



# FACILITY SOP

**Facility Hours:** 0730 – 1630, Monday through Friday.

**Usage Hours:** Vary upon availability.

**Use:** This facility will be used for Training Support Purposes Only. Activities not training related must be pre-approved by the TSC Chief only.

**Food/Drink:** Food or drinks are allowed ONLY in the facility's designated breakroom.

**Breakroom:** The breakroom is located in room 110 and is equipped with a snack and drink vending machines. If you use the breakroom, it is your responsibility to keep it clean at all times. The TSC is not responsible for items left in the breakroom resulting in theft. A filtered water fountain is available and is located between the restrooms.

**Restrooms:** Facilities are located midway down the main hallway.

**Tobacco:** This is a tobacco-free facility. The only designated smoking/tobacco area is located inside the fenced area at the picnic table near the docks. Smoking/tobacco use outside the designed area is prohibited, example: parking lot, side of the building.

**Weapons/Ammo:** No live/blank weapons or ammunition are allowed in the TSC Facility. Weapons brought onto the facility grounds must be guarded by unit personnel.

**Clean-up:** Upon completion of training or use of the facility, Units/Organizations must ensure area(s) used are clean to include hallway and breakroom.

**Parking:** Parking is not authorized inside the fenced area near the docks unless loading or unloading equipment. Parking on the grass is NOT allowed.

**Conduct:** TSC Staff will be treated in a professional manner at all times. Noise, language and adherence to the TSC Facility SOP will be enforced at all times.

**Classroom:** Classroom will be reserved through the use of the classroom request form. (Form available at the TSC Customer Service desk.)

**Other:** Spouses and Children are not permitted in the TSC Facility without prior coordination and approval from the TSC Chief only. If allowed, children must be under adult supervision at all times.

**Services:** All services offered by the TSC require a valid TSC Hand Receipt Account (HRA). The account must be renewed annually or upon Change of Command.

**Established TSC HRA:** Each company is allowed one (1) TSC HRA with the Company Commander as the account Holder. The account holder is responsible for all devices/equipment signed-out under their account.

To establish the TSC HRA, a completed DA Form 1687 must be provided to the TSC Supply Tech in person or via email with a copy of Assumption of Command Orders. The account may have up to eight (8) authorized representatives assigned by the account holder.

The account must be kept in good-standing (not frozen/delinquent and/or expired) for continued use of all TSC services.

**Request for Loan of Equipment:** Requests for loan of equipment are a first-come, first-serve basis and must be completed in-person and within timeframe and guidelines stated in Army Regulation (AR) 350-38.

**Equipment Support Outside of Fort Cavazos AOR:** Equipment will NOT be taken outside of the Fort Cavazos TSC AOR. Per AR 350-38 Chapter 6, Paragraph 7 b., “The redistribution (loan) of TADSS within a TSC’s AOR is at the discretion of the TSC manager” and must be coordinated through the TSC and approved by the TSC Chief only.

**Request Use of Simulators:** Requests for use of Simulators are a first-come, first serve-basis. Request are submitted through the Range Facility Management Support System (RFMSS). Companies are to provide their own Instructor/Operator (I/O) for training rooms. Contact the Simulation section for information on I/O training classes offered.

**No Shows:** Simulator cancellations must be received NLT 0900 the day of scheduled training. At 0901 The training system will be made available to walk-in customers and the losing Unit will be documented as a No-Show.

**Training Room Capacities:** There is a 15-person max capacity in each training room (excluding I/Os). There is a 15-person max wait capacity outside of each training room. Hallways will NOT be blocked by personnel at any time.

**Inclement Weather/Hazardous Events during Hours of Operation (tornados, hail, high-winds, fire, active shooter, etc):** All personnel within the TSC facility will follow the directions of the TSC Management in movement to a safe holding area within the TSC Building

*This SOP is not all inclusive and is subject to change at any time.*

Joe C. Washington  
Chief,  
Training Support Center