

**BY ORDER OF THE COMMANDER
TINKER AIR FORCE BASE**

**TINKER AIR FORCE BASE
INSTRUCTION 32-9078**



19 SEPTEMBER 2023

Civil Engineering

GLENWOOD TRAINING ANNEX

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 72 ABW/IGI

Certified by: 72ABW/IG
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Supersedes: TINKERAFBI32-9078, 24 March 2021

Pages: 13

This instruction implements Air Force Instruction (AFI) 32-9002, Management of Real Property. This publication provides guidance on the process for requesting use of the Glenwood Training Annex (GTA) for official, unofficial purposes and establishes procedures and defines responsibilities for the administration of the GTA. The 72d Air Base Wing Inspector General (72 ABW/IGI) manages the GTA and has the responsibility to provide comprehensive guidance for the request for usage, operational guidelines, and specific restrictions to be observed for all users of the GTA. It applies to all organizations and individuals requesting use of the GTA, including Air Force Reserve Command (AFRC) and the Air National Guard (ANG) units. Ensure that all records created because of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, Recommendation for Change of Publication; route DAF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, and T-3”) number following the compliance statement. See DAFI 90-160, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items” publications.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include changing certifying official and forms access website address.

1. Roles and Responsibilities.

1.1. The 72 ABW/IGI personnel manage the GTA. All official/unofficial requests to schedule the use of GTA shall be made by sending the completed forms listed below to the ig.exercise@us.af.mil . (T-3) The type of request will be determined by 72 ABW/IGI personnel and availability dates will be checked on the GTA calendar. Official training requests take priority over unofficial requests. Unofficial requests and will be ranked by date of request for priority of usage. Note: Official requests must come from personnel that are 18 years of age, a US Military member, DoD Civilian employee or contractor with a Common Access Card (CAC). Unofficial requests (e.g. boy scouts, JROTC etc.) must have a sponsor that can meet the requirements listed in the Tinker Air Force Base Plan 31-101 Integrated Defense Plan, TAB A TO APPENDIX 28 TO ANNEX C. One of these listed sponsors will have access to the TAFB Plan 31-101 reference listed on the 72 ABW/XP Plans and Programs Homepage. It is the sponsor's responsibility to reference this requirement prior to submitting a GTA request. The sponsor for unofficial requests is responsible for accessing, completing and submitting the forms for GTA usage for all parties involved.

1.2. All forms can be accessed at the following website: Glenwood Forms

1.2.1. Glenwood Training Annex User Agreement.

1.2.2. Operational Risk Management (ORM) Assessment Form.

1.2.3. Release from Liability Forms (only for unofficial requests).

1.2.4. Once all forms are completed, the requesting personnel/agency will submit them to 72ABW/IGI personnel for review. Send requests electronically to 72 ABW/IGI Workflow (IG.Exercise@us.af.mil) or drop them off with 72 ABW/IGI in Bldg. 1, Rm 118. Forms with discrepancies will be returned to the requesting personnel/agency for correction. Once the review is complete, 72 ABW/IGI personnel will maintain the official request forms, arrange a GTA orientation tour and grant access. For unofficial requests, all completed forms will be sent by 72ABW/IGI personnel to the following base agencies for review (T-3):

1.3. The 72d Operations Support Squadron (72 OSS).

1.3.1. The 72d Air Base Wing Safety (72 ABW/SE).

1.3.2. The 72d Security Forces Squadron (72 SFS).

1.3.3. The 72d Air Base Wing Civil Engineering Directorate (72 ABW/CE).

1.3.4. The 72d Air Base Wing Staff Judge Advocate (72 ABW/JA).

1.4. Once unofficial requests have been reviewed and approved by the above listed agencies, 72 ABW/IGI personnel will forward the staff package to 72 ABW/CC, 72 ABW/CV, 72 ABW/CR or the 72 MSG/CC for approval or denial. Once 72 ABW senior leadership has decided, 72 ABW/IGI will inform the requesting personnel/agency of the decision.

1.5. After a request is approved, 72 ABW/IGI personnel will issue keys to the GTA on an AF Form 1297 Temporary Issue Receipt, inform the 72 SFS Emergency Communication Center (ECC) at 734-3737 and 72 CEF at 734-3964 that authorized personnel will be utilizing the GTA on the date requested. In addition, 72 ABW/IGI will conduct a safety briefing about GTA usage with the using personnel/agency before access to the GTA is granted (T-3).

