



Installation Guide

Fort Knox— Oct 2012

Appendix B

FY13 Key Installation Events



FY13 Key Installation Events

Appendix B, Installation Guide—Fort Knox

INSTALLATION EVENT/ACTIVITY	EVENT DATE*	OPR**
Command Information Exchange	Monthly	GARRISON HQ
Environmental Quality Subcommittee	Monthly, 3d Wed	DPW
Post Retirement Ceremonies	Monthly	DPTMS
Civilian Incentive Awards Committee	Quarterly	DHR
Environmental Quality Control Committee	Quarterly	DPW
Performance Management Review	Quarterly	PAIO
Oktoberfest	October	DFMWR
Retiree Appreciation Days	October	DHR
Post Clean-Up—Fall	November	GARRISON CSM
President Taylor Wreath Laying	November	DPTMS
Thanksgiving Operation Helping Hands	November	RSO
Christmas in the Park (Elizabethtown)	Nov - Jan	DPW
Post Christmas Tree Lighting	December	DFMWR
National Prayer Breakfast	February	RSO
Installation Planning Boards	Feb & Aug	PAIO
Eggstravaganza	March	DFMWR
Earth Day/Arbor Day	April	DPW
Month of the Military Child Activities	April	DFMWR
Post Clean-Up—Spring	April/May	GARRISON CSM
Turkey Hunting	April/May	DPW
External Unit Scheduling Conference	May	DPTMS
Memorial Day Celebration	27 May	DPTMS
National Day of Prayer	May	RSO
Post Safety Stand-Down Day	May	SAFETY
Army Concert Series	Spring - Fall	DFMWR
Army Birthday/Post Org Day	June	DPTMS
U.S. Army Soldier Show	Jun - Sep	DFMWR
4th of July Community Celebration	4 July	DFMWR
Chaplain Anniversary	July	RSO
Vacation Bible School	July	RSO
Run for the Fallen	August	DFMWR
Day for Kids	September	DFMWR
Patriot's Day Ceremony	11 September	DPTMS
Deer Hunting	Sep - Dec	DPW
***Presidential Salute	On Order	DPTMS

* Event Dates are subject to change

** OPR: Office of Primary Responsibility.

*** Presidential Salute entails special honors upon death of a President, former President, or President-elect.

[Also see the Community Events Calendar at <http://www.knox.army.mil/cec/>]



FY13 Key Installation Events

Appendix B, Installation Guide—Fort Knox

<u>MAJOR ORGANIZATIONAL EVENT/ACTIVITY</u>	<u>EVENT DATE*</u>	<u>OPR**</u>
Adjutant General Ball	May	AGCRA
ROTC Leaders Training Course	June/July	USACC
ROTC Cultural Understanding and Language Proficiency (CULP) Apr - Sep	Apr - Sep	USACC
Army Human Resources Command	December	HRC

<u>LOCAL COMMUNITY EVENTS</u>	<u>DATE</u>
Lincoln Days Celebration, Hodgenville	October
Rineyville Homecoming.....	October
Vine Grove Veterans Day Parade and Ceremony	November
Elizabethtown Christmas Parade	December
Bullitt County Kids Fest - static display support.....	March
St. Patrick's Day Parade, Louisville	March
Hardin Co. Youth Leadership group tours Fort Knox.....	April
Keeneland Racetrack Soldier's Day at the Races	April
Leadership Elizabethtown Class tours Fort Knox.....	April
Skills U.S.A. State Conference, Chattanooga.....	April
Hooray for Heroes (Radcliff)	May
Kentucky Derby	May
LaRue County Leadership Class tour.....	May
Louisville Bats Military Appreciation Game (Memorial Day Weekend).....	May
Fort Knox Community Relations Dinner.....	June
Freedom Festival, Radcliff - Band, Color guard and vehicle support	July
Louisville Orchestra	July
West Point River Days.....	July
Future Leaders Day, Boy Scout event	August
Heartland Festival, Elizabethtown	August
Kentucky State Fair	August
Vine Grove Autumn Daze Parade	September
University of Kentucky sponsors Soldiers at a Football game	Sep or Oct
Stephen Foster Music Club, Bardstown.....	TBD
University of Louisville sponsors Soldiers at a Football game.....	TBD
Various groups tour Fort Knox.....	TBD



