

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604-5700

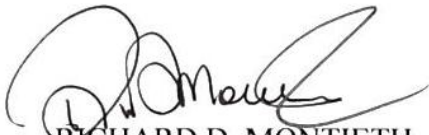
TRADOC Memorandum 1-19

23 January 2015

Administration-General

FACILITIES MANAGEMENT AND OPERATIONS

DAVID G. PERKINS
General, U.S. Army
Commanding



RICHARD D. MONTIETH
Colonel, GS
Deputy Chief of Staff, G-6

History. This publication is a new U.S. Army Training and Doctrine Command (TRADOC) memorandum.

Summary. This memorandum establishes policies and procedures for the continuous and effective facility operations and management of Headquarters (HQ) TRADOC organizations located at Fort Eustis, Virginia.

Applicability. This regulation applies to all HQ TRADOC personnel to include Soldiers, government Civilian employees, liaison officers, and other non-Federal individuals (including but not limited to supporting foreign liaison officers, contractors, vendors, and visitors) occupying space, working in, assigned to, visiting, or utilizing any portion of a HQ TRADOC designated building. Appendix D-2a(6) and D-11a(15) of this regulation are punitive and contain provisions that, if violated, may subject offenders to judicial or nonjudicial punishment under Article 92 of the Uniform Code of Military Justice (UCMJ) or appropriate disciplinary action under regulations governing civilian employees.

Proponent and exception authority. The proponent of this regulation is HQ TRADOC, Deputy Commanding General/Chief of Staff (DCG/CoS). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws and regulations. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the issue and a formal review by the TRADOC Staff Judge Advocate. All waiver requests will be endorsed by the senior leader of the requesting activity and forwarded to the policy proponent.

Army Management Control Process. This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by HQ TRADOC, DCG/CoS (ATCS-HQ), 950 Jefferson Avenue, Fort Eustis, VA 23604-5700.

Suggested improvements. Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ TRADOC, DCG/CoS (ATCS-HQ), 950 Jefferson Avenue, Fort Eustis, VA 23604-5700.

Distribution. This publication is available in electronic media only and is published on the TRADOC Homepage at <http://www.tradoc.army.mil/tpubs/>.

Summary of Change

TRADOC Memorandum 1-19
Facilities Management and Operations

This new publication, dated 23 January 2015-

- o Prescribes policies and procedures for the continuous and effective facility operations and management of Headquarters, United States Army Training and Doctrine Command organizations located at Fort Eustis, Virginia.
- o This regulation applies to all United States Army Training and Doctrine Command personnel to include military personnel, government civilian employees, liaison officers, and other non-Federal individuals (including but not limited to supporting foreign liaison officers, contractors, vendors, and visitors) occupying space, working in, assigned to, visiting, or utilizing any portion of designated headquarters United States Army Training and Doctrine Command buildings on Fort Eustis.

Contents

	Page
Chapter 1 Introduction	5
1-1. Purpose	5
1-2. References	5
1-3. Explanation of abbreviations and terms	5
1-4. Responsibilities.....	5
1-5. Recordkeeping requirements	5
Chapter 2 Responsibilities	5
2-1. Commander, U.S. Army Training and Doctrine Command (TRADOC).....	5
2-2. Commanders, deputy chiefs of staff (DCS), directors, division chiefs, and staff officers	5
2-3. Headquarters (HQ) TRADOC Facilities Manager (FM).....	7
Appendix A References	10
Appendix B Security Identification Badge (SIDB) Management and Building Access Control	13
Appendix C Physical Security	23
Appendix D Facilities Operations.....	26
Appendix E Facilities Maintenance	45
Appendix F Conference Rooms (CRs)	54
Appendix G Emergency Management.....	64
Appendix H Inclement Weather	72
Appendix I Facilities Management Board (FMB).....	75
Appendix J Official Mail, Distribution, and the TRADOC Mailroom.....	76
Appendix K Commercial Delivery of Packages and Office Supplies	87
Appendix L Safety	90
Glossary	91

List of Figures

Figure 2-1. Building 950 organizational areas of responsibility.....	6
Figure 2-2. Facilities Management Office (FMO).....	7
Figure B-1. Conference/ceremony request e-mail information	20
Figure B-2. Morelli emergency evacuation route	21
Figure B-3. Access to the Command Suite.....	22
Figure D-1. Sample alcohol exception to policy memorandum	28
Figure D-2. Sample fundraising memo.....	38
Figure D-3. Sample Event Parking and “V” Badge Request.....	41
Figure E-1. Link to AF Form 332 – Base Civil Engineer Work Request.....	47
Figure E-2. Example AF Form 332 – Base Civil Engineer Work Request	48
Figure E-3. Tilt Truck	50
Figure E-4. Small recycle bin	51
Figure E-5. Ninety gallon mobile toter	51
Figure E-6. Example of what does not go in a tilt truck or recycle bin	53
Figure G-1. Sealing a SIP Room.....	67
Figure G-2. Active shooter door wedge.....	71
Figure J-1. Return address	83
Figure J-2. Delivery address	84

List of Tables

	Page
Table B-1. Badge Management	17
Table D-1. Building 950 Break Room Owners	34
Table D-2. Building 661 Break Room Owners	34
Table E-1. Recyclable Material	51
Table F-1. Building 950 CR/TR w/VTC capability.....	56
Table F-2. Building 661 CR/TR w/VTC capability.....	56
Table F-3. Building 210 CR.....	56
Table F-4. Building 950 TR without VTC capability.....	57
Table F-5. Building 661 TR without VTC capability.....	57
Table G-1. Building 950 Shelter in Place	68
Table G-2. Building 661 Shelter in Place	69
Table G-3. Building 210 Shelter in Place	69
Table G-4. Building 700 Shelter in Place	69
Table G-5. Building 705 Shelter in Place	69
Table G-6. Building 213 Shelter in Place	69

Chapter 1

Introduction

1-1. Purpose

This memorandum establishes and standardizes policies for the preservation of U.S. Army Training and Doctrine Command (TRADOC) facilities and identifies procedures to obtain and/or provide services to all occupants, visitors, contractors, and activities providing services within HQ TRADOC facilities. The guiding principles are for all HQ TRADOC personnel to include Soldiers, government Civilian employees, liaison officers, and other non-Federal individuals (including but not limited to supporting foreign liaison officers, contractors, vendors, and visitors) to promote facility stewardship, exercise ethical conduct, and practice informed decisionmaking, while occupying HQ TRADOC facilities.

1-2. References

Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

See Chapter 2 for responsibilities.

1-5. Recordkeeping requirements

This memorandum requires the creation of records to document and support the business processes of the Army. Records created under the purview of this memorandum, regardless of content or format, will be kept in accordance with the retention schedules in accordance with Army Regulation (AR) 25-400-2 and The Army Records Information Management System at <https://www.arims.army.mil/>.

Chapter 2

Responsibilities

2-1. Commander, U.S. Army Training and Doctrine Command (TRADOC)

The Commander, TRADOC provides policy guidance for the effective management and control of TRADOC personnel, equipment, and facilities operation/management.

2-2. Commanders, deputy chiefs of staff (DCS), directors, division chiefs, and staff officers

Ensure your organization adheres to the policies and procedures established by this memorandum and ensure prudent and informed use of resources and facility space. In this regard scrutinize; through periodic reviews, all organizational areas and internal procedures to ensure compliance.

a. Appoint, in writing, an organization security manager and alternate security managers, who will coordinate with the FMO, Physical Security Division (PSD) access and visitor control within their respective areas of responsibility. (Refer to Figure 2-1)

b. Appoint, in writing, an organizational coordinator (OC) who will coordinate with the FMO, all service orders, individual job orders, space utilization, work area modifications, and storage requirements that exceed current JUMST storage capabilities; to include records storage. (Refer to Figure 2-1)

c. Appoint an emergency management (EM) representative to manage and coordinate EM requirements with FMO. (Refer to Figure 2-1)

d. Appoint in writing, an organization additional duty safety officer (ADSO) (military) and/or collateral duty safety officer (CDSO) (civilian) who will coordinate and assist with all safety related issues. Safety related issues include safety inspections, safety training, accident reporting and investigations, hazard identification, risk management, and any other safety related issues affecting mission success. (Refer to Figure 2-1)

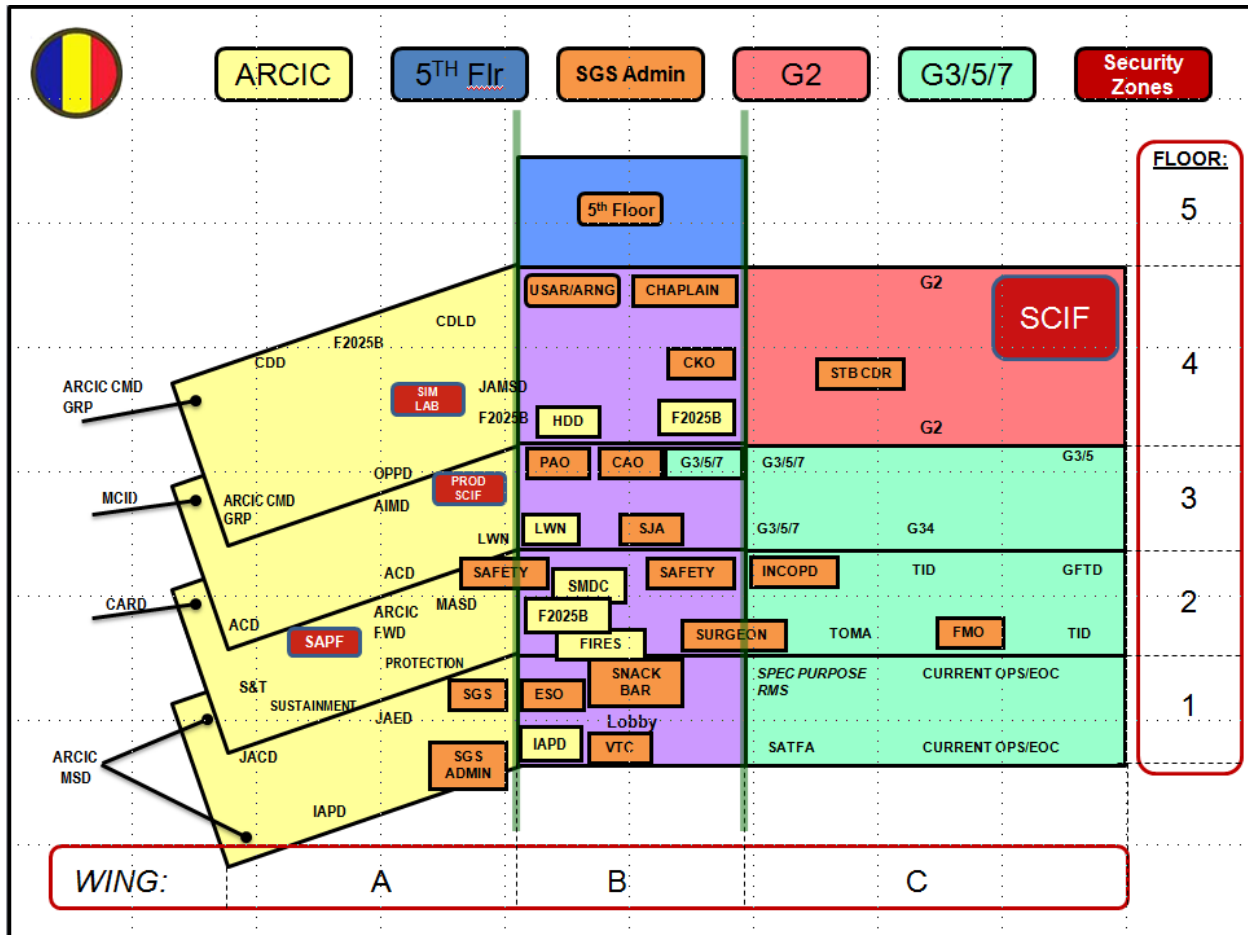


Figure 2-1. Building 950 organizational areas of responsibility

e. Senior building occupants for Buildings 210, 213, 661, and 700 will appoint in writing a building coordinator (BC) to coordinate with the FMO, all areas identified in paragraphs 2-2a, b, c, and d; as required.

2-3. Headquarters (HQ) TRADOC Facilities Manager (FM)

The HQ TRADOC FM will-

a. Supervise the Facilities Management Office (FMO), see figure 2-2.

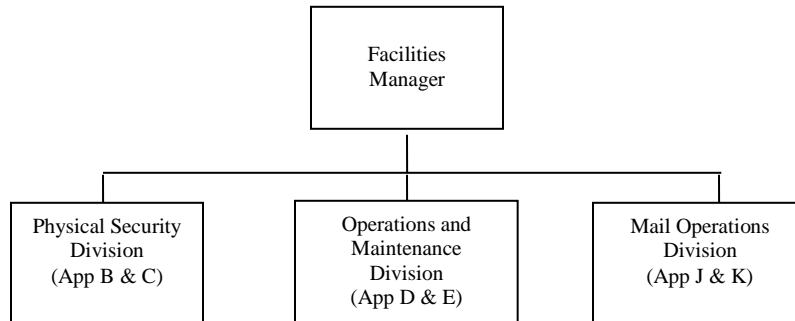


Figure 2-2. Facilities Management Office (FMO)

b. Develop, recommend, and manage operational maintenance and occupant service requirements in support of HQ TRADOC facilities' and infrastructure to include building systems, structures, interior components, exterior envelope, grounds, and separate structures.

c. Develop and recommend a HQ TRADOC facilities maintenance and operations budget.

d. Manage and recommend space allocation, storage requirements, and facility improvements for all HQ TRADOC facilities.

e. Develop, implement, and manage essential central services, such as facilities access, security, emergency actions, grounds services, maintenance services and schedules, custodial services, mail (official and commercial), waste disposal, and recycling.

f. Facilitate the use of automated facility management through Computer Assisted Facility Management, Computerized Maintenance Management System, and similar technologies.

g. Ensure HQ TRADOC facilities meet life, health, fire, and safety requirements and codes.

h. Serve as HQ TRADOC representative and point of contact for all EM matters. Submit a quarterly EM Report NLT the 5th day of the first month of each quarter.

i. Ensure that agreed upon work by contractors or through 733rd Mission Support Group, Civil Engineering Division (CED) service order or individual job order has been completed satisfactorily and timely follow up is conducted.

j. Ensure compliance and consistency between HQ TRADOC and Joint Base Langley-Eustis (JBLE) policies and procedures.

k. Coordinate and promulgate necessary policies, programs, and assist with the coordination of resourcing requirements, and contractual agreements to maintain a safe and healthy working environment for individuals occupying HQ TRADOC facilities at Fort Eustis.

l. Be the HQ TRADOC point of contact (POC) for all facilities-related projects, issues, policies, and/or programs to include:

(1) Building Access and Physical Security ([Appendix B](#) & [Appendix C](#)):

(a) Maintain the Electronic Surveillance System (ESS) roster(s) of persons authorized access to the facilities as approved by the Commander, TRADOC or his designated representative(s). Ensure all eligible TRADOC personnel and other non-Federal individuals are issued an appropriate security identification badge (SIDB) or visitor badge.

(b) Establish, promulgate, and maintain facilities access control procedures for each HQ TRADOC building on Fort Eustis and for facilities access to conferences, ceremonies, and other events.

(c) Coordinate facility access for the fire department, emergency response personnel, security forces, and other supporting agencies, as necessary.

(d) Establish and maintain a current unit emergency management continuity binder of the JBLE Emergency Management Program, Unit Representative Guide, and other EM program supporting documentation.

(e) Ensure emergency management checklists and planning programs are developed in accordance with Air Force Instruction (AFI) 10-2501, Air Force Emergency Management Program Planning and Operations and the Installation Contingency Emergency Management Program.

(f) Assist with the development and coordination of emergency action plans, training, and drills to include commercial delivery operations during heightened force protection condition levels.

(2) Facilities Operations ([Appendix D](#)):

(a) Develop, coordinate, and manage Facilities Operations and Management policies and procedures for all HQ TRADOC facilities on Fort Eustis and ensure compliance with all JBLE and installation regulations and instructions.

(b) Establish a Facilities Management Board (FMB) that oversees, manages, and obtains approval for space requirements, personnel moves, storage requirements, and facility improvements.

(c) Establish ownership and policy for routine cleanliness of shared break rooms and government issued appliances.

(d) Establish ownership and policy for the maintenance of conference rooms (CRs) and team rooms (TRs). Assist with the development and management of CR and TR requests and scheduling.

(e) Establish and manage parking policies and procedures to include handicap, reserve, general, motorcycle, and carpool parking.

(f) Establish and manage policies and procedures for interior fixtures and assets to include furniture, lamps, wall signage, shower facilities, vending machines, appliances, and all government-provided furnishings interior to the facilities.

(3) Facilities Maintenance ([Appendix E](#)):

(a) Establish and monitor policies and procedures for occupant services to include snack bar/concessions, custodial services, and refuse/recycle services.

(b) Establish and monitor policies and procedures for service order and individual job order processing.

(c) Establish and monitor maintenance policies and procedures for exterior maintenance to include grounds maintenance, parking lots, spate structures (gazebos, review stand, etc.) ponds, outdoor signage, walkways, fencing, emergency vehicle access, receiving/loading area, lamp poles, flag poles, seating areas, trash receptacles, and other fixtures, assets, landscapes, and waterscapes within the footprint of HQ TRADOC facilities on Fort Eustis.

(4) Official Mail ([Appendix J](#)):

(a) Serve as the liaison between appointed organizational mail orderlies, the Official Mail and Distribution Center (OMDC), and the United States Postal Service (USPS).

(b) Ensure that suspected cases of rifling, lost or mishandling, destruction, and other postal offenses are reported to the affected commander or director and the USPS immediately upon discovery. Assist the command during investigations as necessary.

(c) Keep the OMDC informed on the effectiveness of mail operations.

(d) Ensure contractor delivers and picks up official mail, parcels, printed matter, and other correspondence to and from HQ TRADOC organizations as designated below. Upon completion of courier runs, contractor shall deliver any mail to be metered to the OMDC and any distribution (intra-organization correspondence) will be delivered to the following locations as applicable:

(1) 950 Jefferson Avenue, Fort Eustis, VA 23604-5711, with delivery to the Secretary of the General Staff (SGS); DCS, G-2; DCS, G-3/5/7; and Army Capabilities Integration Center (ARCIC).

(2) 210 Dillon Circle, Fort Eustis, VA 23604-5701, with delivery to U.S. Army Center for Initial Military Training (CIMT)).

(3) 705 Washington Boulevard, Fort Eustis, VA 23604, with delivery to the Technical Library, Quality Assurance Office, and Internal Review and Compliance.

(4) 700 Lee Boulevard, Fort Eustis, VA 23604, with delivery to the Band.

(5) 661 Sheppard Place, Fort Eustis, VA 23604, with delivery to the DCS, G-1/4; DCS, G-6; DCS, G-8; and Inspector General.

(6) Maintain the mailroom amenities, to include supplies for the classified mail wrapping table and equipment (Dynavision 6550 x-ray scanner).

(7) Commercial Mail Vendors ([Appendix K](#)): Develop building access procedures for commercial vendors that insure control of vendors and safety of building occupants.

Appendix A

References

Section I

Required Publications

ARs, Department of the Army (DA) pamphlets, and DA forms are available at <http://www.apd.army.mil/>. TRADOC publications and forms are available at <http://www.tradoc.army.mil/tpubs/>.

AR 25-2

Information Assurance

AR 25-51

Official Mail and Distribution Management

AR 190-11

Physical Security of Arms, Ammunition, and Explosives

AR 190-13

The Army Physical Security Program

AR 190-51

Security of Unclassified Army Property (Sensitive and Nonsensitive)

AR 380-5

Department of the Army Information Security Program

AR 385-10
The Army Safety Program

AR 420-1
Army Facilities Management

AR 525-13
Antiterrorism

AR 530-1
Operations Security (OPSEC)

AR 600-8-14
Identification Cards for Members of the Uniformed Services, their Eligible Family Members,
and Other Eligible Personnel

AFI 10-2501
Air Force Emergency Management Program Planning and Operations

Air Force Instruction 40-102
Tobacco Use in the Air Force

DA Pamphlet 190-51
Risk Analysis, 30 September 1993

Department of Defense (DOD) 4525.8-M
Official Mail Manual

DOD 4525.6-M
DOD Postal Manual

DOD Manual 5200.01, Volumes 1-4
DOD Information Security Program, 24 February 2012

Department of Defense Instructions (DODI) 4525.8
DOD Official Mail Management

DOD 5500.07-R
Joint Ethics Regulation, 17 November 2011

DODI 1010.10
Health Promotion and Disease Prevention

JBLE-Instruction 32-101 Environmental Management

JBLE Instruction 31-218

TRADOC Memorandum 1-19

Fort Eustis Traffic Code

JBLE Supplement 1 to AFI 34-219
Alcoholic Beverage Program, 3 May 2012

TRADOC Regulation 1-11
Staff Procedures

TRADOC Regulation 10-5-1
Headquarters, U.S. Army Training and Doctrine Command

Section II
Related Publications

Title 41 Code of Federal Regulations, section 102-74.315

AFI 36-3101
Fundraising within the Air Force

AFI 34-223
Private Organizations (PO) Program

AR 25-400-2
The Army Records Information Management System (ARMIS)

AR 340-21
The Army Privacy Act

AR 525-27
Army Emergency Management Program

AR 600-20
Army Command Policy

AR 600-63
Army Health Promotion

AR 600-85
The Army Substance Abuse Program

TRADOC Regulation 1-8
Operations Reporting

Section III
Referenced Forms

Air Force Form 332
Base Civil Engineer Work Request

Fort Eustis Form 600-1
Mail Handler Qualification Form

SF 701
Activity Security Checklist

SF 702
Security Container Check List

Section IV
Prescribed Forms

This section contains no entries.

Appendix B
Security Identification Badge (SIDB) Management and Building Access Control

B-1. Purpose

This chapter prescribes policy for HQ TRADOC physical security operations to include facilities access implemented by the FMO.

