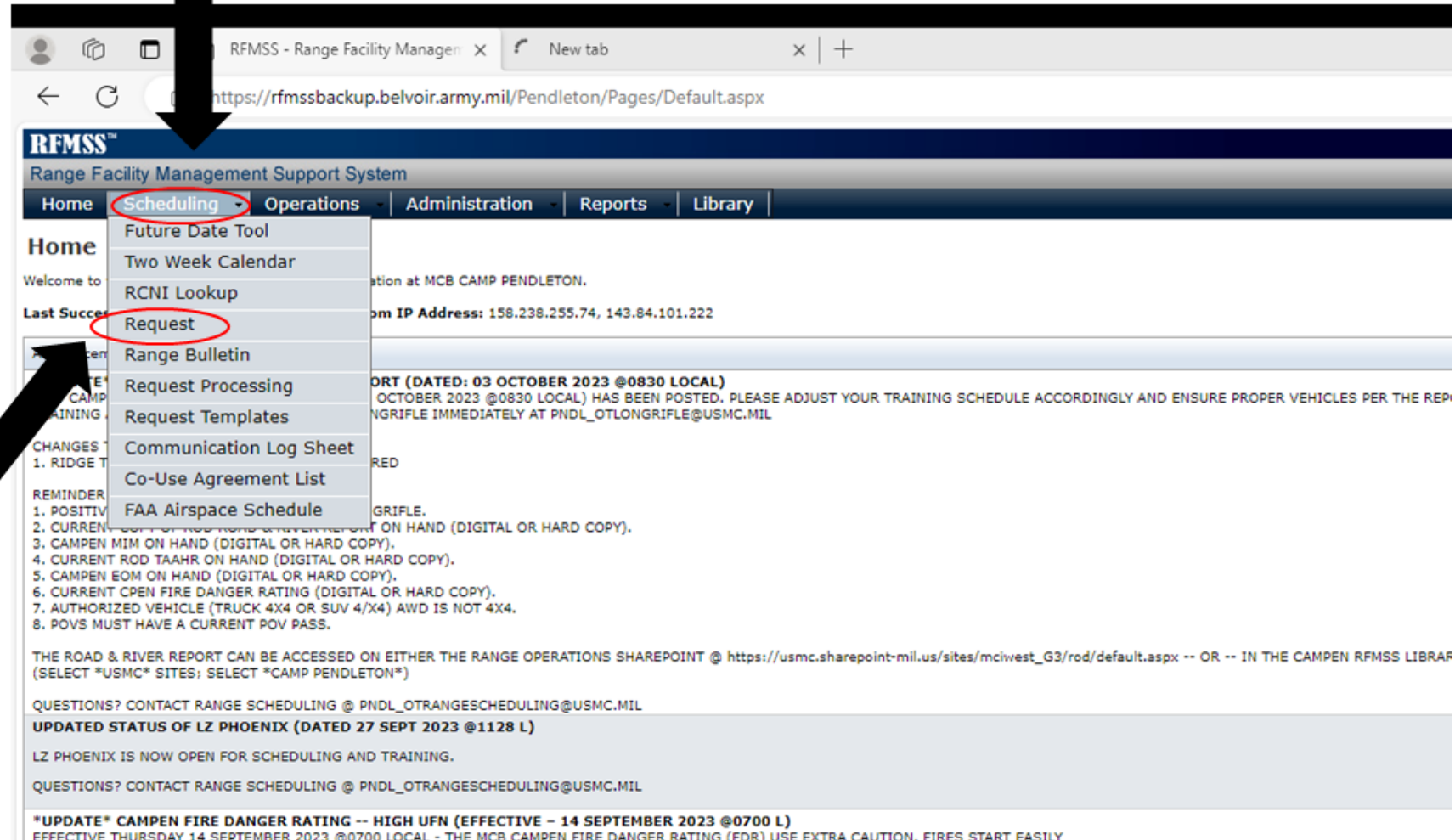


MTD RFMSS HOW TO

Step 1: Click the scheduling tab and a drop-down option list will open.

After going to the RFMSS website this is what the home page would look like.



Step 2: Click the request option.

Step 3: Verify POC information is accurate.

