct traffic of vehicles leaving the facility.

f. High-pressure Monitor Operators. Minimum of 12 per using Unit. Operates the high-pressure stand monitors.

g. Unit Personnel Train Up.

(1) The Unit OIC/NCOIC will coordinate with the GGTC Facility Manager or Train-Up Controller for the 30-man detail to attend a one-hour training session prior to occupying the CWF.

(2) All aspects of the birdbath will be fully explained and demonstrated during this training session. Actual operation of the birdbath with track and wheel equipment going thru the facility will be demonstrated.

(3) After the train-up, The Unit is responsible to conduct an orientation for all drivers and crews prior to their using the facility and train back up personnel outlined above.

h. GGTC Personnel. Minimum of 2.

(1) Controller.

(a) A GGTC civilian employee selected by the GGTC Facility Manager is in charge of the day-to-day operation of the CWF.

(b) Supervises all maintenance at the facility before, during and after operation.

(c) Serves as Principle Advisor to the GGTC Facility Manager on all matters relating to the facility.

(d) Conducts training for Unit personnel using the CWF.

(2) Assistant Controller.

(1) A GGTC Civilian employee selected by the GGTC Facility Manager.

(2) Serves as assistant to Controller and as Controller in his absence.

(3) Assists in all maintenance at the facility.

Centralized Wash Facility

6. Use by Other Agencies. USAR and Active Component units requesting use of the facility may do so once Intra-Army Order for Reimbursable Services is executed between the requester and GGTC thru the USPFO for Georgia. Cost for use is \$56.85 per hour during regular duty hours and \$120.00 per hour outside regular duty hours.

Small Vehicle Wash Rack Operations

1. General Description and Capabilities.

a. The Small Vehicle Wash Rack (SVWR) is designed for washing all wheel vehicles less than HEMTT size. HEMTTs, Low boy trailers, HETs or track vehicles may not be accommodated at this facility. Units must schedule the Central Wash Facility for these oversize and/or track vehicles by calling 678-569-9211/9241/9206 or send an email request to ng.ga.gaarnng.list.ggtc-cwf@mail.mil. (See Annex J)

b. The facility use is restricted to washing groups of 12ea maximum soiled with very limited amounts of sand, mud, and clay. The grit chamber designed to capture the dirt and mud deposits is very limited in capacity, must be inspected every 4 vehicles and cleaned as necessary. It is possible for one vehicle heavily encrusted with clay and mud to render the wash rack completely inoperative. For this reason if vehicles are extremely muddy the unit will need to schedule the Central Wash Facility.

c. Two vehicles may be washed at once utilizing the high-pressure hoses. There are two small racks for washing smaller articles and section equipment. All floor drains are connected to a 6" sewer line with a grit/sediment interceptor between the wash rack and final oil water separator. The treated water then goes to a lift station connected to the sanitary sewer. Any solvent or strong detergent not only defeats the operation of the oil interceptor but upon reaching the sewage treatment ponds destroys the organisms which cause the sewage treatment system to operate. For this reason no solvents, soaps, detergents, or emulsifiers may be used at this facility.

2. Scheduling and Hours of Operations:

a. Request for the SVWR facility should be made at the highest level possible within each unit to avoid scheduling conflicts. Units may draw the wash facility for the duration of their stay at GGTC if no other unit requests the facility.

b. To schedule the SVWR email a facility request form to ng.ga.gaarnng.list.ggtc-dol@mail.mil or call 678-569-9212/9253 during normal business hours. Request should be made two weeks in advance. (See Annex B)

c. The SVWR can be operated during daylight hours seven days a week.

3. Safety and Environmental Concerns:

a. In all operations safety must be of the utmost importance. There are many areas of potential safety hazards in the wash area; however, the main ones are high pressure hoses, slippery wet concrete, moving vehicles, and various tripping hazards.

b. To ensure safety is emphasized a safety and environmental concerns briefing is required to be given by the OIC or NCOIC to all personnel involved in washing operations. This includes all drivers, assistant drivers, and washing detail. The briefing as a minimum must include the following points:

Small Vehicle Wash Rack Operations

(1) Hoses must be under control by personnel at all times or solidly placed in hose racks and nozzle retention sleeve.

(2) Hose must not be directed at or toward personnel. System water pressure varies between 60 - 80 psi. This along with reduction of hose at nozzle represents hazard to eyes, ears, nose and other sensitive body parts. It is also sufficient pressure to cause personnel to fall if hit directly.

(3) During cold periods of the year exposure and hypothermia can result in injury or death if personnel become drenched without proper clothing and precautions. During cold months precautions against hypothermia and exposure must be taken and included in safety briefing. All washing operations should be done in ambient air temperature of 40 degrees Fahrenheit and above.

