



# Reserve Component Affairs Office Standard Operating Procedures (SOP)

The Reserve Component Affairs Office (Team Minuteman) is responsible for providing coordinating the Overseas Deployment Training (ODT) Program in order to provide the JMRC Commander with RC support while ensuring the RC's METL training supports pre-deployment objectives. This document includes standard operating procedures for predeployment activities, ADVON responsibilities, logistical support, automation procedures, and redeployment activities.



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## **Section I – Introduction**

1. The purpose of this standard operating procedure (SOP) is to prescribe the policies and procedures that the Reserve Component Affairs Office (Team Minuteman), troop construction program (TCP) units, overseas deployment for training (ODT) units and other personnel who request and / or receive logistical and billeting support will adhere to.
2. It is my charter, as the RC Advisor, to provide Soldiers with clean, comfortable, secure living and work areas while deployed to Joint Multination Readiness Center (JMRC). I want to establish a “neighborhood” mindset where soldiers from the Active, National Guard and Reserve components live side by side with a common goal of training and improving everyday they are here. To that end, personnel must develop a sense of community and pride in who they are, where they live and where they work while deployed to the JMRC. How we live and conduct ourselves inside and outside of the “BOX” fosters not only pride in the unit but a sense of pride in one’s self. To meet this challenge, Soldiers must develop a sense of ownership which encourages them to treat Army property as if it were their own.
3. The Team Minuteman staff will work with the deployed unit’s chain of command to ensure that the equipment, billeting, living standards and logistical support in our “neighborhood” meets the standards addressed in this SOP. I expect the unit chain of command and their deployed soldiers to maintain assigned equipment, keep the billets clean, neat, and orderly and to be good stewards for all property that is assigned to them.
4. I understand the inconvenience of living in close quarters with fellow Soldiers; I also want the soldiers to understand that our billets are some of the best and newest that JMRC has to offer. My office staff will respect the unit chain of command’s authority and the privacy of all deployed Soldiers. Make no mistake about it, while you and your soldiers are deployed to JMRC, I expect your unit to perform and behave as members of the finest Army in modern history both on and off duty.
5. Neither the Team Minuteman staff nor this SOP takes the place of the unit’s chain of command. Internal supply, logistic and daily work functions remain the sole responsibility of the unit chain of command and supply personnel. Team Minuteman acts as a liaison with the tenant units at JMRC and is the primary point of contact for coordination with JMRC and United States Army Garrison Hohenfels (USAG-H) offices.
6. Team Minuteman absolutely and positively relies on the unit’s chain of command while they are deployed to JMRC. The job of Unit Commanders and First Sergeants is challenging and multi-faceted and I fully appreciate that your primary focus is mission accomplishment; however the health and welfare of your soldiers should also be paramount in your minds.
7. As the RC Advisor I will hold each Commander and First Sergeant to the highest standard and expect them to be the “standard bearers” within the unit. Commanders and First Sergeants are the primary individuals enforcing and maintaining the standards. Without question the Commander and the First Sergeant have the ultimate authority within the unit and that is why it is important for the Commander and First Sergeant to enforce the standards outlined in this SOP.

## **Section II - Pre-Deployment**

Immediately following the OCC units need to provide email addresses, telephone numbers; commercial and DSN, unit mailing address and a unit POC. The unit POC needs to make initial contact via e-mail to Team Minuteman, if not completed during OCC. Initiate personnel action tasks IAW AR 350-9. Begin coordination for transportation from CONUS to Germany for personnel and equipment. Develop a unit pre-deployment training plan.

### **1. D-120**

a. Initiate contact with Team Minuteman Operations Officer to begin coordination for travel funding. All "H" Funded (MSC Funded) lines are authorized up to \$1,500 per person for round-trip commercial airfare.

b. Conduct required training.

(1) SERE-100 - <http://jko.jfcom.mil>

(2) AT Level 1 - <https://atlevel1.dtic.mil/at>

(3) CTIP – Combating Trafficking in Persons General Awareness Course  
<https://www.us.army.mil> (AKO/ALMS)

(4) ISOPREP - <https://www.us.army.mil> or <https://medinah.sed.apg.army.mil/PRO-File/>

c. Country clearance for ODT units is supported by their ARTIMS line number.

### **2. D-90**

a. Confirm that units have completed requirements for weapons qualification and USAREUR driver's licensing.

b. Conducted mandatory briefings IAW AR 350-9, Para 3-8 and any other applicable USAREUR briefing requirement.

c. Check ARTIMS to confirm mission support status.

d. Submit the ODT Travel Funds Request to the Team Minuteman Operations Officer to IAW Appendix C (7).

### **3. D-60**

a. Confirm number of soldiers, required MOS skills sets and certification requirements.

b. If applicable, submit professional credential documentation.

- c. If applicable, confirm status of security clearances for ODT unit Soldiers.
- d. Confirm Red Cross Contact Info for CONUS/OCONUS  
(Ensure family and unit personnel know you will be training at Hohenfels, Germany)

**4. D-30**

- a. Flight information sheet should be completed and sent to the Reserve Component Affairs Operations Officer and SGM.
- b. Alpha Roster will be filled out and sent to the Reserve Component Affairs Operations Officer and SGM.
- c. Provide contingency POC for OCONUS arrival to account for flight delays, changes, and stragglers.
- d. Conduct final confirmation for billeting, meals, transportation, in-processing, and other logistical and administrative requirements (such as briefings, licensing, etc).
- e. Ensure that SRP is conducted within 30 days of deployment date for all Soldiers.
- f. Ensure all Soldiers operating a motor vehicle at JMRC have completed the USAREUR Drivers Test and have properly annotated the DA Form 348. (RCAO SOP Section VII)
- g. If shipping equipment notify Team Minuteman of projected arrival date and location.
- h. Coordinate with customs at the APOD for inspecting your equipment upon arrival.
- i. Verify that all soldiers have required packing list items.
- j. Notify Team Minuteman of requirement for female billet space.

