



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
DIRECTORATE OF PLANS, TRAINING, MOBILIZATION, AND SECURITY  
2175 REILLY ROAD, STOP A  
FORT BRAGG NORTH CAROLINA 28310-5000

IMBG-PLT-TT

11 June 2019

MEMORANDUM FOR RECORD

SUBJECT: Training Support Center (TSC) Standard Operating Procedures

1. Purpose: To provide procedures, responsibilities, and guidance for obtaining and using Training Aids, Devices, Simulations and Simulators (TADSS), Multiple Integrated Laser Engagement System (MILES), and Graphic Training Aids (GTA) from the Fort Bragg Training Support Center.
2. Scope
  - a. All units that utilize the TSC are responsible for knowing the standards of this SOP; leaders are responsible for enforcing the standards.
  - b. All units will familiarize themselves with this SOP prior to conducting business at the TSC.
3. The POC for this memorandum is the undersigned at 910-396-9007 or at keith.r.carr.civ@mail.mil.

KEITH R. CARR  
Training Support Center  
DPTMS

## TABLE OF CONTENTS

	<b>CONTENTS</b>	<b>PARAGRAPH</b>	<b>PAGE</b>
<b>CHAPTER 1</b>	<b><u>INTRODUCTION</u></b>		
	Purpose	1-1	3
	References	1-2	3
	Applicability	1-3	3
	Mission	1-4	3
<b>CHAPTER 2</b>	<b><u>HOURS, FACILITIES, AND WAREHOUSE OPERATIONS</u></b>		
	Operating Hours	2-1	4
	Facility Locations	2-2	4
	Customer Service Desk Operations	2-3	5
<b>CHAPTER 3</b>	<b><u>CERTIFICATION TRAINING</u></b>		
	Certification Training	3-1	6
	Responsibilities	3-2	6
	Prerequisites	3-3	6
<b>CHAPTER 4</b>	<b><u>TADSS/MILES WAREHOUSE</u></b>		
	Property Accountability	4-1	8
	Establishing a TADSS Account	4-2	8
	Change or Renew an Account	4-3	9
	Submitting a Request for TADSS	4-4	9
	Issue Training Devices	4-5	10
	Turn-in Training Devices	4-6	10
	Damaged/ Lost Items	4-7	11
	Frozen / Account Closure	4-8	12
	Graphic Training Aids	4-9	12
<b>APPENDIX LIST</b>			
	A. Sample Equipment Request Memo		14
	B. TADSS Request Form		15
	C. GTA Request Form		16
	D. DA Form 1687 (Sample)		17
	E. Damage Statement		18
	F. Pending Damage Statement		19
	G. TSC Instructions for Cleaning Manikins		20
	H. IWS MILES Do and Don't		21
	I. TADSS Request for Training Form		22

## CHAPTER 1

### INTRODUCTION

**1-1 PURPOSE:** To prescribe policies, responsibilities, procedures and provide guidance and information concerning the use of the training resources within the Training Support Center (TSC).

**1-2 REFERENCES:**

- a. AR 350-52, Army Training Support System
- b. AR 710-2, Supply Policy Below National Level
- c. AR 735-5, Policies and Procedures for Property Accountability
- d. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)

**1-3 APPLICABILITY:** This SOP is applicable to all US Military Units (AC/RC); employees assigned or attached to the Fort Bragg TSC, and all authorized civilian organizations that utilize TSC resources and facilities.

**1-4 MISSION:** To ensure professional training support through use of training facilities, state of the art virtual simulators, contracted instructors and instructor/operator support. The Training Support Center (TSC) works diligently to and is responsible for receipt, storage, issue and maintenance of all training support products to include live and virtual Training Aids, Devices, Simulators, and Simulations (TADSS), and Graphic Training Aids (GTAs). The TSC provides management for all training devices issued to and for all Active, Reserve, National Guard and ROTC units in accordance with Army Regulation 350-52 (all counties in North Carolina). The Fort Bragg TSC is dedicated to keeping units and soldiers informed of new and current GTAs and TADSS, to provide information of obsolete items and to make available the most up-to-date virtual training devices.

