



CAMP MABRY TRAINING CENTER  
2200 W. 35<sup>TH</sup> STREET  
AUSTIN, TEXAS 78703



## Standard Operating Procedures

# RANGE FACILITY MANAGEMENT SUPPORT SYSTEM (RFMSS)

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## GUIDANCE

1. **Subject:** Range Facility Management Support System (RFMSS) Standard Operating Procedures (SOP)
2. **Purpose:** To provide guidance for utilizing RFMSS to review and schedule ranges, training areas, and facilities.
3. **References:**
  - a. NG RFMSS Guidance and Standards, 29 February 2024
  - b. RFMSS Unit Schedulers Handbook, 1 August 2013
  - c. DA PAM 385-63 Range Safety, 16 April 2014
  - d. AR 385-63 Range Safety, 30 January 2012
  - e. DA PAM 385-64 Ammunition and Explosives Safety Standards, 24 July 2023
  - f. AR 385-10 The Army Safety Program, 24 February 2017
  - g. TC 25-8 Training Ranges, 2 November 2021
  - h. DA PAM 350-9 Army Training Devices, 12 May 2010
  - i. Hazard Classification of U.S. Military Explosives and Munitions, 23 August 2023 (Yellow book)
4. **Scope:** This SOP applies to all military and non-military agencies that utilize the RFMSS program.

## GENERAL INFORMATION

### 5. Certification:

- a. IAW RFMSS Functional Administrator (FA), with NGB governing policies, a Unit Scheduler can be appointed by a unit to view and schedule training.
- b. Training will be required by the RFMSS FA in a class setting to obtain access to the system.
- c. Read-only certification will be granted as necessary to whomever applies, no training required.

### 6. Personnel Requirements:

- a. Preferred, Operations and Training NCO.
- b. Exceptions are alternate users and units without an Operations and Training NCO (between E-5 to E-9, O-1 to O-10, or civilian equivalent, must have approval authority for BN size elements).

### 7. Training Requirements:

- a. Must have an experience with computers and Microsoft Office.
- b. Accepted personnel must have a valid email, RCAS, or Teams access.
- c. Understand the scheduling process.
- d. Have authority for decision making procedures.
- e. Appointed Unit personnel must attend a 2.5-hour class for Unit Scheduler access.

### 8. Points of Contacts:

- a. RFMSS FA/ Camp Mabry: 512-782-5517.
- b. Camp Bowie: 512-782-5001 x 7164502.
- c. Camp Maxey: 512-782-5001 x 7184100.
- d. Camp Swift: 512-782-5001 x 7194153.
- e. Ft Wolters: 512-782-5001 x 7304122.

## SCHEDULING AND ACCESS

### 9. Scheduling:

- a. A Unit Scheduler, with training, will be able to schedule their unit for requests at these installations listed below:
  - i. Barker Reservoir – Houston, TX
  - ii. Camp Bowie – Brownwood, TX
  - iii. Camp Maxey – Powderly, TX
  - iv. Camp Swift – Bastrop, TX
  - v. Eagle Mountain Lake – Pelican Bay, TX
  - vi. Ft Wolters – Mineral Wells, TX
- b. If the post is not listed above, you CANNOT schedule through the TXARNG RFMSS (Camp Mabry must go through Garrison Command first).
- c. Scheduling facilities include barracks (billets), administration buildings, classrooms, MWR, simulators, ranges (non-live or live) and training areas.
- d. The scheduler's window for requests is between 90 and 720 days (Exception – Camp Swift is between 180 and 810 days, due to tempo).
- e. All armories located at the Training Centers listed above cannot be scheduled by Unit Schedulers. Prior approval with host the unit, in writing, must be provided to authorize usage of the armory and any property associated with the organic unit. Approval from the unit and the requesting unit will be submitted to Range Control.

### 10. Access Rights:

- a. Once an individual or group has had the training and accepted as a Unit Scheduler, the individual is responsible for maintaining all their unit's requests.
- b. If the requests are incorrect or not maintained, they will be left as pending, disapproved, or canceled.
- c. The Unit Scheduler will have an opportunity to correct the issues, without consequences, by the following Monday night, NLT 23:59.
- d. The scheduler will also have access to the Two-Week Calendar as well.