**5. Team Minuteman Contact information**

- a. Reserve Component Advisor – DSN: (314) 520-5701 Comm: 011-49-9472-83-5701
- b. Team Minuteman Operations Officer – DSN: (314) 520-5039 Comm: 011-49-9472-83-5039
- c. Team Minuteman Senior Enlisted Advisor – DSN: (314) 520-5899 Comm: 011-49-9472-83-5899
- d. Team Minuteman Supply Sergeant – DSN: (314) 520-5802 Comm: 011-49-9472-83-5802
- e. Troop Construction OIC – DSN: (314) 520-5556 Comm: 011-49-9472-83-5556

f. Troop Construction NCOIC – DSN: (314) 520-5640 Comm: 011-49-9472-83-5640

## 6. Flight Itinerary information

Flight information sheets for ADVONs and main-body personnel will be filled out and sent to Team Minuteman Operations Officer, SGM and Supply Sergeant.

## 7. Transportation

Transportation for ADVON and main-body from airport of arrival will be coordinated by Team Minuteman on receipt of flight information sheet.

## 8. Packing List

a. All personnel are required to bring sleeping bag, pillow and poncho liner/wool blanket, linen is not provided. All personnel will also bring a Kevlar/ACH helmet. Personnel will not be allowed to operate tactical vehicles or utilize the HEAT/Rollover trainer without one. Commanders/ISGs may add additional items they deem necessary.

1 ea	Sleeping pad
1 ea	Sleeping bag
1 ea	LBV/IBA w/belt, vest, 2 ammo pouches, 2 canteens, field dressing
1 ea	Kevlar/ACH helmet w/chinstrap and camouflage cover
1 ea	Rucksack/MOLLE, large with frame and kidney pad
1 ea	Poncho
1 ea	Poncho liner (preferred) or wool blanket
1 pr	Black leather gloves w/ inserts
2 ea	Wet weather bag
3 sets	ACUs
7 pr	Wool socks
7 pr	Underwear
7 ea	T-shirt
2 pr	Combat boots
1 pr	Overshoes (black or green)
1 set	APFU w/jacket, pants and reflective belt
1 pr	Running shoes
7 pr	white socks
1 ea	Pillow
1 ea	Shaving kit
2 ea	Towel
1 pr	Shower shoes
1 ea	Laundry bag
1 ea	Wet weather parka and trousers
1 ea	Flashlight
1 ea	Field jacket/Fleece and/or Gore-Tex top and bottom ( <u>required</u> Sep-May)

- 1 ea Polypro top and bottom (required Sep-May)
- 1 ea Eye Protection (goggles/glasses)
- 1 set Hearing protection (TCP unit's ear muffs and ear plugs for engineer equipment operators)

b. Commanders and 1SGs may consider packing additional cold weather items. The weather in Germany fluctuates considerably throughout the year. Even in the spring and summer the weather may be quite cool or cold.

c. Soldiers will provide their own Personal Protective Equipment (PPE), hearing protection, coveralls, safety shoes, goggles, gloves, and other specialty equipment specified during the coordination conference (OCC).

d. Recommend that soldiers bring a credit or ATM card, camera, reading material, letter writing material, Leatherman or knife (placed in checked baggage).

e. Units that support OPFOR may not be issued black BDU's. Due to changing COEs some missions require the OPFOR to wear civilian "Man-Dress" type of clothing over the top of civilian clothes. It is recommended that you bring civilian type cold weather gear as well.

f. Infantry soldiers need to be prepared to live out of their rucksacks for up to five (5) days in the field. Suggested equipment includes weapons cleaning kit, entrenching tool, camouflage stick/pack, night vision devices (minimum 2 per squad) if Sponsor unit requests, Compass (minimum 2 per squad), protractors and map markers.

g. Weapons will be requested by Team Minuteman for training units that require their use. Weapon types available are the M16/M4 and M9. Crew Served weapons are provided by the sponsoring unit unless the sponsor requests the ODT unit to provide them.

h. Engineer Specific Items units should consider bringing - gauntlet gloves (minimum 6 pair per platoon), leather work gloves (minimum 6 pair per platoon), weapons cleaning kit (minimum 6 per platoon), wire cutters (four sets per platoon), compass (minimum 2 per platoon), demolition bag (one per squad), night vision devices if Sponsor unit requests (minimum 2 per squad).

### **Section III – Life Support/Post Facilities**

JMRC facilities consist of: Snack Bar, AAFES Launderettes (located in Bldgs 322 and 1160), Shoppette (2), Barber Shop (2), Gym, Community Activity Center (CAC)/Java Café, Bowling Alley, German Kantine (2), Sort Facility, Main PX/Theater/Food Court, ACS, Bank (2), Library, TMC, DENTAC, Commissary, ITR/Outdoor Recreation, Red Cross, MCSS/Tailor Shop, ATM Machine (4), Army Post Office (APO), Education Center, MP Station, 1/4 IN DFAC, CMA and the Miles Warehouse.

