

# **CUSTOMER HANDBOOK**

*Directorate of Plans, Training, Mobilization and Security (DPTMS)  
US Army Garrison, Presidio of Monterey*

Welcome.

This Customer Handbook is written as a tool for you!

## **A Message from the Office of the Director**

Dear Customer,

To help you understand DPTMS, we have prepared this handbook as a guide to the most important work we do, **SERVING YOU!**

DPTMS serves the installation by providing oversight on disaster preparedness, contingency planning, operational coordination and support, training area and facility scheduling, deployment coordination, antiterrorism (AT), force protection and all facets of security.

DPTMS consists of Plans, Training, Operations, Security, and AT sections. Our mission includes supporting both current and contingency operations, planning for upcoming training or special events, processing background investigations and security clearances, approving foreign travel and installation access. The AT section assists installation organizations with event AT risk assessments, promotes AT awareness through conduct of Random Antiterrorism Measures (RAM), publishes AT Alerts and Newsletters, and upon request conducts AT Awareness Training at unit or organizational level. The Directorate conducts installation disaster planning and provides information to the military community on family disaster planning and preparedness.

The DPTMS staff members are proud professionals who are ready to meet your needs. Please call upon us to assist you.

Director

# DPTMS Customer Handbook

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## **DPTMS Customer Handbook**

**Who We Are and What We Do?** Although we are a small directorate, we have a highly trained and professional workforce to assist you. We are organized into six sections: the Director's Office, Plans, Operations, Training, Antiterrorism, and Security.

**1. Our Mission.** Provide quality services in the areas of current operations, training support, contingency planning, antiterrorism support, and security services.

**2. Our Vision.** Meet or exceed our customer's expectations in the support we provide.

**3. Our Goals:**

- a. Maintain customer focus to meet their requirements.
- b. Recruit, develop, and retain a customer service-oriented workforce.
- c. Support our community's well-being through effective contingency planning and disaster preparedness.
- d. Enhance mission and Soldier readiness through excellent training support.
- e. Protect the installation by strictly enforcing installation access and AT programs.
- f. Effectively manage resources and protect the environment.

**4. Our Values:**

Respect: Listen to people and treat them with dignity.

Honesty: Be truthful and sincere in all of our actions.

Integrity: Do the right thing at all times.

Trust: Earn the confidence of others by providing exceptional service.

Reliability: Accomplish what we promise.

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Duty: Fulfill our obligations to the best of our ability.

Fun: Enjoy what we do.

**How to Get “Stuff” Done.** The following paragraphs provide specific instructions on getting “stuff” done. The first requirement for all actions is for you to tell us what you need as soon as you become aware of your requirements. This will help us to help you!

**1. Supporting Your Training or Special Event.** The Garrison can provide a wide range of services for your training or special event (facilities, logistical support, etc). Instead of dealing with each garrison directorate responsible for these services, DPTMS will do all the coordination for you. For Service units and academic schools, support must be requested through the Deputy Chief of Staff for Operations (DCSOPS). This enables essential coordination of garrison support and mission requirements to ensure the success of your training or special event. Listed below are essential steps in planning your event. Additional information and forms can be found on the shared drive at \\montim0df2\Garrison Directorates\Garrison Training.

a. **Scheduling Events.** DPTMS maintains a master schedule of events. This helps us de-conflict events so that various organizations are not competing for the same resources. When you are planning events, review the Training, Garrison Master and the Installation Calendars to see if any other events might conflict with when you would like to hold your event. You access these calendars on Outlook. See below.

(1) Training Calendar. To check the Training Calendar in Outlook click on the “Folder List” icon at the bottom left of the Outlook main screen, just below and to the right of Mail, Calendar, Contacts and Tasks icons. Scroll down to the “Public Folder” and expand by clicking on the plus (+) sign, then click on the plus (+) sign next to “All Public Folders.” Then go down to the “Presidio Public Folders” and expand by clicking on the plus (+) sign. Then go down to the “Garrison” folder and expand by clicking on the plus (+) sign, expand the “DPTMS” folder by clicking on the plus (+) sign and then click on the Training Calendar.

(2) Garrison Master Calendar. Follow the same steps as in (1) above until you reach the “DPTMS” folder and expand by clicking on the plus (+) sign. Then click on the Garrison Master Calendar.

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(3) Installation Master Calendar. Follow the same steps as in (1) above until you reach the “Presidio Public Folders” and expand by clicking on the plus (+) sign. Go down to the “DLIFLC Folder” and expand by clicking on the plus (+) sign and go down to the “CMDT” folder and expand and then click on the DLIFLC Battle Rhythm (Installation Calendar).

