



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



Standard Operating Procedures

RANGE FACILITY MANAGEMENT SUPPORT SYSTEM (RFMSS) October 1, 2026

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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:

- NG RFMSS Guidance and Standards, 29 February 2024
- RFMSS Unit Schedulers Handbook, 1 August 2013
- AR 385-63 Range Safety (MDO 3570.1D), 23 May 2025
- DA PAM 385-64 Ammunition and Explosives Safety Standards, 24 July 2023
- AR 385-10 The Army Safety Program, 24 February 2017
- TC 25-8 Training Ranges, 2 November 2021
- DA PAM 350-9 Army Training Devices, 12 May 2010
- 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:

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

6. Personnel Requirements:

- Preferred, Operations and Training NCO.
- Exceptions are alternate users and units without 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:

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

8. Points of Contacts:

- RFMSS FA/ Camp Mabry: 512-782-5517.
- ABIA: 512-356-7900 x 7024126
- Camp Bowie: 512-782-5001 x 7164502.
- Camp Maxey: 512-782-5001 x 7184100.
- Camp Swift: 512-782-5001 x 7194153.
- Ft Wolters: 512-782-5001 x 7304122.

SCHEDULING AND ACCESS

9. Scheduling:

- A Unit Scheduler, with training, will be able to schedule their unit for requests at these installations listed below:
 - *ABIA – Del Valle, TX*
 - *Barker Reservoir – Houston, TX*
 - *Camp Bowie – Brownwood, TX*
 - *Camp Maxey – Powderly, TX*
 - *Camp Swift – Bastrop, TX*
 - *Eagle Mountain Lake – Pelican Bay, TX*
 - *Ft Wolters – Mineral Wells, TX*
- If the post is not listed above, you CANNOT schedule through the TXARNG RFMSS (Camp Mabry must go through Garrison Command first).
- Scheduling facilities include barracks (billets), administration buildings, classrooms, MWR, simulators, ranges (non-live or live) and training areas.
- 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).
- 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 requested unit will be submitted to Range Control.

10. Access Rights:

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

RFMSS CLASS

11. RFMSS Classes:

- You must request an account first via the “request new account” on the RFMSS login page. After an account is requested, the user will receive further guidance from the RFMSS FA.
- 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 the website, one for Army personnel and one for non-Army personnel.
- 5 personnel maximum for each class
- If a unit has 3-5 personnel ready for a class, they may schedule with the FA between 9-1500 Monday – Friday.
- If there are more than 5 per unit an in-person class should be scheduled (90 days in advance for in-person).
- User must have access to Teams, if not, in-person will be the only choice.
- Classes typically run for about 2.5 hours starting at 0930 on the calendar date selected.
- YOU MUST register for the class prior to a date listed (30 days in advance) on the website or with the RFMSS FA:
 - *Email: james.m.rambikur.ctr@army.mil.*
 - *Phone: 512-782-5517.*
 - *Location: Camp Mabry, Austin, TX.*

LOGIN AND ACCOUNT STATUS

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

- The scheduler will need to have access to Microsoft Edge (Chrome is NOT recommended).
- Website: [RFMSS ATIS Login](#)
- Database: for scheduling events, users will use the “TX-ARNG” database (located at the top left corner of website).
- The “RFMS USER TRAINING” will be on a separate website:
 - [RFMSS User Training](#)
- 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).
 - *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.”*
 - *Returning users – If a user is logging in and gets a “deactivated” or “locked” account, follow the instructions on the homepage to reactivate account. If you have your CAC tied to your account, you can reactivate your account on your own without an email. If your CAC is not tied, follow the link: “Email Functional Administrator” in blue. 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:

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

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, on the 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.*

The screenshot displays the RFMSS Two Week Calendar interface. At the top, there is a navigation bar with tabs for Home, Scheduling, Operations, Administration, Reports, and Library. Below this, the page title is "Scheduling : Two Week Calendar". The interface includes a search bar with fields for "Today" (03/26/2024), "Start Date" (03/27/2024), "Installation" (CAMP MABRY), and "Fire Desk". There are also buttons for "Refresh", "Clear", "Export End Date" (04/09/2024), and "Export To Excel".

