



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**DIRECTORATE OF PLANS, TRAINING, MOBILIZATION, AND SECURITY**  
**2175 ROCK MERRITT AVENUE**  
**FORT BRAGG NORTH CAROLINA 28310-5000**

AMIM-BGO-TTT (735-5e-700A)

21 February 2025

**MEMORANDUM FOR RECORD**

**SUBJECT: Training Support Center (TSC), External-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

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## **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 710-1, Centralized Inventory Management of The Army Supply System
- c. AR 710-2, Secondary Item Policy and Retail Level Management
- d. AR 710-4, Property Accountability
- e. AR 735-5, Relief of Responsibility and Accountability

**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 provide professional training support, the Training Support Center (TSC) employs state-of-the-art training facilities, advanced virtual simulators, contracted instructors, and instructor/operator assistance. The TSC is responsible for the receipt, storage, distribution, and upkeep of all training support products, including live and virtual Training Aids, Devices, Simulators, and Simulations (TADSS), along with Graphic Training Aids (GTAs). It manages all training devices issued to Active, Reserve, National Guard, and ROTC units in accordance with Army Regulation 350-52, applicable across all counties in North Carolina. The Fort Bragg TSC is committed to keeping units and soldiers updated on new and current GTAs and TADSS, informing them about obsolete items, and ensuring access to the most current 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 (Long St.)**

- (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. 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 (Long St.):** The Long St. facility is located at the corner of Long St. and Keerans. The main office is Bldg. A-1843. The facility manager can be reached at 910-643-9597.
- c. **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. **The Customer Service Counter** is situated within the TSC, TADSS Warehouse Building A-5514, serving as the primary hub for all customer service activities. It is mandatory for customers to sign in at the customer service counter upon their arrival. Access to other sections of the TSC facility is prohibited for customers unless accompanied by an escort.
- b. Unit hand receipt account folders will be kept, maintained and centralized at the Customer Service Counter, 910-396-9019/5594.

- 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. Additional services offered through the warehouse include complimentary access to stencil machines. Individuals and groups may also arrange a TSC Orientation and tour by reaching out to the Training Support Officer (TSO) at 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.
- d. Units can schedule training by contacting the Battalion Land and Ammo and schedule through the Range Facility Management Support System (RFMSS), if there are any questions call 910-908-2487

**3-3 PREREQUISITS:** Commanders and leaders are to ensure Soldiers meet these requirements. Soldiers not meeting them may be released from the course.

- 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 315-777-6569 or by contacting the Battalion Land and Ammo and schedule through RFMSS. 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 Battalion Land and Ammo and is scheduled through RFMSS. 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 Battalion Land and Ammo and is scheduled through RFMSS. 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) **Tactical Combat Causality Care Exportable (TC3X):** The TC3X is a rugged, realistic full body trainer mannequin used for the treatment of severe trauma. It simulates airway obstruction, tension pneumothorax, and blood hemorrhage. Training can be scheduled by contacting the Battalion Land and Ammo and is scheduled through RMFSS. Certified personnel must be present when the equipment is issued.
- 5) **Engagement Skills Trainer (EST) Instructor Operator:** Certification Classes are held in Bldg. A-1842 on Long St. 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 an NCO or above. Training will begin at 0900 and the first (10) soldiers to sign in will attend the course.
- 6) **Call For Fire Trainer:** Certification Classes are held in Bldg. C-1724 on Tagatay Street. The classes are held on the 3<sup>rd</sup> Thursday of each month at 0900. Personnel attending must be an NCO or above and the minimum class size is three (3).

## **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 AR 710-4, Chapters 4,5, and 6, and AR 700-131, 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 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 5-7, no later than 15 calendar days (75 calendar days for ARNG and USAR units) after the date of discovering loss or damage. The initiation of the FLIPLS must occur via electronic Financial Liability Investigations of Property Loss application (eFLIPL), access at <https://eflipl.army.mil/>) and be routed through the Installation Property Book Office (IPBO). For routing details, contact IPBO at 910-396-1523. Units are required to submit a copy of the initiated FLIPL to the TSC Warehouse.
- e. Equipment will not be issued to Hand Receipt (HR) holders who will be departing their unit for periods in excess of 30 days and/or are departing before the scheduled turn in date (AR 710-4, Chapter 12).
- 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. Upon establishment, the unit will receive notification of the assigned account numbers, which must be utilized when submitting a loan request to the TSC. Each account will be designated with the prefix "FB" followed by a specific number, such as FB000.

- c. Units must have a valid 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. Annex D provides guidance on the completion of DA Form 1687 for your reference.
- d. A copy of the unit Commander's Assumption of Command Orders must be on file at the Training Support Center.
- e. It is suggested that the DA Form 1687 include no more than eight personnel for the purpose of drawing 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.
- g. It should be noted that the information provided above is not applicable to contractor personnel. Those acting as contractors for an organization must receive designation through a memorandum signed by the Contracting Officer (KO), Property Administrator (PA), or Contracting Officer's Representative (COR) on behalf of the supported activity, in line with the contract requirements. Refer to AR 710-4, Paragraph 11-26b for more information.

