



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE  
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FORT LEONARD WOOD, MISSOURI 65473-8300

ATZT-CS

04 JUN 2020

MEMORANDUM FOR SEE DISTRIBUTION

Subject: Memorandum of Instruction (MOI), Maneuver Support Center of Excellence (MSCoE) Fort Leonard Range Maintenance Responsibilities

1. Purpose. To establish Range maintenance responsibilities for Fort Leonard Wood Ranges and Training Areas.

2. References.

a. Army Regulation 210-20, Real Property Master Planning for Army Installations, 16 May 2005.

b. Army Regulation 350-19, The Army Sustainable Range Program, 30 August 2005.

c. Army Regulation 420-1, Army Facilities Management, 12 February 2008.

d. Department of the Army Pamphlet 350-38, Standards in Weapons Training, 26 September 2019.

e. Training Circular 25-1, Training Land, 15 March 2004.

f. Training Circular 25-8, Training Ranges July 2016.

g. Installation Management Command Common Levels of Support (CLS) FY 16 Configuration v3.2, Undated.

h. Fort Leonard Wood Regulation 210-14, Ranges, Training Areas, and Training Facilities, 21 November 2017.

i. DPTMS Fort Leonard Wood Range Operations Catalog, Undated.

3. Scope. This document covers individual unit, directorate, and organizational responsibilities for range maintenance tasks associated with Fort Leonard Wood Ranges and Training areas. Defining the responsibilities for maintenance will allow for funding projections against mission sets. Due to constraints, the entity responsible may not be the entity actually performing the maintenance effort as annotated.

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4. **Applicability.** This MOI applies to all organizations and Units assigned and attached to Fort Leonard Wood and the Manuever Support Center of Excellence (MSCoE). This includes United States Army Reserve units, National Guard units, Marine Corps, Navy, Air Force, Coast Guard, and Homeland Defense units/ organizations conducting training on Fort Leonard Wood.

5. **Renewal.** This Memorandum will be reviewed in its entirety annually not later than May to correspond with the Planning, Programming, Budgeting, and Execution (PPBE) frame work in the Program Objective Memorandum (POM) cycle specifically in advance of the Management Decision Execution Package (MDEP) validation timeframe.

6. **Commander Roles and Responsibilities.** It is the responsibility of each organization to ensure our installation resources are managed and cared for in a responsible manner with a goal of maintaining our ranges and training areas to maximize the capability, availability, and accessibility of ranges and training lands to support doctrinal requirements, mobilization, and deployments under normal and surge conditions.

a. The Senior Commander will (IAW AR 350-19) develop, establish, and prioritize the Range and Training Land Program and Integrated Training Area Management (ITAM) Program requirements for ranges and training land to include range operations, safety requirements, and land management needed to support mission readiness and the mission essential task list (METL).

b. The Garrison Commander will (IAW AR 250-19):

(1) Increase the doctrinal capability of ranges and training land to meet the urgent needs of the senior mission commander.

(2) Provide standard Base Operations (BASOPS) services in support of the Sustainable Range Program including resources for environmental, facilities management, and Enterprise

Information System, Range Facility Management Support System, Geographic Information System (GIS), and the ITAM Regional Support Center GIS Repository.

(3) Fund Commercial Off The Shelf (COTS) maintenance of mowing equipment for Fort Leonard Wood units conducting grass mowing operations on numbered ranges.

c. Unit and organizational leadership at all levels will ensure maintenance of all

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range and training areas to ensure support to mission readiness and the METL.

7. Range Maintenance responsibilities.

a. Upon signing in, range cadre will be designated as responsible for each range and training area and the general maintenance responsibilities which include grass mowing and police call. Range cadre responsibilities include day-to-day maintenance of the range or training area such as housekeeping, cutting and trimming within 50 feet of all buildings (see attached diagrams.), and general police calls. Range cadre will be responsible to properly identify to Range Maintenance any required preventive maintenance, repairs, or new construction of the real property facilities located on the range or training area. Range cadre will be responsible for vegetation removal to ensure adequate line of sight visibility to the targets in order to maintain 90% silhouette visibility from the firing position. Range cadre will ensure target coffins are generally free of debris and grass. Range cadre assigned areas include a distance of 50 feet behind the firing line and around all buildings on the range. Behind the firing line is defined as the area opposite the direction of target arrays and firing direction. Range cadre will request mowing to DPW when the grass exceeds 18 inches in height in the area between the range and FLW 1 roadway, over 8 inches on the range proper, or over 18 inches in the admin areas exclusive of the 50 foot buffer around buildings. Range cadre include the occupying unit's personnel as well as Combat Training Company (CTC) personnel permanently assigned to provide range operations functions on small arms ranges.