The main part of the interface is a calendar grid showing reservations for various facilities/airspaces from Wednesday, 03/27/24 to Tuesday, 04/09/24. The grid uses letters and numbers to indicate reservation status: 'U' for unavailable, '1' for approved reservations, and 'X' for conflicts. For example, MY B006 MUS has a '1' on Thursday, 03/28/24, and MY B006A GH has a '1' on Friday, 03/29/24.

Below the calendar grid, there is a "New Request" section with tabs for "Requests/Reservations" and "Facility Calendar". It includes a "Scheduling" section with checkboxes for "Safety", "Environmental", and "Safety Warning". 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 shows "No data to display".

UNIT REQUESTS

15. Requesting Units:

- Guard Units
 - *Please fill out all requests at the lowest level. This will avoid any confusion when inputting brigade, battalion, and company level events.*
 - *OIC/RSO, Ammo, and Medics should be within the level requested, subordinate units must be listed on the memorandum. OIC/RSO requirements need to be met as per standard listed in the AR 385-63 Range Operations Manual.*
 - *If the brigade or battalion level entity is on ground, then it is recommended that the brigade or battalion operations person put that request in and list all companies attending in the remarks section to avoid any confusion.*
 - *If only 1 company of the larger unit is live firing on the range and will be tracked outside of the higher level, then that request should be put in separate from the larger unit entity. This includes all amenities within that request: billets, ranges, classrooms, and training areas.*
- Reserve/ Active Duty/ ARRM units
 - *ARRM/ MOA/ Paying Units will submit requests by UIC at the lowest level. (See ARRM section below for more details).*
 - *Non-Guard units will need to supply their budgeting personnel on the request to process.*
 - *The UIC or entity filling out the request will also oversee handling any range related paperwork, to include ammunition.*
- New Units
 - *Please provide the Functional Administrator (FA) with the unit information before you request an account: UIC, point of contact, and unit address.*
 - *Once your unit has been added to the TXARNG RFMSS Database, you may request an account with the FA.*

16. Scheduling a Request:

- Once available space is obtained in the Two-Week Calendar, the Unit Scheduler can proceed with putting in a request.
- Request options:
 - *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.*
 - *Second – from the “scheduling” tab, on the top menu, find “request” and open it from there.*
 - *Third – from the Two-Week Calendar window, at the bottom of the calendar, there is a “new request” button there as well.*
- Each request generated will have an RCNI (Request Control Number Identifier). Only 1 RCNI per unit 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

17. Request Information:

- Fill out all information in red:
 - Request type (prefilled as “request” do not change unless instructed to do so).
 - Fire desk and installation - prefilled (location).
 - Unit (should be prefilled with the unit you selected when making a new account – if not, one will need to be annotated).
 - POC ID, phone number (cell is recommended in the ALT POC), and email.
 - Don’t forget to put a “strength” line in the request.

The screenshot shows a web-based form for creating a request. The form is titled "Scheduling : Request" and includes a header with "CUI Accessibility/Section 508" and a "LOCAL" indicator. The form fields are as follows:

- RCNI***: NEW
- Unit***: [Redacted]
- Start Date**: 06/15/2026 00:01 [L]
- Sponsor ID**: [Redacted]
- Request Type***: REQUEST
- Priority**: [Redacted]
- End Date**: 06/17/2026 23:59 [L]
- POC Person ID***: [Redacted]
- Installation***: CAMP BOWIE
- Days Until Training**: 6
- Submitted Date**: [Redacted]
- POC Phone Number***: [Redacted]
- Fire Desk***: BOWIE
- NG/ RESV/ AD/ OTHER**: [Redacted]
- POC Email***: [Redacted]
- REQUESTOR NAME**: [Redacted]
- POC**: [Redacted]

Buttons: **Submit Request**, **Exit (no save)**

Additional options: **New Earliest Activity Start Date** [Redacted] **Apply** **Group Scheduling** **Filter by Facility:** [Redacted] **Filter by Activities with Validation Errors** **Filter** **Clear**

[Edit Column Layout](#)

delete selected | 1 new | 3 new | 5 new

Action	Number of People	Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Continuous	Air
<input type="checkbox"/>		RES	B STRENGTH		06/15/2026 00:01 [L]	06/17/2026 23:59 [L]	<input type="checkbox"/>	<input type="checkbox"/>

Communications (0) Vehicle (0) Conflict (2) Restriction (0) Support (0) User Fields Documents (0) History

IF Y - BUDGET NAME	BUDGET PHONE #	BUDGET EMAIL

- 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.”
- Once the unit is entered, the column layout activity field should be displayed under the contact information.
- Any unit that has a support agreement (MOA) must fill out the “user fields” portion and supply the budget personnel information for that unit.

