**Work Orders**

*(Not being used right now)*

Instructions on filling out a TADSS Work Order

Attach Form and Email To: [*DPTMSTSC@conus.army.mil*](mailto:DPTMSTSC@conus.army.mil)

Or you can print and fax it to: 719-526-1650

Instructions on filling out a TADSS Work order:

1. Work order number, assigned by TSC personnel, upon submission and approval of this request.

2. Security Classification

3. Training Support Center

* Requester’s email address

4. Requester’s unit/activity name, address, and email address

5. Account code is assigned by TSC Personnel

6. TSC account number is assigned by Admin Officer

7. Individual requester’s name and grade

* Requester’s phone number

8. Date work order was prepared and signed

9. Name of an alternate who can be contacted if additional information is required. Individual must be knowledgeable of your project.

* Alternate’s phone number

10. Date completed work order is required. Requestors must justify short lead time requirements. The use of ASAP is unacceptable and will place your requirement at the lowest priority

11. Identify number of items for your specific category

12. Provide a detailed description of work to be performed. If required, attach drawings, diagrams, etc. Explain the amount of items required, whether for indoor use, portable or stationary and frequency of use

13. POI number for instructional use

14. Brief valid justification

15. Validation signature ( if training devices are being requested, only a hand receipt holder or his designated representative is authorized to request services as indicated on DA Form 1687)