

# TRAINING SUPPORT CENTER (TSC) STANDING OPERATING PROCEDURE (SOP)

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## **CHAPTER 1**

### **INTRODUCTION**

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

**1-2 REFERENCES:** Required and related publications are listed in Annex A.

**a. APPLICABILITY:**

This SOP is applicable to all US Military Units (AD, RC & NG); employees assigned or attached to the Fort Carson TSC, and all authorized civilian organizations that utilize TSC resources and facilities. TSC information can be obtained on the TSC Portal at: <https://portal.carson.army.mil/C10/Training%20Support%20Center/default.aspx> or from the TSC Web Page which is located at [www.carson.army.mil/tsc](http://www.carson.army.mil/tsc).

**1-3 MISSION:**

a. To support the 4<sup>th</sup> Infantry Division, Fort Carson and 5-9 Support Area Soldiers training, deployment, sustainment and regeneration of units for combat. Perform management of Training Aids, Devices, Simulations, and Simulators (TADSS). Develop and maintain a customer-oriented culture, set expectations of quality, provide a motivating climate, help solve problems, remove obstacles, and deliver high-quality performance.

1). Priority I: **(Training Related)** Supports Individual and Collective Training Programs for all components of the Army for which Common Level of Support (CLS) is provided for and funded.

2). Priority II: **(Non-Training Related)** does not support Individual or Collective Training Programs for which CLS are funded. This priority does not impact priority # 1, and may require funding from outside resources.

3) Priority III: **(Reimbursable)** Applies to all reimbursable services and products to include and not limited to fulfillment of Intra-Service Support Agreements (ISSA) and support of Unfinanced Requirements (UFR).

## **CHAPTER 2**

### **HOURS & FACILITIES**

#### **2-1 TRAINING SUPPORT CENTER (TSC) OPERATING HOURS:**

##### **a. TADSS/MILES WAREHOUSE:**

- (1) Monday thru Friday: 0730 to 1200 and 1230 to 1600 hrs.
- (2) Warehouse is closed Saturdays, Sundays, all US Federal Holidays.
- (3) Warehouse is closed the last Thursday of each month for inventory.
- (4) Warehouse is open on all unit training holidays.
- (5) If a unit requires a MILES contact team, a request must be submitted with a minimum of 4 weeks advance notice. The unit must complete a MIPR prior to the approval of training. See page 37 for MILES Contact Team procedures.

##### **b. TRAINING SIMULATOR FACILITY:**

- (1) Monday thru Friday: 0730 to 1630.
- (2) Facility is closed Saturdays, Sundays, all US Federal Holidays.
- (3) If the facility is required outside of normal business hours, a request must be submitted with a minimum of 4 weeks advance notice. The unit must complete a MIPR prior to the approval of training.

##### **c. MEDICAL SIMULATION TRAINING CENTER (MSTC):**

- (1) Monday thru Friday: 0730 to 1600
- (2) Facility is closed Saturdays, Sundays, all US Federal Holidays.
- (3) For scheduling information contact the Site Lead at 719-526-2820 or [carson.mstc1@us.army.mil](mailto:carson.mstc1@us.army.mil).
- (4) Facility information can be found on the MSTC Portal or Web Page at the following sites: (portal) <http://www.carson.army.mil/units/MSE/mstc/index.html> (web page): [www.carson.army.mil/units/MSE/mstc/index.html](http://www.carson.army.mil/units/MSE/mstc/index.html)

d. **FLIGHT SIMULATOR FACILITY (FS):**

(1) Monday thru Friday: 0800 to 1600.

(2) Facility is closed Saturdays, Sundays, all US Federal Holidays.

(4) For facility information regarding scheduling, training or other specifics contact the Flight Simulator Office at 719-526-0143/3621 or by fax 719-526-1043

**2-2 FACILITIES:**

a. **TADSS/MILES WAREHOUSE**

The TADSS/MILES Warehouse is located at 6710 Specker Ave, Bldg 2010. The TADSS/MILES Warehouse personnel can be reached at 719-526-2308/0820/5491 or by fax at 719-526-1650/2009.

b. **TRAINING SIMULATOR FACILITY**

The Training Simulator Facility is located at Bldg 1698, on the corner of Prussman & Minnick. The Training Simulator Facility can be reached at 719-526-9423, or by fax at 719-524-2269.

c. **MEDICAL SIMULATION TRAINING CENTER (MSTC)**

The MSTC is located at Bldg 2130 Khe Sanh Street. The Site Lead can be reach at 719-526-2820 or [carson.mstc1@us.army.mil](mailto:carson.mstc1@us.army.mil). Detail information regarding the MSTC can be found on their portal and web sites and in their SOP.

d. **FLIGHT SIMULATION FACILITY (FS)**

The Flight Simulator Facility is located on Butts Army Airfield (BAAF), Bldg 9638. For scheduling and training coordination call 719-526-0143/3621 or 719-526-1043 (fax). Detail information regarding the FS can be found on their portal and web sites and in their SOP.

**CHAPTER 3**  
**CERTIFICATION**

**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. **Certification Cards will be issued immediately upon completion. Personnel must have their card when getting resources.** All unit certification rosters are posted on the TSC portal for viewing.



a. RESPONSIBILITIES

1) 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.

2) Commanders and leaders must ensure that all students selected to attend the courses outlined in this chapter are qualified by the prerequisites and report on time.

3) Due to resource availability, units may be required to prioritize enrollment of personnel.

b. PREREQUISITES: Commanders and leaders are to ensure Soldiers meet these requirements. Soldiers not meeting them may be released from the course.

1) Rank guidelines are outlined later in this chapter for each class offered by the TSC.

2) No appointments (medical, dental, military, personal, etc.) during the duration of the course. Students are required to attend the entire class for certification.

3) No transfer or other military orders pending within the next 90 days from the date of the class.

4) No unfavorable personnel actions, court martial proceedings, or civil court action pending or in progress.

a) **MILES CERTIFICATION:** MILES Certification Classes are scheduled, as needed by units, and start at 09:30. Units must call 526-0820 to schedule their personnel for the training. Personnel can be in any pay grade to be certified but must be in the grade of E5 or above to be on the MILES signature card. Training is normally conducted in Bldg 2010, however if requested alternate locations can be arranged. Topics covered include TSC MILES Policies & Procedures, MILES theory, installation, DX'ing, and basic maintenance on basic (legacy) MILES and IMILES. If a unit has a specific MILES training need then a special class would have to be requested and arranged. This class is mandatory for all units/Soldiers to draw any type of MILES from the TSC. Other MILES related training include: PGS and TSV, all IMILES devices will be covered in certification class.

1a) Units tasked with providing Observer Controllers (OC) support at locations such as NTC, and have in their tasking order to bring Controller Guns from their home station, can sign them out from the TSC. The OC signing for the equipment must have attended the MILES course.

2a) Units training off FCCO and PCMS and requiring MILES will have their MILES supported from the host installation. Units can contact FC TSC for assistance in setting up an account at the host installation. If the installation cannot provide the

needed MILES to support your unit training, a letter stating that is required from the host TSC prior to MILES leaving FCCO.

**b) ENGAGEMENT SKILLS TRAINER (EST) 2 INSTRUCTOR OPERATOR:**

Certification Classes are held in Bldg 2010 every Wednesday of the month at 09:30. Class sizes are limited to 6 personnel each so units must submit a request for certification class. Personnel must be in the pay grade of E-5 or above. Personnel training in the EST will wear the Army Combat Uniform. Classes will cover the proper way to conduct a training session on the EST, startup and shutdown procedures, tracking unit and personnel in the EST and TSC EST Policies & Procedures. For more information units can contact the facility at 719-526-0820.