**b. Training Facilities and Areas.** DPTMS is responsible for scheduling use of the following garrison facilities. In the event that these facilities are already scheduled, please see Annex B for a list of facilities managed by other organizations. For these facilities contact the listed points of contact to schedule your event.

(1) Tin Barn (Bldg 518). The Tin Barn can accommodate groups up to 500 personnel. It is the responsibility of the user to provide any required audio/visual support or coordinate audio/visual support by submitting a DA Form 3903 Visual Information (VI) Work Order located in Annex C.

(2) Post Theater (Bldg 208). The Post Theater can accommodate groups up to 230 personnel. It is the responsibility of the user to provide any required audio/visual support or coordinate audio/visual support by submitting the DA Form 3903, Visual Information (VI) Work Order.

(3) Soldier Field. Soldier Field is used for ceremonies, parades, and sports activities (soccer and softball fields).

(4) Hilltop Field. Hilltop Field has a football size field, quarter mile track, bleachers, and a BBQ and picnic area. Hilltop Field is located adjacent to the Post Exchange. Use of BBQ and picnic area is scheduled through the Directorate of Family, Morale, Welfare, and Recreation.

### **c. Outdoor Training.**

(1) Physical Training (PT) Formations on Road Ways. To ensure the safety of participants and to regulate on-post traffic, units desiring to use roadways for PT Formations with two or more elements must conduct and implement a Composite Risk Management Plan. Additionally, you must submit a request through DCSOPS to DPTMS with your Composite Risk Management Plan so that Presidio of Monterey (POM) Police can regulate traffic. Units must also provide personnel from each element to serve as road guards to block cross-traffic.

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(2) Rasmussen Gulch Training Area. The gulch between the Headquarters building and the post office is available for common task combat training. Requests will be made through DCSOPS to DPTMS not later than (NLT) two weeks prior to use.

**d. Off-Post Training.** DPTMS is responsible for coordinating support for the following types of off-post activities.

(1) Lower Presidio. The Lower Presidio is leased to the City of Monterey. Therefore, permission is required to conduct training there or to open access gates to the Lower Presidio for access to the Sloat Monument or for PT or other purposes. A request should be made at least two weeks in advance through DCSOPS to DPTMS in order to request permission from the City of Monterey.

(2) Huckleberry Hill. The forested area on the hill above the Presidio is called Huckleberry Hill. This area is also leased to the City of Monterey as a nature preserve and is open to the public. It will not be used for military combat training. Use for any other purposes must be restricted to established trails to preserve the sensitive habitat.

**e. Requesting Facilities/Areas.** The above facilities and training sites are scheduled on a “first come, first served” basis. To determine if a facility is available, check the Training Calendar located in the Public Folders on Outlook. The detailed path can be found on page 5 under the Supporting Your Training or Special Event heading and the Scheduling Events subheading. To reserve a facility or training area, please send an email to [pres.dptms@conus.army.mil](mailto:pres.dptms@conus.army.mil).

**f. Change of Command and other Ceremonies.** Periodically installation organizations perform Change of Command or other formal ceremonies at Soldier Field. In addition to scheduling use of Soldier Field for rehearsals and ceremonies, DPTMS can provide valuable assistance in arranging for the ceremony. We can provide bunting for the reviewing stand, arrange for cutting of grass, blocking parking/traffic, and advise on use of available sound systems. A checklist is provided in Annex A which provides additional details and recommendations for preparing for a successful Change of Command ceremony.

**g. Installation-Wide Events and Off-Post Events.** DPTMS represents the garrison during working group meetings for major installation events or off-post civil events. We also coordinate garrison support for these events (transportation,

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security, etc), saving the project officer time and effort. The organizational project officers for major events should request through DCSOPS that a DPTMS representative be assigned to their event working group.

**2. Security Assistance.** DPTMS can assist you with the following security Services:

**a. Processing Personnel Security Investigations.**

(1) Suitability/New Hires. The DPTMS Security section assists in the processing of background investigations for new civilian employees. New employees and contractors receive a security brief during in-processing. All personnel are required to undergo a background investigation. Those requiring a background investigation are provided required forms in their in-processing packet from CPAC or FPS. Personnel who require assistance with completing these forms should call for an appointment (242-5758/7930/6844) and then visit the Security Office located in Building 614, Room 114.

(2) Processing Security Clearances. For civilian personnel and military assigned to HHC, the Security section provides assistance in processing personnel security clearances. Those requiring assistance with completion of forms should call for an appointment (242-5758/7930/6844) and then visit the Security Office located in Building 614, Room 114.

