

CAMP SMITH POLICIES AND PROCEDURES  
ANNEX 4I – FACILITY UTILIZATION REPORTING  
JULY 2009

1. References:

a. DOD Directive 4715.11, May 10, 2004

b Training Circular (TC) 25-8 dated 5 April 2004.

c Range & Facility Management Support System (RFMSS) 2002 Handbook for Fire Desk Operations V1.05 dated April 2005.

2. Purpose. The Army National Guard has mandated the use the Range Facility Management Support System (RFMSS) to maintain the permanent record of data capture requirements for strength throughput, munitions expended, dud rate, and facility utilization.

3. General.

a. Camp Smith uses Daily Utilization Reports as the means for using organization(s) to track this information and turn-in the required data to Range Control and/or Cantonment Logistics.

1) Daily Operations Utilization Report. Unit submits daily utilization reports for ranges, training areas, landing zones, simulators, and PT Field to Range Control. See Appendix 1.

2) Daily Logistics Utilization Report. Unit submits daily utilization reports for barracks, DFAC, classrooms, and Chapel to Cantonment Logistics. See Appendix 2.

b. The information units report on the daily utilization form will be entered into the RFMSS and must be as accurate as possible. In the case of Ammunition and Pyrotechnic (including smoke) utilization, this information must represent the DODIC as issued.

c. The daily utilization reports must be submitted prior to close of business in Range Control and Cantonment Logistics, normally 1700hrs. For non-firing units training after-hours, the unit must project and report strength and utilization data NLT 1700 every day.

d. Failure to submit daily data utilization reports will result in the unit not being issued training facilities on the next training day.

4. Instructions. Units will follow the instructions listed on the daily utilization form for completing the form.

a. Strength. Strength is defined by the total number of personnel on ground, including leaders and support staff (if applicable).

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ANNEX 4I – FACILITY UTILIZATION REPORTING  
JULY 2009

b. The total number of persons trained per each individual facility is defined as follows:

1) Firing personnel equals firers X iterations. If a person fires more than one time that person shall be counted for the number of iterations. Ex, PVT Joe has to attempt M16 qualification 3 times, that one person (PVT Joe) will count as three.

2) Trained personnel equals Soldiers X iterations. If a person trains more than one time that person shall be counted for the number of iterations. Ex, PVT Joe rappels 3 times, that one person (PVT Joe) will count as three. Ex, PVT Jon trains on two different training scenarios on the VCOT, that one person (PVT Jon) will count as two.

3) Fed personnel equals Soldiers X meals. If a person eats more than one meal that person shall be counted for the number of meals. Ex, PVT Joe eats breakfast, lunch, and dinner, that one person (PVT Joe) will count as three.

4) Classroom occupied equals total number of persons using, including teachers, presenters, trainers, cadre, trainees, etc. Distinctly separate blocks of instruction or meeting will be counted separately and added together.

c. Enter the correct DODIC(s) as issued on the DA Form 581. This only applies to expended ammo (including blanks), pyro, smoke, NBC capsules, etc.

d. If the ammo/pyro used is a combination of DODIC(s) ensure that one DODIC does not cover the set or system. For example, if using C4, blasting caps, and det cord, check if there is one DODIC that covers all components. If not, there must be a separate entry for each and their associated DODIC(s) and quantities. For example, if the issued DODIC is for a 1/4lb of C4 and four blasting caps, the qty for the C4 will be one (1) and the blasting caps will be four (4).

e. Report the type and/or types of vehicles used at that facility. If there is a military designation that is what must be entered. For example, there are multiple types of HMMWV; specify M1097 if that is the model used.

Appendix 1 – Daily Range Control/Operations Utilization Report  
Appendix 2 – Daily Cantonment/Logistics Utilization Report



CAMP SMITH POLICIES AND PROCEDURES  
 ANNEX 4I, APPENDIX 2 – DAILY CANTONMENT/LOG UTILIZATION REPORT  
 JULY 2009

<b>CAMP SMITH, NY - DAILY LOGISTICS UTILIZATION REPORT</b>		
<b>1.) Unit / Agency:</b> _____	<b>2.) Today's Date:</b> _____	
<b>3a.) Total # of pers. on ground (Strength):</b> <input style="width: 80px;" type="text"/>	<b>3b.) # of vehicles:</b> <input style="width: 80px;" type="text"/>	
<u>Facility</u>	<u>Bldg &amp; Dorm #</u>	<u># Occupied / Trained</u>
4a.) FEMALE Billeting - Bldg & Dorm	_____	_____
4b.) MALE Billeting - Bldg & Dorm	_____	_____
4b.) MALE Billeting - Bldg & Dorm	_____	_____
4b.) MALE Billeting - Bldg & Dorm	_____	_____
4b.) MALE Billeting - Bldg & Dorm	_____	_____
4b.) MALE Billeting - Bldg & Dorm	_____	_____
4b.) MALE Billeting - Bldg & Dorm	_____	_____
<u>Facility</u>	<u>Bldg &amp; Classroom #</u>	<u># Occupied / Trained</u>
5.) Classroom	_____	_____
<u>Facility</u>	<u>DFAC Bldg #</u>	<u># Occupied / Fed</u>
6.) Dining Facility (DFAC)	_____	_____
6.) Dining Facility (DFAC)	_____	_____
<u>Facility</u>	<u>Bldg #</u>	<u># Occupied / Trained</u>
7.) Bn Supply Room	_____	_____
8.) Chapel	<u>Bldg 82 (East Entrance)</u>	_____
9.) Day Room	_____	_____
10.) GYM	<u>Bldg 502</u>	_____
11.) Picnic Area	<u>Bldg 508 (Rear)</u>	_____
<p>Blocks 1, 2, and 3 will be completed by all users.</p> <p>Blocks 4-11 will be completed when occupying reserved facilities.</p> <p>Upon completion of training, the Logistics Utilization Report will be turned in daily to Billeting in Bldg # 82.</p>		
<div style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;">CSTS RFMSS Form 7-L dated 25 August 2009</div>		