1.6. Entrance gates will be secured by the visiting unit personnel at the end of the training/usage day, and they will ensure all personnel have exited the GTA before securing.

1.7. After the event is completed the requesting personnel/agency will return the GTA keys to the 72 ABW/IGI office and complete a joint inspection of the GTA. The requesting personnel/agency are/is responsible to correct any discrepancies found during this joint inspection. 72 ABW/IGI personnel will inspect all training areas and ensure the following is accomplished:

1.7.1. Conduct a thorough cleaning of the entire area, by following the Bldg. Check Sheet posted at exits.

1.7.2. Remove all garbage, trash, and other debris from the field and dispose of it in dumpsters or at the home unit.

1.7.3. Fill in all fighting positions (below ground) and restore them and the area to its original condition (if authorized by digging permit).

1.7.4. Remove all forms of wire, cord or rope from training areas before leaving site.

1.7.5. Remove and disassemble all fighting positions (above ground), relocate all barriers to their original positions in the training area, and open all roads and trails.

1.7.6. Clean restroom/shower facilities, tents, or other facilities after each use.

1.7.6.1. Sweep the affected training area for expended blank ammunition, if utilized. NOTE: The requesting personnel/agency's POC will be held responsible for the cleanup and clearing of their areas. If the area is considered unacceptable, that POC will be notified and asked to return to the training area for proper clean up. Suggest the user not release their personnel prior to an initial inspection of the site(s) by the unit's lead person. (T-3)

2. Munitions usage.

2.1. Munitions allowed in the GTA are restricted to 5.56 or 7.62mm blank ammunition. (T- 3). Prior to any movement of munitions or weapons into the GTA, personnel will contact the following:

2.1.1. The 72 ABW/IGI 739-5724/5015

2.1.2. Tinker Fire Department 734-7964

2.1.3. SFS 734-3737

2.2. Use of munitions will be conducted IAW DESR6055.09_AFMAN 91-201 Explosives Safety Standards. The following are the authorized munitions allowed on the GTA (T-3):

Table 1. Munitions Allowed on the GTA.

<u>DODIC</u>	<u>Nomenclature</u>
A080	CTG 5.56mm Blank M200
A075	CTG 5.56mm Blank M200
A111	CTG 7.62mm Blank M82 Linked Bandolier(M240/M260)

2.2.1. All blank ammunition will be issued by unit munitions personnel. An individual will be trained on the weapon system(s) involved in the exercise and be designated by the unit to observe and certify that only blanks ammunition is being loaded into magazines. Belted blank ammo will be removed from the ammo can and verified that each round is in fact a blank.

2.2.2. Blank ammunition will not be fired from any weapon that does not have a blank adapter installed.

2.2.3. Standard weapon safety procedures will be always observed.

2.2.4. All cartridge cases and links will be collected and turned in as munitions residue. NOTE: Sim Munitions (projectile markers), Ground Burst Simulators, Grenade Simulators, Flares, Smoke Grenades, Fireworks or any other Incendiary Devices are specifically prohibited from use or possession while on the grounds of the GTA. (T-3). NOTE: This section does not apply to USDA Wildlife Services, as they require the use and possession of various types of ammunition and pyrotechnics for Bird/Wildlife Aircraft Strike Hazard (BASH) Plan and wildlife control operations within the GTA.

2.3. Munitions Account.

2.3.1. Munitions Account 804IG will be maintained by the 72 ABW/IGI office. Purpose for this account is to forecast for and provided blank ammunition for Readiness Exercise (RE) events at the Glenwood Training Annex (GTA). Only 72 ABW organizations will be provided blank munitions for use in the GTA from Table 2N.1. Only the following munitions will be utilized:

2.3.1.1. Cartridge, 5.56mm, Blank, SAW, Linked

2.3.1.2. Cartridge, 5.56mm, M200, Blank

2.3.1.3. Cartridge, 7.62mm, M82, Blank, Linked

2.3.2. Munitions will be forecasted annually by munitions custodians appointed by 72 ABW/IG.

2.4. Transport, storage and accounting of blank ammunition.

2.4.1. Munitions will be transported using a government vehicle only.

2.4.1.1. Government Vehicle will be reserved through 72 LRS Transportation NLT 14 days prior to required munitions movement.