**b. Foreign Travel.** Staff and students require approval for overseas travel for personal leave or official travel (TDY or permissive TDY). For personal travel, complete and submit the Report of Foreign Travel by fax to 242-5502. Page one of the Report of Foreign Travel, located in Annex D, must be submitted before your trip and page two is submitted after you return. For official travel, contact the Security section for instructions and requirements for each specific country. Requests should be made using TRADOC Form 712-R, see Annex E, at least 30-60 days in advance (depending on the country to be visited) to allow time enough for processing prior to your trip. For additional information on foreign travel contact the Security Officer at 242-6844.

**c. Approval of Campus Area Network (CAN) Accounts.** All network users must have at a minimum a National Agency Check on record in order to access the CAN. The Security section researches records to determine eligibility for network access for Service members, contractors, and civilians. Personnel who wish to access the network must submit a completed POM Form 30 to DOIM by fax to

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242-6599 or in person to Building 343. DOIM will coordinate with DPTMS directly for approval before the account will be created.

**3. Antiterrorism Assistance and Awareness.** DPTMS can assist you with the following Antiterrorism services:

a. **Special Event Antiterrorism (AT) Risk Assessments.** Each major event on or off the installation requires an AT Risk Assessment in order to ensure that proper measures are taken in accordance with current threat levels and potential vulnerabilities associated with various types of events. If your organization is conducting a special event on or off post, please provide information about the event at least 10 working days in advance to the AT Office. Information needed includes type of event, location, date/time, number of attendees, senior ranking personnel expected, whether the event has been publicized off post, has the public been invited, vendors expected, etc. In order to ensure there are no potential threats to our personnel, submit requests for off-post trips through the AT section on a POM Form 14 at least ten (10) working days prior to the scheduled trip. Contact the AT section at 242-7884/7027 for more information.

b. **Random Antiterrorism Measures (RAM) Program.** IAW DoD Instruction 2000.16, Antiterrorism Standards, all organizations must conduct periodic Random Antiterrorism Measures (RAM) to deter possible terrorism attacks, alter our security profile, enhance AT awareness, and educate personnel on Force Protection Measures in the event of a change in the Force Protection Condition (FPCON) Level. The AT section provides guidance and assistance to designated organizational AT monitors implementing this program. Specially designed RAM kits are available to enhance implementation of RAM measures.

c. **AT Awareness and Training.** The DPTMS AT section provides tools, briefings, and training to educate installation personnel on the terrorist threat, protective measures, and how to respond in the event of a terrorist attack. A wealth of information is available on the POM Intranet link at [www.monterey.army.mil](http://www.monterey.army.mil). This includes a link to AT level 1 Training (**an annual requirement for all staff, faculty, contractors and students**). The AT section publishes a periodic newsletter containing pertinent AT awareness information for all POM staff, faculty, students and family members, along with special AT Advisories. All of these are available on the POM Intranet AT website. AT handouts on Recognizing and Reporting Suspicious Activity and Understanding Force Protection Conditions for Families are available upon request. AT posters are placed in common areas such as the Post Exchange and are updated weekly to

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highlight important information on current AT subjects. Contact 242-7884/7027 for additional assistance.

d. **24/7 Terrorism Reporting Hotline.** If you observe any actions that seem out of the ordinary or of a potentially threatening nature, you should report it anytime by calling (831) 392-7147 or notify the POM Police at (831) 242-7851 or 242-7852. Remember, “If you see something, say something.”

**4. Installation Contingency Planning and Emergency Preparedness.** DPTMS prepares contingency plans for potential response to natural disaster, and terrorist events. DPTMS encourages organizational, family, and individual preparedness to lessen the impact of these type events. Individuals should also be familiar with both organizational and installation Continuity of Operations plans to ensure mission success under potential adverse conditions. In the event of an emergency, DPTMS is responsible for activating the Installation Operations Center (IOC) to coordinate the response to and recovery from the event.

a. **Contingency Plans.** Tenant organizations should have and become familiar with current installation contingency plans. These plans are available upon request from the Plans Officer at 242-7590/6838.

b. **Family Emergency Planning and Preparedness.** The Antiterrorism section on the POM Intranet homepage provides links to various preparedness websites to assist families with emergency planning and preparedness. Briefings and handouts are available for organizational or family support groups. Contact either the AT Officer at 242-7027 or the Plans Officer at 242-7590 for assistance.

c. **Mass Communicator.** The Mass Communicator System is a telephonic notification system capable of making up to 24 calls per minute. It is primarily intended to provide notification in an emergency; however, the system is also available for other purposes when not in use for emergency operations. It can be used to make telephonic announcements or remind personnel of upcoming events or training. If you need this service contact the system administrator at 242-7930 for more information.

d. **Installation Operation Center (IOC).** The IOC is activated in the event of an emergency to coordinate emergency assistance to the emergency responders and those impacted by the event. DPTMS is responsible for the IOC facility, equipment, and day-to-day operations. DPTMS provides the initial staff for IOC

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and activates designated on-call representatives from the garrison and the mission to coordinate emergency response and recovery actions.

