



DEPARTMENT OF THE ARMY
DIRECTORATE OF PLANS, TRAINING, MOBILIZATION AND SECURITY
TRAINING DIVISION
8452 ZIMBORSKI AVENUE, MCGILL TRAINING CENTER
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMND-MEA-PLT

12 August 2015

MEMORANDUM FOR Fort Meade Directorate of Plans, Training, Mobilization and Security (DPTMS) Training Division Customers

SUBJECT: Memorandum of Instruction (MOI) for Fort Meade Training Facilities, Equipment, and Training Areas

1. REFERENCES:

- a. AR 215-1, Morale, Welfare and Recreation Activities Nonappropriated Fund Instrumentalities, 24 August 2010.
- b. AR 350-1, Army Training and Leader Development, 19 August 2014.
- c. AR 350-52, Army Training Support System, 17 January 2014.
- d. FGGM Regulation 210-65, Alcoholic Beverages Consumption, 11 December 2003.
- e. FGGM Regulation 420-7, Directorate of Emergency Services Installation Fire Regulation, 1 June 2010.
- f. DPTMS Facility Usage Policy Letter, 12 August 2015

2. PURPOSE: This memorandum establishes policy, standards, and provides procedures for scheduling and using training facilities, equipment and training areas.

3. GENERAL: The DPTMS Training Division's mission is to support Soldiers, Service Members, partner units/organizations and areas of responsibility IAW AR 350-52 with unit events, and operating requirements which improve combat readiness, accelerate force generation for combat deployments, and prepare for installation contingency operations by increasing operational efficiencies. Only those users with military or federal command authority may request space and receive training support to include classrooms, keys and equipment. For events outside official purposes, please refer to Enclosure 2 of this MOI, DPTMS Facility Usage Policy. Official purposes clearly include ones that are specifically provided for by law or are essential for successful completion of a DOD function, action or operation. **During Fort Meade, regional, and national, emergencies, and Installation Command sponsored events, the Garrison**

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Commander's requirements have priority over all scheduled training or reservations for all resources covered by this memorandum.

4. FORT MEADE TRAINING FACILITIES: Fort Meade training facilities consist of several buildings and areas of both specific and general use. The McGill Training Center provides five classrooms, a computer lab, and a Ballroom for training spaces. All rooms have a projector with laptop connectivity, screen and wifi access. The centers' ballroom has a state of the art eight speaker audio system, which can be equipped with wireless microphones. The audio system enables the operation of four microphones simultaneously. Classroom # 4, computer lab, has 15 computers with internet/ CAC access. Additionally we have the 50 State, 6 Territorial, Army General Officer, Army, Marine, Navy, Air Force, Coast Guard and Senior Executive Service flags for use inside McGill. The Post Theater and Smallwood Hall are available for training, classes, and special events. Contact (301) 677-9981 for audio support. The McGlachlin Parade Field and Constitution Park are available for ceremonies and special events; however, units must coordinate event support separately through DPTMS, Plans and Operations Division, Special Events Coordinator at (301) 677-5229 or for Changes of Command or Responsibility contact (301) 677-2216 to coordinate lateral support. Seating capacity for facilities are as follows:

Classroom 1	50 attendees
Classroom 2	60 attendees
Classroom 3	30 attendees
Classroom 4 (computer lab)	15 attendees
Classroom 5	18 attendees
Classroom 6	100 attendees
McGill Ballroom	497 attendees
Smallwood Hall, bldg 4650	80 attendees
Post Movie Theater, bldg 4431	435 attendees
Battle of the Bulge Conference Center, bldg. 4418	25 attendees
McGlachlin Parade Field	20000 attendees; Brigade, Battalion + Community Special Events
5-Lane EST2000, bldg 68	5 attendees
Motorcycle Lot (Smallwood)	200 attendees

5. RESERVATIONS: In order to properly schedule and maintain facilities and equipment, the procedures below must be followed:

a. EVENT MANAGEMENT SYSTEM (EMS). This system allows authorized users to view available space but does not share or display currently reserved unit or user

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data. Features include virtual site registration, online requests and change options, customer data privacy, email confirmation, calendar and line views, and an easy user interface. McGill Training Facilities managed in this system include: McGill Classrooms, Post Theater, Smallwood Hall, Battle of the Bulge Room, EST2000 Weapon Simulator, and Outdoor Space to include McGlauchlin Parade Field, Constitution Park and Smallwood Hall Parking Lot. The virtual reservation site is the fast and easy way to find available training space. Fort Meade tenant organizations are allowed 3-5 registered users to request space on behalf of their Commander (Company, Battalion, Brigade, Directors). To start registration:

