



**U.S. Army Defense Ammunition Center Training
Directorate
McAlester, OK**

Reporting Instructions

Index

Welcome	2
Reporting In	3
Schedule	3
Breaks	3
Classroom Conduct	4
Attire	4
Academic Policy	4
Course Critique	5
Leave Policy	5
Telephones	5
Visiting DAC Staff	5
Emergencies	6
Tuition	6
Tuition Schedule	7
Mail	8
Firearms	8
Cameras	8
Quarters	8
Non-Availability Statements	8
Finances	9
Airline Reservations	9
Check Cashing Policy	9
Request for Training Information	9
Fire Drills or Tornadoes	9
Parking and Traffic Regulations	10
Climate	10
Geographical Locations	10
Transportation	10
Directions from Airports	10
Hotel/Motel Accommodations	11
Specific Classroom Requirements	12

Directorate for Training Defense Ammunition Center



Developing Training for the 21st Century

Welcome

The Directorate for Training is committed to providing students with world-class ammunition training in support of Department of Defense (DOD) missions. Through our certified instructional staff, we maintain accurate and up-to-date instruction, covering the entire spectrum of ammunition operations. In addition, you will find a caring, qualified, administrative staff dedicated to providing a valuable learning experience to all students. We encourage you to take full advantage of the expertise within the Training Directorate and are confident that the training you receive will be both professionally and personally rewarding.

Included in this pamphlet are administrative guidelines and other valuable student information that will assist you during your training experience. Please direct any questions concerning information in this pamphlet to the Academic Services Office. You may contact them by phone Monday through Friday (0700-1630) at DSN 956-8967 or Commercially at (918) 420-8967. The Academic Services Office is located in Building 2, Room 106.

UPTON R. SHIMP
Associate Director for Training

Reporting In

Classes at DAC are conducted from 0745 to 1600. All students are required to stop at the Main Gate Pass and ID Office for vehicle registration and issuance of a temporary badge on the first day of class. A government picture ID card will be required. Students will then be directed to report to the building where the class will be held.

Schedule

Our standard schedule is 0745 to 1600 daily with eight academic periods as depicted in the following schedule:

0745-0835	Period 1
0845-0935	Period 2
0945-1035	Period 3
1045-1130	Period 4
1130-1215	Lunch
1215-1305	Period 5
1315-1405	Period 6
1415-1505	Period 7
1515-1600	Period 8

Breaks

Period breaks will be provided throughout the day. At the end of each period break, students should return to their classrooms. Noise levels should be kept to a minimum in hallways to prevent disturbing other classes.

Lunch breaks are 45 minutes in length. Lunch times may vary on a daily basis at the instructor's discretion.

The Landview dining facility is located in Building 2 and serves breakfast, M-TH from 0600 - 0830 and luncheon meals M-F from 1100-1300 hours. A Mobile Lunch Wagon is available throughout the area from 0700 to 1100. Soft drinks, coffee, and snack vending machines are available in Buildings 2 and 4.

Refrigerators and microwaves are available for student use in Building 4.

Instructors may modify lunch and break periods to fit the flow of coursework.

Classroom Conduct

In order to ensure that our classroom facilities are kept clean and appropriate for student use, a no food/drink policy has been implemented for all classrooms. This includes gum, candy, and snacks. Bottled water is allowed provided it has a cover.

Drinks and snacks are allowed in the break areas of Buildings 2, 4, or from the on-base Post Exchange (PX). Snacks will be consumed in the break area of Building 4 or in the break area of Building 2.

The following classroom rules also apply:

- ☐ Empty all containers before throwing them in trashcans.
- ☐ All students are responsible for cleaning up spills.
- ☐ No smoking is permitted in any school building or in front of buildings. The approved smoking area for Building 4 (classroom building) is on the back loading dock area. Use approved butt cans for disposal of cigarette butts.
- ☐ No smokeless tobacco products are permitted in the classrooms.
- ☐ Reading newspapers, magazines, or other unrelated literature is not permitted in classrooms during class time.
- ☐ Do not place feet on the desks.
- ☐ Do not adjust the thermostats.
- ☐ Remove any trash and neatly stack class materials each day after class.

