

Defense Ammunition Center Student Reporting Instructions



Date: 11 Sep 2023

**U.S. Army Defense Ammunition Center
McAlester, Oklahoma**

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Directorate for Training Defense Ammunition Center



WELCOME

The Training Directorate of the Defense Ammunition Center (DAC) is committed to providing students with world-class hazardous materials transportation, surveillance, explosives safety, and packaging training in support of Department of Defense (DOD) missions. Through our certified instructional staff, we maintain technically accurate, relevant, and up-to-date instruction, covering the entire spectrum of ammunition-and explosives safety-related 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.

The phone numbers for the DAC Academic Services office are 918-420-8489/8707 (DSN 956-8489/8707). Please direct questions concerning information in this document to the Academic Services Office.

ADMISSIONS

Admission to a course conducted at McAlester, OK, is by nomination from the prospective student's command via the Army Training Resources and Requirements System (ATRRS). Reservations must be posted to ATRRS NLT 46 days prior to the class start date. ATRRS will allow reservations to any agency with quotas on a first-come first-serve basis. Students without quotas will be placed on a wait list and notified by ATRRS if they receive a reservation. The approval authority for school attendance resides with your Training Officer.

A complete organization mailing address and student's e-mail address must be entered in ATRRS so that reporting instructions can be sent to the student.

It is the responsibility of the Training Officer to ensure that each nominee meets course prerequisites. Should a student who does not meet course prerequisites arrive for a class, the school will terminate training and the student will return to their home station.

REQUEST FOR TRAINING INFORMATION

DAC Academic Services Office / DAC Registrars: 918-420-8489/8707 (DSN 956-8489/8707).

The Course Catalog and schedules are online at the DAC Training website: <http://www.dactces.org>

All requests for quotas (reservations), cancellations, etc., must be coordinated by the student's Training Officer.

GEOGRAPHICAL LOCATION

DAC is located on the McAlester Army Ammunition Plant (MCAAP) six miles south of McAlester, OK, on US Highway 69. McAlester is 110 miles south of Tulsa, OK; 130 miles east of Oklahoma City, OK; and 180 miles north of Dallas-Fort Worth, TX.

TRAVEL, MEALS, AND LODGING

Airports within 180 miles of DAC are located at **Tulsa (110 miles)**, Oklahoma City (**140 miles**), and Dallas-Fort Worth (**165 miles**). Personal transportation will be required during tenure at DAC due to the non-availability of on-post quarters and mass transit systems.

Students should take note of the travel distances from the airport and local hotels to the installation when completing travel orders and requesting approval for a rental car.

GOVERNMENT QUARTERS ARE **NOT AVAILABLE** ON MCAAP. Because government quarters are not available on the installation, a non-availability statement may be provided to students upon request from the Academic Services office. (See Page 9 for McAlester lodging information.)

The Defense Ammunition Center is located in McAlester, Oklahoma, and is a tenant activity of the McAlester Army Ammunition Plant (MCAAP). Transportation services, full-time government mess, and lodging are **NOT AVAILABLE** at MCAAP. Students scheduled for resident DAC training at McAlester, OK, must acquire their own personal transportation, lodging, and mess accommodations. Taxis and other non-private forms of transportation are not allowed on-base at MCAAP.

Students are required to coordinate with their home station or call the Commercial Transportation Office Reporting Instructions

(CTO) number listed on their itinerary if any changes to travel/lodging reservations must be made.

REPORTING IN

Upon arrival at MCAAP, students with Common Access Cards (CAC) cards may proceed to the gate. Students without a CAC card must report to the Visitor Center located at the main gate to obtain a Visitor's Badge. (It is the responsibility of the student organization's Training Officer to submit a Visitor Request form for the student. Contact Academic Services office at 918-420-8489/8707 for instructions and for a copy of the form.)

Students will then report to the DAC classroom as directed in the Reporting Instructions e-mail. (Refer to Page 11 to view the MCAAP map for building number locations.) Call the Academic Services Office at 918-420-8489/8707 if you do not receive the Reporting Instructions e-mail two weeks prior to class start date.

