



DEPARTMENT OF THE ARMY  
JOINT BASE GARRISON HEADQUARTERS, JOINT BASE LEWIS-MCCHORD  
1010 LIGGETT AVENUE, BOX 339500, MAIL STOP 1AA  
JOINT BASE LEWIS-MCCHORD, WA 98433-9500

IMLM-PLT-S

19 March 2019

MEMORANDUM FOR Record

SUBJECT: JBLM Troop School Unit Supported Overtime Hours

1. References.
  - a. AR 5-9 Area Support Responsibilities
  - b. R 350-1 Army Training and Leader Development
2. Intent. This policy details JBLM Troop School policy on unit supported overtime to accomplish missions outside of normal Troop School hours.
3. Scope. This policy applies to all users of JBLM Troop School.
4. General. Hours of operation are Monday through Friday 0730-1630.
5. Units requiring facility use outside of normal duty hours will request overtime support from Training Support Branch (TSB) personnel and provide unit funding to pay the overtime requirements.
6. Procedures. To facilitate scheduling of personnel, Troop School requires all of the following tasks completed a minimum of 30 days in advance of training:
  - a. Written notice of intent to conduct training outside of published hours. Send email or hard copy request to the TSB Chief at [edward.a.wood.civ@mail.mil](mailto:edward.a.wood.civ@mail.mil) and the TSB Group Mailbox [usarmy.jblm.imcom.mbx.dptms-itb@mail.mil](mailto:usarmy.jblm.imcom.mbx.dptms-itb@mail.mil).
  - b. JBLM Troop School will reply with a written cost estimate to support the training.
  - c. Unit must coordinate payment with the DPTMS Budget Analyst, Mr. Guy Lovely ([guy.w.lovely.civ@mail.mil](mailto:guy.w.lovely.civ@mail.mil)) or at 253-967-2951.
7. Point of Contact (POC) is the undersigned at 253-477-4096 or [edward.a.wood.civ@mail.mil](mailto:edward.a.wood.civ@mail.mil).

EDWARD A. WOOD  
Chief, Training Support Branch  
Joint Base Lewis-McChord