2.4.1.2. Vehicle will be placard with 1.4S hazard label during transport of munitions.

2.4.1.3. Vehicle will have a minimum two 10# fire extinguisher onboard.

2.4.1.4. 72ABW/IGI will develop and distribute an approved Entry Authority Listing (EAL) of personnel authorized to pick up and drop off blank munitions to Bldg. 1036, 72 SFS Armory.

2.4.1.5. 72ABW/IGI personnel will withdraw munitions from 72 LRS/LGRMSP Bldg. 3812 prior to the exercise and 72 SFS Active-Duty personnel will transport to Bldg. 1036 72 SFS Armory for interim storage. 72 SFS Active-Duty personnel will be required for transport of blank munition on and off the installation.

2.4.1.6. While in storage in Bldg. 1036, munitions will be secured in boxes and sealed with numbered tamper proof seals. If seals are broken all ammunition will be verified and accounted for to ensure no live rounds have been introduced.

2.4.1.7. Seal numbers will be recorded and verified by 72 ABW/IGI prior to withdrawal of any munitions prior to transport to GTA.

2.4.1.8. Any evidence of tampering will require a complete re-inspection of every round to ensure live rounds have not been intermixed with blanks.

2.4.1.9. Upon initial issue and at the end of each day, the approximate number of rounds will be recorded on the 72 ABW/IGI log along with the tamper proof seal number of the day.

2.4.1.10. Once the RE is completed in the GTA, 72 ABW/IGI personnel will transport any unspent munitions from Bldg. 1036 to 72 LRS Munitions storage on the first following duty day. Unspent munitions will be placed back into circulation for the next RE event.

2.5. Munitions issue and use at GTA during RE exercises.

2.5.1. On transition day 72 SFS RE personnel will be distributed a basic load of blank munitions for the duration of the RE. 72 SFS Wing Inspection Team (WIT) personnel will verify ONLY blank munitions are distributed to Security Force (SF) personnel.

2.5.1.1. Once munitions are verified SF squad leaders will distribute munitions to their personnel for loading operations (loading bulk ammunition into provided magazines).

2.5.1.2. Once loading operations are completed M4 loaded magazines and linked munitions will be sealed in ammo cans and transported back to Bldg. 1036 for storage.

2.5.1.3. Before daily RE operations 72 ABW/IGI personnel will withdraw munitions from Bldg. 1036

2.5.1.4. 72ABW/IGI will distribute munitions to 72 SFS WIT personnel at GTA. 72 SFS WIT and deployed squad leaders shall distribute munitions in the field.

2.5.1.5. At the end of the day's events 72 ABW/IGI and 72 SFS WIT personnel will ensure all unspent munitions are placed in the ammo can(s) and sealed. Sealed munitions will be transported to Bldg. 1036 for storage.

2.6. Weapons issue/security.

2.6.1. 72SFS RE personnel will issue in weapons used during the RE at Bldg. 1036, real world weapons shall not be stored at GTA.

2.6.1.1. Empty magazines and Blank Firing Adapters (BFA) will be supplied by 72 SFS for use during RE events.

2.6.1.2. Once weapons are cleared 72 SFS WIT personnel will issue yellow BFA at Bldg. 1036 for mounting on all weapons to be used during the RE.

2.6.1.3. At the end of daily RE events SF personnel will return to Bldg. 1036 for clearing and turn in of issued weapons. This will be supervised by assigned squad leaders.

2.6.1.4. 72SFS WIT personnel will be issued a M18 with a basic load of live ammo for weapons security while Class IV weapons at in the GTA. These personnel will be identified by a red vest for live ammunition and will not be in chemical ensembles.

2.7. Weapons Safety.

2.7.1. All weapons to be loaded with blank ammunition will have Blank Firing Adaptor installed prior to munitions issue.

2.7.1.1. Random checks of BFA installation and munitions loads to include carried spare magazines will be conducted throughout each day blank ammunition is present at GTA by WIT and IGI personnel.

2.7.1.2. If at any time any live weapon is discovered to not have a yellow BFA on the weapons barrel, all weapons related exercise activity will immediately stop.

2.7.1.3. A weapons qualified WIT member will ensure the weapon is cleared at an authorized clearing barrel (Building 38 or CCA).

2.7.1.4. Once rendered safe and clear, a BFA will be installed on the weapon and operations may resume.

3. Safety, Environmental and Right of Way Access.

3.1. 72ABW/IGI personnel are authorized immediate access to all unit locations within the training areas at any time. 72 ABW/IGI personnel will not interfere with training unless an unsafe act is observed or an emergency arises.