#### **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 when there is a change of account holder IAW AR 710-4.
- 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 (2) weeks is required for TADSS requests. If a unit has a large-scale exercise and requires TADSS that Fort Bragg cannot support, a minimum of 90 days is required. This will allow the TSC to source the equipment from other posts.
- 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 or someone on the DA1687.
- 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 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 remain issued 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, 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. Army property that becomes lost, damaged, or destroyed through causes of other than Fair Wear and Tear (FWT) will be accounted for per AR 735–5.
- b. 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 five (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).
- c. 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.
- d. 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 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, for determining depreciation value.

- e. Missing parts and damage of TADSS will be brought to the attention of the Training Support Center's Primary Hand Receipt Holder (PHHR) and or the Warehouse Supervisor to determine the course of action to take concerning an account.
- f. Any lost component will require reimbursement by DD Form 7923, 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 five (5) working days to complete the DD Form 7923 (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:**

The TSC Customer Accounts representative is responsible for freezing or closing unit accounts and will notify the unit commander or responsible person via email in the following situations.

- 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 Customer Accounts representative will notify the below listed personnel that their account is in jeopardy of being frozen.
    - 1) Unit Hand Receipt holder
    - 2) Unit Company Commander or Responsible Officer
    - 3) TSC - Primary Hand Receipt holder (PHRH)
  - c. Units are required to resolve their delinquent or frozen accounts within a timeframe of 45 calendar days. If the account is not settled by the 60-day mark, all units in the battalion will face a freeze until the account is addressed. Additionally, if the account remains unresolved after 90 days, a freeze will be applied to **all units within the brigade** will be frozen until the account has been resolved.
  - d. Following the notification of the Units Company Commander and in the absence of a response to rectify the delinquent account, the unit folder will be forwarded to the Installation Property Book Officer (IPBO) for further action.

#### **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 Central Army Registry 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 United States Central Army Registry.

ANNEX A. Sample Equipment Request Memo

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

Office Symbol

DD MM YYYY

MEMORANDUM FOR Directorate of Planning, Training, Mobilization and Security (DPTMS),  
Training Support Center (AMIM-BGO-TTT), Bldg. A-5514, 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.

DVC# / Part #/ NSN	Nomenclature	Quantity
23-111	Code 27 MILES (IWS2)	40
FB08-51	Rescue Randy 165lbs	10
T07-96	Dummy M4	20
T20-03	AK-47	20

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

3. SGT Smith is certified and will be conducting training using the \_\_\_\_\_. (note: This statement is only needed for the following items: MILES, IEDES, TC3X, Artillery or Small Arms simulators).

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

6. The POC for this memorandum is the LT Joe Snuffy at 910-396-XXXX or joe.snuffy@us.army.mil.

Person on Signature Card  
CPT, QM  
Commanding

NOTES:

1. Anyone on the signature card can sign the memo if the request is less than 30 days. If the equipment is needed longer than 30 days, the commander must sign it.
2. Borrowed equipment cannot leave the state of NC. If the unit is trying to do an exception to policy, discuss with the TSO and the Hand Receipt holder.

ANNEX B. TADDS Request Form

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

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

\_\_\_\_\_  
Today's Date

MEMORANDUM FOR Directorate of Planning, Training Mobilization and Security (DPTMS), Training Support Center, ATTN: AMIM-BGO-TTT, Fort Bragg, NC 28310

SUBJECT: Request for Training Equipment Support

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

<b><u>DVC # PART# NSN</u></b>	<b><u>NOMENCLATURE</u></b>	<b><u>QTY</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Items will be returned NLT \_\_\_\_\_.

**\*\*All equipment must be physically checked back in prior to the due date to prevent your account from becoming delinquent.**

3. The **Hand Receipt Holder** will insure all items on loan are cleaned, inventoried and inspected prior to return. The Hand Receipt Holder will be responsible for equipment regardless of who turns it in for him/her.

**\*\* Please verify the count of all items issued, the unit is responsible.**

4. Our TSC Account # is FB \_\_\_\_\_. The account is clear and up to date with a copy of the Assumption of Command Orders and a DA Form 1687 signed by the commander on file.

**5. Equipment will not be issued or received after 1530.**

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

Signature \_\_\_\_\_

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

As of 4/2021

ANNEX C. GTA Request Form

Transaction # \_\_\_\_\_

UNIT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MEMORANDUM FOR: Directorate of Plans, Trainings Mobilization, and Security (DPTMS),  
Training Division, Training Support Center, ATTN: AMIM-BGO-TTT, Fort Bragg, NC  
28310-5000

SUBJECT: GTA Materials

DATE: \_\_\_\_\_

1. Request the following items:

GTA#	TITLE	QTY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Point of Contact for this memorandum is \_\_\_\_\_.