#### **1. ID Cards/Orders**

Soldiers must have their ID Cards/Orders with them at all times. 100% ID checks are required for entry to main post at all gates. Unit leaders should check that the ID card is current and will not expire while the soldier is at JMRC. JMRC utilizes the installation access control system (ITACS).

**2. Ration Cards**

Certain items (cigarettes, coffee, and liquor) are rationed items for all US forces. Units with 25 or less personnel will submit individual orders for customs stamp to the ID Card Section of MPD located in Bldg10. Units with 26 or more personnel will need to procure a CD from the Team Minuteman SGM to input personnel information. This information will be submitted to the USAG-H IOC for ration cards. DO NOT buy rationed items for unauthorized personnel. To do so is a crime and you will be prosecuted under the UCMJ. To purchase rationed items soldiers must present a copy of orders with their ration and ID card.

**3. CLASS I Support**

a. TCP units will eat breakfast and dinner at the 1/4 IN Dinning Facility (DFAC), Bldg 857. TCP units will coordinate an MRE draw for the lunch meals. (A-M-A cycle)

b. Units supporting rotations will eat all meals at the 1/4 IN DFAC pre and post and exercise (A-A-A), unless otherwise directed. During actual exercise days a DFAC will be designated in Camp Albertshof.

c. Maintenance units will eat all meals at the 1/4 IN Dinning Facility (DFAC), Bldg 857. (A-A-A)

d. TCP and Maintenance units will provide one KP for every 35 soldiers. ALL 92Gs will work at the 1/4 IN DFAC. The 1/4 IN DFAC manager sets the work schedule for all cooks and KPs. Units cannot excuse cooks and KPs from work without prior coordination and approval from the Team Minuteman SGM.

e. DFAC hours of operation for both weekdays and weekends, unless otherwise posted are (Hours may vary or change):

	<b>Weekday</b>	<b>Weekend</b>
Breakfast	0630-0830	1000-1330 (Brunch)
Lunch	1130-1300	N/A
Dinner	1630-1730	1530-1700

**4. Mail**

a. During your units deployment all mail will be routed through the official mail station. Team Minuteman staff will pickup and pass mail directly to the individual's chain of command.

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b. Units are not required to obtain mail handler card. Soldiers can mail letters and parcels from the APO in Bldg 327. Soldiers need to use the mailing address listed below to send and receive mail. Soldiers need to understand that it could take up to 14 days to receive mail, regardless of the method of shipment.

c. Mailing Address units need to use while at JMRC:

Reserve Component Affairs Office  
ATTN: (Rank, Last Name, First Name and unit)  
Unit 28216  
APO AE 09173-8216

## **5. Cash and Local Currency Exchange**

a. On-post banks and the PX will not give cash advances on credit cards.

b. Check cashing is available at the PX and Community Bank. Soldiers must have a valid ID card and a copy of their orders. Service Credit Unit is also available for those who have preexisting accounts.

c. ATM machines on post are located at the Warrior Hill Shoppette, in front of the PXtra, and one located next to the Community bank. An ATM is also located in front of the Shoppette in Camp Albertshof. ATMs accept cards from most home station banks and you can withdraw either US Dollars or Euros at these machines.

d. Most German ATMs will accept American ATM cards. The “EC” or “Geld Automat” signs easily identify German ATMs. Most European ATMs will not allow you to withdraw money from your SAVINGS account, just your CHECKING account. There also may be fees associated with using European ATMs.

## **6. Commissary / PX**

Commissary and PX privileges are available to your soldiers with a valid ID card and a copy of their orders.

## **7. Telephone and Internet Services**

a. There are several ways for your soldiers to place calls back to the States. There is access to USA direct (AT&T) operators. The cheapest way to call is to buy a calling card worth a specific dollar amount. These cards are readily available at the PX and shoppettes at JMRC. Direct calls from Germany on civilian pay phones are very expensive.

b. Internet access for personal use is available at the Library, Bldg 49. You must sign up for a one-hour block of time to use the computer and if you are more than five minutes late you will lose your slot.

c. Wireless internet is also available at the Library, the CAC, and the bowling alley and at the Warrior Zone for no cost.

d. Pay for use wireless internet is also available in the Team Minuteman Day Room, Bldg 354. The rates for this service are approximately \$8 hourly or \$40 per month.

## **8. Transportation**

a. Team Minuteman will coordinate for units to dispatch TMP vehicles from the TMP office.

b. Depending on the type of bus assigned unit operators may have to receive additional training. At no time will TMP busses be authorized to travel off post.

c. All TMP requests will be submitted to Team Minuteman regardless of the type of request. TMP Vehicles will not be dispatched for off-post use. TMP hours of operation are Monday to Friday 0730 - 1000 and 1400-1530. The TMP is closed on weekends, German holidays and some US holidays.

d. Combined Maintenance Activity (CMA) dispatches all engineer equipment and tactical vehicles. CMA dispatched vehicles are for on-post use only. The dispatch office hours of operation are Monday to Wednesday and Friday from 0800-1030. The CMA dispatch office may be closed on some Thursdays for internal training. With prior coordination units may be able to dispatch vehicles.

e. Units will not utilize TMPs as personal conveyance. Commanders and 1SGs need to ensure that all personnel are briefed on the authorized as well as the unauthorized parking areas.

f. Fuel is available for TMPs and CMA dispatched vehicles at the bulk fuel station.