3.2. No alcoholic beverages are permitted in the GTA.

3.3. If a suspicious package is discovered:

3.3.1. DO NOT touch, move, or transmit over the radio near the suspicious package in any way.

3.3.2. If safe to do so, mark the area with available materials without disturbing the suspicious package.

3.3.3. Notify 911 and 72 SFS ECC at (405) 734-3737. Provide whatever information you have regarding the suspicious package (size, shape, color, location, method of marking, etc.).

3.3.4. Alert 72 ABW/IGI personnel immediately and provide whatever information you have regarding the suspicious package (size, shape, color, location, method of marking, etc.).

3.4. Privately Owned Vehicles are restricted from the field training areas except in the following situations:

3.4.1. Civilian personnel or contractors conducting official business with a legitimate need to access. (T-3).

3.4.2. 72 ABW/IGI personnel may grant exceptions to this policy in rare circumstances. The speed limit on all roads is 15 mph during daylight and 5 mph during hours of darkness. During hours of darkness all vehicles in the GTA are restricted from listening to music. Driving off the paved surfaces at any time without a spotter is strictly forbidden. You must coordinate the blocking of roads through 72 ABW/IGI personnel. The outer perimeter roads/trails are to always remain open. The leaving unit/personnel must remove all barriers upon completion of training. 72 ABW/IGI personnel must be made aware of all accidents or reportable injuries that occur within GTA.

3.5. Environmental protection and conservation are the responsibilities of all personnel using GTA. The requesting unit/organization leadership must ensure no deliberate or excessive destruction of natural or cultural resources occurs during training exercises. No hunting or harassing of wildlife is allowed within the GTA. Any wildlife encountered should be left alone in an undisturbed nature. Cornering or trying to capture wildlife of any type may result in injury or harm to personnel and wildlife being encountered. In addition, State and Federal laws specify fines and jail time for harming wildlife. GTA supports several wildlife species, some of which are protected under Federal or State laws. Some species you may see:

3.5.1. Mammals (i.e., Rodents, White-tailed deer, coyotes, raccoons).

3.5.2. Migratory Birds (i.e., owls, hawks, wild turkey and song/grassland birds).

3.5.3. Reptiles (i.e., Snakes, Turtles, lizards (Texas horned lizard is a State-protected Sensitive Species)).

3.5.4. Amphibians (i.e., frogs and toads).

3.5.5. Feral dogs or cats.

3.5.6. Additional and more detailed information regarding natural resources can be found in the Base's Integrated Natural Resources Management Plan (INRMP).

3.5.6.1. Snakes - the only venomous snake that could occur in the area is the copperhead; however, none have been confirmed on the site.

3.5.6.2. If Texas horned lizards are encountered do not disturb and report to 72 ABW/CEIEC (405) 739-7065 or 739-7074. The horned lizard informational flier (Atch 6) will be included as information provided to users. Note: Individuals shall not handle live/dead wildlife, eggs, nests, antlers, etc. Dead wildlife shall be reported to the base pest management shop through the base Service Call Desk (734-3117). Do not feed any wild animals. If an animal bites or scratches you, seek medical assistance immediately. Insects (e.g., wasps, bees, hornets, ants) and arachnids (e.g., brown recluse spiders, black widow spiders, scorpions, and ticks) are also prevalent in the GTA. Ensure you check your person for ticks after GTA activity and after showering.