PARKING AND TRAFFIC REGULATIONS

Parking is available along roads east and west of Building 4, in the parking lot behind Building 1, and in the parking lot east of Building 14A.

- Vehicles must yield to pedestrians in cross walks.
- When entering the installation, reduce speed, turn headlights to dim, and be prepared to stop and present your CAC to security personnel.
- Alternate traffic during busy hours (0630-0730 and 1600-1700).
- Speed limits on post are strictly enforced.
- Please watch for deer, turkey, and other native wildlife while driving.

Traffic Safety: If you enjoy running, below is para E-10.c of MCAAP Regulation (Safety) 385-8.

"Runners will not run, nor will individuals walk, on C-Tree Road during peak traffic periods (0530-0730 and 1600-1800). Runners and walkers on roads must wear reflective clothing/vest. Walking and running on roads west of Post 14 is prohibited except in designated areas."

FIREARMS, ALCOHOL, AND DRUGS

Under no circumstances are **firearms or illegal drugs** permitted on the installation. Be prepared to undergo a vehicle inspection when coming onto MCAAP.

CAMERAS

The taking of unauthorized pictures or videos is not allowed on MCAAP. Still-frame cameras, video cameras, or binoculars are not authorized on the installation without a permit; permits for these items may be requested from the Visitor Center located at the main gate.

FINANCES AND CHECK CASHING

Students should make suitable arrangements prior to departure from their home-stations to provide themselves with adequate funds for the TDY period. No installation disbursement office is available. It is recommended that students bring traveler's checks, automatic teller machine (ATM) cards, or cash, as

some local banks are reluctant to cash personal checks. There is a credit union on post; however, you must be a member to cash checks. There are no ATMs located on the installation.

DRESS CODE

Civilians: The dress code is business casual. Students should wear business casual attire such as open neck sport shirts with trousers for men and a blouse and/or sweater with slacks or skirts for women. **NO** flip flops, sweatshirts, tank tops, shirts with offensive writing, shorts, or caps/hats. Hats and other respective head protection will be worn in designated training areas as/when required for safety and comfort.

Military: U.S. military personnel are not required to wear uniforms to class; however, International Military Students, since they are representing their country, are required to wear uniforms while on the installation and in the classroom.

Attire may be modified for specific practical exercises/field exercises. Please refer to Pages 9 through 11 for course-specific requirements and safety items (i.e., safety glasses, safety boots, etc.).

SCHEDULE AND BREAKS

The standard classroom schedule is 0730 to 1600 daily. Breaks will be provided throughout the day. Lunch breaks are scheduled for 30 minutes in length. At the instructor's discretion, lunch and break times may vary to fit the flow of coursework. During breaks, noise levels in hallways should be kept to a minimum to prevent disturbing other classes.

The Landview dining facility is open Monday through Thursday. It is located in Building 2. The facility serves breakfast from 0600-0830, and lunch from 1100-1300. A mobile food wagon is available throughout the training areas from 0700-1100 on Monday through Friday. Refrigerators, microwaves, and vending machines are available in classroom buildings for student use.

MCAAP Branch Exchange is located in Building 3 and is open Monday through Friday from 1000-1700. It is closed Saturday and Sunday, and on Holidays; 918-420-6388 DSN 956-6388.

ATTENDANCE

Student attendance is mandatory for all scheduled training functions/events as outlined in the Schedule of Instruction (SOI) and the Individual Student Assessment Plan (ISAP), which will be provided during the course introduction. Non-emergency absences/tardiness are not permitted.

Leave will not be approved except in case of an emergency, or between courses. For emergency leave, students must obtain concurrence from their supervisor and the DAC Director of Training.

If you become sick and unable to attend class, contact the Academic Services office by phone at (918) 420-8489/8707 between the hours of 0700 and 0900.

WEATHER

In the case of extreme inclement weather, students must call 918-420-8000, **Monday through Thursday** to receive guidance on installation closure or late reporting.

ACADEMIC/GRIEVANCE POLICY

Academic requirements for successfully completing DAC courses are outlined in the respective course ISAP. The ISAP will be covered in detail during the course introduction. After graduation, your course completion status (pass or fail) will be shown in ATRRS, and can be obtained through your organization's Training Officer.

Students who have a grievance, or concern, should first address any issue through the DAC chain of command listed in their respective Individual Student Assessment Plan (ISAP). In addition to the chain of command, other Army programs and policies are available to address issues such as Equal Employment Opportunity/Equal Opportunity.

MEDICAL

The MCAAP Health Clinic can only provide medical services to personnel who have been **injured** on the job or in class. They **will not** see students about **illnesses**. Personnel will instead be referred to medical offices in the city of McAlester (see Page 9). Emergencies are handled by Emergency Medical Technicians (EMTs) located at the MCAAP Fire Department.

INCOMING EMERGENCY CALLS

Incoming emergency calls for students should be directed to the Academic Services office at 918-420-8489/8707.

CLASSROOM CONDUCT

Honor Code. No cheating, or assisting other students to cheat, during the course is allowed. If you are caught violating the honor code, you will be immediately removed from class, terminated from the course, and your leadership notified.

Additional rules that apply:

- In order to ensure that DAC training facilities are kept clean and prepared for instruction, food products are not permitted in classrooms. Beverages in covered containers are allowed at the discretion of the instructor.
- Each student is responsible for cleaning their individual desks and training area daily. Breakdown of shop or field activities may be required prior to class graduation, along with group cleaning efforts.
- Smoking, vaping, and smokeless-tobacco products are not permitted in, or within 50 feet of, any MCAAP/DAC buildings. There are designated smoking areas. Use of approved ash-cans for disposal of cigarette butts is mandatory.
- **Cells phones are not permitted** in the classrooms or shop areas at any time. Lockers are provided or you may lock your phone in your vehicle. Breaks will be provided at regular intervals at which time you may check your phones.
- Telephones with DSN access are available in the lobby area of Building 4 for student's use.
- Reading unrelated literature is not permitted in classrooms during class time.
- Do not place feet on the desks.
- Do not adjust the thermostats.
- Remove trash and neatly stack class materials on your desk each day prior to leaving classroom.
- Exams: Do not congregate in the classroom or hall, or re-enter classroom until all students have completed an exam.

SPECIAL ACCOMMODATIONS

If a student has a physical or medical condition which may require special accommodations, please notify the Academic Services office at DSN 956- 8489/8707, Commercial (918) 420-8489/8707 at least six weeks prior to the start of the course. This will allow sufficient time for adequate accommodations to be arranged.

DIRECTIONS FROM AIRPORTS

To McAlester from the Tulsa Airport, Tulsa, OK (110 miles): There are actually two different routes available:

1. *Indian Nation Turnpike:* When departing the Tulsa airport, go west on Highway 11 and exit onto US-75 South. Merge onto I-244 West. Exit onto US-75 South. Follow it until it merges onto the Indian Nation Turnpike. (The turnpike requires a toll. The cost is under \$3.00. Be sure to have cash on hand.) Take Exit 70 to US-270 East/OK-1 East. Follow it east to McAlester. MCAAP is located approximately 6 miles south of the city of McAlester, OK.

2. *Muskogee Turnpike:* 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 turnpike requires a toll. The cost is under \$2.00. Be sure to have cash on hand.) 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 (140 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 turnpike requires a toll. The cost is under \$3.00. Be sure to have cash on hand.) 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 (165 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.

LODGING

Students are responsible for arranging their own lodging prior to the scheduled starting time and date of training. There are no government quarters or guest housing available on MCAAP. Although there are Lake Front Cottages on MCAAP (918-420-7484), they are not within walking distance of the classrooms, thus a POV/rental is required.

The city of McAlester has many lodging accommodations available to choose from, which you can easily locate online. Due to McAlester's sparsely populated area, the drive from town is about 10 to 15 minutes.

As you review online lodging listings, note that lodging closest to the installation may not always be the best choice. Please read each lodging's online reviews before making your decision.

MCAAP is a closed-installation. Taxis are not allowed beyond the front gate. The front gate is not within walking distance to the classrooms. A GOV, POV, or rental vehicle is required for travel on-post.

URGENT CARE FACILITIES

Urgent Care Facility	Hours	Phone
McAlester Urgent Care 3 Clark Bass Blvd, Ste. 2 McAlester, OK 74501	Sun - Sat 0800-2000 Closed on Holidays	918-421-6960
Xpress Wellness Urgent Care 340 S George Nigh Expy McAlester, OK 74501	Sat - Mon 0800-2000 Sun -1300-1900	918-420-9854

SPECIFIC CLASSROOM REQUIREMENTS

MILITARY PRESERVATION AND PACKAGING FOR STORAGE AND SHIPMENT, 8A-F61/551-F53 (PACK-1B)

Students are required to bring appropriate attire for a workshop environment. Workshop attire must include safety shoes, safety glasses, leather work gloves, and work clothes for the full duration of the course.

Students will report to building 14A for this course.

Note: The reference materials used in this course are not released to the students at the end of the course.

AMMUNITION DEMILITARIZATION, 9E-F63/920-F31 (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 2 weeks of the course. Do not bring/wear any red clothing or hats. The color red is reserved for the Range Safety Officer only.

AMMUNITION STORAGE, 4E-F22/645-F9 (MC) (AMMO-12)

Students are required to bring safety shoes and clothing suitable for participating in a field training exercise within an A&E storage area.

ARMY ELECTRICAL EXPLOSIVES SAFETY (CERT), 4E-F32/645-F16 (MC) (AMMO-28)

Students should bring appropriate attire, footwear, and safety glasses for testing lightning protection systems in a field environment. Field conditions only apply to one day during the course. Clothing for all other days must comply with the DAC dress code.

NAVY ELECTRICAL EXPLOSIVE SAFETY (CERT), 4E-F34/645-F18 (MC) (AMMO-29)

Students should bring appropriate attire, footwear, and safety glasses for testing lightning protection systems in a field environment. Field conditions only apply to one day during the course. Clothing for all other days must comply with the DAC dress code.

GUIDED MISSILES AND LARGE ROCKETS, 4E-F66/645-F50 (AMMO-38)

Students are required to bring safety shoes, safety glasses, and appropriate clothing suitable for field and workshop conditions. This course involves inspecting missiles and large rockets in a workshop environment. Students are required to wear appropriate safety gear at all times while in the workshop. Instructor will notify students of designated workshop and/or field days at the start of the class. Clothing for all other days must comply with the DAC dress code.

INTERMODAL DRY CARGO CNTR/CSC REINSPEC (CERT), 8A-F60/551-F52 (MC) (AMMO-43)

Students are required to bring safety shoes, safety glasses, and appropriate clothing suitable for field conditions. Field conditions only apply to one day during the course. Clothing for all other days must comply with the DAC dress code.

NAVAL MOTOR VEHICLE AND RAILCAR INSPECTION (CERT), 4E-F40/645-F24 (MC) (AMMO-51-MV/RC)

Students are required to bring safety shoes, safety glasses, and appropriate clothing suitable for field conditions. Field conditions only apply to two half-days during the course. Clothing for all other days must comply with the DAC dress code.

RISK MGMT & PREP OF SOP FOR AMMO & EXP (CERT), 9E-F60/050-F39 (AMMO-54)

Students are required to bring safety shoes, safety glasses, and appropriate clothing suitable for field conditions. There is one field day scheduled for this course on the fourth or fifth day. Clothing for all other days must comply with the DAC dress code.

TECHNICAL AMMUNITION, 4E-F23/645-F10 (MC) (AMMO-60)

Students are required to bring safety shoes, safety glasses, and appropriate clothing suitable for field conditions. There are two field days scheduled for this course on the fourth and tenth day. Clothing for all other days must comply with the DAC dress code.

TECHNICAL TRANSPORTATION OF HAZMAT (CERT), 9E-F58/322-F37 (MC) (AMMO-62)

Class starts Monday mornings at 0730 and ends the second Friday at 1600. Students should bring a basic calculator, post-it-notes, highlighter, pencil, pen and notepaper to training.

MCAAP MAP