## RFMSS CLASS

### 11. RFMSS Classes:

- a. Classes will be held once a month on Teams. Dates can be found on the website ([Range and Facility Scheduling - Texas Military Department](#)) or email FA for dates.
- b. 5 personnel maximum for each class
- c. If a unit has 3-5 personnel ready for a class, they may schedule with the FA between Tue.-Thur. on off days.
- d. More than 5 per unit and in-person class should be scheduled (90 days in advance for in-person).
- e. User must have access to Teams, if not, in-person will be the only choice.
- f. Classes typically run about 2.5 hours starting at 0930 on the calendar date selected.
- g. YOU MUST register for the class prior to a date listed (30 days in advance) with the RFMSS FA:
  - i. Email: [james.m.rambikur.ctr@army.mil](mailto:james.m.rambikur.ctr@army.mil).
  - ii. Phone: 512-782-5517.
  - iii. Location: Camp Mabry, Austin, TX.

## LOGIN AND ACCOUNT STATUS

### 12. Logging in (Texas Army National Guard ONLY):

- a. The scheduler will need to have access to Microsoft Edge (Chrome is NOT recommended).
- b. Website: [RFMSS - Range Facility Management Support System \(army.mil\)](#) for CAC login. [RFMSS - Range Facility Management Support System \(army.mil\)](#) for non-CAC login.
- c. Database: for scheduling events, users will use the “TX-ARNG” database (located at the top left corner of website). The “RFMSS USER TRAINING” is a “mock RFMSS” and will be used by the FA to conduct classes.
- d. CAC login is recommended, however, there is a non-CAC login if an individual does not have a CAC card (Users may have both accounts as well).
  - i. First time users – must “request new account.” Once requested, please allow 24-48 hours for response, the user will confirm a class with the RFMSS FA via email.
  - ii. Returning users – If a user is logging in and gets a “deactivated” or “locked” account, follow the instructions on the homepage to reactivate account. This will lead you to a “Email Functional Administrator” blue hyperlink. Click ONCE to send a notification to the FA. DO NOT “contact help desk” unless instructed to do so by the RFMSS FA.

### 13. Account Status:

- a. Users will have to login every **35 days** to keep their account active (CAC or non-CAC).
- b. *Deactivated accounts* are accounts that have exceeded the 35-day window. Follow prompts on homepage to reset.
- c. *Locked accounts* are accounts that have encountered a username, password, or CAC error and will need to be reset as well. Follow prompts on homepage to reset.
- d. *FA Locked accounts* are accounts that have been intentionally locked by the FA due to erroneous activity. Email FA to reset.
- e. *Inactive accounts* are accounts that have been not used in 365 days. These accounts can be reinitiated, email FA.

# TWO-WEEK CALENDAR

## 14. Two-Week Calendar/ Read-Only:

- a. The Two-Week Calendar is utilized for reviewing and scheduling facilities throughout the year.
- b. The calendar allows units to see “white space,” two weeks at a time, and allows them to correctly schedule their event without overlapping and disturbing other training units.
- c. There is a Legend, located on the Two-Week Calendar screen, top right side of page.
  - i. R – pending reservation
  - ii. 1, 3 – approved reservation (numeric value)
  - iii. X – some sort of conflict, not necessarily bad, but needs attention.
  - iv. C – conditional reservation, approved request but lacks certain paperwork.
  - v. U – unavailable days, unit cannot schedule. i.e. holiday, maintenance, or condemned.
  - vi. H – hold reservation, not recommended, only good for 10 days unless approved.
  - vii. Empty – any white space is available for training.

The screenshot displays the RFMSS Two Week Calendar interface. At the top, the navigation bar includes Home, Scheduling, Operations, Administration, Reports, and Library. The main header shows 'Scheduling : Two Week Calendar' with filters for Today (03/26/2024), Start Date (03/27/2024), Installation (CAMP MABRY), and Fire Desk. Below the header are buttons for Refresh, Clear, Export End Date (04/09/2024), and Export To Excel.

