



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
1 KARKER STREET
FORT BENNING, GEORGIA 31905-5000

REPLY TO
ATTENTION OF

Policy Memorandum 385-63-4

IMBE-PLT-R

22 MAR 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Range Use by Non-Military Personnel

1. REFERENCES:

- a. AR 385-63, Range Safety, 30 January 2012.
- b. AR 405-80, Management of Title and Granting of Use of Real Property, 10 October 1997.
- c. DA Pam 385-63, Range Safety, 30 January 2012.
- d. MCoE Regulation 350-19, Installation Range and Terrain Regulation, 23 July 2010.

2. PURPOSE: To prescribe the procedures to bring non-military personnel onto ranges, training facilities and training areas of Fort Benning, Georgia.

3. POLICY: The Garrison Commander will approve all requests for non-military visitors on/in Fort Benning ranges, training facilities, and training compartments. Non-military visitors include Family members and minor children of active duty personnel and Civilians working on Fort Benning; members of the press; Defense Contract Vendors; contractors not assigned to support installation missions; non-military organizations, such as schools: county, municipal, state, or federal agencies; and organized civic organizations. This requirement does not apply to visitors attending official events staffed and approved by the G-3/DPTMS in published MCoE OPORDs/FRAGOs. In addition, graduations and demonstrations associated with TRADOC approved Program of Instruction (POI) events conducted on ranges/training facilities are exempt from this policy. The following procedures will be followed to ensure the safety of the visitor and limit the liability of the installation.

a. Requesting sponsor/unit will prepare documentation for the requested action with a FB Form 25-52-1-R-E cover. The main documentation is a memorandum signed by the Brigade/Battalion Commander that describes who, what (observing or participating), where, when, and for what purpose. Memorandum must clearly state when weapons and ammunition will be used by the visitor(s), and if the event includes participation by minor children. Enclosures will include: (1) a schedule/sequence of events; (2) a Composite Risk Management Worksheet; and (3) a safety plan with safety briefing for cadres and visitor(s).

b. The documentation will be routed through the Installation Staff Judge Advocate office to ensure "Hold-Harmless" agreements, parental permissions for minors, and other legal instruments or consideration have been met.

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c. The documentation will be routed through the Installation Safety Office for Safety and the Risk Management Readiness Review.

d. The completed documentation will be submitted to Installation Range Operations for review to ensure the documentation is complete and not in conflict with current range and training regulations or current training events.

e. The documentation will be routed through the MCoE G-3's G-33 (Current Operations) for scheduling and resource de-conflict review.

f. When the visitor(s) represent Defense Contract Vendors; contractors not assigned to support Installation missions; non-military organizations such as schools: county, municipal, state, or federal agencies; and organized clubs including civic organizations, the documentation will be routed through DPW, Real Property (Master Planning Division) for Corps of Engineers licensing and actions including a written agreement between the non-military organization and the installation detailing all rights and responsibilities of each party, liabilities, procedures, and regulatory procedural requirements. This agreement will be incorporated into the report of availability as required by AR 405-80.

g. The documentation will be routed through the G-3/DPTMS for final recommendation.

h. The documentation will be routed to the Garrison Commander for final review and approval.

4. SUPERSESSION: This policy supersedes Policy Memorandum 385-63-3, 8 April 2011, same subject.

5. Proponent: Mr. Archibald J. Caldwell III, Installation Range Management Officer, (706) 545-3446/ 545-4619 or e-mail: archibald.j.caldwell.civ@mail.mil.

FOR THE COMMANDER:


LOUIS J. LATRIGUE
Colonel, Armor
Chief of Staff

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