Attire

Students should wear casual business attire. Civilian students are expected to adhere to certain standards of appropriate dress while attending classes, such as open neck sport shirts with slacks for men and a blouse or sweater with slacks or skirts for women.

Flip flops, sweatshirts, tank tops, shorts, and hats are not allowed. Military personnel are not required to wear uniforms to class.

For specific attire or additional items that you may need for a particular class (i.e., safety glasses, steel-toe boots, etc.) please refer to page 11.

Academic Policy

A **75% minimum average** is required to pass all courses. Some courses require a 75% or higher score on each examination. Grades are furnished to home stations via the Army Training Requirements and Resources System (ATRRS). Upon

completion of examinations, please proceed to break room locations or other instructor-designated locations. Do not congregate in classrooms or halls or re-enter classrooms until all students have completed exams.

Course Critique

Each student will be required to complete a course critique and return it to the instructor on the last day of class. Please make constructive and detailed comments for improvements of the course.

Leave Policy

Leave will not be approved except during breaks between courses or for emergency conditions. For emergency leave, obtain instructor concurrence and Academic Services Team approval.

If you are sick and unable to attend class, notify the Academic Services Office by phone at DSN 956-8967 or Commercially at (918) 420-8967 between the hours of 0630 and 0830.

DAC is a tenant of the McAlester Army Ammunition Plant (MCAAP). Located at MCAAP is a small clinic, which conducts a sick call from 0630 to 0730 during duty days. Other than minor medical ailments, all personnel will be referred to medical offices in McAlester, OK.

Emergencies will be handled by qualified Emergency Medical Technicians (EMTs) located at the MCAAP Fire Department.

Telephones

Calls may be made using the phone bank located in the lobby area of Building 4. Calling cards, DSN numbers, or pay phones may be used for long distance calls.

Cell phones with photographic capabilities are prohibited on the installation. Those in violation of this policy will receive administrative actions to include confiscation of the contraband by security officials.

All cell phones will be turned off during class time. **NO CELL PHONES ALLOWED IN CLASSROOM DURING PERIODS OF EXAMINATIONS.**

If you think you may need to be reached during class hours, you may provide your contact with the phone number for the Academic Service Office who will be able to connect you with the call. This number is DSN 956-8967 or Commercial (918) 420-8967.

Staff telephones should not be used without permission from a staff member.

Visiting DAC Staff

Students should not visit instructor office areas in Building 2 or any personnel in Buildings 35 and 405 without either being invited/directed or getting the visit cleared through the Academic Services Team in Room 106 of Building 2.

Emergencies

In the instance of an expected/unexpected late arrival of a class for any reason, the Academic Services Office should be notified by calling DSN 956-8967 or Commercial (918) 420-8967. Incoming calls for students should also be directed to that number. Messages will be posted on the Student Bulletin Boards in the classroom facility. In any case of emergency, you will be called immediately from class.

Tuition

Fees will not be assessed to military personnel or Federal employees. Contractor students will attend training on a space-available basis. An "Authorization for Contractors to Attend Training" ([Download Here](#)) must be signed by a Government Representation and accompany tuition payment. Authorization will be faxed to (918) 420-8184.

A tuition charge of \$100.00 per classroom course will be assessed.

Tuition for web-based courses is \$25.00. The following methods of tuition payment are provided for contractors:

Check: Check should be made payable to U.S. Treasurer and must arrive at DAC prior to the start of classes.

Checks are mailed to:
Defense Ammunition Center
Resources Management Office
ATTN: JMAC-RM
1 C Tree Road Bldg 35
McAlester, OK 74501-9053

Credit Card Payment: You may now pay DAC by credit card. Contractors may use Visa, MasterCard, Discover, or a government-issued purchased card. Please contact the DAC Financial POC's at (918) 420-8910 or 8587, DSN 956-8910 or 956-8587.

Students who fail to make payment arrangements prior to class commencement will not receive a course completion certificate or credit for successfully completing the course until payment is received.

Mail

Personal mail should be addressed to your hotel/motel. Official mail should be addressed as follows:

US Army Defense Ammunition Center
ATTN: JMAC-AS (Name)
1 C Tree Road, Bldg 2
McAlester, OK 74501-9053

Firearms

Under no circumstances are firearms permitted on the installation.