The main content is a calendar grid with columns for days from Wednesday (03/27/24) to Tuesday (04/09/24). Rows list various facilities/airspaces, such as MY B001 TMD, MY B002 GQ, MY B003 BIL, MY B006 MWS, MY B005A GH, MY B005B HGH, MY B009 ALAMO AUD, MY B008 CPAC, MY B008 DH, MY B008 RC, MY B009 ANG RC, MY B010 J6, MY B011 ST TX, MY B014 MED DET, MY B012 REC & RET, MY B024 RAND, MY B030 CAP, MY B031 STRSS, MY B032 TXSG, and MY B034 ID CRD. The grid shows reservation counts (e.g., '1') and status indicators (e.g., 'U' for unavailable) for each facility on specific days.

Below the calendar is a 'New Request' section with tabs for 'Requests/Reservations' and 'Facility Calendar'. It includes a 'Scheduling (0)' section with checkboxes for Safety (0), Environmental (0), and Safety Warning (0). Below this is a table with columns for #, RCNI, Type, Conflict RCNI, Facility/Airspace, Event, Unit, Start Date, End Date, and Status. The table currently displays 'No data to display'.



# UNIT REQUESTS

## 15. Scheduling a Request:

- a. Once available space is obtained in the Two-Week Calendar, the Unit Scheduler can proceed with putting in a request.
- b. Request options:
  - i. First and recommended way - double click the empty box on the Two-Week Calendar, line up with the correct dates and the “strength” line to select a start position. This way ensures the strength is entered on a request.
  - ii. Second – from the “scheduling” tab, on the top menu, find “request” and open it from there.
  - iii. Third – from the Two-Week Calendar window, at the bottom of the calendar, there is a “new request” button there as well.
- c. Each request generated will have a RCNI (Request Control Number Identifier). Only 1 RCNI per unit per event is allowed.

Scheduling : **Two Week Calendar**

Today 03/26/2024 Start Date\* 03/27/2024 Installation\* CAMP MABRY Fire De

Refresh Clear Export End Date\* 04/09/2024 Export To Excel

Facility/Airspace (right-click cell for details)	Wed 03/27/24	Thu 03/28/24	Fri 03/29/24	Sat 03/30/24	Sun 03/31/24	Mon 04/01/24	Tue 04/02/24	0
MY B082 CLRM 117	1	1			U			
MY B082 CLRM 118	1	1			U			
MY B082 CLRM 119					U			
MY B083 BIL					U			
MY B085 PAV	1	1	1		U			
MY B087 WMD					U			
MY B090 PIC MESS				1	U			
MY B091 PIC LAT				1	U			
MY B092 CSMS					U			
MY B094 B1					U			
MY BT6A					U			
MY BT6B					U			
MY BT6C					U			
MY BT6D					U			
MY GRND STND					U			
MY MTALF WOOD					U			
MY PAR FLD		1			U			
MY SROAD		1			U			
MY STRENGTH	X3	X6	X2	X2	U			
MY TRACK		1			U			

**New Request**

## 16. Request Information:

- a. Fill out all information in red:
  - i. Request type (prefilled as “request” do not change unless instructed to do so).
  - ii. Fire desk (location).
  - iii. Unit (should be prefilled with the unit you selected when making a new account).
  - iv. POC ID, phone number (cell is recommended), and email.
  - v. Strength Inputted Y/N (acknowledge that you inputted a strength line in the request).

The screenshot shows the 'Request' form in the Scheduling system. The form includes fields for Unit (TX-ARING HQ (JPHQ)), Priority, Start Date, End Date, Submitted Date, Sponsor ID, POC Person ID#, POC Phone Number, POC Email, Request Type (REQUEST), Fire Desk (SWIFT), and Strength Inputted Y/N. There are buttons for Submit Request, Exit (no save), Save as Template, and Copy to New Request. Below the form is a table with columns for Action, Standard, Number of People, Facility/Airspace Subdivision, Event Name, Start Date, End Date, Air, Continuous, and Ra. A 'Communications' section is also visible with a table for Memo Text, User Name, and Memo Date.

- b. POC information should be filled out by the person inputting the request. If you are the new incoming OPS NCO, there is an option to “update unit contact information.” Once this box is checked, the newly entered name will now populate until changed by someone else. If you are the alternate POC, leave your OPS NCO in the POC field and annotate who is putting in the request below under “communications.”
- c. Once the unit is entered, the column layout activity field should display under the contact information.