- a. It is the policy of HQ TRADOC to provide a safe environment for occupants while in HQ TRADOC facilities. Appropriate physical and other security procedural measures will be employed to safeguard all personnel and materiel assets.
- b. All facilities occupied by HQ TRADOC on Fort Eustis are designated controlled access facilities and require display of the SIDB while in HQ TRADOC facilities.
- c. HQ TRADOC facilities that are designated as mission essential vulnerable areas, high risk targets, or restricted areas, are marked accordingly by organization security managers with assistance from the HQ TRADOC Command Provost Marshal.
- d. HQ TRADOC personnel and other non-Federal individuals in support of the TRADOC mission are authorized access to facilities occupied by HQ TRADOC in accordance with procedures established by this memorandum. Only persons who are authorized access and whose name appears on an approved access control roster will be allowed UNESCORTED access to a facility occupied by HQ TRADOC. All individuals must be prepared to prove their identity upon entering the building or at any time while in the building.

e. Building entries are recorded. These recordings are accomplished through the use of a card access control system, sign in logs, and a video monitoring system.

f. There are classified open storage areas in some HQ TRADOC buildings that require a higher level of security than the HQ TRADOC SIDB provides. Access authorization for these areas is granted and administered by the owning organization's security manager.

The requesting organization's (RO) security manager will coordinate with the owning organization's security manager. The request is then forwarded to the owning organization's security manager for processing.

B-2. SIDB policy

a. An SIDB is issued to all HQ TRADOC personnel to include Soldiers, government Civilian employees, liaison officers, and other non-Federal individuals (including but not limited to supporting foreign liaison officers, resident contractors, vendors, and visitors) occupying space, working in, assigned to, visiting, or utilizing any portion of Buildings 210, 661, 700, 705, 950, or 213.

b. The SIDB provides a visual identification of that person as having authorized access to HQ TRADOC facilities and is to be worn at all times, above the waist, on the outer most garment while in any HQ TRADOC facility.

c. Employees are encouraged to remind personnel who are not properly displaying their badge, that the proper display of badges within HQ TRADOC facilities is a force protection requirement. If the person does not have a badge, it is strongly recommended the employee provide escort to the front desk to ensure a badge is issued.

d. There are five types of SIDBs issued by the FMO: a pictured badge (BLUE for active duty and DA civilians; GREEN for contractors; BLACK for vendors); BLUE "V" for non-escort required badge; and a RED "V" escort required badge. The BLACK vendor badge is primarily for long term, in house vendors such as the Grab 'n' Go employees.

e. The BLUE TRADOC badge, the GREEN contractor badge, and the BLACK vendor badge are to be removed upon leaving the building. They are not to be worn at the Post Exchange, commissary, Post Exchange food court, or anywhere outside of HQ TRADOC facilities.

f. The BLUE "V" and RED "V" badges are to be returned upon leaving the building. A "V" badge must be signed for and returned each time a visitor enters or leaves the facility unless otherwise coordinated with FMO/Access Control Division (ACD).

g. HQ TRADOC employees that misplace or forget to bring their badge to work must check out a BLUE "V" badge at the ACD. These badges are to be returned on a daily basis, unless otherwise coordinated with FMO/ACD.

h. Other badges with higher security classifications are issued by the respective organization (TRADOC sensitive compartmented information facility (SCIF), ARCIC Special Access Program Facility, etc). Only those personnel with authorized access will be admitted to these areas.

B-3. SIDB Management

a. Access Control Office (room 1112, Building 950) issues BLUE and GREEN pictured badges on a walk-in basis from 0800 to 1000 Monday through Friday; and by appointment from 1300 to 1500 Monday through Friday.

b. Visitor badges are issued at the front desk as required and as identified by this memorandum.

c. Issuance of a blue or green, pictured HQ TRADOC SIDB (permanent badge) are issued by the front desk. The following criteria must be met to have a permanent badge issued.

(1) The “host” security manager who supports the requesting organization validates the need to know/need for access based on mission requirements, contract requirements, and/or other valid coordination with the requesting organization.

(2) The employee must have a common access card (CAC).

(3) The criteria of the “75 percent rule” must be satisfied. The foundation of the 75 percent rule is based on access requirements of 3 visits per week or 3 weeks out of each month.

(4) Joint Personnel Adjudication System (JPAS) verification of clearance.

d. HQ TRADOC personnel are reminded to notify FMO/ACD or the front desk when their CAC or access badge expires; or if a contractor’s contract has been extended with a new expiration date.

e. Visitor badges (BLUE “V” and RED “V”):

(1) A visitor is one whose access requirements are less than the 75 percent rule.

(2) Visitors are required to sign a visitors control log and present a form of government-issued photo identification; as identified below (CACs are not a substitute for government-issued photo identification requirements):.

(a) Valid U.S. passport, drivers’ licenses or other state photo identity cards issued by Department of Motor Vehicles (or equivalent).

(b) Department of Defense (DD) Form 2A (ARMY), 2AF (AIR FORCE), 2N (NAVY), 2MC (MARINE), Armed Forces Identification Card. (White, Active), (Red, Reserve), (Blue, Retired).

(c) DD Form 1173/1173-1, Dependent Identification and Privilege Card (For Official Business Only).

(d) DA Form 1602, Department of the Army Civilian Identification Card.

f. If the visitor does not have a CAC, they will receive a RED “V” escort required badge. (Exception – HQ TRADOC sponsored Senior Industry Representatives. Senior Industry Representatives or liaisons supporting active TRADOC contracts requiring facility access will have a HQ TRADOC sponsor, be properly vetted in JPAS by the RO Security Manager and submit a HQ TRADOC sponsor signed memo to the FMO for badge issuance. The 75 Percent Rule need not apply and a CAC is not required. A BLUE visitors badge may be issued for up to 1 year. Extensions may be granted on a case by case basis.)

g. If the visitor does not have government-issued photo identification, their HQ TRADOC POC will provide a form of identification as described in paragraph ‘e’ above; as well as provide an escort during the visit. The HQ TRADOC POC is also responsible for the return of the visitor badge.

h. Permanent, pictured badge (BLUE HQ TRADOC employee; GREEN contractor employee; or BLACK vendor employee):

(1) A BLUE permanent, pictured badge is issued to Active Duty military and Department of the Army Civilian employees whose access requirements meet the requirements in paragraph c above. See also table B-1.

(2) The GREEN permanent, pictured badge is issued to contractors whose access requirements meet the 75 percent rule; are working on an active contract that is sponsored by a HQ TRADOC organization, and are JPAS verified. See also table B-1.

(3) The BLACK pictured badge is issued to vendors who meet the 75 percent rule; are working an active TRADOC sponsored contract, and are vendor approved by the installation. See also Table B-1.

(4) All permanent, pictured badge requests are approved, signed, and submitted to the FMO/ACD by the RO’s security manager or head of activity responsible for hosting the requirement.

i. Non-HQ TRADOC contractors:

(1) A non-HQ TRADOC contractor is one that has pre-authorized access; is completing a facilities work order that may take a week or more; but does not meet the requirements for a permanent pictured badge.

(2) Non-HQ TRADOC contractors are required to sign-in. They receive a BLUE “V” badge, and access will be enabled for the period based on their pre-authorized access level.

(3) The contractor must return the visitor badge to the ACD and sign out when leaving the building.

Table B-1. Badge Management

	Blue Picture Badge	Green Picture Badge	Black Picture Badge	Blue "V" Badge	Red "V" Badge
CAC	Y	Y	N	N	N
Active Duty/DA Civilian	Y	N	N	N	N
75 percent rule	Y	Y ¹	Y	N ²	N
JPAS verified	Y	Y ¹	NA	N	N
TRADOC sponsored	Y	Y	Y	Y	Y
Active contract	NA	Y ¹	Y ¹	N	N
Proper ID	NA	NA	Y ³	Y	N
Vendor approved	NA	NA	Y ¹	N	N

NOTES:

1. Includes installation approved vendor/contractor
2. Installation support staff or FMO approved maintenance contractor
3. Fort Eustis ID

B-4. Building access using SIDB

a. Normal access hours for personnel in Buildings 950, 700, 661, and 210 are 0530 to 1900 Monday through Friday (except Federal holidays).

b. Access from 1901 to 0529 for personnel in Buildings 950, 700, 661, and 210 who do not have extended hours authorized on their SIDB will be coordinated with organization security managers.

c. Organization security managers will request extended hour access for select individuals through the FMO (usarmy.jble.tradoc.mbx.hq-tradoc-fmo-access-control@mail.mil).

d. Extended access privileges must be justified by mission requirement. Include the name, organization, type employee (military, civilian, or contractor), and type of access required.

B-5. Building access using hard keys

a. As a general rule, hard keys will only be issued to Buildings 705 (for HQ TRADOC occupied areas) and 213 for office doors; and as applicable, perimeter doors. A "master key" will not be issued to anyone other than select security personnel. Under no circumstances will a "grand master key" be issued (see Appendix C for Key Control procedures).

b. Buildings 950, 700, 661, and 210 (less interior office doors), are equipped with electronic entry control (keyless entry). Hard keys will only be issued on a case-by-case basis to these buildings. Requests for hard keys are made to the FMO by e-mail (usarmy.jble.tradoc.mbx.hq-tradoc-fmo-physical-security@mail.mil).

B-6. Building access for unofficial visitors

a Buildings 950 and 661: Visitors requesting access to Buildings 950 and 661 must check in at the ACD in the building lobby. Visitors will apply for a visitor badge upon entry into each building and will return the badge prior to departing that building; unless otherwise coordinated with the Access Control Supervisor.

b Building 210: The CIMT establishes procedures for visitor control. Contact Building 950, Access Control during non-duty hours (501-5007).

c Building 700: Check in with the charge of quarters during normal duty hours. Contact Building 950, Access Control during non-duty hours (501-5007).

d Building 213 is accessed via hard key. Contact Building 950, Access Control during non-duty hours (501-5007).

B-7. Building access for vendors

a. Detailed delivery procedures are at Appendix K (commercial delivery of packages and office supplies).

b. Most vendors who service HQ TRADOC buildings on a routine basis receive a BLUE "V" badge once they have signed in.

c. Vendors that deliver to HQ TRADOC buildings on a recurring basis must provide to the building security manager a memorandum with the names of delivery person(s), anticipated schedule of deliveries, and make/model and plate number(s) of vehicle(s) used for deliveries. The memorandum must be on the company's official letterhead and updated annually, or when a change occurs.

d. Deliveries to Building 950.

(1) Delivery vehicle drivers will report to the entry control point on the South side of the building. The Access Control Officer will use the HQ TRADOC loading dock/vendor access control roster to verify the driver's identity, vehicle make/model and plate number. Cameras and a two-way intercom are located on the island at the wedge barrier.

(2) Loading dock hours: For Building 950, loading dock hours are 0430 through 1900 Monday through Friday, unless otherwise requested.

(3) All deliveries from Federal Express (FedEx), United Parcel Service (UPS), USPS, office supply stores, etc., must enter the building through the loading dock entrance.

(4) The following measures will be implemented at the ACD in Buildings 661 and 950.

(a) Confirm the delivery person is on the HQ TRADOC Vendor Access Control Roster.

(b) Once verified, issue the vendor a BLUE "V" badge.

(c) The vendor will proceed with deliveries to designated delivery locations.

(d) Once deliveries are complete, the vendor will report back to the ACD and return his badge.

(5) Pizza/flowers/fast food delivery drivers must enter the building through the main entrance. These deliveries will be made through the ACD only, where the following measures will be implemented:

(a) The ACD will notify the person whom the delivery is for and inform them that they must come to the front desk to sign for the delivery.

(b) If the individual cannot be contacted, the Access Control Officer will inform the delivery person that the individual cannot be contacted at this time and they will have to try back later. The Access Control Officer will NOT sign for the item(s).

(c) At no time will deliveries of any sort be coordinated that include having the Access Control Officer sign for, account for, or assume responsibility for items.

e. Deliveries to Building 661.

(1) All deliveries to Building 661 will report to the front of the building where the Access Control Officer will allow entry to the building and issue a visitor badge. If packages are designated for specific individuals, the Access Control Officer will contact the recipient to let them know a package is being delivered and the carrier is en route to their office/work station.

(2) The Access Control Officer will contact the OC (or the BC if an OC is not available) for any packages that arrive without a POC listed. No packages will be left at the ACD; nor will Access Control Officers sign for any packages.

f. Deliveries to Building 210. The CIMT establishes procedures for vendor access for Building 210.

g. Deliveries to Buildings 700, 705, and 213 are coordinated with their respective BCs.

B-8. Building access for conferences/ceremonies

a. The DOD personnel security system of record will be utilized to verify official visits.

b. Once clearance of official visitors is verified by organizational security managers, the following provisions apply.

(1) POCs will keep the FMO informed of all ceremonies/conferences taking place at any HQ TRADOC facility. Moreover, during the planning process and order development, considerations for the FMO include, at a minimum; parking, assistance with access control coordination; and custodial and grounds considerations.

(2) POCs will follow these procedures:

(a) A minimum of 10 days prior to the conference/ceremony, the POC will e-mail the FMO at usarmy.jble.tradoc.mbx.hq-tradoc-fmo-access-control@mail.mil with the information shown in figure B-1. Send updates, as necessary, until the day before the conference/ceremony.

NAME OF CONFERENCE:
CONFERENCE SCHEDULE:
REQUESTING ORGANIZATION:
NUMBER OF PARKING SPACES REQUIRED (general officer (GO)/senior executive service (SES)):
PARKING SIGNAGE (PowerPoint sign with title of individual, name of conference, and date. No names.)
LAST, FIRST NAME AND RANK OF EACH EXPECTED ATTENDEE:
ACTION OFFICER NAME:
ACTION OFFICER PHONE NUMBER:

Figure B-1. Conference/ceremony request e-mail information

(b) Parking spaces will be automatically reserved for general officers (GOs) (and senior executive service (SES) or civilian equivalent) and their senior enlisted advisor (or civilian equivalent) only. Exceptions are possible; but should not be assumed. Coordinate with the FMO for additional reserved parking for any conference visitor that does not meet the aforementioned criteria.

(c) The following applies for conferences of 10 participants or more:

(1) The conference/event host (host) must sign for the number of badges required and set up a registration/reception table at least 24 hours prior to the event. The registration/reception table will be located on the far wall past the 1st floor elevator lobby. For most events, and in order to distinguish between HQ TRADOC employees and visitors, HQ TRADOC employees participating in a conference will not receive a conference badge.

(2) The host must arrive and establish reception operations at least 30 minutes prior to the start time of the conference/ceremony.

(3) The host will create a sign-in roster containing the rank, last name, first name, and badge number of conference attendees. During the sign-in process, the conference attendee will sign the roster next to their name, receive their badge, and continue to the applicable CR.

(4) As personnel arrive, the host will ensure positive control of participants by providing personnel traffic management and directions to the conference venue. The host provides any required escorts.

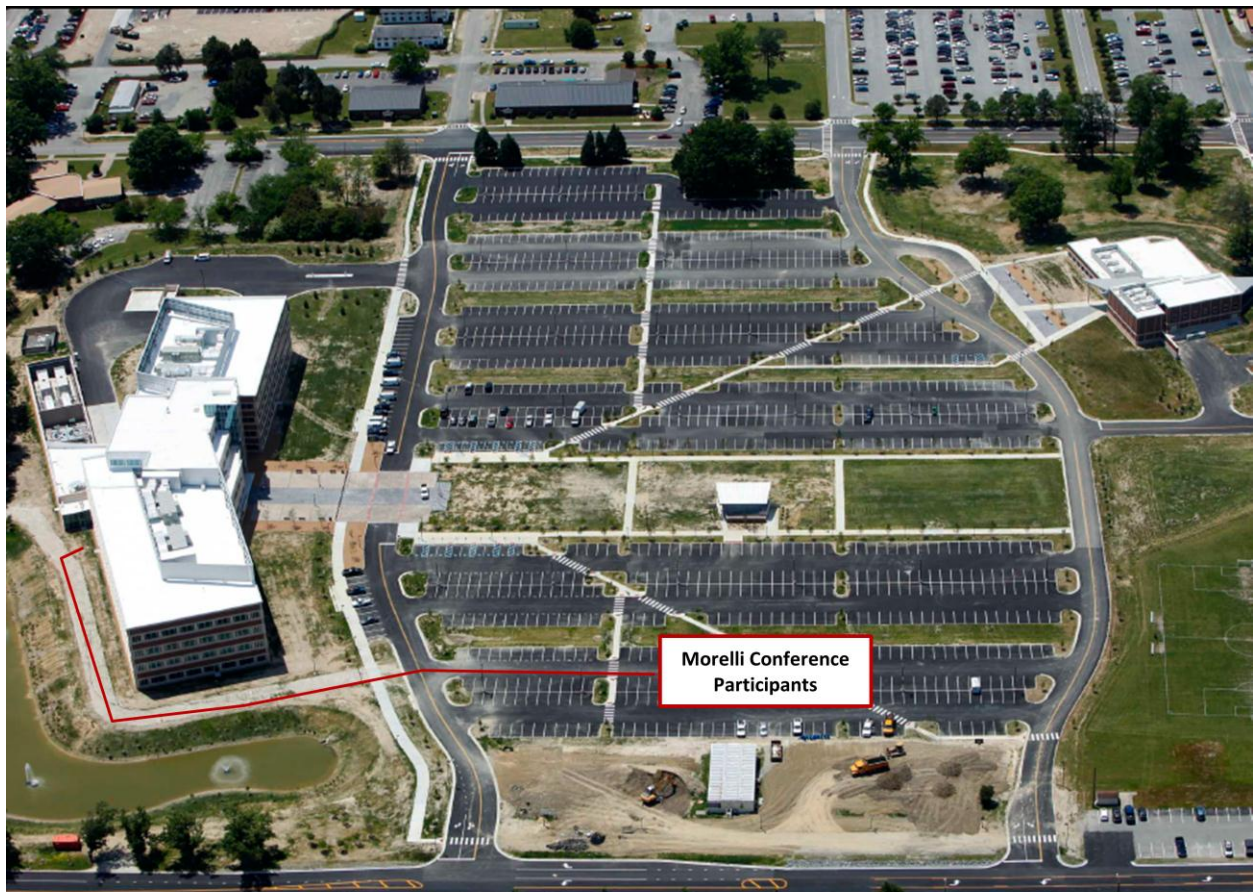
(5) The host will give a copy of the sign-in roster to the Access Control Officer on duty.

(6) Upon daily completion of the conference/ceremony, the host will check off each individual as they turn in their badge and leave the building.

(7) Final badge reconciliation will be conducted between the host and the Access Control Officer at the end of the conference.

(d) In the event of a building evacuation, the host will ensure the conference participants are safely evacuated from the building. The Access Control Office will have a copy of the participant registration roster at the Event Stand. The host will obtain a copy of the roster from the event stand; ensure accountability of conference participants, and return the roster to the Access Control Officer at the event stand.

(e) Emergency evacuation route from the Morelli auditorium is through the emergency exit in the Morelli lobby; around the building sidewalk; and to the rally point as depicted Figure B-2.



1. Conference Host picks up sign-in roster on the way out the door.
2. Once assembled, confirm accountability of conference participants
3. HQ TRADOC conference participants will assemble with Morelli conference personnel.
4. Conference Host provides accountability status to Event Stand.
5. Once "All Clear"; return to the Morelli.

Figure B-2. Morelli emergency evacuation route

B-9. Building access for spouses and children of HQ TRADOC employees

- a. Spouses of HQ TRADOC SIDB holders (sponsor) will sign in, surrender their driver's license to the Access Control Officer, and receive a red visitor's badge. The sponsor is required to remain with their spouse throughout the visit and is responsible for returning the badge at the end of the visit (see table B-1; Badge Management).
- b. Children of sponsors will have their age verified by a valid form of identification or parent (or sponsor) verbal verification.
- c. Children 12 years old and older are required to wear a red visitor badge in buildings occupied by HQ TRADOC personnel. They must be under the supervision of the sponsor at all times while in the building; including lobbies, hallways, parking lots, snack area, and restrooms.
- d. Children under 12 are not required to wear a badge. The sponsor is responsible for keeping their child with them at all times while in the building.
- e. The sponsor will ensure the badge is returned at the end of the visit.

B-10. Access to the TRADOC Command Group Suite (Commanding General, Deputy Commanding General (DCG), Office of the Deputy Chief of Staff (DCoS), CSM, CPG)

- a. If not already on the Command Group access list, the organization security manager will contact the SGS Security Manager requesting access to the Command Group suite with the information shown in figure B-1.

PERSONNEL NAME:
PERSONNEL RANK:
POSITION TITLE:
REQUESTING ORGANIZATION:
DATE OF VISIT:
DURATION OF VISIT:
JUSTIFICATION:
ORGANIZATION SECURITY MANAGER NAME:
ORGANIZATION SECURITY MANAGER PHONE NUMBER:

Figure B-3. Access to the Command Suite

- b. The organization security manager will notify the SGS, Staff Administration Division (SAD), when personnel outprocess or no longer require access to the 5th floor.
- c. Selected personnel to include general officers senior executive service personnel, executive officers, staff principals, and aides assigned to HQ TRADOC, ARCIC, or CIMT at Fort Eustis will automatically be given access as soon as the organization security manager submits a request to SGS.
- d. Command Group suite personnel will automatically be given access upon inprocessing in SGS/SAD.

e. For those attending a meeting in the Command Conference Room (CCR) and do not have access to the 5th floor, their organization security manager will request access through the SGS/SAD.

f. The requesting activity will provide an escort if one is required. Escorts should already be on the 5th floor access list.

Appendix C

Physical Security

C-1. Key Control

a. Administrative Keys and Locks.

(1) Organization with hard key requirements will appoint a primary and alternate key custodian. The key custodian(s) will:

(a) Be appointed in writing.

(b) Be responsible for issuing and receiving keys and maintaining accountability for office, unit, or activity keys.

(c) Make certain that individuals designated to issue, receive, and account for keys in their absence clearly understand key control procedures.

(d) Maintain a key control register at all times to ensure continuous accountability for keys of locks used to secure government property and to identify each key and lock and combinations to locks used by the activity, including replacement or reserve keys and locks. The record will show the current location and custody of each key and lock.

(e) Be responsible for procurement and receipt of keys and locks and investigation of lost or stolen keys.

(f) Be listed on an access roster.

(2) SIDB are considered keys and shall be accounted for in the same manner as hard keys.

(3) Keys will be signed out only to authorized personnel using a key control register (DA Form 5513-R (Key Control Register and Inventory)). 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.

b. Key depository.

