

JMMS Access Information Sheet

1. Non-military agencies require a Commanders License to request use of ASA Fort Dix facilities. Contact the 87th Civil Engineer Squadron, Real Property Office, building 5318 Delaware Ave, Fort Dix, NJ 08640. Point of contact is Mrs Vera Borum, email: vera.borum@us.af.mil or telephone 609-562-3690. Once you have an approved commander's license, your training request can be processed through the On-line Training (OTR), Joint Mission Management System (JMMS).
2. All users must have an Army Knowledge on-Line (AKO) account to access the On-line Training Request (OTR), Joint Mission Management System (JMMS). Non-Army users require a sponsored guest account, the web site for requesting an AKO account is: <https://www.us.army.mil>. If you require a sponsor, enter timothy.konopka, contact information is 609-562-2001, email timothy.j.konopka.civ@mail.mil This account is strictly for accessing the JMMS system.
3. Before you can submit your Request for training support, the Training NCO or Range Scheduler must receive JMMS training. Using your AKO login and password, logon to <https://jmmsweb.dix.army.mil> and complete the request access. Enter your information (organizational information if not currently in the system) and submit. You will receive an email stating, "You now have access to the system." Return to JMMS (<https://jmmsweb.dix.army.mil>) and select training. After you complete the video training you may submit a request. Requests must be complete and submitted 30 days prior to your requested training date. This period allows necessary lead-time to coordinate and schedule your requirements with support activities on post prior to your training dates. If you have problems with the JMMS system, contact the Network Enterprise Center, Mr Derrick Hannah, telephone 609-562-5663, email: derrick.c.hannah.ctr@mail.mil. For questions regarding your request once submitted, contact the Training Management Division (TMD) at 609-562-2001, 2002 or 2003 or the Point of Contact on your request.
4. The Fort Dix Range Guide (FD Pam 350-3) and FD Regulation 350-3 (Training Policies and Procedures) are available on the JMMS website <https://jmmsweb.dix.army.mil>. After logging-in, click on Library located on the menu bar. In the Library you will find regulations, guidance, and maps of ASA Ft Dix (cantonment) and the Range Complex. The Range Officer in Charge (OIC) and Range Safety Officers (RSO) must be Range Certified to sign for and operate ranges. To obtain Range certification, the organization must submit a Memorandum from an O-5 with a by name roster of eligible personnel IAW Table B-1 of ASA Fort Dix PAM 350-3. The memo MUST state they certify the individual(s) are trained and proficient with the weapon systems and training being conducted. Once the memorandum is received by Range Control Headquarters, the individual(s) may report to Range Control, building 9013 Range Road, to view the Range Certification Video and take the 20 question written test. After successful test completion, certification will be issued and is valid for two years. A quick reference guide on ranges, training area capabilities, tactical areas, and bivouac sites offered at Fort Dix is located in FD Pam 350-3, Appendix D.

If we can be of further assistance, do not hesitate to contact us. We look forward to working with you.

DPTMS, Training Management Division
Bldg 5513 Texas Ave, Fort Dix, NJ 08640
609-562-2001/2002/2003 / Fax 609-562-5341

Encl 3