**c.) TRAINING IMPROVISED EXPLOSIVE DEVICES (TIED and TIED 2):**

TIED training is conducted at Bldg 2010 on the 1<sup>st</sup> & 3<sup>rd</sup> Thursdays of each month at 09:30. Units can send personnel down on a walk in basis for the training; training is open to the first 20 personnel who sign-in for the training. Training starts promptly at 09:30, and is approximately a 2 hour block of instruction covering; device operation, setup, employment, safety and TSC TIED Policies & Procedures. Training is open for personnel of any rank; a current Commander Safety Statement must be on file before TIED equipment is issued. Certified personnel must be present when equipment is issued.

**d.) CALL FOR FIRE TRAINER (CFFT):** the Call for Fire Trainer (CFFT)

provides a lightweight, rapidly deployable, advance observed fire training system. The CFFT supports all fire support missions and is capable of depicting all current and future munitions and expanded to train all soldiers regardless of MOS. Certification Class for the CFFT is 6 hours. Personnel must be in the pay grade of E-5 and above, MOS 13F, for this training. Training covers startup/shutdown procedures, initialization system, creating scenarios, running missions and TSC Policies & Procedures. Certification classes on the CFFT system will take place in Bldg 2010, the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 0930. More details can be coordinated with TSC personnel at 719-526-0820.

**e.) AIMTEST:** 1 hour block of instruction covering components and

installation of the AIMTEST subcal device on M1 tank. Class size should be 5-20 personnel on actual vehicles, but can be done in classroom as well. Training must be coordinated in advance by calling 526-0820/2308.

## **CHAPTER 4**

### **TRAINING SIMULATOR FACILITY**

#### **4-1 TSC FIXED SIMULATORS**

- a. The TSC has the following fixed TADDS Simulators to conduct unit training:

1) **ENGAGEMENT SKILLS TRAINER (EST 2):** Located in bldg 1698 and 2010. The TSC has seven classrooms, five in bldg 1698 and two in bldg 2010, for a total of 70 lanes for training. The EST 2 is a training device that simulates the delivery of various types of small arms fire in three different methods of training (Marksmanship, Collective, and Shoot-Don't Shoot). The EST 2000 creates audio and visual effects similar to those in a field environment by projecting targets or situations on a video screen. The Soldier uses EST weapons to engage prospective targets during the scenario. The computer will track all rounds fired, total hits, total misses, hit percentage, mobility and personnel kills during the scenario and has the ability to providing an instant AAR feedback. System supports the M9 (Berretta), M4, M4/320, M16, M16/203, M320, M2, MK-19, M240B, M249, M1200 (Shotgun) and AT-4.

a) IAW DA PAM 350-38, units will qualify all Night and NBC firers using EST 2000. The EST 2 will not be used to qualify on Record Fire. This trainer is not considered an "Alternate" Qualification Course.

b) Uniform for training in the EST is complete range uniform.

**4-2 CALL FOR FIRE TRAINER (CFFT):** Located in bldg 1698 and 2010, this training device simulates the delivery of indirect fires. It creates audio and visual effects similar to those in the field environment by projecting targets, scenarios and associated terrain on a video screen. The Soldier requests artillery or mortar fire on the target. Shell bursts and smoke are shown on the screen, allowing the Soldier to adjust indirect fire onto the target. The system simulates stationary and moving targets, all types of artillery and mortar munitions, Close Combat Attack (CCA), Close Air Support (CAS), and Naval Gun Fire. The CFFT also trains all the required tasks of the Joint Fire Observer (JFO), units can tailor it to train against a variety of opposing forces (OPFORs). Observers can pick their observation points (OPs) to best cover their zones or sectors from anywhere in the terrain database.

#### **4-2 NON FIXED SIMULATOR TADSS (UNITS CAN SIGN FOR AND TAKE TO THEIR UNIT AREA):**

1) **JAVELIN STUDENT TRAINERS**

2) **1:12 CFFT**

3) **TOW ITAS**

#### **4-3 UNIT RESPONSIBILITIES:**

3) Will sign-in for training with TSC personnel, inventory and sign for all equipment being used, complete training log and turn-in all paperwork to account for usage data, and fill out feedback forms.

4) Will ensure area is policed, swept, mopped, training report is turned in to TSC personnel and area is properly cleared. They will also report to TSC personnel any and



all equipment malfunctions and damages immediately.

#### **4-4 SCHEDULING AND USAGE**

a. Units wishing to use any of the Simulators within the Training Simulator Facility Bldg can fill out a request form online and bring it to facility personnel for scheduling, or just come to the facility and fill a request out in person. No request will be taken over the phone; units not stationed on Fort Carson can fax their request to 719-524-2269. All questions can be directed to 719-526-0820.

b. Facility hours are listed in Chapter 2, units conducting training outside those hours must have their request and any other required documents submitted as outlined also in chapter 2. Note: Overtime cost charges may be charged to units, and MPIR must be in place prior to training.

c. Units must have certified Instructor Operators (I/Os), prior to operating any simulator. A listing of all I/O's are posted on the TSC portal to assist with unit planning purposes. If units don't have any I/O's or need more they can schedule them for classes as outlined in chapter 3. If units need an I/O to conduct their training they can request to use an I/O from the TSC, this needs to be requested when you submit your request for planning purpose. TSC I/Os are extremely limited, as they have other duties, so units should not expect to have them always available. Coordination for a TSC I/O must be made well in advance so arrangements can be made.

d. The TSC has 1:12 CFFT that units can sign out long term and take to their unit location for training. These items will be added to your unit's basic TADSS HR and signed out through the main TSC facility. Units signing out the CFFT must turn in weekly utilization forms that are provided with the trainer.

e. The MRAP CDT scheduling is currently conducted through the BCTC personnel. To schedule training in the MRAP CDT call 719-226-7804.

#### **4-5 EST 2 CLASSROOMS:**

a. There are five classrooms at Bldg 1698, two classrooms at Bldg 2010; heavy weapons are trained at Bldg 1698. All training is conducted in Combat Uniform (just like the range).

b. Units are required to fill out and turn-in usage data forms, comments sheets and clear their hand receipts, and ensure that training is completed.

c. Units are required to inform the TSC if they are bringing any visitors or outside agencies to their training (especially civilian organizations, ROTC, youth groups, etc). All visitors must be pre-arranged and approved through the TSC.

d. Only Certified I/O's are authorized to operate the simulators (ref. 4-4.c)

e. I/O's will conduct safety briefing as taught during certification classes. Copies are available from facility personnel, and are posted in each classroom.

f. All personnel training on the EST 2000 are required to wear ballistic eye protection while training. No exceptions.

#### **4-6 CALL FOR FIRE TRAINER (CFFT):**

a. The TSC has one 1:30 CFFT classroom in Bldg 2010, and two 1:12 CFFT Classrooms at Bldg 1698, also there are 1:12 systems on hand to sign to units (ref paragraph 4-4d).

b. CFFT is an advance Forward Observer (FO) trainer allowing units to train basic or detailed FO Operations.

c. Units are required to fill out and turn-in usage data forms, comment sheets and clear hand receipts.

d. Only Certified I/O's are authorized to operate the simulators (ref. 4-4.c).

### **CHAPTER 5** **TADDS/MILES WAREHOUSE**

#### **5-1 PROPERTY ACCOUNTABILITY:**

a. Units that have drawn TADSS are responsible for maintaining 100% property accountability at all times.

b. In accordance with DA PAM 710-2-1 paragraph 5-4 no unit will loan or sub hand receipt TADSS equipment to another unit without prior written authorization from the TADSS Warehouse. Violating this policy will result in the unit's TADSS account being frozen.

