

**FORT PICKETT MANEUVER TRAINING CENTER**  
**STANDARD OPERATING PROCEDURES**  
**FOR DIRECTORATE OF LOGISTIC SERVICES**

07 May 2012

**1. References:**

- a. AR 710-2, Supply Policy Below the Wholesale Level
- b. DA PAM 710-2-1, Using Unit Supply System Manual Procedures
- c. FT PICKETT REG 350-1, Training
- d. TB MED 530

**2. Purpose:**

The purpose of this procedure is to provide the necessary guidance to units for drawing buildings & equipment, clearing buildings and requesting services during training at the Maneuver Training Center, Fort Pickett, VA.

**3. Procedures**

The following procedures exist in order to coordinate and facilitate services and other support requirements at MTC, Troop Support Branch (TSB).

a. Reporting/Signing In

(1) All units must report and sign in at the Department Plans Training Security (DPTS), Building (Bldg) T-3001 and obtain an in/out processing sheet from Range Operations prior to reporting to Bldg T-311. After obtaining the required documentation, the training activity supply representative will report to the TSB to draw buildings, equipment and supplies. Units must have the required DA 1687's along with an assumption of command memorandum. A separate DA 1687 is required for issue/clearance of dining facilities with the following remarks annotated on the card: ***“the above soldiers have been trained in food sanitation and are certified IAW TB MED 530”***. TSB customer support hours of operations are as follow:

- a. Monday – Friday     0745 – 1530/as Mission Dictates
- b. Saturday – Sunday   0745 – 1530/as Mission Dictates except major Holidays

b. Issuing/Drawing Facilities

(1) Individuals receiving any facility will be on a valid DA Form 1687. The organization's supply representative is required to schedule a time to draw facilities three working days prior to issue with TSB representative at Bldg. T-311. The TSB representative will have all the required supply documents ready and will accompany the activity representative to the training area to conduct joint inspection and inventory. Request for issue/clearance prior to or after scheduled TSB hours needs to be coordinated 48 hours in advance.

(2) In case of joint occupancy of a facility, the first using activity to arrive will be designated as the user activity and will sign for and assume responsibility for the facility and property within.

(3) No facility may be refused by an activity except when it is in an unsanitary condition.

Unsanitary is defined as not sanitary or free from filth or a bacterium that endangers health. All facilities on the support facility assignment list will be issued, unless not required by the training activity. All internal transfers of property will be done at the risk of the activity Commander's.

(4) The TSB representative will complete all required supply documents, DA Form 2062 and Ft. Pickett (FP) Utilization Checklist. Transfer and acceptance of responsibility for facilities and installation property will be in effect when the responsible Officer has signed DA Form 2062 and FP Utilization Checklist prepared by TSB.

**At no time will furnishings be removed from any facility or from one floor to another without permission of the NCOIC or OIC of Troop Support Branch or the DOL.**

(5) When facilities are being issued, the only personnel allowed in the building are the authorized activity representative and TSB representative. All other personnel will remain out of the facility until it has been turned over to the activity.

(6) The TSB representative will annotate any property damage to the facility on the utilization checklist in the remarks column. DOL representative will turn in all service orders for deficiencies found during initial issuing of the facilities. Once the activity signs for the facilities; the activity is responsible for calling in all new work orders to the DPW work order representative at x2250 during normal business hours. Units will be charged for any broken equipment/repairs the facilities incurred which were not annotated prior to signing and clearing the facility. After business hours and weekends, units are directed to call Range Operations at x8444/x2227 to report new work orders.

(7) Activities must request a copy of their hand receipt (if required). All requested hand receipts can be picked up at TSB Bldg T-311.

(8) Keys for the assigned facilities will remain in the possession of the TSB representative until the receiving activity has signed the hand receipts for facilities and installation property. There will be a charge for lost keys on clearance. Activities leaving post with facility keys will be charged for the lock. If an activity with a MIPR leaves post with the facility keys will be charged for the lock and will incur a daily charge for the facilities until the keys are returned.