(1) The responsible unit for each range/training area will remove and dispose of debris. Place major emphasis on areas of heavy use, for example - firing points, bivouac areas, feeding areas, and major range roads.

(2) Report any area not properly policed to Range Operations. Range Operations will contact the last using unit and determine responsibility for policing the area.

(3) Anyone finding lost or abandoned government property on ranges or range roads will secure the property and turn it in to their unit Property Book Officer.

(4) Upon completion of training, the using unit will conduct a thorough police call of the range/training area ensuring that no debris is left in the area and that any soil excavations are filled with dirt and leveled. Report destroyed, damaged, or missing

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firing point markers to Range Operations. Units are responsible for police calls within a 200 meter radius of their occupied training area.

(5) Range details are not released from their respective ranges until the Non Commissioned Officer in Charge (NCOIC) of the range inspects their work and formally releases them.

b. Range Maintenance Division will conduct downrange mowing. Downrange is defined as the area from the firing line in the direction of target arrays and direction of fire. Mowing downrange is restricted to the target engagement areas (line-of-sight to targetry) on all live-fire and demolition ranges. The creation of "No-Mow" zones (green strips) on live-fire and demolition ranges is an effective method for sediment control. Areas that do not impede line-of-sight to targetry or pose a valid risk to personnel or property will not be mowed.

c. Range Operations will establish the "No-Mow" (green strips) locations. Range Operations ITAM section will maintain the identified location in the FLW GIS/CAD database and will update the data as required.

d. Directorate of Public Works (DPW) will, in accordance with the Common Levels of Support, be responsible for mowing on ranges as part of the installation's overall grounds maintenance. DPW will receive requests from range cadre to mow when the grass exceeds 18 inches in height in the area between the range and FLW 1 roadway, over 8 inches on the range proper; or over 18 inches in the admin areas exclusive of the 50 foot buffer around buildings.

8. Material Replacement. Range maintenance will fabricate or replace fighting position covers, firing line support materials, target frames, ammunition separators, picnic tables, and weapons racks as funds and personnel are available. These items may be funded on a reimbursable basis. All unserviceable target frames and targets will be taken to Range 7 for disposal. All tornado shelters will be serviced by the range cadre unless determined to be unservicable. Once determined to be unservicable, the shelter will be removed from the range and not replaced. No additional funds will be provided to maintain the tornado shelters.

9. Range Projects (New or Upgrades). Ranges and training areas are installation assets. All requests for troop projects or new projects on ranges and training areas that involve construction, land disturbance, or modification to existing roads/structures must be reviewed and approved by Range Operations prior to the start of the project. All

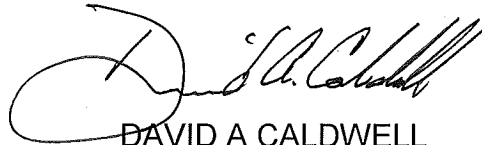
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requests for troop projects or new projects on ranges must include a support plan/long term maintenance plan for that improvement. Units must prepare a FLW Form 388-E outlining the project and submit to Range Operations. Once approved by the Range Officer, the unit prepares a DA Form 4283, attaches the approved FLW Form 388-E and submits to DPW. DPW will not process work orders that do not have the FLW Form 388-E attached. DPW is the proponent for all Troop Construction on the installation.

10. The proponent for this MOI is the DPTMS, at telephone: (573) 563-4038; and MSCoE G-3 at (573) 563-6195.

Encl:  
Range Maintenance Responsibilities



DAVID A CALDWELL  
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