## 17. Edit Column Layout:

- a. The edit layout is a tool to help the individual, so you only see pertinent information (move the boxes around by the “click and drag” method):
  - i. Number of People
  - ii. Facility/ Airspace Subdivision.
  - iii. Event Name.
  - iv. Start date.
  - v. End date.
- b. Only the above-mentioned activity fields will require information. It is recommended that you put them in order, as listed above, to ensure correct technique.

- c. Once you save this (“save layout and return”), you will not have to change it again.

Scheduling Request								CONTROLLED UNCLASSIFIED INFORMATION		
<a href="#">Save Layout and Return</a> OR <a href="#">Reset To Default and Return</a>										
Note: -Only the following columns can be resized: Facility/Airspace Subdivision, Event, Number of People, RSO, OIC and Fire Desk										
Standard	Number of People	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Future Date Tool	Air	Continu		

## 18. Activity Fields and Columns:

### a. Strength line

- i. Definition of a “strength” in RFMSS: *a National Guard specific standard created to meet various reporting requirements and provide input to funding classification models. Strength is used to capture the daily Training Center usage by DOD and non-DOD organizations and the training status of those organizations. “Strength” is captured and reported in man-days and is also referred to as ‘throughput’ (RFMSS Guidance and Standards, 2017).*
- ii. First line should always be the strength. Depending on how you initiated the request, the strength may already be on the request, if not, you must select the strength under “facility/ airspace subdivision” column.
- iii. You cannot proceed with a request unless it has a strength, if not, your request will be denied. Strength will be the total number of personnel the unit is bringing for the entire event.
- iv. The “strength” start time and end time should cover the entire unit drill or event time. There are 2 ways to enter time for “strength.”
  1. First, is the “continuous” method, by putting the start time whenever the unit arrives (example 0730 on 9 July and depart at 1700 on 10 July). If this method is selected, you must check the “continuous” blocks or RFMSS will think the user has requested to not stay in the facilities overnight, consecutively.
  2. Second, Camp Swift does not use continuous, units will use 00:01 and 23:59. This will accommodate the entire event without having the request in “continuous” status. The unit MUST indicate, in the notes and email when they will be arriving and departing.
  3. Each post has a specific way to input events, before scheduling, talk to the training site first prior to requesting to establish whether continuous should be utilized.

Scheduling Request CONTROLLED UNCLASSIFIED INFORMATION - PRIVACY SENSITIVE

RCN: NEW Unit: TX-ARNG HQ (JFHQ) Start Date: 01/10/2025 06:00 Sponsor ID: \_\_\_\_\_  
 Priority: \_\_\_\_\_ End Date: 01/12/2025 18:00 POC Person ID: MSG JOE SNUFFY  
 Request Type: REQUEST Days Until Training: \_\_\_\_\_ Submitted Date: \_\_\_\_\_ POC Phone Number: 512-782-5517  
 Fire Desk: SWIFT STRENGTH INPUTTED Y/N: Y POC Email: MUDMAN163@GMAIL.COM  Update Unit Contact Information

Submit Request Exit (no save) Save as Template Copy to New Request

New Earliest Activity Start Date: \_\_\_\_\_ Apply [Go to Scheduling](#) Filter by Facility: \_\_\_\_\_  Filter by Activities with Validation Errors Filter Clear

[Edit Column Layout](#)

[delete selected](#) | 1 new | 3 new | 5 new

Action	Number of People	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Standard	Air	Continuous	Ra
<input type="checkbox"/>	250	S STRENGTH	INACTIVE DUTY FOR TRAINING	01/10/2025 06:00	01/12/2025 18:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Communications (1) Vehicle (0) Conflict (2) Restriction (0) Support (0) Documents (0) History

[delete selected](#) | 1 new | 3 new | 5 new

Memo Text	User Name	Memo Date
JFHQ DRILL IDT 10-12 JAN 25 IWO DPAC, BILLETTS MSG SNUFFY 123-456-7890 CELL NO LATE OR NIGHT FIRE REQUESTED 250 PAX	JSNUFFY1	03/26/2024 12:24 L