#### c. Turn-In/Clearing Facilities

(1) Individuals turning-in/clearing any facility will be on a valid DA Form 1687. The activity's supply representative needs to schedule a time for final clearing of facilities at a minimum the Monday of the last week of the training period for Annual Training Activities and 72 hours prior to activity's projected departure for all other activities except for weekend training. Weekend training activities will schedule clearance when they arrive. If the activity requires a pre-clearance inspection; a request must be submitted at the same time final inspection is requested. This will be

honored only if DOL personnel are available. **Results of the pre-clearance are for the activity's assistance and in no way constitutes an actual clearance.**

(2) Activities will be cleared using the same hand receipt, checklist, and DA 1687 used to issue facilities and property at the beginning of the training period. The individual who is clearing will be on the DA 1687. All clearance requests will be turned into the TSB, Bldg. T-311.

(3) Activities will be cleared on an appointment basis only. Clearance times will be strictly enforced. Any activity failing to report to Bldg. T-311 to pick up a TSB representative at the proper checkout time will forfeit their scheduled appointment and will be re-scheduled at a later time.

(4) The final clearance inspection includes the TSB representative and the clearing activity representative who signed for the facilities. Activities will leave behind a clearing team. This clearing team should be of sufficient size to accomplish all necessary tasks to complete final clearance. Final clearance will be granted only when all property is accounted for and condition of facilities meets clearing standards. At the completion of the facility clearance/joint inventory, the TSB representative will record any shortage(s) in the remarks section of the utilization checklist. This shortages list will be turned over to the TSB Coordinator, Bldg. T-311, for accountability.

NOTE: Activity clearance representative(s) must keep in mind that a physical inventory and building inspection will not be attempted until the main body of personnel has departed the area to be cleared.

(5) DOL is responsible for final release of an activity from the installation. **Under no circumstances will any facility be extended past requested dates without clearing through Customer Service (x2301) Monday-Friday and weekends TSB (x2423).** All discrepancies must be corrected and annotated on the activity's clearance sheet prior to final signature of clearance by DOL or his designated representative.

(6) Provisional Clearance. In the event that property has inadvertently been packed and transported back to an activity's home station or that damages other than fair wear have been sustained, the activity may be granted a provisional clearance by the DOL. In such cases, the activity involved will execute a Memorandum of Understanding (MOU) and take necessary actions to insure that final clearance is achieved within 15 days of date of provisional clearance. All unreconciled accounts exceeding the provisional clearance suspense will be referred through channels for final disposition.

#### d. Linen Draw/Turn-In

(1) Beds, mattresses and pillows are issued with each barracks. Requests for linen will be submitted to the TSB Coordinator, Bldg. T-311. Blankets, mattress pads, pillowcases and sheets will be issued/turned in on hand receipts at Bldg. T-311. Linen is no longer optional. Activities are required at a minimum to draw linen, mattress pads and pillowcases for the total number of soldiers on ground. Transportation of these items is the responsibility of the unit.

e. Cleaning Supplies/Warehouse Equipment

(1) Cleaning supplies is the responsibility of the Activities. TSB does not provide supplies; however, you may purchase them through Bldg. T-218 as long as you have a MIPR in place. Bldg. T-218 can be reached at x2218. **Their hours of operation are 0730 – 1530 Monday through Friday.**

(2) All equipment hand receipted from warehouses to supplement the training activity's mission will be turned in through the TSB Bldg. T-311. The equipment will be cleaned, dry, free of water and serviceable (if applicable). The TSB will forward any overage/shortage report to Bldg. 309 (x2948) for charges on the activity's account. A settlement of all lost, damaged or destroyed property will be completed by the activity prior to final clearance with a MIPR or other funding source/document.

f. Post Cleaning

(1) Post area policing is the responsibility of the Activity Commander. Trash will be removed from the Billet/Support area to the dumpsters prior to check-out time. Platforms where trash or garbage cans are stored will be thoroughly policed. **Scrap metal, concertina wire, pallets, milk containers, bread racks, waste oil and hazardous materials will be removed before clearance.**

g. Checklist for all Barracks.

(1) All floors will be swept, and mopped. The floors in the renovated facilities in the 2400 area need to be clean of any and all marks on the floors.

(2) Latrines cleaned, disinfected and free of dirt and stains, to include soap stains on shower walls and trash removed. Toilets clean and seats left up. (Stopped up toilets or basins will be reported to DPW prior to clearance. TSB representative will verify with DPW work order desk prior to clearing unit).

(3) All window, screens and storm windows are closed and locked. Blinds need to be all the way up. Remove any coverings on the windows i.e. paper or plastic covering the windows.