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 not later than 15 calendar days (45 for N.G. units, 75 for Res. units) after the date of discovering loss or damage. Initiation of the FLIPL will not be delayed pending an ECOD. Units will provide the TSC TADSS/MILES Warehouse a copy of the initiated FLIPL not later than 1600 on the 15<sup>th</sup> day. If the TSC Supply Section has not received a copy of the FLIPL by the suspense date, the TSC will initiate a report of FLIPL on the 16<sup>th</sup> day.

e. Equipment will not be issued to hand receipt holders who will be departing their unit for periods in excess of 30 days and 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 before it expires, accounting for property as described in 5-1a, 5-1c and 5-1d above, and selecting MILES certified qualified hand receipt holders who will be present for the entire length of the loan.

g. Equipment will be issued out from and turned in through the Training Support Center via the Training Support Materials Armywide 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 signed by both the customer and TSC personnel. This generated HR is binding, and is in lieu of the DA 2062. If for technical reasons the TS-MATS computer is down, the DA 2062 will be used to issue equipment. Upon turn-in, the TS-MATS computer will generate a turn-in document of what was turned in. TSC personnel will give the customer a copy of the turn in document. TS-MATS automatically balance your account, if equipment is still out, for that transaction you do not need to resign for it because you have already signed for it earlier. **All equipment must physically be checked back in prior to due date to prevent your account from becoming delinquent.**

h. Units needing to conduct a Direct Exchange (DX) of equipment after their initial issue can do so at anytime (Mon-Fri 0730-1600). If you are in the field and have Contact Team Support provided by the TSC, arrange your DX through them.

## **5-2 ESTABLISH A TADSS ACCOUNT (ON POST):**

a. Each organization requiring support from the TSC, must have a valid service account established. Each organization down to the battalion level must have their separate accounts. National Guard/Reserve, Air Force, separate companies and off-post units will be allowed to have individual company accounts. This chapter will describe the differences in accounts and what documents are required to open account. All exceptions will be reviewed by the Branch Chief on a case-by-case basis.

1) Company level accounts

2) Battalion accounts

### **b. COMPANY ACCOUNTS**

1) Basic TADSS Accounts– Up to 8 personnel on the account

2) A copy of the unit Commander's Assumption of Command Orders must be on file at the Training Support Center.

3) 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. (A sample Delegation of Authority is found on page 31)

4) A Unit Information Sheet containing unit designation address, phone/fax numbers (not just the CQ number), email addresses of the primary points of contacts, the unit Commander. (A sample Unit Information Sheet is found on page 29)

5) A Request for Permanent or Temporary Service Account must be on file with the TSC on each account being requested by the Responsible Officer.

#### **c. BATTALION ACCOUNTS**

1) Basic account for civilian agencies - 4 personnel max, military accounts – 20 personnel.

2) Must have the Assumption of Command Orders for the Commander. That Commander will be the Responsible Officer (RO) for that account and sign all required paperwork to establish and maintain the account. The battalion commander may designate another officer to be the responsible officer, but it must be in writing.

3) Units are required to update their DA Form 1687 as soon as someone leaves that was on the account. Anyone who knowingly signs for equipment under another unit after leaving that unit would be reported to his chain of command and prohibited from further transactions with the TADSS/MILES Facility.

#### **d. FROZEN ACCOUNTS**

1) Delinquent equipment, expired/missing account documentation, damaged/lost equipment, are just a few ways Organizational TSC Accounts can become frozen.

2) When an account is in a frozen status units can no longer be issued any equipment on that account.

3) When units are issued items, they set the return date of the equipment. If an extension is required it needs to be made prior to the turn-in date. Once the turn-in day passes, the account will become frozen

4) When a turn-in is conducted and there are missing items an After Action Review (AAR) is conducted, an email will be sent to the Responsible Officer notifying them of the situation and that the account is frozen.



5) Units will have 15 calendar days to satisfy the AAR. If the AAR has not been satisfied (statement of charges, FLIPL, Report of Survey), then a Report of Survey will be initiated by the TSC.

6) Account listings with their status can be found on the TSC Portal and Web Page.

### **5-3 ESTABLISH A TADSS ACCOUNT (OFF POST):**

a. Off post accounts are established between the Training Support Center and Active Army, National Guard, Reserve, Air Force units, ROTC and civilian organizations that we support, all of which are not physically located on Fort Carson. This section also applies to Reserve and National Guard units coming to Fort Carson conducting AT.

b. Off post accounts will require the same paperwork to open an account as outlined in paragraph 5-2.

1) All off post accounts will be a basic TADSS account (ref paragraph 5-2b.1)

2) All accounts will be established IAW TSC policy (ref paragraph 5-2b)

3) Some off post units may require an Inter-Service Support Agreement (ISSA), in addition to the documents in paragraph 5-2b to obtain service from the TSC.

c. Off post accounts will have a one year expiration date, as do regular TADSS accounts. However, accounts established for units solely for the purpose to train during their AT phase, or another set purpose, will have a shorter defined end date. By this time all equipment must be returned, and all adjustments, Reports of Surveys and or Statements of Charges completed.

### **5-4 ESTABLISH A MILES ACCOUNT**

a. MILES accounts are established at the battalion and separate company level. Account numbers will correspond with their "basic" TADSS account number.

b. Only four personnel are authorized on the company MILES account, 20 on the battalion account. Personnel must be in the rank of E-5 or above to be on the MILES Signature Card and have been certified on the type of MILES they are signing out.

### **5-5 SUBMITTING A REQUEST FOR TADSS:**

a. TADSS are issued on a "First come, First served" basis. 4ID G3 will prioritize which deploying units have precedence for TADSS. This will be put out during the monthly Training Resources Management Meeting (TRMM). Units requiring TADSS to support Field Training Exercises or other unit training events must submit



a memorandum with the following information, the memorandum must be signed by the account's responsible officer (this is the person who's Assumption of Command Orders are on file for this account).

- 1) Name of device that is being requested.
- 2) Device Number (DVC #), this can be found on the TSC portal site.
- 3) Dates when equipment would be needed.
- 4) Type of training being supported by TADSS equipment and dates.
- 5) Two valid POC's for request with email addresses and phone numbers.

b. Request must be submitted 90 days prior to the start of training event. This will assist us in the event if we have to go to outside sources to obtain the requested items.

c. Unit POC's will be contacted by email regarding their request status. Once contacted, POC must setup a pickup date and turn-in date for their equipment with the TSC. If the unit fails to contact the TSC no appointment can be made, and equipment may be reserved to other units to support their FTX. The account's Responsible Officer will also be copied on the email sent from the Training Support Center (if we have their email address on file). S3's can consolidate TADSS needs for the BDE/BN and forward them to the TSC where we can arrange multiple pickup dates.

d. Once you have an appointment set to pickup equipment you are required to check in with your detail 15 minutes prior to your appointment. This will allow time for positioning of your vehicle and going over your paperwork prior to your appointment. Late and missed appointments affect other units. Units not fully ready to draw 30 minutes after the start time of their appointment will have their appointment canceled. Under no circumstances will the TSC personnel begin issuing equipment until the person signing for the equipment is present with detail and vehicle.

#### **5-6 SUBMITTING A REQUEST FOR MILES:**

a. MILES are requested on FC Form 571-E (Form can be found on TSC portal or picked up at the TSC warehouse), unit must have a minimum of 6 personnel detail to load MILES into vehicle. They also must have a vehicle large enough to carry all the MILES being issued. The MILES draw will not begin until the detail and vehicle is on site. Due to the size of the containers, and equipment being loaded with forklifts, MILES must be transported in military vehicles. **Request for MILES must be submitted in person to TSC 90 days prior to pickup date. TSC is not responsible for supplying batteries, that is a unit responsibility. TSC WILL supply Velcro for MILES belts.**

## **5-7 SCHEDULING:**

**GENERAL:** Units will schedule all appointments for TSC arms room items, MILES and all hand receipted items to support major field training exercises, **no exceptions**. Arms room items require a minimum of 24-hour notice, to arrange for the armorer to be present.

**5-8 CANCELLATIONS:** Cancellations must be submitted to the Training Support Center not later than 24 hours prior to their appointment. Units that do not comply with these requirements will be assessed as a “No Show”.

## **5-9 NO SHOWS:**

a. A unit that fails to appear at the scheduled time and date or fails to use all the facilities scheduled for that date, will be reported as a “NO SHOW” to the Branch Chief, TSO, Training Division Chief, G3, and their Chain of Command.