(4) Oil water separation is accomplished mechanically by plates located in the oil interceptor. Any solvents, soaps, detergents or emulsifiers will defeat the proper operation of the interceptor. Even products specifically designed to separate from the water after washing will not work quickly enough to allow their use.

(5) No POL products or other materials not specifically produced as a result of washing the subject equipment with fresh water only may be allowed entrance to the wash rack drains. Engines and compartments may be washed but with fresh water only.

(6) Any solvents or other chemicals harmful to the sewage treatment ponds, pumping systems, or piping may cause the individual responsible and the OIC/NCOIC to be subject to a \$37,500 fine, possible imprisonment, and cost reimbursement for any repairs necessary to restore the system to its original state.

(7) Due to absence of lighting, no washing may be done after dark.

(8) Speed limit within the fenced area is 2 mph. All vehicle drivers must have a ground guide in sight before moving vehicle. If driver loses sight of ground guide he must stop immediately and remain stationary until sight of ground guide is regained.

(9) No vehicle maintenance other than washing activities may be done in wash rack area.

(10) If any audible alarm sounds or red light on pump switchgear begins to flash, it is indicating a malfunction of oil water separator or lift pumps. When this happens or catch basins overflow, the following procedures are mandatory:

(a) Turn off water hose immediately.

(b) Cease all washing activities.

(c) Call Work Order Clerk at 678-569-9209 or report to Building 10505 and describe the situation. GGTC maintenance personnel will respond to rectify problem.

Small Vehicle Wash Rack Operations

- (d) DO NOT RESUME WASHING UNTIL REPAIR IS MADE.
 - (11) Proper uniform is required. No bare feet or swimming attire are allowed.
 - (12) Smoking must be done in designated area.
 - (13) POVs must be parked in designated area outside fence.
 - (14) In the event of a fuel or other hazardous material spill call the telephone number as posted on the sign in the fenced area.
 - (15) No horseplay or running inside the fenced area is allowed.
 - (16) Primary tripping and slipping hazards are loose equipment resting on pavement, outstretched hoses, curbing and wet concrete. Be sure of your footing before pulling on hoses or other equipment.
 - (17) Observe stop signs at exit side of wash before entering Troupe Ave.
 - (18) Remember safety is everyone's concern. Report any unsafe procedures or situations immediately upon discovery so they may be remedied.
4. Operation: The following considerations and/or points must be considered in operation of the facility:
- a. No POVs may be washed in the facility.
 - b. All gates must be locked and water turned off when facility is not physically occupied by personnel.
 - c. No substances, solids, liquids or other foreign objects may be placed in drains except the soiled water directly resulting from washing activities.
 - d. Vehicles should stage on the asphalt apron adjacent to the tank trail on the south side of the wash racks. (Gates are marked as entrances). Any excess vehicles not fitting on the wash rack or the asphalt apron must line up single file down the concrete tank trail extending toward 13th Street. Staging and lineup must be done in a fashion which allows at least single lane traffic to pass on the paved tank trail. Exit after washing is complete should be north through the gates marked "EXIT" onto Troupe Ave.
 - e. Grit chamber must be inspected regularly to ensure clogging does not occur. If clogging occurs or appears imminent, deposit sand from drain grit chambers at marked location outside of fenced area.

Small Vehicle Wash Rack Operations

f. POV parking is marked by a sign at the east side of the facility outside fenced area along Troupe Ave.

g. Break area, designated smoking area, and water fountain is under live oak tree at northeast corner of fenced area.

h. Prior to turn-in, all trash must be policed to include brass and other metals. Sediment and mud must be removed from wash areas and asphalt. Drains need to be cleaned and pipes flushed to remove the sediment. Have hoses coiled and disconnected. Area must be clean and in same condition as drawn. Contact DOL personnel in Building 10528 at 678-569-9212/9253 when ready for inspection and turn-in.

Recycling Program

1. References.

- a. AR 420-1, Army Energy Program
- b. AR 200-1, Environmental Protection and Enhancement
- c. AR 420-47, Solid and Hazardous Waste Management
- d. TN 420-47-02, Installation Recycling Guide
- e. Division Commander's Policy Memorandum, SUBJ: Mandatory recycling for Fort Stewart/Hunter Army Airfield (FS/HAAF).

2. Purpose. The purpose of this Annex is to establish the scope, responsibilities, mechanisms and procedures for the collection, handling, transport and turn-in of recyclable materials both in garrison (GGTC Cantonment area, motor pools, dining facilities, assigned barracks rooms) and during field training/exercises.

3. General. Amendment 2577 to Public Law 97-214, dated 12 Jul 1982, established the guidelines for the recovery, reuse and sale of recyclable materials within the Department of Defense. The Army's guidance for recovery, reuse and recycling is contained in the above references and is intended to help installation and unit commanders reduce waste, conserve natural resources and recoup some of the residual value of recyclable materials through their collection, handling, processing and donation/sale to other governmental agencies, non-profit organizations or private industry.