**CHAPTER 2**  
**HOURS, FACILITIES, WAREHOUSE OPERATIONS**

**2-1 TSC OPERATION HOURS:**

a. **TADSS Warehouse:**

- (1) Monday through Friday: 0730-1600
- (2) Warehouse is closed Saturdays, Sundays, and all US Federal Holidays

b. **Virtual Training Facility (Longstreet)**

- (1) Monday through Friday: 0730-1600
- (2) If the facility is required outside of normal business hours, a request must be submitted with a minimum of 4 weeks advance notice.

c. **Butner Rd. Facility**

- (1) Monday through Friday: 0730-1600

d. **Tagatay St. Facility**

- (1) Monday through Friday: 0730-1600
- (2) If the facility is required outside of normal business hours, a request must be submitted with a minimum of 4 weeks advance notice.

**2-2 FACILITIES:**

- a. **TADSS Warehouse:** The TADSS/ MILES Warehouse is located at 6960 Gruber Rd, Bldg A-5514. The warehouse personnel can be reached at 910-396-5594,
- b. **Virtual Training Facility (Longstreet):** The Longstreet facility is located at the corner of Longstreet and Keerans. The main office is Bldg A-1843. The facility manager can be reached at 910-643-9597.
- c. **Butner Rd. Facility:** The Butner Rd facility is located next to the shoppette, across for the NCO Academy. The main office is Bldg A-3479. The facility manager can be reached at 910-907-5583.
- d. **Tagatay St. Facility:** The Tagatay Rd facility is Bldg C-1724 which is located behind Robinson Health Clinic. The facility manager can be reached at 910-432-6039.

## **2-3 WAREHOUSE OPERATIONS:**

- a. Customer Service Counter is located in the TSC TADSS Warehouse Bldg. A-5514, which is the main focal point for all customer services. Customers are REQUIRED to sign-in to the customer service counter upon arrival. Customers are not allowed into other areas of the TSC facility without an escort.
- b. Unit hand receipt account folders will be kept, maintained and centralized at the Customer Service Counter, 910-396-9019/5019.
- c. Customers are not authorized to receive or turn-in any equipment unless their unit account folder has valid Assumption of Command Orders, DA Form 1687s Notice of Delegation of Authority-Receipt for Supplies, and their account is not delinquent /pending transaction(s) of missing/ damaged items.
- d. Individuals and units can also schedule a TSC Orientation and tour by contacting the Training Support Officer, 910-396-9007.

## **CHAPTER 3**

### **CERTIFICATION TRAINING**

**3-1 CERTIFICATION TRAINING:** This section provides an overview of Certification Classes offered within the TSC, along with guidance for enrolling and attending the training.

#### **3-2 RESPONSIBILITIES:**

- a. Commanders and leaders at all levels are responsible for ensuring maximum use of these courses to maintain the highest level of individual/crew level proficiency and enhance combat readiness.
- b. Commanders and leaders must ensure that all students selected to attend the courses outlined in this chapter are qualified, meet the prerequisites and report on time.
- c. Due to resource availability, units may be required to prioritize enrollment of personnel.

#### **3-3 PREREQUISITS:**

- a. No appointments (medical, dental, military, personal, etc.) during the duration of the course. Students are required to attend the ENTIRE class for certification.
- b. Individual requirements are outlined below for each TSC class offered.
  - 1) **IWS MILES CERTIFICATION:** IWS MILES Certification Classes can be scheduled by calling the MILES trainer at 910-908-2835. Training is a three (3) hour block of instruction covering; set up, operation, and safety.
  - 2) **IMPROVISED EXPLOSIVE DEVICE EFFECTS SIMULATOR:** The IED Effects Simulator (IEDES) kit is a Training Aid Device that will assist the Army in training on operational support tasks, conditions, and standards needed to achieve U.S. Military IED objectives. The IEDES is configured to simulate a Small, Medium, Large, and Extra Large explosive signature. The IEDES is designed to train key tasks of Explosive Hazards (EHs) defeat, to predict, prevent, detect, classify, neutralize, mark, report and record EH and to protect personnel, equipment and facilities from EH effects. Training can be scheduled by contacting the instructors at 910-643-3689 or 910-643-3688. Training covers device operation, setup, employment, and safety. To attend the class students must be an E5 or above. Certified personnel must be present when equipment is issued.
  - 3) **Machine Gun Simulator and Blast Simulator:** The machine gun simulator and blast simulators are devices that operate by using propane and oxygen to replicate noises heard on the battlefield. Training can be scheduled by contacting the instructors at 910-643-3689 or 910-643-3688. Training covers device