## **9. Medical Information/LODs**

a. ODT units' medical needs are supported by the TMC, Bldg. 51. Units sponsored by 1/4 IN will use the 1/4 IN BN aid station, Bldg 854.

b. Units need to provide the TMC a copy of your unit's Alpha roster. Units sponsored by 1/4 IN will provide a copy to the 1/4 IN aid station.

c. Soldiers are REQUIRED to bring all necessary medications with them to last from date of departure to date of return. Preexisting conditions are not covered and services may be charged to soldier.

d. Unit commander must initiate a Line of Duty (LOD) investigation, when required. The ODT unit commander must complete Section 2 on the Statement of Medical Examination and Duty Status (DA Form 2173) <http://www.apd.army.mil/pub/eforms/pdf/a2173.pdf> received from

the servicing medical facility and a Report of Investigation (DD Form 261)

<http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd0261.pdf>.

e. The reverse side of DA Form 2173 must contain the statement "by authority of the Secretary of the Army" and be signed by the approving Patient Administration Division (PAD). Forward both forms through normal chain of command channels. Forward a copy of each form to the Team Minuteman SGM.

## **10. Red Cross**

a. The Hohenfels Red Cross office, Bldg 10, is open M-F from 0800-1200. Their number is DSN 466-1760 or CIV 09472-83-1760 (from the US dial 011-49-9472-83-1760). After duty hours dial 1-877-272-7337.

b. Ensure your home station Red Cross has the JMRC DTOC SDO, DSN (314) 520-5941, CIV 011-49-9472-83-5941. You can expect at least one Red Cross message while on ODT. Family members need to have the service member's rank, full name, social security number, duty station and address. If the Commander authorizes the soldier to go home the unit will need to contact the servicing travel office that originally issued to the ticket to change the soldier's flight.

c. Once a Red Cross message has been received and verified the Soldiers plane ticket cannot be changed through the local SATO office this will need to be done by the issuing travel office at home station. All plane tickets are purchased as changeable round-trip tickets, so the process should take no longer than 48 hours from notification to the soldier being on a flight back to home station.

## **11. SIR/CCIR**

a. All serious incidents (accidents, injuries, death, lost/damaged sensitive items, AWOLs, hospitalizations, sexual misconduct/abuse, Red Cross messages, etc.) must be reported to your sponsor as well as Team Minuteman, immediately.

b. Complete all the information on the serious incident report and submit a copy immediately to the Team Minuteman SGM.

c. Units will fill out an abbreviated ground accident report for any serious incidents or accidents. Accident reports will be sent to the JMRC Safety Office and to Team within 24 hours of the incident and before leaving for home-station.

## **12. Religious Services Hours at JMRC**

Catholic Services, Main Post Chapel, 466-1570

Sunday Mass

0930

R.C.I.A.

1730 (Tuesdays)

Holy Days Mass:

1200 & 1700

Protestant Services, Main Post Chapel, 466-1570

Sunday Worship	
Protestant	1100
“All Nations”	1330
Religious Education	
Protestant	0930
Gospel	1045
Church of God in Christ	1330

**13. MWR/ODR**

- a. Units are authorized to take one MWR day. There are several ways to accomplish this. Contact Team Minuteman for details.
- b. Units may request MWR Funds while on the ODT mission. The point of contact for this action is Ms Ashley Hill at FMWR (Bldg 317, Office 16) or DSN 314-466-2079.

**14. Customs information**

Any item of monetary value entering CONUS from Germany is subject to an import tax, regardless of the fact that it was originally purchased in the United States. To avoid customs charges, soldiers should contact their local customs office, pick up the proper forms and have them in their possession when they clear customs upon their return from Germany. Units will be provided with the customs information sheet "Know before You Go" to assist them.

**15. Recycling**

During your units stay at JMRC you are required to sort all trash. You must separate paper, metal, glass, plastics, and hazardous waste (this includes batteries and aerosol cans). The Sort Facility, Bldg 25 is where units will dispose of all trash and recyclable materials.

**16. Alcohol Policy**

The consumption of alcoholic beverages is strictly **limited** while on ODT. All unit leadership will read and brief their units on JMRC Policy Letter 1-28 – Alcoholic Beverage Consumption by Rotational Units.

**17. Additional Training Available**

Additional training aids are available through TASC and will be signed for by the Team Minuteman staff and signed over to the requesting unit. Units can also request to use the EST-2000, HEAT trainer and the CFFT trainer. All usage is mission dependant and rotational training units have priority of use.

**Section IV – Troop Construction Program (TCP)**

1. The purpose of the TCP mission is to provide safe, quality infrastructure support to the largest major training area in Europe while simultaneously providing METL training for engineer construction units.
2. The troop construction program is a high visibility program. Previous distinguished visitors have ranged from the Vice Chief of Staff of the Army to unit commanders. The TCP staff at JMRC is the proponent responsible for the oversight and execution of the troop construction program on behalf of the Operations Group Commander.
3. The purpose of this section is to standardize the procedures for TCP units that are here to support the Hohenfels Training Area (HTA) with construction activities. This applies to Active, National Guard and Reserve Component engineer units performing repair, maintenance, and new construction on HTA. Units are expected to be working on the job site a minimum of 8 hours each day.
4. All projects will be constructed in accordance with approved plans and specifications and within the allowances on the bill of materials list (BOM). Projects will be constructed in accordance with German building codes and construction methods. No changes are permitted without the approval of the Troop Construction OIC. In all cases it is the responsibility of military personnel to properly account for money and project material, this responsibility begins with unit leadership.

## **5. Responsibilities**

### **a. Troop Construction OIC**

(1) TCP NCOIC compiles project folders and will provide folders to units ADVON Project folders will generally contain the scope of work, plans, specifications, BOM, permits, etc.