- No cutting of vegetation is allowed without permission from 72 ABW/CE and 72 ABW/IGI personnel. (T-3). Live and standing dead trees shall not be felled without advance approval through the user agreement. The use of existing or fallen trees for cover is allowed. Hand digging or earth excavation requires written approval from 72 ABW/CE and 72 ABW/IGI personnel. The request will include type and geographic location of excavation with time and duration to be used.
- 3.6. With the exception of authorized prescribed fires by the Tinker natural resources function and Air Force Wildland Fire Center, there are no fires allowed at any time at the GTA. If a fire starts, contact the Tinker Fire Department by dialing 9-1-1 with the location, direction of travel, estimated size, speed, and type (grass, wood).
- 3.7. Petroleum, oil, and lubricants distribution from mobile units is an activity that has the potential of posing environmental concerns. Therefore, the proposed location of distribution points should be coordinated with 72 ABW/IGI personnel. Units shall be familiar with and utilize appropriate spill control procedures.
- 3.8. Long term storage of government or civilian property within GTA is NOT allowed. Immediately report loss or damage to stored property to 72 ABW/IGI personnel.
- 3.9. Emergency requests for medical evacuation, law enforcement or fire department support will be made by using 9-1-1. Inform the dispatcher that you are located in the GTA, Tinker AFB. All emergency vehicles will require an escort to be present at the main gate to guide them to the emergency. ATTENTION: An Automated External Defibrillator unit is located in Bldg. 39.
- 3.10. The safety and welfare of all personnel are of primary consideration in planning and executing any scenario. Everyone engaged in the training exercise must make every effort possible to minimize the risks and hazards inherent to this type of training. Infraction of these rules will result in being removed from the exercise. Depending on the seriousness of the offense, disciplinary action may be requested as well.
- 3.11. If unauthorized personnel are detected in the GTA, contact the ECC at (405) 734-3737 or 734-2000 and inform them of the situation. During duty hours (0730-1630) also contact 72 ABW/IGI office and inform them of the situation.
- 3.12. Personal weapons are prohibited in the GTA.
- 3.13. Tripping, falling, and entanglement hazards are strewn throughout the GTA. If you walk off the established roadways ensure you can see where you are walking as concertina wire, grounding rods and old house foundations are just some of those hazards.

ABIGAIL L.W. RUSCETTA, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-9002, *Management of Real Property*, 17 December 2020

AFI 33-322, *Management of Records*, 22 March 2020 TAFB Plan 31-101, Integrated Defense Plan, September 2019

Adopted Forms

DAF Form 673 *Publication/Form Action Request*

AF Form 1297, *Temporary Issue Receipt*

Abbreviations and Acronyms

AFB—Air Force Base

AFBI—Air Force Base Instruction **ABW**—Air Base Wing

CE—Civil Engineers

ECC—Emergency Communications Center **FOB**—Forward Operating Base

GTA—Glenwood Training Annex

IGI—Inspector General Inspections

OSS—Operational Support Squadron **POC**—Point of Contact

JA—Staff Judge Advocate **SE**—Safety Office

SFS—Security Forces Squadron

Terms

Suspicious Package—Is any item that you cannot easily identify by sight and might be deemed inherently dangerous.

Attachment 2

GLENWOOD TRAINING ANNEX MAP

Figure A2.1. Glenwood Training Annex Map.



Attachment 3

PROTECTION OF TEXAS HORNED LIZARD ON GLENWOOD TRAINING ANNEX

Figure A3.1. Protection of Texas Horned Lizard on Glenwood Training Annex.

PROTECTION OF TEXAS HORNED LIZARD ON GLENWOOD TRAINING ANNEX (GTA)

Tinker Air Force Base



What do Texas horned lizards look like?
The Texas horned lizard (above) is a small reptile, ranging in size from $\frac{3}{4}$ to 4 inches long in Oklahoma. It has horn-like projections on its head and spiny scales on its body, legs, and tail. The lizard shown above is outfitted with a radio transmitter used for scientific research purposes.

Are Texas horned lizards protected by law?
Yes, the Texas horned lizard is an Oklahoma state species of concern and is protected by Oklahoma state law. It is unlawful to capture, keep as a pet, or otherwise handle without a state permit.

What do I do if I find a Texas horned lizard?
If a Texas horned lizard is encountered (dead or alive) on the GTA, notify the Tinker Natural Resources office at (405)739-7074 or (405)739-7065 and ensure the lizard is protected so it may be relocated.

As a user of the GTA, what am I required to do prior to commencement of activities to protect the lizard?

1. All participants using the GTA shall be briefed by the leader of the user group (e.g., training leader, scout troop leader, etc.) on the requirements outlined on this sheet and shall become familiar with what a Texas horned lizard looks like prior to beginning activities on the site.
2. If applicable, this horned lizard information sheet shall be posted on the site bulletin/information board or other conspicuous location where it can be viewed by all participants.
3. Holes and trenches can act as pit fall traps for lizards. When possible, at least one side of holes and trenches should be sloped such that lizards have a means of egress and do not become entrapped. Holes and trenches should be visually checked prior to filling to ensure there are no entrapped lizards. If a lizard is found, follow the above notification procedures.

Jan 2014 GTA Version

