

**Fort Indiantown Gap Regulation 210-1**

**Training**

**Support for Civilian,  
Government and  
Fraternal  
Organizations at  
Fort Indiantown Gap**

**Army National Guard Training Center**

**Fort Indiantown Gap**

**1 Garrison Road**

**Annville, Pennsylvania 17003-5002**

**01 December 2011**

**FTIG REGULATION 210-1 \* 01 December 2011**

# ***SUMMARY of CHANGE***

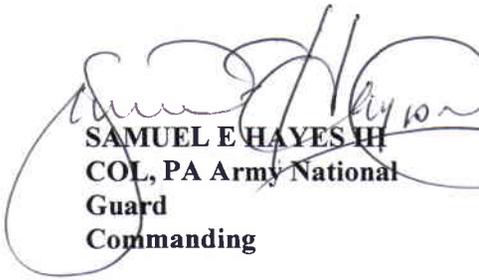
FTIG REGULATION 210-1

This revision—

- **Primary change converts regulation to correct regulation format**
- **Updated Garrison Headquarters contact information.**
- **Updated civilian request procedures.**

**Directorate of Plans, Training and Security**

**Range Operations**



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Official:

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**Summary.** This regulation is a revision of a current regulation. It establishes policies and procedures for the use of ranges, training areas and simulations facilities at Fort Indiantown Gap.

**Applicability.** This regulation applies to all civilian users of the Fort Indiantown Gap Range Facility Complex. Unless otherwise stated, masculine nouns and pronouns refer to both men and women.

**Proponent.** The proponent for this regulation is the Directorate of Plans, Training and Security for Fort Indiantown Gap.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: Directorate of Plans, Training and Security, ATTN: TS-DPTS, Fort Indiantown Gap, Annville, PA 17003-5002

**Distribution.** This publication is available in both electronic media and hard copy. The signed original is filed at the office of the Directorate of Plans, Training and Security.

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**History.** This publication supersedes FTIG Regulation 210-1, 19 July 2005. This printing publishes changes made since that date.

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**Appendixes**

- A. FTIG Regulation 30-22, FTIG Food Service Support Regulation, 01 December 2011.
- B. Logistics Price Sheet.

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**C. Range Price Sheet.**

**D. Adult Release and Hold Harmless Agreement.**

**E. Child Release and Hold Harmless Agreement.**

**F. FTIG Form 214, PAARNG Training Center Consolidated Request for Training and Logistical Support.**

### 1-1. Purpose

The purpose of this procedure is to provide the necessary guidance to coordinate the use of facilities and training resources at Fort Indiantown Gap (FTIG). FTIG is a military training installation, with the mission to support military units training on the installation. Service to military units will always take precedence over other activities.

### 1-2. Applicability

a. This regulation applies to distinguished guests, invited state or federal officials, foreign dignitaries and senior service members. Essentially, this means any party/group that can be termed "official" and authorized access to FTIG.

b. This regulation also applies to:

- (1) Federal agencies that are not affiliated with the Department of Defense.
- (2) Commonwealth of Pennsylvania Agencies.
- (3) County and municipal law enforcement organizations.
- (4) Junior ROTC, Civil Air Patrol, Young Marines, and Naval Sea Cadets.
- (5) Civic, fraternal and civilian organizations.

c. Support to non-military organizations/activities is provided on a "space available" basis. In the event of an emergency situation, support to civilian agencies can be terminated or revoked.

### 1-3. Procedures

Two procedures exist in order to coordinate and approve "official" and "non official" access, service, tours and other support required.

a. "Official" visitor coordination procedure:

(1) Senior service members, elected officials, senior/executive federal or state employees, foreign dignitaries and all others deemed official visitors will coordinate the visit through the Chief of Staff's Office, Department of Military and Veterans Affairs (DMVA). The requesting agency/group will coordinate with the Deputy Chief of Staff or Administrative Officer at (717) 861-8457 or (717) 861-8596.

(2) When the tasking to support official visitors is received, personnel within the DMVA Chief of Staff's Office will coordinate activities on FTIG in order to satisfy all requirements. Activities or visits to ranges, training corridors, or bomb range must be coordinated through Range Operations, building 11-9, (717) 861-2966. When the "official itinerary" is completed, the action officer will provide the Garrison Commander copies of pertinent information.

b. "Non-official visitor" category:

(1) The following organizations **may** use facilities and training resources on a space available basis and pending approval of the Garrison Commander:

- (a) Federal agencies not affiliated with the Department of Defense.
- (b) Commonwealth of Pennsylvania agencies.
- (c) County and municipal law enforcement activities.
- (d) Civic, fraternal and civilian organizations.

(2) The requesting agency **must** request facilities, services, and training resources in writing on agency letterhead and forward via US mail, fax or e-mail. The written request must contain the following information:

- (a) **To:** Garrison Headquarters  
Building T-0-1, FTIG  
Annville, PA 17003-5002  
Phone: 717-861-2572  
FAX: 717-861-8159  
E-mail: [cole.welch@ng.army.mil](mailto:cole.welch@ng.army.mil)

(b) **Who:** The requesting agency/organization, will provide a point of contact name, address, telephone number, e-mail address, and fax number if available.

