

FORT WALKER
TRAINING SUPPORT CENTER

External SOP

The Best Training and Support - Anywhere

Training Support Center “External” SOP



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
UNITED STATES ARMY GARRISON, FORT A.P. HILL
DIRECTORATE OF PLANS, TRAINING, MOBILIZATION AND SECURITY
19767 NORTH RANGE ROAD, FORT WALKER, VIRGINIA 22427-3106

IMPH-PL

21 March 2015

SUBJECT: Training Support Center External Standing Operating Procedures (SOP)

1. This Standing Operating Procedure (SOP) prescribes policies, procedures, and standardizes operations for customers and applies to all customers conducting business with the TSC.
2. Any supplement or change to this document requires the approval of the Training Support Officer (TSO).
3. Interim changes to this document are not official unless authenticated by TSO. Interim changes will be destroyed on the date of expiration unless superseded sooner or rescinded.
4. The proponent for this SOP is the TSO. Suggestions may be sent to, TSC TSO 19767 North Range Road, Building 1232, Fort Walker, VA 22427. This SOP will be reviewed, updated, and changed annually or as necessary.
5. POC for this memorandum is the undersigned at (804) 633-8196.

//ORIGINAL SIGNED//
JOSE L. LARROY
Training Support Officer
Regional Training Support Center

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Section 1. GENERAL INFORMATION

1. PURPOSE: The purpose of this Standing Operating Procedure (SOP) is to provide general information guidance and policy to units/elements and/or personnel receiving training support from the Training Support Center.

2. REFERENCES:

a. Army Regulation 25-1, Army Knowledge Management and Information Technology, 4 December 2008

b. Army Regulation 350-52, Army Training Support System, 17 January 2014

c. Army Regulation 350-38, Policies and Management for Training Aids, Devices Simulators, and Simulations, 28 March 2013

d. Army Regulation 710-2, Supply Policy Below the National Level, 28 March 2008

e. Army Regulation 725-50, Requisitioning, Receipt, and Issue System, 15 November 1995

f. Army Regulation 735-5, Policies and procedures for Property Accountability, 28 February 2005

g. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 December 2009

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3. **SCOPE:** This Standing Operating Procedure is applicable to all units/elements establishing or holding current accounts with the Training Support Center (TSC). It supersedes all previous SOPs and in the event of conflict of this SOP and U.S. Army directives, the U.S. Army directives will prevail.

A. LOCATION: The TSC is located in Building 1232.

B. HOURS OF OPERATION: Monday – Friday -- 0730 - 1530

******CLOSED ON NATIONAL HOLIDAYS******

C. All correspondence should be addressed to:

TRAINING SUPPORT CENTER
ATTN: TRAINING SUPPORT OFFICER
19767 NORTH RANGE ROAD, BUILDING 1232
FORT WALKER, VA 22427

D. POC TELEPHONE NUMBERS and Email:

TSO	633-8196
Simulators (EST)	633-8359
TADS	633-8248
Supply	633-8294

usarmy.aphill.imcom-atlantic.mbx.dptms-tsc-org-mailbox@mail.mil

E. PRIORITY OF SUPPORT: Priorities of training support are linked to the ARFORGEN Cycle as follows:

- a. Pre-Deployment Training: Units are in the Available Force Pool and must train requirements before deployment.
- b. Pre-Density Training: Units in the Reset/Training Force Pool.
- c. METL Requirements.
- d. All other training and support requirements

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Section 2. Training Aids, Devices and Simulators (TADS)

A. TADS INTRODUCTION

1. Purpose: The purpose of this SOP is to provide customers with information on TADS loan equipment services provided by the Training Support Center and how to request such services. This SOP applies to the supported personnel within the TSC area of responsibility (AOR): Soldiers, Department of the Army Civilians, and Contractors. See appendix C for a list of available equipment/Request Form.

