



DEPARTMENT OF THE ARMY
JOINT BASE GARRISON HEADQUARTERS, JOINT BASE LEWIS-MCCHORD
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JOINT BASE LEWIS-MCCHORD, WA 98433-9500

IMLM-PLT-S

19 March 2019

MEMORANDUM FOR Record

SUBJECT: JBLM Troop School Unit Scheduling and Use of Facilities

1. References.
 - a. AR 5-9 Area Support Responsibilities
 - b. AR 350-1 Army Training and Leader Development
 - c. AR 735-5 Policies and Procedures for Property Accountability
2. Intent. Provide procedures for personnel or activities who request to utilize JBLM Troop School Facilities and Equipment.
3. Scope. This policy applies to all users of the JBLM Troop School.
4. General. Hours of operation are Monday through Friday 0730-1630.
5. Operations outside of normal hours requires overtime scheduling and unit funding for personnel to have the Troop School open and available to conduct training.
6. Procedures. Scheduling of Troop School classrooms can be done in person or via email. Completed requests must be received one month in advance of training.
 - a. Units sponsoring training by trainers outside their organization must have a unit representative onsite to meet the trainer.
 - b. Units are responsible for ensuring all policies and rules are enforced.
 - c. Unit representatives must be present and are responsible for classroom and equipment inspection at the end of training.
7. Any loss or damage other than fair wear and tear to classrooms, equipment and training devices require a damage statement IAW AR 735-5 and will require reimbursement by DD Form 362, Statement of Charges/Cash Collection Voucher.
8. Users are required to adopt and conform to the following procedures:
 - a. Unit instructors will inventory classroom contents and sign for keys to the classroom and its contents.

- b. Unit instructors are responsible for safe keeping of all equipment, furniture and training aids within the classroom.
 - c. Unit instructors must immediately report any damage to furniture, equipment and training aids to Troop School facility management personnel.
 - d. Unit instructors will ensure all tables, chairs, and equipment are put back in place at the end of each day; chairs pushed in, computers restarted and left on with lids open.
 - e. Unit instructors will ensure doors are not propped open and locks are not blocked.
 - f. Unit instructors will ensure classroom windows and doors are locked prior to leaving each day.
 - g. No food or drinks of any kind are allowed near computers. Food and drinks may be placed on tables at the back of the classroom. Unit instructors are responsible for enforcing this rule. Personnel who do not comply will be required to leave.
 - h. No tobacco use is allowed in classrooms. Unit instructors are responsible for enforcing this rule. Personnel who do not comply will be required to leave.
 - i. Unit instructors will not remove or allow removal of any contents from classrooms without approval of Troop School facility management personnel.
 - j. Unit instructors will remove all trash and place it in the dumpster outside the facility. Classroom trash will not be placed in hallway trash cans or outside entrance doors.
 - k. Unit instructors will ensure all recyclables are placed in recyclable containers outside the facility.
9. For more information contact the Chief, Training Support Branch at (253) 477-4096 or ITB Group Mailbox (usarmy.jblm.imcom.mbx.dptms-itb@mail.mil).

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