This Standard Operating Procedure provides technical guidance when utilizing the Minnesota Range Facility Management Support System (RFMSS) application.
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CHAPTER 1: INTRODUCTION

1. Purpose: This SOP prescribes responsibilities, standards, and procedures for managing and executing Minnesota Range Facility Management Support System (RFMSS) functions.

2. Scope: This SOP contains technical guidance and discussion for all individuals and organizations along with the user manuals.

3. Applicability: Guidance is applicable to all services, Active Duty and Reserve component, government and law enforcement agencies, and civilian organizations.

4. References:
   a. ARNG-TRS Guidance and Standards (AUG 2013)
   b. Current Camp Ripley 2016 Range Regulation
   c. AR 385-63
   d. DA PAM 385-63
   e. TC 25-1
   f. TC 25-8

5. Help: For workstation, LAN, and other networking questions, contact the local DOIM/J6 office or follow the local policy.
   a. For Scheduling and site-specific questions, contact the following individuals:

   | CRTC Ranges: | 320-616-2709 |
   | AHATS: | 651-282-4421 |
   | Civilian Organizations: | 320-616-2708 |
   | Simulations: | 320-616-6100 |
   | CRTC Log/Billeting: | 320-616-3138/3139 |

   b. Troubleshooting, Training and data reports contact the Functional Administrator

   Functional Administrator: 320-616-2707
CHAPTER 2: RESPONSIBILITIES

2.1 **Functional Administrator (FA):** Responsible for the management and execution of the Minnesota RFMSS program in accordance with ARNG-TRS RFMSS Center of Excellence (COE) guidance and standards and processes developed by the Garrison Commander and Staff. Responsibilities include:

- Develops internal policies, procedures, and best practices for RFMSS operations
- Provides quality control to ensure data is validated and reported accurately
- Approves user accounts and assigns role to program
- Facilitates data reconciliation between RFMSS and ARRM, PRIDE, ISR and GIS
- Technical support and training
- Standard and custom reporting in support of the leadership decision processes

2.2 **Scheduler (RC-SCH):** The scheduler is the direct interface between the Training Center Staff and the units or other customers using Camp Ripley. The Military/Civilian scheduler is responsible for:

- The final approval for all training requests for assets up to THREE years in advance
- Reviews requests for completeness of the unit’s request
- Entering form ATS-23 requests into RFMSS
- Providing FA with unit information for entry into RFMSS database
- Scheduling training area maintenance
- Resolve conflicts (scheduling, environmental and safety)
- Assisting all Co-use agreements
- Ensure STRENGTH activities are scheduled for every company
- Assign Surface Danger Zones (SDZs) to firing activities in the weapons/ammo tab

2.3 **Fire Desk Operator (FDO):** Controls RFMSS operations of all facilities and provides situational awareness. This includes information as it pertains to the user, facility, ammunition, vehicle utilization information, and utilization. The FDO is the link to input the required and desired data elements of RFMSS. The FDO uses RFMSS to complete the following tasks:

- Tracking current training facility status
  - (1) Admitting scheduled units onto the correct ranges, training areas, or other facilities.
  - (2) Posting current facility status during training (to include maintenance requests).
  - (3) Clearing ranges, training areas, or other facilities off the fire desk as training is completed.
- Validating and collecting utilization data
  - (1) Maintain DA 1594 log or daily journal
  - (2) Collect and validate personnel, ammunition, and vehicle usage data
  - (3) Perform end-of-day (EOD) functions
  - (4) Fire Desk date will not be more 10 days in the past from the present date.
c. Range Control FDOs will maintain safety and situational awareness during range operations
   (1) Alerting OIC/RSO and Range Control/Airfield Staff of Cease Fire Requirements
   (2) Initiating emergency procedures, track and document all incidents
   (3) Clearing and tracking any/all down range personnel
   (4) Activating/deactivating airspace(s) (R-4301 and Restricted Operating Zone (ROZs)) for non-aviation training
   (5) Enter and track OIC/RSO certifications in the RFMSS certification database
   (6) Provide the RFMSS FA with new/updated Surface Danger Zone (SDZ) data to ensure the Enhanced Graphic Fire Desk (EGFD) accurately reflects the range status
   (7) Assign SDZs to activities that have missing SDZs
d. Miller Army Airfield FDOs will maintain situational awareness during air operations.
   (1) Airfield operations/tower will occupy/depart aviation units for the following facilities:
      • Airfield (MAAF)
      • Airfield EVA DZ
      • R-4301
      • CTA08 (Cantonment Training Area 8)
   (2) Collect/Submit utilization/training data for the above facilities prior to range control EOD.
e. Log FDOs will maintain all facilities on the Log Fire Desk
   (1) The billeting office will collect Strength reports from units prior to issuing keys
   (2) Strength reports are due once for a drill weekend (inactive for duty status)
   (3) Strength reports are due daily for all Annual Training period
f. Cantonment FDOs will maintain all facilities on the Cantonment Fire Desk
   (1) Cantonment FD will be updated every Tuesday in order to capture the previous weekend utilization.
   (2) All strength reports for the following facilities will be faxed/ emailed to the Cantonment FDO on the day of unit occupation of facilities:
      • TMC/MUTF facilities
      • 11-160 and 11-159
      • UAV Hangar facilities
      • RTS-M facilities