2. Responsibilities:

a. Property Accountability: Commanders, account holders, and users are responsible for the property accountability of loan equipment to include safeguarding and securing all components and accessories of major items. Proper care and use must be exercised as IAW AR 735-5, Chapter 2. Training aids, devices, and simulators are issued only to account holders or authorized representatives. Equipment should not be loaned or sub-hand receipted to any individual or unit outside the account holder's unit or taken outside the TSC's AOR without written permission from the TSO. The sub-hand receipting of loan equipment internally within units shall be documented using Army standard supply procedures. Loan equipment shall be secured IAW AR 190-5. The Account Holder is ultimately responsible for all items and/or equipment signed for by unit personnel on DA form 1687, Delegation of Authority. Account holders authorize unit personnel to sign for equipment under his/her name and assume full responsibility for the loan equipment.

b. Use and care of loan equipment: Users must ensure that loan equipment is maintained and used properly. Damaged equipment will be returned to the TSC. Units are not authorized to attempt any repairs on TSC equipment.

c. Loan equipment maintenance: Loan equipment items that are faulty or become unserviceable during training must be returned to the TSC. Units must submit a DA Form 2404, Equipment Inspection/Maintenance Worksheet, to the TSC with the specific equipment faults annotated. Individual statements are required to clearly state circumstances. Units should not attempt to fix inoperable equipment since this may result in additional damage to the equipment, which may then require a FLIPL.

d. In the event of Lost, Damaged, or Destroyed equipment, the following must take place:

(1) Unit personnel must take immediate action to determine the cause and extent of the loss or damage to loan equipment. Units must conduct an immediate 100% inventory of the loan equipment and attempt to determine the whereabouts of the missing items. Personnel involved with the loss or damage of the loan equipment should write statements describing the circumstances pertaining to the damage or loss. The primary hand receipt holder will initiate a FLIPL no later than 15 calendar days IAW AR 735-5. All losses must be reported within (15) calendar days of discovery.

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(2) All unit accounts up to its Battalion or Separate Company-level will immediately be frozen at the TSC, which would not permit hand-receipt holders to sign out TSC loan equipment.

(3) Frozen accounts may be unfrozen or placed in a probationary status by any of the following means:

(a) A copy of a completed DD Form 362, Statement of Charges/Cash Collection Voucher to include Block 11, finance office certification, is submitted to the TSC. At the time of receipt of the Statement of Charges, the unit's accounts are immediately unfrozen.

(b) A copy of an initiated Financial Liability Investigation of Property Loss (FLIPL) with Blocks 4, 6, 7, and 10 completed is presented to the TSC. At the time of receipt of an initiated FLIPL, the unit's account will be placed in a probationary status. TSC will continue to conduct normal business with units in a probationary status. After 75 days of a unit being placed in a probationary status with the FLIPL not completed, its accounts may be frozen again.

(c) A copy of a completed FLIPL (DA Form 200) with all blocks completed and check list (DD Form 7531) attached is presented to the TSC. At the time of receipt of the completed FLIPL, the unit's account will be immediately unfrozen or removed from probationary status.

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B. ESTABLISHING ACCOUNT PROCEDURES:

1. Prior to establishing a TADS loan equipment account, prospective account holders must provide the following documents to the TSC:

a. A copy of Appointment Orders/ Assumption of Command Orders (Appendix A)

b. DA Form 1687 properly filled out IAW DA Pam 710-2-1 with all personnel under their command authorized to sign for and receive equipment from the TSC. Original or digital signatures are accepted on the DA Form 1687. (Appendix B)

2. Only one TSC account is authorized per company, with up to four **NCOs (E-5 or above)** personnel authorized for issue and turn-in of equipment.

3. A temporary account will be given to units that are temporarily operating outside their TSC Service Area. All transactions are between the unit and TSC. Other activities desiring support may establish a temporary account only when the loan requests do not interfere with home station training requirements.

4. TSC accounts must be updated annually or upon change of Commander/Account Holder IAW AR 710-2. Unit account holders must maintain adequate property accountability at all times. If an account update is due during a time that unit is scheduled for field exercises or other absences, the update must be completed before the unit departs the home station area. Unit must return all loan equipment prior to deploying.