**5. Installation Access.** DPTMS approves Installation Access Applications for civilian contractors who are performing services on the installation and others requesting short-term access to the Presidio. All requests require sponsorship either by a garrison directorate, support office or other authorized individuals (retired military or current employee). Sponsor must complete the POM Form 7. US Citizens must also provide their Driver's License number or a photocopy of their State ID Card. Non-US Citizens must provide a passport number and attach a photocopy of their immigration documents (visa, resident card or employment authorization card). Fax the completed form and documentation to 242-7042.

**6. Installation Flags.** DPTMS is responsible for installation flag replacement. Flags that are frayed or torn should not be flown. Request replacement flags through DCSOPS to DPTMS.

### **ANNEXES**

- A. Change of Command Checklist
- B. Non-DPTMS Managed Facilities
- C. DA Form 3903
- D. Report of Foreign Travel
- E. TRADOC Form 712 Sample

Annex A (Change of Command Ceremony and Other Special Event Checklist)

Major Area	Tasks	Instructions	Support Requests
Scheduling	De-conflict with other events	See Installation and Garrison Master Calendars	See DPTMS Customer Handbook
	Schedule use of Soldier Field for rehearsals and ceremonies	Check availability on Garrison Training Calendar. If available request through DCSOPS to DPTMS.	See DPTMS Customer Handbook
	Schedule reception location	If a location near Soldier Field is desired both the Weckerling Center and Chapel Annex have been used in the past.	Contact the Weckerling Center or Chapel Annex to see if space is available
	Ceremony or reception impact on dining facility operations	If ceremony or reception will delay personnel from dining at the Dining Facility beyond 1800.	DPTMS will notify Dining Facilities of ceremony and possible delay.
Planning	Ceremony	Develop a comprehensive plan for your ceremony. Include a DPTMS representative on your planning group or provide a copy of planning document to the DPTMS Training Section.	
	Support for ceremony (see below)	Your plan should cover all the support support items you need.	
	Inclement weather (fog/wind/rain)	Consider the possibility of inclement weather and have a fall back plan (Tin Barn or Price Fitness Center)	Request from DPTMS
	Antiterrorism Risk Assessment	All large gathering require an Antiterrorism Risk Assessment	Request from DPTMS
	Safety Risk Assessment	All activities also require a Composite Risk Management Assessment	AR 5-9, Aug 2006
Parking/Traffic	Block parking for VIPs/guest	You must make a formal request if your want to block parking around Soldier Field	Request from DPTMS
	Road blocks	In conjunction with blocking parking and to avoid distractions during the ceremony roads around Soldier Field road can be blocked.	Request from DPTMS
	Re-route buses	Blocked roads may impact bus route and schedule	Request from DPTMS
	Consider the need to have guests park off post at Lower Presidio and be transported to the site.	This may be required for a large ceremony with many off post guests	Request from DPTMS
Installation Access	Civilian guests	For civilian guests complete POM Form 7 and submit request NLT 2 week prior	Request from DPTMS
	Civilian caterers	Don't forget the civilian caterers. Submit POM Form 7.	Request from DPTMS
	Unexpect guests	Consider posting a unit representative at gate to communicate with unit HQ to validate guests not on access list	
Seating	Chairs for VIPs	Chairs may be request for VIPs and civilian guests.	Request from DPTMS

Annex A (Change of Command Ceremony and Other Special Event Checklist)

Major Area	Tasks	Instructions	Support Requests
Flags	Bunting for reviewing stand	Bunting to decorate the view stand is available	Request from DPTMS
	State flags	State flags are available	Request from DPTMS
	Color Guard	Installation Color Guard may be used	Request from DLIFLC CSM
Medical and Emergency Support	Standby ambulance	For a possible medical emergency, you must request a standby ambulance	Make request through DCSOPS to CALMED
	Notification of emergency agencies	Area emergency agencies must be notified of mass gathering at POM	Request through DPTMS
Audio/Visual Support	Sound system	Request support for sound system and music for retreat.	Request through DPTMS
	Turn-off Installation speakers for retreat	Experience has shown that it is better to play retreat at the ceremony site instead of on the central system. Request DCSOPS turn of the retreat music if played on site.	Make request to DCSOPS
	Photographer/Prints	A/V can provide professional photos and prints.	Request through DPTMS
Media	Media coverage	Media Coverage is available if desire.	Request through DPTMS
Programs	Program design	Assistance is available for design of programs.	Request through DPTMS
	Program printing	Plan for printing of programs.	Request from Print plant.
Support Personnel Requirements	Set up chairs at Soldier Field	Designate personnel to transport and set up chairs	
	Set up flags and bunting	Designate personnel to pick, and set up bunting and flags	
	Man traffic barriers for VIP parking	Designate personnel to man traffic barriers for access to VIP parking	
	Ushers to seat visitors and handout programs	Designate personnel to act as ushers and hand out programs	
	Escorts VIPs	If needed, designate personnel to escort VIPs	
	Set up area for reception	Designate personnel to transport and set up chairs, tables, etc.	
	Transportation Requirements	Bus transportation	Consider need to transport personnel from unit location to ceremony site before, and after ceremony
	Cargo transportation	Consider need to transport cargo (chairs, etc.) to or from ceremony site	Request from DPTMS
Communications	Hand held portable radios	Hand held radios may be needed to communicate among leaders and with work details	Request from DPTMS if not available in your organization