(2) Ensures unit conducts quality assurance inspections on all projects assigned.

(3) Maintain an inspection record, fault reports and initiate appropriate corrective actions when necessary.

(4) Schedule and conduct pre-construction site visit.

(5) Ensures project costs (material, equipment and man-hours, etc.) are tracked and reported to the proper offices.

(6) TCP OIC prepares the DD Form 1354 (Transfer and Acceptance of DoD Real Property) and forward it to the appropriate officials.

### **b. Unit Command Element**

- (1) Will assign a project OIC/NCOIC for assigned projects.
- (2) Will develop a construction work schedule (CWS).
- (3) Conducts initial project site reconnaissance.
- (4) Review plans and specifications.
- (5) Conduct surveys as required.
- (6) Ensures a drainage plan is developed.
- (7) Develops a safety plan and composite risk management worksheet and has the items readily available.
- (8) Develops a quality control plan.

c. Project OIC/NCOIC

- (1) Maintains plans and Specifications.
- (2) Maintains BOM accountability.
- (3) Ensures the CWS is followed.
- (4) Verifies and ensures drainage plan is appropriate for work site.
- (5) Follow Quality Control plan established by command element.
- (6) Will ensure all workers follow established safety plan.
- (7) Will turn in daily construction reports no later than 1700.
- (8) Must be prepared to brief the project, scope of work, equipment and man-hours for project site. Each project site will have a briefing binder.

d. ADVON

- (1) Dispatches and signs for TMPs.
- (2) Coordinate main-body arrival and send one soldier for each bus scheduled to pick up main-body at airport.
- (3) Inventory Sets, Kits and Outfits (SKOs).

(4) PMCS engineer rolling stock equipment and stage for main-body arrival.

e. Unit Command Team

(1) Ensures unit QC plan is followed and the unit remains on or ahead of schedule for all projects.

(2) Briefs the RC Advisor at the daily CUB, will cover all projects and issues.

(3) Ensures safety standards are adhered too.

(4) Supports all JMRC/Team Minuteman policies and follows all directives.

**6. Inspections**

a. Pre-Construction Site

(1) Visit will be scheduled by the TCP OIC.

(2) Command element and project officer/NCOIC will attend.

(3) The end state is to resolve any remaining issues or answer questions prior to start of construction. Site visit will be on Day 3 of each construction rotation.

b. Pre-Final Inspection

(1) Unit will be coordinate this inspection upon attaining 95% completion.

(2) A walk through will be conducted, units need to have plans, specifications, and past inspection records on hand.

(3) Unit needs to ensure all deficiencies are corrected prior to the final inspection.

(4) The area in and around the job site must be landscaped.

c. Final Inspection

(1) Command element will request a final inspection upon completion of the project and after all identified deficiencies have been corrected.

(2) The final inspection will not be completed until the unit has cleared all construction debris from the job site.

(3) Once the unit is cleared the DD Form 1354 will be completed and turned in to the appropriate officials.

d. Reports

(1) Progress Reports will be turned in to the TCP OIC/NCOIC each day the unit is actively working on a job site.

(2) Units may not deviate from approved plans and specification without prior approval from the Troop Construction OIC, if approval is granted; the unit must provide as-built plans/specifications to the TCP OIC.

e. Construction Materials

(1) Units are responsible for drawing, transporting, and securing construction materials on the project site.

(2) When securing construction material at the project site is impractical, units should draw only the required amount of material they will need in the next 24 hours or an amount that they can reasonably secure.

(3) All project materials stored in the TCP storage yard will be staged in lots and marked with the work order number to avoid confusion.

(4) Construction materials not on hand or stored in the TCP yard must be requested three working days prior to the required delivery date.

(5) Two copies of delivery receipts for commercial material (rock, asphalt, concrete, etc.) will be labeled by project and submitted to the TCP OIC.

(6) All excess BOM will be brought to the TCP storage yard at the completion of the project.

(7) Units will transport all debris to the sort facility.

f. Ready-Mix Concrete/Asphalt.

(1) Unit must submit requests to the TCP OIC three working days prior to delivery date required. If a concrete pump truck is required, it must be noted on the request as well.

(2) Unit must request the troop construction SME to inspect form work/site prep two working days prior to delivery date required.

(3) Delivery cannot be scheduled on weekends or German holidays.

(4) The unit will furnish an escort for the delivery truck from its entry point on HTA to the project site.

(5) Site must be completely prepared for delivery of concrete. Contractors only allow delivery trucks to remain on site for one hour.

(6) Concrete placements over 6 inches require a 250 CFM air compressor and concrete vibrator on site prior to start of placement.

(7) Notification of cancellation for concrete/asphalt requires a minimum of one working day prior to scheduled delivery date.

(8) If unexploded ordnance (UXO) is found, the unit must stop construction operations, mark the area, immediately report it to the TCP OIC and Post Safety Office.

## **7. Construction Equipment**

a. The ADVON/unit supply sergeant will inventory and sign for all construction equipment to include SKOs prior to arrival of the main body.

b. Hand receipts will not be cleared earlier than three days prior to departure and must be cleared no later than two days prior to departure.

c. On request units can be provided a listing of engineer equipment available at JMRC. Units need to understand not all of the equipment listed may be available or operational. Check with the TCP OIC/NCOIC for the latest status.

d. Any special/rental equipment must be requested 90 days prior to the date it is required, the point of contact is the TCP OIC/NCOIC.