5. When account updates are due, a memorandum is sent through the unit commander to remind the account holder to update the loan equipment account. If the account is not updated after ten (10) working days, the account will be suspended. After an account is suspended, the TSC will contact the unit commander to re-establish control of the loan equipment.

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6. Failure to return all equipment to TSC on or before the expiration date of the loan will result in immediate suspension of account.

C. LOAN EQUIPMENT ISSUE/TURN IN:

1. The TSC will issue loan equipment only on a temporary loan basis for up to 30 calendar days.

2. Units must request loan equipment in a timely manner in order to ensure training is fully-resourced. Requests may be submitted to the TSC directly.

3. A request for all standard and non-standard TADS will be made in writing, by email, at least 30 days prior to the time the item is needed. The TSC can support short-notice requests, but more time is normally needed to resource equipment from throughout the region if the requested equipment is loaned-out or not available in the requested quantities. Requests for equipment not in the TSC inventory and or demand for devices exceeds the RTSC capacity, a request must be submitted at least 90 days out in order to allow the TSC staff to make necessary coordination with the Army Training Support Center (ATSC), for shipping it to Fort Walker.

4. TSC employees will always conduct a thorough inspection of all TADS prior to issue to make sure everything is clean, serviceable and safe for use. During issue and turn in, a joint inventory between units and TSC employees will be conducted to confirm serviceability and to identify any malfunctions and or broken/damaged equipment upon return. Units are not authorized to execute repairs on any TADS issued by TSC. In the event of a piece of equipment malfunction, damage, or not functioning properly, equipment must be tagged to identify the problem and problem must be discussed with TSC employees upon returning the equipment to the RTSC.

5. Priority for loan equipment support will be rendered to deploying units.

D. TRAINING AND CERTIFICATION:

1. Training and certification are required for several TADS and must be coordinated and requested through the TSC. Units must request training and certification for the following systems:

a. Engagement Skills Trainer (EST) 2000

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- b. Multiple Integrated Laser Engagement System (MILES)
 - c. Laser Marksmanship Training System (LMTS)
 - d.
2. Certification training must be requested and coordinated through the TSC.
3. Training and certification classes must consist of 5 or less individuals. Unit trainers must be in the grade of E-5 or above.
4. All devices will be issued, returned, and inventoried using TS-MATS, IAW AR 350-38.
5. The following training and certification requirements for special TADS apply:
- a. Multiple Integrated Laser Engagement System (MILES):
 - (1) MILES simulates Force on Force training with lasers and sensors appended to the vast majority of weapons in our inventory today. Care must be taken at all levels for strict accountability, expeditious transfer of MILES during surge events, inspection after usage, repair and speedy return to the shelf, and fully operational for the next issue.
 - (2) MILES Scheduling: Home-station MILES is scheduled like all other devices issued by the TSC. When demand for devices will exceed the TSC’s capacity, TSC staff will initiate necessary coordination with ATSC for the temporary transfer of devices in order to assist in properly resourcing the MILES request.
 - (3) MILES Training and Certification: Training and certification for MILES must be requested through the TSC.
 - b. Improvised Explosive Devices (IEDs) and Machine Gun Simulators:
 - c. Engagement Skills Trainer (EST):

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(1) All individuals desiring to utilize the EST must first receive certification training provided by TSC instructors.

E. SCHEDULING PROCEDURES FOR TRAINING SIMULATORS:

1. This policy outlines utilization of the Range and Facilities Management and Scheduling System (RFMSS) for simulator scheduling, usage, and reporting.

2. “Simulators” are training devices that simulate an environment for the purpose of training Soldiers on specific Tactics, Techniques, and Procedures or Unit/ Individual Battle Drills.

a. In addition to classroom requests, units must schedule the following simulators through RFMSS:

(1) **Engagement Skills Trainer 2000 (EST 2000)**

b. All other training aids and devices are not considered simulators. All other TADS will have usage and scheduling tracked using TS-MATS and must be requested by units by using the TSC TADS request form (Appendix”C”).