Cameras

Cameras, video cameras, binoculars, or alcohol is not authorized on the installation. Permits for these items may be issued from the Security/Safety Office at their discretion.

Quarters

There are no government quarters available at DAC. Students are responsible for arranging their own housing prior to the scheduled starting time and date of the course they are to attend. For hotel/motel reservations, refer to the listing of facilities in the area on page 10 of this pamphlet.

Non-Availability Statements

A copy of a message from HQDA (DAEN-ZCZ-A), which provides a listing of worldwide Army installations without government quarters and/or dining facilities, will be given to all students in lieu of non-availability of government quarters and/or messing statements.

Due to the non-availability of on-post quarters and mass transit systems, students require personal transportation during their tenure at DAC. Privately owned vehicles (POVs)/rental cars operated at this facility must be registered. A temporary registration decal will be issued upon your arrival unless a DOD sticker from another installation has already been applied to your POV.

Finances

Students should make suitable arrangements prior to departure from their home stations to provide themselves with adequate funds for the TDY period. No local disbursement office is available.

Airline Reservations

The Local Travel Office is a full service travel office. If you need to change your reservations while at DAC, the local office can be reached at DSN 956-6462 or Commercial (918) 420-6462.

Check Cashing Policy

It is recommended that students use traveler's checks, automatic teller machine (ATM) cash cards, or cash, as some of the local banks are reluctant to cash personal checks. There is an ATM located at the Main Gate and at Building 2. There is a credit union on post; however, you must be a member in order to cash checks.

Request for Training Information

Course catalogs and schedules are available on the official DAC website at:

<http://ammoschool.okstate.edu>

All requests for quotas, cancellations, etc., must be obtained by your local training officers.

Fire Drills or Tornadoes

During duty hours a fire and/or fire drill may occur. In the event of such, all persons should evacuate the building in a quick and orderly manner through doors marked "Fire Exit." Go where directed by your instructor and gather with your instructor.

There are tornado shelters in the basement of Buildings 2 and 4. The stairway to the Building 4 shelter is outside the northwest corner of the building. The instructor will show you that entrance during the first break. You are to proceed to the shelter if you hear the tornado siren.

Parking and Traffic Regulations

You may park in areas within stripes along roads east and west of Building 4 or in the parking lot behind MCAAP headquarters, Bldg 1.

Please adhere to the following parking rules:

- ☐ Do not park in reserved parking areas or on the grass.
- ☐ Do not back into parking spaces or pull through so that a vehicle appears to have been backed in.
- ☐ Vehicles must yield to pedestrians in cross walks.
- ☐ Speed limits on post are strictly enforced. Please watch for deer, turkey, and other native wildlife while driving.
- ☐ While entering the installation, reduce speed, turn headlights to dim, and be prepared to stop and present your badge to security personnel.
- ☐ Alternate traffic during busy hours (0630-0730 and 1600-1700).

Climate

The area surrounding DAC has an average summer temperature of 85° F and an average winter temperature of 38° F.

Geographical Location

DAC is located in McAlester, OK. DAC is a tenant activity of MCAAP. We are located six miles south of McAlester, OK, on US Highway 69.

McAlester is 110 miles south of Tulsa, OK; 130 miles southeast of Oklahoma City, OK; and 180 miles north of Dallas-Fort Worth, TX.

Transportation

Airports within 180 miles of DAC are located at Tulsa, OK; Oklahoma City, OK; and Dallas, TX. Rental car agencies are located at the airports.

Directions from Airports

To McAlester from the Tulsa Airport, Tulsa, OK (110 miles):

When departing the Tulsa airport, go east on Highway 11 and exit onto I-244 East. Take I-244 East to I-169 South and follow it to State Route 51 East (the Muskogee/Broken Arrow Turnpike) toward Muskogee. (The toll on the turnpike is \$1.25.) Take the turnpike to State Route 69 South; follow State Route 69 south to McAlester. MCAAP is located approximately 6 miles south of the city of McAlester, OK. The exit for MCAAP is located just prior to entering the town of Savanna, OK.

