



CAMP MABRY TRAINING CENTER
2200 W. 35TH STREET
AUSTIN, TEXAS 78703



Standard Operating Procedures

RANGE FACILITY MANAGEMENT SUPPORT SYSTEM (RFMSS) October 1, 2024

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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. AR 385-63 Range Safety (MDO 3570.1D), 23 May 2025
 - d. DA PAM 385-64 Ammunition and Explosives Safety Standards, 24 July 2023
 - e. AR 385-10 The Army Safety Program, 24 February 2017
 - f. TC 25-8 Training Ranges, 2 November 2021
 - g. DA PAM 350-9 Army Training Devices, 12 May 2010
 - h. 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 most post requests is between 90-730 days (Exception – Camp Swift is between 180-730 days and Fort Wolters is between 100-545 days due to tempo).
- e. All armories located at the Training Centers listed above cannot be scheduled by Unit Schedulers. Prior approval with the host 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 twice a month on Teams. Dates can be found on the website ([Range and Facility Scheduling - Texas Military Department](#)) or email FA for dates. The class roster is located on a “shared file,” you will have to request access to utilize the file.
- 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. If there are more than 5 per unit an 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.
 - 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 “RFMS 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, mainly for dual status users).
 - 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 for “Unit Schedulers.”
 - 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:

- The Two-Week Calendar is utilized for reviewing and scheduling facilities throughout the year.
- 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.
- There is a Legend, located on the Two-Week Calendar screen, top right side of page.
 - R – pending reservation
 - 1, 3 – approved reservation (numeric value)
 - X – some sort of conflict, not necessarily bad, but needs attention.
 - C – conditional reservation, approved request but lacks certain paperwork.
 - U – unavailable days, unit cannot schedule. i.e. holiday, maintenance, or condemned.
 - H – hold reservation, not recommended, only good for 10 days unless approved.
 - Empty – any white space is available for training.

RFMSS
Range Facility Management Support System
CONTROLLED UNCLASSIFIED INFORMATION - PRIVACY 5

Home | **Scheduling** | Operations | Administration | Reports | Library

Scheduling : **Two Week Calendar**

Today: 03/26/2024 Start Date: 03/27/2024 Installation: CAMP MABRY Fire Desk: Select By: ALL FACILITIES Legend

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	Wed 04/03/24	Thu 04/04/24	Fri 04/05/24	Sat 04/06/24	Sun 04/07/24	Mon 04/08/24	Tue 04/09/24
MY B001 TMD					U									
MY B002 GQ					U									
MY B003 BIL					U									
MY B006 MUG		1			U			1						
MY B005A GH					U									
MY B006B HGH		1		1	U			1	1	1		1		
MY B008 ALAMO AUD					U									
MY B008 CPAC					U						1	1		
MY B008 OH					U						1	1		
MY B008 RC					U						1	1		
MY B009 ANG RC					U									
MY B010 J6					U									
MY B011 ST TX					U									
MY B014 MED DET					U									
MY B012 REC & RET					U									
MY B024 RAND					U									
MY B030 CAP					U									
MY B031 STRSS					U									
MY B032 TXSG					U						1	1	1	1
MY B034 ID CRO					U									

New Request

Requests/Reservations Facility Calendar

Scheduling (0) ☐ Safety (0) ☒ Environmental (0) ☒ Safety Warning (0) ☒ To the left, you may choose conflict types to display. By default, scheduling conflicts are not visible.

#	RCNI	Type	Conflict RCNI	Facility/Airspace	Event	Unit	Start Date	End Date	Status
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 and installation - prefilled (location).
 - iii. Unit (should be prefilled with the unit you selected when making a new account – if not, one will need to be annotated).
 - iv. POC ID, phone number (cell is recommended in the ALT POC), and email.
 - v. **Strength Inputted Y/N (acknowledge that you inputted a strength line in the request).**

- 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 CUI Accessibility/Section 508

[Save Layout and Return](#)

OR

[Reset To Default and Return](#)

Note: -Only the following columns can be resized: Facility/Airspace Subdivision, Event, Number of People, RSO, OIC and Fire Desk

Number of People	Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Continuous	Air	Futun Date Tool