(1) The organization's key depository will be located in a room where it is kept under 24-hour surveillance or in a room that is locked when unoccupied. The depository will be a lockable container or General Services Administration (GSA)-approved key box made of at least 26-gauge steel, equipped with a tumbler-type locking device and security affixed to a wall or other immovable object (e.g., back of an office door).

(2) Keys and Locks.

(a) Keyed-alike lock sets and master-keyed lock sets may be used under certain circumstances. The use of keyed-alike and master-keyed locks sets must be approved, in writing, by the TRADOC Physical Security Officer.

(b) Locks used to safeguard unclassified, nonsensitive resources will comply with DOD Lock Program standards.
(https://portal.navy.mil/portal/page/portal/navfac/navfac_ww_pp/navfac_nfesc_pp/locks)

(c) Keys and locks not in use will be secured in a locked container that does not contain or store classified material. Access to the container will be controlled.

(3) Rapid-entry key boxes ("Knox Box"). A rapid-entry key box will be permanently affixed to the outside of HQ TRADOC facilities. The location shall be determined in coordination with the Installation Fire Department. The rapid-entry key box contain card keys, key codes, lock combinations, keys or other similar entry control devices needed to enter facilities to facilitate rapid entry into the facility by emergency response forces.

(4) Key and lock accountability.

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

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

(c) 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.

(d) When a key is lost, missing, or stolen, an inquiry will be immediately conducted and the key and/or core replaced or re-cored immediately.

(e) Keys will not be copied except by authorized FMO personnel.

C-2. Intrusion Detection System (IDS)

a. An IDS is used to monitor secured areas such as SCIFs, Arms rooms, secure internet protocol router network (SIPRNET) closets, etc., located throughout Buildings 950, 700, 661, and 210.

b. All IDS areas will have a primary and alternate POC listing posted inside the entry door of their facility; and maintained at Building 950 front desk. The SF 700 listing will be used for this purpose.

c. FMO/ACD monitors the security management terminal 24 hours a day, 7 days a week for alarm notifications.

d. When an IDS is in alarm, Building 950 Front Desk will conduct a visual sweep of the area from their monitoring station and await the arrival of Security Forces to conduct a formal investigation of the area to determine the cause of the alarm.

e. Upon return to the front desk, the Access Control Officer will contact the POC annotated on the after hours notification list on the door and maintained at the front desk.

f. The POC will come to the location of the alarm, disarm the area, conduct an assessment of the inside area to ensure/confirm nothing out of the ordinary has occurred, and re-arm and secure the area.

C-3. Key containers for IDS

a. Keys to IDS (operational or maintenance) or key containers will not be removed from the installation except to provide for protected storage elsewhere. Keys to locks securing key containers will be afforded physical protection equivalent to that provided by the key container itself. Keys to containers and IDS will be maintained separately from other keys, and will be accessible only to those individuals whose official duties require access to them.

b. A current roster of these individuals will be maintained and protected from public view. The roster will be signed by the Facilities Manager (FM) or owning organization designated official and will contain the names of those individuals authorized to receive keys from the key custodian.

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

d. Keys to containers and IDS may be secured together in the same key container. However, under no circumstances will keys and locks or alternate keys or locks be placed in any security container that contains or stores classified material.

e. Keys required for maintenance and repair of IDS, including keys to the control unit door and monitor cabinet, will be kept separate from other IDS keys. Access will be permitted only to authorized maintenance personnel. IDS operational keys will be stored in containers of at least 20-gauge steel equipped with GSA-approved 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 following requirement outlined in AR 380-5.

Appendix D Facilities Operations

D-1. Purpose

To prescribe policies and procedures for the operation and preservation of functional areas and issues in respect to all HQ TRADOC occupied facilities and HQ TRADOC personnel and other non-Federal individuals occupying space, working in, assigned to, visiting, providing service to, or utilizing any portion of HQ TRADOC facilities on JBLE.

D-1. Calling 911

- a. To call 911, simply dial the number from any phone (including cell phones) and report the emergency.
- b. After reporting the emergency, call the ACD (Buildings 950 and 661 only) 501-5007/5008 (B950) or 501-7154 (B661) to report the location of the emergency and name of person requiring assistance (if known).
- c. An Access Control Officer, BC/OC, or designated individual will meet the response personnel at the main entrance of the respective building and provide escort. The escort will remain with response personnel to assist, as necessary.
- d. Collect name, organization, supervisor's name, diagnosis, and to which hospital the person was transported (if applicable). Provide this information to the FMO.
- e. The person's chain of command will submit an Incident Report as required.

D-2. Alcohol use

a. The use of alcohol within HQ TRADOC facilities, to include all grounds and parking lots, is governed by JBLE Supplement 1 to AFI 34-219, Alcoholic Beverage Program, and AR 600-85, The Army Substance Abuse Program, Chapter 3, and is applicable to all personnel who sell, serve, purchase, or consume alcohol on Air Force installations.

(1) The minimum age for purchasing, serving, selling, possessing, or drinking alcoholic beverages within HQ TRADOC facilities must be consistent with the law of the state, territory, possession, or foreign country in which the installation is located.

(2) Eligible patrons 21 years or older can purchase, possess, and consume beer, wine, and other alcoholic beverages.

(3) In accordance with the Code of Virginia, Section 4.1-307, states "no person shall permit anyone employed by him under the age of 18 years to sell, serve, or dispense in any manner alcoholic beverages for on-premises consumption...or 21 years to prepare or mix alcoholic beverages in the capacity of bartender."

(4) Adults may not provide alcoholic beverages to minors except in accordance with applicable state laws.

(5) Only individuals 21 years of age or older may possess or drink alcoholic beverages at their on-post living quarters.

(6) Persons subject to the Uniform Code of Military Justice (UCMJ) who violate these specific provisions may be subject to punitive action under Article 92, UCMJ. Civilian personnel who violate these specific provisions may be subject to appropriate disciplinary action under regulations governing civilian employees.

(7) Prior to any event where there is consumption of alcohol planned, the memorandum at Figure D-1 will be completed and routed on a Form 5 for approval by the DCoS.


 REPLY TO ATTENTION OF	DEPARTMENT OF THE ARMY HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND 950 JEFFERSON AVENUE FORT EUSTIS, VIRGINIA 23604-5700
<p>OFFICE SYMBOL</p>	
<p>MEMORANDUM FOR RECORD</p>	
<p>SUBJECT: Alcohol Exception to Policy</p>	
<p>1. (Your organization name) will hold (event name, date, and location.) Participants may elect to consume moderate levels of alcohol at the event.</p>	
<p>2. IAW TRADOC Memorandum XX, I have reviewed Air Force Instruction 34-219 (Alcoholic Beverage Program). All underage personnel are identified and will not consume alcoholic beverages. Moreover, all individuals who will consume alcohol are responsible for ensuring appropriate means are available for their safe transportation to and from the event and are cognizant of the serious consequences of excessive drinking and/or driving under the influence. Finally all individual have been instructed to observe attendees for any sign of impairment and take appropriate steps, as necessary.</p>	
<p>3. Non-alcoholic beverages will also be available at the event.</p>	
<p>4. Point of contact is MAJ Smith, Office of the DCS, G-1/4, DSN 501-XXXX, (757) 501-XXXX, jane.d.smith.mil@mail.mil.</p>	
<p>Organizational Director Signature Block</p>	

Figure D-1. Sample alcohol exception to policy memorandum

D-3. Tobacco use

- a. The use of any tobacco product is only allowed in a designated smoking area. Smoking within the facility is prohibited in accordance with Title 41 Code of Federal Regulations, section 102-74.315 which prohibits smoking of tobacco products in all interior space owned, rented or leased by the executive branch of the Federal Government.

b. Occupants are prohibited from smoking in front of any TRADOC building in accordance with AFI 40-102 and AR 600-63; paragraph 7-3. Each area where smoking is permitted is clearly marked as a “Designated Smoking Area.” In no case will smoking be permitted within 50 feet of common points of ingress/egress or in areas commonly used by nonsmokers.

c. Occupants will not smoke within 100 feet of the loading docks, trash compactors, dumpsters, or air intake vents (unless in an authorized smoking area).

d. All cigarettes, cigars, cigarillos, etc must be extinguished in the designated receptacles. Cigarettes must not be discarded on the ground, in trash cans or potted plants.

e. The use of cigarettes, electronic type cigarettes, chewing tobacco, dip or snuff in the facility is prohibited, to include office areas and break rooms. The use of these products is only authorized in the designated smoking areas.

f. The use of all tobacco products is prohibited in all military vehicles and aircraft; and in all official vans, buses, or other government-owned vehicle.

D-4. Appliances (Electrical Safety)

a. Most building break rooms are equipped with government-supplied refrigerators, microwave ovens, and a coffee machine.

b. If it is deemed necessary to install additional appliances within the work area, the BC/OC will submit a request via e-mail to the FMO (usarmy.jble.tradoc.mbx.hq-tradoc-fmo-facilities-manager@mail.mil). The request will include the number and type of appliance(s), amperage consumption per appliance, and location of appliance (building and floor number, office/workstation number). The FMO will inspect appliances to ensure they are in safe condition and in accordance with applicable requirements prior to approval for use. Additional appliances approved for use must be unplugged when not in use.

c. Appliances will only be installed in common areas or in open spaces.

d. The FMO will make appliance recommendations based on risk assessment, proximity to a break room, and number of personnel supported by that break room.

e. Organizations are responsible for cleaning the appliances within assigned break rooms.

f. At no time will supplemental heating apparatuses (unless required by medical officials) or microwave ovens be permitted in any workstation or hard walled offices due to fire and safety hazards.

g. All outlets and appliance plugs/wirings will be maintained in good condition and will not be spliced, taped, pinched, coiled, or otherwise placed where they may be damaged or create a hazard. Cords shall not be kinked, stretched or bent excessively to prevent internal wire damage. Users shall inspect cords frequently for signs of fraying, cracking, wearing, or damage that could

create a short circuit. Defective electrical equipment and cords shall be removed from service and the user shall contact the FMO.

h. The use of extension cords is prohibited in all HQ TRADOC buildings located on Ft Eustis. Multi-receptacle surge protectors shall only be used to power computers and related equipment such as lights and fans. Surge protectors shall not be used with high current items such as coffee makers, refrigerators, microwave ovens, etc. These items shall be plugged directly into a facility outlet.

i. Only one surge protector will be plugged into any outlet. Surge protectors will not be connected in a series to achieve a longer cord (i.e. daisy chained or piggy-backed). Surge protectors are prohibited from being placed under carpets, through doorways, or through wall openings.

D-5. Work space signage, wall decorations, etc.

a. No ad hoc signage will be permitted in the interior or exterior of the buildings. Pictures, plaques, decorations or other items may not be mounted in hallways or general use areas without the approval of the FM or BC.

b. Regulatory or mandated signage can be displayed in areas of facilities occupied by HQ TRADOC as approved by the FM or BC. Requests will include a sample of the sign, size specifications, regulatory documentation, number of signs and recommended display areas.

c. Signs that become damaged, outdated, or unsightly will be removed.

d. Candles are prohibited in all areas of all HQ TRADOC buildings.

e. Office/work station: Item(s) must be in good taste and limited to the internal workstation area. Pictures, awards, and other like items may be hung on the inside area of work stations. See additional information at paragraph h below.

f. Private offices: Occupants with private offices having structured walls may hang plaques, framed items such as pictures, and awards; keeping the décor in good taste and limiting it to the internal office area. See additional information at paragraph h below.

g. Decorations. Decorative items must be certified flame retardant, in good taste, and if attached to the permanent walls, will be done in a manner which will not cause holes, tearing of paint or wall paper. See “Signage” paragraph above.

h. Due to limited hallway space and safety concerns, the following guidelines apply to all pictures, displays, plaques, etc:

(1) No open blades; bayonets, swords, axes, hatchets, etc., unless permanently fixed scabbards are used.

(2) No electrical hookups.

(3) Tenants are responsible for ensuring adequate mounting brackets or straps are already attached to the picture, plaque, etc.

(4) To preclude damage to walls, the preferred method of hanging a picture is the use of wall adhesive products.

(a) Depth from wall will not exceed 5 inches.

(b) Items hung on wall will not interfere with visual strobes, sprinkler system, or other fire/life/safety devices.

(c) Weight may not exceed 20 lbs.

(d) Pictures, signage, white boards, etc that exceed 20 lbs, or that may require a more stable platform from which to hang, will be coordinated through the BC/OC to ensure professional installation.

i. The posting of commercial items for sale, such as, but not limited to: realtors, insurance companies, automobile dealers, etc., is strictly forbidden throughout the buildings. This includes directorates, inside offices, hallways, restrooms, break rooms, vending areas, etc.

j. Commanders, DCS, or directors may authorize and dedicate a portion of their break room bulletin boards for “personal” use to sell homes, automobiles, furniture, etc. For example, if a Soldier is on orders for a permanent change of station and needs to sell his or her home or automobile, the use of an organization’s bulletin board for advertisement may be authorized. Commercial sales by vendors or businesses are not permitted in these display areas.

k. Organizations may use easels for temporary signs/advertisements within the confines of their area. An example of using easels for temporary purposes may be, but is not limited to, the following: Morale Welfare and Recreation events, equal opportunity events, etc. Users will ensure that easels do not impede means of egress and the sign/display is in compliance with the above mentioned rules.

l. Organizations will set aside areas for posting organization specific flyers (i.e., retirement luncheons, holiday party events, etc.). These flyers will not be posted in lobby areas or elevators without prior coordination with FM or BC.

D-6. Workspace renovations and furniture

a. Occupants requesting alterations, modifications, or renovations to the facility or work stations, must do so through their BC/OC and FMB representative (see Appendix I for FMB procedures).

b. Occupants are not authorized to contact outside contractors for any type alterations or modifications to HQ TRADOC facilities without FMO coordination and FMB approval.

c. Once the FMB approves a workspace modification project, it is the responsibility of the RO to prepare the Form 5, Acquisition Management and Oversight packet, and any additional requirements; keeping their FMB representative informed. Unless otherwise directed by the FMB, funding falls to the RO.

d. No team, storage, print-copier, conference, janitor closets, recycle rooms or break rooms can be converted to office space or for other uses in Buildings 661,700, 950, 210 or 213 without FMB approval. BCs will submit Air Force Form 332, Base Civil Engineer Work Request, to the FMO for coordination and approval by the FMB. Workstation cubicles will not be rearranged or torn down without FMB approval.

e. Furniture or other items will not block doors or walkways. All main walkways must have a minimum clearance of 46 inches.

f. Furniture defects or malfunctions will be reported to your BC/OC. Calls will not be made directly to the manufacturer.

g. Personnel will not remove furniture from another organization without permission of the owning organization OC.

h. CIMT has approval authority for Building 210 with information copy to the FMO.

D-7. Space management

a. Commanders, DCS, or directors are ultimately responsible for space management within their respective area and will keep the FMO apprised of current and projected fills and vacancies. Overall management of space across all HQ TRADOC facilities on JBLE falls to the FM.

b. BC/OCs will account for spaces on the space management spreadsheet to include military, government personnel, and non-government personnel.

c. The FMO will monitor space utilization across all HQ TRADOC facilities, maintain awareness of available space on JBLE, and provide recommendations, when required or requested, of the best overall use of available space.

D-8. Storage management

a. Fort Eustis and HQ TRADOC storage capabilities are extremely limited.

b. Directors are authorized to use assigned storage capacity within HQ TRADOC facilities on Fort Eustis. Once this capacity is exhausted, requests for additional storage must be coordinated thru the organization's FMB representative.

c. Storage requirements for bench stock items (G-6, information technology, Facilities requirements, etc), modular furniture components, and some historical files will be favorably considered by the FMB. Storage of excess (or non-modular) furniture, appliances, excessive boxes, office memorabilia, etc will be scrutinized for operational and/or functional value.

d. The purchase or installation of exterior sheds is prohibited unless approved by the Installation; through the FMB.

e. Storage of items under stairwells, in mechanical rooms, recycle rooms, communications rooms, janitor closets, or building attics is prohibited.

D-9. Break rooms

a. Break room ownership is depicted in Tables D-1 and D-2.

b. Break room owners will ensure cleanliness of their break room as outlined below:

(1) Until such time as a custodial contract can be negotiated to clean the government-supplied appliances in the break rooms, appropriated funds can be used to purchase cleaning supplies for these appliances.

(2) Types of cleaning supplies that can be purchased in support of common use break areas are as follows:

(a) Hand soap in kitchenette sink.

(b) Paper towels for cleaning.

(c) General cleaning supplies - common areas.

(3) Type of cleaning supplies that cannot be purchased without legal review:

(a) Plates, cups, utensils - these are considered personal use items like food or beverages.

(b) Dish detergent – considered personal use.

c. Counters will be cleaned based on break room owner standing operating procedure (SOP).

d. Refrigerator contents will be rotated at least monthly.

e. Coffee and coffee supplies cannot be purchased on Government Purchase Card (GPC). Break room owners will reach consensus with interested parties on coffee and coffee supply purchases.

f. Work orders for break rooms are processed by the break room owner in accordance with this SOP.

g. See Table D-1, for Building 950 break room owners.

Table D-1. Building 950 Break Room Owners

Break room	Owner
1029	G-33 – Emergency Operations Center (Only)
1014	G-33
Prep Kitchen	Executive Services Office (ESO)
1078	ARCIC
1081	ARCIC
1093	ARCIC
2021	G-3 Training
2042	G-3 Training
2062	ARCIC
2078	ARCIC
3096	ARCIC
3602	G3/5/7
3113	Staff Judge Advocate (SJA)
3104	ARCIC
4008	Chief Knowledge Office
	G-2 SCIF (ONLY)
4047	G-2
4068	DCG-United States Army Reserve (USAR)
	ARCIC SIMLAB (ONLY)
4111	ARCIC
4101	ARCIC
4083	ARCIC
5003	ESO/OCG/SGS
5005	OCG
5015	OCG/SGS

- i. See Table D-2, for Building 661 break room owner.

Table D-2. Building 661 Break Room Owners

Break room	Owner
112	G-6
151	G-8
236	G-8
212	G-8
321	G-1/4
342	G-1/4

- j. Building 210, break rooms are owned by CIMT.

D-10. Seasonal events

- a. An information paper dated 1 Dec 11 is available at the FMO portal (<https://hq.tradoc.army.mil/sites/hqfmo>) that contains additional guidance on permissible holiday season activities in TRADOC. Topics include use of government time, gifts, fundraising, attendance at parties, and alcohol.

b. Commanders, DCS', and directors are authorized to conduct events such as parties and gatherings within their respective area. All attempts to avoid "spilling" into hallways will be exercised. Event organizers will ensure they are not violating fire egress requirements. If unsure, contact the FMO or Safety Office.

c. Organizations will notify the FMO via e-mail (usarmy.jble.tradoc.mbx.hq-tradoc-fmo-facilities-manager@mail.mil) at least two weeks prior to any event. The notification will include the date, start and end times, building location(s), and number of visitors attending. Events that include outdoor barbeque grills or deep fryers will be noted in the notification email.

d. At no time will heating appliances (such as crock pots), heating fluids or gels, additional microwaves, or coffee pots be used in any CRs, TRs, hard walled offices or work station without prior approval and coordination with the FM or BC.

D-11. Fundraising

a. Fundraising. Fundraising events in facilities occupied by HQ TRADOC must comply with the following guidance:

(1) All fundraising events will be coordinated through the HQ TRADOC FMO (usarmy.jble.tradoc.mbx.hq-tradoc-fmo-facilities-manager@mail.mil). The FMO will provide a fillable fundraising form (see Figure D-2) that is turned into the FMO for installation coordination.

(2) Fundraising on Fort Eustis is to be done in accordance with AFI 36-3101 and must adhere to the guidelines set forth in the Private Organization Guide in compliance with AFI 34-223 (http://www.e-publishing.af.mil/?txtSearchWord=afi34-223&client=AFPW_EPubs&proxystylesheet=AFPW_EPubs&ie=UTF-8&oe=UTF-8&output=xml_no_dtd&site=AFPW_EPubs&btnG.x=23&btnG.y=7)

(3) Completed fundraiser worksheet must be submitted at least 15 days in advance; although a 30 day lead time is strongly recommended.

(4) Fundraisers can only be conducted away from the workplace and off-duty. Soliciting or selling in the duty section is strictly prohibited. The government cannot contribute money, materials, or any other active support to your organization.

(5) Fundraisers must not detract from the Army Emergency Relief Fund, Combined Federal Campaign, or be conducted during the same time.

(6) It is highly recommended that you review the Private Organization Guide, AFI 36-3101 and Instructions for Fundraising prior to beginning the fundraising process. An updated version can be found here: http://www.e-publishing.af.mil/?txtSearchWord=afi36-3101&client=AFPW_EPubs&proxystylesheet=AFPW_EPubs&ie=UTF-8&oe=UTF-8&output=xml_no_dtd&site=AFPW_EPubs&btnG.x=30&btnG.y=7

(7) Incomplete fundraiser worksheets will not be accepted.

(8) Government e-mail may not be used in furtherance of this fundraiser (AFI 33-119/ACC Sup 1). Any advertisement of the event may not appear to be an official endorsement of the event.

(9) Once submitted to 733 FSD, the approval process can take up to 10 business days, for coordination thru Staff Judge Advocate (SJA) and various organizations depending on the type of fundraiser.

(10) If the event **does not** involve the handling or preparation of food, coordination must be routed to the following for review:

- (a) 733 FSD (757) 878-3010
- (b) Legal Office (633 ABW/JA)
- (c) 733 FSD

(11) If event **does involve** food preparation i.e., bake sale, chili sale, or any event that requires the handling of food, coordination must be routed through:

- (a) Preventive Medicine (757) 314-8031
- (b) 733 FSD
- (c) Legal Office (633ABW/JA)

(12) If the event involves **non-DOD personnel**, coordination must be routed to the following by:

- (a) 733 FSD.
- (b) Post Safety (633 ABW/SE)
- (c) Security Forces (733/SFS)
- (d) Public Affairs (633/PA)
- (e) Legal Office (633 ABW/JA)
- (f) 733 FSD

(13) HQ TRADOC personnel shall not officially endorse or appear to endorse membership drives or fundraising for any non-Federal entity except the following organizations which are not subject to the provisions of subsection 3-211 of DOD 5500.07-R: the Combined Federal Campaign; emergency and disaster appeals approved by the Office of Personnel Management; Army Emergency Relief; Navy-Marine-Corps Relief Society; and Air Force Assistance Fund.