## **Section V – Supply and Logistics**

### **1. General**

a. The Team Minuteman supply office is the main point of contact for logistical support for all units. The supply office does not handle BOM for construction activities. The primary point of contact for BOM is the TCP OIC/NCOIC.

b. Unit supply representatives may schedule time to meet with the supply sergeant and discuss future supply needs and issues. Meeting requests are limited to Mondays, Wednesdays and Fridays at 1630 hours. Units that have coordinated meetings must contact the supply sergeant at DSN 520-5802 to reschedule or cancel a meeting.

### **2. Responsibilities**

#### **a. Supply Sergeant**

(1) Coordinates logistical support for TCP, Maintenance and ODT units.

(2) Compiles, verifies accuracy and submits 119 requests and all other documentation required for NIPR account creation.

(3) Coordinates transportation motor pool (TMP) assets.

(4) Assist TCP section with the sign out equipment and SKOs to units utilizing proper hand receipt procedures. Issue and turn-in of equipment and SKOs will be by appointment only.

(5) Supply sergeant will resource additional equipment requirements with JMRC and USAG-H activities for supported units as required or necessary to complete assigned projects.

(6) May conduct random inspections of billets, issued equipment, TMPs and tactical vehicles. Misuse of issued equipment, TMPs or tactical vehicles may result in the loss of use.

(7) Conduct joint inventory with unit supply representative. Equipment will not be issued until an inventory has been completed. The supply office does not and will not issue equipment directly to the end user, which remains a unit supply function.

(8) Assist unit supply personnel with causative research for lost, missing or damaged equipment. The supply sergeant will assist the unit with the preparation of paperwork for submission to the appropriate reviewing official/accountable officer.

(9) Provide units with binders for organization and safe keeping of supply documents. Unit supply binders may be inspected by the SGM or supply sergeant to ensure units are utilizing hand receipts for equipment accountability.

(10) The supply office hours of operation are Monday through Friday 0800-1200 and 1300 - 1700. The supply sergeant is on call Saturdays and Sundays.

**b. Duration Cell Staff/ Designated Supply Representative**

(1) Coordinate with supply for equipment inventories, issues, hand receipts and equipment turn-ins.

(2) The duration cell staff/ designated supply representative will be present for all equipment inventories and issues. Equipment will not be issued directly to units when a duration cell is present. The duration cell staff will sign for and control all equipment until the last unit departs.

(3) Serve as the logistic link between the supply sergeant and their units.

(4) Ensure that all equipment signed out to the unit is accounted for at all times.

(5) Conduct on site, random checks to ensure PMCS' are being conducted. Any discrepancies will be brought to the attention of the SGM or supply sergeant immediately.

c. Company Commanders Responsibilities

(1) Appoint the Commander's designated supply representative. The commanders designated supply representative is the only individual that is authorized to request or receive equipment or supplies.

(2) Ensure unit First Sergeant appoints a building coordinator.

d. Commander's Designated Supply Representative

(1) Coordinate with duration cell staff for supplies and equipment or in the absence of duration cell staff with the supply sergeant.

(2) Ensure building coordinators have all the necessary supplies to accomplish building maintenance.

(3) Conduct weekly inspections and walkthrough of billets to check for cleanliness and serviceability. Minor damages will be repaired by the unit; major damages will be reported to the SGM or the supply sergeant.

(4) Appropriate actions will be taken in the event of negligence or willful misconduct.

(5) Ensure unit personnel maintain accountability for equipment hand receipted to the unit.

(6) Submit supply requests to duration cell supply representative or to the supply sergeant when a duration cell is not present.

e. Building Coordinators

(1) Assign tasks required to maintain a clean and healthy living area.

(2) Ensure the common areas and property of the building in which they reside is maintained and repaired as necessary.

(3) Submit supply requests to the unit supply sergeant for cleaning supplies.

(4) If the assigned building coordinator cannot or will not perform the duties required; the chain of command will counsel, retrain and if necessary reassign the duties to an individual who is responsible enough to accept the duties of a building coordinator. Keep in mind that failure to perform assigned duties can be a violation of Article 92 of the UCMJ – failure to obey a lawful order.

**3. Care and Maintenance of Equipment**

- a. Unit leaders will ensure that PMCS checks are being conducted in accordance with technical and/or field manuals or Army regulation.
- b. The Team Minuteman staff may conduct unannounced inspections to ensure that PMCS checks are being conducted and to ensure that equipment is being maintained properly.
- c. Unit supply personnel will ensure that the following documents are turned in with the equipment. Damaged or missing equipment memorandum, AMDF printout showing item description and cost (Team Minuteman supply sergeant will provide the AMDF printout) and a copy of all hand receipts, this includes hand receipts to individual users. All memorandum(s) must be signed by the commander or unit OIC. Broken or missing equipment will be investigated regardless of cost.