18. Edit Column Layout:

- 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):
 - *Number of People*
 - *Status*
 - *Facility/ Airspace Subdivision.*
 - *Event Name.*
 - *Start date.*
 - *End date.*
 - *Continuous*
- 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.
- 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	Future Date Tool

19. Activity Fields and Columns:

➤ Strength line

- 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).
- 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.
- You cannot proceed with a request unless it has strength line, if not, your request will be denied. Strength will be the total number of personnel the unit is bringing for the entire event.
- 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.”
 - The first, and recommended way to input times is to 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.
 - Second, 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.
 - Do not utilize “continuous” unless instructing to do so by Range Control.

The screenshot displays the RFMSS Scheduling Request interface. At the top, it shows the request details for 'RCN1* NEW' with Unit '1-108 AV HHC D 1 (G)'. The start date is 06/15/2026 at 00:01, and the end date is 06/17/2026 at 23:59. The request type is 'REQUEST' and the installation is 'CAMP BOWIE'. The requestor is 'JIMMY SMITH'. Below the details are buttons for 'Submit Request', 'Exit (no save)', 'Save as Template', and 'Copy to New Request'. A table below shows the activity lines for the request.

Action	Number of People	Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Continuous	Air
edit		RES	B STRENGTH	INACTIVE DUTY FOR TRAININ	06/15/2026 00:01	06/17/2026 23:59	<input type="checkbox"/>	<input type="checkbox"/>

Below the table, there are tabs for 'Communications (1)', 'Vehicle (0)', 'Conflict (2)', 'Restriction (0)', 'Support (0)', 'User Fields', 'Documents (0)', and 'History'. The 'Communications' tab is active, showing a memo text entry:

Memo Text	User Name	Memo Date
DRILL IDT IWQ BILLETTS, DFAC, ADMINIS MAIN POC MSG SNUFFY NO LATE FIRE ARRIVING ON START DATE AT 0730 DEPARTING 1100 ON END DATE.	RAMBIKURJ	06/09/2026 11:36 L

- *Strengths for each post:*
 - ABIA – A 1STRENGTH
 - Barker – BKR STRENGTH
 - Bowie – B STRENGTH
 - Maxey – M STRENGTH
 - Swift – S STRENGTH
 - Eagle – EMSTRENGTH
 - Wolters – W STRENGTH
- *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 listed below.*
 - National Guard/ Reserves
 - Inactive Duty for Training (should be your default choice).
 - Annual Training (any training that’s more than 5 days, consecutively).
 - Full Time Training/ Support (FTUS training, AGR, Fed Techs, etc.).
 - Mobilization Support (should not be utilized unless instructed by Range Control).
 - State or Federal Emergency (restricted to Range Control schedulers only).
 - Active components (Title 10)
 - Active Duty
 - Federal Mobilization
 - Federal Demobilization
 - Miscellaneous
 - Other Event (law enforcement, ROTC, State Guard).
 - Type Duty Code Other (RTI, ATRRS, accredited schools).

➤ **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.

➤ 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. If there is a number in parenthesis, you must use that number.
- 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.

Scheduling : Request CUI Accessibility/Section 508 LOCAL

RCNI* NEW Unit* 1-108 AV HHC D 1 (G) Start Date 06/15/2026 00:01 L Sponsor ID 1-108 AVN C (G)

Request Type* REQUEST Priority 3 End Date 06/17/2026 23:59 L POC Person ID* MSG JOE SNUFFY

Installation* CAMP BOWIE Days Until Training 6 Submitted Date POC Phone Number* 123-456-7890

Fire Desk* BOWIE NG/ RESV/ AD/ OTHER NG REQUESTOR NAME JIMMY SMITH POC Email* ME@HOTMAIL.ZZZ

POC 456-789-1230

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

New Earliest Activity Start Date Apply Group Scheduling Filter by Facility: Filter Clear