- (1) Click on <https://ems.meade.army.mil/virtualems/>
- (2) Click on My Account
- (3) Choose Create an Account
- (4) Fill in required fields: Name, Email, Phone; and find your organization.
- (5) Write in a password and fill in the security code on the screen.
- (6) Submit the next screen will show that your information has been saved and is pending. Call 301-677-6506/9971/4719 to have your account activated.
- (7) When registration is complete go to <https://ems.meade.army.mil/virtualems/> and reserve your space. Enter your requirements: date(s), # students and then choose your location based on student size and availability. In the details field, enter mandatory information (red star) and include your specific training event (not "training").
- (8) Once submitted, your request will be pending review in the EMS dashboard. Once approved or rejected, an email will be sent to the requestor.

b. NON EMS SCHEDULING AND RESERVATION SYSTEM: Units must reserve the specific venues and date(s) desired through the DPTMS Training Division at (301) 677-6506/2624/4719. If the desired date is available it will be placed on hold. Once on hold, the unit will have three business days to hand carry, to McGill Training Center, 8452 Zimborski Ave or email it to usarmy.meade.usag.mbx.dptms-training-division@mail.mil. Use Enclosure 1 of this memorandum to request space. If the memorandum is not received within three business days, the requested date(s) will be opened up for other units to use. Requests for all reservations must be submitted no more than six months in advance of the required date. Requests (approved and disapproved) will be maintained and kept on file for two years after the end of that fiscal year. All requests will be on a first come-first serve basis. In order to make efficient

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reservations and effectively manage facility space and personnel, customer requests and change requests will be confirmed or rejected over one business day. Requests should be made at least four weeks in advance. Approved requests will be filed according to usage date and marked with a unique record ID provided by EMS.

c. TRAINING AREA CHARLIE, LAND NAVIGATION, ARMY OBSTACLE COURSE, CS GAS CHAMBER: Customers must request to use Training Area Charlie, Land Navigation Course, Army Obstacle Course and CS Gas Chamber through the Range Control Liaison Officer at (301) 677-6506/4719. Reservations require a range safety briefing, which are held the second Tuesday of each month at 1000 in the range control classroom at 235 Magazine Road. The range safety briefing verification card is good for five years. If the date is available and you have attended the safety briefing, units must then submit an Operations Order (OPORD) or Operations Plan (OPLAN) with risk assessment on a DD Form 2977 of their training event to the DPTMS Training Division at usarmy.meade.usag.mbx.dptms-training-division@mail.mil. There will be no overnight bivouacking, open fires or pyrotechnics.

d. MARINE CORPS OBSTACLE COURSE: The Marine Corps Obstacle Course consists of twenty obstacles that vary in difficulty and height from low to high. The purpose of the course is to increase Service Members' trust and confidence in their mental and physical abilities while cultivating the "can-do" spirit when faced with physically challenging obstacles.

(1) The OIC/NCOIC running the Marine Obstacle Course must attend the range safety briefing. The safety briefing is scheduled for the second Tuesday of each Month at Range Control, 235 Magazine Road. The Range Safety Briefing Verification Card is good for five years. The OIC/NCOIC must be certified by a Marine Instructor. The number to set up the certification is (301) 677-0266, or (240) 373-3262.

(2) After being certified, units will call (301) 677-6506/4719 to schedule the use of the Marine Obstacle Course. If the desired date is available it will be placed on hold. Once on hold, the unit will have three business days to submit an Operations Order (OPORD) or Operations Plan (OPLAN) with risk assessment on a DD Form 2977 of their training event to the DPTMS Training Division at usarmy.meade.usag.mbx.dptms-training-division@mail.mil.

(3) The Range Liaison will check the OPORD for completeness and lock in your training event. If the OPORD is not received within three days, the requested date will be opened up for other units to use. If the OPORD is incomplete, it will be returned for updating and must be returned within two business days.

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e. SMALL ARMS RANGES. The Ranges are managed by the NSA Police Force and requests must be done through the Range Control Office. They begin to accept request for ranges the day after Labor Day for the following year. Scheduling is accomplished during the November/December timeframe. Units will use a memorandum with their unit letter head, addressed to SGT John Brooks, NSA Ranges, FGGM, MD 20755. It will include the following information: date and time of range(s), which range desired, number of people firing, type of weapons being fired, requesting unit or organization, name and phone number of Commander or Director, name and phone number of point of contact of requesting unit or organization and signature block of Commander or Director. The memorandum must be delivered by hand to the Range Control office located on Range Road. Once Ranges are locked in and no later than 10 business days before the training event, the unit will to hand carry an OPORD with risk assessment to McGill Training Center, fax (301) 677-3100, or email to the DPTMS Training Division at usarmy.meade.usag.mbx.dptms-training-division@mail.mil. The Range liaison will check the OPORD for completeness. If the OPORD is not received within 10 days, the date will be opened up for other units to use. If the OPORD is incomplete it will be returned for updating. You can contact them at (301) 688-4775 for further information.