2.4 Unit Scheduler or Requestor (military unit, government agency, law enforcement or civilian organization) is responsible for using RFMSS to schedule or request ranges and facilities in support of a unit training requirement. The Unit Scheduler or Requester is responsible for:
   a. Submits request for use of training site facilities in compliance with this SOP
   b. Works with training site scheduler(s) to get request approved
   c. Resolve scheduling conflicts
d. Submit and approving Co-use agreements  
e. Approve requests of subordinate units (Chain of Command Function)  
f. Enter STRENGTH requests
CHAPTER 3: REQUEST STANDARDS

3.1 RFMSS Access: MN RFMSS server is accessible from two websites, which is predicated on the network that you have access to. Please see the table below for website access:

<table>
<thead>
<tr>
<th>RFMSS WEBSITES</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MN SHAREPOINT</td>
<td><a href="HTTPS://NGMN-RFMSS.NGB.ARMY.MIL/RIPLEY/PAGES/Login.ASPX">HTTPS://NGMN-RFMSS.NGB.ARMY.MIL/RIPLEY/PAGES/Login.ASPX</a></td>
</tr>
<tr>
<td>FT. BELVOIR</td>
<td><a href="HTTPS://RFMSS2002.BELVOIR.ARMY.MIL/RIPLEY/PAGES/Login.ASPX">HTTPS://RFMSS2002.BELVOIR.ARMY.MIL/RIPLEY/PAGES/Login.ASPX</a></td>
</tr>
</tbody>
</table>

3.2 Units/Organizations will submit one request Request Control Number Identifier (RCNI) per training period (IDT weekend, Annual Training, etc.). This provides the installation and unit the greatest situational awareness for all resources requested and their statuses.

   a. Separate Company STRENGTH requests are the only exception to this business rule.

3.3 A RFMSS request consists of three sections; unit information, activities and tabular data. Each section has mandatory and non-mandatory fields denoted by the font color (mandatory is red font), but Camp Ripley requires some non-mandatory fields to be populated as well.
3.4 **Section #1: Unit Information** - consists of Unit, POC information, Main Body Personnel # and exercise/conference name. POC information can be pre-populated by contacting the RFMSS FA in order to establish a default POC.

a. Mandatory Fields:
   1. Unit
   2. POC Person ID
   3. POC Phone Number
   4. Main Body Personnel #

3.5 **Section #2: Activities** – this section includes a unit’s entire IDT/ Annual Training or other exercise period. Cross Fire Desk scheduling is enabled and allows all billeting, ranges, simulations and STRENGTH to be captured on one request.

a. Mandatory Fields for each activity:
   1. Facility/Airspace Subdivision
   2. Event
   3. Start/ End Dates and Time
   4. Number of people for each activity

b. A STRENGTH activity is required each day a unit conducts training on Camp Ripley or AHATS. STRENGTH is entered by each company; Battalion and Brigades STRENGTH activities will be disapproved. Any request that does not have a STRENGTH activity associated with the training will be disapproved until STRENGTH is added. See Chapter 4 for additional guidance on STRENGTH.

c. Standard events: U.S. Army units must select a standard STRAC event for all ranges, simulations, training areas in accordance with the NGB RFMSS COE Guidance and Standards.

d. Firing Tables: Units must select a Standards in Training Commission (STRAC) event that corresponds with the highest gunnery table. Use the range usage field (User Field Tab) to identify all the gunnery tables being exercised.

e. Air Activities: These are requests by units that occupy the restricted airspace R-4301 and Restricted Operating Zones (ROZ).