4. Scope. This SOP applies to all units and Soldiers assigned, attached, or in training within the Georgia Garrison Training Center whether in garrison, training, or deploying. It does not apply to materials which are contaminated with food, POL products or chemical agents. Materials which were used as food containers and which cannot be cleaned will be disposed of as trash. Contaminated POL and chemical agent containers will be disposed of as hazardous waste IAW established EPA procedures.

5. Blue recycling dumpsters are located throughout the GGTC and Fort Stewart. Individual blue recycling cans are provided within transient buildings. The FSGA Recycling Center will empty recycling containers. Pickups must be coordinated with the Recycling Center.

6. Recyclable Materials.

a. Paper Items. Junk Mail/Office paper, newspaper, magazines which must be placed in a clear plastic bag. Classified information or unclassified information or unclassified but sensitive materials (i.e. Privacy Act information) will be transported to the Fort Stewart Recycling Center or GGTC warehouse for destruction IAW AR 380-5. Remove paper clips, and binder clips from documents before placing them in the recycling container.

b. Glass/Cans/All Plastics. Glass/Cans/All Plastics must be placed in a clear plastic bag with top tied closed to protect from contamination. Aluminum/bi-metal cans except those contaminated with POL products or chemical agents and reagents (e.g. STB, DS2). Cans that are contaminated with POL products or chemical agents or reagents will be turned in as hazardous

Recycling Program

waste to the motor pool collection point IAW FS Reg. 200-3 and DPW Environmental procedures. (POC is Mr. Fry at 767-2010).

c. Cardboard products which are not contaminated with food or were used as food containers.

d. Printer Ink / Cartridges. Computers, printers, keyboards, telephones, batteries. (No Government equipment)

e. Packing Materials: Cardboard or packing paper from household goods/hold baggage shipments will be picked up by calling the recycling center at 767-6573.

7. Organic Waste (Seasonal): Leaves, grass, garden clippings, compost, brush, tree branches and like materials must be delivered to the Installation Landfill vicinity Kilpatrick Ave and William H. Wilson near Bldg. 1384, 767-3523.

8. Points of Contact.

- a. GGTC Recycling Coordinator Mr. Glenn Golden 678-569-9241
- b. FSGA Recycling Center 912-767-5729
- c. FSGA Landfill 912-767-3523
- d. FSGA HAZMAT Waste 912-767-4634

Environmental

1. References.

- a. AR 200-1 Environmental Protection and Enhancement
- b. FS/HAAF Hazardous Waste Management Plan
- c. FS/HAAF User's Spill Response Guide

2. General.

a. GGTC is located on a Federal installation so this Command and all tenants abides by Federal, Georgia, Army and local regulations not specifically Georgia DoD policy and regulations. Report all spills of 5 or more gallons **or** if any quantity of the spilled substance enters any storm water drainage feature (whether wet or dry). Call the FS/HAAF Dispatch Center at 911 or 912-767-2822.

b. All other environmental concerns within the GGTC cantonment area, by tenant or visiting units, will be brought to the attention of GGTC Facility Engineer, 678-569-9206 or Roads and Grounds Supervisor, 678-569-9241. CFMO Environmental is also located on GGTC and can assist with any environmental issues.

3. POL Products.

a. Units coming to the GGTC for training should bring their anticipated requirement of Class III (P) products from home station or coordinate with the Fort Stewart (FSGA) DOL HAZMART. POL products will either be picked up by the unit directly from the DOL HAZMART, or the unit may coordinate for the HAZMART to deliver their requisition to their POL holding area. The DOL Warehouse will not draw and hold POL products for units. The FSGA DOL HAZMART is located at building 1146 and can be reached by calling 912-767-2313/1594.

b. Units will store Class III (P) products IAW the FA/HAAF HAZMAT SOP.

c. Units will advise FS/HAAF DOL on estimated quantities and types of Class III (P) requiring turn-in 3 days prior to clearing GGTC. GGTC DOL may assist the unit with coordination with Ft Stewart DOL HAZMART for turn-in, and units will physically turn in unused and residue POL to the HAZMART.

d. Motor pools are provided with a blue waste oil tank and a HAZMAT shed containing waste and triple-rinse drums.

e. The MATES facility maintains fuel keys for Georgia NG units. Non-Georgia units will set up accounts with FS/HAAF DOL in order to receive fuel keys for bulk POL if required.

f. Motor pools are the only areas in the GGTC authorized to conduct bulk fueling operations. Units are required to provide adequate spill protection for bulk fuelers. Fuelers will also be properly grounded.