(c) **What:** The purpose of the visit and specific requirements on the installation, to include food service (refer to Appendix A), billeting, ranges, training areas, tours of specific activities, use of Blue Mountain Sports Arena, picnic areas, and primitive campsite.

(d) **When:** List exact dates of visit. Include time of arrival and estimated time of departure.

(e) **Where:** Specific requirements or locations requested to accomplish a specific activity.

(f) **Why:** Provide a brief description of how the visit will improve/enhance the personnel attending.

(g) **How:** Any non Department of Defense agency, federal, state, municipal or civic organization must be prepared to **pay in advance** for all facilities, services and support prior to the visit. Rate/fee schedules are included as Appendixes B and C. Any civilian organization **must** provide a certificate of insurance in the amount of \$1,000,000 for liability coverage of its members.

(3) Upon receipt of the written request, the Training Site Administrative Officer will prepare the request for staffing in order to determine if the request is supportable. Upon completion of staffing, and providing we can support the request, the Administrative Officer will prepare a letter citing approval and containing a commander's license, release and hold harmless agreements (adult and child, if applicable)(Appendixes D and E), and a cost estimate. This information is then sent to the requestor.

(4) Upon receipt of the approval, the requestor should sign and date the commander's license and return it, along with applicable fees, to the Garrison Commander's Office. Release and hold harmless agreements must be turned-in upon arrival at the installation.

(5) For tours of Unit Training Equipment Site (UTES), Army Aviation Support Facility (AASF), Eastern Army Aviation Training Site (EAATS): The Administrative Officer will forward copies of the request for tours to designated points of contact (POCs) in the State Surface Maintenance Office (SSMO) and to the POCs representing the State Army Aviation Office. Each POC will review the request and contact the requestor directly to coordinate the tour.

(6) The Garrison Commander is the final and only approving authority for "non official" visitors on Fort Indiantown Gap.

#### **1-4. Categories**

The following procedures/instructions apply to the categories of individuals listed below. It is the responsibility of the requesting agency, activity or organization to become thoroughly familiar with all regulations, policies, and procedures on Fort Indiantown Gap. Compliance with these regulations, policies, and procedures is mandatory. Failure to comply will result in curtailment of support and the group will be directed to leave the installation.

a. *Non Department of Defense Federal agencies:* Use of facilities, ranges, and training areas is authorized. Services and support provided will be, in all cases, on a reimbursable basis and must be coordinated prior to confirmation/approval of support. Requesting agency must request facilities, services, and training resources as outlined in paragraph 3b(2). Once written request is approved, requesting agency will be notified by a Training Site Representative to complete a FTIG Form 214, PAARNG Training Center Consolidated Request for Training and Logistical Support (Appendix F). Certification of insurance or certification of liability insurance is not required if the agency is on official business.

b. *Commonwealth of Pennsylvania agencies/activities, county and municipal law enforcement activities:* Use of facilities, ranges, training areas is authorized. Services and support provided will be, in all cases, on a reimbursable basis and must be coordinated prior to confirmation/approval of support. Requesting agency must request facilities, services, and training resources as outlined in paragraph 3b(2). Once written request is approved, requesting agency will be notified by a Training Center Representative to complete a FTIG Form 214, PAARNG Training Center Consolidated Request for Training and Logistical Support. Certificates of insurance or certificate of liability insurance is not required if the agency is on official business.

c. *Junior ROTC, Civil Air Patrol, Young Marines, and Naval Sea Cadets:* Use of facilities, ranges, and training areas is authorized under Department of Defense Directives/Instructions peculiar to each service. Identifiable incremental costs are fully reimbursable and must be coordinated, method of payment identified prior to any support being provided. Requesting agency must request facilities, services, and training resources as outlined in paragraph 3b(2). Once written request is approved, requesting agency will be notified by a Training Center Representative to complete a FTIG Form 214, PAARNG Training Center Consolidated Request for Training and Logistical Support. Certificates of insurance and/or certification of liability must be provided prior to arrival on Fort Indiantown Gap.

d. *Civic, fraternal, and youth organizations/activities:* Facilities, tours, picnic pavilions, ball fields, ranges, gymnasium, swimming pool and primitive campsite are available only on a space available basis. Any services or facilities provided will be on a fee for service basis. The requestor will coordinate method of payment and remit any fees prior to arrival. Under no circumstances will any civilian agency/activity/organization coordinate directly with

individuals or activities on Fort Indiantown Gap. The Garrison Headquarters is the only coordinating activity and the Garrison Commander is the only approving authority. Departure from established policy will be cause for dismissal from Fort Indiantown Gap. Requesting agency must request facilities as outlined in paragraph 3b(2). Once written request is approved, requesting agency will be notified by a Training Center Representative to complete a FTIG Form 214, PAARNG Training Center Consolidated Request for Training and Logistical Support.