   1. Only one airspace facility needs to be scheduled per request.
   2. Units will schedule the ground facility and the air facility to track utilization. For Example: Air Wings will schedule Arno DZ (Ground Facility) and R-4301 (Air Facility) due to their utilization of both facilities.
   3. Aerial Gunnery requires the unit to schedule both Leach AGR (ground facility) and R-4301 (Air Facility). The unit must enter all weapon/ ammo information into the Leach AGR activity.
f. BDE training events (i.e. XCTC) are scheduled in RFMSS under the BDE unit conducting training. Training Areas and support facilities can be requested under BDE elements except ranges or facilities with firing events.

(1) Firing Ranges/Events will be captured at the Battalion level. RFMSS utilization data is used to validate units assigned to a training center in Army Range Requirements Model (ARRM) and STRAC requirements which in turn drives training budget (TBUD) requirements.

3.6 Section #3: Activity Tabs - This section is located below the activities. For each activity on the request, there are up to eight tabs that you will complete to include more detailed information about the activity. Below are the activity tabs that require input:

   a. Communications tab: Although this tab is not mandatory, it will be used to add any additional information in order to provide the schedulers/installation with knowledge to complete the approval process. Schedulers will enter information in the tab received by email or phone. Reason for activity disapproval is also entered into this tab.

   b. Weapons/Ammo tab: This is a mandatory tab for all firing activities. Units are required to enter all weapons and ammo combinations to the tab. Units conducting mortar/field artillery activities from firing points will add the impact area they are shooting into.

   c. Aircraft tab: This is a mandatory tab for all air activities. Units are required to enter all aircraft models, quantity of aircraft and crew quantities.
d. **User Fields tab:** Activity User Fields lets you define user fields for an activity on a request specific to a Fire Desk. The Functional Administrator has the ability to make the fields mandatory. Each Fire Desk has their own specific user fields. Below are each Fire Desk User Fields:

(1) **Range Control Fire Desk User Fields:** Most fields are asking for a Yes, No or NA answers.

- **Range Usage Explanation:** is used to identify the intent of the training or end state.
- **Automatic Targets:** This field indicates if you will need tower operators from ATS to support your training.
- **Non-Auto:** This field indicates that targets will not move and ATS support is not needed. Paper targets are an example of Non-Auto.
- **BOB Targets:** This field indicates that targets are automated to randomly pop up after targets are shot (for training other than qualification purposes).
- **ATS Operator Times:** This field indicates what time the ATS operator should report and operate the tower.

(2) **Log Fire Desk User Fields:** These fields will be filled out indicating the following:

- **AHA (Y/N):** This field indicates if you are using the facility as an Ammunition Holding Area.
- **ADVON Arrival Date:** MM/DD/YY format
- **Main Body Arrival Date:** MM/DD/YY format
- **Utilizing Kitchen (Y/N):** This field indicates if you are going to utilize the kitchen/DFAC portion of the building.
(3) Simulations/TADSS Fire Desk User Fields

- **CRTC OPERATOR NEEDED (Y/N)?** Do you require an operator for the simulation device? Yes or No
- **Weapons needed (EST 2000 Only)** which weapons for the EST 2000 would the unit like to be setup prior to arrival at the simulation device. This pertains to the EST 2000 only. ‘N/A’ can be entered for non EST 2000 activities.

<table>
<thead>
<tr>
<th>Communications</th>
<th>Vehicle</th>
<th>Restriction</th>
<th>Support</th>
<th>User Fields*</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTC OPERATOR NEEDED (Y/N)*</td>
<td>WEAPONS NEEDED (EST 2000 ONLY)*</td>
<td>Y FOR A-2 AND A-3 ONLY</td>
<td>M4; M9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.7 Submission Process: This is initiated by the unit with the training requirement. The process defined below identifies the steps involved with approval of requests. The blue boxes are the responsibility of the unit and the tan boxes are completed by the installation schedulers.