Request - Work - Microsoft Edge
https://rfmssbackup.belvoir.army.mil/Pendleton/Pages/Scheduling/NonCalendar/Requests/RequestForm.aspx?isPopup=True

Scheduling : Request

RCN1* NEW Unit* TSD Start Date End Date Submitted Date
Request Type* REQUEST Days Until Training Priority
Installation* MCB CAMP PENDLETON WAIVER #
Sponsor ID
POC Person ID* MR. JAMES HERMAN
POC Phone Number* 760-763-8000
POC Email* MCB_CAMPEN_GROUND_T
TRNG EVENT POC NAME/CELL/EMAIL

Submit Request Exit (no save) Save as Template Copy to New Request

New Earliest Activity Start Date Apply Group Scheduling Filter by Facility: Filter Clear
Filter by Activities with Validation Errors

Edit Column Layout
delete selected | 1 new | 3 new | 5 new

Action	Standard	Continuous	Air	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Number of People	Range Safety Officer (I
592V	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TD-TSD TD-TSD-WAREHOUSE(FAUX WPNS/CLOTHING)					

Communications (0) Vehicle (0) Restriction/Support (0) User Fields* Documents (0) History

Memo Text	User Name	Memo Date
	JARELYS.M.MOYET	20/10/2023 08:19 L

Step 4: Type in TD-TSD-WAREHOUSE (FAUX WPNS/CLOTHING) in the Facility/ Airspace Subdivision.

Step 7: Input the number of personnel that will be trained.

Request - Work - Microsoft Edge

https://rfmssbackup.belvoir.army.mil/Pendleton/Pages/Scheduling/NonCalendar/Requests/RequestForm.aspx?isPopup=True

Scheduling: Request

RCNI* NEW Unit* TSD Start Date End Date Submitted Date Sponsor ID POC Person ID* MR. JAMES HERMAN POC Phone Number* 760-763-8000 POC Email* MCB_CAMPEN_GROUND_T TRNG EVENT POC NAME/CELL/EMAIL

Request Type* REQUEST Days Until Training Installation* MCB CAMP PENDLETON WAIVER #

Submit Request Exit (no save) Save as Template Copy to New Request

New Earliest Activity Start Date Apply Group Scheduling Filter by Facility: Filter by Activities with Validation Errors Filter Clear

Edit Column Layout delete selected | 1 new | 3 new | 5 new

Action	Standard	Continuous	Air	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Number of People	Range Safety Officer (RSO)	Officer in Charge (OIC)	Status	Sub-Stat
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TD-TSD-WAREHOUSE(FAUX WPNS/CLO*	TSD							
TSD-CHECK OUT/IN EQUIPMENT FROM TSD WAREHOUSE BUILDING 2238												
TSD-MAINT-LAUNDRY												

Communications (0) Vehicle (0) Restriction (0) Support (0) User Fields* Documents (0) History

delete selected | 1 new | 3 new | 5 new

Memo Text	User Name	Memo Date
	JARELYS.M.MOYET	23/10/2023 08:45 L

Step 5: The event name will be TSD-Check Out/In EQUIPMENT FROM TSD WAREHOUSE BUILDING 2238

Step 6: Select your start date (the day and time you plan to pick up the gear) and end date (the day and time you plan to turn the gear in).

Step 8: Check the continuous box since you will have the gear from the start date till the end date.

Request - Work - Microsoft Edge
https://rfmssbackup.belvoir.army.mil/Pendleton/Pages/Scheduling/NonCalendar/Requests/RequestForm.aspx?isPopup=True

Scheduling : Request

RCNI* NEW Unit* TSD Start Date 26/10/2023 08:00 L End Date 27/10/2023 13:00 L Sponsor ID
Request Type* REQUEST Priority Submitted Date POC Person ID* MR. JAMES HERMAN
Installation* MCB CAMP PENDLETON Days Until Training POC Phone Number* 760-763-8000
WAIVER # POC Email* MCB_CAMPEN_GROUND_T TRNG EVENT POC NAME/CELL/EMAIL

Submit Request **Exit (no save)** **Save as Template** **Copy to New Request**

New Earliest Activity Start Date **Apply** [Group Scheduling](#) Filter by Facility: ☐ Filter by Activities with Validation Errors **Filter** **Clear**

[Column Layout](#)

Items selected | 1 new | 3 new | 5 new

	Action	Standard	Continuous	Air	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Num
	COPY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TD-TSD-WAREHOUSE(FAUX WPNS/CLO)	TSD-CHECK OUT/IN EQUIPMENT FROM	26/10/2023 08:00 L	27/10/2023 13:00 L	250
	facility details								

Communications (0) Vehicle (0) Conflict (1) **Restriction* (9)** Support (0) User Fields* Documents (0) History

☒ All ☐ Prerequisite ☐ Waiver

Description	Start Date	End Date	Type
01. HOURS FOR TSD-CHECK OUT/IN EQUIPMENT FROM 0800-1400 MONDAY THROUGH THURSDAY EXCEPT FOR HOLIDAYS.	04/10/2023 00:00 L		LIMITATION
02. REQUEST FOR EQUIPMENT IS LIMITED TO A	04/10/2023 00:00 L		LIMITATION

Step 9: Review the restriction tab.