operation, setup, employment, and safety. To attend the class students must be an E5 or above. Certified personnel must be present when equipment is issued.

- 4) **Engagement Skills Trainer (EST) Instructor Operator:** Certification Classes are held in Bldg A-1842 on Longstreet. The classes are held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday-Tuesday of the month, and the following week for a Wednesday-Thursday class. The EST I/O is a two day course and attendees must be present for both days. Personnel attending must be a NCO or above. Training will begin at 0900 and the first (10) soldiers to sign in will attend the course.
- 5) **Call For Fire Trainer:** Certification Classes are scheduled through RFMSS and are held in Bldg C-1724 on Tagatay Street. Personnel attending must be a NCO or above and the minimum class size is three.
- 6) **HMMWV Egress Assistance Trainer (HEAT) and MRAP Egress Trainer (MET):** Certification Classes are scheduled through RFMSS and are held on Longstreet. Personnel must be in the pay grade of E5 and the minimum class size is (3) and the following items are needed: The Participant Screening Sheet, combat lifesaver with CLS bag, and a GOV to be used as an EVAC vehicle. We will not provide any copies to units. Training will not start until all requirements are met. The uniform for all Soldiers is combat boots, Army combat uniform, protective eye wear, helmet, gloves and body armor.

## **CHAPTER 4**

### **TADSS WAREHOUSE**

#### **4-1 PROPERTY ACCOUNTABILITY:**

- a. Units that have drawn TADSS are responsible for maintaining 100% property accountability, maintenance, serviceability and security at all times.
- b. In accordance with DA PAM 710-2-1 paragraph 5-4, and AR 350-52 no unit will loan or sub-hand receipt TADSS equipment to another unit or take property outside the TSC's AOR without prior written authorization from the Training Support Officer (**TSO**). Violating this policy will result in the unit's TADSS account being suspended.
- c. Units are responsible for initiating all property adjustment actions in accordance with AR 735-5, necessary to account for lost or damaged equipment.
- d. When circumstances warrant a Financial Liability Investigation of Property Loss (FLIPL), units are required to initiate the FLIPL under AR 735-5, paragraph 13-8, no later than 15 calendar days (45 for N.G. units, 75 for Res. units) after the date of discovering loss or damage. Units will provide the TSC Warehouse a copy of the initiated FLIPL.
- e. Equipment will not be issued to hand receipt holders who will be departing their unit for periods in excess of 30 days and/or are departing before the scheduled turn in date (DA PAM 710-2-1 paragraph 5-3).
- f. Responsible Officers are the managers of their accounts; they are to ensure their accounts are managed IAW TSC policies. This includes updating their DA Form 1687 prior to expiration, accounting for property as described in paragraphs 4-1a, 4-1c and 4-1d above.
- g. Equipment will be issued from and turned in through the Training Support Center via the Training Support Materiel Army Wide Tracking System (**TS-MATS**) computer. The TS-MATS computer will generate a hand receipt that will track the items issued to the customer. It will annotate the date the equipment is due to be returned and will be signed by both the customer and a TSC representative. This hand receipt is binding, and is used in lieu of the DA Form 2062. If, for technical reasons, the TS-MATS computer is down a DA Form 2062 will be used to issue equipment. Upon turn-in, the TS-MATS computer will generate a turn-in document recording what was turned in. TSC personnel will give the customer a copy of the turn in document. **All equipment must be physically checked back in prior to the due date to prevent your account from becoming delinquent.**