## **5-10 SERVICES:**

### **a. Graphic Training Aids (GTA's):**

1) The TSC maintains a wide variety of GTA's in stock , personnel do not need to be on unit signature cards to pickup most GTA's (exceptions are flipchart GTA's since they have to be signed for and returned).

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 the Reimer Digital Library (RDL) (the web link can be found on the TSC Portal and Web Page).

## **5-11 DEVICES AND FABRICATIONS:**

a. The TSC currently does not have a Fabrication Shop to produce items locally. Customers requiring a training device or fabrication that is not available through loans must submit a DA FORM 3903 along with support documents explaining your items to the TSC. The TSC will submit your package to the appropriate location for processing. Customers must fill out this work order on all request to document and track all fabrication request for production (this includes Battle Boards, Worm Boards, etc.).

Items needed for gunnery, crew certification, etc; require copies of the appropriate FM with your request so we can submit with your package. Your request must be very specific (color, size, special descriptions, etc). Some request may take up to 3 months or longer on turn-around time once approved.

b. Some request may require a MIPR from the requesting organization before the product is completed. Depending on the circumstances the MIPR would be made to the TSC or to the agency producing the product.

c. All TADSS being purchased via units GPC or on a contract must be pre-approved by the Training Support Officer. Most TADSS we have on stock, or have the resources to acquire.

## **5-12 REQUESTING TRAINING DEVICES**

a. This chapter outlines the procedures for requesting Training Aides and Devices from the TSC Warehouse. As outlined earlier in this SOP, organizations already must have a valid TSC service account which is in an active status. Units that are not sure of their account status can verify it on the TSC Portal or website.

1) Units can download the TSC TADSS request form from the TSC Portal or website, fill it out and bring it in to the TSC warehouse for processing.

2) The TSC TADSS catalogue is located on the portal and website for customers to use to research devices that will meet their training requirements and assist them with planning training prior to arriving at the TSC.

3) Request should be submitted at the earliest possible date, this will avoid conflict in availability of TADSS. The majority of all TADSS in the warehouse are issued on a "first-come-first-served basis".

4) Units conduct major field exercises, Brigade level and above, along with other major training events identified at Training Resource Management Meeting (TRMM) will have a higher priority than routine training. These instances could have resources put on a reserved status.

5) Request for major exercises must be submitted NLT 90 days prior to the start of training. This will give the TSC time to outsource to other installations if needed.

6) Requests will be checked for accuracy; your request will be logged, 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 and all available equipment will be issued. If equipment is unavailable, or dates cannot be accommodated unit will be notified. The TSC Branch Chief and or TSO will make final resolution on conflicts concerning Training Devices.

7) 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 must be addressed attention TSC Branch Chief, requesting an extended short term loan, include in MFR your dates, along with reason why you need over 30 days on your loan, along with where the equipment will be utilized. If the equipment is being utilized to support a major Brigade exercise then the Brigade S3 could do one MFR for the entire exercise. If equipment is for a single company training event or a Battalion exercise the MFR can come from the Battalion S3. All accounts must be in a valid status prior to loan being approved.

8) Certain TADSS require a memorandum explaining the nature of the training and duration of the request.

(a) Proximas are in extremely limited quantity, and require a memo stating reason unit needs the device, type of training it will be used for and date of return.

(b) Dummy weapons require a memo that states the reason for issue, and expected return date. Certain dummy weapons cannot be used for drownproofing, therefore the TSC needs to know the type of training.

(c) Units conducting funeral detail need to bring a copy of their tasking from the G3 in order to draw a training casket.

### **5-13 ISSUE TRAINING DEVICES**

a. This chapter depicts the process of Training Aides being issued to customers by TSC personnel. Many points of this chapter recaps information from earlier chapters in this SOP. Please refer back to earlier chapters for clarification of material.

1) Once customer request has been approved, unit documentation will be verified, if everything is in order to issue equipment, items will be pulled from the shelves to be issued to the customer.

2) A joint inventory of equipment will be done; ensuring all items being issued to the customer are present and functional.

3) Equipment will be issued on a Training Support-Materials Armywide Tracking System (TS-MATS) hand receipt. This is a valid and binding document and will be used in lieu of DA FORM 2062.

4) Once the hand receipt is verified by the customer for accuracy, the customer will print and sign their name and put the current date next to their signature. TSC personnel will do the same in the appropriate block. Copies will be provided for the customer, and then filed in the suspense file waiting for the turn-in date of equipment.



5) All equipment will be signed for prior to being loaded by the customer. Customers must have the appropriate Military vehicles to transport and secure the training devices so that the transportation of the TADSS will not incur damages to government property.

## **5-14 TURN-IN TRAINING DEVICES**

a. This chapter depicts the process of Training Aides being turned-in by customers to TSC personnel. Parts of this chapter recaps information from earlier chapters in this SOP. Please refer back to earlier chapters for clarification of material.

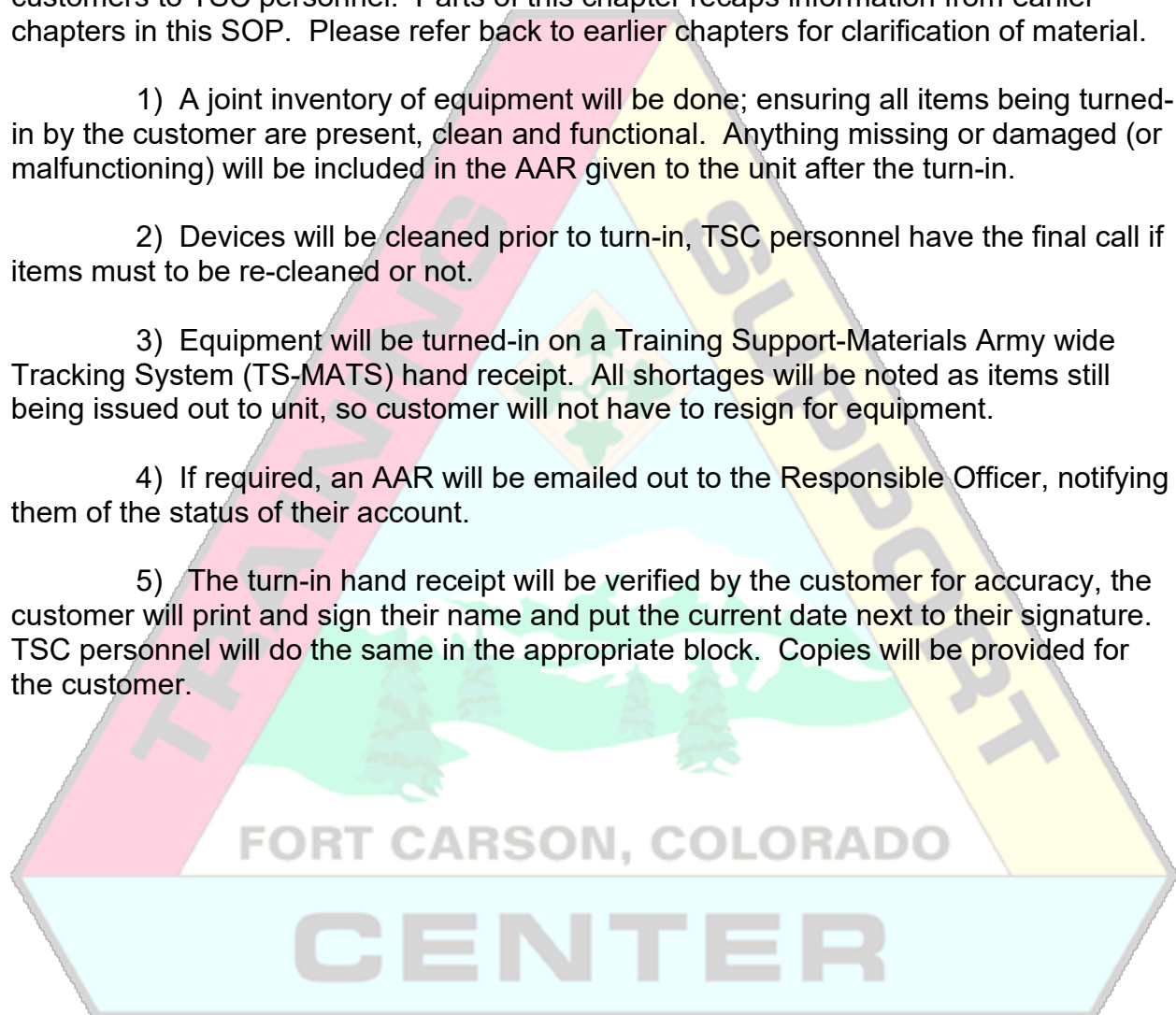
1) A joint inventory of equipment will be done; ensuring all items being turned-in by the customer are present, clean and functional. Anything missing or damaged (or malfunctioning) will be included in the AAR given to the unit after the turn-in.