(14) Additionally, organizations composed primarily of DOD employees or their dependents may fundraise among their own members for the benefit of welfare funds for their own members or their dependents when approved by the TRADOC Commander after consultation with the Designated Agency Ethics Officials or designee.

(15) Persons subject to the UCMJ who violate these specific provisions may be subject to punitive action under Article 92, UCMJ. Civilian personnel who violate these specific provisions may be subject to appropriate disciplinary action under regulations governing civilian employees.

REQUEST FOR APPROVAL TO CONDUCT A FUNDRAISING EVENT

Instructions: This Request for Approval to Conduct a Fundraising Event on Joint Base Langley Eustis is subject to the approval of the 733d Force Support Division Director (733 FSD/CC). Return completed requests to 733 FSD/CC. You may not advertise or begin your fundraising event until you have written approval from 733 FSD/CC. If approved by 733 FSD/CC, please have a signed copy of this request at the fundraising event. Even after written approval is granted, potential violations of the Joint Ethics Regulation (DoD 5500.7-R) and relevant Air Force Instructions (to include but not limited to AFI 36-3101 & AFI 34-223) covering these matters may result in that approval being rescinded.

I. REQUESTOR DATA

ORGANIZATION NAME		NAME OF REQUESTING INDIVIDUAL		CONTACT PHONE NUMBER	DATE OF REQUEST	DATE OF EVENT
TO BE COMPLETED BY 733 FSD:						
PRIVATE ORGANIZATION?	YES	IF YES, PROOF OF INSURANCE?	YES	IF NO, WAIVER ON FILE?	YES	Number of fundraisers organization has had this calendar quarter.
	NO		NO		NO	

II. EVENT DATA

- State when, where, and at what time the event is planned for. The **Holiday Basket sale is scheduled for 18 November 2011. It will be held in Bldg 950, Wing C on the 2nd floor at noon.**
- What type of event are you planning? Describe what the personnel working the event will be doing. Describe who the personnel are conducting the fundraising (e.g. AD, Civ, etc.). **We are planning to have a silent basket auction. The baskets will be on display from the last week of October through mid-November 2011. We will have three civilian employees helping with the displays, bidding, collecting money, and distributing baskets to the winners.**
- How will the proceeds of this fundraiser be used? **The proceeds from this fundraiser will be used to defray the cost of meals for deployed Soldiers' family members, lower Enlisted Soldiers, and those who may not otherwise be able to attend due to the cost.**
- Approximately how many volunteers will work the event? **There will be approximately three civilian volunteers.**
- How will you promote or advertise your proposed event? Be specific and attach a copy of all media to be distributed (i.e. flyers, cards, posters, leaflets, etc.). **We will promote this event by using flyers to be posted on bulletin boards in the common areas of Wing C, and our portal. (See attached flyer.)**
- Are any other organizations other than yours, including any on-base or off-base entities, planning or conducting this event, or receiving any proceeds raised? If yes, please provide the name(s) of the organization(s). **No.**
- Will prizes be awarded at the event? If yes, describe in detail on a separate page the source of the prizes, the type of prizes, how winners will be selected, what customers must do to be eligible to receive a prize, and whether every customer will receive a prize. **We will not award prizes. This is a silent auction and the person with the highest bid will buy the basket.**
- Do you intend to sell or serve alcohol? **No.** 9. Do you intend to sell food? **No.** If yes, you must attach a copy of a temporary food handler's permit from Preventive Medicine (878-4532/2221) to this application.
- Will the event involve soliciting on base? **No. This event is limited to within the organization. Off base? No**

III. COORDINATION OF EVENT

If the fundraising event requires the use of a base agency, you must obtain permission from that agency in order for 733 FSD/CC to consider this request. For example, if your fundraiser is to take place in base housing or in front of the Base Exchange or the Commissary, you need permission from those agencies. If your fundraiser will attract a large number of people, you need to coordinate with 733 SFS/SFOL for traffic and/or crowd control. You should also coordinate with 733 SFS/SFOL if your event will attract people from the local community requiring a sponsor to enter Joint Base Langley-Eustis (JBLE). Put N/A for the agencies that do not apply.						FSS/FSE – Base Exchange	
Office	FSS/FSE	FSS/FSCG	CES/CEH	AMDS/SGPM	DeCA/CE	SFS/SFOL	FSS/FSCG – Golf Course
Initials/date							CES/CEH – Base Housing
							AMDS/SGPM – Food Permit
							DeCA/CE – Commissary
							SFS/SFOL – Security Forces

IV. CERTIFICATION

REQUEST FOR APPROVAL TO CONDUCT A FUNDRAISING EVENT

Figure D-2. Sample fundraising memo

D-12. Parking policy

a. At no time will parking be allowed in the immediate front of Building 950 (near bollards or flags), 661 (in the circle drive-way), nor 210 (in the circle drive-way) unless prior coordination has been effected through the respective building manager. Drop offs and pick ups are allowed; as is short term waiting (5 minutes) as long as a licensed driver remains with the vehicle.

b. All deliveries to Building 950 will be through the back entrance. Delivery vehicles will not park in front of Building 950 to off-load supplies. Other HQ TRADOC buildings will implement their internal SOP.

c. HQ TRADOC permanent reserved parking allocations are kept to a minimum. Authorizations are based on leadership responsibilities and mission priorities.

d. Permanent parking spaces for Building 950 are reserved for GOs and SES'.

e. Permanent parking spaces for the remainder of facilities in the HQ TRADOC campus will be in accordance with the senior occupant's guidance in consultation with the respective building manager; and in some cases, neighboring building managers. However; JBLE Instruction 31-218 (Fort Eustis Traffic Code; (7 May 2012) will serve as the primary reference for designating reserved parking.

f. Changes and exceptions to these allocations must be approved by the HQ TRADOC DCoS.

g. Occupants of HQ TRADOC facilities without a designated parking space will park in the general parking spaces only. Parking at entrances, in unmarked (unstriped) spaces, near loading docks, by dumpsters, adjacent to gazebos, bike racks, flower pots, knee walls, islands, or medians is strictly prohibited.

h. Reserved visitor spaces are for visitors to that building. HQ TRADOC occupants from one building may park in a visitor space of another HQ TRADOC facility; but not the visitor spaces of the HQ TRADOC facility in which they work.

i. Vehicles identified for individuals with disabilities that require a disabled placard or parking license plate must be driven/occupied by the individual with the disability; or the vehicle must be parked in the general parking lot. Virginia Code Subsection 46.2-1242(A)(1) provides that no person without a disability that limits or impairs his or her ability to walk may park a vehicle with a handicapped placard in a parking space reserved for persons with disabilities that limit or impair their ability to walk unless he or she is transporting a disabled person in the vehicle. Parking in a space reserved for individuals with disabilities is in violation of Virginia Code Subsection 46.2-1242(A) (1) and is punishable by a \$100-\$500 fine.

j. In Virginia, individuals with disabilities placard holders are also issued a Disabled Parking Placard Identification Card, pursuant to Virginia Code Subsection 46.2-1254, and are required to present the card to law enforcement officers upon request.

k. Parking permits for individuals with disabilities and HQ TRADOC-issued high occupancy vehicle (carpools) permits must be clearly displayed in vehicles parked in these spaces.

l. At a minimum, loss of handicap or carpool parking permits will result if abuse of privileges as outlined above is demonstrated.

m. Motorcycle parking: Motorcycle riders may park two or three motorcycles per space in any general parking space in the parking lot or unoccupied carpool parking space.

n. Temporary parking in the loading dock area behind Building 950 is reserved for contractors/vendors in support of Building 950.

o. Permanent parking in the loading dock area behind Building 950 is reserved for the CG's GOV, the FMO pick up truck, and the FMO electric vehicles. Additional parking spaces (4) for the Command Group's GOVs are located along the curb between the mechanical gate and force protection barriers; in addition to numerous GOV parking spaces in south end of the general parking lot of Building 950.

p. Requests for parking permits are submitted to the FMO via e-mail (usarmy.jble.tradoc.mbx.hq-tradoc-fmo-physical-security@mail.mil).

q. Building managers of HQ TRADOC facilities are the only entities authorized to emplace temporary parking signage in support of special events that are taking place at their building.

r. 733rd CED is the only organization authorized to install, remove, or fabricate permanent parking signs.

D-13. Special event parking

a. To reserve parking spaces for special events, fill out the form found here <https://hq.tradoc.army.mil/sites/hqfmo/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fhqfmo%2FShared%20Documents%2FParking%2FB950>. An example form is found at figure D-3.

Office Symbol	Date
MEMORANDUM FOR Facilities Management Office; Physical Security Division	
SUBJECT: Event/Visitor Parking and Badge Request	
1. Request support for the following:	
EVENT NAME: _____	
DATE and START/END TIME: _____	
POC NAME, PHONE NUMBER, and ORGANIZATION: _____	
NUMBER OF RESERVED PARKING SPACES REQUIRED: _____ (Spaces are reserved for GO/SES visitors only. Designated reserved spaces will be marked with an orange cone with a placard affixed to the cone. The placard will reflect the event name, "GO/SES RESERVED PARKING" and date(s) of event/visit).	
NUMBER OF BADGES REQUIRED: _____ (Request will be forwarded to Access Control for processing. All badges will be signed for at the Access Control desk on the day of pick up. Badges will be returned to the Access Control desk upon completion of the event/visit).	
POC NAME, PHONE NUMBER, and ORGANIZATION OF PERSON PICKING UP/TURNING-IN BADGES: _____	
DATE and TIME OF PICK-UP/TURN-IN OF BADGES: _____	
SPECIAL INSTRUCTIONS: _____ _____ _____ _____ _____ _____	

Figure D-3. Sample Event Parking and "V" Badge Request

b. Requests to reserve parking for less than 10 visitors to Building 950 (GO/SES/senior private executive equivalent only unless otherwise coordinated with FMO), are submitted to FMO via email (usarmy.jble.tradoc.mbx.hq-tradoc-fmo-access-control@mail.mil) at least 72 hours in advance. The request will include a PowerPoint slide that reflects date of visit and event or reason for visit. Specific logos or other graphics are at the discretion of the requester. No personal names will be used.

c. Requests to reserve parking for more than 10 visitors are submitted to FMO at least two weeks in advance. See paragraphs “a” and “b” above for additional information.

d. FMO may limit the number of special event parking spaces requested depending on concurrent events or other priorities.

D-14. Physical training in vicinity of HQ TRADOC facilities

a. To ensure there is no damage to facilities nor injury to personnel, physical training must be conducted outside the buildings. Physical training or testing of any kind is strictly prohibited inside the buildings.

b. Personnel conducting physical training in the parking lots will ensure appropriate safety equipment is utilized, such as cones, road guard reflective vests, and flashlights. When feasible, groups will make every effort to stay within the lighted areas during the hours of darkness. (Parking lot lighting does not preclude the use of safety equipment mentioned in this paragraph).

D-15. Flying the National Colors in honor of a pending retirement or other occasion

a. Requests to fly the National Colors over HQ TRADOC are routed through the FMO (usarmy.jble.tradoc.mbx.hq-tradoc-fmo-facilities-manager@mail.mil) at least 10 business days in advance of the requirement.

b. Unless otherwise coordinated with the FMO, flags will not be flown on national holidays or during training holidays.

c. Flags will not be flown during designated periods of national mourning.

d. Flags will only be flown on Tuesday, Wednesday, or Thursday.

e. Only storm flags are flown (5' x 91/2'). RO is responsible for the purchase of the storm flag.

f. ROs will provide a detail of at least 7 Soldiers. One of which will be a noncommissioned officer (NCO) (sergeant or above). This NCO is responsible for insuring proper honors and protocols are followed when raising and lowering the national colors.

g. Coordinating instructions will be provided by an NCO representative from the FMO.

h. Procedures:

(1) Within 10 days of the requirement, the RO will email the FMO with the desired date to have the flag flown (usarmy.jble.tradoc.mbx.hq-tradoc-fmo-facilities-manager@mail.mil).

(2) Include in the e-mail the following information: Date to fly the Colors, NCO POC; and names of detail.

(3) A date will be provided to the NCOIC to meet with an FMO NCO to confirm knowledge of protocols for raising and lowering the national colors, confirm date, and times of reveille and retreat.

(4) Before Reveille sounds on the day the RO's flag is flown, their flag detail will in order, lower the GO flag (if present), the TRADOC flag; and then lower, fold, and secure the National Colors.

(5) At Reveille, the flag detail will; in order, raise the National Colors followed by the GO flag (if required); and finally the TRADOC flag.

(6) At Retreat of the requested day, the flag detail will in order, lower the GO flag, TRADOC flag, and the National Colors designated for the retiree. The National Colors designated for the retiree will be folded and secured with the RO.

(7) The flag detail will then raise the National Colors, GO flag, and TRADOC flag.

i. Organizations without sufficient military to conduct the ceremony must let the FMO know within 10 days of their desired date.

D-16. Pest Control Policy

Exposure to pests, (insects, cockroaches, rats, mice, etc.) pest residue, and the chemicals used to control them can aggravate or potentially cause health problems to individuals. Procedures for pest control are as follows:

a. Sightings of pests within building occupied by HQ TRADOC personnel will be reported to the BC/OC. Occupants will not use pesticides to control pests. The BC/OC will submit a service order request to the FMO to dispatch a pest exterminator from CED.

b. Regular inspections will be performed by a pest management professional who is knowledgeable about situations that are conducive to pest populations and will recommend alterations/modifications to the facility, sealing of the pest entry points, clutter reduction, improved sanitation, and monitoring procedures.

c. Pest management decisions will be made based on the results of regular inspections.

d. Pesticides used in this facility will be applied by certified pesticide applicators or registered technicians that have working knowledge of integrated pest management principles and practices.

e. Proper sanitation in work areas and break rooms will be maintained and clutter reduced to prevent food and harborage for pests. Microwaves and refrigerators will also be cleaned regularly or as needed.

f. At least 2 operational days, but not more than 30 days advance notice of pesticide application will be given to staff except in emergencies where pests pose an immediate health threat as determined by authorized pest control personnel. All records of applications and advance notices will be kept on file at CED.

g. Exemptions: This policy does not apply to the following exempted uses of pesticides:

- Germicides
- Disinfectants
- Bactericides
- Sanitizing agents
- Chemicals used in normal cleaning activities

D-17. Animals

a. Service/assistance animals and military working dogs are the only animals permitted in any facility occupied by HQ TRADOC. At no time will privately owned, wild, or other animal of any kind, be brought into any facility occupied by HQ TRADOC, unless specifically authorized by the FMO in consultation with the HQ TRADOC Surgeon's Office. Bringing pets and other animals into facilities occupied by HQ TRADOC creates potential health hazards and is not conducive to the good order and discipline of a professional working environment.

b. In the event of a natural disaster or other emergency, local agencies establish animal shelters where pets and other animals may be temporarily located.

D-18. Miscellaneous

a. The Grab-n-Go Snack Bar is located on the first floor of Building 950 between the Access Control Desk and the Morelli Auditorium. The hours of operation are 0700 – 1500 daily; closed on weekends and Federal holidays.

b. Vending Machines.

(1) Placement of vending machines have been planned and placed at specific locations in TRADOC facilities by taking into consideration many of the same topics addressed throughout this memorandum. Movement of these machines will be coordinated through the FMO.

(2) Vending machines are the property of a civilian contractor.

(3) Refunds and machine malfunctions for Building 950 machines will be reported directly to the vendor; for Building 661, report refunds and machine malfunctions to the BC. Information pertaining to refunds and reporting malfunctions are posted on the machines.

(4) Recommendations for types of items sold from the vending machines are encouraged and should be made via e-mail to the FMO.

c. Lost and Found: Although the Access Control Desks of Buildings 661 and 950 are not formal lost and found repositories, small items that have been found can be turned into them. They will contact the FMO (Building 950) or the BC (Building 661). The FMO or BC will disseminate an e-mail to building occupants in an effort to find the owner of the lost item(s). Items not claimed within 30 days will be discarded. Lost and found procedures for Buildings 705, 700, 210, and 213 are governed by their internal SOPs.

Appendix E

Facilities Maintenance

E-1. Workorder Processing

The FMO has a three-person Contract Maintenance Team; two of which work at Building 950 and the third works at Building 661. The primary functions of this team are to perform routine facility maintenance and repair operations (less interiors, appliances, and furniture) to their assigned facilities. They are not responsible for the maintenance, and/or repairs of the following equipment: computers, printers, modular, and stationary furniture (excluding fluorescent light bulbs), office machines, paper shredders, and appliances. Coordinate repairs to this type of equipment through your respective BC/OC.

a. All work requirements are reported to the BC/OCs to include apparent warranty work for facilities maintenance, government-provided appliances, and/or furniture.

b. BC/OCs are identified to serve as the liaison between their building/organization and the FMO. Occupants will submit all work requests, inquiries, and complaints to their BC/OC. At a minimum, each separate building must have a BC as follows:

- (1) Building 210, appointed by CIMT.
- (2) Building 700, appointed by TRADOC Band SGM.
- (3) Building 705, appointed by 733rd MSG Facility Manager.
- (4) Building 661, appointed by TRADOC G-8.
- (5) Building 950, appointed by separate directorate leaders that work in Building 950.

(6) Building 213, appointed by Commander, Headquarters and Headquarters Company (HHC) TRADOC.

c. Due to the large size of Building 950, the following organizations will appoint at least one OC (more is better): ARCIC, TRADOC G-2, and TRADOC G-3/5/7. It is strongly recommended that Building 661 appoint OCs as well.

d. OCs assist the BC with monitoring facility maintenance requirements, adhering to this SOP, and submitting/monitoring service and individual job orders. .

e. The TRADOC Command Group , DCG National Guard, DCG Army Reserve, the commanding general's personal staff (minus TRADOC Band, and IG) and TRADOC special staff (minus Internal Review and Audit Compliance, Technical Library, Quality Assurance Office, Historian, and Equal Employment Opportunity) and ADSOs/CDSOs submit service and individual job order requests, inquiries, and complaints directly to the FMO.

f. The TRADOC Band submits service and individual job order requests, inquiries, and complaints directly to the TRADOC Band BC/OC.

g. Internal Review and Audit Compliance, Technical Library, and Quality Assurance Office submit service and individual job order requests, inquiries, and complaints directly to the Building 705 Facility Manager.

h. The TRADOC Historian, IG, and Equal Employment Opportunity submit service and individual job order requests, inquiries, and complaints directly to the Building 661 BC/OC.

i. CED work requests are divided into two categories; service job orders (SJO's or "service orders") and individual job orders ("work orders").

(1) SJO's are used when requesting routine maintenance and repair projects such as clogged toilets, heating/cooling issues, minor patching and painting to drywall, replacement of ceiling tiles, etc.

(a) For Buildings 950, 661, and 210; SJOs are called into the BC/OC who insures the contract maintenance team is notified to address the complaint.

(b) For Buildings 700 and 213, SJOs are called into CED at 878-5225. The FMO monitors the SJO from daily reports received from CED.

(c) Building 705 is handled by the Building 705 Facility Manager.

(2) If the FMO or BC cannot resolve the issue, a service order will be called into CED and a service order tracking number will be obtained. This service order number will be logged, monitored by the FMO, and forwarded to the requesting occupant.

j. Individual Job Orders (Work Orders):

(1) Work orders are used for project scopes that exceed an SJO. If unsure, ask your BC/OC for assistance in defining your requirement.

(2) Work orders are submitted via your BC/OC on AF Form 332 (updated and fillable versions are found at) http://www.e-publishing.af.mil/?txtSearchWord=af332&client=AFPW_EPubs&proxystylesheet=AFPW_EPubs&ie=UTF-8&oe=UTF-8&output=xml_no_dtd&site=AFPW_EPubs&btnG.x=5&btnG.y=9 (See Figure E1)

The screenshot shows the AF e-Publishing website interface. At the top, there are sections for 'Mission & Vision', 'Spotlights', and 'AF e-Publishing'. The 'Spotlights' section features a 'Form Viewer' graphic. Below this is a 'Product Index' section with a table of products. A red arrow points to the 'AF332' link in the table, with a red text box stating 'Click on this link to access a copy of the AF 332'. The table has columns for Product Number, Product Title, Format, and Date. The row for AF332 has the title 'BASE CIVIL ENGINEER WORK REQUEST' and date '01 JAN 1991'. To the right of the table, there are several notices and a 'Most Viewed' section.

Product Number	Product Title	Format	Date
AF332	BASE CIVIL ENGINEER WORK REQUEST	E	01 JAN 1991

Figure E-1. Link to AF Form 332 – Base Civil Engineer Work Request

(3) Examples of work orders that require an AF Form 332 include new work such as installing new power outlets, adding new electrical circuits, modifying interior or exterior structures, etc.

(4) AF 332s that support a work order are processed through the FMB (see Appendix I for FMB procedures). Ensure sufficient backward planning is conducted to meet the required completion date your organization requires for the new capability.