f. COMPUTER CLASSROOM, VTC (THEATER), AND INTERNET DROP ACTIVATION REQUESTS: Requests requiring internet or special network access require advance notification to McGill schedulers, and your unit IMO must coordinate your access requirements with the Network Enterprise Center (NEC) (301) 677-1566 at least two weeks in advance. NEC will determine required access and equipment requirements (website/software review and scanning of your accompanying computers may be required). Users will access only those sites requested and subsequently approved by NEC. Users will not access unauthorized sites, connect unapproved computers or internet capable devices to internet drops, which will result in security shut downs and McGill owned computer removal for re-imaging or hard drive replacement. The remedy cost will be charged to the using organization for users discovered accessing unauthorized sites resulting in security shut downs. The Post Theater is VTC capable but must be reserved at least two weeks in advance and coordinated NEC.

g. CANOPY SUPPORT: Requests can be made through EMS or by emailing Enclosure 1 of this memorandum to usarmy.meade.usag.mbx.dptms-training-division@mail.mil. Each canopy item will be inventoried, visually accounted and signed for with every transaction. Items lost or damaged will be reimbursed by the using organization. Canopies available for usage are 10x10 white or 10x20 white. Canopies are picked up and returned to the McGill Training Center. They are open 0730-1600 Monday thru Friday. Canopies must be returned clean and dry. Units are not to remove the canopy portion from the frame.

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h. OUTDOOR TRAINING AIDS (including EST2000), AUDIOVISUAL EQUIPMENT, and CEREMONIAL FLAGS: Units must request support through the DPTMS Training Support Center (TSC), at (301) 677-9971/9974/9981, building 2220. In order to prevent lost items and properly account for property, valid requests will be processed for issue and turn-in as directed by TSC. EST2000 and training items will be loaned to individuals authorized by their commander via DA Form 1687 (Signature Card) and loaned using DA Form 3161 or DA Form 2062. Each TSC item will be inventoried, visually accounted and signed for with every transaction. Organizations will be charged for lost and/or damaged equipment. Customers requesting audio/visual support for the Post Theater or Smallwood Hall must request equipment and technical support through the Visual Information Ordering Site at www.vios.army.mil.

i. FACILITY INVENTORY AND ACCOUNTABILITY: When users accept training space with or without keys, they represent their respective commands and commanders. Abuses to the facility, broken or lost equipment, will be reimbursed by the using organization. The requesting organization's Training NCO, Training Officer, or authorized representative must inspect, inventory, and sign for equipment or training facility classroom key(s) or training facility building. When training is complete, the facility, classroom, and equipment will be restored to the default configuration with all trash removed, floors swept and or mopped, doors locked and secured. When issued, key(s) and equipment will be returned to the Training Division main office when training is completed but not later than 0900 the next duty day.

6. TRAINING FACILITY RULES:

a. No smoking within 50 feet of the building, to include bathrooms and lobbies.

b. Food may be served, but must be limited to finger type foods. As a rule of thumb, the food must be able to be consumed while standing. For example, mini-sub and cake are acceptable as they can be eaten while standing and do not require the use of utensils. The use of hot plates, broilers, BBQ/Hibachi grills, and electric frying pans, chafing dishes requiring canned or tabulated fuel (i.e. Sterno) or other food preparation appliances inside the facility is prohibited. Warming of dishes with crock-pots or microwave ovens is permitted.

c. Refer to Enclosure 2 of this MOI, DPTMS Facility Usage Policy Letter, for information regarding the hosting of parties, receptions, and other non-training events at Training Division facilities.

d. No dining and no food except as outlined in para 6b. above. Snack foods and coffee are permitted in training rooms with the exception of Classroom #4, Computer

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Lab and the Battle of the Bulge Conference Room, NO FOOD or DRINK are authorized in these rooms.

e. Be responsible and keep our facility clean. Request a large trash can in advance for your facility or training area if required. Make sure all trash is separated and placed into the appropriate recycling container: paper, cardboard, or plastic. If a recycling container cannot be found, if you find a mess, or need assistance please alert the Training Office. Users are responsible for cleaning up, empty all trash cans, sweep, vacuum and or mop floors, arrange room/area to its initial configuration, the lounge area and their classroom upon completion of daily training.

f. Keep Training Safe and Secure. If training extends beyond 1600 hrs, ensure all entrances and exits are secure. The last unit in bldg 8452 is responsible for securing the front door.

g. Movement of furniture within a room to facilitate your training is encouraged. Removal of furniture/equipment from rooms requires prior approval by the McGill staff. If approved, furniture/equipment must be moved using the requesting units' own manpower, and returned to the original location prior to vacating the room.

h. Rooms will be used for training; DO NOT schedule rooms as break rooms. Lounge areas are designated as the break area for all classrooms. The lounge area will not be used as a classroom.

i. If you reserve the ballroom or classroom #6 of McGill Training Center AND plan on having over 250 attendees, you must coordinate through the Fort Meade Fire Department at 6619 Mapes Road, Fort Meade, MD 20755 or (301) 677-3616.