Edit Column Layout

delete selected | 1 new | 3 new | 5 new

Action	Number of People	Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Continuous	Air
<input type="checkbox"/> COBV facility details	112	RES	B STRENGTH	INACTIVE DUTY FOR TRAININ	06/15/2026 00:01 L	06/17/2026 23:59 L	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> COBV facility details	20	RES	B B3 BIL (20)	BILLETS	06/15/2026 00:01 L	06/17/2026 23:59 L	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> COBV facility details	92	RES	B B7 BIL (92)	BILLETS	06/15/2026 00:01 L	06/17/2026 23:59 L	<input type="checkbox"/>	<input type="checkbox"/>

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

delete selected | 1 new | 3 new | 5 new

Memo Text	User Name	Memo Date
<input type="checkbox"/> DRILL IDT IWQ BILLETS, DFAC, ADMIN MAIN POC MSG SNUFFY NO LATE FIRE ARRIVING ON START DATE AT 0730 DEPARTING 1100 ON END DATE.	RAMBIKURJ	06/09/2026 11:44 L

- 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.

Scheduling - Facility Details

Close

Facility: B 211 BIL Max Allowable People: 190 Fishhole Quantity: Personnel Throughput: Small Arms Firing Point:

Facility Status: ACTIVE Vehicle Throughput: Tank Firing Point Qty: Indirect Firing Point Qty: Facility Acreage:

Fire Desk: BWWF Facility Altitude (MSL Ft.): 524 Maximum Allowable Altitude (MSL Ft.): 2524 Range Clearance/Ordinance Rest Date:

Facility Minimum Submit Days:

Description: 90 PERSON OPEN BAY BARRACKS, HEAT AND AC, WHOLE BUILDING. CAN ACCOMMODATE MALE AND FEMALE, 68/22 SPLIT

Support Facility/Equipment | Standard Events | Standard Weapons | Standard Ammunition | Checklist Items | Operational Times | Documents

Support Resource	Support Resource Description	Quantity
BILLETS	HARD STAND BUILDINGS FOR LIVING ONLY, NOT CLASSROOM OR STORAGE	90

Prerequisite | Limitation | Waiver

Restriction Start Date	Restriction End Date	Event	Description
No data to display			

➤ Administration or Classroom buildings

- 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.
- Admin buildings are used for offices and supply areas. They do have National Guard RCAS internet, plumbing and utilities.
- Classrooms will typically have tables and chairs set up, if not, request from Range Control.
- 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.”
- The admin and classroom total numbers do NOT count towards the strength total.

➤ Dining Facility

- Same as the strength number, this number is NOT included in the strength total as well.
- The DFAC’s can be used as classroom, annotate in the notes or communication box below.
- 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.
- 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.

➤ Ranges, Live Fire and Non-Live Fire

- 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.
- 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.*
- 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.**
- 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.
- 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

Unit* 1-108 AV HHC D 1 (G) Start Date 06/15/2026 00:01 End Date 06/17/2026 23:59 Sponsor ID 1-108 AVN C (G)

Request Type* REQUEST Priority 3 Days Until Training 6 Submitted Date POC Person ID* MSG JOE SNUFFY

Installation* CAMP BOWIE Fire Desk* BOWIE NG/ RESV/ AD/ OTHER: NG REQUESTOR NAME JIMMY SMITH POC Phone Number* 123-456-7890 POC Email* ME@HOTMAIL.ZZZ POC 436-789-1230

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

New Earliest Activity Start Date Apply Group Scheduling Filter by Facility: Filter Clear