Protocol

1. References.

- a. AR 600-25, Salutes, Honors and Visits of Courtesy, 24 SEP 2004,
- b. PAM 600-60, Guide to Protocol and Etiquette for Official Entertainment, 11 DEC 2001

2. Purpose. This annex outlines the planning, coordination, resourcing, and execution of protocol related activities of all transient units/agencies while here at the GGTC. The Director of Lodging & Protocol will be the POC for all related protocol activities here at the GGTC.

3. Responsibilities.

a. Director, Lodging & Protocol.

(1) Plan, coordinate, and execute official visits to GGTC by high ranking domestic military and civilian visitors, which include Generals or higher, Senior Executive Series (SES), Senators, Congressmen, Governors, foreign dignitaries, and national state and local prominent business, education and community leaders.

(2) Garrison Commander's official representative for development and execution of itineraries for visiting dignitaries.

(3) Monitors visits of all other senior ranking visitors.

(4) Provide advice and assistance to GGTC staff and transient units/agencies at GGTC on all protocol-related subjects.

(5) Manages the GGTC Distinguished Visitor's Quarters (DVQs).

(6) Serves as the GGTC protocol Point of Contact (POC) for counterparts at the national, state, and local levels.

(7) Coordinate with the GGTC Executive Assistant to ensure that other DVs/VIPs visits' to the GGTC is properly annotated on the Garrison Commander/Director's calendar.

(8) Keep the FSGA Protocol Office informed of any DV/VIP visit to the GGTC.

b. GGTC Executive Assistant.

(1) Manage the Garrison Commander's and Director's calendars.

(2) Coordinate with transient units to schedule an office call between the Garrison Commander and the Commander/Officer in Charge (OIC) of the unit that is here at GGTC in an Annual Training (AT) status.

Protocol

(3) Coordinates with the Director of Lodging & Protocol, to ensure that other DVs/VIPs visits' to the GGTC are properly annotated on the Garrison Commander/Director's calendar.

c. Transient Units/Agencies.

(1) All units/agencies will need to coordinate with the Director of Lodging & Protocol, if any of their chain of command's senior leadership (i.e., TAG, CG, COS, other O-6 and above, Directors, etc.) OR civilian dignitaries will be visiting during the units/agencies stay here.

(2) Coordinates with the Director of Lodging & Protocol, for any advice needed in regard to protocol related activities.

Special Areas

1. Donovan Parade Field: Units requesting to use Donovan Parade Field for events or training purposes will contact the DOL section or make a request in RFMSS. Information required to schedule the parade field is not limited to the dates required, the size of the area to be used and the purpose of the training. Coordination is necessary to analyze the impacts of the training and to de-conflict multiple requests and aircraft landing zones used during training.
2. Donovan Running Track: A measured one-mile PT track is available for individual/unit use. The track is authorized for personal use by service members and civilians on a 24-hour basis, so units should be advised that they will NOT be allowed to bar others from using the track during physical training or PT test. The track is lit for convenience and safety during hours of darkness.
3. Donovan Softball Diamond: A softball diamond is located on Donovan adjacent to the track parking area off E. 9th Street and may be utilized on a first come, first serve basis.
4. Recreational Areas: Units requesting to use one of the recreational areas located in the 10500 and 13200 blocks must contact the Lodging Office (see Annex D). Rec areas are fenced, with covered/screened and outdoor dining tables, a large wood/charcoal grill, refrigerators and latrine. Coordinate early during the annual training period or prior to arrival to secure the location during the busy summer months.
5. GGTC Garrison Conference Room: Building 9605 is a 260-seat conference room. Contact the DOL section to schedule or a request can be made through the GGTC RFMSS site.
6. Video Teleconference (VTC): VTC is available in several locations throughout the garrison. Contact the GGTC DOIM at 678-569-9319.
7. Distance Learning (DL): Currently the only computer classroom in operation is the GAARNG G6 ITD-South facility in building 9713. Standard classrooms are capable of supporting DL setups once connectivity has been coordinated. Contact the GGTC DOIM for more information.
8. Minuteman Chapel: The Minuteman Chapel, building 9181, is issued year round to the Youth Challenge Academy but may be available for Unit Ministry Teams and units in general for religious services with coordination from the YCA. The YCA is located in the 13500 block (Niles Ave and E 16th St.)
9. SIPR Facility: 10232 is established with SIPR office, conference room and classroom/workspace area. Contact the GGTC DOIM at building 10506 or 678-569-9319.

Key and Lock Control

1. General

a. Guidance on procedures required for the proper control of keys, locks, and locking devices (including hasps and chains), and protective seals; for administrative keys protecting unclassified Army property (sensitive and non-sensitive), and Arms, Ammunition and Explosives (AA&E) keys in accordance with (IAW) regulatory guidance are contained in this appendix. Contact the Work Order Clerk at 678-569-9209 to report any problems.

(1) Administrative key control and Seals control IAW AR 190-51, Appendix D.