7. COMPLETION OF TRAINING: The individual training officer, training NCO, or authorized representative will make a final inspection to ensure the facility or training location is clean. Trash must be removed and recyclable materials separated and properly disposed of by the user to the dumpster and the room or area is returned to the original set-up. Once the unit has completed cleanup, inform the main office for inspection and report any After-Action Review issues requiring attention.

8. INSPECTION AND DAMAGE COSTS: A representative from the appropriate DPTMS Training Office will review compliance with this guidance as necessary and upon training completion to guarantee Fort Meade training resources are safeguarded against misuse and destruction. Organizations and individuals will be held responsible and financially accountable for violations, property destruction, missing equipment and will be charged for damages and repairs (including food and drink cleaning costs). Unit commanders are requested to assist with responsibility and accountability issues and

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will be notified of abuses by personnel under their command. Serious abuse and continued non-compliance with this MOI may result in denial to use Fort Meade training facilities and equipment.

9. HOURS OF OPERATION. If you have training scheduled that starts before 0730 or/and extends after 1600 during the week, you must sign for a key to the classroom and building before 1530 the day of the training or the day before scheduled training. If you have training scheduled on weekends, you must sign for a key to the classroom the Friday before the weekend NLT 1530. The Main Office, Room 8, at McGill Training Center is where you will sign for the keys and turn in any memorandums or OPORDs.

a. McGill Training Center.

(1). Reservations and Building Use: Monday through Friday, 0730-1600. Use of facilities outside these hours is considered above the Standard Level of Service, and overtime costs will be reimbursed by the using organization as appropriate per usage if personnel/staff is required.

(2). Main Office, Room 8: Monday through Friday 0730-1600, closed for lunch: 1200- 1300. The office is closed on weekends and Federal Holidays.

(3). Equipment and Canopies: 0900-1100 and 1300-1500.

(4). Points of Contact: (301) 677-6506/2624/4719, fax: (301) 677-3100.

b. Training Support Center/EST 2000.

(1) Monday-Friday: 0700-1530, closed for lunch: 1130-1230.

(2) Closed on weekends and Federal Holidays.

(3) Points of Contact: (301) 677-9971/9974/9981

c. Post Theater. Monday-Saturday: 0700-1600, Sunday: 0700-1200

d. Small Arms Range.

(1) Range Safety Briefing is the second Tuesday of each month at Range Control, 235 Magazine Road

(2) Range Gate Hours

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(a) Monday-Friday 0630 – 1630 (Year Round)

(b) Saturday-Sunday 0700 – 1630 (Sep – Jan)

(c) Saturday-Sunday 0800 – 1630 (Feb – Aug)

(3) Live Fire Hours

(a) Monday-Friday 0800 – 1600

(b) Saturday-Sunday 0900 – 1630

(4) Night Fire.

(a) Conducted one Wednesday a month from 1600-2130.

(b) Gates close at 2200.

(5) Points of Contact

(a) FGGM Range Liaison: 8452 Zimborski Ave, (301) 677-6506/4719, fax (301) 677-3100

(b) NSA Range Control: Range Road, (301) 688-4775, fax (301) 688-4777

10. CANCELLATIONS AND NO-SHOWS: Cancellations must be reported as soon as the unit is aware that reserved venue is no longer needed, but no later than 48 hours prior to the scheduled training time. Cancellation will be reported telephonically at (301) 677-6506/2624/4719. If a reservation is a no show, a justification letter, signed by an O-5/GS13 or above, with justification as to why the venue was a no-show and how the unit will prevent future no-shows must be submitted to the DPTMS Training Division Chief, Ms. Linda Winkels, at linda.m.winkels.civ@mail.mil. The USER account associated with the no-show will be temporarily suspended from reserving any venues until the memo is submitted to the Training Division Chief. Three or more no shows from any unit in any three month time period will result in the disabling of the UNIT account until a similar memo is provided by an O-6/GS-14 or higher is provided. The Garrison Commander or Command Sergeant Major must approve all UNIT account re-activation.

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12. The point of contact for this MOI is the undersigned at (301) 677- 4719, or
linda.m.winkels.civ@mail.mil.

2 Encls

1. Training Facility Request Form
2. DPTMS Facility Usage Policy Letter

LINDA M. WINKELS
Acting Chief, Training Division