(5) CED will only accept AF 332s signed by the HQ TRADOC FM. Therefore, to ensure your organizational POC is kept in the loop, ensure organizational contact information is in Block 5 of the AF 332. An example AF Form 332 is found at figure E-2 below:

BASE CIVIL ENGINEER WORK REQUEST <small>(See Reverse for Instructions)</small>				Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project 0704-0188, Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to HQ AFESQ/DEMG.					
SECTION I - TO BE COMPLETED BY REQUESTER					
1. FROM (Organization) YOUR DIRECTORATE, DIVISION, BRANCH, ETC		2. OFFICE SYMBOL Self-expl	3. DATE OF REQUEST YYYYMMDD format	4. WORK REQUEST NO. (For BCE Use) DON'T PUT ANYTHING HERE	
5. NAME AND PHONE NO. OF REQUESTER POC information		6. REQUIRED COMPLETION DATE YYYYMMDD format	7. BUILDING, FACILITY OR STREET ADDRESS WHERE WORK IS TO BE ACCOMPLISHED Self-explanatory		
8. DESCRIPTION OF WORK TO BE ACCOMPLISHED <i>(Include Sketch or Plan, when appropriate)</i> Please put some thought into this. This block should paint a picture of what you want to be included in the scope of your project. The more information (including pictures, drawings, etc) that you are able to put in this block (or attach); the better. If you are not sure how to articulate your requirement, ask the Facilities Manager; or do your best. The Facilities Management Office (FMO) reviews this block for clarity. The project WILL NOT be disapproved based on scope (unless it is beyond the scope of an AF 332); but it may take longer to get through the staffing process if what you want is not clear.					
9. BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED <i>(Not required for maintenance and repair)</i> THIS IS THE MOST IMPORTANT PART OF THE FORM! A strong justification will assist with getting the project approved thru the FMB. A good justification supports a Director's operational or mission requirements; addresses Life/Fire/Safety concerns; or enhances some piece of the facility infrastructure that has potential benefit to the entire facility. A project that is simply "for convenience" or does not pass a hasty, common-sense cost/benefit analysis is hard to justify to the FMB.					
10. DONATED RESOURCES If funding; providing labor; providing material; or have a specific Contractor identified, check the appropriate box below					
<input type="checkbox"/> FUNDS	<input type="checkbox"/> LABOR	<input type="checkbox"/> MATERIAL	<input type="checkbox"/> CONTRACT BY REQUESTER	<input type="checkbox"/> NONE	
11. NAME OF REQUESTER HQ TRADOC Facilities Manager		12. GRADE OF REQUESTER	13. SIGNATURE OF REQUESTER <i>(See Reverse of Form)</i>		
14. COORDINATION Block 1 Chief initials HQ TRADOC FMO CED Optional Optional					
SECTION II - FOR BASE CIVIL ENGINEER USE					
15. WORK ORDER <i>(Place an "X" in the appropriate box.)</i>					
<input type="checkbox"/> IN-SERVICE	<input type="checkbox"/> SELF-HELP	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SABER		
16. DIRECT SCHEDULED WORK <i>(Place an "X" in the appropriate box.)</i>					
<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> URGENT	<input type="checkbox"/> ROUTINE	<input type="checkbox"/> SELF-HELP	<input type="checkbox"/> M/C	
17. SELF-HELP <i>(Place an "X" in the appropriate box.)</i>					
<input type="checkbox"/> BRIEFING REQUIRED		<input type="checkbox"/> ADEQUATE COORDINATION		<input type="checkbox"/> INSPECTION REQUIRED	
SECTION III - COMPLETE ONLY IF WORK IS TO BE ACCOMPLISHED BY WORK ORDER					
18. WORK CLASS		19. PRIORITY	20. ESTIMATED HOURS	21. ESTIMATED FUNDED COST	22. ESTIMATED TOTAL COST
<input type="checkbox"/> 23. THERE IS NO NEED FOR AN ENVIRONMENTAL ASSESSMENT (AFR 19-2)		<input type="checkbox"/> 24. A WRITTEN ASSESSMENT IS BEING/HAS BEEN PROCESSED	<input type="checkbox"/> 25. APPROVED	<input type="checkbox"/> 26. DISAPPROVED	
27. REMARKS					
SECTION IV - APPROVING AUTHORITY					
28. NAME AND GRADE <i>(Please Type or Print)</i>			29. SIGNATURE		30. DATE
AF IMT 332, 19910101, V4		PREVIOUS EDITION IS OBSOLETE.		MASTER FILE COPY	

Figure E-2. Example AF Form 332 – Base Civil Engineer Work Request

(6) Funding for AF 332 projects are not necessarily cut and dry. For example, the funding for a project that directly benefits the requesting organization (adding an electrical outlet for the convenience of the occupant) will normally be borne by the requesting organization. On the other hand, if a new electrical circuit is required to support the IT capabilities in a given CR, then the FMO may be required to cover the cost (assuming no additional, non-essential appliances such as coffee pots are on the existing circuit).

E-2. Emergency work orders

a. Emergency work orders are those determined to be detrimental to the safety and health of personnel, the accomplishment of the mission due to hazards affecting personnel, or damage to the facility.

b. Emergency work orders are called directly into CED using any of the routinely used CED phone numbers ((757)878-5225/5226/4347 (there is no specific Emergency Work Order number)).

c. All FIRE-related emergencies will be immediately called in to the Fire Department using 911.

E-3. Custodial services

a. Custodial services are provided by an independent contractor through CED.

(1) The FM will coordinate with CED to ensure full compliance with the requirements of the contract.

(2) All complaints or recommendations concerning custodial services or other actions by custodial personnel will be reported to the FMO. The FMO will forward complaints to the custodial CoR at CED. The complainant will be notified of the findings as soon as available.

b. Occupants of TRADOC facilities will ensure that beverage containers are covered when transiting the corridors or when occupying CRs.

(1) Spills on hard floors or carpets will be the responsibility of the occupant causing the spill and will be cleaned immediately to avoid slips/falls on hard floors.

(2) If the person causing the spill cannot be located, the respective BC/OC is responsible to coordinate cleaning of the spill.

E-4. Recycling

a. JBLE uses the International Organization for Standardization 14001 to manage all aspects of the environmental program (recycling). TRADOC employees will adhere to the environmental program as designed by the CED/Environmental Element and mandated by various Federal and Public Laws.

b. JBLE has converted to a single stream recycling system. All recyclables can be placed into one container. This includes all office paper, #1 plastic bottles (soda bottles, coffee creamer bottles, liquid dish soap bottles, peanut butter jars, etc) and #2 plastic bottles (milk jugs, liquid laundry detergent, chocolate syrup bottles, etc). Tops must be removed from plastic bottles. If unsure if your plastic bottle is #1 or #2, check the bottom of the bottle and look at the three-arrowed triangle. Inside the triangle is a number 1 or 2.

c. Single stream recycling also accepts magazines, newspapers, phonebooks, aluminum cans, steel/tin cans (less than 1 gal; rinsed), glass bottles (tops must be removed), fiberboard (cereal boxes), and junk mail.

d. Shredded paper is picked up once per week. To dispose, put the clear plastic bag of shredded paper at the location designated by your BC/OC. Shredded paper in clear plastic bags may be placed in the tilt trucks for those buildings with tilt trucks (figure 5-1). Do not empty the shredded paper from the plastic bag into the tilt truck or any other container.

e. Personnel will flatten corrugated cardboard before placing it in tilt trucks or cardboard dumpsters. Disposal is accomplished by placing in the beige dumpster in the back of all buildings or by placing in the tilt truck (see figure E-2) located in the recycle rooms in Building 950. Only flattened cardboard and bags of shredded paper will be placed in tilt trucks and recycle containers. See “What to do with it” in table E-1 (Recyclable Material).



Figure E-3. Tilt Truck

f. Items that do not go into any recycle container (unless stated otherwise in this memorandum):

- Trash, garbage (food waste, liquid waste, refuse)
- Wood products
- E-waste (compact disks, digital versatile discs, magnetic media, etc)
- Fluorescent or projector bulbs
- Plastic bags
- Yard waste
- Diapers
- Batteries
- Corrugated cardboard boxes (unless stated otherwise in this memorandum)
- Documents that contain Classified, For Official Use Only, personally identifiable information or TRADOC Essential Elements of Friendly Information

g. Building 950: Print/copy rooms will have both trash and recycle containers and appropriately marked as “Trash” or “Recycle”. OCs will ensure small recycle bins (figure E-3) are utilized by personnel at desks and at each printer location to capture recyclable paper throughout the day or week. Once full, these smaller containers are emptied by personnel into the larger 90-gallon mobile totes (figure E-4) located in rooms 1704, 2704, 3704, and 4704 (just off the elevator lobbies) in Building 950. These large 90-gallon mobile totes are emptied once per week by CED. See your OC for specific procedures or additional information. Personnel will

not put plastic bags or trash into the toter. Personnel will empty recyclable contents of plastic bags directly into the toter. See “What to do with it” in table E-1 (Recyclable Material).



Figure E-4. Small recycle bin



Figure E-5. Ninety gallon mobile toter

h. Building 661: Recycling bins are located in the print/copy rooms and break rooms. These containers must be emptied into the large 90-gallon mobile toters located outside the rear entrance to the building. Recycling area is to the right of the building as you exit through the rear doors. There are a number of green 90-gallon toters lined up and clearly marked for “Recycling”. Building 661 occupants can get additional information from the BC.

i. Use table E-1 and figure E-5 as quick references for disposition of selected recyclable material. Direct additional questions to the FMO or your BC/OC:

Table E-1. Recyclable Material

Type of waste	What to do with it	Special instructions
Aerosol Cans	Solid Waste Recycling and Pollution Prevention Center (SWRPPC)	No more than 25 within 30 days
DVDs & CDs	SWRPPC*	Must be removed from inserts and cases
Filters, Large Air Types	SWRPPC	
Fluorescent Light Bulbs	SWRPPC	
Fluorescent Light Fixture Ballasts	SWRPPC	Wiring removed
Fluorescent light fixtures	SWRPPC	Ballasts, bulbs metal, and plastics removed
Furniture	SWRPPC	Metal and plastics removed
Computer Hard Drives	SWRPPC	
Magnetic Disk, Tapes	SWRPPC	Must be removed from inserts and cases
Metal and Plastic Binders	SWRPPC	Plastic separated from metal
Pallets (one or more boards broken)	SWRPPC	
Pallets (Serviceable but no longer needed)	SWRPPC	
Scrap metal	SWRPPC	Not larger than 8’ by 8’

Table E-1. Recyclable Material, continued

Type of waste	What to do with it	Special instructions
Tin/Steel Cans	SWRPPC	
Toners/Ink Jet Cartridges	SWRPPC	Can also be placed in original boxes in Recycle Rooms
Wood, over 3' by 3'	SWRPPC	
Aluminum Cans	Recycle Totes	
Aluminum Foil	Recycle Totes	Clean
Glass (Brown, Green, Clear and Blue)	Recycle Totes	
Colored paper	Recycle Totes	
Computer Paper	Recycle Totes	
Copier Paper	Recycle Totes	
Copier Paper	Recycle Totes	
Fiber board boxes (cereal types)	Recycle Totes	Flattened
Magazines	Recycle Totes	
Manila/File Folders	Recycle Totes	
Manuals Colored Paper	Recycle Totes	Small quantities
Newspapers	Recycle Totes	
Notebook Paper	Recycle Totes	
Plastic bottles #1 and #2	Recycle Totes	Empty with tops removed
Telephone Books	Recycle Totes	
Tin/bi-metal cans (rinsed)	Recycle Totes	
White Ledger Paper Notepaper	Recycle Totes	
Ashes	Dumpster	Must be outside of dumpster; bagged
Cellophane	Dumpster	
Cigarette or cigar butts	Dumpster	Bagged
Coffee Grounds	Dumpster	Bagged
Containers contaminated with food	Dumpster	
Plastic coated paper	Dumpster	
Plastics #3 and above, (ex: plastic bags)	Dumpster	
Styrofoam	Dumpster	
Styrofoam peanuts	Dumpster	Bagged
Wax or plastic coated paper	Dumpster	
Corrugated Cardboard	Tilt trucks; or cardboard dumpsters	Flattened; inserts and all other materials removed
Shredded Paper	Tilt trucks	Use clear plastic bags

Note: SWRPPC location is 1209 Taylor Avenue, Fort Eustis; (757) 878-4232

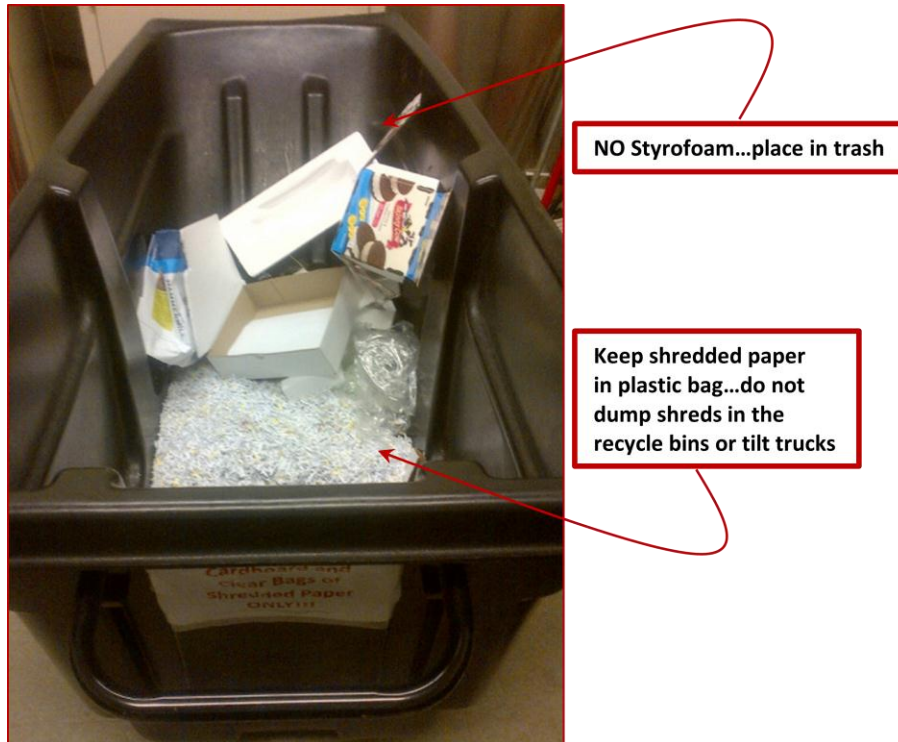


Figure E-6. Example of what does not go in a tilt truck or recycle bin

E-5. Recycling training requirements

- a. JBLE Instruction 32-101, Environmental Management requires all personnel to complete Environmental Management Awareness Training annually. This requirement is reportable and inspectable.
- b. Environmental Management Awareness Training is available at. <https://esohtn.com/>
- c. Basic Environmental Management Awareness (BEMA) training is required by all non-supervisory personnel within 30 days of reporting for duty using the same URL as above. Incoming personnel receive this training while inprocessing.
- d. Leadership Environmental Management Awareness (LEMA) training is required by all officers, NCOs, and civilian managers and supervisors, to include contractors, within 30 days of reporting for duty.

E-6. Trash and trash pick up

- a. Trash. Trash pickup is conducted twice per week for Buildings 950, 661, and 210, and once per week for Buildings 700 and 213. Metal or wood is not to be placed in any of the office trash cans or dumpsters. If you have metal or wood that needs to be disposed of, please contact the FMO.
- b. The following distribution of equipment and locations apply, by building:

- B950: Two 8-yard trash dumpsters and two 8-yard cardboard dumpsters. These are located within the enclosed area behind the building.
- B661: Two 8-yard trash dumpsters and one 8-yard cardboard dumpster. These are located at the rear of the building. The contractor may relocate these dumpsters based on force protection condition level.
- B700: One 8-yard trash dumpster and one 8-yard cardboard dumpster. Located at the rear of the building in the enclosed area provided for refuse dumpsters.
- B210: One 8-yard trash dumpster and one 8-yard cardboard dumpster. These are located on the east end of the building.
- B213: One 8-yard trash dumpster located at the rear, east end of the building.

E-7. Shower facilities

- a. Separate men and women shower facilities are located in Building 950 on the first floor. There are two men and two women showers in the A wing in ARCIC area and two men and two women showers in the C wing in the TRADOC G-3/5/7 area.
- b. Shower facilities and lockers are for daily use only. Once finished working out and showering, ensure the lockers are available for the next user by removing locks.
- c. Work orders will be processed by the ARCIC OCs and the HQ TRADOC G-3/5/7 OCs in these two respective areas.

E-8. Energy conservation

- a. **Lighting.** Most buildings occupied by HQ TRADOC are equipped with a security lighting system that will maintain a minimum lighting level throughout the facility, day and night.. All additional lighting in buildings occupied by HQ TRADOC will be turned off when not in use.
- b. **Thermostat and Temperature Settings.** Current DA energy guidelines dictate space temperatures will be maintained as follows: 72 degrees F. (Winter Mode); 74 degrees F. (Summer Mode). Due to the design of the temperature control system, actual space temperatures may fluctuate. Only if the space temperatures fluctuate more than 6 degrees above or below the temperature range, should a work order be submitted.

Appendix F

Conference Rooms (CRs)

F-1. Management of CRs, team rooms (TRs), and video teleconference (VTC) rooms

- a. The FMO Operations and Maintenance Division is responsible for the maintenance of furniture and building fixtures (lights, outlets) within the CRs and TRs.
- b. VTC operations is the responsibility of DCS, G-6.

- c. VTC scheduling is conducted by the RO through the use of the VTC portal. The VTC portal is maintained by the DCS, G-6.
- d. VTC equipment maintenance is coordinated by the respective CR/TR owner and the DCS, G-6.
- e. CR maintenance (outlets, furniture, etc) is coordinated by the respective CR/TR owner and FMO.
- f. CR owners are identified at Tables F-1, F-2, and F-3. CR owners have first rights in terms of reserving their CR for internal meetings, etc. However; coordination must be effected through FMO to block a CR for an extended period of time (more than 1 week). These CRs are limited and high use. Preserving their availability is paramount to their efficient distribution and use.

F-2. CRs/TRs with VTC capability

- a. CR/TR and VTC capability are competing requirements; each with its own distinct capabilities, and as such, their availability is limited and the demand high. As a result, they are scheduled with the owning organization.
- b. The owning organizations will assign personnel to maintain availability of their CR/TR on the VTC Scheduler located at <https://hq.tradoc.army.mil/sites/crs/SitePages/Home.aspx>. This calendar is viewable by all TRADOC personnel and residing contractors, and will reflect the ongoing status and availability of CR/TR; and by default, VTCs. Major CRs have been assigned owners who have priority for scheduling.
- c. CR/TR owners can display branch- or directorate-specific logos or emblems on walls or CR tables when conducting VTCs. However, all such displays will not be permanently affixed to the wall or the table, and must be easily and readily removable.
- d. All beverages will be covered while in any HQ TRADOC CR or TR.
- e. CR owners will conduct daily end of day security checks utilizing the SF 701 (Activity Security Checklist).
- f. End of day security checks will also be conducted utilizing the SF 702 (Security Container Check Sheet) for any SIPRNET lock boxes and VTC/audiovisual (AV) rooms located within the CR/TR.
- g. See table F-1, for Building 950 CR/TR (with VTC capability).

Table F-1. Building 950 CR/TR w/VTC capability

CR	Capacity	Owner	TR (with VTC)	Owner
1004	24	Security Assistance and Training Field Activity	1075	ARCIC
1023	35	G-33 – Crisis Action Team (Only)	1114	ARCIC
1033	24	G-33 – Emergency Operations Center (Only)		
		G-33		
1048	125	ESO		
1064	18	ARCIC		
2014	24	G-3 Training	2019	G-3 Training
2047	28	G-3 Training	2061	ARCIC
2067	12	ARCIC	2075	ARCIC
2070	10	ARCIC S&T (Only)		
2084	18	ARCIC		
3046	35	G-3/5/7	3041	G-3/5/7
3062	12	Public Affairs Office (PAO)	3602	SJA
3075	24	SJA	3112	SJA
3094	18	ARCIC		
4009	12	G-2 SCIF (ONLY)		
4031	39	G-2	4119	ARCIC
4036	24	DCG-USAR		
4064	24	ARCIC		
4116	25	ARCIC		
5001	28	SGS	5015	SGS
5014	12	OCG		

h. See Table F-2, for Building 661 CR/TR (with VTC capability).

Table F-2. Building 661 CR/TR w/VTC capability

CR	Capacity	Owner	TR (with VTC)	Owner
110A	21	G-6	141	G-8
146	32	G-8	241	G-8
223	12	G-8	341	G-1/4
203A	24	G-8		
230A	22	G-8		
303A	14	G-1/4		
352A	36	G-1/4		

i. Building 210 CRs are owned by CIMT, see table F-3. All Building 210 CRs are scheduled through the portal scheduler with the exception of CCR 202, which is scheduled through the CIMT Command Group. There are no team rooms in Building 210.

Table F-3. Building 210 CR

CR	Capacity	Owner
CCR 202	70	CIMT Command Group
222	17	CIMT Director, Resource Management
128	23	CIMT Operations
146	18	CIMT Operations

j. Building 213, one CR owned by and scheduled through HHC, TRADOC using the CR/VTC Scheduler.

F-3. TRs without VTC capability

TRs without VTC capability are located throughout Buildings 950 and 661 and are not subject to the policies of this chapter. These rooms are scheduled via face to face coordination with TR owners. See tables F-4 and F-5, for TR numbers and owner.

Table F-4. Building 950 TR without VTC capability

TR	Owner	TR (without VTC capability)	Owner
1005	Security Assistance and Training Field Activity	2061	ARCIC
1073	ARCIC	3065	PAO
		3095	ARCIC
1114	International Army Programs Directorate	3099	ARCIC
2002	Surgeon	3100	ARCIC
2003	Surgeon	3905	DCS G-3/5/7
		4002	DCS G-3/5/7
2023	DCS G-3/5/7	4003	DCS G-3/5/7
2033	DCS G-3/5/7	4007	Chief Knowledge Office
2041	DCS G-3/5/7	4022	DCS G-2
2066	ARCIC	4030	DCS G-2
2081	ARCIC	4040	DCS G-2
3039	DCS G-3/5/7	4046	DCS G-2
3059	DCS G-3/5/7	4048	DCS G-2
		4081	ARCIC
		4110	ARCIC
		4119	ARCIC

Table F-5. Building 661 TR without VTC capability

TR	Owner	TR (without VTC capability)	Owner
125	Inspector General (IG)	314	G-1/4
136	G-8	324	G-1/4
156	Historian	326	G-1/4
211	G-8	339	G-1/4
214	G-8		
254	G-8		

F-4. Secure VTCs

a. Classified visuals will be clearly marked with highest security classification level in accordance with AR 380-5.

b. Post proper security markings in a location visible to all participants.

Note: The user is responsible for verifying that all participants in a secure conference have the appropriate clearance.

c. Each CR computer has access to the SIPRNET. It is the user's responsibility to bring hard copy presentation materials to the studio or bring a classified laptop for electronic presentations.

d. The VTC Control Team facilitator will ensure that cryptographic equipment is keyed and the facility is prepared to go secure.

e. All CR telephone lines will be disconnected during a secure conference. No audio add-on connections are allowed unless the telephone instrument is designed for classified use (STE/viPer).

f. If network/equipment problems occur during a secure conference, the VTC Control Team facilitator will take action to resolve the problem. In the event of a problem, the facilitator will inform the participants that NO classified material may be displayed or discussed until the problem is resolved, and the system is back in the SECURE mode.