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

RCN1* NEW Unit* TX-ARNG HQ (JFHQ) Start Date 01/10/2025 06:00 L Sponsor ID
 Priority End Date 01/12/2025 18:00 L POC Person ID* MSG JOE SHUFFY
 Request Type* REQUEST Days Until Training Submitted Date 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** [Revoke 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
facility details	250	S STRENGTH	INACTIVE DUTY FOR TRAINING	01/10/2025 06:00 L	01/12/2025 18:00 L	☒	☐	☒	

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 SHUFFY 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. Priority of Units

- Units will have a priority listing preset; it will appear under the “unit ID” box after filling out a request.
- Priority will be listed 1-5, 1 being the highest priority and 5 being the least.
- Do not book over a higher priority unit, the request will be denied, without question.
- Priorities are generally listed as:
 - Disaster, MOB, Civil Disturbance.
 - ATRRS Schools, Border Mission.
 - Any Guard entity, Air and Army.
 - Active Duty, Reserves (any kind), Non-Army.
 - TXSG, ROTC (JR), Law Enforcement, Gov agencies, Scouts.

c. Billets

- Billets or barracks will be recorded if the unit is staying in the buildings to sleep or stay overnight, living quarters.
- 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**).
- The sum of all the billets only, will add up and make the strength number.
I.e. – B07 (80 personnel) + B08 (80 personnel) = 160 strength. FOR BILLETS ONLY.

Scheduling Request

Unit: TX-ARRIS HQ (JPHQ) Start Date: 01/10/2025 06:00 End Date: 01/12/2025 18:00 Priority: 1 Request Type: REQUEST

POC Person ID: HSD JOE SHUFFY POC Phone Number: 512-782-5312 POC Email: HSDJOE@GMAIL.COM

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

Action	Number of People	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Standard	Air	Continuous	Range Safety Officer (RSO)
☐ 0201	250	S 0211 BIL	INACTIVE DUTY FOR TRAINING	01/10/2025 06:00	01/12/2025 18:00			☒	
☐ 0202	80	S 0213 BIL	BILLETS	01/10/2025 06:00	01/12/2025 18:00			☒	
☐ 0203	80	S 0241 BIL	BILLETS	01/10/2025 06:00	01/12/2025 18:00			☒	
☐ 0204	80	S 0243 BIL	BILLETS	01/10/2025 06:00	01/12/2025 18:00			☒	

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

Memo Text	User Name	Memo Date
JPHQ DRILL IDT 10-13 JAN 25 JPHQ DRILL BILLETS HSD SHUFFY 123-456-7890 CELL NO LATE OR NIGHT TIME REQUESTED 250 PAX	SHUFFY1	03/26/2024 12:31 L

- 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).
- 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.

d. 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.

e. 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.

f. 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-ARRG HQ (DPHQ)

Start Date 01/10/2025 06:00

Sponsor ID

Request Type* REQUEST

Priority

End Date 01/12/2025 18:00

POC Person ID* MSG JOE SNUFFY

Days Until Training 290

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

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
☐	250	S STRENGTH	INACTIVE DUTY FOR TRAINING	01/10/2025 06:00	01/12/2025 18:00	☒	☐	☒	
☐	90	S B211 BIL	BILLETES	01/10/2025 06:00	01/12/2025 18:00	☒	☐	☒	
☐	40	S B213 BIL	BILLETES	01/10/2025 06:00	01/12/2025 18:00	☒	☐	☒	
☐	80	S B241 BIL	BILLETES	01/10/2025 06:00	01/12/2025 18:00	☒	☐	☒	
☐	40	S B243 BIL	BILLETES	01/10/2025 06:00	01/12/2025 18:00	☒	☐	☒	
☐	250	S B203 DPAC	DINING FACILITY (DPAC)	01/10/2025 06:00	01/12/2025 18:00	☒	☐	☒	
☐	250	S R TWQ M4 ZERO	ZERO	01/10/2025 07:30	01/12/2025 17:00	☒	☐	☐	
☐	250	S R TWQ M4 ARF	TABLE V1 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 | 2 new | 5 new

Action	Weapon Model/EIC	Ammunition*	Weapon Description	Ammunition Description	Impact Area Name	Impact Area Description	Impact Area Altitude (MSL ft.)	SDZ
☐	M16/M4 - 210034	AB77	M16/M4	CTG, 5.56MM BALL MESSAL, CLIPPED BULK PACK				TO BE DETERMINED

g. 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). See below for codes:
 - 1. BIV01 – No Billets Available (No billets, or billets taken away).
 - 2. BIV02 – Optional (BIVOUAC by choice).
 - 3. BIV03 – Range Use (BIVOUAC by choice).