2) Devices will be cleaned prior to turn-in, TSC personnel have the final call if items must to be re-cleaned or not.

3) Equipment will be turned-in on a Training Support-Materials Army wide Tracking System (TS-MATS) hand receipt. All shortages will be noted as items still being issued out to unit, so customer will not have to resign for equipment.

4) If required, an AAR will be emailed out to the Responsible Officer, notifying them of the status of their account.

5) The turn-in hand receipt will be verified by the customer for accuracy, the customer will print and sign their name and put the current date next to their signature. TSC personnel will do the same in the appropriate block. Copies will be provided for the customer.





AFTER ACTION REPORT (AAR) TSC MILES TURN-IN

**UNIT:**

**MILES ACCOUNT #:**

**SCHEDULED DATE & TIME:**

Hand Receipt Holder and work detail of required.

---

**REMARKS:**

MISSING AND DAMAGED MILES EQUIPMENT. THIS WILL BE PAGE TWO OF THE ECOD MEMORANDUM  
Unit's account for MILES and Training Aids will be frozen if ECOD suspense is not met. No other MILES equipment will be  
issued without the approval of Mr. Kenyon @ 526-0820.

**IAW AR 735-5 RELIEF OF RESPONSIBILITY AND ACCOUNTABILITY SUSPENSE**

**DATE IS:**  **FOR THE DISCREPANCIES NOTED BELOW:**

A. MISSING ITEM (S):

B. DAMAGED ITEM (S):

Received by Unit Representative:

Hand Receipt Holder

TSC Representative

**UNIT LETTER HEAD**

*Unit Office Symbol*

*Date:*

MEMORANDUM FOR Property Administrator, Training Support Center (TSC), Building 1230, Specker Ave, Fort Carson, CO 80913.

SUBJECT: Damaged TSC Equipment

1. Reference: AR 735-5
2. TSC equipment damaged: CREW 1 KIT, SN: 111. Request for Issue/Turn-In, TS-MATS form dated \_\_\_\_\_, Hand Receipt Account # \_\_\_\_\_.
3. Damage Statement:
  - a. During the period 14-15 December, 2007, the CREW 1 described above was damaged during transport from the field after a scheduled exercise. The damage consisted of a broken knob and damaged cable end. The damage occurred as a result of relocating the training device in the late evening hours.
  - b. We tested the CREW 1 Kit at the unit and found that aside from the above damage all other parts were functioning correctly.
4. POC is the undersigned at xxx-xxxx.

Joe W. Mast  
SFC, USA  
Section Supervisor

1<sup>st</sup> Ind

Date:

Attention Line

1. I Concur/Do Not Concur with the statement in the basic letter.
2. I have reviewed the circumstances surrounding the damage to the above item and find no evidence of negligence or willful misconduct. No further investigation is required

I.WALK. ONWATER  
LTC, IN  
Commander

As of 3 June 2024

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD) 20100421		2. INQUIRY/INVESTIGATION NUMBER 02-573-04		3. DATE LOSS DISCOVERED (YYYYMMDD) 20100418			
4. NATIONAL STOCK NO. 4930-00-236-0087	5. ITEM DESCRIPTION Dispensing Pump, Hand Driven		6. QUANTITY 2	7. UNIT COST 268.57	8. TOTAL COST 537.14		
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)			<input checked="" type="checkbox"/> Lost Organization	<input type="checkbox"/> Damaged Installation	<input type="checkbox"/> Destroyed OCIE		
On 12 through 18 2010, a joint inventory of the unit motor pool was conducted by SSG Gary M. Slatt, the outgoing motor sergeant, and SSG Bryan D. McKee, the incoming motor sergeant. the property identified in blocks 4 through 8 above and on continuation sheet could not be found.							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
Commander placed command emphasis on keeping him informed when property is loaned to another platoon or section within the unit and on the preparation of sub-hand receipts when property is loaned to other platoons and sections within the unit.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) 573d Supply and Service Company Fort Mile High, HI 12345-6789			b. TYPED NAME (Last, First, Middle Initial) Groft, Austin E., 1LT. ORD. XO		c. DSN NUMBER 321-8888		
			d. SIGNATURE		e. DATE SIGNED		
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS SSG Slatt alleges missing property was loaned to the Laundry and Bath (L&B) Platoon. However, when asked to provide the hand receipt showing the issue of property to the L&B platoon, he was unable to provide them.					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) 573d Supply and Service Company Fort Mile High, HI 12345-6789			d. TYPED NAME (Last, First, Middle Initial) Armstrong, Joseph E. CPT. Inf. Commanding		e. DSN NUMBER 321-6666		
			f. SIGNATURE		g. DATE SIGNED		
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER			
		g. SIGNATURE		h. DATE SIGNED			
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER			
		g. SIGNATURE		h. DATE SIGNED			

DD FORM 200, JUL 2009

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 8.0

<b>CHECKLIST AND TRACKING DOCUMENT FOR FINANCIAL LIABILITY INVESTIGATIONS OF PROPERTY LOSS</b> For use of this form, see AR 735-5; the proponent agency is DCS, G-4.			
To: Accountable Officer			
1.			
To: Approving Authority			
2.			
To: Financial Liability Officer			
3.			
To: Approving Authority			
4.			
To: Staff Judge Advocate			
5.			
To: Approving Authority			
6.			
<b>(A) Complete When a Loss is Discovered</b>  Date loss was discovered _____ Originating Unit _____ Preliminary search for item began _____ Preliminary search for item ended _____ Date assigned document number _____ Date assigned inquiry/investigation number _____			
<b>(B) Initiator</b> (Blocks 1 and 3 through 11 are completed by the individual initiating the investigation of property loss. I Normally this will be the hand receipt holder or the accountable officer. When the hand receipt holder or accountable officer is not available, the person with the most knowledge of the incident causing the loss will initiate the financial liability investigating of property loss.)			
Block 1.	Has the date the investigation of property loss initiated been entered?	YES	NO
Block 3.	Has the date the loss was discovered been entered?	YES	NO
Block 4.	Has the correct stock number(s) been entered? If more than one, use a continuation sheet per figure 13-5. For items with a line item number (LIN), enter the LIN and for those items	YES	NO
Block 5.	Has the correct nomenclature(s) been entered, to include serial numbers if items have serial numbers? For damaged property, enter the cost of repair or the estimated cost of repair if actual cost is not available. Use continuation sheet when the loss to be investigated involves more than one item.	YES	NO
Block 6.	Has the quantity of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	YES	NO
Block 7.	Has the unit cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	YES	NO
Block 8.	Has the total cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.	YES	NO
Block 9.	Has an accurate and concise statement of facts surrounding the loss been entered? Statement should identify as much as possible what happened, how it happened, where it happened, who was involved, when it happened and any evidence of negligence, willful misconduct, or deliberate unauthorized use or disposition of the property.	YES	NO
Block 10.	Has a recommendation been entered by the initiator? Recommendations may be entered by the commander, accountable officer, and when appropriate by the financial liability investigating officer.	YES	NO
Block 11.	Has the individual who completed blocks 1 and 3 through 10, completed blocks 11a through 11e?	YES	NO
Block 12.	Has the responsible officer or the reviewing authority completed blocks 12 through 12g?	YES	NO
Attach the financial liability investigation of property loss to this checklist and tracking document, and forward to the accountable officer or person maintaining the expendable/durable document register for assignment of a document/voucher number.			
<b>(C) Accountable Officer</b> (Block 17 is completed by the accountable officer or person maintaining the expendable or durable document register prior to forwarding the investigation to the appointing authority or approving authority as appropriate.)			