Note: During the correction of a troubled SECURE call, it is not a SECURE call until the call is operational. A non-secure phone call used to isolate a troubled SECURE call is not a security violation as long as NO SECURE information is being discussed during the phone call.

g. If a secure call is video/audio recorded, the video/audio tape will be marked with the appropriate classification. The videotape becomes a classified document and will be removed from the facility by the conference coordinator immediately following call termination.

h. If a conference participant must leave or enter the studio during a secure conference, all audio and graphic transmission will be halted until the studio is secure.

i. The host of the conference/meeting is responsible for completing the Security Checklist located within each CR and TR and providing the completed checklist to his/her organizational security manager. The checklist includes before, during, and after security requirements for a classified meeting/conference and secure VTC, to include security clearance and need-to-know verification, prohibiting cell phone and any other wireless devices usage, and ensuring classified materials are not left in the room.

F-5. Use and security of classified conference systems and information

a. Classified conference and team rooms.

(1) The host organization of a classified VTC, conference, or meeting has the overall responsibility of safeguarding the classified systems and information. The host organization's security manager will ensure security procedures outlined in AR 25-2, AR 380-5, and DOD Manual 5200.01 Volume 3, are met.

(2) Only properly cleared individuals will be present during a classified VTC, meeting, and/or conference. The host organization will ensure a properly cleared and VTC knowledgeable individual is present during the set-up and connection of a classified VTC and will remain present until the session has begun.

(3) At the conclusion of a classified VTC, the host organization will ensure the classified VTC connection is properly terminated, the area is secured, and the VTC scheduling office is notified upon securing the classified system and area.

(4) HQ TRADOC conference and team rooms are equipped with a before/during/after security checklist. The host organization will complete and return the security checklist to his/her organizational security manager after each classified VTC, conference, and meeting. The security manager will maintain the checklist for 30 days.

(5) The security checklist for the Morelli auditorium and the 5th floor CCR are returned to the Command Group Security Manager located on the first floor; Building 950; room 1059.

b. Portable Electronic Devices (PEDs).

(1) All PEDs (to include, but not limited to, blackberries, smart phones, iPhones, tablets, iPads, iPods) containing wireless communications or connectivity, audio, video, recording, or transmission capabilities are prohibited from VTC suites, CRs, and team rooms during classified or unclassified sensitive information discussions and/or electronic processes.

(2) All PEDs are prohibited during unclassified VTCs, conferences, and/or meetings conducted via classified network connections, i.e., SIPRNET or Joint Worldwide Intelligence Communications System.

c. End-Of-Day Security Checks. Each HQ TRADOC organization having responsibility for a CR and/or TR will conduct end-of-day security checks within each CR and TR at the close of each business day. The end-of-day security check will include the A/V room located within the CR.

d. Any individual discovering an active classified VTC CR/TR that is unoccupied will immediately secure the room and notify the organizational security manager or the front desk (B950) 757-501-5007/5008 or the DCS, G-2, (757) 501-6176.

F-6. Access to Secure Internet Protocol Router Network (SIPRNET) closets and audiovisual (AV) rooms

a. Organizational security managers will submit a JPAS Visit Authorization Request for personnel required to have access to any HQ TRADOC SIPRNET closet and/or VTC/AV room to the JPAS Security Management Office Code W3YTAASRAV.

b. Personnel requiring access to these areas will be kept to a minimum. They are responsible for opening/securing the room, completing the SF 702 (Security Container Check Sheet) provided, and escorting other individuals requiring access (i.e., a cleared Network Enterprise

Center individual with access will escort uncleared Network Enterprise Center personnel who require access regardless of their security clearance level).

c. The DCS, G-2 Security Office will be notified within 24 hours when an individual with access departs or no longer requires access.

d. The DCS, G-2 Security Office will verify the security clearance access, need-to-know, approve/disapprove the Visit Authorization Request, and maintain the Visit Authorization Request on file for those individuals requiring access to SIPRNET closets and/or VTC/AV rooms.

e. The DCS, G-2 Security Office will periodically provide the FMO an access roster for the SIPRNET closets and VTC/AV rooms.

F-7. Scheduling CRs

a. Requests for CRs will be scheduled using the HQ TRADOC CR/VTC Scheduler (<https://hq.tradoc.army.mil/sites/crs/SitePages/Home.aspx>) on a first-come, first-serve basis. This policy does not affect the Morelli Auditorium. Scheduling of the Morelli Auditorium and CCR is controlled by the TRADOC ESO through their SharePoint site <https://hq.tradoc.army.mil/sites/crs/Lists/ConferenceRoomScheduler/Bldg950Rm1048.aspx>

b. If a requester has a justified request for a conference on a particular date and normal time slots are already filled, the requester may request other than normal operating hours.

c. Once a CR is scheduled and confirmed, cancellations may only be effected by a GO or SES. Coordination with the CR owner and original requester is required.

d. Modifications to a CR schedule must be submitted as soon as the scheduled user is aware of the change, and preferably no later than 3 working days prior to the scheduled conference date. The only person who can make changes to a scheduled conference is the original requester, or a person known to be acting on his/her behalf.

e. User scheduling conflicts will be worked out between conference users and will not involve the VTC Control Team nor the FMO. It is strongly suggested that users plan as far in advance as possible to obtain the date and time desired and to ensure CR availability and sufficient time to coordinate any VTC requirements.

f. This tool was developed for use by users on post. Authentication is via Active Directory and not Army Knowledge Online.

g. Owning organizations

(1) Maintain CR schedule using the CR/VTC Scheduler at <https://hq.tradoc.army.mil/sites/crs/SitePages/Home.aspx>.

(2) Ensure all recurring and other internal meetings are posted in a timely manner. These internal meetings cannot be altered by anyone other than the owning organization, HQ TRADOC Command Group, national emergency, or as coordinated between owner and requester.

(3) Can automatically block CRs for extended periods of time if in support of a CG-level tasker or initiative.

(a) An e-mail note informing the FM of a blocked CR is required in order to properly manage CR availability throughout the HQ TRADOC campus.

(c) Owning organizations will provide to the FM the original tasker; date tasked; and date anticipated the tasker will be complete.

(d) A justification review of blocked CRs will take place every 6 months in an effort to maintain maximum availability of these limited resources. The first of these reviews will occur in April 2015. Information reflected in sub-paragraph (c) above will be provided during these reviews.

(e) CRs that are blocked for a year or more require re-validation through the HQ TRADOC Deputy Chief of Staff. Failure to re-validate the CR will result in that CR becoming open to HQ TRADOC-wide use until re-validation takes place.

F-8. Requesting a CR reservation

a. On the CR Scheduler welcome screen, select from the Quick Launch navigation selections on the left side of the screen, the CR number from the building you wish to reserve (figure F-1). This takes you to a calendar for the CR that was selected. Room details appear at the top of the calendar. Room capacity and highest classification, along with the room POC information is also displayed (figure F-2)

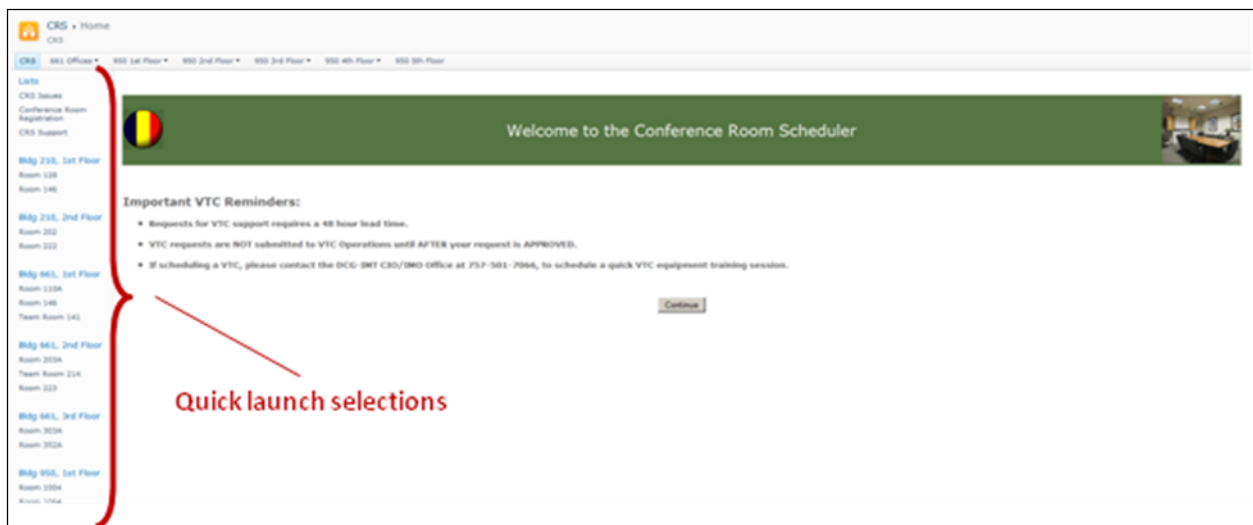


Figure F-1. CR Scheduler Welcome Screen

TRADOC Memorandum 1-19

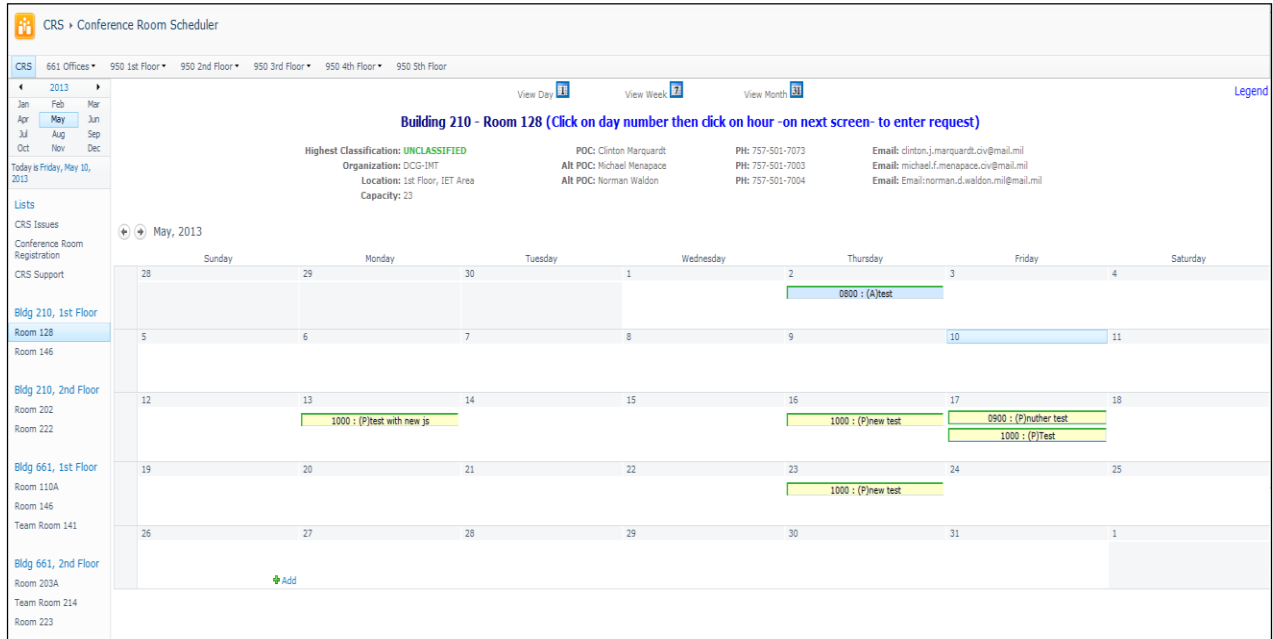


Figure F-2. Calendar Page

From this calendar page, click on the desired date and an hour by hour grid appears. Double click on the hour you wish your event to start. You are then taken to the registration form (figure F-3). Populate the form and click “Save” (not shown in figure F-3). You will receive an e-mail confirmation for the submission; and ultimately an e-mail confirming your event has been scheduled.

The screenshot shows a software window titled "Conference Room Scheduler - New Item". The window has a green header bar with the word "Edit" on the left. Below the header is a toolbar with icons for Save, Cancel, Paste, Copy, Attach File, and Spelling. The main form area contains the following fields and options:

- Title ***: A text input field.
- Start Time ***: A date and time selector showing 4/10/2013 at 1 PM 00.
- End Time ***: A date and time selector showing 4/10/2013 at 2 PM 00.
- Description**: A large text area with a rich text toolbar above it.
- All Day Event**: A checkbox with the label "Make this an all-day activity that doesn't start or end at a specific hour." (unchecked).
- Recurrence**: A checkbox with the label "Make this a repeating event." (unchecked).
- Conference Room**: Two dropdown menus. The first is labeled "Building" and shows "210". The second is labeled "Room" and shows "128 (Bldg210Rm128)".
- Classification**: Three radio buttons: "UNCLASSIFIED" (selected), "SECRET", and "TOP SECRET/SCI".
- Is Flag Officer/SES attending?**: Two radio buttons: "Yes" and "No" (selected).
- Contact POC ***: A text input field.
- Contact POC Phone**: A text input field.
- Contact POC Email ***: A text input field.

Figure F-3. Event Registration Form

F-9. Editing a scheduled CR

- Access the CR/VTC scheduler as described above. Navigate to your previously scheduled CR.
- Click on the title to bring up the Edit Form. Click on the Edit Item icon to make the fields editable (Note: The "Edit Item" button will only be available to the person who created the event request and to members of the room's Approver Group).
- Make the required changes and click 'OK' to save them.
- Events that have been approved will revert to a status of pending. If a VTC is scheduled for the event an e-mail will be sent to the VTC team to alert them to the change in status. The rooms' POC is emailed regardless of the fields being changed or who is making the changes.

Appendix G

Emergency Management

G-1. General

A wide variety of emergencies both man-made and natural may require an evacuation. These emergencies include fires, hurricanes, tornadoes, earthquakes, toxic material releases, radiological and biological accidents, and active shooter/workplace violence. For additional details on various emergency procedures, refer to the HQ TRADOC Emergency Action Plan which is located in each SIP Room.

- a. Notifications will be initiated by the garrison or facilities mass notification system, e-mail, or verbal. These notifications will not always be accompanied by blinking strobes or audio alarms.
- b. Time permitting, secure classified materials before evacuating the building or collect and maintain custody of the material until it can be secured in a proper container.
- c. Lock safes and SIPRNET boxes.
- d. Leave personal belongings behind; focus on evacuating the building.
- e. Assist others who require assistance and do not wait on someone who is able to evacuate but is taking their time.
- f. Do not respond to an “All Clear” unless you recognize the voice, the person, or the organization giving the command.

G-2. Surry Nuclear Power Plant

- a. Fort Eustis is located within the 10 mile emergency planning zone of the Surry Nuclear Power Plant. All individuals working on Fort Eustis must be aware of how to react if there is an accident that causes the release of radiation.
- b. Emergency Notification. If an emergency occurs at the Surry Power Station, emergency sirens will be the primary means of initial notification.
- c. Emergency Alert System
 - (1) Emergency notification will come from the Fort Eustis IOC via e-mail and/phone along with sirens placed within the 10 mile radius. If you hear sirens, you should check with your supervisor to see if any information has been published by the TRADOC EOC or the FMO.
 - (2) What to do if you hear sirens. The alerting signal for an *actual emergency* will be four separate 3-minute activations, each separated by one minute of silence. The signal will be sounded four times within 15 minutes. Fort Eustis IOC will provide guidance on what to do.
 - (3) The sirens are not a signal to evacuate. Your area may not be affected by an emergency, or you may be asked simply to remain indoors for a period of time. The Fort Eustis

IOC will provide specific instructions about whether to stay inside, leave the area, or take other protective action. These instructions will be passed throughout HQ TRADOC via phone, email, building mass notification systems, and the installation mass notification system.

(4) Siren testing. The sirens around Surry are tested quarterly (typically on the second Wednesday of March, June, September, and December). During these routine tests, the alerting signal produced by the sirens is a steady tone that lasts for 3 minutes.

d. Taking shelter.

(1) In-house Shelter in Place (SIP) Rooms may be recommended during a nuclear power station accident. Occupying a SIP Room means going indoors and remaining indoors until the emergency is over. Such action will reduce an individual's exposure to radiation resulting from a radioactive release of short duration.

(2) When instructed to occupy SIP Rooms, HQ TRADOC personnel will implement SIP procedures (see paragraph G-3). At a minimum:

- Go indoors and close or seal all windows and doors.
- Turn off HVAC systems.
 - HVAC emergency cut-off in Building 950 is controlled by the FMO and will be turned off by the FMO.
 - HVAC emergency cut-off for Building 700 is located in the front vestibule area before entering the building. Procedures are in accordance with Building 700 SOP.
 - HVAC emergency cut-off for Building 661 is located on the fourth floor just off the elevators. Procedures are in accordance with Building 661 SOP.
 - HVAC emergency cut-off for Building 210 is located in the basement and is controlled by CED. Interim Procedures require FMO or CED to shut off the HVAC in the event of a HAZMAT type emergency. Building 210's SOP will reflect final procedures in their SOP once they are identified by CED and FMO.
 - HVAC emergency cut-off for Building 213 is located outside the building. Procedures are in accordance with Building 213 SOP.
- Turn off fans and close or seal any vents.
- Do not use your telephone unless it is absolutely necessary. Keep phone lines open for emergency communication.
- Remain indoors until officially notified that the emergency is over.
- Continue to maintain contact with the TRADOC EOC for further instructions.

e. Additional details are covered in the HQ TRADOC Emergency Action Plan.

G-3. Shelter in Place (SIP)

- a. Sheltering in place means to go indoors, close up the building, and wait for the danger to pass.
- b. Sheltering in place may be directed in the event of a hazardous material (HAZMAT) emergency, terrorist use of weapons of mass destruction, or other emergency resulting from accidents or terrorist actions.
- c. Notifications may come from the garrison or facility mass notification system, e-mail, verbally, or other audible alert.
- d. SIP is designed to be of short duration, so supplies of food and water are not required.
- e. Personnel in offices will remain in place, notify their supervisor of their location, and; if necessary, attempt to seal door openings using any material available (clothes, paper, etc.); and close all windows.
- f. If in a cubicle or corridor, report to the nearest CR or TR. If necessary, seal door openings using any material available (clothes, paper, etc.); and close windows. The senior individual in the room will collect names and report them to the supervisor.
- g. The senior individual in the SIP Room is responsible for collecting and relaying (when possible) accountability information and insuring the SIP Room is sealed if required.
- h. Each SIP Room has a container of supplies to use for sealing the room (see Fig G-1 for how to seal a SIP Room).

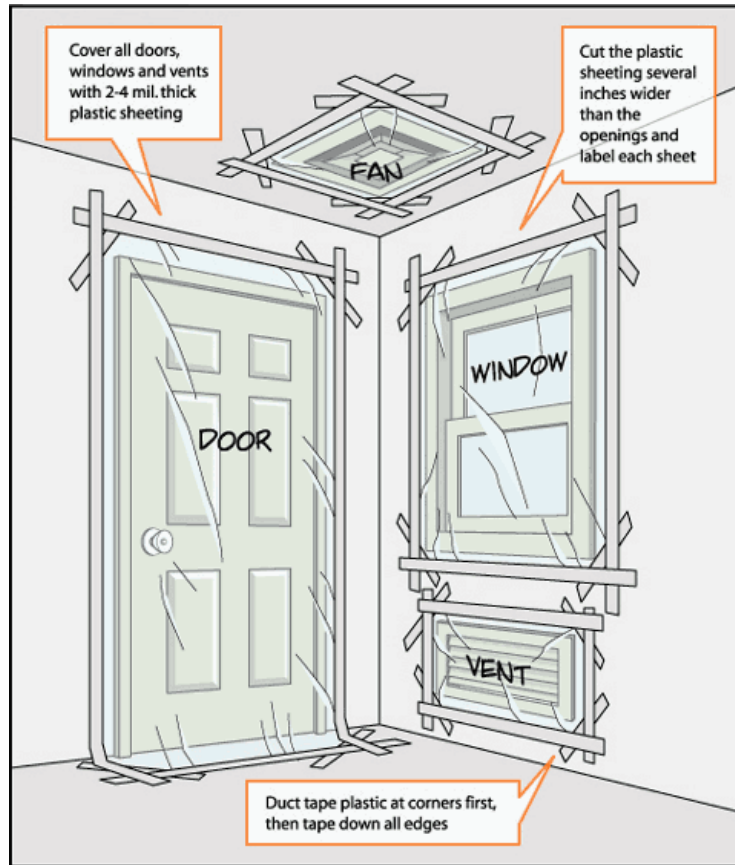


Figure G-1. Sealing a SIP Room

- i. Telephone lines in the SIP Room are to remain clear for emergency responders to make contact.
- j. When the “All Clear” is given, report to your Rally Point for accountability.
- k. The following tables identify the SIP Rooms for the building indicated:
 - Table G-1: Building 950
 - Table G-2: Building 661
 - Table G-3: Building 210
 - Table G-4: Building 700
 - Table G-5: Building 705
 - Table G-6: Building 213

Table G-1. Building 950 Shelter in Place

Building 950 1st Floor	
1004	SATFA
1009	SATFA
1033	G-33
1050	ESO
1059	SGS
1064	ARCIC-JAED
1072	ARCIC G1/2/4/6/8
1073	ARCIC G1/2/4/6/8
1074	ARCIC G1/2/4/6/8
1075	ARCIC G1/2/4/6/8
1114	ARCIC-IAPD
Building 950 2nd Floor	
2014	TOMA
2047	TOMA
2061	ARCIC-MASD
2066	ARCIC-FWD
2067	ARCIC-FWD
2068	ARCIC-FWD
2070	ARCIC-S&T
2081	ARCIC-PROTECTION
2084	ARCIC-MASD
2094	ARCIC-IT
Building 950 3rd Floor	
3016	SJA
3017	SJA
3018	SJA
3046	G3/5/7
3079	ARCIC-AIMD
3081	ARCIC-AIMD
3084	ARCIC-AIMD
3088	ARCIC-AIMD
3094	ARCIC-MCAD
3099	ARCIC-MCAD
3100	ARCIC-MCAD
Building 950 4th Floor	
4017	IMO
4031	G2-SCIF
4036	G2
4067	USAR
4110	ARCIC-A2BCD
4081	ARCIC CDLD
4089	ARCIC-A2BCD
4116	ARCIC-CMD
4119	ARCIC-3/5/7
4031	G2-SCIF
4036	G2

Table G-2. Building 661 Shelter in Place

Building 661 1st Floor	
106	DIVERSITY
Building 661 3rd Floor	
303A	G1/4
314	G1/4 INTEGRATION
316	G1/4 FRONT OFFICE
324	G1/4 CHR D
326	G1/4-AG
339	G1/4-ENGINEERS
344	G1/4-IMO
352A	G1/4

Table G-3. Building 210 Shelter in Place

Building 210 1st Floor	
146	OPS
128 (except for Active Shooter events)	OPS
Building 210 2nd Floor	
202	OPS
222	OPS

Table G-4. Building 700 Shelter in Place

Building 700 1st Floor	
111	BAND
112	BAND
120	BAND
121	BAND

Table G-5. Building 705 Shelter in Place

Building 705 1st Floor	
57	LIBRARY

Table G-6. Building 213 Shelter in Place

Building 213 1st Floor	
CR	HHC

G-4. Building Evacuation

- a. Stop work activities immediately and quickly yet calmly move to the nearest exit and exit the building.
- b. Assist individuals with disabilities that require assistance. Pre-designate a primary and alternate co-worker to assist personnel who require assistance.
- c. The Access Control Officers will carry handheld radios to the event stand for organization POCs to retrieve and use for accountability reporting.
- d. Elevators will not be in service. Use the stairwells.
- e. Rendezvous at your organization's designated rally point and check in with the POC conducting accountability.
- f. BC/OC will report personnel status to the FMO or on scene commander immediately.

