

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

Directorate of Public Works

Firewood Permit Program

**Installation Management Command
Headquarters, United States Army Garrison
Fort A.P. Hill
September 2021**

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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 Permit Program

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History. This publication updates and replaces Fort A.P. Hill 200-11 dated 25 January 2017.

Summary. Fort A.P. Hill implements a firewood permit 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 Permit 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 permit holder is responsible for reading and adhering to this regulation. Violations of this regulation may be grounds for revocation of permit 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 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 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/>.

Note: During the account creation process applicants are to use the license plate number for the vehicle they will use for hauling firewood. If the applicants already has an account with a different vehicle then 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 applicant will be notified by the Visitor Control Center (VCC) once their background check has been completed and access is approved. Upon entering the installation, applicants 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 ((804) 633-8585) has approved installation access, applicants can complete the process with payment of permit fees via an on-site Firewood Payment Drop Box located at the Game Check Station Pavilion, which is located across from building 308 at Anderson Camp, (opposite side of A.P. Hill Drive from the Headquarters area). Payment should be enclosed in an envelope containing the applicant's name, phone number, and license plate number associated with the account. Once payment is deposited, the applicant shall contact the Forestry Office at (804) 633-8409 for issuance of a permit. Once issued, permits may be printed by the applicant on their own computer using the iSportsman website.

d) PERMIT PAYMENT

The permit fee is \$50 and is valid for one year from the date of issue; for example, a permit sold on January 6, 2022 would expire on January 5, 2023. Payments for the permit may be made with cash or money order. Payments made with cash should be for the exact amount of the permit (\$50.00). Money orders should be made out to DFAS. Money collected from the sale of permits goes toward 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. 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 for certain restrictions during hunting season or installation closure. Closure status can be obtained by calling (804) 633-8600.

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, or smartphone. Woodcutters must be checked into an area before crossing the intersection of A.P. Hill Drive and Campbell Road. There are several pullover areas that can be utilized to meet this requirement such as the VCC parking lot, game check parking lot, etc. If North gate is closed see iSportsman for direction. 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 sunset. 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 Firewood Drop Box under the Game Check Pavilion located across from the Natural Resources 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 need to find another area to cut firewood.

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.

The felling of standing or snagged trees on Post is strictly prohibited, dead or alive.

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

A blaze orange outdoor vest and blaze orange hat/cap shall be required to be worn by the Permit Holder and their associates at all times when cutting and loading firewood.

Additionally, during the months of April, and May, woodcutters may not check-in to an area 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 registered as an associate woodcutter and accompanied by a parent or guardian at all times. The parent or guardian must also be registered as a primary or associate woodcutter.

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 Firewood Permit Holder or associate 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 Firewood 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. UXO findings may also be reported using the Fort A.P. Hill UXO Map found near the bottom of the iSportsman Homepage. Upon accessing the 'Fort A.P. Hill UXO Map' link, the woodcutter will be prompted to the iSportsman Hazard Reporting Data System where they enter a description of the UXO location and a map location or GPS point using the user's phone location services.

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:

- i. 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 given the opportunity to check into an unoccupied area. Priority for access will be given to the military.
- ii. 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.
- iii. As directed by Range Control or Fort A.P. Hill Police.
- iv. 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 or snagged 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) It is illegal to possess and use alcohol, marijuana, or any other illegal substances while on Fort A.P. Hill. Any woodcutter that is caught in possession of or under the influence of such substances will be subject to a loss of firewood cutting privileges and prosecution under federal and/or state law. This prohibition extends to carrying alcohol, marijuana, 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, damage, alteration, or collection of any archaeological resource (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 firewood cutting 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 Section (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

The Sikes Act

AR 200-1, Environmental Protection and Enhancement

AR 190-13, The Army Physical Security Program

APH Regulation 190-5, Traffic

APH Regulation 190-13, Installation Access