Annex B (Non-DPTMS Managed Training Facilities)

<b>Pomerene Hall (Bldg 624)</b>	<b>Auditorium</b>
Capacity:	76
POC Name:	Ms. Yong Burns
POC Phone:	242-6125
Additional:	Stage, chairs, projector screen, smartboard (not Internet connected)
<b>Munakata Hall (Bldg 610)</b>	<b>Auditorium</b>
Capacity:	175
POC Name:	MSgt Fambro, Mr. Allen Chambers, or Mr. Sung Park
POC Phone:	242-4958
Additional:	A/V, smartboard, computer, DVD, chairs, table, podium
<b>Munakata Hall (Bldg 610)</b>	<b>Training Classroom (5 total)</b>
Capacity:	25 (each)
POC Name:	MSgt Fambro, Mr. Allen Chambers, or Mr. Sung Park
POC Phone:	242-4958
Additional:	Smartboard, table, chairs, computer
<b>Munakata Hall (Bldg 610)</b>	<b>Conference Room (2 total)</b>
Capacity:	15 (each)
POC Name:	MSgt Fambro, Mr. Allen Chambers, or Mr. Sung Park
POC Phone:	242-4958
Additional:	Smartboard, table, chairs, computer
<b>Student Learning Center (Bldg 221, 216)</b>	<b>Conference Room/Classroom (4 total)</b>
Capacity:	Bldg 221 Rm 7=64, Rm 8=24, Rm 9=32; Bldg 216, Rm A =40
POC Name:	MSgt Dremel or Dr. Leah Graham
POC Phone:	242-7687 or 242-7915
Additional:	Smartboard, projector, VCR, DVD, chairs, tables, TV
<b>Nakamura Hall (Bldg 619)</b>	<b>Auditorium</b>
Capacity:	120
POC Name:	SMSgt Martindale, Ms. Rhonda Armstrong or Ms. Ray
POC Phone:	242-6765, 242-6767 or 242-5212
Additional:	Screen, chairs, 2 long tables, stage
<b>Nisei Hall (Bldg 620)</b>	<b>Auditorium</b>
Capacity:	50
POC Name:	SMSgt Martindale, Ms. Rhonda Armstrong or Ms. Ray
POC Phone:	242-6765, 242-6767 or 242-5212
Additional:	Chairs, stage
<b>Multi-Language School (Bldg 848)</b>	<b>Conference Room</b>
Capacity:	15
POC Name:	Ms. Selena Pearson
POC Phone:	242-5006
Additional:	Table, chairs, smartboard, computer
<b>European and Latin American (Bldg 212)</b>	<b>Conference Room</b>
Capacity:	45
POC Name:	Ms.Pam Harris
POC Phone:	242-5240
Additional:	Smartboard, table, chairs, computers

Annex B (Non-DPTMS Managed Training Facilities)

Munzer Hall (Bldg 618)	Conference Room
Capacity:	10
POC Name:	Bessam Al-Maqtari
POC Phone:	242-4721
Additional:	Table, chairs, smartboard, computer
DPW Conference Room (Bldg 4463)	Conference Room
Capacity:	20-25
POC Name:	Ms. Fidel
POC Phone:	242-7924
Additional:	Table, chairs, smartboard, computer
DOIM Conference Room (Bldg 343)	Conference Room
Capacity:	15
POC Name:	Ms. Mary Ellen Nash
POC Phone:	242-6055 or 242-5028
Additional:	Smartboard, table, chairs
CPAC Conference Room (Bldg 277)	Conference Room
Capacity:	10
POC Name:	Ms. Brenda Carlisle
POC Phone:	242-5714
Additional:	Computer, table, chairs
POM Theater (Bldg 208)	Theater/Auditorium
Capacity:	230
POC Name:	Ms. Amanda Bryfogle
POC Phone:	242-7930
Additional:	Stage, seating, A/V, projection screen
Weckerling Center (Bldg 326)	Conference Room (2 total)
Capacity:	230
POC Name:	Mr. Dave Walker
POC Phone:	242-7930
Additional:	Stage, seating, A/V, projection screen
Tin Barn (Bldg 518)	Auditorium
Capacity:	500
POC Name:	Ms. Amanda Bryfogle
POC Phone:	242-7930
Additional:	Stage, chairs, A/V, projector screen
RCI (Ord Military Community, Bldg 4250)	Conference Room
Capacity:	25-30
POC Name:	Mr. Oscar Ordonez
POC Phone:	242-7984
Additional:	Tables, smartboard, chairs, computer, overhead projector
LaMesa Community Center (Bldg ##)	Community Center
Capacity:	250
POC Name:	Mr. Oscar Ordonez
POC Phone:	242-7984

