

**Department of the Army
Fort A.P. Hill
Regulation 200-11**

Directorate of Public Works

Program for Firewood Cutting

**Installation Management Command
Headquarters, United States Army Garrison
Fort A.P. Hill
25 January 2017**

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Environmental and Natural Resources Division Directorate of Public Works Fort A.P. Hill

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Directorate of Public Works
Firewood Cutting Program

FOR THE COMMANDER:

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History. This publication updates and replaces Fort A.P. Hill 200-11 dated 11 March 2011.

Summary. Fort A.P. Hill implements a firewood cutting program in order to allow public collection of dead and downed wood products for personal firewood use, provide a service to the installation through the reduction of timber debris and storm damage, and generate revenue for an available forest product. This regulation outlines the policies, procedures, roles and responsibilities, and expectations of Fort A.P. Hill personnel and firewood permit holders for program implementation.

Applicability. This publication applies to all individuals cutting firewood within the boundaries of Fort A.P. Hill.

Supplementation. Supplementation of the regulation will not be made without prior approval from the Directorate of Public Works, US Army Garrison Fort A.P. Hill, Virginia 22427.

Suggested Improvements. The proponent of the publication is the Directorate of Public Works (DPW), Environmental and Natural Resources Division (ENRD). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), to DPW-ENRD, 19952 North Range Road, Fort A.P. Hill, Virginia 22427.

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1. PURPOSE

This publication sets forth policy, procedures, and responsibilities for implementing the firewood cutting program on Fort A.P. Hill. This program's goal is to reduce the accumulation of logging debris and dead or storm-damaged wood on training lands in a productive and beneficial manner by permitting public collection of firewood for personal use. Funds generated from the sale of permits is intended to off-set administrative costs associated with implementing this program and are deposited into the general Authorized Reimbursable Account (ARA) for forest product sales in accordance with (IAW) DoD Financial Management Regulation 700.14-R, Volume 11A, Chapter 16, Accounting for Production and Sale of Forest Products. This activity is IAW Army Regulation (AR) 200-1, Environmental Protection and Enhancement and is consistent with the Fort A.P. Hill Integrated Natural Resources Management Plan (INRMP).

2. PENALTIES

Each woodcutter is responsible for reading and adhering to this regulation. Violations of this regulation may be grounds for revocation of cutting privileges, revocation of installation access privileges, and/or other sanctions under applicable law or regulation.

3. PERMITS – PURCHASE PROCEDURE, FEES, AND RESTRICTIONS

In order to collect firewood at Fort A.P. Hill, individuals must obtain a firewood cutting permit and be granted access to the installation. The following procedures outline the current process for permit purchasing and gaining installation access.

a. iSPORTSMAN

Fort A.P. Hill firewood collection permits are issued and tracked through the installation iSportsman system. Acquisition of a firewood permit requires individuals to register for an iSportsman account. This can be done by visiting <https://faph.isportsman.net/>, or via a kiosk located on-site at the Visitor Control Center (VCC).

Note: During the account creation process woodcutters are to use the license plate number for the vehicle they will use for hauling wood. If the woodcutter already has an account with a different vehicle they will need to add the hauling vehicle as the account's primary vehicle.

b. INSTALLATION ACCESS

Fort A.P. Hill access policy (Fort A.P. Hill Regulation 190-13, Installation Access) requires those accessing the installation to possess an approved access credential, such as a Common Access Card (CAC), military ID or other approved identification. Individuals may also gain access for firewood cutting purposes by completing APH Form 21 (Access Request) available on the iSportsman home page. The completed form may be submitted via e-mail to usarmy.aphill.imcom-atlantic.mbx.installation-access@mail.mil. The woodcutter will be notified by the VCC once approved. Upon entering the installation, woodcutters may be asked to provide a valid driver's license, vehicle registration, and proof of insurance. A vehicle search may also be conducted.