DA FORM 7531, AUG 2004

APD 9V1.000  
Page 1 of 4

## DPTMS, TSC-Fort Carson (SOP)

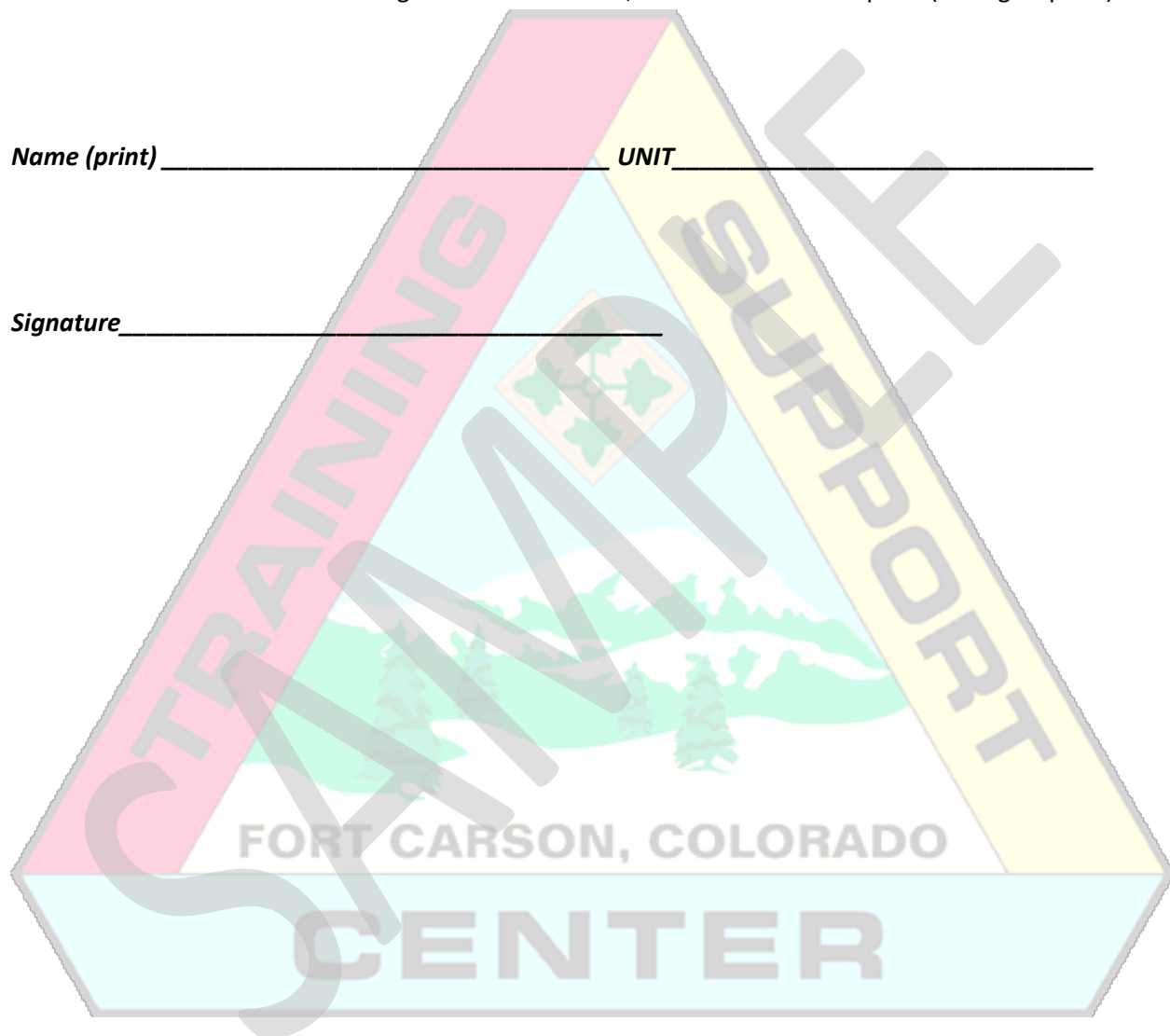
### Memorandum for Record

Subject: Inspection & inventory of training devices issued from the Training Support Center to authorized customers.

I **YOUR NAME** certify that on this date **01/21/2010**, I conducted a 100% inspection of all devices being issued to me. I found these training devices to be clean, serviceable and complete (having all parts).

**Name (print)** \_\_\_\_\_ **UNIT** \_\_\_\_\_

**Signature** \_\_\_\_\_



As of 3 June 2024



DPTMS, TSC-Fort Carson (SOP)

MEMORANDUM FOR: Training Support Center

SUBJECT: Request for MILES Certification

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

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

Date training requested \_\_\_\_\_

Number of soldiers to be trained: \_\_\_\_\_

Type of training:(circle which applies) Warehouse; Basic Infantry Weapons; MITS; M113; Bradley; M-1 Tank; Thru Site Video; PGS; TWGSS; Recertification;

Other(specify) \_\_\_\_\_

Hands-on training in unit motor pool/unit area requested? YES NO

If yes location to be used \_\_\_\_\_

Unit is responsible for drawing MILES to be used for hands-on portion.

Point of Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

APPROVED/DISAPPROVED \_\_\_\_\_ Date \_\_\_\_\_

Training scheduled for \_\_\_\_\_

Signature \_\_\_\_\_

Unit is responsible for cleaning classroom after training. MILES classroom is located in building 2010.

MILES training POC is Mr. Jason Kenyon at 526-0820.

# DPTMS, TSC-Fort Carson (SOP)

**Fort Carson Training Support Center (TSC)  
Multiple Integrated Laser Engagement System (MILES)  
Loan Request Form**

**Miles Request must be scheduled in at least 90 days prior to draw date. Individual picking up MILES must be Soldiers signing for MILES must be an E-5 or above and MILES Certified. Please call 719-526-5491, or 0820 for any questions.**

Unit: \_\_\_\_\_ POC: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Proposed Draw Date \_\_\_\_\_ Proposed Turn-in Date \_\_\_\_\_  
 TSC Approval: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date: \_\_\_\_\_

DVC Number	Equipment	QTY	Comments
DVC 99-25	Small Arms Alignment Fixture		
DVC 99-26	Multi range Alignment Device		
DVC 07-59	BFA-19 Cal. 50		
DVC 17-134	BFA-21 M 240C		
DVC 07-56/13	M16 Rifle (20 Sets per CS)		
DVC 07-56/14	M249 Saw XMTR		
DVC 99-76	M240B XMTR		
DVC PN: 117491195	M2 CAL .50 XMTR		
DVC 99-45	Sniper Rifle M21/24 XMTR		
DVC 99-46	Soft Cap Halo MILES		
DVC PN: 9359249-1	M4/M16 W/203 XMTR		
DVC 07-56/5	M113 KIT MILES		
DVC 07-56/10	M2. BRADLEY KIT MILES		
DVC 07-56/12	M1 TANK KIT MILES		
DVC 07-56/15	MITS Kit MILES		
DVC 99-68	M12A SEP ADAPTOR MILES		
DVC	BFA21 COUPLER W/O EXT		
DVC	MGSS		