- v. Strengths for each post:
  1. Barker – BKR STRENGTH
  2. Bowie – B STRENGTH
  3. Maxey – M STRENGTH
  4. Swift – S STRENGTH
  5. Eagle – EMSTRENGTH
  6. Wolters – W STRENGTH
- vi. When the strength is populated in the “facility/ airspace and subdivision,” fill out the “event” box. The event will display what type of status the unit is in listed below.
  1. National Guard/ Reserves
    - a. Inactive Duty for Training (should be you default choice).
    - b. Annual Training (any training that’s more than 5 days, consecutively).
    - c. Full Time Training/ Support (FTUS training, AGR, Fed Techs, etc.).
    - d. Mobilization Support (should not be utilized unless instructed by Range Control).
    - e. State or Federal Emergency (restricted to Range Control schedulers only).
  2. Active components (Title 10)
    - f. Active Duty
    - g. Federal Mobilization
    - h. Federal Demobilization
  3. Miscellaneous
    - i. Other Event (law enforcement, ROTC, State Guard).
    - j. Type Duty Code Other (RTI, ATRRS, accredited schools).

**b. Billets**

- i. Billets or barracks will be recorded if the unit is staying in the buildings to sleep or stay overnight, living quarters.
- ii. The start time and end time should equal exactly what you put in the “strength” start time and end time (see **strength line > section iv > 1 and 2**).
- iii. The sum of all the billets only, will add up and make the strength number. I.e. – B03 (80 personnel) + B07 (80 personnel) = 160 strength. FOR BILLETS ONLY.

- iv. Each post has a set number of beds located in a cantonment area. Most are located by the front gate or Range Control area of operations. Camp Swift is the only exception where there are 2 cantonment areas, TA 1 (200 block) and TA 2 (300 block).
- v. Some billets are co-ed, split with a dead bolt door to accommodate males and females, get with each training site for a building map.
- vi. Billet numbers cannot exceed the “facility details” information, located on the Two-Week Calendar (left click each building to display the info). “Max Allowable People.” Do not place the same number all the way down the request for billets, each billet has a designated number for each one. Use what is provided.

**c. Administration or Classroom buildings**

- i. Start time and end times can vary on these activities, if the time is within the overall times of the “strength.” Follow the strength start and end times. Sometimes you will have to use specific times if other units have the same building requested.
- ii. Admin buildings are used for offices and supply areas. They do have National Guard RCAS internet, plumbing and utilities.
- iii. Classrooms will typically have tables and chairs set up, if not, request from Range Control.
- iv. Number of people for admin and classrooms vary, see facility details > max allowable people for each count. Admins typically hold 10-20 each day and classrooms hold 50 to 100 each day. Annotate as such in “number of people.”
- v. The admin and classroom total numbers do NOT count towards the strength total.

**d. Dining Facility**

- i. Should be the same as the strength number, this number is NOT included in the strength total as well.
- ii. The DFAC’s can be used as classroom, annotate in the notes or communication box below.
- iii. TCGC DFAC’s are equipped with kitchens, serving lines, tables, and chairs. Units must supply cooks and food, catering is allowed. Email training sites for more information on each DFAC.
- iv. Each DFAC can be co-used, you must get the co-use, with both or all units involved, in writing and submitted to Range Control 30 days prior to unit arrival.

**e. Ranges, Live Fire and Non-Live Fire**

- i. TCGC Range hot status is from 0730-1700 per standard duty hours. If there is a deviation of time (outside the time, i.e. night fire or “late” fire) and is not emailed or requested in the communications box, then the unit will assume the time of 0730-1700, no questions asked. It is up to the unit scheduler to provide accurate times for all ranges inputted in the request.
- ii. Range times should be annotated according to the training schedule. The “hot time” inputted in the request will annotate “bullets down range.” **If an alternate agreement was established you must contact Range Control, in writing, to add the deviation of time.**
- iii. Not all live fire ranges can be scheduled together. If the slot, on the Two-Week Calendar, shows an “X” then there is some sort of conflict involved within the range fan of the live fire range. Some ranges cannot be used due to DZ jumps, Demolition Ranges, or if a unit is in a bivouac status in the area. **DO NOT BOOK OVER AN “X” unless cleared by Range Control.**

- iv. Non-live fire ranges do not have to be as specific as live fire but will need to follow the training schedule of the unit. If unknown, follow the “strength” time.
- v. The scheduler must be familiar with the DODIC Yellow book (ammunition) to input ammo and weapon systems. Refer to unit’s E581 for the correct DODIC of the ammunition. Each range, in RFMSS, has a list of allowed DODIC’s in the “facility details” link located in the Two-Week Calendar.