c. FORESTRY OFFICE

Once an iSportsman account has been created and the VCC has approved installation access, woodcutters can complete permit payment on-site at the Forestry Branch office, located in building 308 at Anderson Camp, (opposite side of A.P. Hill Drive from the Headquarters area). Personnel are available Monday through Friday 0730-1630. Forestry field activities may limit availability of personnel, so to ensure personnel are available to process permits call (804) 633-8409 prior to arrival. Once issued, permits may be printed using the iSportsman website.

d. PERMIT PAYMENT

One-year and one-day permits are available for purchase. The permit fees are \$50 for the one-year permit or \$20 for the one-day permit. Annual permits are valid for one year from the date of issue; for example, a permit sold on January 6, 2015 would expire on January 5, 2016. One-day permits are only valid for the day purchased. Permits may be postdated. Payments for the permit may be made with cash, check, or money order. Checks and money orders should be made out to DFAS. Money collected from the sale of permits covers the cost of administering the firewood program and the fair market value of the uncut wood. Revenues are deposited in the Army ARA.

e. WOODCUTTER ASSOCIATIONS

A "Primary Woodcutter" is any individual who has been granted access to the installation and purchased a permit to cut firewood on Fort A.P. Hill. An "Associate Woodcutter" is any associate of a Primary Woodcutter who may accompany the Primary Woodcutter to cut and/or remove firewood from designated locations at Fort A.P. Hill. Each woodcutter (Primary or Associate) must establish an iSportsman account and obtain the appropriate permit at the Forestry office. Up to three (3) Associate Woodcutters may be affiliated with each Primary Woodcutter. There is no permit fee for Associate Woodcutters.

All Primary and Associate Woodcutters must meet the installations access control requirements outlined in Fort A.P. Hill Regulation 190-13. The Primary Woodcutter must be present with the Associate Woodcutter(s) when entering the installation. Any questions regarding access control should be directed to the VCC at (804) 633-8585 or email: usarmy.aphill.imcom-atlantic.mbx.installation-access@mail.mil

f. FIREWOOD SEASONS

Firewood cutting may be conducted year-round during daylight hours except during hunting season or installation closure. Closure status can be obtained by calling (804) 633-8600. Refer to Section 5(a) for specific policies regarding cutting wood during hunting season from 1 October to 1 February.

g. WOODCUTTING LIMITS

There is no limit on the number of loads that can be cut on a valid firewood permit. A load is considered to be no more than a half-cord of firewood. A half-cord of firewood is the amount that can be loaded into a standard sized pick-up truck (two-foot long pieces stacked in a pile eight feet long and four feet high).

h. HAULING VEHICLE

The vehicle pass obtained through the iSportsman system shall be displayed on the dashboard of the Primary Woodcutter's vehicle at all times. The license plate number of the hauling vehicle must be listed on all permits within an association. To maintain access and permitting protocols, the Primary Woodcutter MUST be present in the vehicle whenever it passes through an installation access gate. Associate Woodcutters may remain on site to continue cutting operations while the Primary Woodcutter transports a load. Permit holders and Associates shall carry their respective permits at all times. The use of a trailer is permissible in conjunction with the designated vehicle. Use of secondary vehicles, such as All-Terrain Vehicles (ATVs) and tractors, is not permitted.

4. CHECK-IN/CHECK-OUT PROCEDURES

a. CHECK-IN, CHECK-OUT

Check-in, Check-out procedures will be completed using the installation iSportsman system. This system can be accessed via phone by dialing (844) 326-3113, computer, smartphone or through the iSportsman kiosk located at the VCC. All woodcutters must check-in with the system prior to occupying an area and check-out upon completion of cutting operations in an area. Woodcutters are to proceed to and from their chosen woodcutting area by the most direct route. Failure to comply with this procedure will result in an administrative hold being placed on all woodcutting privileges. Access to a designated woodcutting area may be denied at any time due to training conflicts. A search will commence if a woodcutter checks-in to an area and fails to check-out by dusk. Additionally, the iSportsman system will automatically place any account that fails to check-out on administrative hold. Woodcutters are to report number of truckloads harvested via the iSportsman system as part of the check-out procedure to assist with firewood availability tracking.

b. FIREWOOD AREAS

Maps of known, designated firewood cutting areas will be updated throughout the woodcutting season and will be available via the iSportsman system. Woodcutters will be able to print maps on a personal computer, access the maps via a smartphone, or pick up maps at the Forestry Branch office in building 308 of Anderson Camp.