As of 3 June 2024

# DPTMS, TSC-Fort Carson (SOP)

DVC 07-126	JAVILIN BST		
DVC NUMBER	Equipment	QTY	Comments
DVC 07-127	JAVILIN FTT		
DVC 07-78B	TOW ITAS BST		
DVC 07-78A	TOW ITAS FTT		
DVC T-07-94	JAVILIN ALIGN DVC		
DVC 17-146	LTID MILES		
DVC	MILES BORESIT (9 LIGHT)		
DVC/17-172-7	PGS CONTROLER GUN		
DVC 17-172/10	M2A3 PGS		
DVC 17-172/6	RETROREFLECTORS PGS		
DVC 17-172	MINI RETROFEF, PGS		
DVC 99-63	SCORING DVC FOR PGS		
DVC	AAR COMPUTER FOR TSV		
DVC 17-282	BRADLEY A3 TSV KIT		
DVC	TANK TSV KIT		
DVC 17-275A	MCD I-MILES		
DVC 17-275	UCD I-MILES		
DVC 17-276A	AT-4 I-MILES		
DVC 17-276B	RPG I-MILES		
DVC 17-237A	WITS BASIC		
DVC 17-237B	WITS M113		
DVC 23-77	MAJIK		

**NOTE:** Velcro for MILES belts will be supplied based on vehicle type and number, batteries are a unit responsibility.

Vehicle Type and Number of Vehicles \_\_\_\_\_

As of 3 June 2024

DPTMS, TSC-Fort Carson (SOP)

IMCR-PLT

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

MEMORANDUM FOR: Training Support Center (TSC)

SUBJECT: Request Graphic Training Aids and/or Training Aids

1. Request the following Training Aids to be picked up on \_\_\_\_\_, and will be turned back in on \_\_\_\_\_.
- \_\_\_\_\_ These training aids will be used for \_\_\_\_\_.

_____	QTY	_____	QTY
_____	QTY	_____	QTY
_____	QTY	_____	QTY
_____	QTY	_____	QTY

2. I Request the following Graphic Training Aids.

_____	QTY	_____	QTY
_____	QTY	_____	QTY
_____	QTY	_____	QTY
_____	QTY	_____	QTY

NAME \_\_\_\_\_

UNIT \_\_\_\_\_

DUTY PHONE \_\_\_\_\_

To: DPTMS/TSC TRAINING AIDS DEVICES, SIMULATORS, SIMULATIONS, (TADSS)  
FORT CARSON, CO 80913.

[illegible]

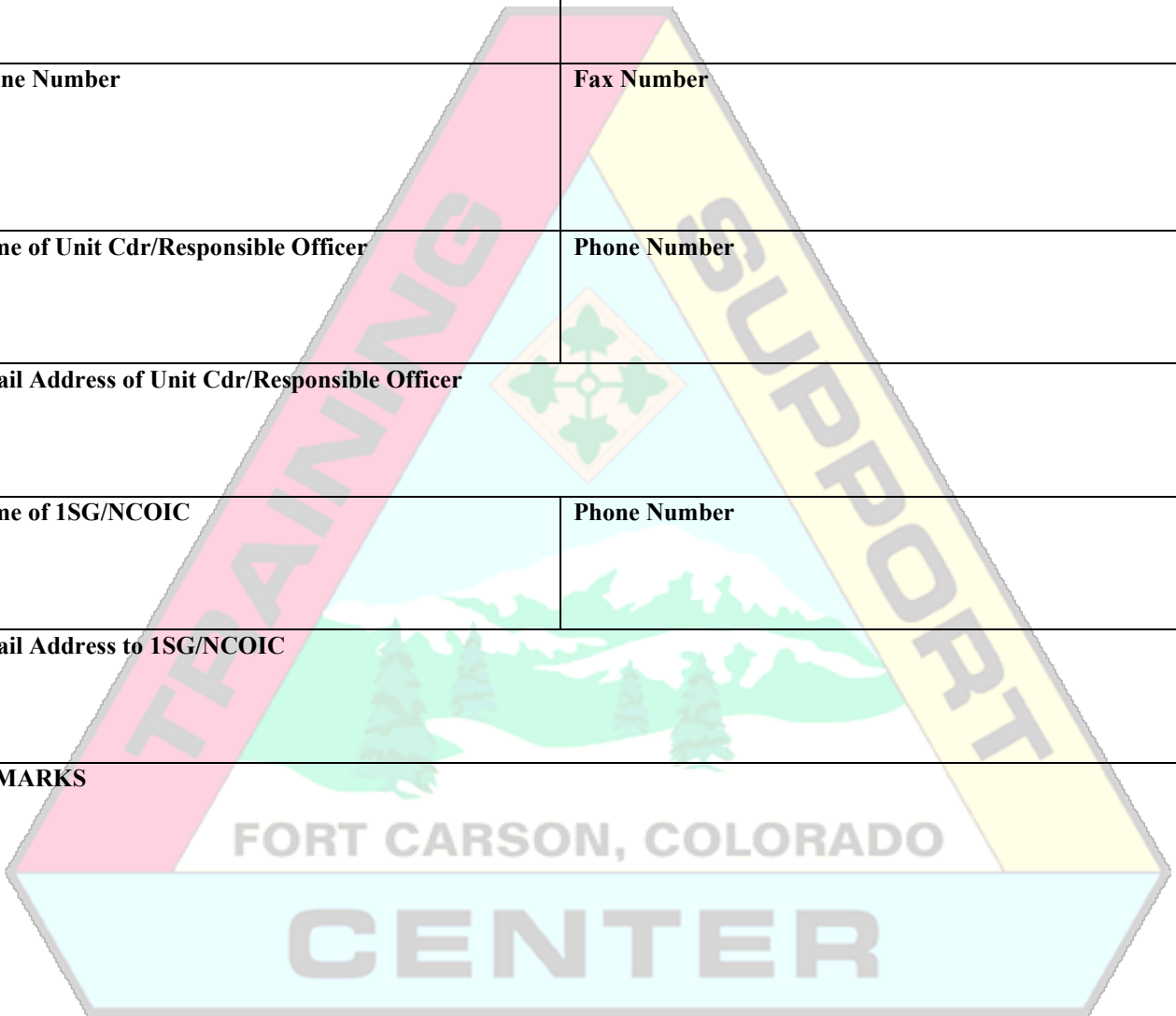
5. Requested Pick up Date	Turn-in Date
---------------------------	--------------

As of 3 June 2024



## UNIT INFORMATION SHEET

<b>UNIT Name</b>	<b>Mailing Address</b>
<b>Phone Number</b>	<b>Fax Number</b>
<b>Name of Unit Cdr/Responsible Officer</b>	<b>Phone Number</b>
<b>Email Address of Unit Cdr/Responsible Officer</b>	
<b>Name of ISG/NCOIC</b>	<b>Phone Number</b>
<b>Email Address to ISG/NCOIC</b>	
<b>REMARKS</b>	

The logo is a large, stylized triangle. The left side is pink with the word "TRAINING" written vertically in grey. The right side is yellow with the word "SUPPORT" written vertically in grey. The base is light blue with the word "CENTER" written horizontally in grey. Inside the triangle, there is a landscape scene with green trees, a snow-capped mountain, and a small diamond-shaped emblem with a cross and four leaf-like shapes. Below the triangle, the text "FORT CARSON, COLORADO" is written in grey.