(4) Stairways are swept, mopped and free of dirt.

(5) Light bulbs are present, working and turned off. Work orders need to be noted in the remarks block of the utilization checklist.

(6) Fire extinguishers are present and charged. Fire extinguishers that have been expended will be reported to the Fire Department **immediately** for recharging. Under no circumstances should fire extinguishers be removed from the facility for any reason. Activities will be charged for missing fire extinguishers as they are signed for on the activity's DA 2064. Damages to the plastic fire extinguisher boxes should be noted in the remarks block. The activity will be charged accordingly for damages upon clearance. Activities that discharge extinguishers for other than a fire will be billed for the recharge of the fire extinguisher.

(7) Garbage cans are cleaned with soap and water, wiped dry and placed inside building in which they are issued.

(8) All communication wire installed by using activities will be removed.

(9) Heat/air conditioning thermostat turned down to the lowest (55 degrees heat)/highest point (80 degrees air conditioning) without turning completely off.

(10) All beds lined up in open bays with an even number on each side. They should be at least 18 inches from the wall (equivalent to two squares).

(11) Mattresses placed flat on beds (not put in an "S" roll).

(12) Pillows placed at the head of all beds (closest to the exterior walls).

(13) Foot lockers and wall lockers are clean and free of dirt and trash (inside and out), and left open. Wall lockers should be at least 18 inches from the wall. Footlockers are to be lined up at the end of the beds. Bunk beds will have two at the end back to back. Those with two trays need to be placed in a V pattern and those with a single tray need to be lying on its side in the foot locker with the lid placed over the trays; so when clearing the TSB representative can readily look into the footlocker. **All locks need to be removed from lockers and foot lockers upon clearance.**

(14) Fans are cleaned, turned off, unplugged and placed near the back door on each floor.

(15) Walls and bulletin board clean of all activity material.

(16) All doors/windows locked and secured.

(17) In all renovated buildings in the 2400 area, all walls/poles need to be free of dirt, grease, and stains.

(18) Damage to the surrounding grounds will be noted in the remarks block on the utilization checklist.

(19) Activities are no longer required to draw lawn equipment to cut the grass to clear facilities. Work orders for grass cutting can be called at x2250.

h. Checklist for Administrative Facilities, Theater, Chapel and Classrooms.

(1) Desks cleaned (inside and out), free of dust and dirt. All drawers left open and all supplies removed. (Excess supplies may be turned into the TSB, Bldg. T-311).

(2) File Cabinets cleaned (inside and out), free of dust and dirt. All file cabinet drawers staggered and all supplies removed.

(3) Tables and chairs clean and lined up in neat rows.

(4) Floor swept and mopped or vacuumed if carpeted.

(5) Garbage cans cleaned with soap and water, wiped dry and placed inside the building.

(6) All communication wire installed by using activity removed.

(7) Heat/air conditioning thermostat turned down to the lowest (55 degrees heat)/highest point (80 degrees air conditioning) without turning completely off.

(8) All window, screens and storm windows closed and locked. Blinds need to be up all the way (if present). Remove any coverings on the windows i.e. paper or plastic covering the windows.

(9) Fire extinguishers are present and charged. Fire extinguishers that have been expended will be reported to the Fire Department **immediately** for recharge. Activities will be charged for missing fire extinguishers as they are signed for on the activity's DA 2064. Under no circumstances should fire extinguishers be removed from the facility for any reason. Damages to the plastic fire extinguisher boxes should be noted in the remarks block. The activity will be charged accordingly for damages upon clearance. Activities that discharge extinguishers for other than a fire will be billed for the recharge of the fire extinguisher.

(10) Latrines cleaned, disinfected and free of dirt and stains. Trash, other refuse will be removed from facilities. Toilet seats left up. (Stopped up toilets or basins will be reported to DPW prior to clearance during the week). If clearance is on the weekend annotate all work orders on the clearance paperwork.

(11) Fans cleaned, turned off, unplugged and placed at the back door on each floor.

(12) Light bulbs are present, working and turned off. Work orders need to be noted in the remarks block of the utilization checklist.

(13) All doors/windows locked and secured.

(14) Damage to the surrounding grounds will be noted in the remarks block on the utilization checklist.