Scheduling Request

RCNI\* NEW Unit\* TX-ARNG HQ (DPHQ) Start Date 01/10/2025 06:00 End Date 01/12/2025 18:00 Sponsor ID MSG JOE SNUFFY

Request Type\* REQUEST Priority Days Until Training 290 Submitted Date POC Person ID\* 512-782-5517 POC Phone Number\* 512-782-5517 POC Email\* MUDMAN163@GMAIL.COM Update Unit Contact Information

Fire Desk\* SWIFT STRENGTH INPUTTED Y/N\* Y

Submit Request Exit (no save) Save as Template Copy to New Request

New Earliest Activity Start Date Apply Group Scheduling Filter by Facility: Filter by Activities with Validation Errors Filter Clear

Edit Column Layout

delete selected | 1 new | 3 new | 5 new

Action	Number of People	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Standard	Air	Continuous	Range
SDGV facility details	250	S STRENGTH	INACTIVE DUTY FOR TRAINING	01/10/2025 06:00	01/12/2025 18:00				
SDGV facility details	90	S B211 BIL	BILLETS	01/10/2025 06:00	01/12/2025 18:00				
SDGV facility details	40	S B213 BIL	BILLETS	01/10/2025 06:00	01/12/2025 18:00				
SDGV facility details	80	S B241 BIL	BILLETS	01/10/2025 06:00	01/12/2025 18:00				
SDGV facility details	40	S B243 BIL	BILLETS	01/10/2025 06:00	01/12/2025 18:00				
SDGV facility details	250	S B202 DPAC	DINING FACILITY (DPAC)	01/10/2025 06:00	01/12/2025 18:00				
SDGV facility details	250	S R IWQ M4 ZERO	ZERO	01/10/2025 07:30	01/12/2025 17:00				
SDGV facility details	250	S R IWQ M4 ARF	TABLE VI STAGE 1, DAY FIRE	01/10/2025 07:30	01/12/2025 17:00				

Weapon/Ammo\* (1) Communications (0) Vehicle (0) Restriction (0) Support (0) Documents (0) History

Weapons and Ammunition Cleared for Overhead Firing Above Downrange view specified SDZs/VDZs

delete selected | 1 new | 3 new | 5 new

Action	Weapon Model/EIC	Ammunition*	Weapon Description	Ammunition Description	Impact Area Name	Impact Area Description	Impact Area Altitude (MSL ft.)	SDZ
SDGV	M16/M4 - 210024	A877	M16/M4	CTG, 5.56MM BALL M855A1, CLIPPED BULK PACK				TO BE DETERMINED

**f. Bivouac**

- i. The bivouac should be used if soldiers are staying in the field.
- ii. Do not use bivouac on a range unless that is the ONLY event tasked.
- iii. Bivouac can be used to accommodate EXTRA strength numbers if billets are not available or lack of. (i.e. Strength is 250, Billets available are 150. Enter 100, to compensate for the 100 soldiers who do not have beds, in bivouac status under a Training Area).
- iv. Bivouac can be used in lieu of billets; the request still requires a Strength. (300 - TA IV = 300 - Strength).

**h. Restrictions**

- i. Some ranges will have a “restriction” applied to them. These are in place for safety reasons.
- ii. Units must acknowledge the restriction before submitting the request.
- iii. Most restrictions require some sort of paperwork, i.e. CONOP’s and specialty memorandums. These can be uploaded into the RFMSS documents or emailed directly to Range Control.
- iv. If paperwork is required for a restriction, the reservation will be put in a “conditional status” until submitted to Range Control. (Note: if you add the document to RFMSS, please follow up with an email stating the additions).