delete selected | 1 new | 3 new | 5 new

Action	Number of People	Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Continuous	Air
copy facility details	112	RES	B STRENGTH	INACTIVE DUTY FOR TRAINING	06/15/2026 00:01	06/17/2026 23:59	<input type="checkbox"/>	<input type="checkbox"/>
copy facility details	20	RES	B B3 BIL (20)	BILLETS	06/15/2026 00:01	06/17/2026 23:59	<input type="checkbox"/>	<input type="checkbox"/>
copy facility details	92	RES	B B7 BIL (92)	BILLETS	06/15/2026 00:01	06/17/2026 23:59	<input type="checkbox"/>	<input type="checkbox"/>
copy facility details	20	RES	B B1 ADM	ADMIN ACTIVITIES	06/15/2026 00:01	06/17/2026 23:59	<input type="checkbox"/>	<input type="checkbox"/>
copy facility details	112	RES	B B31A EST II	SIMULATORS	06/15/2026 00:01	06/17/2026 23:59	<input type="checkbox"/>	<input type="checkbox"/>
copy facility details	112	RES	B R IWQ 25 M ZERO	DAY ZERO/QUALIFICATION	06/15/2026 07:30	06/17/2026 17:00	<input type="checkbox"/>	<input type="checkbox"/>
copy facility details	112	RES	B R IWQ 25 M ZERO	DAY ZERO/QUALIFICATION	06/15/2026 07:30	06/17/2026 17:00	<input type="checkbox"/>	<input type="checkbox"/>

Weapon/Ammo* (1) Communications (0) Vehicle (0) Conflict (1) Restriction (0) Support (0) User Fields Documents (0) History

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

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.)
copy	M16/M4 - 210034	AB77	M16/M4	5.56MM, BALL M855A1			TO BE DETERMI

➤ Bivouac

- *The bivouac should be used if soldiers are staying in the field.*
- *Do not use bivouac on a range unless that is the ONLY event tasked.*
- *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).*
- *Bivouac can be used in lieu of billets; the request still requires a Strength. (300 - TA IV = 300 - Strength). See below for codes:*
 - *BIV01 – No Billets Available (No billets, or billets taken away).*
 - *BIV02 – Optional (BIVOUAC by choice).*
 - *BIV03 – Range Use (BIVOUAC by choice).*

➤ Restrictions

- *Some ranges will have a “restriction” applied to them. These are in place for safety reasons.*
- *Units must acknowledge the restriction before submitting the request.*
- *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.*
- *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).*

➤ Communications

- The communications tab, at the bottom of all requests, is the most important tool for the unit scheduler and Range Control.
- The information in the communications tab should cover the following:
 - Name of requestor
 - Dates of event
 - Basic description of activities, i.e. IWQ, SRP, bivouac.
 - IDT/AT/FTUS, AD/FEDMOB
 - 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).
- Communication is a must if there are not any notes the request can be denied. The scheduler will get notice to add notes or be canceled.

The screenshot shows the 'Scheduling: Request' interface. At the top, there's a header with 'Scheduling: Request' and 'CU: Accessibility/Section 508'. Below that, a form contains various fields: 'Unit*' (1-108 AV HHC D 1 (G)), 'Start Date' (06/15/2026 00:01), 'End Date' (06/17/2026 23:59), 'Requester Name' (JIMMY SMITH), and 'POC' information. A table of activities is displayed below the form, with columns for Action, Number of People, Status, Facility/Airspace Subdivision, Event Name, Start Date, End Date, Continuous, and Air. The 'Communications' tab is active, showing a memo text field with the following content: 'DRILL IDT IWQ BILLETTS, DFAC, ADMINIS MAIN POC MSG SNUFFY NO LATE FIRE ARRIVING ON START DATE AT 0730 DEPARTING 1100 ON END DATE.' The User Name is 'RAMBIKURJ' and the Memo Date is '06/09/2026 11:59 L'. A red arrow points to the memo text field.

- Brigade or Battalion level events:
 - 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.
 - The notes must state the company's POC for that activity. I.e. Demo range or ISBC that is separate from the BDE event, will require additional POC information.
 - You MUST follow up with Range Control on who's running the ranges.

➤ Documents

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

➤ Continuous

- *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.*
- *Example: if the time entered was 0730 on the arrival date and 1700 on the departure date:*
 - *With continuous: time will run consecutively from 0730 on day 1 and 1700 on the last day of training.*
 - *Without continuous: the time recorded would be from 0730 to 1700 daily and will not run consecutively.*
 - *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).*
- *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

20. 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.

