



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT  
BUILDING 238 CALIFORNIA AVENUE  
FORT HUNTER LIGGETT, CA 93928-7000

IMHL-PLT

18 DEC 2012

MEMORANDUM FOR US Army Garrison Fort Hunter Liggett (USAG FHL) Personnel, Tenant Organizations, and Training Units

SUBJECT: FHL Policy #46, Scheduling Priorities for Range Facilities

1. REFERENCE. FHL Reg 350-2, Training at Fort Hunter Liggett, 01 August 2011.
2. PURPOSE. Establish USAG FHL scheduling priorities.
3. APPLICABILITY. All military, civilian, and other agencies and organizations seeking training support from the USAG FHL.
4. POLICY. Due to emerging mission requirements, the priority of training support at USAG FHL is as follows and is effective immediately.
  - a. Priority #1, Units in receipt of mobilization orders directing them to report to a mobilization station. Units in receipt of deployment orders directing them to report to theater.
  - b. Priority #2, Small Arms Ranges: Weekdays: USARC-directed Army School System (TASS) operation. Weekends: any local USARC unit conducting IDT/AT training.
  - c. Priority #3, Army National Guard and Active Component Army units.
  - d. Priority #4, All other DOD branches, (i.e.) Navy, Marines, Air Force.
  - e. Priority #5, DOD, Homeland Security and other Government Agencies.
  - f. Priority #6, ROTC Command.
  - g. Priority #7, Others (i.e. Civilian Police/Fire).
5. PROCEDURES.
  - a. The scheduling process begins when a unit submits a Training Support Request (TSR) to the Scheduling Office. If the requested support is available, the request/TSR is staffed with the appropriate Garrison staff and the Scheduling Office coordinates the support. If scheduling conflicts occur, the Scheduling Office will notify the requesting unit to either reschedule or to try and work out a co-use agreement with the scheduled unit. It is the scheduled unit's responsibility to ensure the requesting unit understands and complies with the terms of the co-use

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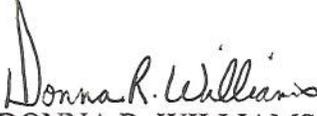
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and to advise Range Control what those terms are (i.e. occupation times, locations, coordination procedures, clearing, etc).

b. Policy. After a unit is scheduled and receives conformation of training facilities, no training will be cancelled within 90 days of the scheduled event.

c. Exceptions. The USAG FHL Director of Plans Training Mobilization and Security may waive this requirement if the requested change is submitted to the Scheduling Office in the form of a *written memorandum signed by the unit commander*. Each request will be evaluated on a case-by-case basis.

6. PROPONENT. The proponent for this policy is the Director of Plans Training Mobilization and Security, Range Division (831) 386-2310.

  
DONNA R. WILLIAMS  
COL, EN  
Commanding