Restriction Tab Information

03. IF A CIVILIAN CONTRACTOR OR NON-MILITARY END USER IS PICKING UP, HE/SHE NEEDS TO BE SPONSORED BY A UNIT AUTHORIZING HIM/HER TO PICK UP THE GEAR. THAT UNIT POC NEEDS TO PLACE THE REQUEST.	04/10/2023 00:00 L		PREREQUISITE
01. THERE IS A ONE BUSINESS DAY PERIOD NEEDED TO EVALUATE YOUR REQUEST IN ORDER TO PERFORM THE EQUIPMENT PREPARATION PROCESS. INCLUDE THE NUMBER OF PERSONNEL THE EQUIPMENT IS SUPPORTING WITHIN YOUR RCNI.	04/10/2023 00:00 L		PREREQUISITE
02. REQUEST FOR EQUIPMENT IS LIMITED TO A 30-DAY PERIOD.	04/10/2023 00:00 L		LIMITATION
06. IF ANY CHANGES ARE REQUIRED TO EXISTING ORDERS (I.E., CHANGE ISSUE/TURN-IN DATE AND TIME; ADD OR CANCEL EQUIPMENT ITEMS ON ORDER; OR COMPLETELY CANCELLING ORDER) PLEASE E-MAIL US AT MCB_CAMPEN_TSC OR 760-763-8000 OR 760-207-3085 AND INCLUDE THE RCNI #. CHANGES REQUIRE A MINIMUM OF 48 HOURS FOR PROCESSING.	04/10/2023 00:00 L		PREREQUISITE
03. START DATE/TIME IS THE EQUIPMENT ISSUE TIME AT BLDG 2238 (TSD WAREHOUSE) AND THE END DATE/TIME IS THE EQUIPMENT RETURN AT BLDG 2238.	04/10/2023 00:00 L		LIMITATION

04. A WORKING PARTY AND CORRECT GOVERNMENT SIZED VEHICLE FOR TRANSPORTATION IS NEEDED AT ISSUE AND TURN-IN.	04/10/2023 00:00 L		PREREQUISITE
05. ALL TRAINING DEVICES MUST BE CLEANED OF EXCESSIVE MUD/DIRT OR DEBRIS PRIOR TO RETURN. LUBRICATE BARE METAL PARTS AS APPROPRIATE. ENSURE THAT ALL ACCESSORIES ARE ACCOUNTED FOR AND COMPLETE AT ISSUE AND TURN-IN.	04/10/2023 00:00 L		PREREQUISITE
01. HOURS FOR TSD-CHECK OUT/IN ARE LIMITED TO 0800-1100 AND 1200-1400 MONDAY THROUGH THURSDAY EXCEPT FOR HOLIDAYS.	04/10/2023 00:00 L		LIMITATION
02. MTDS CAN ONLY BE CHECKED OUT BY AN NCO. (E-1 - E-3 MAY PLACE REQUESTS ONLY AND PROVIDE NCO'S NAME IN THE USER FIELDS OF THE RCNI FOR EQUIPMENT PICK-UP). THE SAME PERSON WHO SIGNS FOR THE EQUIPMENT WILL RETURN THE EQUIPMENT. A DD-200 WILL BE REQUIRED IF EQUIPMENT IS LOST OR DAMAGED AT TURN-IN IN ORDER TO BEGIN THE COMMAND INVESTIGATION PROCESS.	04/10/2023 00:00 L		PREREQUISITE

Step 10: Click the support tab and click 1 new to add a row.

After clicking 1 new this is the new row.

Support Resource are the items we have on hand.

https://rfmssbackup.belvoir.army.mil/Pendleton/Pages/Scheduling/NonCalendar/Requests/RequestForm.aspx?isPopup=True

Scheduling Request CONTROLLED UNCLASSIFIED INFORMATION - PRIVACY SENSITIVE Accessibility/Section 508

RCNI* NEW Unit* TSD Start Date 26/10/2023 08:00 End Date 27/10/2023 13:00 Submitted Date POC Person ID* MR. JAMES HERMAN POC Phone Number* 760-763-8000 POC Email* MCB_CAMPEN_GROUND_T TRNG EVENT POC NAME/CELL/EMAIL

Request Type* REQUEST Days Until Training WAIVER # Submit Request Exit (no save) Save as Template Copy to New Request