F. REQUESTS FOR GRAPHIC TRAINING AIDS (GTA)

1) The TSC maintains a wide variety of GTA’s in stock , personnel do not need to be on unit signature cards to pick-up most GTA’s.

2) Units requiring a large amount of GTA’s to support a deployment or training exercise would need to submit a standard MFR, ATTN: Chief, Training Support Center stating what GTA’s they need, the amount, purpose, and POC (with contact information).

3) Some GTA’s are issued from HQDA with standard distribution numbers. If units require more or were not included on the distribution, we can order them for your organization.

4) Many GTA’s can be downloaded and printed at the unit level from CAR Website @ <https://atiam.train.army.mil/catalog/#/dashboard>

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APPENDIX A – Assumption of Command/Appointment Orders

**DEPARTMENT OF THE ARMY
HHC, 66TH AVIATION
REGIMENT
APO AE 09074**

AETV-AVA-HC

27 June 2001

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Assumption of Command

In accordance with paragraph 2-36, Army Regulation 600-20, the undersigned assumes command of Headquarters and Headquarters Company, 11th Aviation Regiment, APO AE 09140 from the 28TH day of June 2001.

DISTRIBUTION:

A

KENNETH R. JONES
CPT. CM
Commanding

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES

For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.

DATE

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES		LOCATION	
UNIT NAME/Component: ie: AA.Arng.Navy, Airforce,Marine		UNIT HOME STATION, STATE, LOCATION & ZIP CODE	
LAST NAME-FIRST NAME-MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS
	REQ	REC	
UNIT POC AUTHORIZED TO RECEIPT TADSS/RANK	YES	YES	
UNIT POC AUTHORIZED TO RECEIPT TADSS/RANK	YES	YES	

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

THE UNDERSIGNED HEREBY DELEGATES TO WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,
 THE AUTHORITY TO: For Request and Receipt of TADS Support from DPTMS-RTSC, Fort Walker, VA 22427

REMARKS
 THIS DA FORM 1687 Supersedes all others. Commander Email Address:

I ASSUME FULL RESPONSIBILITY

UNIT IDENTIFICATION CODE Unit Identity Code			DODAAC/ACCOUNT NUMBER Department of Defense Activity Account Code (DODAAC)	
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
COMMANDER (PRINT/TYPE)		CELL NUMBER		COMMANDER SIGNATURE



**Training Aids, Devices and Simulators
(TADS)
Request Form**



**Fort Walker
Regional Training Support
Center**

August 2023

FORT WALKER TADS REQUEST FORM

Unit/Organization: _____

Pickup Date: _____

Turn In Date: _____

POC: _____

POC Email: _____

POC Phone: _____

Questions, Comments and Requests for devices not contained on this form:

*Any Requests for devices not contained on this form must be 90 days in advance of the training date. The full Training Support System (TSS)–Enterprise Training Aids, Devices, Simulators, and Simulations (TADS) Index and Catalog can be found at AKO2. Scroll to the bottom of your homepage and select ‘TADS Index and Catalog’.

FORT WALKER TADS REQUEST FORM

Marksmanship			
Part Number	Nomenclature		Quantity
07-181	Laser Marksmanship Training System (LMTS)		
07-181	Laser Marksmanship Training System (LMTS) Warrior Kit		
T07-086	Target Box Paddle		
T07-087	Riddle Sighting Device		
T07-100	Multipurpose Arcade Combat Simulator (MACS)		
T07-103	Dime Washer Set		
T07-105	Rifle Rest Target Box		
07-68	M287 Tracer Bullet Trainer for M137 AT4		