#### **4-2 ESTABLISHING A TADSS ACCOUNT:**



- a. Each organization requiring support from the TSC, must have a valid account established. Each organization down to the company level must have their own separate accounts. This chapter will describe the differences in accounts and what documents are required to open account. All exceptions will be reviewed by the TSC Manager on a case-by-case basis.
- b. The unit will be informed of account numbers assigned and units will use this account number when submitting a loan request to the TSC.
- c. Units must have a Delegation of Authority (DA Form 1687) signed by the Commander, stating who is authorized to receive training aids from the Training Support Center for the unit. The delegation of authority is good for one (1) year or until the delegating official is transferred, whichever happens first.
- d. A copy of the unit Commander's Assumption of Command Orders must be on file at the Training Support Center.
- e. It is recommend that only up to 8 personnel are listed on the DA Form 1687 for the draw of TADSS.
- f. The above also applies to Army Reserve or National Guard units within the Fort Bragg AR 350-52, Army Training Support System. Reserve and Guard units that train at Fort Bragg should establish a temporary account if their home station is outside of the AOR. The temporary account is valid during their activation orders.

#### **4-3 CHANGE OR RENEW AN ACCOUNT**

- a. When the outgoing commander or account holder is replaced, the outgoing and incoming commander or account holder will check with the TSC for any special instructions.
- b. Conduct 100% inventory of all TSC equipment on hand receipt at change or account holder IAW DA PAM 710-2-1.
- c. The incoming commander or account holder will submit a copy of appointment order and a new DA 1687 for authorized persons on the account.
- d. Discrepancies reported on relief documents and updated TS-MATS Hand Receipt (used IN LEIU of DA Form 2062) is signed.

**4-4 SUBMITTING A REQUEST FOR TADSS:** This chapter outlines the procedures for requesting Training Aids and Devices from the TSC Warehouse. As outlined earlier in this SOP, organizations already must have a valid TSC account in an active status.

- a. TADSS request forms are located at the TSC Warehouse customer service counter of Bldg. A-5514. Units may fill out requests on site or by email. TADSS are on display in Bldg. A-5514 and other TADSS can be found in TRADOC PAM 350-9 and DA PAM 350-9. TSC personnel are also available to assist units with planning.

- b. Requests should be submitted as soon as possible, but a minimum of two weeks is required for TADSS requests. This will avoid availability conflict of TADSS by allowing future planning.
- c. Requests will be checked for accuracy, dated, and processed. TSC personnel will determine the availability of the requested equipment. If items are available, a pickup and turn-in date will be set. If equipment is unavailable or dates cannot be accommodated, the unit will be notified. The TSC Manager and or representative will make final resolution on conflicts concerning Training Devices.
- d. TADSS are issued on a short term loan, not to exceed 30 days. If circumstances require loans greater than 30 days a Memorandum for Record (MFR) is required. MFR's must be addressed to the attention of the Training Support Officer (TSO) and must include the unit's requested extension of a short term loan, equipment needed, the dates equipment is needed, and the reason for the required extension. If the equipment is needed for Brigade level exercises, the Brigade S3 may do one MFR for all the subordinate units in the exercise. If equipment is for a single company training event or Battalion level exercise, the Battalion S3 can provide the MFR. All accounts must be in a valid/active status prior to loan approval.

**4-5 ISSUE TRAINING DEVICES:** This chapter depicts the issue process of Training Aids to customers by TSC personnel.

- a. Issues are by walk-in and memorandum required based on type of TADSS and quantity requested. All appointment's will be submitted by memorandum for issue and signed by the commander. All adjustments once the TSC have received initial request submitted will require a memorandum signed by the commander.
- b. A joint inventory of equipment will be conducted to ensure all items being issued to the customer are present and functional.
- c. Equipment will be issued on a TS-MATS hand receipt. This is a valid and binding document and will be used in lieu of DA Form 2062.
- d. Once the hand receipt is verified by the customer for accuracy, the customer will sign and date the form. TSC personnel will do the same in the appropriate block. Copies will be provided to the customer, and filed in the suspense file until the turn-in date.
- e. All equipment will be signed prior to being loaded by the customer.