New Earliest Activity Start Date Apply Group Scheduling Filter by Facility: Filter by Activities with Validation Errors Filter Clear

Action	Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Number of People	Range Safety Officer (RSO)	Officer in Charge (OIC)	Status
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HOUSEHOLD(FAX WPNS/CLO)	TSD-CHECK OUT/IN EQUIPMENT FROM	26/10/2023 08:00	27/10/2023 13:00	250			PEN-RC

Comments: Vehicle (0) Conflict (1) Restriction (1) Support (1) User Fields* Documents (0) History

Support Items: delete selected 1 new 3 new 5 new

Action	Model Name/EIC*	Description	Support Item Available Quantity	Support Item Quantity	Remark
<input type="checkbox"/>	<input type="text"/>				

Facility Equipment

Support Resource	Quantity
TSD-REPLICA-EXOCET MM 40	1
TSD-REPLICA-155MM PROJECTILE	91
TSD-REPLICA-PISTOL M9	50
TSD-REPLICA-AK-47	150
TSD-REPLICA-RPG	20
TSD-REPLICA-AT4	10
TSD-REPLICA-BOX GRENADES	11
TSD-REPLICA-UZI	22
TSD-REPLICA-M16	100
TSD-REPLICA-SA-7 GRAIL	33
TSD-REPLICA-RPK	65
TSD-REPLICA-M4	11
TSD-REPLICA-FN FAL	3
TSD-REPLICA-PISTOL SMALL W/SILENCER	4
TSD-REPLICA-GRENADE STICK/STUN	80
TSD-CLOTHING-AFGHAN TOP (ARMY)	4

Quantity we may be able to support

Quantity we may be able to support

Request - Work - Microsoft Edge
https://rfmssbackup.belvoir.army.mil/Pendleton/Pages/Scheduling/NonCalendar/Requests/RequestForm.aspx?IsPopup=True

Scheduling : Request CONTROLLED UNCLASSIFIED INFORMATION - PRIVACY SENSITIVE Accessibility

RCN1* NEW Unit* TSD Start Date 26/10/2023 08:00 End Date 27/10/2023 13:00 Submitted Date Sponsor ID
Request Type* REQUEST Days Until Training Priority POC Person ID* MR. JAMES HERMAN
Installation* MCB CAMP PENDLETON POC Phone Number* 760-763-8000 POC Email* MCB_CAMPEN_GROUND_T
WAIVER # TRNG EVENT POC NAME/CELL/EMAIL

Submit Request Exit (no save) Save as Template Copy to New Request

New Earliest Activity Start Date Apply Group Scheduling Filter by Facility: Filter Clear

Edit Column Layout

delete selected | 1 new | 3 new | 5 new

Action	Standard	Continuous	Air	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Number of People	Range Safety Officer (RSO)	Officer in Ch
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TD-TSD-WAREHOUSE(AUX WPNS/CLO)	TSD-CHECK OUT/IN EQUIPMENT FROM	26/10/2023 08:00	27/10/2023 13:00	250		

Communications (0) Vehicle (0) Conflict (1) Restriction* (9) Support (1) User Fields* Documents (0) History

Model Name/EIC*	Description	Support Item Available Quantity	Support Item Quantity	Remark
<input type="text"/>			<input type="text"/>	

Facility Equipment

Support Resource	Quantity
TSD-REPLICA-EXOCET MM 40	1
TSD-REPLICA-155MM PROJECTILE	91
TSD-REPLICA-PISTOL M9	50
TSD-REPLICA-AK-47	150
TSD-REPLICA-RPG	20
TSD-REPLICA-AT4	10
TSD-REPLICA-BOX GRENADES	11
TSD-REPLICA-UZI	22
TSD-REPLICA-M16	100
TSD-REPLICA-SA-7 GRAIL	33
TSD-REPLICA-RPK	65
TSD-REPLICA-M4	11
TSD-REPLICA-FN FAL	3
TSD-REPLICA-PISTOL SMALL W/SILENCER	4
TSD-REPLICA-GRENADE STICK/STUN	80
TSD-CLOTHING-AFGHAN TOP (ARMY)	4
TSD-CLOTHING-AFGHAN BOTTOM (ARMY)	5
TSD-CLOTHING-SYRIAN POLICE COVER	50
TSD-CLOTHING-SUDAN COVER GREEN	24
TSD-CLOTHING-AFGHAN COVER	28
TSD-CLOTHING-RUSSIAN COVER	66
TSD-CLOTHING-SUDAN COVER BLUE	8
TSD-CLOTHING-SUDAN COVER RED	56
TSD-CLOTHING-SYRIAN POLICE TOP	51
TSD-CLOTHING-SYRIAN POLICE BOTTOM	48
TSD-CLOTHING-MANDRESS TOP	113
TSD-CLOTHING-BURQA	80
TSD-CLOTHING-RUSSIAN TOP	58
TSD-CLOTHING-SUDAN BOTTOM	78
TSD-REPLICA-BOX MORTARS (6)	10
TSD-REPLICA-BOX MORTARS (4)	4

Paste support resource here.