- **Step 1**
  - Access and Identify training resources.
  - RFMSS Website: HTTPS://RFMSS2002.BELVOIR.ARMY.MIL/RILEY/PAGESLOGIN.ASPX

- **Step 2**
  - Submit your request (RFMSS or ATS-23) and receive an RCN#.

- **Step 3**
  - BN/BDE reviews all activities on your request and approves/disapproves.
  - Review requests periodically in order to address issues and coordinate with unit Chain of Command or the installation.

- **Step 4**
  - Installation Schedulers review unit/organization requests and approves or disapproves each activity.

- **Step 5**
  - Coordinate Co-use of facilities.
  - Deconflict all conflicts with the unit and installation.

- **Step 6**
  - Edit existing requests and cancel facilities as their requirements become obsolete.

- **Step 7**
  - Final review of activities by Installation Schedulers and approval of activities edited.
  - Conduct Training at the Installation as planned.

a. Minnesota ARNG and ANG units are authorized to submit their IDT/AT request for installation facilities and ranges THREE years in the future from the present date in RFMSS or by submitting an ATS Form 23 to the Operations Office.
b. All other units are authorized to submit their IDT/AT request for facilities one year in the future in RFMSS or by submitting an ATS Form 23 to the Operations Office.

c. Annual Training conflict resolutions will be made during the yearly Camp Ripley Annual Training Conference, by the Operations RFMSS Scheduler based on feedback from the Battalion, Brigade and Division headquarters as reservations are being entered into RFMSS, or during the daily (0800) Range Control Annual Training Coordination Meeting.

3.8 Schedulers are constantly analyzing/reviewing the status of requests and will strive to approve requests. Units are asked to revisit their requests in order to identify unnecessary training resources to assist the schedulers with this important task.

a. Schedulers will continuously review and approve/disapprove NO MORE THAN 12 months in the future from date of scheduled training.

b. Units are responsible for updating their RFMSS requests one year out, six months out and NLT 90 days prior to requested training date.

c. In the event of a range or facility conflict, the requesting battalion headquarters will be asked to coordinate with the other unit to develop a workable solution. If a solution cannot be reached, the issue will be deferred to the respective Brigade Headquarters for resolution.
CHAPTER 4: FIREDESK STANDARDS

4.1 Although there are five Fire Desks for Camp Ripley and two Fire Desks for AHATS, they each have their own rules and standards. Rules, guidance and standards for each Fire Desk are discussed in this chapter.

<table>
<thead>
<tr>
<th>Fire Desk Name</th>
<th>Allow Non-Standard Event</th>
<th>Allow Unit Same Day</th>
<th>Unit Minimum Submit Days</th>
<th>Unit Maximum Submit Days</th>
<th>No Show Determination Days</th>
<th>Allow Unit Reservation Cancellation</th>
<th>Allow Unit Reservation Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHATS</td>
<td>No</td>
<td>No</td>
<td>15</td>
<td>1095</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CANTONMENT</td>
<td>No</td>
<td>No</td>
<td>5</td>
<td>1095</td>
<td>1</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>LOG</td>
<td>No</td>
<td>No</td>
<td>5</td>
<td>1095</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>SIMULATIONS/TADSS</td>
<td>No</td>
<td>No</td>
<td>15</td>
<td>1095</td>
<td>1</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>STRENGTH</td>
<td>No</td>
<td>Yes</td>
<td>1</td>
<td>1095</td>
<td>1</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>STRENGTH AHATS</td>
<td>No</td>
<td>No</td>
<td>15</td>
<td>1095</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>RANGE CONTROL</td>
<td>No</td>
<td>No</td>
<td>15</td>
<td>1095</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

4.2 Cross Fire Desk scheduling is enabled. This allows units and schedulers to request activities from multiple Fire Desks on one request (i.e. strength, log and ranges). This allows for units to complete entire drill weekends or annual training requests on one request, essentially creating the “big picture” for everyone to see.