G-5. Active Shooter

- a. EVACUATE, HIDE, or TAKE ACTION.
 - (1) EVACUATE
 - (a) Move away from the active shooter situation as quickly and safely as possible.
 - (b) Have a plan in mind and know your evacuation routes and rehearse them.
 - (c) Leave your belongings (backpacks, jackets, etc) behind. Do not do anything to slow or delay your departure. Leave the building with hands over your head and fully visible with fingers spread and follow police instructions.
 - (d) Once you are safe and protected, call 911 if police have not responded or have not been notified.
 - (e) Do not discuss events with the media. It may jeopardize others who have not escaped.
 - (2) HIDE:
 - (a) Remain calm; attempt to dial 911 to report your location; leave the line open if unable to speak; silence cell phones; lock and block any doors with furniture or door stops, get everyone on the floor, close blinds, turn off lights, keep quiet, and stay away from windows.
 - (b) Do not respond to any voice commands unless you can verify with certainty that it is someone you know.

(3) TAKE ACTION as the last resort.

(a) Be aggressive if you choose to fight.

(b) Know what items in your workplace can be used as weapons or distractions that allow you to overpower and subdue the attacker.

(4) If the shooter is OUTSIDE the building:

(a) Go to a room that can be locked; close and lock all windows, close blinds, and turn off the lights.

(b) Get on the floor; ensure no one is visible from outside the room.

(c) The senior individual in the room will call 911; report the incident and your location.

(d) Remain in place until police or a familiar person arrives and provides further instruction(s).

(5) If the shooter is INSIDE the building:

(a) Go to a room that can be locked; close blinds, lock all windows; and turn off lights.

Most SIP Rooms have a metal and plastic door wedge affixed to the wall or door frame as shown in Fig G-2. These are made to not slip on the carpet should the attacker attempt to push the door open. Securely place the doorstop under the door.



Figure G-2. Active shooter door wedge

(b) Get on the floor; ensure no one is visible from outside the room.

(c) The senior individual in the room will call 911; report the incident and your location. Be prepared to provide a description of the shooter, the shooter's location, number of shooters, types of weapons, and number of victims and injuries.

(d) Remain in place until police or a familiar person arrives and gives the "All Clear."

G-6. Earthquake

a. DROP, COVER, and WAIT:

(1) DROP to the floor, COVER your head and as much of your body as you can, and WAIT for the shaking to stop.

(2) Once the shaking has stopped and it is safe, evacuate the building and provide assistance as needed.

(3) Do not use the elevators.

(4) Report to your designated rally point.

G-7. Emergency Management Working Group (EMWG)

a. The EMWG consists of employees from directorates/divisions throughout HQ TRADOC, who work together to implement the Emergency Preparedness Program, identify facility-specific information and procedures, and serve as a liaison to disseminate information throughout their respective directorates/divisions.

b. HQ TRADOC Safety Office provides guidance to the FMO in the development of evacuation plans and other emergency management topics. In addition, the Safety Office leads and sets the agenda for the EMWG, maintains Americans with Disabilities Act assistance rosters, and assists the FMO with the emergency evacuation route diagrams for HQ TRADOC occupied facilities.

c. The FMO conducts the planning and execution of emergency management and operations in accordance with input from the Safety Office and the EMWG.

Appendix H Inclement Weather

H-1. Hurricanes

a. Hurricane season is from 1 June through 30 November with the peak months being August and September.

b. Prior to a hurricane:

(1) HQ TRADOC personnel may be tasked by the installation to provide personnel to assist with sandbagging, water and ice distribution, etc.

(2) Protect equipment by turning off all electronic devices, sandbag windows and doors (if applicable), place plastic over CPUs, and move CPUs off the floor.

(3) Save data to public drives.

(4) Log off and unplug computers, printers, surge protectors, battery back-up systems, coffee pots, etc., and move them off of the floor.

c. During a hurricane:

(1) Stay in interior rooms or closets and away from windows.

(2) Keep curtains and blinds closed.

(3) Stay tuned to local radio stations, television stations, and/or HQ TRADOC EOC (EOC) or Installation Operations Center (IOC)

d. After a hurricane:

(1) Stay tuned to local radio stations, televisions stations, and/or HQ TRADOC EOC or IOC.

(2) Make certain that the “All Clear” has been declared before venturing out of your building. The “All Clear” will be announced by the Military Police or Fire Department.

(3) Support recovery operations as directed.

(4) On order, return to place of duty.

H-2. Tornadoes

a. Tornado season is generally March through August; although they can occur at any time of the year.

b. If a tornado is approaching; or is in process, take shelter immediately in the lowest part of the building you are occupying in an inside hallway. Assist people with disabilities in finding a safe place.

b. Stay away from outside walls, atriums, doors, windows, and skylights.

c. Use arms to protect head and neck.

d. Remain in your safe area until tornado has passed and an all clear signal is given.

e. Once the all clear has been given, check for injured personnel, let someone in your work area know where you are.

f. If you do not have any lights after the tornado, do not use candles or lighters for illumination. There may be combustibles in the air.

H-3. Thunderstorms

a. Prior to a thunderstorm:

(1) HQ TRADOC facilities and building managers will ensure all outdoor objects such as picnic tables and chairs are secured to the ground, or placed in an enclosure, or taken down to a basement, or up to an attic.

(2) HQ TRADOC facilities and building managers will conduct constant surveillance of tree limbs and branches that could cause injury to persons or damage to facilities. Submit work orders periodically throughout the year to have trees pruned.

b. During a thunderstorm:

(1) To avoid electric shock, avoid water faucets and sinks.

(2) If applicable, draw blinds and shades over windows to avoid “debris torpedoes” or flying glass.

c. After a thunderstorm, HQ TRADOC building managers will report building damage to the FMO and CED.

H-4. Snow and ice removal

a. The current post contractor (through CED) is responsible for removing snow and ice from roads and parking lots only.

b. The FMO will coordinate with tasked units identified in Senior Commander Army Element (SCAE) OORDER 14-25 for removal of snow and ice from the sidewalks and front approaches of Buildings 950, 661, and 210.

c. Building coordinators for Buildings 213 and 700 are responsible for snow and ice removal from their respective sidewalks and/or front approaches. If assistance is needed, contact the FMO.

d. The FMO has limited access to tools, chemicals, and safety equipment for use in snow and ice removal. BCs are strongly encouraged to maintain a supply of salt, shovels, and other necessary equipment to address short notice snow and ice events prior to a snow and ice removal operations take effect.

e. Sand and salt can be obtained from CED. The FMO will disseminate a message as soon as CED makes sand and salt available to units.

Appendix I

Facilities Management Board (FMB)

a. Requests for storage space, facility space changes, and facility modifications require central management and prioritization in order to ensure applicable fire and safety requirements are adhered to, maintain fiscal discipline, enforce standards of appearance, and maximize the use of limited facilities capacity and resources within HQ TRADOC facilities.

b. The FMB convenes monthly; or as required, and is chaired by the DCoS. The TRADOC Engineer will serve as the Vice Chair.

c. The FMB reviews and validates facility projects (less military construction) and sets the priority for which projects are to be funded for HQ TRADOC facilities on Fort Eustis.

d. The FMB applies to all HQ TRADOC facilities (210, 661, 700, 950, and 213); associated Buildings (414, 432, and 701), and warehouses (1405 and 1608).

e. There are 9 voting members on the FMB; with tie-breaker responsibility falling to the chair (DCoS). Voting members and the RO they represent are as follows:

(1) CIMT: Building 210

(2) ARCIC: Respective staff elements occupying office space in Building 950.

(3) SGS: Command Group, PAO, Congressional Activities Office, Chaplain, SJA, Safety, Surgeon, Chief Knowledge Office, DCG-USAR, DCG-Army National Guard, Internal Review and Audit Compliance, Quality Assurance Office, HHC, and Institute for NCO Professional Development.

(4) DCS, G-1/4: Respective staff elements occupying office space in Building 661.

(5) DCS, G-2: Respective staff elements occupying office space in Building 950.

(6) DCS, G-3/5/7: Respective staff elements occupying office space in Building 950.

(7) DCS, G-6: Respective staff elements occupying office space in Buildings 661 and 950.

(8) DCS, G-8: Respective staff elements occupying office space in Building 661.

(9) FMO: Represents “facilities-level” requirements that encompass an entire building, multiple buildings, or community venues that are managed by the FMO.

f. ROs bear the responsibility to develop each concept and translate it into a clearly defined requirement using either an AF 332 (Base Civil Engineer Work Request) for facility improvements/modifications and space requirements; or a Space Request Form for storage

requirements. This requirement is then provided by the RO to their FMB representative as identified above.

g. At the discretion of the board chair, subject matter experts (SMEs) from the RO may be utilized during the FMB process to assist their FMB representative with validating the requirement. While involvement of SMEs is not mandatory, FMB representatives are encouraged to leverage SME expertise during the FMB process.

h. The FMB reviews and analyzes requirements in order to determine the most appropriate course of action in terms of validity (supports mission or tasking); supports overall infrastructure and safety requirements (such as additional electrical circuits), is beneficial to multiple organizations; is relevant (not creature comfort or convenient), has a reasonable assurance of funding, and has organization's leadership support.

i. Once the FMB approves a project, it is passed to the RO to prepare the TRADOC Form 5 for final approval. An Acquisition Management and Oversight (AMO) packet, and any additional requirements are also the responsibility of the RO; keeping their FMB representative informed of progress. Unless otherwise directed by the FMB, funding of projects falls to the RO.

j. TRADOC Form 5 final approving authorities are based on approval thresholds in TRADOC Regulation 5-14 Acquisition Management and Oversight (8 Jan 12).

Appendix J

Official Mail, Distribution, and the TRADOC Mailroom

J-1. Mission

To provide an efficient, effective, and economical mail process that is responsive to the needs and objectives of the organizations.

J-2. Purpose

To establish policies and procedures to receive, process, dispatch, and deliver incoming and outgoing official mail.

J-3. The FMO

It is the responsibility of all organizations to adhere to the prescribed policies, procedures, and regulations governing the disposition of official mail and distribution. Communication between the organizations, the FMO, and the Fort Eustis OMDC must be a continuous part of that responsibility

a. The FMO is responsible for the TRADOC mail contract and the Mailroom.

b. Serves as the liaison between appointed organizational mail orderlies, the OMDC, and USPS.

c. Ensures that suspected cases of rifling, lost or mishandled, destroyed, or other postal offenses are reported to the affected commander or director and the USPS.

d. Keep the OMDC informed on the effectiveness of mail operations.

e. Ensure the contractor delivers and picks up official mail, parcels, printed matter, and other correspondence to and from TRADOC organizations as designated below. Upon completion of courier runs, the contractor shall deliver any mail to be metered to the OMDC and any distribution (intraorganization correspondence) will be delivered to the TRADOC Mailroom and placed in inbox for sorting the next duty day.

(1) To 950 Jefferson Avenue, Fort Eustis, VA 23604, with delivery to the SGS, DCS, G-2; DCS, G-3/5/7; and ARCIC.

(2) To 210 Dillon Circle, Fort Eustis, VA 23604-5701, with delivery to the CIMT.

(3) To 705 Washington Boulevard, Fort Eustis, VA 23604, with delivery to the Technical Library, Quality Assurance Office, and Internal Review and Compliance.

(4) To 700 Lee Boulevard, Fort Eustis, VA 23604 with delivery to the Band.

(5) To 661 Sheppard Place, Fort Eustis, VA 23604, with delivery to DCS, G-1/4; DCS, G-6; DCS, G-8; and Inspector General.

(6) To 213 Monroe Ave, Fort Eustis, VA 23604, with delivery to HHC, TRADOC.

J-4. Commanders/directors

Commanders/directors will:

a. Complete Fort Eustis Form 600-1, Mail Handler Qualification Form, Sections I through III, to appoint primary and alternate mail orderlies and provide the form to the OMDC.

b. Ensure qualified mail personnel are trained to perform the duties and responsibilities required to provide uninterrupted mail services.

c. Attend Mail Handler's training provided by the JBLE OMDC.

d. Select the most cost effective mail delivery method.

e. Provide adequate space and equipment necessary for the proper handling and security of the mail.

f. Report and take required action on postal offenses and losses in accordance with DOD 4525.6-M.

g. Ensure all appointed mail personnel have adequate time to perform mail-related duties efficiently.

h. Ensure each individual who prescribes, creates, designs, or prepares official mail for mailing and distribution complies with regulations, policies, and procedures.

i. In accordance with AR 380-5, paragraph 6-20, receipt of classified material, protect incoming mail until a determination is made whether classified information is contained in the mail.

J-5. Mail orderlies

a. Mail orderlies will-

(1) Safeguard mail at all times.

(2) Shall carry their DD Form 285 cards when performing mail handling duties.

(3) Perform duties and responsibilities in accordance with current regulations, policies, and procedures.

(4) Supervise official mail practices within the organization. Accept, process, and handle mail and distribution. All official mail that requires postage shall be put in the outgoing mail and through the OMDC. On-post mail shall be treated as distribution.

(5) Ensure that suspected cases of rifling, lost or mishandling, destruction, and other postal offenses are reported to the chain of command immediately upon discovery.

(6) Establish controls on postal expenditures to create a cost-effective mail management program.

(7) Deliver accountable mail only to the addressees or authorized agents.

(8) Keep OMDC personnel informed on the effectiveness of mail operations.

(9) Maintain office mail control records in accordance with AR 25-400-2, (for accountable mail receipts use record number 1n1, for documents other than accountable mail receipts use record number 1n2, and for office classified document register or controls use record number 1j1).

(10) Have the option to utilize the mailroom wrapping table to package classified mail.

(11) Possess a high degree of honesty and be trustworthy.

(12) Never have been convicted of crimes involving theft.

(13) Not have been previously removed for cause from work in a postal, mail, or other communications activity.

(14) Not have physical restrictions prohibiting duty involving prolonged standing, walking, or lifting weights up to and including the maximum weight for a mail piece (70 lbs.).

(15) Possess a valid civilian driver's license and capable of possessing a transportation motor pool license.

(16) Have an interim Secret clearance or be eligible for a Secret clearance based on having a favorable National Agency Check with Local Checks or an Access National Agency Check with Written Inquiries.

b. Mail orderly training.

(1) All appointees must be trained within the first 4 months of their appointment.

(2) Mail orderlies will complete the Mail Clerk/Mail Orderly Qualification Form, and have their commander/director/designated representative sign the signature block.

(3) Mail orderlies who have completed the Mail Handler's Training must return to the OMDC to obtain their DD Form 285. Keep this card in your possession during mail handling duties.

(4) All mail personnel must become familiar with all regulations, directives, and procedures in the references listed in this SOP.

c. Revocation of DD Form 285.

(1) When mail orderlies depart the organization or are relieved of their duties their DD Forms 285 card shall be retrieved and destroyed by the commander, director, or designated representative.

(2) The organization's copy of the DD Form 285 card shall have the revocation date annotated in block 2 (date revoked).

(3) The DD Form 285 card shall be retained on file for 2 years after the revocation date.

d. Privileged nature of mail and postal records.

(1) The privacy of the mail shall not be violated. Mail personnel shall not break or permit the breaking of the seal of any mail matter.

(2) Information regarding the release of private information can be released only under certain circumstances. Contact the Command Freedom of Information Act/Privacy Act Officer at 501-6519 for assistance.

e. Mail security.

(1) Mail personnel may be held liable for any loss caused by their failure to handle mail properly.

(2) Mail shall be delivered only to the appropriate addressees.

(3) Mail shall not be delayed, intercepted, opened, rifled, or left unattended when not in an authorized controlled area.

f. Postal offense and losses.

(1) All personnel may be liable for any mail violations caused by improper mail handling procedures.

(2) Postal offenses and losses will be monitored and reported to the commander, director, or the FMO, immediately.

g. Suspicious mail. Typical characteristics of a suspicious mail is mail that:

(1) Is unexpected or from someone unfamiliar to you.

(2) Is addressed to someone no longer in your organization or otherwise outdated.

(3) Has no return address or one that cannot be verified as legitimate.

(4) Is of unusual weight, given its size, or lopsided, rigid, or oddly shaped.

(5) Is marked with restrictive endorsements, such as "Personal," "Confidential," "Rush Do Not Delay," or "Fragile Handle with Care."

(6) Has protruding wires, aluminum foil, crystallization on wrapping, powdery or greasy substance, strange odors or stains, makes a buzzing or ticking noise, or a sloshing sound.

(7) Shows a city or state in the postmark that does not match the return address or has no return address.

(8) Has distorted handwriting, or the name and address may be prepared with homemade labels or cut and pasted lettering. Poorly typed addresses.

(9) Has excessive postage.

(10) Appears unprofessionally wrapped with several combinations of tape.

(11) Has misspelling of common words.

h. If the mail is determined to be "suspicious," follow these procedures:

(1) Isolate the suspicious mailing in a pre-designated area. A single POC should handle the mail. Do not allow others into the area. If anyone enters, they should stay until instructed to

leave by the emergency response personnel. Do not open, shake, taste, or smell the item. Wear rubber gloves to handle the item. Double bag the item in clear plastic bags or some other type of container to prevent leakage of contents. If you do not have any container or the contents have spilled out, do not try to clean up the substance, cover the mailing and contents with anything (i.e., clothing, paper, trash can, etc.). Do not remove this cover.

(2) All personnel who have touched the suspicious mail need to avoid contact with others and remain in the area, unless the air in the room is suspected of being contaminated. If the room is suspected of being contaminated, all personnel must evacuate the area. Inform coworkers who have not touched the mailing on what has happened and instruct them to call the addressee of the suspicious mail.

i. If the addressee verifies that he/she is expecting the suspicious mailing, then deliver it without incident. If the addressee cannot be contacted, refuses the item, or if the item possesses any of the characteristics of a suspicious mail, call 911.

j. Adherence to the aforementioned procedures shall help all agencies involved in these issues maximize the limited resources available. Relax but remain vigilant. Any threatened use of biological agents must be treated as though it is real. If the suspected biological agent is reported as anthrax, be assured that it is NOT contagious, and that treatment is readily available.

k. Transporting mail and distribution. As TRADOC organizations do not have transportation motor pool vehicles, mail and distribution may be transported in privately owned vehicles. Mail orderlies will not make any unauthorized stops, e.g., Post Exchange, fast food restaurant, while transporting mail.

l. Official mail. Official mail is mail pertaining exclusively to the business of the United States Government. The following regulatory information can be retrieved through electronic regulations available on-line.

(1) Restrictions on Use of Appropriated Fund Postage. See DOD Postal Manual, 4525.8-M, paragraph C1.3.

(2) Unauthorized Uses of Appropriated Fund Postage. See DOD Postal Manual, 4525.8-M, paragraph C1.4.

(3) Special Mail Services. See DOD Postal Manual, 4525.8-M, paragraph C1.8.

(4) USPS Express Mail.

(a) Use USPS Express Mail only when next day delivery is absolutely essential to meet mission requirements. Do not use USPS Express Mail for the sole purpose of meeting a suspense date.

(b) Complete Fort Eustis Form 600-3, Request for Special Mail Services and provide it to the OMDC before 1330 to ensure next-day delivery. Fort Eustis Form 600-3 approving official signature authority is a lieutenant colonel or civilian of equivalent grade (GS-14 or Division

Chief). Acceptance of USPS Express Mail on Friday requires special arrangements to have a person available on Saturday at the addressee's office to accept custody of the mail.

m. Receipt and delivery of accountable mail.

(1) Before accepting registered mail from the Contractor, verify that all article numbers listed on the Postal Service (PS) Form 3877 match the article numbers on the letters or parcels. Check all letters and parcels carefully to ensure they are in good condition and that they have not been tampered with nor the wrapping or contents are damaged or torn. If the articles are in need of repair, the OMDC shall make the repairs and endorse the PS Form 3877 and the article as, "Damaged in Handling in the OMDC," or words to that effect. The PS Form 3877 is annotated with the code "DC."

(2) The OMDC will prepare the PS Form 3877 slips in duplicate. Ensure that you receive a copy of the PS Form 3877 with the registered mail.

(3) The contractor will check the mail orderly's DD Form 285 card to verify that the person signing the PS Form 3877 is authorized.

(4) Express, registered, and certified mail will be covered by an unbroken chain of receipts from the time of its acceptance by postal activities until its final delivery.

n. Processing outgoing official mail.