The screenshot shows the RFMSS (Range Facility Management Support System) interface. At the top, there is a navigation bar with 'Home', 'Scheduling', 'Operations', 'Administration', 'Reports', and 'Library'. The 'Scheduling' tab is active, and the page title is 'Request Processing'. Below the navigation bar, there are search filters for 'All Activities', 'My Activities', and 'My Activities Having New Status Since'. The 'From Date' is set to 09/20/2024 00:00 and the 'To Date' is 03/19/2025 23:59. The 'Installation' is set to 'CAMP SWIFT'. There are also fields for 'Unit', 'Fire Desk', 'Event', 'Status', and 'Facility Group', each with a search icon. A 'Refresh' button is located to the right of these fields. Below the filters, there are dropdown menus for 'Set Status...', 'Set/Remove Condition...', and 'Modify Activity...', along with a 'New Request' button and a checkbox for 'Apply change to all (activities on the same request)'. The main part of the interface is a table with the following columns: Select, RCNI, Unit, Fire Desk, Status, Facility/Airspace Subdivision, Number of People, Event Name, Start Date, and End Date. The table contains 14 rows of data, with the first row having RCNI 157005 and Unit 136 RTI 2 BN (UMO). The last row has RCNI 157078 and Unit TXSG OCS. At the bottom of the table, there is a pagination control showing 'Page 1 of 27 (1341 items)' and a set of navigation buttons.

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	S_U_B123_UMO	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	S_STRENGTH	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	S_TB212_UMO	20	BILLETS	09/08/2024 00:30 L	09/20/2024 23:59 L
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	S_R_AIR_ASLT_CQN	175	OBSTACLE COURSE	09/18/2024 00:30 L	09/22/2024 23:59 L
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	S_B312_BIL(12)_TA2	10	BILLETS	09/18/2024 00:30 L	09/22/2024 23:59 L
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	S_B313_BIL(12)_TA2	10	BILLETS	09/18/2024 00:30 L	09/22/2024 23:59 L
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	S_B316_BIL(12)_TA2	10	BILLETS	09/18/2024 00:30 L	09/22/2024 23:59 L
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	S_B317_BIL(12)_TA2	10	BILLETS	09/18/2024 00:30 L	09/22/2024 23:59 L
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	S_B318_BIL(12)_TA2	10	BILLETS	09/18/2024 00:30 L	09/22/2024 23:59 L
<input type="checkbox"/>	157078	TXSG OCS	SWIFT	RES	S_B319_BIL(12)_TA2	10	BILLETS	09/18/2024 00:30 L	09/22/2024 23:59 L

ARRM Units

21. ARRMS

- Army Range Requirement Model is a system that tracks the unit's usage through a FY analysis. The usage gets tracked by UIC and will be used for future data.
- ARRM performs an analysis of range throughput by processing various factors that drive range use and comparing it to the reported range capacity. The factors that drive the range requirements are:
 - *The Army Campaign Plan*
 - *Unit stationing, as documented by the Army Stationing Installation Plan*
 - *Unit weapons authorizations*
 - *Training doctrine, as documented in the relevant TRADOC circulars*
 - *Live-fire training strategy, as approved by the Standards in Training Commission (STRAC)*
 - *Institutional training strategy, as captured in TRADOC Programs of Instruction (POIs)*
 - *Non-tenant training loads, caused by RC units that habitually train at a given installation.*
- The ARRM data will be used by Range Control to see if a unit is aligned with one of the TXARNG posts.
- If your non-Guard unit is aligned with a post belonging to the TXARNG, according to the ARRM data from small arms to field training maneuvers, then the unit may not have to pay for those ranges or training areas. The units will have to pay for housing (beds, classrooms, DFAC, administration buildings, etc.) See ARRM data for more details on specific ranges and training areas: [SRP Website](#).
- All non-Guard units will have to have a Memorandum of Agreement (MOA) with the TXARNG personnel, that includes all events on that request.
- Each unit will submit a request by UIC (at the lowest level) to get properly tracked by ARRM.

SUMMARY

22. Tips to Remember:

- The Unit Scheduler **MUST** log in every 35 days to keep account current.
- A “strength” is required on every request, big or small.
- No more than 1 “strength” per unit, per event of activities.
- 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.
- **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.
- Ranges, TAs, and DFAC should adhere to the “strength” number (strength – 160, ranges – 160). Do not exceed the strength number.
- Admin and classrooms adhere to facility details (10-20 for admins and 50-100 for classrooms).
- 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.”