(15) Activities are no longer required to draw lawn equipment to cut the grass to clear facilities. Work orders for grass cutting can be called at x2250.

i. Checklist for Maintenance Facilities.

(1) All desks and filing cabinets cleaned (inside and out). All supplies and trash removed. Desk drawers left open. Furniture will be free of dirt, grease and dust.

(2) Bay floors cleaned and free of grease and oil spills.

(3) Shop office floors swept and mopped.

(4) Garbage cans cleaned with soap and water, wiped dry and placed inside facility.

(5) All communication wire installed by using activity removed.

(6) Heat/air conditioning thermostat turned down to the lowest (55 degrees heat)/highest point (80 degrees air conditioning) without turning completely off.

(7) All window, screens and storm windows will be closed and locked. Remove any coverings on the windows i.e. paper or plastic covering the windows.

(8) Fire extinguishers are present and charged. Fire extinguishers that have been expended will be reported to the Fire Department **immediately** for recharge. Activities will be charged for missing fire extinguishers as they are signed for on the activity's DA 2064. Under no circumstances should fire extinguishers be removed from the facility for any reason. Damages to the plastic fire extinguisher boxes should be noted in the remarks block. The activity will be charged accordingly for damages upon clearance. Activities that discharge extinguishers for other than a fire will be billed for the recharge of the fire extinguisher.

(9) Latrines cleaned, disinfected and free of dirt and stains. Toilets, urinals, and wash basins will all be cleaned. Trash, other refuse will be removed from building. Toilet seats will be left up. Stopped up toilets or basins will be reported to DPW prior to clearance.

(10) Light bulbs are present, working and turned off. Work orders need to be noted in the remarks block of the utilization checklist. Exterior lights turned off.

(11) All doors/windows locked and secured.

(12) TSB does not provide locks for the side gates of the compounds. It is the responsibility of the using activity to provide locks. During AT season multiple units are sharing compounds. Please ensure before putting any locks on the gates you coordinate with the adjoining activity in the compound to ensure they have access to their equipment/maintenance area. No equipment will be left in the compound once the using activity clears without permission from the DOL.

(13) Damage to the compound needs to be noted to include fencing and grounds in the remarks block of the utilization checklist.

(14) Activities are no longer required to draw lawn equipment to cut the grass to clear facilities. Work orders for grass cutting can be called at x2250.

j. Checklist for Dining Facility Large and Small. (Reference TB MED 530)

(1) Office desks and filing cabinets cleaned (inside and out), free of dust and dirt. All drawers left open and all supplies removed.

(2) Tables and chairs will be in stacks of tens. They will be clean and lined up in neat rows.

(3) Floors will be swept and mopped.

(4) Garbage cans and Mop buckets will be cleaned with soap and water, wiped dry and placed upside down and neatly stored in the utility room not close to water heater.

(5) Heat/air conditioning thermostat turned down to the lowest (55 degrees heat)/highest point (80 degrees air conditioning) without turning completely off.

(6) Shelves and window ledges free of dirt and debris. All window, screens and storm windows closed and locked. Remove any coverings on the windows i.e. paper or plastic covering the windows.

(7) Fire extinguishers are present and charged. Fire extinguishers that have been expended will be reported to the Fire Department **immediately** for recharge. Activities will be charged for missing fire extinguishers as they are signed for on the activity's DA 2064. Under no circumstances should fire extinguishers be removed from the facility for any reason. Damages to the plastic fire extinguisher boxes should be noted in the remarks block. The activity will be charged accordingly for damages upon clearance. Activities that discharge extinguishers for other than a fire will be billed for the recharge of the fire extinguisher.

(8) Latrines cleaned, disinfected and free of dirt and stains (Large Dining Facilities only). Toilet seats left up. (Stopped up toilets or basins will be reported to DPW prior to clearance.)

(9) Fans cleaned, turned off, unplugged and placed near the back door.

(10) Lights present, working and turned off.

(11) Hood system properly cleaned (all filters cleaned and placed on top of the preparation table)

(12) Pantry area should be organized, swept, mopped, and free of dirt, grease, and all food residues.

(13) Mobile drying racks should be cleaned, dry, and free of all grease, dirt, and dust and food residue.

(14) All pots, pans, dishes cleaned, dry, and free of all grease and food residue and placed upside down on storage racks.