To McAlester from Oklahoma City, OK (130 miles):

Exit the airport; get on I-240 East. Stay on I-240 East past Tinker Air Force Base,

then take I-40 East. Exit I-40 East at Henryetta and go south on the Indian Nation Turnpike. (The toll on the turnpike is \$2.00.) To reach MCAAP, take the second McAlester exit, (Exit 63, Highway 69 South). Go south on Highway 69 approximately three miles. The MCAAP exit is located just prior to entering the town of Savanna, OK.

Use the first McAlester exit or the second exit (Highway 69 North) to find locations of most lodging and eating establishments in the city of McAlester.

To McAlester from Dallas-Fort Worth, TX (180 miles):

Take State Route 121 East to US Highway 75 North to US Highway 69 North (combination US Highway 69/75 North once you cross the Red River into Oklahoma). Follow US Highway 69 north to McAlester. You will exit US Highway 69 to MCAAP just after passing through the town of Savanna, OK, which is approximately six miles south of the city of McAlester, OK.

Hotel/Motel Accommodations

The following hotel/motel data is based upon correspondence between DAC and the facilities listed. Prices and services should be confirmed when making reservations. Students are reminded of their responsibility to arrange for billeting prior to the scheduled starting time and date of the course they are to attend.

Hotel/Motel	Phone
Lake Front Cottages (MCAAP)	918-420-7484
AmericInn.....	918-426-1300
Candlelight Inn & Suites.....	918-426-4171
Candlewood Suites	918-548-3676
Valley Inn	918-426-5400
Villager Lodge/Motor Inn	918-423-0072
Days Inn/Hiway Inn Express	918-426-5050
Best Western	918-426-0115
American Best Value Inn	918-548-3506
HiWay Inn & Suites	918-423-7170
Holiday Lodge	918-423-1150
Happy Days Motel	918-429-0910
Comfort Inn & Suites	918-302-0001
Economy Inn of McAlester	918-423-6510
Midway Lodge	918-426-4420
Budget Inn	918-423-2640
Motel 6	918-429-0717
Holiday Inn Express	918-423-1118

Specific Classroom Requirements

AMMUNITION DEMILITARIZATION

AMMO-4

Students are required to bring safety shoes, safety glasses, boots, and range work clothing as rainy and muddy working conditions may be encountered for one week of the course.

AMMUNITION FACILITIES

AMMO-5

Students are required to bring safety shoes and clothing suitable for outdoor training conditions.

AMMUNITION SUPPLY

AMMO-13

Students are advised to bring clothing suitable for conducting an inventory operation under actual field conditions.

AMMUNITION SURVEILLANCE APPLICATIONS

AMMO-14

Students are required to bring their own safety shoes, safety glasses and work clothes for the hands-on portions of the course.

CHEMICAL AGENT SAFETY

AMMO-20

Students should bring their respirator card issued from their home installation.

DEFENSE BASIC PRESERVATION AND PACKING

822-F13

Students are required to bring their own safety shoes, safety glasses and work clothes for the hands-on portions of the course.

DEFENSE PACKAGING DESIGN

8B-F16

Students are required to bring their own safety shoes, safety glasses and work clothes for the hands-on portions of the course.

DEFENSE PACKING AND UNITIZATION

8B-F2

Students are required to bring their own safety shoes, safety glasses and work clothes for the hands-on portions of the course.

DEFENSE PRESERVATION AND INTERMEDIATE PACKING

8B-F1

Students are required to bring their own safety shoes, safety glasses and work clothes for the hands-on portions of the course.

ELECTRICAL EXPLOSIVES SAFETY FOR ARMY FACILITIES

AMMO-28

Students should bring appropriate attire and footwear for testing lightning

protection systems in a field environment.

ELECTRICAL EXPLOSIVES SAFETY FOR NAVAL FACILITIES **AMMO-29**

Students should bring appropriate attire for testing lightning protection systems in a field environment.

GUIDED MISSILE SYSTEMS SPECIAL TRAINING **AMMO-39**

Students should bring their own safety shoes which are required during the hands-on portion of training.

LIGHTNING PROTECTION FOR AIR FORCE FACILITIES **AMMO-47**

Students should bring appropriate attire for testing lightning protection systems in a field environment.

PLANNING FOR AMMUNITION MAINTENANCE AND OPERATIONS **AMMO-53**

Students are required to bring their own safety shoes, safety glasses and work clothes.