1. TO	2. FROM	3. COMPONENT			
Western Region Training Support Center Bldg 1401 West 6th Street JBLM, WA 98433		☐	ACTIVE	☐	ROTC
		☐	RESERVE	☐	NATIONAL GUARD
EMAIL timothy.j.cass.civ@mail.mil	EMAIL	☐	OTHER (Specify)	Select Branch	

4. FACILITY A	INCLUSIVE DATE/TIME B	PERSONNEL C	TRAINING PLANNED D	WEAPONS E	AMMO (DODIC) F		VEHICLES / AIRCRAFT QTY G	TYPE
	START DATE			None	None	None		None
	START TIME							
	Select							
	END DATE							
	END TIME							
	Select							
OVERNIGHT OPERATIONS INCLUDED ☐ YES ☐ NO								
	START DATE							
	START TIME							
	Select							
	END DATE							
	END TIME							
	Select							
OVERNIGHT OPERATIONS INCLUDED ☐ YES ☐ NO								

5. CLEARANCE FOR LATE FIRING OF MORTARS AND FIELD ARTILLERY IS REQUIRED	6. INCLUSIVE DATES AND HOURS (DTG)	7. DEMOLITION EVENT (NOTAM REQUIRED)	8. AIR ASSESTS TO BE USED (SPECIFY IN SECTION 4G)
☐ YES ☐ NO	N/A	☐ YES ☐ NO	☐ CAS ☐ AIRMOBILE ☐ OTHER (Specify)

9. REQUESTING OFFICIAL'S NAME	RANK	UNIT	PHONE NUMBER				10. DATE SIGNED	11. REQUESTING OFFICIAL'S SIGNATURE
			WK		EXT			
			CELL					

FOR STAFF USE ONLY

12. SCHEDULING OFFICER	13. RANGE CONTROL NUMBER IDENTIFIER (RCNI)								14. DATE PROCESSED
	FACILITY		RCNI		FACILITY		RCNI		

HJB FORM 473 INSTRUCTION SHEET

"TWO FACILITY REQUEST PER FORM WITHIN THE SAME CALENDAR MONTH"

BLOCK 1: Address to supporting agency (Training Support Branch).

BLOCK 2: Requesting unit name, address, and email address for point of contact.

BLOCK 3: Check appropriate block (Component), click the drop down menu to select Military Branch or Civilian Agency.

BLOCK 4a: Click the drop down menu to select facility. "If your event is a Parachute Jump and/or CDS Bundle Drop, a Notice to Airmen (NOTAM) for each training day is required".

BLOCK 4b: Enter your start date/time and end date/time (date format: DD-MMM-YY). If your event is "continuous" (to include overnight operations), check "Yes". If it's only daily operations, check "No".

BLOCK 4c: Enter amount of personnel.

BLOCK 4d: Provide a brief description of your training event (i.e., Battalion ARTEP, Platoon FTX, Rifle Qualification, Land Navigation, Urban MOUT Training, etc.). A detailed scenario is not required in this block. If your event includes Helicopter Insert/Extract, the exact dates must be noted.

BLOCK 4e: Click the drop down menu to select weapon(s) to be fired. If no weapons will be on site click or type "None". If your weapon is not listed in the drop down menu, free text your weapon system.

BLOCK 4f: Click the drop down menu to select ammunition (DODIC) to be fired to include Grenades, Smoke, and Pyrotechnics, etc. If no ammunition (DODICS) will be on site, click or type "None". If your DODIC is not listed in the drop down menu, free text your DODIC. "If your event involves Demolition, a Notice to Airmen (NOTAM) is required for each training day".

BLOCK 4g: Enter the quantity and type of ground vehicle(s)/Aircraft. If your vehicle is not listed in the drop down menu, free text your vehicle. At least one ground vehicle must be dedicated for MEDEVAC, NO EXCEPTIONS. Request cannot be processed without quantity and type of vehicles.

BLOCK 5: Information is required for clearance of late firing. Completion of Block 6 constitutes the unit's request for exception to normal firing hours (0700-2200 year round). Requests must be submitted to Range Scheduling NLT 14 working days (at a minimum) before your training event.

BLOCK 6: Enter Date Time Group (DTG) for Mortars and Artillery Late Night Fire LFX's between 2201-0700hrs. Example; 212201AUG12 – 220700AUG12. Leave blank if not needed.

BLOCK 7: Check "Yes" or "No" if your event includes Demolition. "If your event involves Demolition, a Notice to Airmen (NOTAM) is required for each training day".

BLOCK 8: Check the appropriate Air Asset to be used and click the drop down menu in Section 4G to select the quantity and type of Aircraft. If your Aircraft is not listed in the drop down menu, free text your Aircraft.

BLOCK 9: Name of point of contact for this request to include Rank, Unit, and phone number.

BLOCK 10: Enter the date the document is signed (date format: DD-MMM-YY).

BLOCK 11: Requesting official's digital signature.

BLOCK 12-14: FOR SCHEDULING AGENCY USE ONLY.