Step 11: You must copy the item being requested from the support resource and paste it into Model Name/ EIC

Step 12: Input quantity being requested.

****You can only input one item per row. If you are requesting more than one item, you must add a row per item being requested.****

Scheduling : Request

CONTROLLED U

RCNI* NEW Unit* TSD Start Date 26/10/2023 08:00 L End Date 27/10/2023 13:00 L Submitted Date Sponsor ID
 Request Type* REQUEST Priority Days Until Training POC Person ID* MR. JAMES HERMAN
 Installation* MCB CAMP PENDLETON POC Phone Number* 760-763-8000 POC Email* MCB_CAMPEN_GROUND_T
 WAIVER # TRNG EVENT POC NAME/CELL/EMAIL

Submit Request Exit (no save) Save as Template Copy to New Request

New Earliest Activity Start Date Apply Group Scheduling Filter by Facility: Filter Clear

[Edit Column Layout](#)
[delete selected](#) | [1 new](#) | [3 new](#) | [5 new](#)

<input type="checkbox"/>	Action	Standard	Continuous	Air	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Number of Pec
<input type="checkbox"/>	copy facility details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TD-TSD-WAREHOUSE(FAUX WPNS/CLO)	TSD-CHECK OUT/IN EQUIPMENT FROM	26/10/2023 08:00 L	27/10/2023 13:00 L	250

Communications (0) Vehicle (0) Conflict (1) Restriction* (9) Support (1) User Fields* Documents (0) History

Support Items

[delete selected](#) | [1 new](#) | [3 new](#) | [5 new](#)

<input type="checkbox"/>	Action	Model Name/EIC*	Description	Support Item Available Quantity	Support Item Quantity
<input type="checkbox"/>	copy	TSD-REPLICA-AK-47 - TSD-REP 01	RUBBER/METAL SIMULATED AK-47	130	50

Facility Equipment



Support Resource	Quantity
TSD-REPLICA-EXOCET MM 40	1
TSD-REPLICA-155MM PROJECTILE	91
TSD-REPLICA-PISTOL M9	50
TSD-REPLICA-AK-47	150
TSD-REPLICA-RPG	20
TSD-REPLICA-AT4	10
TSD-REPLICA-BOX GRENADES	11
TSD-REPLICA-UZI	22
TSD-REPLICA-M16	100
TSD-REPLICA-SA-7 GRAIL	33

This is what the row will look like once you have input the item being requested with the quantity.



Step 13: Click user fields and input your POC.

Request - Work - Microsoft Edge

https://rfmssbackup.belvoir.army.mil/Pendleton/Pages/Scheduling/NonCalendarRequests/RequestForm.aspx?isPopup=True

Scheduling : Request CONTROLLED UNCLASSIFIED

RCNI* NEW Unit* TSD

Request Type* REQUEST Days Until Training

Installation* MCB CAMP PENDLETON

WAIVER #

Start Date 26/10/2023 08:00 L

End Date 27/10/2023 13:00 L

Sponsor ID

POC Person ID* MR. JAMES HERMAN

POC Phone Number* 760-763-8000

POC Email* MCB_CAMPEN_GROUND_T

TRNG EVENT POC NAME/CELL/EMAIL

Submit Request Exit (no save) Save as Template Copy to New Request

New Earliest Activity Start Date Apply Group Scheduling

Filter Facility: Filter by Activities with Validation Errors Filter Clear

Edit Column Layout

Delete selected | 1 new | 3 new | 5 new

	Activity	Standard	Continuous	Air	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Number of People
<input type="checkbox"/>	facility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TD-TSD-WAREHOUSE(FAUX WPNS/CLO*	TSD-CHECK OUT/IN EQUIPMENT FROM	26/10/2023 08:00 L	27/10/2023 13:00 L	250

Communications (0) Vehicle (0) Conflict (1) Restriction* (9) Support (0) **User Fields*** Documents (0) History

MTD CARD? Y/N -	EVENT POC LAST, FIRST & RANK:*	EVENT POC CELL NUMBER:*
	SGT MOYET, JARELYS M.	203-768-0487

Step 14: Ensure everything is correct then click submit request.