



DEPARTMENT OF THE ARMY
US ARMY GARISON PARKS RESERVE FORCES TRAINING AREA
BUILDING 620, 6TH STREET
DUBLIN, CA 94568-5201

IMPR-ZA

22 August 2016

MEMORANDUM FOR ALL Parks Reserve Forces Training Area Tenant Units and Visitors

SUBJECT: PRFTA Policy #32, Scheduling Training Priorities on Parks Reserve Forces Training Area

1. **PURPOSE.** To provide guidance to the Parks Reserve Forces Training Area (PRFTA) tenant units and all other agencies that train on the installation regarding training priorities
2. **APPLICABILITY.** These procedures are applicable to all PRFTA tenant units and all other agencies that use the installation.
3. **POLICY.** Due to emerging mission requirements, the priority of training support at PRFTA is as follows and is effective immediately.
 - a. Priority 1, USARC School Missions (i.e.) 80th TTC, and Parks NCOA
 - b. Priority 2, All other USAR Units
 - c. Priority 3, Active Duty Army and Army National Guard Units
 - d. Priority 4, All other DOD Branches, (i.e.) Navy, Marines, Coast Guard
 - e. Priority 5, ROTC Command
 - f. Priority 6, Government and State agencies
 - g. Priority 7, All Other
4. **PROCEDURES.** The scheduling process begins when the Training Support Request (TSR) is received at the scheduling section located at Building 300. Once the TSR is printed and a packet is prepared, the scheduler will check for availability of facilities for that time. If facilities are available the training is scheduled and locked in. If training cannot be scheduled due to other training the unit will be notified to reschedule or to coordinate a co-use with the other unit scheduler.

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5. PROPONENT. The Directorate of Plans, Training, Mobilizations, and Security is the proponent for this policy. POC is Scott Mitten at scott.w.mitten.civ@mail.mil or at 925-875-4498.

A handwritten signature in black ink, appearing to read 'Gerald J. Hall', written in a cursive style.

GERALD J. HALL
LTC, IN
Commanding