Annex B (Non-DPTMS Managed Training Facilities)

Additional:	Coordinate external support from POC
General Stilwell Community Center	Community Center/Conference Room
Capacity:	500
POC Name:	Ms. Debbie Simpson
POC Phone:	242-7659
Additional:	Table and chairs available
OSJA (Bldg 276)	Courtroom
Capacity:	10-15
POC Name:	Mr. Dan Dieli
POC Phone:	242-6527
Additional:	Chairs, 1 LCD screen, desktop computer
Hayes Park Community Center	Community Center/Conference Room
Capacity:	250
POC Name:	Ms. Gay Rearick
POC Phone:	242-7984
Additional:	Coordinate external support from POC
DPTMS IOC (Bldg 614)	Operations Center/Conference Room
Capacity:	32
POC Name:	Ms. Amanda Bryfogle
POC Phone:	242-7930
Additional:	Table, chairs, computers, smartboard, projector & screen
Resource Management (Bldg 614)	Conference Room
Capacity:	10
POC Name:	Ms. Emmily Merchan
POC Phone:	242-6579
Additional:	Table, chairs, computer, smartboard
Rasmussen Conference Room (Bldg 614)	Conference Room
Capacity:	50
POC Name:	Ms. Faith Chisman
POC Phone:	242-5200
Additional:	Table, chairs, A/V, projector & screen
Price Fitness Center	Basketball Court/Auditorium/BBQ area
Capacity:	Auditorium: 2000
POC Name:	Mr. Steve Hossman
POC Phone:	242-5557
Additional:	Auditorium/BBQ area, picnic tables
Hilltop Picnic/BBQ area	BBQ area/Sports field for sports (not military unit)
Capacity:	Bleachers: 150 seating
POC Name:	Mr. Steve Hossman
POC Phone:	242-5557
Additional:	BBQ area, picnic tables

**VISUAL INFORMATION (VI) WORK ORDER**

For use of this form, see AR-25-1; the proponent agency is ODISC4.  
 For fill instructions look at the status bar (lower left corner) or hit the F1 key. Only fill out front page

1. WORK ORDER NUMBER

 2. SECURITY CLASSIFICATION  
**UNCLASSIFIED**
**SECTION I - REQUIREMENT**

3. TO (VI Activity)

**ATZP-IM-IVI  
 U.S. ARMY GARRISON  
 PRESIDIO OF MONTEREY, CA 93944**

4. FROM (Unit or Activity)

3b. E-MAIL ADDRESS

4b. E-MAIL ADDRESS

5. ACCOUNT CODE

6. ACCOUNT NO.

7a. REQUESTER (Name, Grade)

b. PHONE AND FAX NUMBERS

8. DATED REQUESTED (YYYYMMDD)

9a. ALTERNATE POINT OF CONTACT

b. PHONE AND FAX NUMBERS

10. DATE REQUIRED (YYYYMMDD)

11. QUANTITY

(a) Vugraph	
(b) 35mm Slides	
(c) Camera Ready Artwork	
(d) Electronic Images	
(e) TV	
(f) Audio	
(g) Video Tape Copies	
(h) Photo Print Copies	
(i) Computer Photo Prints	
(j) Computer Photo Transparencies	
(k) Presentation Services	
(l) Motion Picture	
(m) Other (Specify)	

12. DESCRIPTION OF WORK (Attach diagrams, etc., and list enclosure(s))

13. JUSTIFICATION FOR REQUESTED SERVICE

14a.