**i. Communications**

- i. The communications tab, at the bottom of all requests, is the most important tool for the unit scheduler and Range Control.
- ii. The information in the communications tab should cover the following:
  1. Name of requestor
  2. Dates of event
  3. Basic description of activities, i.e. IWQ, SRP, bivouac.
  4. IDT/AT/FTUS, AD/FEDMOB
  5. You can attach emails, however, be sure to take out symbols embedded in the email (< & > ^ these will cause the request to become an error, and you will have to start over).
- iii. Communications is a must if there are not any notes the request can be denied. The scheduler will get a notice to add notes or be canceled.

delete selected | 1 new | 3 new | 5 new

<input type="checkbox"/>	Action	Number of People	Facility/Airspace Subdivision	Event Name	Start Date		End Date	
<input type="checkbox"/>	<a href="#">copy</a> <a href="#">facility details</a>	250	S STRENGTH	INACTIVE DUTY FOR TRAININ	01/10/2025	06:00	01/12/2025	18:00
<input type="checkbox"/>	<a href="#">copy</a> <a href="#">facility details</a>	90	S B211 BIL	BILLETS	01/10/2025	06:00	01/12/2025	18:00
<input type="checkbox"/>	<a href="#">copy</a> <a href="#">facility details</a>	40	S B213 BIL	BILLETS	01/10/2025	06:00	01/12/2025	18:00
<input type="checkbox"/>	<a href="#">copy</a> <a href="#">facility details</a>	80	S B241 BIL	BILLETS	01/10/2025	06:00	01/12/2025	18:00
<input type="checkbox"/>	<a href="#">copy</a> <a href="#">facility details</a>	40	S B243 BIL	BILLETS	01/10/2025	06:00	01/12/2025	18:00
<input type="checkbox"/>	<a href="#">copy</a> <a href="#">facility details</a>	250	S B203 DFAC	DINING FACILITY (DFAC)	01/10/2025	06:00	01/12/2025	18:00
<input type="checkbox"/>	<a href="#">copy</a> <a href="#">facility details</a>	250	S R IWQ M4 ZERO	ZERO	01/10/2025	07:30	01/12/2025	17:00
<input type="checkbox"/>	<a href="#">copy</a> <a href="#">facility details</a>	250	S R IWQ M4 ARF	TABLE VI STAGE 1, DAY FIRE	01/10/2025	07:30	01/12/2025	17:00

Communications (1) | Vehicle (0) | Conflict (2) | Restriction (0) | Support (0) | Documents (0) | History

delete selected | 1 new | 3 new | 5 new

<input type="checkbox"/>	Memo Text	User Name	Memo Date
<input type="checkbox"/>	JFHQ DRILL IDT 10-12 JAN 25 IWQ, DFAC, BILLETS MSG SNUFFY 123-456-7890 CELL NO LATE OR NIGHT FIRE REQUESTED 250 PAX	JSNUFFY1	03/26/2024 12:50 L



- iv. Brigade or Battalion level events:**
  - 1.** If the BDE or BN scheduled the entire event and not participating in certain activities, then the unit **MUST** specify in the notes which company will be running that activity.
  - 2.** The notes must state the companies POC for that activity. I.e. Demo range or ISBC that is separate from the BDE event, will require additional POC information.
  - 3.** You **MUST** follow up with Range Control on who's running the ranges.

**j. Documents**

- i.** Only PDF documents can be added to RFMSS in the request, 5 MB per document.
- ii.** Training schedules, OIC/RSO memos, small CONOPs.
- iii.** If you add a document, please verify with Range Control that they received it.

**k. Continuous**

- i.** Continuous is to be used only if the specific training site requests the unit to utilize it. It is a personal use method of entering data when closing out of the fire desk daily.
- ii.** Example: if the time entered was 0730 on the arrival date and 1700 on the departure date:
  - 1.** With continuous: time will run consecutively from the 0730 on day 1 and 1700 on the last day of training.
  - 2.** Without continuous: the time recorded would be from 0730 to 1700 daily and will not run consecutively.
  - 3.** To bypass continuous, the unit can select 00:01 to 23:59 to cover the period without missing time. Do not check the continuous boxes.
- iii.** Make sure you clarify with each training site which option to use.

# REQUEST PROCESSING

## 19. Request Processing:

- a. A tool, located in the “scheduling” tab, used to see unit data all together or individually.
- b. Has the ability to process information via Microsoft Office and Adobe
  - i. Excel
  - ii. Word
  - iii. PDF
- c. You can jump to requests in this option and make necessary changes if the unit is within the window to input requests.

**RFMSS™** Welcome JAMES. You are logged into the TX-ARNG Database.

Range Facility Management Support System CUI | Accessibility/Section 508 | Logout | Change Password | Manage Account | Help

Home | Scheduling | Operations | Administration | Reports | Library

Scheduling : **Request Processing** LOCAL ○ ZULU

All Activities 
  My Activities 
  My Activities Having New Status Since 09/19/2024 12:25 L

From Date 09/20/2024 00:00 L To Date 03/19/2025 23:59 L Installation CAMP SWIFT RCNI

Unit  Fire Desk  Event  Search by RCNI only  Display Unit COC  Color Code On

Status  Facility Group  Facility  **Refresh**

Apply change to all (activities on the same request)

To select multiple, hold down ctrl or shift key, but not both. Select the Row.

Select	RCNI	Unit	Fire Desk	Status	Facility/Airspace Subdivision	Number of People	Event Name	Start Date	End Date
<input type="checkbox"/>	157005	136 RTI 2 BN (UMO)	SWIFT	RES	<a href="#">S_U_B123_UMO</a>	10	ADMIN ACTIVITIES	09/08/2024 00:30 L	09/20/2024 23:59 L
<input type="checkbox"/>	157005	136 RTI 2 BN (UMO)	SWIFT	RES	<a href="#">S_STRENGTH</a>	60	TYPE DUTY CODE OTHER	09/08/2024 00:30 L	09/20/2024 23:59 L
<input type="checkbox"/>	157005	136 RTI 2 BN (UMO)	SWIFT	RES	<a href="#">S_TB212_UMO</a>	20	BILLETTS	09/08/2024 00:30 L	09/20/2024 23:59 L
<input type="checkbox"/>	157005	136 RTI 2 BN (UMO)	SWIFT	RES	<a href="#">S_TB222_UMO</a>	20	BILLETTS	09/08/2024 00:30 L	09/20/2024 23:59 L
<input type="checkbox"/>	157005	136 RTI 2 BN (UMO)	SWIFT	RES	<a href="#">S_TB242_UMO</a>	20	BILLETTS	09/08/2024 00:30 L	09/20/2024 23:59 L
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	<a href="#">S_R_AIR_ASLT_CON</a>	175	OBSTACLE COURSE	09/18/2024 00:30 L	09/22/2024 23:59 L
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	<a href="#">S_B312_BIL(12)_TA2</a>	10	BILLETTS	09/18/2024 00:30 L	09/22/2024 23:59 L
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	<a href="#">S_B313_BIL(12)_TA2</a>	10	BILLETTS	09/18/2024 00:30 L	09/22/2024 23:59 L
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	<a href="#">S_B316_BIL(12)_TA2</a>	10	BILLETTS	09/18/2024 00:30 L	09/22/2024 23:59 L
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	<a href="#">S_B317_BIL(12)_TA2</a>	10	BILLETTS	09/18/2024 00:30 L	09/22/2024 23:59 L
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	<a href="#">S_B318_BIL(12)_TA2</a>	10	BILLETTS	09/18/2024 00:30 L	09/22/2024 23:59 L
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	<a href="#">S_B319_BIL(12)_TA2</a>	10	BILLETTS	09/18/2024 00:30 L	09/22/2024 23:59 L

Page 1 of 27 (1341 items)        ...

## SUMMARY

### 20. Tips to Remember:

- a. The Unit Scheduler MUST log in every 35 days to keep account current.
- b. A “strength” is required on every request, big or small.
- c. No more than 1 “strength” per unit, per event of activities.
- d. Ensure the sum of the billets EQUALS the overall total of strength (80 BIL + 80 BIL = 160 total strength). Failure to do so will result in disapproval of requests and incorrect numbers for FY accountability.
- e. DO NOT put the same “number of people” all the way down the request. Follow facility details in the Two-Week Calendar of “max personnel” in each building.
- f. Ranges, TAs, and DFAC should adhere to the “strength” number (strength – 160, ranges – 160). Do not exceed the strength number.
- g. Admin and classrooms adhere to facility details (10-20 for admins and 50-100 for classrooms).
- h. The RFMSS FA has the right to deny or remove access to anyone if concurrent erroneous activities continue after verbal or written warnings, “3 strikes.”