(2) AA&E key control IAW Army Regulation 190-11, Chapter 3-8.

(3) ARNG Suppl 1 to AR 190-11, Chapter 3-8

(4) Additional regulatory requirements will be referenced at the statement within this appendix.

b. Only approved locks and locking devices (including hasps and chains) will be used. All questions regarding the identity of approved commercial equivalent locks and locking devices (including hasps and chains) meeting military specifications will be addressed to the Naval Facilities Engineering and Expeditionary Warfare Center, Physical Security Technology, DoD Lock Program, (800) 290-7607, (805) 982-1212 or website: http://www.navfac.navy.mil/navfac_worldwide/specialty_centers/exwc/products_and_services/capital_improvements/dod_lock.html.

2. Administrative key control

a. Administrative key custodian and alternate custodian –

(1) Be appointed by the commander, in writing, to issue and receive keys and maintain accountability for office, unit, or activity keys.

(2) Ensure that individuals designated to issue, receive, and account for keys in his or her absence, clearly understand local key control procedures.

(3) Maintain a key control register at all times to ensure continuous accountability for keys of locks used to secure Government property.

(4) Be listed on an access roster, the access roster must list all personnel authorized to perform the missions in a-2, above.

b. Key control register.

(1) Keys will be signed out to authorized personnel, as needed, on a key control register.

Key and Lock Control

(2) The key control register, DA Form 5513–R (Key Control Register and Inventory), is approved for use to meet the requirements of the regulation. Personnel issued keys by the GGTC Director’s office will have their keys and key control register inspected bi-annually (if applicable).

(3) Electronic/computer controlled storage systems are approved to secure and account for keys that operate mechanical locks, per HQDA (DAPM-MP-PS) Memorandum for Record dated 20 Oct 2003.

(4) When not in use, the key control register will be kept in a locked container that does not contain or store classified material and to which access is controlled. The key control register may be kept in the key depository if it is used as the inventory list.

(5) The key control register will be maintained at the unit level to ensure continuous accountability for keys, and ensure positive control of keys. Key control registers will contain:

- (a) Printed name and signature of the individual receiving the key
- (b) Date and hour of issuance
- (c) Serial number or other identifying information of the key
- (d) Printed name and signature of the person issuing the key
- (e) Date and hour the key was returned
- (f) Printed name and signature of the individual receiving the returned key.

(6) Completed key control registers will be retained in unit files for a minimum of 90 days and then disposed of per established procedures.

(7) Recommend maintaining separate key control registers for permanently issued keys, such as individual office keys, and temporary issued keys.

c. The administrative key depository will be –

(1) A lockable container, such as a safe or filing cabinet, or a key depository made of at least 26–gauge steel, equipped with a tumbler–type locking device and permanently affixed to a wall, will be used to secure keys.

(2) Located in a room where it is kept under 24–hour surveillance or in a room that is locked when unoccupied.

(3) Under no circumstances will keys and locks or alternate keys or locks be placed in any security container that contains or stores classified material.

Key and Lock Control

(4) An automated, lockable key container is authorized provided the container meets GSA standards and generates a record of key usage.

(a) Ensure the electronic key container is properly programmed permitting only authorized personnel access to duty specific keys.

(b) The printed record will contain the name of the individual receiving the key, date and time of issuance, and date and time returned. A printed record will be produced each time a key is removed and returned.

(c) In case of a system failure, detailed instructions will be included in the lock and key SOP on how accountability will be maintained and emergency access to the keys stored in the automated container.

(5) Administrative key depository will not be used to store AA&E keys.

d. The administrative key and lock accountability –

(1) A key and lock inventory will be maintained which includes a list of all of the following:

(a) Keys.

(b) Locks.

(c) Key serial numbers. Padlocks and keys which do not have a serial number will be given one. This number will be inscribed on the lock or key as appropriate

(d) Lock serial numbers.

(e) Location of locks.

(f) The number of keys maintained for each lock.

(2) Keys and locks will be accounted for at all times.

(a) Keys to locks in use which protect the property of an office, unit, or activity will be checked at the end of each duty day.

(b) Differences between keys on hand and the key control register will be reconciled.

(3) Keys will be signed out to authorized personnel, as needed, on a key control register according to paragraph b above.

Key and Lock Control

(4) Locks and their keys will be inventoried by serial number semiannually. A written record of the inventory will be retained until the next inventory is conducted.

(5) When a key to a lock is lost or missing, an inquiry will be conducted and the lock or the core will be replaced immediately.

(6) Replacement or reserve locks, cores, and keys will be secured to preclude access by unauthorized individuals.

(a) Under no circumstances will replacement or reserve locks, cores, and keys be placed in any security container that contains or stores classified material.

(b) Replacement or reserve locks, cores, and keys stored in the key depository must be listed on the key control register.

e. Locks

(1) The use of any master key system or multiple key systems is prohibited except as noted below.

(a) When the lockset is used within one vehicle to secure the vehicle and its various storage compartments.

(b) When the lockset is used to secure the manifold access doors and hatches of petroleum, oil and lubricants (POL) trucks (one set per truck) and, if they have hardened steel shackles, for the storage compartments of wreckers, heavy equipment, etc. (one set per vehicle).

(c) Master-keyed locksets will not be used to secure more than one vehicle.

(d) Master-keyed locks will not be used to secure vehicle steering wheels.

(2) U.S. Government key-operated, pin-locking deadbolts which project at least 1 inch into the door frame or tumbler-type padlocks will be used to safeguard unclassified, non-sensitive Army supplies and equipment if a lock is required. Selection will be based on the value of items protected, mission essentiality, and vulnerability to criminal attack.

3. Arms, ammunition and explosives key control

a. AA&E key and lock custodian (or alternate if appointed) –

(1) Will be appointed by the commander, in writing, to issue and receive keys and maintain accountability for AA&E keys.

Key and Lock Control

(2) Only the commander and the key custodian (or alternate, if appointed) will issue and receive keys to and from individuals on the key access roster (b. (1) below). Personnel listed on the roster may transfer custody, in writing, among themselves.

(3) The key and lock custodian will maintain a key control register at all times to ensure continuous accountability for keys of locks used to secure AA&E.

(4) The key and lock custodian will ensure that individuals who are designated to issue, receive, and account for keys in his/her absence, clearly understand local key control procedures.

(5) The key and lock custodian's duties will also include procurement and receipt of keys and locks, and investigation of lost or stolen keys.

(6) Key and lock custodian will control and account for all combinations, codes, electronic equipment and protective seals in a similar manner as keys and locks. Additional guidance for control of combinations and seals is covered in sections 4 and 5 below.

(7) At no time will the primary and alternate key custodian be the same as the primary and alternate armorer or be on the unaccompanied access roster.

(a) Commander's of units and activities with limited full time personnel, three or fewer, may appoint the primary key custodian as the alternate armorer or be on the unaccompanied access roster upon the commander's analysis of risk and character of personnel.

(b) Command should document in writing specific compensatory measures that reduce the vulnerability created by a single individual having full access to keys and unaccompanied access to arms, ammunition and explosives.

b. The AA&E key control register –

(1) Keys will be signed out to authorized personnel, as needed, on a key control register.

(a) A current roster of authorized personnel will be signed by the designated official and contain the names of those individuals authorized to receive keys from the key custodian.

(b) The current roster of the authorized individuals will be kept within the unit, agency, or organization. The roster will be protected from public view.

(c) At no time will keys be in the custody of a person not listed on the roster.

(2) The DA Form 5513 (Key Control Register and Inventory) will be used to meet the requirements of the regulation.

Key and Lock Control

(3) An automated, lockable key container is authorized provided the container meets GSA standards and generates a record of key usage (see c. (5) below for additional requirements).

(4) When not in use, the key control register will be kept in a locked container that does not contain or store classified material and to which access is controlled. The key control register will be kept in the key depository if it is used as the inventory list.

(5) The key control register will be maintained at the unit level to ensure continuous accountability for keys, ensure positive control of keys, and establish responsibility for the custody of stored AA&E. Key control registers will contain printed name and signature of the individual receiving the key, date and hour of issuance, serial number or other identifying information of the key, printed name and signature of the person issuing the key, date and the hour key was returned, and the printed name and signature of the individual receiving the returned key.

(6) Completed key control registers will be retained for 1 year.

c. The AA&E key depository will be –

(1) A container of at least 20-gauge steel equipped with GSA-approved low security padlocks or GSA-approved built-in three-position changeable combination locks, or in GSA-approved Class 5 or Class 6 containers that do not contain or store classified material.

(2) Containers weighing less than 500 pounds will be fastened to the structure with bolts or chains equipped with secondary padlocks to preclude easy removal.

(3) The key container will be located in a room where it is kept under surveillance or in a room that can be locked during non-duty hours. Procedures will be established to preclude access of stored keys which require 2-person control.

(4) Primary and secondary arms room keys will be placed in separately locked metal containers and secured with approved locking device.

(a) The secondary/alternate keys will be stored at the next higher command in a secure location, that is, multiple drawer security container.

(b) Secondary/alternate keys may be stored at an alternate command in accordance with (4) (a) above if the higher headquarters is geographically separated to such an extent as to make that provision inaccessible.

(5) Under no circumstances will keys and locks or alternate keys or locks be placed in any security container that contains or stores classified material.

Key and Lock Control

(6) An automated, lockable key container is authorized provided the container meets GSA standards and generates a record of key usage.

(a) Ensure the electronic key container is properly programmed permitting only authorized personnel access to duty specific keys.

(b) The printed record will contain the name of the individual receiving the key, date and time of issuance, and date and time returned. A printed record will be produced each time a key is removed and returned.

(c) In case of a system failure, detailed instructions will be included in the lock and key SOP on how accountability will be maintained and emergency access to the keys stored in the automated container.

(7) When arms and ammunition are stored in the same areas, keys to those storage areas may be maintained together but separately from other keys that do not pertain to AA&E storage.

(8) Keys to AA&E storage buildings, rooms, racks, containers, and Intrusion Detection Systems (IDS) may be secured together in the same key container. Keys required for the maintenance and repair of IDS, including keys to the control unit door and monitor cabinet, will be kept separate from other operation IDS keys.

(9) AA&E key depository will not be used to store administrative keys.

(10) Keys will not be left unattended or unsecured at any time.

d. AA&E key and lock accountability –

(1) A key and lock inventory will be maintained which includes a list of all of the following:

(a) Keys.

(b) Locks.

(c) Key serial numbers. Padlocks and keys which do not have a serial number will be given one. This number will be inscribed on the lock or key as appropriate

(d) Lock serial numbers.

(e) Location of locks.

(f) The number of keys maintained for each lock.

(2) Keys and combinations to locks will be accounted for at all times.

Key and Lock Control

(a) Keys to locks in use which protect the property of an office, unit, or activity will be checked at the end of each duty day.

(b) Differences between keys on hand and the key control register will be reconciled.

(3) Keys will be signed out to authorized personnel, as needed, on a key control register. Register will contain –

(a) Key number or other identifying information of the key.

(b) Date and hour of issuance.

(c) Printed name and signature of the individual issuing the key (Custodian or alternate).

(d) Printed name and signature of the individual receiving the key.

(e) Date and hour the key was returned.

(f) Printed name and signature of the individual receiving the returned key (Custodian or alternate).

(4) Locks and their keys will be inventoried by serial number semiannually. A written record of the inventory will be retained until the next inventory is conducted.

(5) When a key to a lock is lost or missing, an inquiry will be conducted and the lock or the core will be replaced immediately.

(6) Replacement or reserve locks, cores, and keys will be secured to preclude access by unauthorized individuals.

(a) Under no circumstances will replacement or reserve locks, cores, and keys be placed in any security container that contains or stores classified material.

(b) Replacement or reserve locks, cores, and keys stored in the key depository must be listed on the key control register.

(c) Replacement of lock cylinders and broken keys for high security locks may be requested through normal supply channels. Requests will be coordinated through the key control custodian.

(7) The use of master or keyed alike locks is prohibited.

4. Intrusion Detection System (IDS) (operational or maintenance) key control

Key and Lock Control

a. IDS key and lock custodian (or alternate if appointed) –

(1) Will be appointed by the commander, in writing, to issue and receive keys and maintain accountability for IDS keys.

(2) Only the commander and the key custodian (or alternate, if appointed) will issue and receive keys to and from individuals on the key access roster (b. (1) below). Personnel listed on the roster may transfer custody, in writing, among themselves.

(3) The key and lock custodian will maintain a key control register at all times to ensure continuous accountability for keys of locks used for the operation or maintenance of IDS.

(4) The key and lock custodian will ensure that individuals who are designated to issue, receive, and account for keys in his/her absence, clearly understand local key control procedures.

(5) The key and lock custodian's duties will also include procurement and receipt of keys and locks, and investigation of lost or stolen keys.

b. The IDS key control register –

(1) Keys will be signed out to authorized personnel, as needed, on a key control register.

(a) A current roster of authorized personnel will be signed by the designated official and contain the names of those individuals authorized to receive operations keys or maintenance and repair keys from the key custodian. Access to maintenance and repair keys will be permitted to only authorized electronic security/intrusion detection system technicians.

(b) The current roster of the authorized individuals will be kept within the unit, agency, or organization. The roster will be protected from public view.

(c) At no time will keys be in the custody of a person not listed on the roster.

(2) The DA Form 5513 (Key Control Register and Inventory) will be used to meet the requirements of the regulation.

(3) An automated, lockable key container is authorized provided the container meets GSA standards and generates a record of key usage (see c. (5) below for additional requirements).

(4) When not in use, the key control register will be kept in a locked container that does not contain or store classified material and to which access is controlled. The key control register will be kept in the key depository if it is used as the inventory list.

(5) The key control register will be maintained at the unit level to ensure continuous accountability for keys, ensure positive control of keys, and establish responsibility for the

Key and Lock Control

custody of stored AA&E. Key control registers will contain printed name and signature of the individual receiving the key, date and hour of issuance, serial number or other identifying information of the key, printed name and signature of the person issuing the key, date and hour key was returned, and the printed name and signature of the individual receiving the returned key.

(6) Completed key control registers will be retained for 1 year.

c. The IDS key depository will be –

(1) A container of at least 20-gauge steel equipped with GSA-approved low security padlocks or GSA-approved built-in three-position changeable combination locks, or in GSA-approved Class 5 or Class 6 containers that do not contain or store classified material.

(2) Containers weighing less than 500 pounds will be fastened to the structure with bolts or chains equipped with secondary padlocks to preclude easy removal.

(3) The key container will be located in a room where it is kept under surveillance or in a room that can be locked during non-duty hours. Procedures will be established to preclude access of stored keys which require 2-person control.

(4) Under no circumstances will keys and locks or alternate keys or locks be placed in any security container that contains or stores classified material.

(5) An automated, lockable key container is authorized provided the container meets GSA standards and generates a record of key usage.

(a) Ensure the electronic key container is properly programmed permitting only authorized personnel access to duty specific keys.

(b) The printed record will contain the name of the individual receiving the key, date and time of issuance, and date and time returned. A printed record will be produced each time a key is removed and returned.

(c) In case of a system failure, detailed instructions will be included in the lock and key SOP on how accountability will be maintained and emergency access to the keys stored in the automated container.

(6) Keys to AA&E storage buildings, rooms, racks, containers, and IDS may be secured together in the same key container. Keys required for the maintenance and repair of IDS, including keys to the control unit door and monitor cabinet, will be kept separate from other operation IDS keys.

(7) AA&E key depository will not be used to store administrative keys.

Key and Lock Control

d. IDS key and lock accountability –

(1) A key and lock inventory will be maintained which includes a list of all of the following:

(a) Keys.

(b) Locks.

(c) Key serial numbers. Padlocks and keys which do not have a serial number will be given one. This number will be inscribed on the lock or key as appropriate

(d) Lock serial numbers.

(e) Location of locks.

(f) The number of keys maintained for each lock.

(2) Keys and combinations to locks will be accounted for at all times.

(3) Keys will be signed out to authorized personnel, as needed, on a key control register. Register will contain –

(a) Key number or other identifying information of the key.

(b) Date and hour of issuance.

(c) Printed name and signature of the individual issuing the key (Custodian or alternate).

(d) Printed name and signature of the individual receiving the key.

(e) Date and hour the key was returned.

(f) Printed name and signature of the individual receiving the returned key (Custodian or alternate).

(4) Locks and their keys will be inventoried by serial number semiannually. A written record of the inventory will be retained until the next inventory is conducted.

(5) When a key to a lock is lost or missing, an inquiry will be conducted and the lock or the core will be replaced immediately.

(6) Replacement or reserve locks, cores, and keys will be secured to preclude access by unauthorized individuals.

Key and Lock Control

(a) Under no circumstances will replacement or reserve locks, cores, and keys be placed in any security container that contains or stores classified material.

(b) Replacement or reserve locks, cores, and keys stored in the key depository must be listed on the key control register.

(c) Replacement of lock cylinders and broken keys for high security locks may be requested through normal supply channels. Requests will be coordinated through the key control custodian.

(7) The use of master or keyed alike locks is prohibited.

5. Combination control

a. Combination locks for GSA-approved security containers, vault doors and secure rooms that contain or store classified material will conform to Federal Specification FF-L-2740A, electro-mechanical lock, X-07, X-08, or X-09 lock.

(1) Existing non-FF-L-2740A mechanical combination locks will not be repaired.

(2) Should a mechanical combination lock fail it will be replaced with the current federal specification.

b. Combinations to locks on vault doors or GSA-approved Class 5 or Class 6 security containers will be changed:

(1) When first put into service

(2) Annually

(3) Upon change of custodian, armorer, or other person having knowledge of the combination, or when the combination has been subject to possible compromise.

(a) Never set a 50-25-50 combination (the standard factory combination) on a lock.

(b) No two numbers should be closer than exactly five digits apart, or multiples of ten. The third number should not range from 0 to 20 or from 85 to 100.

(c) Do not use straight ascending or descending combinations, us a sequence that is high-low-high, or low-high-low.

c. Combination will be recorded using SF 700, sealed in the envelope provided, and stored in a container meeting the storage requirements per AR 380-5.

(1) No other written record of the combination will be kept.

Key and Lock Control

(2) Controls will be established to ensure that the envelopes containing combinations to locks or containers are not made available to unauthorized personnel.

6. Protective Seals

a. The purpose of the seal is to show whether the integrity of a storage facility, vehicle, rail shipment, or container has been compromised.

b. A plain seal is NOT a lock, although combination items referred to as “seal-locks” are available.

c. The purpose of a seal, no matter how well-constructed, is defeated if strict accountability and disciplined application are not maintained. Refer to AR 190-51, D-10 for guidance on ordering and application.