4.3 Minimum/Maximum Submit Day Scheduling. Units requesting to utilize facilities within the minimum submit days of the scheduled event CANNOT schedule themselves and should contact the Fire Desk POC to schedule.

4.4 Unit Reservation Cancellation. This allows units to cancel a reservation (a request with a status of RES) that is not currently on the Fire Desk.
   a. Units will cancel requests in Request Processing once units identify non-required training resources.
   b. RFMSS Schedulers can help units cancel requests as needed in the event that Units/BNs cannot cancel.
4.5 **STRENGTH** is a National Guard specific business rule to support reporting requirements and funding models.

a. STRENGTH is used to capture the daily Training Center usage by organizations and status of those organizations. Strength is captured and reported in Man-Days and is referred to as ‘throughput’.

b. Failure to follow the steps and processes outlined will prevent proper reporting and may impact Training Center funding.

c. Each day a unit (any training site user) conducts training on the Training Center, a STRENGTH entry is required to capture throughput data. The actual number of unit personnel present on the Training Center that day will be captured.

d. A day refers to the normal 24 hour period (0000-2359), or one Fire Desk day. The STRENGTH facility is tracked on the STRENGTH Fire Desk and is managed separately from other facilities. This will support Training Center processes to allow the STRENGTH Fire Desk to be managed in the past and not affect behind current day operations.

4.6 **Standard STRENGTH Events.** STRENGTH events are used to signify the training or duty status the unit was in while utilizing the Training Center. Only RFMSS Center Of Excellence-approved events will be used when submitting requests.

a. Use the STRENGTH events in the table below for all training occurring at Camp Ripley and AHATS.
<table>
<thead>
<tr>
<th>STRENGTH EVENT NAME</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Active Duty</strong></td>
<td>AC-Pertains to Active Component units of all DOD units.</td>
</tr>
<tr>
<td>Discussion: <strong>ROTC/JROTC are considered Active Duty, but will always use OTHER.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Inactive Duty for Training</strong></td>
<td>IDT-Guard and Reserve units only.</td>
</tr>
<tr>
<td>Discussion: This will primarily occur over weekends but may also occur during the week.</td>
<td></td>
</tr>
<tr>
<td><strong>Annual Training</strong></td>
<td>AT-Guard and Reserve only (Title 32 orders).</td>
</tr>
<tr>
<td>Discussion: This may include additional Annual Training days or Active Duty for Training under Title 32. This will include training periods for pre-mobilization training.</td>
<td></td>
</tr>
<tr>
<td><strong>Type Duty Code Other</strong></td>
<td>TDC-Guard and Reserve only. Units in a duty status other than IDT, AT, or SAD.</td>
</tr>
<tr>
<td>Discussion: This does not pertain to pre-mobilization. Examples would include units that are on special orders for specific projects or training such as New Equipment Fielding. If there is doubt concerning if the duty code should be AT or TDC, use AT.</td>
<td></td>
</tr>
<tr>
<td><strong>Other Event</strong></td>
<td>OTH - This pertains to events not covered by the above classifications.</td>
</tr>
<tr>
<td>Discussion: This will pertain primarily to civilian units. Military organizations using this event code would primarily be ROTC/JROTC units.</td>
<td></td>
</tr>
<tr>
<td><strong>State of Federal Emergency</strong></td>
<td>SAD - Units and/or civilian elements activated in support of a state or federal emergency.</td>
</tr>
<tr>
<td>Discussion: Examples may include natural disaster relief efforts. This could also be used for Active component units that may be at the Training Center to support a federal emergency.</td>
<td></td>
</tr>
<tr>
<td><strong>Full Time Training</strong></td>
<td>FTT - This pertains to full time elements that are conducting training.</td>
</tr>
<tr>
<td>Discussion: This will include full time personnel conducting training that is not part of their normal full time activities. This would pertain to any Full Time Staff or FMO, FMS, JFHQ, Range Control, ATS, USPFO, DOL.</td>
<td></td>
</tr>
<tr>
<td><strong>Full Time Support</strong></td>
<td>FTS - This pertains to full time elements that are conducting normal activities.</td>
</tr>
<tr>
<td>Discussion: For example, CSMS, MATES, or the J4 conducting their normal full-time activities or personnel on “ADOS” that are performing FTS activities such as Range Control staff/Training Center Staff. There is no requirement to include full time activities in STRENGTH reporting.</td>
<td></td>
</tr>
</tbody>
</table>
4.7 STRENGTH Business rules.
   a. Units of the same level (in terms of companies, battalions or brigades) will not be combined for capturing STRENGTH or utilization data. Each company must have a STRENGTH activity associated to that training day.
   b. Any DOD school that is scheduled in ATTRS:
      (1) Use STRENGTH event code (TDC – Type Duty Code Other) when the RTI is conducting schoolhouse activities and students are present.
      (2) Use STRENGTH event codes (IDT) or (AT) when the RTI unit is conducting military training such as weapons qualification and students are not present.
   c. Both ROTC and Junior ROTC (JROTC) programs:
      (1) Use STRENGTH event code (OTH – Other) for all training.