FORT WALKER TADS REQUEST FORM

Replica Ordnance			
Part Number	Nomenclature		Quantity
T05-041	Placed Training Mine (PTM) Kit		
T05-047	Unexploded Ordnance (UXO) Kit		
LOTA-KIT66	Grenade Recognition Kit		
T05-060	M18A1 Claymore Mine Kit		
T05-062	IED Recognition Kit		

FORT WALKER TADSS REQUEST FORM

T09-129	Mine Recognition Kit, Iraqi			
T20-009	Mine, Anti-personnel, POMZ-2			
T20-010	RG-42 Anti-personnel Grenade			
T20-012	RKG-3 Anti-tank Grenade			
1AD5-2042	M-14 Dummy Mines (Rubber)			
DP-M69	Practice Metal Grenade Body, Baseball M69 (M228 Fuse NOT INCLUDED)			

FORT WALKER TADS REQUEST FORM

Replica Weapons

Part Number	Nomenclature		Quantity
T07-083B	M16A2 Rifle (Rubber)		
T07-093B	Javelin Missile Simulation		
T07-096	M4 Carbine (Rubber)		
T07-099	M9 Pistol (Rubber)		
T07-106	AT4 Rocket Launcher Field Trainer		
T07-113	Machine Gun, M240B (Rubber)		
T20-014	SA-7 (Grail) Missile Launcher		
T20-005	RPG-7 Rocket Launcher (Rubber)		
T20-006	AK-47 Assault Rifle (Rubber)		
T20-007	RPK Squad Machine Gun (Rubber)		
T20-008	PM-50 Pistol w/Holster (Rubber)		
T20-018	SVD Sniper Rifle (Rubber)		
T20-024	Uzi Sub-Machine Gun (Rubber)		
T20-025	.22 Caliber Pistol w/Silencer (Rubber)		
T20-026	MAC 11 w/Silencer (Rubber)		

FORT WALKER TADS REQUEST FORM

Opposing Force (OPFOR) Clothing			
Part Number	Nomenclature		Quantity
20-031A	Islamic Dress, Mens Medium		
20-031B	Islamic Dress, Mens Large		
20-032	Islamic Headband, Mens (EGAL)		
20-033	Islamic Headscarf, Mens (SHIMAGH)		
20-034A	Islamic Pants, Mens Medium		
20-034B	Islamic Pants, Mens Large		
20-035A	Islamic Tunic, Mens Medium		
20-035B	Islamic Tunic, Mens Large		
20-036A	Iraqi Police Shirt Medium		
20-036B	Iraqi Police Shirt Large		
20-036C	Shoulder Epaulets		
20-041	Islamic Afghanistan Style Burqa (CHADOR)		

FORT WALKER TADS REQUEST FORM

20-042A	Islamic Kurta Shirt, Mens Large		
20-042B	Islamic Kurta Shirt, Mens X-Large		
20-043	Islamic Traditional Wool Pakol		
20-044	Traditional Cotton Kufi (Knit Hat)		
20-045	Mens Embroidered Sindhi Cap		
20-046	Prewrap Turban or Turban Cloth		
20-047A	Mens Vest Large		
20-047B	Mens Vest X-Large		
20-049B	Islamic Iraqi Abaya, Woman X-Large		
20-050	Islamic Iraqi Female Scarf		
20-056	Afghan Army Woodland Camo Set		

FORT WALKER TADS REQUEST FORM

20-028B	OPFOR Shirt Black or Green Large		
20-028C	OPFOR Shirt Black or Green X-Large		

FX			
Part Number	Nomenclature		Quantity
05-104/1	M320A1 Selectable Lightweight Attack Munition (SLAM) (Engineer MOS Only)		
05-105	AN/PSS-14 Sweep Monitoring System (Engineer MOS Only)		
05-105/1	Training Target Set (Used w/DVC 05-105) (Engineer MOS Only)		
20-096D	Small Arms Flash-Noise Gunfire Simulator		
05-117	XP-870 Blast Simulator		