(1) All unaccountable mail picked up by the contractor will be returned to the OMDC and dispatched the same day.

(2) Accountable mail.

(a) When mail orderlies deliver certified mail to the OMDC before 1530, it will be dispatched the same day. The completed Certified Mail Receipt (PS Form 3800) shall be placed in the organization's mail box for pick up or delivered the following day during the daily courier run.

(b) When mail orderlies deliver registered mail to the OMDC by 1000, it will be dispatched the same day. Mail orderlies will have their own office mail control logs for registered mail.

(c) Mail orderlies/customers mailing classified material shall bring it to the OMDC and inform OMDC personnel that they have classified information to mail and the mailing's highest classification level.

(d) Mail orderlies/customers mailing classified material must have in their possession a valid DD Form 2501 courier card to verify their clearance and authorization. If the customer does not possess a DD Form 2501 courier card, the organization must submit a memorandum to the OMDC stating that the individual is authorized to handle classified material and the individual's clearance level.

(e) Customers mailing classified material who do not possess a courier card or have a memorandum on file at the OMDC, need to return the mailing to their organization and have an authorized courier process the mail through the OMDC.

(f) Delivery of accountable mail that possesses a Return Receipt (PS Form 3811) attached to the mailing shall be signed and dated by the addressees or authorized agent prior to release of the mailing. A PS Form 3811 can only be used with USPS Express, Registered, and Certified mail.

o. Preparation of outgoing official mail.

(1) All official mail entering the OMDC will be prepared in accordance with DOD 4525.8-M and AR 25-51. OMDC personnel shall not accept mail if it does not meet the requirements of the regulations, policies, and procedures.

(2) Mail that is not prepared properly shall be rejected by OMDC personnel.

(3) All official mail addresses will be typed. Plain computer generated labels are encouraged. Rubber stamped addresses shall not be used for either return or delivery addresses. Do not use italic, artistic, or script-like fonts. Font size may range from 10 - 12 pitch.

(4) Use a single space between lines.

(5) Addresses shall be limited from a minimum of three to a maximum of five lines.

(6) The following are examples of return and delivery addresses:

(a) Return Address: The “DEPARTMENT OF THE ARMY” is the first line of the return address. All return addresses will contain an office symbol and ZIP + 4 values (23604-57XX).

DEPARTMENT OF THE ARMY	DEPARTMENT OF THE ARMY
OFFICE NAME LINE	OFFICE OF THE DCS, G-6
ATTENTION LINE	ATTN: ATIM-II
DOD ACTIVITY NAME LINE	TRADOC
DELIVERY ADDRESS LINE	661 SHEPPARD PLACE
<u>CITY, STATE, ZIP CODE+4</u>	<u>FORT EUSTIS, VA 23604-5733</u>
OFFICIAL BUSINESS ACCOUNT #	OFFICIAL BUSINESS 40-06

Figure J-1. Return address

(b) Delivery Address: All delivery addresses will contain an office symbol and ZIP + 4 values.

OFFICE NAME LINE	OFFICE OF THE DCS, G-3/5/7
ATTENTION LINE	ATTN: ATTG-ZA
DOD ACTIVITY NAME LINE	TRADOC
DELIVERY ADDRESS LINE	950 JEFFERSON AVENUE
CITY, STATE, ZIP CODE+4	FORT EUSTIS, VA 23604-5711

Figure J-2. Delivery address

(7) Use standard letter-size envelopes for four sheets of paper or less, unless the contents cannot be folded.

(8) Use flat-size envelopes when the contents will be damaged by folding (e.g., certificates) or the contents are five sheets of paper or more.

(9) Use only black or dark blue ink for printed labels for envelopes.

(10) Do not enclose clasps, staples, paper clips, or other similar securing devices within the envelope.

(11) Ensure addresses are readable, accurate, and complete.

(12) Do not use envelopes stating: "Penalty for Private Use, \$300."

(13) The OMDC shall place all mail class imprints on mailings.

(14) Shipping containers shall be strong enough to protect contents in transit.

(15) Brown paper wrapping shall only be used on registered mail.

p. Cost-saving methods.

(1) Limit use of special services such as registered, certified, and overnight.

(2) Consolidate mailings that are addressed for the same destination.

q. Classified material. Information or material that requires protection against unauthorized disclosure in the interest of national security shall be classified in one of the three designations:

(1) **TOP SECRET.** The OMDC shall not handle Top Secret information. Transmission of Top Secret information will be in accordance with Volume 3, DoD Manual 5200.01.

(2) **SECRET.** Hard copy SECRET information is normally transmitted via US Postal Service registered mail; however, in certain instances, overnight delivery may be used in accordance with DOD Manual 5200.01, Volume 3.

(3) **CONFIDENTIAL.** Hard copy CONFIDENTIAL information will be transmitted in accordance with DOD Manual 5200.01, Volume 3.

r. Limitations on classifying mail.

(1) Classification may not be used to conceal violations of law, inefficiency, or administrative errors, to prevent embarrassment to a person, organization, or agency, or to restrain competition.

(2) References to classified documents that do not reveal classified information will not be used as a basis for classification.

s. Preparation of Material for Shipment. When transferring classified information, it shall be enclosed in two opaque, sealed envelopes, wrappings, or containers, durable enough to properly protect the material from accidental exposure and facilitate detection of tampering.

(1) Address the outer envelope or container to an official U.S. Government activity or to a DOD contractor with a facility clearance and appropriate storage capability, and show the complete return address of the sender. Do not address the outer envelope to an individual. Office codes or phrases such as "Attention: Research Department" may be used.

(2) Show the address of the receiving activity, the address of the sender, the highest classification of the contents (including any special dissemination or control markings), and any applicable special instructions on the inner envelope or container. The inner envelope may have an attention line with a person's name.

(3) Do not place a classification marking or any other unusual marks on the outer envelope or container that might invite special attention to the fact that the contents are classified.

(4) The OMDC personnel receiving the article shall inspect the article(s) prior to metering to determine whether the packing material is suitable for mailing or whether the article should be repacked or transmitted by other approved means.

t. Inspection of official mail. Official mail may be searched by the installation official mail manager before postage is applied to the mailing.

u. Tracking mail. Customers need to use the following methods to track their mail.

(1) All certified and registered mail, and USPS Express Mail can be traced by calling 1-800-222-1811 or the USPS Track and Confirm at: <http://www.usps.com>.

(2) FedEx mail can be traced by calling 1-800-463-3339 or FedEx at: <http://www.fedex.com>.

(3) UPS mail can be traced by telephone at 1-800-742-5877 or UPS at: <http://www.ups.com>.

(4) DHL mail can be traced by calling 1-800-225-5345 or DHL at: <http://www.dhl.com>. DHL mail received through the USPS shall be redirected through the USPS.

v. Methods of mailing.

(1) First-Class.

(2) Priority (first-class mail weighing over 13 ounces).

(3) Media Mail (i.e., books, computer-readable media, video tapes, periodicals, publications, advertisements, etc.).

(4) Overnight/commercial carrier services (USPS Express and FedEx)

(a) USPS Express. A PS Form 11-B (Express Label) is completed by the customer. USPS Express must be submitted to the OMDC before 1530 for same day overnight service.

(b) FedEx Overnight. All mailings must be submitted to the OMDC before 1330 for same day service.

(5) UPS. UPS shall be used for domestic shipments when it is the least expensive method for shipping equipment, parts, publications, supplies, etc.

(6) Distribution. Do not apply postage to distribution because it is being delivered to an organization located on the installation.

w. Hours of operation. The hours of operation for the OMDC are from 0730 – 1600 each duty day. The mailroom is closed federal holidays and weekends.

x. Mail control.

(1) All distribution generated by Defense Automated Printing Service shall be delivered to the OMDC by the requesting customer.

(2) An activity's employees may receive personal mail through the OMDC only during the first 120 days after they join the organization. After 120 days, all personal mail that is received through the mailroom shall be returned to the sender.

(3) The mailroom shall not mail outgoing personal mail for customers, to include mail with postage already applied.

(4) Equipment, parts, and supplies can be shipped through the OMDC. If an organization has a large volume of equipment, parts, or supplies they need to contact the OMDC at (757) 878-2011.

(5) The maximum weight of an individual piece of mail authorized to be shipped is 70 pounds.

(6) The OMDC shall not accept outgoing shipments or return authorizations from customers for UPS.

(7) The OMDC shall not accept any redirected commercial carrier mail regardless of carrier.

(8) The OMDC personnel will prepare the FedEx labels and envelope/box for mailing. Customers must still have typed labels attached to their mailings regardless of shipping method.

(9) Contractors on JBLE shall not receive mail support unless it is specifically stated in the contract with the government.

(10) Mail handlers shall carry their DD Form 285 cards when performing mail handling duties. The USPS may refuse to give mail to the holder of the DD Form 285 card for cause at any time.

y. Penalties for private use of official mail. Under Title 18, U.S. Code, Chapter 31, Section 641; individuals converting appropriated funds for their personal use or the use of another person are subject to the following penalties:

(1) Fine and/or 10 years.

(2) \$1,000 value or less: Fine and/or 1 year.

Appendix K Commercial Delivery of Packages and Office Supplies

K-1. Purpose

To establish procedures for the delivery of commercial packages, office supplies, and facilities access of commercial delivery vendors.

K-2. Scope

The provisions of this operating procedure are applicable to all occupants of HQTRADOC facilities.

K-3. General Procedures for Federal Express (FedEx), United Parcel Service (UPS), DHL and Stephens Office Supply Deliveries

a. TRADOC personnel will ensure their organization (Command Group, ARCIC, G3/5/7, etc) and floor number, at a minimum, are included in their commercial delivery address. This ensures accurate delivery of commercial packages. Office/work station numbers and name of recipient are strongly recommended to also be included.

b. When mail orderlies are not able to identify/contact addressees for delivery, the package will not be accepted and will be returned to the commercial vendor.

c. During increased force protection condition, all commercial deliveries will be delivered to an alternate location to be determined.

d. At no time will Access Control contractors at the front desk be asked to sign for personal deliveries such as commercial mail, packages, flowers, fast food, or other personal deliveries.

K-4. General Procedures for other deliveries (flowers, fast food, newspapers, etc.)

a. Employees/organizations expecting these types of deliveries will meet the delivery driver in the lobby area of the respective building to preclude non-delivery of items.

b. In the event employee/organization is unaware of the delivery, the person greeting the delivery driver will obtain the name of the recipient from the vendor and contact the recipient to come and receive the delivery. If the recipient cannot be reached, the person greeting the delivery driver will follow the procedures for the respective building as outlined below.

(1) Building 950 (UPS, FedEx, DHL, Stephens Office Supply, etc):

(a) Access Control Officer will remotely verify the identity of all drivers and delivery vehicles from the access gate based on the most current memorandum provided by the vendor.

(b) After clearance by the Access Control Officer, delivery drivers will enter the building through the loading dock door. They will obtain a BLUE "V" badge before proceeding to the four designated drop off locations in Building 950.

(c) The four delivery locations, in Building 950, are located in SGS, G-3/5/7, G-2 and ARCIC. Mail orderlies, at each organization, will sign for deliveries and distribute them to addressees.

(d) SGS mail orderlies will sign for and distribute deliveries for the following organizations: commanding general, DCG, CoS personnel, PAO, SJA, Congressional Affairs Office, Chaplain, IG, Surgeon, and Safety.

(2) Building 950 (Other deliveries: flowers, fast food, newspapers, etc):

(a) Delivery drivers will enter the building through the main entrance and will not be allowed access beyond the Access Control Desk (this includes restroom, snack areas, etc).

(b) If the person receiving the delivery, is not already in the lobby, the delivery driver will contact the person and ask that they meet them in the lobby. Personnel placing orders for delivery service should provide the delivery driver a contact number where they can be reached directly.

(c) If the person receiving the delivery cannot be reached, the delivery driver CANNOT leave the item(s) at the Access Control Desk.

(d) At no time will Access Control Officer be asked to sign for personal deliveries such as commercial mail, packages, flowers, fast food, or other personal deliveries.

(3) Building 661 (UPS, FedEx, DHL, Stephens Office Supply, etc):

(a) Access Control Officers will use the Vendor Delivery List to confirm the identity of delivery person(s).

(b) After clearance by the Access Control Officer, delivery persons will be issued a BLUE “V” badge before proceeding to the office that placed the order.

(c) There are no specified delivery locations in Building 661. All deliveries are received by the ordering office/individual.

(d) TRADOC personnel and non-government individuals will ensure orders placed contain organization name, POC, and phone number in addition to the 661 Sheppard Place mail/delivery address.

(4) Building 661 (Other deliveries: flowers, fast food, newspapers etc):

(a) In the event employee/organization is unaware of a delivery, the Access Control Officer will obtain the name of the recipient from the vendor and contact the recipient to come and receive the delivery. In the event the recipient cannot be reached, the Access Control Officer will contact the front office staff of the G-1/4, G-6, or G-8 using the phone rosters at the desk.

(b) If the front office staff of the recipient's organization is not willing to sign/accept the delivery, the vendor may not deliver. At no time will the Access Control Officer be asked to sign for personal deliveries such as commercial mail, packages, flowers, fast food, or other personal deliveries.

(5) Building 210 (UPS, FedEx, DHL, Stephens Office Supply, etc):

(a) Operations Division controls entry of all delivery personnel.

(b) Upon assessment of the delivery, operations personnel will either sign for the delivery or call for the individual for whom the delivery is intended to come to the Operations Division to accept the delivery.

(c) CIMT personnel will ensure their name is included in their commercial delivery address. This ensures accurate delivery of commercial packages.

(6) Building 210 (Other deliveries: flowers, fast food, etc):

(a) Delivery drivers will enter the building through the main rear entrance and will not be allowed access beyond the Operations Division (this includes restroom, snack areas, etc).

(b) If the recipient is not already waiting by the entrance, operations personnel will contact the recipient and ask them to come and accept the delivery.

(c) If the person receiving the delivery cannot be reached, then delivery of the item(s) is at the discretion of the Operations Division personnel who greeted the delivery driver.

(7) Building 700: Per Band Building SOP

(8) Building 705: Per Installation Management Command Building SOP

(9) Building 213: Per HHC, TRADOC Building SOP

Appendix L Safety

L-1. Purpose

To establish procedures for safety inspections and accident reporting.

L-2. Safety Inspections

The identification of unsafe practices and unsafe physical conditions through safety inspections is essential to a successful accident prevention program. To properly direct efforts to reduce and/or eliminate the risk of accidental injuries and property damage, safety inspections must be conducted at all levels. Minimum requirements for safety inspections are as follows-

- a. All HQ TRADOC personnel will, during the performance of their normal duties, survey their operations, activities, facilities, equipment, and procedures for safety hazards and will initiate or recommend necessary action(s) to eliminate hazards.
- b. Supervisors will conduct periodic visual inspections of their work area to identify hazards. When hazards are identified, reported by employees, identified through accident investigations and/or safety inspections, they will assess the risk(s) and track to insure hazards are promptly eliminated.
- c. Supervisors and employees will work together to identify and correct hazardous conditions. Whenever possible, recognized hazards will be corrected on the spot.
- d. The HQ TRADOC Safety Office will conduct an annual safety inspection of each HQ TRADOC building located on JBLE. Written reports of identified hazards and recommendations for corrective actions will be provided to the respective ADSO/CDSO. The ADSO/CDSO will provide the HQ TRADOC Safety Office a written reply of actions taken to correct identified hazards within a specified time period. ADSOs/CDSOs will track hazards and corrective actions.
- e. ADSOs/CDSOs will conduct quarterly safety inspections of their respective section/department/building, using a safety checklist provided by the 633d ABW Safety Office. ADSOs/CDSOs will provide the HQ TRADOC Safety Office a completed checklist and ensure corrective actions are taken to eliminate/correct identified hazards.

L-3. Accident Reporting

1. An Army accident is an unplanned event, or series of events, which result in one or more of the following:
 - a. Occupational illness to Army military or DA Civilian personnel.
 - b. Injury to on-duty DA Civilian personnel.
 - c. Injury to Army military personnel on and off-duty.
 - d. Damage to Army property.

- e. Damage to public or private property and/or injury or illness to non-Army personnel caused by Army operations (the Army had a causal or contributing role in the accident).
2. TRADOC personnel will notify supervisors of work-related accidents, injuries, and illnesses no later than the end of the shift, or day, of occurrence. For civilian personnel, this will include accidents related to duties performed while on duty status. For military personnel, this will include accidents occurring on or off-duty. Supervisors will notify the FM and the TRADOC Safety Office via an Incident Report, Appendix XX.
 3. TRADOC accidents will be investigated, reported, and recorded per AR 385-10, Chapter 3. TRADOC personnel will complete and file appropriate accident reports as soon as possible after the accident and keep supervisor informed of medical status.
 4. The Federal Employees' Compensation Act (FECA) provides civilian employees injured in the performance of duty with workers' compensation benefits. To file a FECA claim, contact the Civilian Personnel Advisory Center.
 5. Supervisors and employees will take corrective actions after determining causation factors of accidents; make every effort to abate hazards contributing to the accident, and update job hazard analysis if applicable.

L-4. Electrical Safety. See paragraph D-4 (Appliances (Electrical Safety))

Glossary

Section I Abbreviations

ACD	Access Control Division
AFI	Air Force Instruction
AR	Army Regulation
ARCIC	Army Capabilities Integration Center
ADSO	additional duty safety officer
AV	audiovisual
BC	building coordinator
CAC	common access card
CED	733rd Mission Support Group, Civil Engineering Division
CCR	Command Conference Room
CDSO	collateral duty safety officer
CIMT	U. S. Army Center for Initial Military Training
CR	conference room
DA	Department of the Army
DCG	deputy commanding general
DCS	deputy chief of staff
DCoS	Deputy Chief of Staff

TRADOC Memorandum 1-19

DD	Department of Defense (when describing a form)
DOD	Department of Defense
ESO	Executive Services Office
FedEx	Federal Express
FM	Facilities Manager
FMB	Facilities Management Board
FMO	Facilities Management Office
G-1/4	personnel and logistics
G-2	intelligence
G-3	operations
G-33	current operations division
G-3/5/7	operations, plans, and training
G-6	command, control, communications, and computers
G-8	resource management
GO	general officer
GS	General Schedule
GSA	General Services Administration
HHC	Headquarters and Headquarters Company
HQ	headquarters
IDS	intrusion detection system
IMT	initial military training
JBLE	Joint Base Langley-Eustis
JPAS	Joint Personnel Adjudication System
NCO	noncommissioned officer
OC	organizational coordinator
OMDC	Official Mail and Distribution Center
PAO	Public Affairs Office
POC	point of contact
PS	postal service
RO	requesting organization
SCIF	sensitive compartmented information facility
SES	senior executive service
SIDB	security identification badge
SIPRNET	secure internet protocol router network
SGS	Secretary to the General Staff
SJA	staff judge advocate
SJO	service job orders
SOP	standing operating procedure
SWRPPC	Solid Waste Recycling and Pollution Prevention Center
TR	team room
TRADOC	U. S. Army Training and Doctrine Command
VTC	video teleconference
UCMJ	Uniform Code of Military Justice
UPS	United Parcel Service
USAR	United States Army Reserve
USPS	United States Postal Service

Section II**Terms**

This section contains no entries.

Section III**Special Abbreviations and Terms****building coordinator**

The individual in a building that assists the HQ TRADOC FM with the management of facilities operations and maintenance for their assigned building. Each HQ TRADOC building has an assigned BC.

building envelope

The building system that keeps weather and noise out and heating and cooling in; in an effort to prevent interior damage and disruptions and to maintain a comfortable interior environment.

building structure

The elements that support the architecture of a building. Generally consists of foundations, frames, slabs, permanent stairs, ramps, and related elements relative to a building's architectural integrity.

building systems

The complete, physical facility that consisting of all equipment and components that includes the building structure, mechanical, electrical, plumbing, transport systems (elevators, etc), and security systems.

exteriors

The building envelope as well as structure separate from the main building.

facility operations

The management of facility infrastructures to include building systems, such as mechanical, electrical, plumbing, and security, and, in some cases, data and telecommunications cabling; manage and ensure maintenance of building structures and interiors, furniture, and equipment; grounds, landscaping, and site improvements

facilities operations working group

Meets once per quarter to discuss facility service orders, recommendations, and other facility topics in an effort to address occupant concerns and improve overall facility operations and environment. Consists of representatives from each HQ TRADOC building. Normally, Building 950 is represented by G2, DCS G 3/5/7, ARCIC and SGS. The remainder of the HQ TRADOC buildings are represented by one or more individuals as necessary.

facilities management board (FMB)

The FMB reviews and validates facility projects (less military construction) and sets the priority for which projects are to be funded for HQ TRADOC facilities on Fort Eustis. The FMB convenes monthly; or as required, and is chaired by the DCoS. The TRADOC Engineer serves as the Vice Chair.

facility maintenance

Maintenance of building systems, interiors, furniture, equipment, grounds, landscaping, and site improvements. Ensures that all elements of the infrastructure are properly serviced to operator efficiently, reliably, and safely. Includes scheduling and managing regular, periodic, predictive, preventive, and corrective maintenance activities.

Facilities Manager (FM)

Responsible for overall management, administration, and execution of facilities systems performance and maintenance policy for all HQ TRADOC facilities on Fort Eustis. Coordinates facility programs and projects, conducts and schedules routine and periodic facility inspections, forecasts future requirements, ensures the efficient and sustainable operations of the facilities, and the satisfaction of facility occupants.

grounds

All exterior areas not attributed to a building structure, exterior, or envelope. Includes landscape, parking lots, gazebos, ponds, outdoor signage, sidewalks, fencing, emergency vehicle access routes, receiving and loading areas, site access gates, light poles, flag poles, seating areas, trash receptacles, etc.

infrastructure

Includes building structure, building systems, interiors, exteriors, building envelope, separate structures, and grounds.

interiors

Includes furniture, fixtures, lamps, and related equipment inside the building envelope.

on-scene coordinator

The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The on-scene coordinator has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

organizational coordinator

The individual within an Organization/Directorate/Division that assists the BC with the management of operations and maintenance for their specific organization. Normally the OC is part of a large building occupied by several organizations. The building is sectioned off by organization. Example, Building 661 is occupied by several organizations. Each organization has an identified OC that assists the BC with building operations and maintenance requirements.