#### **4. Barracks Standards**

- a. Occupants will not rearrange furniture in any way. When a unit occupies their assigned building(s) the configuration of each room will be maintained. Nothing may be affixed to any wall, door or bunk. This includes, but is not limited to, tape, tacks and pins. The unit may post a 3x5 index card with soldier's names on the door. Names will be written neatly and all cards will be removed before the unit is cleared.
- b. Soldiers may not paint or decorate their rooms. If the unit needs to paint a wall due to minor damage contact the supply sergeant for painting supplies. The only authorized color is white and plaster is available for minor repairs.
- c. Pornographic pictures will not be openly or covertly (in a wall-locker) displayed at any time. Pornography is defined as pictures that display the genitals of males or females or depicting sexual acts. Any person caught with such material could be punished under the UCMJ.
- d. Racist material will not be tolerated. Any person caught with such material will be punished under the UCMJ.
- e. Coffee makers, fans, hair dryers, curling irons, electric razors and laptop computers are authorized for use in the billets, when utilized according to local fire regulations. All electrical items will be turned off and unplugged while personnel are not physically present. Portable A/C units, heaters and open flame candles are not authorized in the billets at any time.
- f. Music, TVs or any other sound producing device will not be played in an excessive manner. Quiet time is 2200 hours Monday through Sunday.
- g. In accordance with Army Regulation 600-63, ARMY HEALTH PROMOTION (\*RAR 002, 09/07/2010) Chapter 7-3 there is absolutely **NO SMOKING** in the billets. Smoking is only authorized outside in designated smoking areas. Personnel must be 50 feet or further from the entrance to any government owned building.

h. Weapons and TA-50 will not be cleaned in the showers. Building H330 is the only authorized place to clean weapons or TA-50. Contact the supply sergeant to coordinate use of the building.

## **5. Rooms / Common Areas**

a. Rooms will be cleaned daily to provide a clean and comfortable quality of life for all Soldiers. This is a traditional Army standard that is learned from the earliest days of basic training that fosters not only good order but provides all occupants a clean and healthy living environment.

b. Floors will be swept and mopped daily. Window sills, walls and the tops of the wall lockers will be wiped down as well. Showers and latrines will be disinfected with bleach at least once a week.

c. There is no trash service; trash removal is a unit responsibility. All trash will be sorted and taken to the installation sort facility, Building 25, daily. Trash will not be placed outside the billets at any time. The installation sort facility is open Monday through Friday 0730 to 1500 and on Saturday from 1100 to 1500. The sort facility is closed on Sunday.

d. All clothing will be stored in the wall lockers provided or in a locked duffel bag or foot locker. Soldier's bags may be placed under the bottom bunk or on top of the wall lockers. Bags will not be left in the middle of the floor at any time. Damp or wet clothing may be hung on the end of the bunk but will be put away once it is dry.

## **6. Female Soldiers**

a. In today's modern Army and contemporary operating environment female Soldiers are expected to lead and fight alongside their male counterparts. We deploy as we fight and in most units female soldiers are an integral part of the unit, its mission and its success.

b. Females will be billeted separately from males while the unit is at JMRC. If male and female soldiers must be billeted together the following guidelines will be adhered to and enforced at all times without exception – violators will be punished under the UCMJ.

(1) The appropriate number of rooms will be set aside for Female Soldiers. Meaning if a unit has six female soldiers then one room will be set aside specifically for them. If a unit has ten female soldiers then two rooms will be set aside for them.

(2) Hours will be scheduled and maintained for both male and female Soldiers for use of the showers. Hours will be written on an 8 1/2 x 11 inch piece of paper and posted on the door leading into the shower / latrine area.

(3) Additionally a sign will be posted announcing when a male or female is utilizing the latrine.

c. At no time will male and female soldiers occupy the shower/latrine together, unless it is as part of a cleaning detail. Commanders and First Sergeants are responsible for ensuring that this policy is strictly adhered to and vigorously enforced.

d. Commanders, First Sergeants and the Team Minuteman Staff are the only personnel authorized to enter female only billets or rooms. All authorized personnel will utilize the two person rule while in female only billets or rooms.

e. At no time will local national workers, I.E. DPW workers, be given access to female only billets without an escort. Team Minuteman will provide the escort, in the event that Team Minuteman is unavailable or not able to provide an escort then the unit may provide the escort.

(1) If a unit has to provide escorts the unit will provide two soldiers; one soldier's rank must be E7/SFC or above. If the unit does not have an E7/SFC then the minimum rank for the escort may be an E6/SSG.

(2) It is also suggested that at least one female who occupies the specific room in the billets be present as well.

## **7. Safety and Security**

a. Barracks entrance and exit doors will be closed and locked when unit personnel are not present.

b. The doors to building 339 will remain closed and locked at all times. At no time will the doors be propped open or altered in any way that prevents the automatic locking system from functioning properly.

c. Suspicious persons or activities will be reported to the Military Police at DSN 466-2812, Building 358 and the soldier's chain of command. The chain of command will immediately notify the SGM or the supply sergeant.

d. Flammable liquids and solids, I.E. charcoal or starter fluid, will not be stored in the billets at any time. Open flame candles are not authorized in the billets at any time. Portable heaters are not authorized in the billets at any time.

e. Entrance, exit doors and hallways will be kept free from obstruction at all times.

## **8. Energy Conservation**

a. It is the duty of each Soldier to ensure that they are in compliance with current Army standards.

b. At a minimum the following standards will be followed, lights and electrical items will be unplugged and turned off when not being used; all exterior lighting will be turned off during day light hours.

c. Windows and doors will be closed and remain shut when the heat is on. Rooms can be aired out no more than ten (10) minutes every other day.

## **9. Inspections**

a. To ensure the health and welfare of each Soldier, the RC Advisor, Operations Officer, SGM, TCP OIC, TCP NCOIC and supply sergeant reserve the right to walk through the billets to ensure that the living standards outlined in this SOP are being maintained.

b. If the standards outlined in this SOP are not being followed a formal inspection will be conducted by the SGM and the unit will have 24 hours to correct identified deficiencies.