FY13 Key Installation Events

Appendix B, Installation Guide—Fort Knox

FY13 Public Holidays/Training Holidays to be Observed

October '12						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November '12						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December '12						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January '13						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February '13						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March '13						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '13						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '13						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '13						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July '13						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '13						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '13						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Yellow = Holiday
- Green = Training Holiday



FY13 Key Installation Events

Appendix B, Installation Guide—Fort Knox

FY13 Public Holidays to be Observed

Monday, 8 October 2012	Columbus Day
Monday, 12 November 2012.....	Veteran's Day
Thursday, 22 November 2012	Thanksgiving Day
Tuesday, 25 December 2012.....	Christmas Day (observed)
Tuesday, 1 January 2013	New Year's Day (observed)
Monday, 21 January 2013	Martin Luther King, Jr. Day
Monday, 18 February 2013.....	President's Day
Monday, 27 May 2013	Memorial Day
Thursday, 4 July 2013.....	Independence Day
Monday, 2 September 2013.....	Labor Day

TRADOC FY13 Training Holidays - Observed by Military Personnel (Civilian Personnel—Liberal Leave)

5 October 2012.....	(Friday before Columbus Day)
9 November 2012	(Friday before Veteran's Day)
23 November 2012	(Friday after Thanksgiving Day)
24 December 2012	(Monday before Christmas Day)
31 December 2012	(Monday before New Year's Day)
18 January 2013.....	(Friday before Martin Luther King, Jr. Day)
15 February 2013	(Friday before President's Day)
24 May 2013.....	(Friday before Memorial Day)
5 July 2013	(Friday after Independence Day)
30 August 2013	(Friday before Labor Day)



FY13 Key Installation Events

Appendix B, Installation Guide—Fort Knox

DIRECTORATE OF HUMAN RESOURCES (DHR) MAJOR RECURRING EVENTS

ADJUTANT GENERAL

AG Call (Bldg 1379 classroom).....	Last Monday of each Month (1300)
Pre-Retirement Briefing (Bldg 1379 classroom).....	2 nd Tuesday of each Month (1300)
CSB/REDUX Briefing (Bldg 1384, Room 102A).....	2 nd Friday of each Month (1300)
Pre-Separation Briefing (Bldg 1384 classroom).....	1 st & 3 rd Monday of each Month (1500)
WTB Briefing (Bldg 1477 room 216).....	Monday (0800)
Mission Complete Briefing (Bldg 1478 conference room).....	Monday (1000)
Levy - O/P Briefing (Bldg 1379 classroom).....	Tuesday (0930)

CASUALTY ASSISTANCE CENTER

Casualty Notification/Assistance Officer Training.....	Monthly
Placement of Flags at Post Cemetery in honor of Memorial Day.....	May 4th Thursday prior to Memorial Day
Installation Memorialization and Naming Approval Board.....	Bi-Annually (1st week in Dec and Jun) Garrison Conf Rm Bldg 1101

ARMY CAREER AND ALUMNI PROGRAM

ACAP Job Fair.....	October
ACAP Program (VA/ACAP/TAP/VA VOC REHAB)..... (Bldg 65 room 108)	Every 5 day work week (Monday – Thursday)
ACAP Program (VA/ACAP/TAP/VA VOC REHAB)..... (Bldg 1476 room 116)	2 nd Week of each month (Tuesday – Friday)

ARMY SUBSTANCE ABUSE PROGRAM

Installation Prevention Council (USAG, CR).....	Quarterly
Installation Prevention Team Meeting (4 th Floor IACH).....	Quarterly
Suicide Awareness Week.....	September
National Red Ribbon Week Campaign.....	October
DUI Free Recognition Ceremony (FKLC).....	December

ADMINISTRATIVE SERVICES DIVISION

ARIMS “Train the Trainer” Program Discussion/Training.....	October
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ARMY CONTINUING EDUCATION SYSTEM

Approximate College Semester and Bi-Term Start Dates for FY13:

Fall Second Bi-term.....	October
Army Education Week.....	November
Spring Semester and 1 st Bi-term.....	January
Spring 2d Bi-term.....	March
Summer Term.....	June
Fall Semester and 1 st Bi-term.....	August



FY13 Key Installation Events

Appendix B, Installation Guide—Fort Knox

CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) MAJOR RECURRING EVENTS:

TRAINING

MER/Labor Relations Presentations As Needed

FY13 TAPES Events:

Due Date

(GS/WS-12 & Below) all organizations except HRC:

End of Rating Period 31 October
 Appraisals Due in CPOC 14 December
 New Rating Period Starts 1 November
 Objectives Signed/Discussed 1 December
 Mid-Point Discussion 1 May
 Last Date to Revise Objectives 3 July

(GS/GM/WS-13 & Above) all organizations except HRC:

End of Rating Period 30 June
 Appraisals Due in CPOC 14 August
 New Rating Period Starts 1 July
 Objectives Signed/Discussed 1 August
 Mid-point Discussion 1 January
 Last Day to Revise Objectives 3 March

(WG/GS 1-8) Only HRC:

End of Rating Period 31 January
 Appraisals Due in CPOC 16 March
 New Rating Period Starts 1 February
 Objectives Signed/Discussed 1 March
 Mid-Point Discussion 1 August
 Last Date to Revise Objectives 3 October

(WG/GS 9-12) Only HRC:

End of Rating Period 31 October
 Appraisals Due in CPOC 14 December
 New Rating Period Starts 1 November
 Objectives Signed/Discussed 1 December
 Mid-Point Discussion 1 May
 Last Date to Revise Objectives 3 July

(GS/GM/WS-13 & Above) Only HRC:

End of Rating Period 30 June
 Appraisals Due in CPOC 14 August
 New Rating Period Starts 1 July
 Objectives Signed/Discussed 1 August
 Mid-point Discussion 1 January
 Last Day to Revise Objectives 3 March



FY13 Key Installation Events

Appendix B, Installation Guide—Fort Knox

DIRECTORATE OF FAMILY MORALE, WELFARE & RECREATION (DFMWR) MAJOR RECURRING EVENTS:

Eggstravaganza.....	March/April
Month of the Military Child.....	April
4th of July Celebration at Keyes Park.....	4 Jul
Run for the Fallen.....	August
CYSS Day for Kids.....	September
Post Concerts.....	May-September
Soldier Show.....	June-September
Oktoberfest.....	October
Tree Lighting Ceremony.....	December

DIRECTORATE OF PLANS, TRAINING, MOBILIZATION & SECURITY (DPTMS) MAJOR RECURRING EVENTS (IOC)

EVENT	FREQUENCY/LOCATION	DATE/TIME
Antiterrorism Working Group (ATWG)	Monthly, As needed IOC Conference Room	2 nd Tuesday of the month at 1000 or on order at the direction of the ATO.
Calendar Sync Meeting	Monthly IOC Conference Room	Last Thursday of the month at 1330.
Crisis Action Team (CAT)	As needed, IOC Conference Room	On order of the DPTMS, Garrison Commander, or Garrison Manager.
G3 Sync Meeting	Monthly IOC Conference Room	1st Thursday of the month at 1330.
Continuity of Operations Working Group (COOP)	Quarterly, IOC Conference Room	TBA
Emergency Management Working Group (EMWG)	Quarterly, IOC Conference Room	TBA
Operations Security (OPSEC) Working Group	Quarterly, IOC Conference Room	TBA
Antiterrorism Executive Committee (ATEC)	Semi-annually IOC Conference Room	TBA
Antiterrorism Exercise	Annually	September

Post Retirement Ceremonies Last Friday of the Month

FY13 Key Installation Events

Appendix B, Installation Guide—Fort Knox



DIRECTORATE OF EMERGENCY SERVICES (DES) MAJOR RECURRING EVENTS:

FIRE & EMERGENCY SERVICES DIVISION:

EVENT	FREQUENCY/LOCATION	PURPOSE
Fire Marshall's Training	1st Tuesday of every month in bldg. 65 from 0830 to 1200.	Attendees must have a letter of appointment to attend. Certificates of completion are awarded. This training is designed to prepare new Fire Marshalls to conduct facility self inspections and recognize and report deficiencies.
Fire Extinguisher Training	Fire extinguisher training is provided upon request by calling 624-4208.	This is an open training, attendees need only show up and sign in. No certification is awarded. This training is designed to familiarize attendees with fire reporting, evacuation and operation of hand held portable fire extinguishers.
Fire Drills	Monthly/Annual	Monthly scheduled fire drills are conducted at all Child Development Centers, School Age Services facilities and DoDEA schools. Other facilities are required at least annually and coordinated with facility managers and the prevention section.
Fire Inspections	Annual	Fire prevention.
Emergency Services Working Group (ESWG)	Monthly in the IOC (Bldg 1227) the 1st Tuesday of every month	For Emergency Response Personnel to effect improvements in emergency services.
CBRNE	On an as needed basis, approximately 8 to 10 sessions per year.	Training to Installation personnel on CBRNE response operations targeted to the Installation Support Team for CBRNE, MPs, EMS, and others
Fire Prevention Week	October	To raise awareness & provide training to prevent fires.



FY13 Key Installation Events

Appendix B, Installation Guide—Fort Knox

ARMY SUSTAINMENT COMMAND - DIRECTORATE OF LOGISTICS

MAJOR RECURRING EVENTS:

INSPECTIONS/EVALUATIONS

FREQUENCY

Command Supply Discipline Program (CSDP) evaluations	Annually (TBD)
Property Book Inventory	Annually
Property Book Inventory (CIIC 8, 9, Q, \$ or Y)	Quarterly
(Night Vision Devices and Navigation Systems)	
Property Book Inventory (CIID 1-6, P, R or N)	Monthly
(Weapons and Ammunition)	
ASL Inventory	Annually
ASP Inventory	Monthly/Quarterly
CIF Inventory	Annually
CMO CIF MAV	Annually
Dining Facility Inventory	Semi-Annually/Annually
TISA Inventory	Quarterly
Food Management Assistant Team	Every 18 Months
DOD Container Inventory	Annually
463L Pallet Inventory	Annually
Unit Organizational Equipment Listing (OEL)	Annually
Calibrations (scales) TMDE	Bi-Annually/Annually
Installation Out Load and Receiving	Annually

MEETINGS

FREQUENCY

DOL Staff Meeting	Bi-Weekly
ASL Review	Annually
Food Service Management Board	Quarterly

TRAINING

FREQUENCY

Transportation Coordinators	Annually
Household Goods/Personal Property Agents	Annually (Apr)
Forklift/Heavy Equipment	As required
Fuel Handlers Course	Quarterly
GPC Management (Hazardous Material Block)	Bi-Weekly
Environmental Officer (Hazardous Material Block)	Quarterly



FY13 Key Installation Events

Appendix B, Installation Guide—Fort Knox

DIRECTORATE OF PUBLIC WORKS (DPW) MAJOR RECURRING EVENTS:

EVENTS/ACTIVITIES

Cemetery Visitation	May
Annual Work Plan	July/4th Quarter

INSPECTIONS

FREQUENCY

Boiler Inspections	Semi-Annual
Bridge Inspections	Annual
Railroad Inspections	Annual
Airfield Inspections	Annual
Dam Inspections	Annual
Gas Distribution System Inspections	Annual
Long Truss Roof Inspections	Annual
Muldraugh Ammunition Storage Area Bunker Inspections	Annual
Installation Status Report Facilities	Annual
Barracks Maintenance Inspections	Monthly/Semi-Annual
Environmental Compliance Inspections	On-going

MEETINGS

FREQUENCY

Line Item Review of Louisville COE Projects	Monthly
Environmental Sustainability Management System	Quarterly
Cross Functional Team	
Environmental Quality Control Committee (EQCC)	Quarterly
Environmental Quality Control Subcommittee (EQCS)	Monthly
Storm Water Pollution Prevention Committee	Quarterly
DA RCI Review of Knox Hills Project (On Site)	April
RCI Incentive Fee Board	Quarterly
Energy Coordinator/Building Energy Monitor	Monthly
Environmental Compliance Officers Meeting	Monthly

TRAINING

FREQUENCY

Self-Help Facility Class (Hazardous Material Block)	Monthly
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FY13 Key Installation Events

Appendix B, Installation Guide—Fort Knox

STAFF JUDGE ADVOCATE (SJA) MAJOR RECURRING EVENTS:

<u>EVENT</u>	<u>DATE</u>
Tax Center.....	January - April
Article 6 Inspection.....	April (biennial)
Law Day Activities.....	April/May
Ethics Training.....	Annual (limited personnel required)
OGE 450 Submissions.....	February/March (limited personnel required)
Magistrate Court.....	Bi-Monthly