4.8 STRENGTH Capture Process. Camp Ripley must use the process as listed below to capture accurate STRENGTH. The blue boxes are the responsibility of the unit and the tan boxes are completed by the installation schedulers.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Units will submit a request with a STRENGTH activity line</td>
</tr>
<tr>
<td>Step 2</td>
<td>Installation RFMSS FA and/or Schedulers will approve STRENGTH activities</td>
</tr>
<tr>
<td></td>
<td>Installation RFMSS FA and/or Schedulers will not approve requests without a STRENGTH activity associated with training.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Units will provide Range Control with opening data/closing data</td>
</tr>
<tr>
<td></td>
<td>Units will provide STRENGTH Sheet to OPS/Housing/Building POC when drawing keys</td>
</tr>
<tr>
<td>Step 4</td>
<td>Installation Fire Desk Operators enter utilization/training information data for each facility on their respective Fire Desk (i.e. Range Control, Log, Simulations, etc).</td>
</tr>
<tr>
<td>Step 5</td>
<td>RFMSS Functional Administrator will open STRENGTH Fire Desk</td>
</tr>
<tr>
<td></td>
<td>RFMSS Functional Administrator will open Reports: Summary: Personnel Trained Report</td>
</tr>
<tr>
<td></td>
<td>Date parameters for the Personnel Trained Report will match the STRENGTH Fire Desk date.</td>
</tr>
<tr>
<td>Step 6</td>
<td>RFMSS Functional Administrator will utilize data from Personnel Trained Report to enter utilization/training information data</td>
</tr>
<tr>
<td></td>
<td>RFMSS Functional Administrator conducts End of Day process</td>
</tr>
</tbody>
</table>
CHAPTER 5: FIRE DESK PROCEDURES

5.1 Fire Desk operations may be considered data collection, validation and capture. Number of personnel present for training, ammunition types and amounts, and vehicle data are collected and validated while the unit or organization is on-site. Accurate data collection during Fire Desk operation is vital to maintaining data integrity with a high degree of confidence in the reports generated from and decisions based on this data.

5.2 Fire Desk Setup
   a. Fire Desks should select ‘BOTH’ for Training/Maintenance and Air/Ground in the drop down boxes to ensure they see and capture all facility activities.

5.3 Unit Check-In/Status Change
   a. Unit ‘Check In’ and Status Change – ‘Occupy’ primarily occurs simultaneous in most instances. Fire Desk Operators (FDOs) should ensure that the following information is correct and added if missing from each unit activity:
      1) Unit information is correct
      2) All correct weapons/DODICs are listed in the weapon/ammo tab
      3) Impact Area is assigned for all Field Artillery or Mortar activity
      4) All ranges have SDZs assigned for each weapon
   b. Status Change Options:

<table>
<thead>
<tr>
<th>CHANGE STATUS TO:</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>AREA OCCUPIED</td>
<td>Initial status for all activities once the unit arrives</td>
</tr>
<tr>
<td>UNIT FIRING – UNRESTRICTED</td>
<td>Unit firing with no limitations</td>
</tr>
<tr>
<td>UNIT FIRING – RESTRICTED</td>
<td>Unit firing with restriction (Gridline, Time, Etc.)</td>
</tr>
<tr>
<td>FIRING (TRAINING) WITH PYROTECHNICS</td>
<td>Unit conducting training with pyrotechnics (</td>
</tr>
<tr>
<td>CEASE-FIRE – UNIT</td>
<td>Unit requested cease fire</td>
</tr>
<tr>
<td>CEASE-FIRE – RANGE CONTROL</td>
<td>Range Control cease fire</td>
</tr>
<tr>
<td>CEASE-FIRE – AIR TRAFFIC CONTROL</td>
<td>ATC coordinated cease fire (Air Drops)</td>
</tr>
<tr>
<td>TRAINING WITHOUT PYROTECHNICS</td>
<td>Non Firing event</td>
</tr>
<tr>
<td>TRAINING COMPLETE</td>
<td>Training Completed, but unit still occupies area</td>
</tr>
<tr>
<td>DEPARTED</td>
<td>Range Control inspection completed</td>
</tr>
</tbody>
</table>
c. Additional Status change actions:

<table>
<thead>
<tr>
<th>IF CHANGING STATUS</th>
<th>FDO MUST ENSURE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From RES to Occupied</td>
<td>1) Checklist Items are performed</td>
</tr>
<tr>
<td></td>
<td>2) Activate airspaces</td>
</tr>
<tr>
<td>Change to any Firing Status</td>
<td>1) Add RSO/OIC</td>
</tr>
<tr>
<td></td>
<td>2) Enter First Round Info</td>
</tr>
<tr>
<td>Change to any Cease Fire Status</td>
<td>1) ?</td>
</tr>
<tr>
<td>Change to any Training Complete Status</td>
<td>1) Utilization/Training information is captured</td>
</tr>
<tr>
<td></td>
<td>2) Enter Last Round Info</td>
</tr>
<tr>
<td>Departed</td>
<td>1) Enter Utilization/Training information</td>
</tr>
</tbody>
</table>

5.4 Training Information/Utilization

a. Training Information can be captured anytime the facility is in an occupied status.

b. FDOs will continuously update this information to accurately capture data.

c. The following fields must be populated prior to departing a unit:

- (1) Number of Personnel
- (2) Inspector Name (Range Control FD Only)
- (3) Inspection Date/Time (Range Control FD Only)
- (4) Weapon/DODIC
- (5) Rounds Fired
- (6) First and Last Round
- (7) Impact Area (Field Artillery or Mortars Only)

5.5 Incident

a. An incident will be created for the following reasons:

- (1) Any time damage occurs to land, facilities or personnel
- (2) Any medical emergency
- (3) Any time CCIR or FIR is reported
- (4) UXO is found

b. Required Fields for each incident at a minimum will be:

- (1) Unit
- (2) Facility/ Airspace Subdivision
- (3) Time Occurred
- (4) Time Notified
- (5) Time Completed
(6) Reporting Person
(7) Location or Military Grid
(8) Incident Type
(9) Summary
c. The incident will not be closed until the final investigation is completed by the range control OIC/NCOIC or Installation Safety Officer.
d. Caution/Discretion will be used when identifying Soldier’s medical information to remain in compliance with HIPAA laws and regulations.

5.6 No Show
a. The No Show function lets you assign a reason as to why a unit did not show up for its scheduled training.
b. Prior to conducting End of Day processing, the FDO should select the unit and click ‘No Show.’
c. Select the ‘Reason for the No Show’ from the reason for no show drop down list:

<table>
<thead>
<tr>
<th>REASON FOR NO SHOW</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Did Not Show</td>
<td>Unit did not show up or call prior to scheduled range/facility</td>
</tr>
<tr>
<td>Unit Cancelled</td>
<td>Unit made prior coordination to cancel</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Unit equipment required maintenance</td>
</tr>
<tr>
<td>Weather</td>
<td>Weather prevented training</td>
</tr>
<tr>
<td>Range Inoperable</td>
<td>Range did not function correctly</td>
</tr>
<tr>
<td>Training Completed Early</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Any other explanations</td>
</tr>
</tbody>
</table>
CHAPTER 6: FACILITY STANDARDS

6.1 Facility Status. The facility status determines who can schedule facilities. Below is the list of possible facility statuses.

a. **Active**: This status means that the facility is available for training. (All RFMSS users can schedule).