## **10. Clearing**

a. All hand receipts will be cleared no earlier than three days prior but no later than two days prior to the unit's scheduled departure. Equipment will not be accepted for turn-in if it is dirty.

b. Units may schedule a pre-inspection of the billets with the SGM, Supply sergeant or TCP OIC/NCOIC. Units are also encouraged to clear the day room, Bldg 354, one day prior to their scheduled departure date.

c. Units will conduct a final trash run the day prior to departure no later than 1430 hours. This will help minimize the amount of trash on the day of departure.

d. On the day of departure the SGM, supply sergeant or TCP OIC / NCOIC will conduct an inspection of the billets. The inspection could occur approximately one half hour to one hour prior to the unit's scheduled transportation spot time.

## **Section VI – Obtaining USAREUR NIPR Access**

1. Personnel that require NIPR access will be required to complete all the necessary training and testing listed and to submit all paperwork listed on the NIPR Account Checklist.

2. The DD Form 2875 must be filled in and signed, the supervisor and the local S2 servicing the unit will complete the areas they are responsible for. Personnel who have negative or no background check will not be allowed access to the USAREUR NIPR.

3. All information on the checklist must be filled in, this includes the EDI number. The EDI number can be found by inserting the user's CAC into a computer, the EDI number is the number that is immediately after the user's name.

## **Section VII - DA Form 348 (Operator's Qualification Record) and USAREUR Drivers Testing**

### **1. References**

- a. AR 600-55, The Army Driver and Operator Standardization program
- b. AER 600-55, Driver and Operator Standardization Program
- c. DA PAM 750-8, The Army Maintenance Management System (TAMMS) Users Manual
- d. PS Magazine, Issue 638, Page 58, January 2006

## **2. Background**

a. When the ULLS-G/SAMS-E systems were introduced there was confusion on the disposition of the DA Form 348. AR 600-55 and Update's 13 and 14 to DA Pam 738-750 did not provide clear or proper guidance on the DA Form 348. Therefore it was assumed that once the information from the DA Form 348 was entered into ULLS-G/SAMS-E system the DA Form 348-E was a sufficient record of training.

b. AR 600-55 states that units using ULLS-G/SAMS-E systems will use the automated DA Form 348-E. This directly contradicts the guidance in DA Pam 750-8, which specifically states that the DA Form 348 is the only authorized record for documenting equipment operator's qualifications.

c. The DA Form 348 issue was addressed in PS Magazine, Issue 638 January 2006. PS Magazine shows that AR 600-55 is wrong, and is being updated to reflect the guidance in DA Pam 750-8 and that the DA Form 348-E is not an authorized replacement of DA Form 348 and should not be accepted. Units should refrain from bringing the DA Form 348-E as this form will not be accepted as proof of operator qualification.

## **3. Licensing requirements**

a. This section of the SOP applies to all personnel who dispatch and operate TCP engineer equipment and vehicles.

b. The minimum training and testing information that is required on the DA Form 348 is listed below.

- (1) Commanders Interview
- (2) Eye Exam must be completed
- (3) Qualification Training for each type of vehicle
- (4) Accident Avoidance
- (5) Winter Drivers Training
- (6) Road Test

(7) Annual Records Review

(8) Annual Sustainment Training (Every 2 years for USAR and ARNG)

a. Annual Check Ride on Licensed Equipment (Every 2 years for USAR and ARNG)

(9) USAREUR Orientation

(10) USAREUR Drivers Test

c. Unit master drivers must ensure that the following information is included in the Official Qualifications section: SEDAN, Carry-All (A+S), TRK all 4x2/4x4 (A+S). Also ensure that bus drivers have the appropriate bus qualification, i.e. Bus, 44 pass. These qualifications are what allow personnel to operate the TMP vehicles while at JMRC.

d. Tactical vehicles must be listed model specific on the DA 348.

#### **4. USAREUR Drivers Testing Requirements**

a. Commanders of units deploying to Germany wishing to facilitate driver testing must request testing materials from the Reserve Component Affairs Office. The request will be in memorandum format. Memorandums will provide the name of the unit, the unit's physical address and the name of the individual appointed as the test proctor.

b. Test Control Officer (TCO) memorandums must be signed by the first COL/O6 in the individual(s) chain of command.

c. Once the TCO Appointment Memo is received and the identified TCO contacts the Reserve Component Affairs Office providing a valid .mil e-mail address testing material will be forwarded to the TCO in the form of digital files that can be opened on-site.

d. Bus driver training and licensing must be completed at the home-station command before deployment to JMRC. Units will not have the time available to complete the required 40 hour bus driver course while at JMRC.

e. All drivers must possess a valid DA Form 348 (Operator Qualification Record), and either a DA Form 5984-E (Operators Permit) or an OF 346 (U.S. Government Motor Vehicle Operators Identification Card). Personnel are not required to possess both types of licenses. One or the other will suffice as long as all training, testing and qualification information is annotated on the DA Form 348.

f. Test Proctors signature must also be over stamped with the Official Unit Stamp/Seal.

g. Use the website below to assist and conduct the required USAREUR Orientation training: <http://www.usareurpracticetest.com/>

AETTH-OG-NG

SUBJECT: Reserve Component Affairs Office Standard Operating Procedures

h. The primary point of contact for this memorandum is the Team Minuteman Operations Officer. Contact information for the RCAO staff is located in Section II, 6.

A handwritten signature in black ink, appearing to read "Ricky S. Utley", is positioned above the typed name.

RICKY S. UTLEY

LTC, LG

RC Advisor