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

Action	Number of People	Facility/Airspace Subdivision	Event Name	Start Date	End Date
☐ facility details	250	S STRENGTH	INACTIVE DUTY FOR TRAININ	01/10/2025 06:00	01/12/2025 18:00
☐ facility details	90	S B211 BIL	BILLETS	01/10/2025 06:00	01/12/2025 18:00
☐ facility details	40	S B213 BIL	BILLETS	01/10/2025 06:00	01/12/2025 18:00
☐ facility details	80	S B241 BIL	BILLETS	01/10/2025 06:00	01/12/2025 18:00
☐ facility details	40	S B243 BIL	BILLETS	01/10/2025 06:00	01/12/2025 18:00
☐ facility details	250	S B203 DFAC	DINING FACILITY (DFAC)	01/10/2025 06:00	01/12/2025 18:00
☐ facility details	250	S R IWQ M4 ZERO	ZERO	01/10/2025 07:30	01/12/2025 17:00
☐ facility details	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

Memo Text	User Name	Memo Date
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.** A unit should not utilize continuous method unless instructed to by Range Control personnel. 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 with this method (recommended).
- iii. **Using continuous is a “all” or “nothing” setting. Either the whole request is continuous or none of the request is continuous. If one event, or line, cannot be continuous, i.e. live fire ranges, then the entire request must maintain a non-continuous input. Utilizing 00:01 and 23:59 for the times must be used. CAMP SWIFT does not use “continuous” on any request, please use the alternate method.**

REQUEST PROCESSING

19. Request Processing:

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

RFMSS™ Range Facility Management Support System Welcome JAMES. You are logged into the TX-ARNG Database.

[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**

Set Status... **Set/Remove Condition...** **Modify Activity...** **New Request** ☐ 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
☐	157005	136 RTI 2 BN (UMO)	SWIFT	RES	S U B123 UMO	10	ADMIN ACTIVITIES	09/08/2024 00:30 L	09/20/2024 23:59 L
☐	157005	136 RTI 2 BN (UMO)	SWIFT	RES	S STRENGTH	60	TYPE DUTY CODE OTHER	09/08/2024 00:30 L	09/20/2024 23:59 L
☐	157005	136 RTI 2 BN (UMO)	SWIFT	RES	S TB212 UMO	20	BILLETS	09/08/2024 00:30 L	09/20/2024 23:59 L
☐	157005	136 RTI 2 BN (UMO)	SWIFT	RES	S TB222 UMO	20	BILLETS	09/08/2024 00:30 L	09/20/2024 23:59 L
☐	157005	136 RTI 2 BN (UMO)	SWIFT	RES	S TB242 UMO	20	BILLETS	09/08/2024 00:30 L	09/20/2024 23:59 L
☐	157078	TXSG OCS	SWIFT	RES	S R AIR ASLT CON	175	OBSTACLE COURSE	09/18/2024 00:30 L	09/22/2024 23:59 L
☐	157078	TXSG OCS	SWIFT	RES	S B312 BIL (12) TA2	10	BILLETS	09/18/2024 00:30 L	09/22/2024 23:59 L
☐	157078	TXSG OCS	SWIFT	RES	S B313 BIL (12) TA2	10	BILLETS	09/18/2024 00:30 L	09/22/2024 23:59 L
☐	157078	TXSG OCS	SWIFT	RES	S B316 BIL (12) TA2	10	BILLETS	09/18/2024 00:30 L	09/22/2024 23:59 L
☐	157078	TXSG OCS	SWIFT	RES	S B317 BIL (12) TA2	10	BILLETS	09/18/2024 00:30 L	09/22/2024 23:59 L
☐	157078	TXSG OCS	SWIFT	RES	S B318 BIL (12) TA2	10	BILLETS	09/18/2024 00:30 L	09/22/2024 23:59 L
☐	157078	TXSG OCS	SWIFT	RES	S B319 BIL (12) TA2	10	BILLETS	09/18/2024 00:30 L	09/22/2024 23:59 L

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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.”