(15) All milk and bread crates returned to vendors dock. All pallets need to be moved to recycle.

(16) Freezers, refrigerators and ovens cleaned inside and out and free of all grease dirt and food residue. Freezers and refrigerators need to be turned off at the breaker box when cleared (this is to be done by the TSB representative).

(17) Dishwasher and dishwasher line clean and free of all grease, dirt, and food residue. All trash emptied and cleaned.

(18) Serving line and steam tables needs to be wiped clean and free of all dirt, grease and food residue (TSB representative needs to ensure gas ran steam tables that are lit have 2” of water in them.)

(19) Coffee urns and stands need to be cleaned inside and out.

(20) All doors/windows locked and secured.

(21) All equipment will be clean, dry and free of all grease, dirt, dust and food residue by the activity before dining facility is cleared.

(22) All trash and cigarette butts must be placed in dumpsters.

(23) Card board will be placed on curb near the dumpsters.

(24) Ice merchandisers will be emptied, cleaned, lock removed and turned off prior to clearance (Breaker switch is annotated on inside door of merchandiser).

(25) Activities are no longer required to draw lawn equipment to cut the grass to clear facilities. Work orders for grass cutting can be called at x2250.

(26) Activity does not have the authority to turn the gas on in the facility. DPW must be notified at x2250 during working hours or x8444 after hours.

#### k. Wash Rack Facilities

(1) Activities must schedule wash rack usage NLT 24 hours in advance and no later than Thursday for use during the weekends. The activity must provide the TSB with a POC and phone number upon scheduling. Before/after normal business hours are possible with adequate advance notice. If your unit is going to be later than the scheduled time, the activity must contact Bldg. T-311 (x8329, or TSB x2423/x2035).. If the activity does not show up or start within one hour of the scheduled start time, the facility will be shut down until the TSB is contacted. The facility will not be operated all day for one or two vehicles per hour. The activity must bring groups or the entire activity at same time if possible.

(2) Activities may have to share use with other activities during Annual Training season.

(3) The activity will provide a cleaning crew to ensure proper cleaning is done prior to COB each day. Ground guides are mandatory upon entrance to the facility.

(4) Failure to comply can result in loss of wash rack use.

#### L. Retail/Bulk Fuel

(1) Bulk fuel is available by appointment ONLY. Appointments must be made 24 hours in advance. Hours of fuel operation for bulk fuel are 0745 – 1500 hour at x8329 or x8547.

(2) Hours for retail fuel are 24 hours; units must have a valid fuel key to draw fuel. Fuel keys can be drawn at USPFO at Bldg. 142 at x5532.

(3) A MIPR is required for after hour's issues.

(4) Fuel prices can be obtained at x5532.

#### M. Customer Support

(1) Activities requiring portable latrines must request in advance; a minimum of 72 hours prior to use. Please contact Customer Service Branch Bldg. 309 at x2948.

(2) Activities requiring internet and long distance phone service must do so at a minimum of two weeks prior to use. (RCAS) is only available to Virginia Guard units. All others will have basic network internet.

a. Cost is \$5.00/day jack fee/day. Network connection is \$50/building. Please contact DPW help desk at x2250.

#### N. Ammunition Supply Point (ASP)

(1) See ASP SOP, a copy will be provided prior to drawing your ammo. For advance copy, please contact ASP at x2508 or x2468.

#### O. Additional post numbers here at Ft. Pickett:

Bldg. 218 – Central Issue Facility - x2218

Bldg. 234 – DPW Work order desk number x2250

Bldg. 309 (Customer Service Branch) - x2301, x2484  
(Port-a-pots, phone service, internet) – x2948  
(MTC DFAC – x2079)

Bldg. 311 (Troop Support Branch) - x2035, x2423  
(Fuel & Warehousing) - x2314, x8547  
(Wash Rack Scheduling) - x8239

Bldg. 472 – Budgeting - x8408

Bldg. 495 – Ammunition Supply Point - x2468, x2508, x8319

Bldg. 1556 – FMS 15 - x2424

Bldg. 1692 – Clinic x2528

Bldg. 2360 – Recycle - x2800

Bldg. 3001 – Range Control - x2227

Bldg. 3002 -- TASC Office – x8413

4. POC this headquarters is LTC Donald E. Smith at 434-292-2505/8403.

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