*Requested service is for official purposes and is required  
 by stated deadline.*

14b. VALIDATION SIGNATURE

**SECTION II - JOB ASSIGNMENT (FOR AUDIOVISUAL OFFICE USE ONLY)**

15. DATE RECEIVED (YYYYMMDD)

16. DATE ASSIGNED (YYYYMMDD)

17. AUDIOVISUAL FACILITY APPROVAL (Signature)

18. SPECIAL INSTRUCTIONS

**WORK ORDER MAY BE SUBMITTED EITHER BY FAX TO (831) 242-5219  
 (CALL 242-5207 TO CONFIRM RECEIPT) OR DELIVER IN PERSON TO BLDG 418.**

**SECTION III - WORK RECEIPT**

19a. CUSTOMER NOTIFIED

19b. RECEIVED BY (Signature)

19c. DATE (YYYYMMDD)

Print Form

# REPORT OF FOREIGN TRAVEL

(MOI, ATIS-S, HQ TRADOC, 20 SEP 89, SUBJ: REPORT OF FOREIGN TRAVEL)

Submit by Email

### PRIVACY ACT STATEMENT

THIS FORM CONTAINS PRIVACY ACT DATA. AUTHORITY 10 U.S. CODE 3012. PURPOSE: To give information pertaining to your foreign travel plans; and to assist us in gathering information from you during your debriefing that will be conducted within 15 days after you return. ROUTINE USE: It will be used as a record of all travel to foreign countries. .MANDATORY OR VOLUNTARY INFORMATION: This information is voluntary. Failure to provide this information may result in an adverse personnel action.

NAME	SSN (LAST FOUR DIGITS)	SCHOOL
<input type="text"/>	<input type="text"/>	<input type="text"/>

IN ACCORDANCE WITH AR380-67, PERSONNEL SECURITY PROGRAM, DATED SEP 88, MY FOREIGN TRAVEL PLANS ARE AS FOLLOWS:

COUNTRY TO BE VISITED:	DATES (FROM-TO):	MODE OF TRAVEL
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

PURPOSE OF MY VISIT:

CONTACT PERSON(S) AT MY DESTINATION(S) ARE AS FOLLOWS:

NAME	ADDRESS	TELEPHONE NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

ANTI-TERRORISM TRAINING CONDUCTED (<https://atlevel1.dtic.mil/at/>)

DATE COMPLETED

THE INFORMATION SUBMITTED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT I MUST REPORT FOR A TRAVEL SECURITY BRIEFING WITHIN 15 DAYS AFTER MY RETURN IF TRAVEL IS TO OR THROUGH A DESIGNATED COUNTRY.

SIGNATURE

DATE

**POST TRAVEL BRIEFING**

IN ACCORDANCE WITH AR 380-67, PERSONNEL SECURITY PROGRAM, DATED SEP 88, THE FOLLOWING INFORMATION IS PROVIDED IN RELATION TO TRAVEL PERFORMED AS RECORDED ON THE FRONT OF THIS FORM.

	YES	NO
1. WERE YOU SUBJECTED TO QUESTIONS REGARDING YOUR DUTIES?	<input type="checkbox"/>	<input type="checkbox"/>
2. WERE YOU REQUESTED TO PROVIDE ANY MILITARY INFORMATION?	<input type="checkbox"/>	<input type="checkbox"/>
3. WERE YOU THREATENED, COERCED, OR PRESSURED IN ANY WAY TO COOPERATE WITH A FOREIGN INTELLIGENCE SERVICE?	<input type="checkbox"/>	<input type="checkbox"/>
4. DID YOU HAVE ANY CONTACT WITH PERSONS WHOM YOU KNOW OR SUSPECTED OF BEING A MEMBER OF A FOREIGN INTELLIGENCE OR SECURITY SERVICE?	<input type="checkbox"/>	<input type="checkbox"/>
5. DID YOU COME IN CONTACT WITH ANY FOREIGN MILITARY OR POLICE ORGANIZATIONS?	<input type="checkbox"/>	<input type="checkbox"/>
6. DID YOU COME IN CONTACT WITH ANY DESIGNATED COUNTRY OFFICIALS?	<input type="checkbox"/>	<input type="checkbox"/>
7. DID ANYONE SHOW UNDUE KNOWLEDGE OR CURIOSITY ABOUT YOU?	<input type="checkbox"/>	<input type="checkbox"/>
8. DID ANYONE ATTEMPT TO OBTAIN CLASSIFIED OR UNCLASSIFIED INFORMATION FROM YOU?	<input type="checkbox"/>	<input type="checkbox"/>
9. DID ANYONE TRY TO ESTABLISH ANY TYPE OF FRIENDSHIP OR SOCIAL OR BUSINESS RELATIONSHIP WITH YOU THAT YOU WOULD CONSIDER OUTSIDE OF NORMAL OFFICIAL CHANNELS?	<input type="checkbox"/>	<input type="checkbox"/>
10. DO YOU HAVE ANY FURTHER INFORMATION IN REGARDS TO YOUR TRAVEL THAT YOU FEEL SHOULD BE REPORTED?	<input type="checkbox"/>	<input type="checkbox"/>
11. IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, HAVE YOU REPORTED THE INCIDENT(S) TO ANYONE?	<input type="checkbox"/>	<input type="checkbox"/>