FORT WALKER TADS REQUEST FORM

T20-029	Briefcase Bomb (Audible Alarm)		
T20-030	Suicide Bomb Vest (Audible Alarm)		
T20-038	Backpack Bomb (Audible Alarm)		
T20-147	Rock Bomb (Audible Alarm)		

FORT WALKER TADS REQUEST FORM

Multiple Integrated Laser Engagement System (MILES)			
Part Number	Nomenclature		Quantity
23-111	MILES IWS II (M16/M4/M240/M249) Kit	 <p>HALO HARNESS</p>	
23-101	MILES Universal Controller (UCD)		
23-101/A	MILES Micro Controller (MCD)		
23-102/A	IMILES SLM, AT4		
23-102/B	IMILES SLM, RPG		
23-102/C	SLM Engine (Used w/SLM)		
23-106/1	IMILES TVS, M2 SAT		
23-77	Mirror Alignment Jig Kit (MAJIK)		

FORT WALKER TADS REQUEST FORM

Medical			
Part Number	Nomenclature		Quantity
08-04	Moulage Kit, War Wounds, Light		
08-05	Intravenous Therapy Trainer		
08-14	Casualty Simulation Kit		
08-16	Manikin Head and Torso, CPR		
08-41	First Aid Training Manikin		
08-51/5 08-51/1 08-51/2 08-51/3 08-51/4	Rescue Randy, 125lb Rescue Randy, 145lb Rescue Randy, 165lb Rescue Randy, 175lb Rescue Randy, 200lb		

FORT WALKER TADS REQUEST FORM

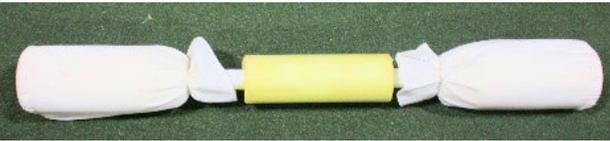
L-LITTER	Foldable Tactical Litter		
L-SKEDCO	Skedco Roll Up Stretcher		

Simunitions			
Part Number	Nomenclature		Quantity
07-160	Simunition M4 Upper Receiver (9mm Sim Cartridges)		
07-160/1	Simunition Magazines (9mm Sim Cartridges)		
07-160/2	Simunition Plastic Face Shield		
07-164	Close Combat Mission Capability Kit (CCMCK) For M16/M4 (5.56mm UTM Cartridges)		
07-165	Close Combat Mission Capability Kit (CCMCK) For M249 (5.56mm UTM Cartridges)		
07-164	UTM Face Mask w/Goggles		
07-164	UTM Gauntlet Gloves		

FORT WALKER TADS REQUEST FORM

Audio/Visual			
Part Number	Nomenclature		Quantity
L-PROJECTOR	Projector		
L-SCREEN	Projector Screen		
L-PASYS	Public Address (PA) System		
L-PODIUM	Podium		
L-MICROPHONE	Microphone		
L-Megaphone	Megaphone		
L-EASEL	Easel Board		

FORT WALKER TADS REQUEST FORM

Other			
Part Number	Nomenclature		Quantity
L-BFA50	Blank Ammunition Firing Attachment (M19): M2 Machine Gun (M2A1 Requires Thread Protector)		
07-109	Lensatic Compass		
T07-109	Compass, Magnetic, Lensatic, Oversize Model		
T11-061	Single Channel Ground and Airborne Radio System (SINCGARS) Radio and SINCGARS ASIP Radio (5:1 Mock up)		
L-A42-1A	Rappelling Helmets		
07-107	Pugil Sticks		

FORT WALKER TADS REQUEST FORM

99-116	Escalation of Force (EOF) Dismounted Module	
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Simulators		
Part Number	Nomenclature	
07-129	Engagement Skills Trainer (EST) II	

* All Classrooms and the EST II are to be scheduled through RFMSS. To speak with DPTMS scheduling for help or to get a new RFMSS account please call 804-633-8333. A certified operator is required for use of the EST and the operator must be on the 1687 in order to sign for the equipment.