IMCR-PLT

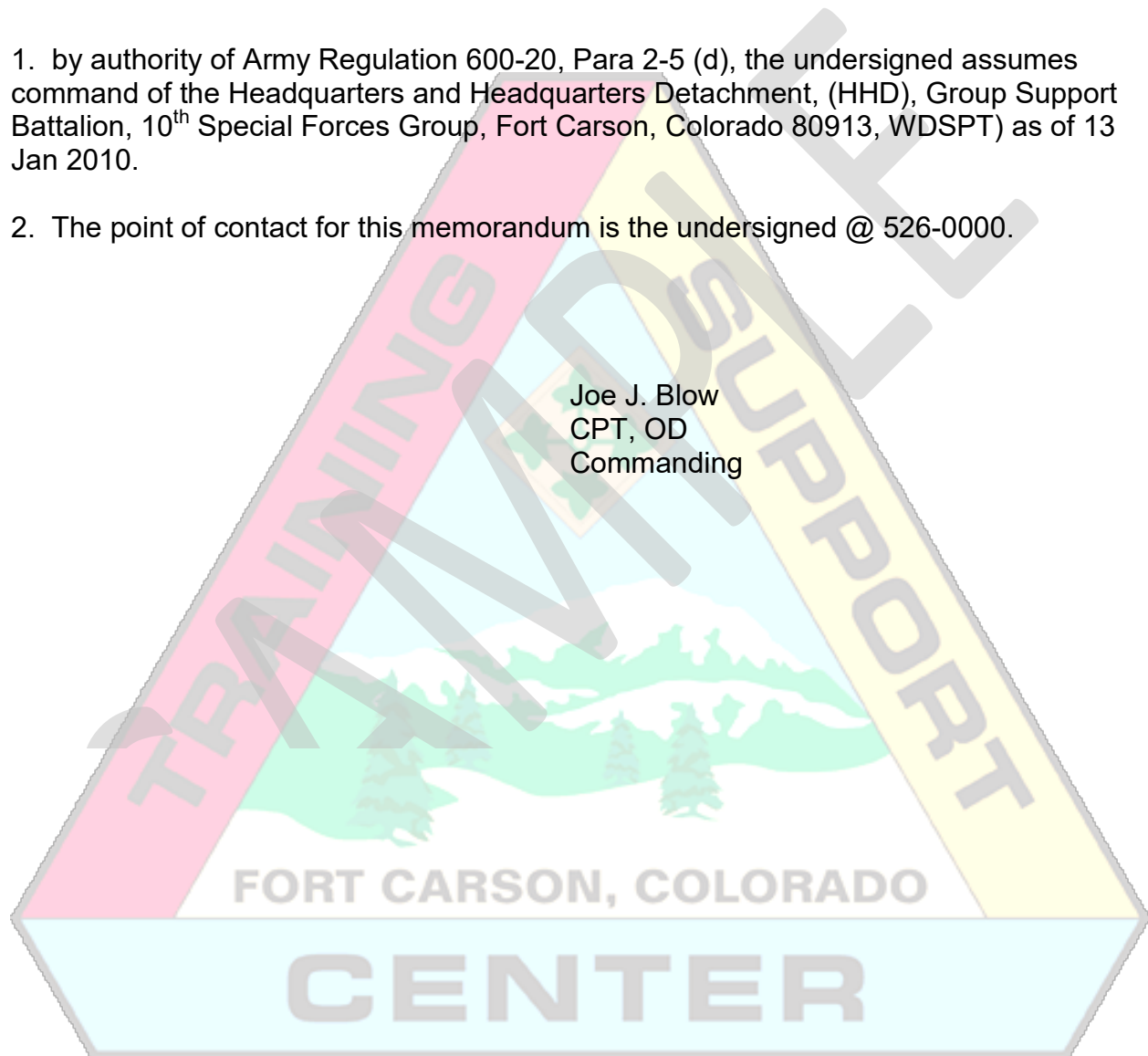
DATE: \_\_\_\_\_

MEMORANDUM FOR

SUBJECT: Assumption of Command Orders

1. by authority of Army Regulation 600-20, Para 2-5 (d), the undersigned assumes command of the Headquarters and Headquarters Detachment, (HHD), Group Support Battalion, 10<sup>th</sup> Special Forces Group, Fort Carson, Colorado 80913, WDSPT) as of 13 Jan 2010.
2. The point of contact for this memorandum is the undersigned @ 526-0000.

Joe J. Blow  
CPT, OD  
Commanding



# DPTMS, TSC-Fort Carson (SOP)

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <small>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</small>					DATE CURRENT DATE
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES UNIT OR ORGANIZATION NAME			LOCATION ADDRESS AND LOCATION		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY REC REC		SIGNATURE AND INITIALS	
LAST, FIRST MI		X	X	SIGN AND INITIAL	
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 TRAINING AIDS (OR MILES) FROM TSC					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE UNITS UIC			DODAAC/ACCOUNT NUMBER UNITS DODAAC		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
COMMANDER'S NAME	RANK	MUST HAVE	1 YR FROM	COMMANDER'S SIGNATURE	

DA FORM 1687, JAN 1982 EDITION OF DEC 87 IS OBSOLETE. APD PE 43.04E3

1687 IS ONLY GOOD FOR 1 YEAR FROM THE DATE ON THE TOP (i.e. 21 Sept 2009 to 20 Sept 2010)

IN THE REMARKS LINE PUT ONE OF THE BELOW LISTED STATEMENTS:

THIS DA FORM 1687 SUPERSEDES ALL PREVIOUS DA 1687 (First Page)

THIS DA FORM 1687 IS IN ADDITION TO THE DA FORM 1687 ON FILE (Subsequent Forms)

NO DIGITAL SIGNATURES

YOU CAN HAVE UP TO 8 PEOPLE

YOU MUST HAVE ASSUMPTION OF COMMAND ORDERS ON FILE

YOU MUST HAVE A UNIT INFORMATION SHEET ON FILE

# DPTMS, TSC-Fort Carson (SOP)

IMCR-PLT

Date of Request \_\_\_\_\_

ACCT # \_\_\_\_\_

MEMORANDUM FOR: Training Simulators Section Building 1698

SUBJECT: Request for training support.

1. Request use of the following training assets to support training (Circle One):

**GUARDFIST**

**CFFT**

**JAVELIN**

2. The following information is provided:

a. Unit \_\_\_\_\_.

b. Date/Time Requested: \_\_\_\_\_.

c. Instructor/Operator: \_\_\_\_\_.  
(Instructor/Operator must be currently certified)

d. Number of personnel to be trained: \_\_\_\_\_.

e. POC Name and Unit Phone \_\_\_\_\_.

3. All training will be in accordance with command training guidance.

4. Office hours are: Monday thru Friday: 0800 – 1700

5. Training hours: Monday thru Friday: 0800 – 1630

(Any deviation to the above times must be requested prior to schedule training date.)

6. I understand that I will provide personnel to clean the areas used, after training is completed. I will ensure that these areas are clean and inspected by the facility manager prior to my departure.

7. The Training Simulator Office: 526-9423.

Sign \_\_\_\_\_

Print name and rank \_\_\_\_\_

(Phone) \_\_\_\_\_

Approved/Disapproved \_\_\_\_\_

As of 3 June 2024

Approved/Disapproved  
As of 3 June 2024



## TRAINING SUPPORT CENTER MILES CONTACT TEAM PROCEDURES

1. Units requesting a MILES contact team during field training exercise must submit a memorandum to the Training Support officer requesting the support NLT forty-five days prior to the training event. This gives the Training Support personnel enough time to schedule contact team personnel. Training Support personnel are engaged in a variety of other daily duties, as well as personal leave, education and other appointments. Contact team support is an additional duty.
2. Due to the limited amount of personnel assigned to the Training Support Center, contact team support will typically be one individual. It will be incumbent on the unit to supply the contact person with a minimum of a two-man detail to assist. The detail personnel must have attended a MILES certification course prior to the exercise. The detail will help in removing and installing items that fail or need troubleshooting. The detail needs to be dedicated to the contact team for the duration of the exercise, as they will be taught how to do light troubleshooting and diagnosing of problems. At a minimum, the detail personnel must be able to function with minimal supervision, have vehicle MILES/PGS experience, be licensed on the type of vehicles worked on and not be constrained by any profiles.
3. If the contact team will need to travel from location to location, the detail will need their own transportation. They will also need class 1 support from their unit. The contact team will be available for approximately six hours per day, as the location downrange on Ft. Carson typically requires at least one hour traveling to each way.
4. If contact support is required for Pinion Canyon, then at least two weeks prior, a MIPR must be submitted to cover the lodging and per diem costs associated with the contact team person. This total cost will be determined by the length of the support. Based on the requesting memorandum, contact person will complete Defense Travel Service information to receive orders, which will annotate the total costs.

