

**DEPARTMENT OF THE ARMY
ARMY NATIONAL GUARD MANEUVER TRAINING CENTER
FORT PICKETT
BLACKSTONE, VIRGINIA 23824**

VAFP-LS

27 APR 2007

MEMORANDUM FOR ALL UNITS TRAINING ON FORT PICKETT

SUBJECT: Policies and Procedures for Central Vehicle Wash Facility (CVWF) Fort Pickett Virginia.

1. **FORECASTING**: Units must forecast usage of date and time requirements in the Directorate of Logistics section (Part III) of the Fort Pickett Site Training Request form available from DPTS. (Range Operations) Failure to schedule on the request form could result in the inability to use the CVWF.
2. **APPOINTMENT**: All units must contact the DOL in bldg 311, ext. 8329, 24 hours in advance prior to date required. Units that want to reschedule dates or times must contact the DOL 24 hour's prior for any changes. CVWF is **ONLY** open by appointment. Hours of operations are 07:30 to 15:30. Clean up time is scheduled from 15:00 to 15:30 hours. Special operation times can be arranged with prior coordination and availability of personnel. The CVWF is open from the months of April through October.
3. **MISSED APPOINTMENT**: Missed appointments can be rescheduled based on availability.
4. **TYPES OF VEHICLES**: Units must provide a list to the DOL covering all types and numbers of equipment to be run through the wash facility prior to unit using the facility.
5. **CHEMICALS ANS SOAPS**: There is to be **NO CHEMICALS OR SOAPS** to be used at any time while on the facility. Brushes are allowed. This water is recycled and monitored by the **ENVIRONMENTAL** section of Ft. Pickett.
6. **FUEL, OIL, OR HAZARDOUS MATERIAL LEAKS**: No vehicles with any of the above types of leaks are allowed to use the facility. If a vehicle develops a leak while there, the unit will be held responsible for any clean up measures needed to include spill equipment.
7. **SAFETY**: There is **NO HORESPLAY** allowed at any time while using the CVWF. This is to include spraying with the hoses of other personnel. Any vehicle that has a metal track system such as bulldozers will be placed on a trailer prior to arrival. All tanks and APC's with rubber padded track are safe to drive without using a trailer for transport. The water is not potable and not safe to drink. Speed limit signs are posted. Units will enter the CVWF from the signal light and exit from the railroad tracks. **IF THE RED**

TRAFFIC LIGHT IS SHOWING, DO NOT PROCEED PAST THIS POINT!! This site is a **ONE WAY ONLY** facility. All exiting vehicles will stay to the far left and exit from the far left roadway. Parked vehicles will stay to the right side until ready to leave. Units must ensure that when they are entering the site that they do not block the entrance with 2 or more lines of traffic waiting at the light signal. **THIS IS AN EMERGENCY ENTRANCE** if needed and the only entrance for personnel working the facility.

8. **GROUND GUIDES**: All vehicles upon entering the CVWF will provide ground guides for all vehicles. **THERE IS NO EXCEPTION TO THIS.**
9. **RESPONSIBILITY**: Units are to appoint a NCOIC in charge of operations while their unit is using the CVWF. This person shall work with the DOL representative in charge to ensure safety and clean up operations are performed. **Units are required to ensure their personnel have adequate food and water for operations if using for more than 2 hours.**
10. **BIRD BATH**: Units must provide an adequate team to operate the bath cannons when needed. Track vehicles can use the left or right side of the bath. Wheeled vehicles must use the left side. To utilize the wheeled vehicle side requires 4 personnel to operate the cannons. If entire bath is needed, then 8 personnel are required plus ground guides. CLEANING OF BATH CAN TAKE ANYWHERE FROM AN HOUR TO 3 HOURS DEPENDING ON HOW DIRTY YOUR EQUIPMENT IS.
11. **CLEANING**: Units are responsible for cleaning all concrete area of the CVWF. Units must provide a NCOIC or OIC and a 4-10-person team to clean the CVWF. Units will not be cleared from the CVWF unless the clean up is done properly. Units must also clean the latrines/bathrooms if they utilize them. The more personnel utilized to clean the quicker it can be done. Each vehicle once washed will pull forward and rinse down their area toward the drains. Failure to do so will result in more trash/dirt and longer period to clean at the end.
12. P.O.C. for this is the Directorate of Logistics in bldg 309, 434-292-8329 or 434-292-2035.

Failure to comply with the above listed requirements could result in units losing the ability to utilize the facility.

13. LOGISTICS, MAKING READINESS A REALITY

FOR THE COMMANDER

**GALEN W. POTTER
MAJ, QM, VAARNG
Director of Logistics**