PLANS, ANALYSIS & INTEGRATION OFFICE (PAIO) MAJOR RECURRING EVENTS:

<u>EVENT/ACTIVITY</u>	<u>DATE/FREQUENCY</u>
Town Hall Meetings.....	Quarterly; or as required
Installation Planning Board.....	Semi-Annual (Feb, Aug)
Strategic Planning Session.....	Semi-Annual (Apr, Nov)
Performance Management Review (PMR).....	Quarterly (Feb, May, Aug, Nov)
Army Stationing Installation Plan (ASIP).....	Quarterly
Interactive Customer Evaluation (ICE).....	Weekly
Army Communities of Excellence (ACOE).....	Annually—May Ceremony
Competitive Sourcing/A-76.....	As Required by IMCOM
Organizational Self Assessment Surveys.....	Annual - As Required by IMCOM
Special Studies.....	As Required by Garrison Cdr
Financial/Economic Analysis.....	As Required by Garrison Cdr
Baseline Services & CLS.....	Quarterly
Installation Status Report (ISR):	
ISR Service Based Costing (SBC).....	Annually (Dec)
ISR Services.....	Annually
ISR Infrastructure.....	Quarterly (Inspections—May) (QA/QC—Sep)



FY13 Key Installation Events

Appendix B, Installation Guide—Fort Knox

EQUAL EMPLOYMENT OPPORTUNITY (EEO) MAJOR RECURRING EVENTS:

Training Schedule:

All training offered quarterly: November - February - May - August				
Type/ When Required	As Required	Within 90 days of promotion	Held Quarterly	Required Annually
New Employee	YES	NO	NO	NO
New Supervisor	NO	YES	NO	NO
EEO Employee Update	NO	NO	YES	YES
EEO Leadership Update	NO	NO	YES	YES

Installation Level Meetings: EEO Council Meetings: December and June.

MEDDAC PLANS, TRAINING, MOBILIZATION & SECURITY (PTM&S) MAJOR RECURRING EVENTS:

EVENT/ACTIVITY

FREQUENCY

Mass Casualty Exercises..... May & Sep
 Combat Lifesaver Classes..... (Projected Monthly)
 Resuscitative Medicine: Basic Life Support (Twice Monthly)
 Resuscitative Medicine: Advanced Cardiac Life Support..... (Every other month)
 Resuscitative Medicine: Pediatric Advance Life Support..... (Quarterly)

MEETINGS

FREQUENCY

WTU Town Hall..... Monthly



FY13 Key Installation Events

Appendix B, Installation Guide—Fort Knox

SAFETY OFFICE INSPECTION SCHEDULE

FREQUENCY

DFMWR, All Facilities.....	Annually
Garrison Buildings.....	Annually
ALL ARMS Room.....	Annually
DFMWR, Community Recreation Division, Camp Carlson.....	Annually
DES: Fire Department.....	Annually
DFACs (All).....	Annually
Patton Museum.....	Annually
Garrison HQ.....	Annually
Bluegrass Challenge Academy.....	Annually
Recycle.....	Bi-Annually
French Range.....	Bi-Annually
MASA.....	Bi-Annually
DPTMS / Range Areas.....	Bi-Annually
Rappel Tower/ Training.....	Bi-Annually
Radiation Inspections/disposal-Turn-in/ Inventory.....	As Needed
Pre-bid/ Acceptance Construction.....	As Needed
Reserve Sites– ECS.....	As Needed
Unit Motor.....	As Needed

MEETINGS

Safety Council.....	Bi-Annually
Safety Huddle with all Safety Professionals.....	Quarterly

TRAINING

ADSO Course.....	Bi-Annually
HAZCOM.....	As Needed
MWR New Employee Orientation.....	As Needed
Comander/First Sergeant Course.....	As Needed

MOTORCYCLE AND DRIVERS TRAINING

Basic Rider Course.....	As Needed
Experience Rider Course.....	As Needed
Sport Bike Course.....	As Needed
Motorcycle Refresher Training.....	As Needed
Intermediate Driver Trainer.....	As Needed
Improvement/Remedial Driver Training.....	As Needed

- Registration for classes at: <https://apps.imcom.army.mil/airs/>