**4-6 TURN-IN TRAINING DEVICES:** This chapter depicts the turn-in process of Training Aids from customers to TSC personnel. Parts of this were previously covered in this SOP. Refer back to earlier chapters for clarification as needed.

- a. All turn-ins will be by appointment only.

- b. A joint inventory of equipment will be conducted to ensure all items being turned-in by the customer are present, clean and functional. Anything missing will be reissued to the customer and anything damaged will be included on the Damage Statement and a copy will be given to the unit after turn-in.
- c. Devices will be cleaned prior to turn-in and all clothing items will be washed, TSC personnel have the final call if items need to be re-cleaned or not.
- d. Equipment will be turned-in on a TS-MATS hand receipt. All shortages will be noted as items still issued out to the unit and the unit representative will re-sign for this equipment.
- e. If required, an email will be sent to the Responsible Officer, notifying them of the status of their account.
- f. The turn-in hand receipt will be verified by the customer for accuracy. The customer will sign and date the form and TSC personnel will do the same in the appropriate block. Copies will be provided to the customer.

#### **4-7 DAMAGED/ LOST ITEMS**

- a. Any damaged component will require a Damage/ Lost Statement signed by the unit representative that will accompany the turn-in before turn-in credit can be given to the unit to clear the TSC. Both the authorized unit representative and the TADSS personnel will conduct a joint inventory for accuracy of the contents and then sign and print names on the turn-in document created by TS-MATS. The Damage/Lost Statement accompanied with the Outstanding Issues document from TS-MATS is now your issuing document for any damaged and / or lost components. If the unit representative does not bring the Damage/Lost statement at the time of turn-in of the equipment then the unit will be given (5) working days after the turn-in to complete the statement and return it to Customer Service to prevent the unit account from being frozen (see paragraph 4-8).
- b. Pending Damage Statement will only apply when required. Items are not fully cleared at the TSC until maintenance checks have been performed on all required equipment and devices. TSC's on site General Maintenance Worker or MILES Repair Technician will inspect TADSS that are turn into maintenance for function checks and serviceable conditions before being placed back into storage location.
- c. Damage/ Loss Statement is an acknowledgement with the customer that the items will be checked by TSC GEN. MAINT/MILES Rep to determine serviceability of that item and damaged items can result in Cash Collection, Statement of Charges, or DD Form 200 (FLIPL). Note: Some items are subject to depreciation or fair wear & tear. **Refer to AR 735-5, Appendix B, Paragraph B-2, for determining depreciation value.**
- d. Missing parts and damage of TADSS will be brought to the attention of the Training Support Officer (TSO) and the Technical Officer Representative (TOR) to determine the course of action to take concerning an account.

- e. Any lost component will require reimbursement by DD Form 362, Statement of Charges/ Cash collection or DD Form 200, Financial Liability Investigation of Property Loss. The unit representative will receive the cost for replacement and the options. The active duty unit will then have (5) working days to complete the DD Form 362 (National Guard 45 day and Res. 60 days) and return it to the Customer Service desk to prevent their account from being frozen (para 4-8).

#### **4-8 DELINQUENT/FROZEN ACCOUNTS:**

- a. The TSC Customer Service desk will freeze or close unit accounts and contact the unit commander by email under the following circumstances:
  - 1) DA Form 1687 Signature Card is outdated or not received for a Change of Command.
  - 2) Account is delinquent for equipment past due for turn-in. If an extension is required, it must be made prior to the turn-in date.
  - 3) Upon turn-in, if there are missing, damaged or dirty items after completion of the joint inventory, items will be re-issued and the account is frozen, an email will be sent to the Responsible Officer notifying them of the situation. The account will remain in a frozen status until proper corrective actions are taken.
- b. If the unit's delinquent account is not reconciled within 15 working days of the turn-in date, the TSC representative will notify the below listed personnel that their account is in jeopardy of being frozen.
  - 1) Primary Hand Receipt holder (PHRH)
  - 2) Company Commander
- c. Units will have 45 calendar days to satisfy their delinquent/ frozen accounts. At 60 days, if the account has not been satisfied, **all units within the battalion** will be frozen until the account has been resolved. At 90 days, if the account is not reconciled, at that time, **all units within the brigade** will be frozen until the account has been resolved.
- d. After the Company Commander has been notified and no response has been made to resolve the delinquent account, the unit folder will be given to the Property Book Officer (PBO) to resolve.

