

**\*\*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: IMSE-BRG-PLT-C, 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: \_\_\_\_\_