Additionally, firewood may be removed from the shoulder of any road that is shown as an approved recreational road on the current Fort A.P. Hill Recreational Use Map, as long as the training area is available for check-in on iSportsman. If unable to check-in to the desired area, then the woodcutter will find another area to operate.

Woodcutters are required to check-in to an area prior to scouting for or cutting firewood and check-out of each area as they complete their activities. Failure to do so will result in an administrative hold on the iSportsman account and may result in lost privileges.

Felling of standing or snagged trees is strictly prohibited, alive or dead.

c. DRIVING RISKS, RULES, AND PARKING

IAW Fort A.P. Hill Regulation 190-5, Traffic, vehicles must be parked within the boundary of the training area containing the firewood, and in such a way as to allow the free flow of traffic. Owners operate vehicles at their own risk and are solely responsible for any damage or towing fees that the woodcutter might incur. Government personnel and vehicles are not available for

towing assistance. The Permit Holder shall enter and exit Fort A.P. Hill only through the main gates (north and south-side gates). While on the installation, woodcutters shall only use existing roads and trails to access marked firewood areas. Access to restricted areas by driving around barricades is not permitted.

5. SAFETY

a. CUTTING DURING HUNTING SEASONS

Blaze orange shall be required for the Permit Holder and his associates during hunting seasons from 1 October until 1 February. During every firearm hunting season, each person collecting firewood shall wear a minimum of 500 square inches of outer body clothing that is solid blaze orange, visible from the front and back. Information regarding established hunting seasons can be found on the iSportsman website.

Additionally, from 1 November through 31 December, woodcutters may not check-in or work in a site before 10:00 am. Consideration will be given to on-site hunters when accessing designated woodcutting areas. Areas where hunter vehicles are parked should be avoided so as not to disturb. Woodcutters can determine areas already occupied by hunters by referencing iSportsman. Ensuring good relationships between woodcutters and hunters allows both programs to be implemented with minimal restrictions, please be respectful.

b. MINORS

Minors will be allowed at the work site as long as they are accompanied by a parent or guardian at all times.

c. HAZARD AWARENESS

Fort A.P. Hill does not perform routine safety inspections of the areas from which firewood may be removed and assumes no duty to perform such inspections. Fort A.P. Hill has not undertaken identification of natural or manmade hazards in the areas from which firewood may be removed and assumes no duty to perform such identification. Fort A.P. Hill is not responsible for ascertaining the qualifications of any Permit Holder or woodcutter to use any type of equipment, including but not limited to hatchets, axes, saws, power or chain saws, log splitters, or motor vehicles. The Permit Holder and his/her associates are responsible for complying with equipment manufacturer's recommendations concerning safety equipment and safety procedures.

The above list is not exhaustive and the military and its personnel will not be required to either take or refrain from any action to warn the Permit Holder(s) or provide for the safety of the Permit Holder(s) or other individuals, regardless of whether such action is reasonable under the circumstances. Cutting and/or removal of wood is at the Permit Holder's and related Associates' sole risk.

The Army and Fort A.P. Hill assume no responsibility for the activities or conduct of woodcutters.

d. UNEXPLODED ORDNANCE (UXO)

All areas are used for military training and dangers inherent to such training are present. It is possible to find UXO (duds) anywhere. If a potential UXO is found, mark the area, not the object, exit the area to a safe location, and report it immediately to Range Control (804) 633-8224 or to the Fort A.P. Hill Police at (804) 633-8888 or (804) 633-8911.

e. SAFETY RECOMMENDATIONS

It is recommended that woodcutters carry a cell phone while cutting firewood on Fort A.P. Hill. Emergency phone numbers are listed under Section 7 of this document.

f. EVACUATION

Woodcutters must immediately leave their worksite and return to their vehicle if:

(1) There is contact with military personnel engaged in military training within the assigned woodcutting area. This means that either military personnel or the woodcutters are in the wrong area. Contact Range Control (804) 633-8224 to report the problem. The woodcutter will either be allowed back into the area once it is clear, or they will be assigned to another area. Priority for access will be given to the military.

(2) There is a notice broadcast from loud speakers (Giant Voice) situated at various locations throughout the installation. This system may signal an emergency or unsafe condition and may instruct all personnel to leave the areas and return to their vehicle or safe area.

(3) As directed by Range Control or Fort A.P. Hill Police.

(4) Notification is received via the Fort A.P. Hill iSportsman system by automated call, text message, or email instructing evacuation of the area.

6. GENERAL CONDITIONS

a. Only down wood shall be taken. Do not cut standing trees, whether dead, alive, or damaged.

b. Firewood obtained with this permit is intended for personal use of the Primary Permit Holder and immediate family/acquaintances and shall not be sold, traded, or bartered.

c. Anyone found in a Permanent Restricted Area or in any other area (Training Area, Controlled Access Area) without approval will have their firewood cutting privileges revoked. Checking-in to one area and then entering a different area is prohibited and will result in loss of firewood cutting privileges. Additionally, personnel found poaching/trespassing will be subject to prosecution and/or administrative action.

d. Any woodcutter that uses or possesses alcohol or illegal drugs in a firewood cutting area is subject to loss of firewood cutting privileges and prosecution under federal and/or state law. This prohibition extends to carrying alcohol or illegal drugs in a vehicle while checked-in to a woodcutting area.

e. Picking up, touching or taking Government equipment, ordnance, munitions or parts of the same is prohibited. Defacing, climbing on, or disturbing any part of a building, range structure, sign, equipment or property found on Fort A.P. Hill is also prohibited.

f. Unauthorized excavation, digging, or collection is prohibited. The collection of any artifact (such as Civil War artifacts, old bottles, coins, etc.) or plants, disturbance of any feature related to past human activity, and the collection of paleontological specimens on Fort A.P. Hill is prohibited. The use of metal detectors on Fort A.P. Hill is strictly prohibited. Violators will be prosecuted under both the civil and criminal provisions of the Archeological Resources Protection Act, 16 USC Sections 470ee-470ff.

g. Avoid any fuel or oil spills from refueling or the equipment itself to the greatest extent possible. If a spill of any size occurs, report immediately to the Directorate of Emergency Services at 804-633-8911, then implement spill control and clean-up to the greatest extent possible and then report the spill and status to Environmental and Natural Resources Division at 804-633-8255 and Range Control at 804-633-8224.

h. Littering or disposing of refuse except in receptacles provided for that purpose is prohibited.

i. Inappropriate use of the iSportsman system, with the intent of "locking up" areas for preferential use, will result in revocation of woodcutting privileges.

j. Photographing installation facilities, training equipment, or training personnel while on Fort A.P. Hill is prohibited.

k. If a person falsely uses a firewood cutting permit to gain access to Fort A.P. Hill, that person may be subject to the loss of all installation privileges.

7. QUICK REFERENCE PHONE LIST

Forestry Branch (804) 633-8409
Permits, firewood location and maps, general firewood and permitting questions

Range Control (804) 633-8224
Military training conflicts, unexploded ordnance information and reporting

Emergency Services (804) 633-8888 or (804) 633-8911
Police, Fire, EMS emergencies or assistance

Environmental and Natural Resources Division (804) 633-8255
Fuel/Oil or other hazardous material spill reporting

Visitor Control Center (804) 633-8585
Background checks and installation access control

iSportsman (844) 326-3113
Check-in/Check-out and checking area availability.
Installation Closure Hotline (804) 633-8600
Installation accessibility status

8. REGULATORY REFERENCES

The Archeological Resources Protection Act, of 1979.

APH Reg 200-11 (January 2017)

AR 200-1, Environmental Protection and Enhancement, 13 December 2007.

AR 190-13, The Army Physical Security Program, 25 February 2011.

APH Regulation 190-5, Traffic, 1 February 2012.

APH Regulation 190-13, Installation Access.

Fort A.P. Hill Integrated Natural Resources Management Plan.