(NOTE: Commander, First Sergeant or Platoon Sergeant must sign for GTA materials exceeding 500 per individual visit to TSC).

\_\_\_\_\_  
SIGNATURE

## ANNEX D. DA Form 1687

<b>NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES</b> <i>For use of this form, see AR 710-4. The proponent agency is DCS, G-4.</i>				DATE <input type="text"/>	
<b>AUTHORIZED REPRESENTATIVE(S)</b>					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
<input type="text"/>			<input type="text"/>		
LAST, FIRST, MIDDLE INITIAL		AUTHORITY REQ REC		SIGNATURE AND INITIALS	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: <input type="text"/>					
REMARKS					
<input type="text"/>					
<b>I ASSUME FULL RESPONSIBILITY</b>					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
<input type="text"/>			<input type="text"/>		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

DA FORM 1687, DEC 2023      PREVIOUS EDITIONS ARE OBSOLETE.      APD AEM v1.00ES

Block	Instruction
<b>Date</b>	Enter the calendar date the form is prepared.
<b>Organization Receiving Supplies</b>	Enter the name of the organization, and if prepared by an HRH to delegate authority to request or receipt for supplies enter the HR number or name of the section involved.
<b>Location</b>	Enter the name of the installation where the organization is located.
<b>Name</b>	Enter last name, first name and middle initial.
<b>Authority Req/Rec</b>	Enter the word "Yes" in this block for each person authorized to request or receive supplies. Otherwise, enter the word "No."
<b>Signature and Initials</b>	Authorize representatives will sign either digital or ink signature, not both!
<b>Undersigned hereby delegates to, withdraws from</b>	Commander, HRH, responsible officer, or accountable officer delegating authority places an "X" in the appropriate block. Enter "To request, receive and turn-in items to the Training Support Center (TSC)" after authority to:
<b>Remarks</b>	Enter the Responsible person's Email Address.
<b>UIC</b>	Enter UIC.
<b>DoDAAC/Account Number</b>	Enter DoDAAC/Account number.
<b>Name of Responsible Person</b>	Enter last name, first name and middle initial.
<b>Grade</b>	Enter the grade of the person delegating authority.
<b>Telephone Number</b>	Enter the telephone number of the person delegating authority.
<b>Expiration date</b>	Enter the expiration date for the DA Form 1687. This date is established by the individual who is granting the delegation. Ensure that the date does not exceed one year or extend beyond the expiration date of the delegating authority orders, whichever occurs first.
<b>Signature</b>	Person delegating authority use either digital or ink signature, not both!



## ANNEX E. Damaged/ 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.

DVC # Part# NSN	Damaged/Loss Item (s)	Qty. _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 (FLIPL).  
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

**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 ISSUED EQUIPMENT PRIOR TO  
RETURN TO THE DPTMS TRAINING SUPPORT CENTER**

All equipment issued by or received from the TSC will be cleaned in accordance with the following instructions. Any item not appropriately cleaned will be refused and returned to the unit until properly cleaned.

**TC3X & RESCUE RANDY MANNEQUIN:** The bodies exposed surfaces will be cleaned of any medical or marking tape and tape residue. All traces of pen, marker or paint will be removed. Do not pick up mannequins by the head. The case and it individual compartments will be cleaned of any items or debris not issued with the TC3X set.

Acknowledged: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**MOULAGE KITS:** All components in the Moulage kit will be cleaned of medical tape, coagulant or any medical compounds adhered to the surfaces. The kit and it individual compartments will be cleaned of any items or debris not issued with the Moulage kit.

Acknowledged: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CCMCK BOLTS and MASKS:** All bolts will be returned to the TSC rust free and lightly oiled. Protective masks will be returned intact and not cut or altered.

Acknowledged: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**MILES GEAR:** Miles gear will be returned clean and dried. Batteries are to be removed and stored for inventory separately. Cases will be cleaned of any items or debris not issued with the Miles equipment. Miles equipment is to be arranged in cases upon return to the TSC as it was issued.

Acknowledged: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**DUMMY WEAPONS:** Dummy weapons and UXOs will be free of dirt, debris, mud and or substances not present at the time of issue.

Acknowledged: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**OPFOR UNIFORMS:** Uniforms that have been damaged will be repaired prior to turn in. i.e., missing buttons, tears, cuts etc.

Acknowledged: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved Cleaning Products:**

Government approved spray cleaners such as Simple Green.

Non-abrasive cleaner such as soft scrub

Clorox wipes or similar product

Goo Gone or similar product

01-03-2025

**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: \_\_\_\_\_