#### **4-9 GRAPHIC TRAINING AIDS (GTA):**

- a. The TSC maintains a large selection of GTA's in stock for issue. Many GTA's have been digitized. Digitized GTA's will no longer be reproduced and/ or distributed. Customers may download GTS's and reproduce them as required from the United States Army Training Support Center Website.

- b. Personnel do not need to be on unit signature cards to pick up most GTA's.
- c. Units requiring a large amount of GTA's to support a deployment or training exercise need to submit a GTA request form located in the TSC or a standard MFR, ATTN: Training Support Center stating GTA's needed, the amount, purpose, and point of contact information.
- d. Some GTA's are issued from HQDA with standard distribution numbers. If units require more or were not included on the distribution, they can be ordered through the TSC.
- e. Many GTA's can be downloaded and printed at the unit level from the Reimer Digital Library (RDL).

# ANNEX A Sample Equipment Request Form

DEPARTMENT OF THE ARMY  
Your BN/Co Letterhead  
Fort Bragg North Carolina 28310

Office Symbol

DD MMM YYYY

MEMORANDUM FOR Directorate of Planning, Training, Mobilization and Security (DPTMS),  
Training Support Center (IMGB-PLT-T-T), 6960 Gruber Road, Fort Bragg, NC 28310

SUBJECT: Request for Training Equipment Support

1. Request the following items to be used on temporary loan. These items will be used for X Co, XX BN for base training operations. This training will certify that X Co, XX BN is fully trained in preparation for the upcoming JRTC rotation in support of assuming the GRF1, MM YYYY.

DVC# / Part #/ NSN	Nomenclature	Quantity
23-67	M4 (IWS)	50
23-70	M240 (IWS)	5
23-101	Universal Controller device	2
N/A	--	--

2. The above items will be picked up on DD MMM YYYY and returned NLT DD MMM YYYY.

3. X Co, XX BN DODAAC is W36W36.

4. The unit understands that an appointment does **not** guarantee that all equipment requested is available for issue.

5. The POC for this memorandum is the LT Joe Snuffy at 910-396-XXXX or [joe.snuffy@us.army.mil](mailto:joe.snuffy@us.army.mil).

THOMAS T. TROOPER  
CPT, QM  
Commanding

ANNEX B TADSS Request Form

**\*\*Hand receipt holder need to read Memo before signing below- Please ask for a copy.**

Unit: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

MEMORANDUM FOR Directorate of Planning, Training Mobilization and Security (DPTMS), Training Support Center, ATTN: IMBG-PLT-TT, Fort Bragg, NC 28310

SUBJECT: Request for Training Equipment Support

1. Request the following items to be used on a temporary loan:

<u>DVC # PART#, NSN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>	<u>CLS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Items will be picked up on \_\_\_\_\_ and will be returned NLT \_\_\_\_\_.

**\*\*Exceeding the suspense date will result in the ceasing of all unit transactions.**

3. Unit DODAAC: \_\_\_\_\_ (DoD Activity Address Code)

4. Unit must inform the TSO (Tng Spt Officer) before transporting equipment to deployable (O'CONUS) areas. Equipment taken out of state must be IAW AR 5-9.

5. The **Hand Receipt Holder** will insure all items on loan are cleaned, inventoried and inspected prior to return. **Hand Receipt Holder** will be responsible for equipment regardless of who turns it in for him/her. Note: Please verify the count of all items issued.

6. All items found unserviceable during inventory will be tagged unserviceable and replaced w/ a serviceable item. If the item is unavailable, it will be listed as a CLS (Common Level of Service) item. **If an item is issued and accepted by a customer as an as is item (to accomplish their mission) – the customer must sign a statement stating that they are aware of the unserviceable/defective condition.**

7. Customer will return all "Lithium Batteries" back to TSC when mission is completed.

8. Our TSC Account # is: FB \_\_\_\_\_ and the account is clear and up to date with a DA Form 1687; signed by the commander w/ Assumption of Command Orders is on file.

9. POC (Print) name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature \_\_\_\_\_ Email Address: \_\_\_\_\_

As of 9/2016





ANNEX D Notice of Delegation of Authority DA Form 1687

IAW: HQDA EXORD 223-17 (FRAGO 1) Annex A - DA Form 1687 Signature Card change

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					DATE OF REQUEST
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
UNIT DESIGNATION			UNIT HOME STATION, STATE, LOCATION & ZIP CODE		
LAST, FIRST, MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS		
	REQ	REC			
Snuffy, Joe	YES	YES	[Signature]		
Trooper, Joe	YES	YES	[Signature]		
NOT USED			[Signature]		
NOT USED			[Signature]		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: REQUEST, RECEIVE AND TURN-IN ITEMS FROM THE TRAINING SUPPORT CENTER (TSC)					
REMARKS					
To complete this block follow the instructions listed below					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
Unit Identification Code			UNIT DODAAC		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
Responsible Person's Last, First, MI	Grade	Telephone #	1 Yr (-)1 Day	[Signature]	

IAW HQDA EXORD 223-17 (FRAGO 1):  
 1. Signature will have a digital signature or a hand written signature, **NOT BOTH**.  
 2. A hand written full signature includes first name and full last name.  
 3. The preferred signature is digital. Use handwritten signatures only when a digital signature is not possible due to computer access or mission requirements.

REMARKS BLOCK:

- Add Responsible Person's Email Address.
- Keep DA Forms 1687 current. Use the following procedures:
  - Prepare a DA Form 1687 to add personnel as authorized representatives. Enter the statement "Added, previous editions remain in effect" in the remarks block.
  - To delete personnel, list the names of the persons deleted. Personnel to be deleted do not sign or initial the card. Enter an "X" in the "withdraws from" block. Circle this block using colored pencil or ink. Enter the words "Deleted, other personnel listed remain in effect" in the remarks block.

ANNEX E Damage/ Lost Equipment Statement

Unit: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

MEMORANDUM FOR RECORD

SUBJECT: Damaged/ Lost TSC Equipment

1. The above unit training exercise was conducted on the following dates: \_\_\_\_\_  
thru \_\_\_\_\_. The items listed below were damaged.

<u>DVC # Part#, NSN</u>	<u>Damaged/Loss Item (s)</u>	<u>Qty.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. I confirm that the item(s) described above were damaged or lost during our unit training exercise. I'm aware that damaged items turned into TSC will be checked by TSC general maintenance /MILES personnel to determine serviceability of that item(s). I acknowledge that damaged items can result in Cash Collections, Statement of Charges, or DD Form 200 (FLIPR). Note: Some items are subject to depreciation/fair wear & tear.

3. Unit Account #: FB \_\_\_\_\_ Equipment was signed out by: \_\_\_\_\_  
Print Name (H/R Holder)

\_\_\_\_\_  
Print Name / Cdr

\_\_\_\_\_  
Commander Signature

ANNEX F Damage Pending Statement

**DAMAGE PENDING STATEMENT**

APPLY ONLY WHEN REQUIRED.

Items are not fully cleared at the Training Support Center (TSC) until maintenance checks have been performed on all required equipment and devices. TSC on-site general maintenance/ MILES/IEDES technician will render final results. If I am not notified after five working days, then I know the unit is cleared. I fully understand this statement by signing below.

FB#	ITEM#	SN#	QTY.	REMARKS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TSC REP. SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*

**MAINTENANCE SHOP** (Gen. Maintenance/Miles/ IEDES)

\_\_\_ GOOD (CLEAR UNIT)

\_\_\_ DEFICIENCIES FOUND BEYOND FAIR WARE AND TEAR

DEFICIENCIES BEYOND FAIR WARE AND TEAR: \_\_\_\_\_

PRINT: \_\_\_\_\_ SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

**TSC INSTRUCTIONS FOR CLEANING MANIKINS**

**TYPE MANIKIN:** Rescue Randy and related parts

**TYPE CLEANSERS:** Bleach, Soft Comet, or Goo Be  
Gone (To Remove Glue Or Sticky Substances)

**NOTE:** ALL RESCUE RANDY (S) WILL BE CLEANED W/  
THE ABOVE CLEANSERS - PRIOR TO TURN-IN.

***\*\*RESCUE RANDY OR RELATED PARTS WILL NOT BE  
ACCEPTED, IF NOT CLEANED AS STATED ABOVE.***

**\*I ACKNOWLEDGE THE ABOVE INSTRUCTIONS.**

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**ATTENTION!!**

**INDIVIDUAL WEAPON SYSTEM (IWS) MILES  
DO (S) & DO NOT (S)**

*MILES Issue / Turn-In  
0730-1530*

*General Issue / Turn-In  
0730-1600*

**DO (S)**

1. Equipment must be clean & dry prior to turn-in to TSC.
2. Remove all Batteries (except Halo batteries) from components and place in SAT (small arms transmitter) pockets inside of transit case on top of SAT.
3. Inventory all components prior to turn-in. (Units responsibility)
4. Transit Case will be cleaned inside and out prior to packing components.

**DO NOT (S)**

1. Do not pack any components in the transit case wet. If inclement weather will not permit you to pack dry, please remove components ASAP upon returning to your unit AO.
2. Do not stack transit cases more than 3 high.
3. Do not throw away any Lithium-thionyl chloride batteries, return them to TSC.
4. Do not attempt to remove the batteries from the (Halo) Harness Assembly. The batteries are only authorized to be removed by a MILES Technician.

**Note:** TSC will not accept any wet, mildew components or transit cases.  
(Period)

**\*\*Failure to comply will constitute equipment rejection by TSC personnel.**

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Annex I TADSS Request for Training Form

**DPTMS**  
**Training Support Center**  
**Bldg. A-5514 Gruber Road**  
**Fort Bragg, North Carolina 28310**

**Request for Basic Non-Virtual Training Aids, Devices, Simulators and Simulations (TADSS)**

Date \_\_\_\_\_ FB Acct# \_\_\_\_\_

1. Unit/Command \_\_\_\_\_  
MACOM BDE /GRP BN/SQN CO/BTRY/TRP

2. POC \_\_\_\_\_  
LAST FIRST MI RANK

3. Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

4. Please select from the following training:

- \_\_\_\_\_ XM-10 Artillery Simulator, XM-2 Machine Gun Simulator, Legacy Artillery Simulator and Legacy Machine Gun Simulator
- \_\_\_\_\_ Improvised Explosive Device Effects Simulator (IEDES) *(2 day class / Minimum of 5 personnel)*
- \_\_\_\_\_ THOR-III Trainer

5. Number of personnel attending: \_\_\_\_\_

6. Requested date of training: \_\_\_\_\_

7. Commander / Battalion S-3: \_\_\_\_\_  
Print name

\_\_\_\_\_  
Sign name

**SPECIAL INSTRUCTIONS**

- Personnel must be Corporal or above to receive any training
- Request for training must be submitted a minimum of one week prior
- All training will start at 0900 hours
- Soldiers arriving more than 15 minutes late will be sent back to their unit (NO EXCEPTIONS)
- 2 day classes are 2 full days of training with NO INTERRUPTIONS: medical/dental appointments, jumps, etc...

**APPROPRIATE UNIFORM**

- ACU's or other appropriate utility clothing (NO CIVILIAN ATTIRE)
- Helmet (ACH, MICH, Ballistic Helmet)
- Leather Gloves and Hydration System (Camelback, Canteen, etc.)

**Units scheduled for training must cancel at least 48 hours prior to training. Failure to do so may lead to the unit not being able to reschedule. Commanders will be notified of late cancellations and no-shows.**