b. **Under Construction**: This status means that due to construction the facility is not available for training by units; however a scheduler can request a facility under construction. This status should be used for any new construction facilities. Existing facilities should schedule maintenance requests for the construction.

c. **Dormant**: This status means that the facility is not available for training by units; however, a scheduler can request a dormant facility.

d. **Mobilized**: This status means that the facility is under mobilization and is not available for training by units; However if operations want units to coordinate directly with the schedulers for utilization, the installation will put the facility into a mobilized status. This will only allow schedulers to input requests and not affect NGB data reporting.

e. **Deleted**: A facility that will no longer be used due to demolition or repurpose should be deleted because the facility will never be scheduled again in RFMSS.

6.2 Maintenance Events.

a. The scheduler should submit a MAINTENANCE request if a facility is going to be closed for maintenance. This type of request only allows maintenance events. A STRENGTH activity is not required on a maintenance request.

b. The following event codes will be used to identify the type of maintenance to be conducted when a facility is scheduled or closed for maintenance:

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Modernization</td>
<td>The construction of new or alteration of existing facilities solely to implement new or higher standards, to accommodate new functions or to replace building components that typically last more than 50 years.</td>
</tr>
<tr>
<td>Maintenance Restoration</td>
<td>Repair and replacement work to restore facilities damaged by lack of sustainment, excessive age, natural disaster, fire, accident or other causes. Restoration may be to overhaul, reprocess or replace deteriorated component parts or materials to current standards.</td>
</tr>
</tbody>
</table>
### Event Name | Description
---|---
**Maintenance Sustainment** | Maintenance and repair work to keep a facility in good working order. This includes regularly scheduled adjustments, inspections, preventive maintenance and service calls for minor repairs. It includes major repairs and component replacement that is expected to occur throughout the life cycle.

**Cemetery Maintenance** | Any maintenance of a cemetery

**Fire Break Maintenance** | Maintenance of Installation fire breaks.

**Training Area (TA) Maintenance** | Maintenance as a result of unsafe land conditions, repairable land conditions or land rehabilitation.

### 6.3 Standard Events, Ammunition and Weapons

a. The Functional Administrator will conduct quarterly and annual reviews of facilities Events, Ammunition and Weapons associated to all Fire Desks in order to standardize the installation in accordance with the NGB-TRS Guidance and Standards manual.

b. The Fire Desk POC(s) will participate in the annual reviews in order to ensure the information per facilities is correct and current with installation policies.

### 6.4 Conflict Setup

a. The FA will coordinate with Safety Managers, Range Officers, and ITAM/Natural Resource/Environmental Specialists annually to identify all conflicts that exist for facilities on the Training Center.
Contact Information

RANGE FACILITY MANAGEMENT SUPPORT SYSTEM (RFMSS)

ADMINISTRATOR: 320-616-2707
CIVILIAN ORGANIZATIONS 320-616-2708
RANGES 320-616-2709
HOUSING/LOG 320-616-3138
SIMULATIONS 320-616-6100
AHATS 651 282-4421

RFMSS Center of Excellence (COE) Contact Information

Preferred Contact Method
The preferred method for contacting the RFMSS Center of Excellence Help Desk for resolving issues with your RFMSS application and related tools is through the submission of a HelpDesk Ticket. When assistance is requested in this fashion we are able to keep more accurate records of submissions, we are faster at targeting recurring problems, and you are likely to receive more efficient and better-formulated problem resolutions. Visiting the Frequently Asked Questions Pages may resolve issues before one even needs to submit a HelpDesk Ticket. Submission of a HelpDesk Ticket, as well as access to the FAQ pages, requires a Restricted access account. New users will have to request a restricted access account.

Submit HelpDesk Ticket  Request an Account

Secondary Means of Communication

Telephone: 320.616.3093  Fax Number: 320.632.7076  DSN Prefix: 871-XXX

US Postal Service Address
Operations Office
ATTN:RFMSS COE
15000 Highway 115
Little Falls, MN 56345

UPS & FedEx Delivery Address
BLDG 2-90 (RFMSS COE)
15000 Hwy 115, Camp Ripley
Little Falls, MN 56345