12. THE INCIDENT(S) WERE REPORTED TO	ACTIVITY <input type="text"/>	INDIVIDUAL'S NAME <input type="text"/>	DATE REPORTED <input type="text"/>
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ADDITIONAL SPACE FOR COMMENTS

NAME <input type="text"/>	SSN (LAST FOUR DIGITS) <input type="text"/>	SCHOOL <input type="text"/>
SIGNATURE <input type="text"/>	DATE <input type="text"/>	

# Request for Official OCONUS Temporary Duty Travel

Date

(ALL BLOCKS MUST BE COMPLETED)

<b>TO:</b> Commander USA Training and Doctrine Command Attn: ATBO-BPS Fort Monroe, Virginia 23651-5000	<b>THRU:</b> (Installation/Activity OCONUS Program Manager) Angelica Seivwright, DLIFLC & POM, ATTN: IMSW-POM-PLS, 1759 Lewis Road, Suite 114, Presidio of Monterey, CA 93944	<b>FROM:</b> (Requester's section and AUTOVON Number) Requesting organization
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1. Traveler(s): (Indicate name, SSN, rank/grade, title, organization/installation/activity to which assigned, office symbol of traveler, security clearance, citizenship, date and place of birth, date and place of naturalization, if applicable, and country to be visited.)

Name  
SSN  
Rank/Grade  
Title  
Organization Assigned to  
Office symbol of traveler  
Security clearance  
citizenship  
date and place of birth  
date and place of naturalization, if applicable  
  
country being visited

2. Purpose of Visit:  
Purpose of trip. (What will they be doing and where.) Is tdy taking place at a US military installation? If so, need either of the following statements. Will (Not) be taking place at a US military facility.

Facility/Location of Conference/Meeting:  
Address where the tdy will be taking place.

3. Travel directed by: Who is directing the travel. **POC:** Phone number

4. Date and nature of INVITATION on which visit is based, if applicable:

- Travel/country clearance has been granted per:
- Travel/country clearance has not been granted.
- If travel/country clearance requested by another MACOM, identify message requesting clearance:

5. Proposed itinerary: (Include day-by-day itinerary with estimated dates of arrival and departure, UNITS TO BE VISITED.)

xx Mar 06 - depart Monterey, CA  
xx Mar 06 - arrive city, country  
xx to xx Mar 06 - attend class/conduct business - what are they doing in country  
xx Mar 06 - depart country X  
xx Mar 06 - arrive in Monterey, CA

6. Alternate visit dates if visit cannot be accommodated at preferred time:  
complete only if applicable

7. Will trip involve:

YES NO

a. Meeting with foreign personnel? If so, identify as outlined below.

b. US Embassy personnel? If so, identify as outlined below.

If Yes to either of the above, indicate name, grade and position of key personnel to be visited.  
If either of the above are a yes indicate the info here

8. Will trip involve:

YES NO

Disclosure of classified information and, if disclosure to foreign nationals is proposed, indicate the security classification of material and authority for disclosure. See explanatory.

9. Local support desired (Check appropriate blocks):

- Hotel accommodations                       Transportation                       Briefings                       Other
- Classified courier requirements                       Security guards for aircraft                       Onward Bookings
- Requested by other means

10. If request is submitted less than 60 days prior to departure date, state the reason for late submissions and furnish complete justification why trip cannot be conducted at a later date. (If additional space is needed, continue in remarks column)  
30 days is basically the notification that I am looking for. TRADOC likes 60 days.

11. Point of contact for trip. (Indicate name, rank, organization, office symbol, and AUTOVON number)

TRADOC Installation/Activity:

Overseas (HQ USAREUR/HQ EUCOM):

Staff Action Office HQ TRADOC:

Any other: Need a poc at the destination: Name, address, phone number, email

12. Classified material (AR 380-5)

YES NO

a. Will traveler be handcarrying classified material while in travel status?

b. Approval to handcarry classified material must be obtained from the Local Security Official.

13. Remarks: (use this item for continuation of items requiring additional space. Separate sheet of plain bond paper may be used and attached to this form if necessary. Continuation must be cross-referenced by item number.)

Need the following info from the person's US passport:  
US Passport: number, date of issue, expiration date and place of issue  
The Anti Terrorism training was completed on xx March XX. Must be recently completed

14. Typed name, grade and title of authenticating authority:  
Leave blank. All requests will be signed by the Chief of Staff.

15. Signature: