



BAUMHOLDER TRAINING SUPPORT CENTER

GENERAL

EXTERNAL STANDARD OPERATING PROCEDURES

TSC Baumholder
Building 8475
Baumholder, Germany
1 June 2023

UNCLASSIFIED

SUMMARY of CHANGE

This new publication, dated 1 June 2023 -

- Combines all previous Baumholder Internal Standard Operating Procedures.
- Publication updated on 22 August 2022.
- VI added into SOP. Effective 1 February 2023
- External SOP reviewed and updated. Effective 1 June 2023

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**BAUMHOLDER EXTERNAL
STANDARD OPERATING
PROCEDURES**

GENERAL

**PRESCRIBES POLICIES, PROCEDURES, AND STANDARDIZES OPERATIONS FOR
CUSTOMERS WHILE CONDUCTING BUSINESS WITHIN THE TRAINING SUPPORT CENTER**

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Supplementation. Supplementation of this publication is prohibited without prior approval of TSC Baumholder Administration office.

Suggested Improvements. Users are invited to provide comments and suggested improvements on DA Form 2028 (Recommend Changes to Publications and Blank Forms) directly to Baumholder Administration office.

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History. This is a first publication

Summary. This External SOP establishes policies, procedures, and provides an overview of the Training Support Center (TSC) operations. This SOP replaces all previous versions.

Proponent and Exception Authority. The proponent for this supplement is TSC Baumholder Administrations office. The proponent has the authority to approve exceptions or waivers to this publication that are consistent with controlling laws and regulations.

- This document supersedes all previous TSC External Standard Operating Procedures
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SECTION 1: General TSC Information

1.1-1 Purpose

a. The purpose of this Standing Operating Procedure (SOP) is to provide general information guidance and policy to units/elements and/or personnel receiving training support from Training Support Center (TSC).

1.1-2 Hours of Operation

- a. TSC Operations: Monday – Friday 0730-1600
- b. Closed on American/German Holidays

1.1-3 Correspondence

- a. All correspondence should be addressed to:
 - (1) Training Support Center
ATTN: AETT-TS-W
Unit 23746, Box 7924
- b. Telephone numbers

SECTION	PHONE NUMBER
TSC Chief	531-2525
TADS	531-2515 / 2522
Illustration	531-2517
Photographer	531-2516
EST/CFFT	531-2512
Range Control Fire Desk	531-2573
Range Safety Supervisor	531-2575
Range Support Branch	531-2555
Local Training Area	531-2531

Figure 1: Telephone Numbers

1.1-4 Organization/Mission

- a. The Training Support Center consists of the following sections:
 - (1) TSC HQ's
 - (2) Training Aids, Devices, and Simulators (TADS)
 - (3) Local Training Area
 - (4) Range Support Branch
 - (5) Range Control Liaison Detachment
 - (6) Visual Information
- b. Mission: Identify, acquire, manage, and sustain training enablers required to provide state-of-the art home station/deployed training support and execute the visual information program as directed by USAREUR-AF.

1.1-5 Priority of Support

- a. Priority 1: Units identified for deployment
- b. Priority 2: Units conducting re-integration/refit after deployment
- c. Priority 3: Units within the Regional Training Support Center Footprint
- d. Priority 4: Units outside of the Regional Training Support Center Footprint

SECTION 2: Training Aids, Devices, and Simulators (TADS)

2.1-1 TADS Introduction

a. The purpose of this SOP is to provide customers with information on TADS loan equipment services provided by the TSC and how to request such services. This SOP applies to the supported personnel within the TSC area of responsibility (AOR): Soldiers, Department of the Army Civilians, and Contractors.

2.1-2 Responsibilities

a. Property Accountability: Commanders, account holders, and users are responsible for the property accountability of loan equipment to include safeguarding and securing all components and accessories of major items. Proper care and use must be exercised as IAW AR 735-5 (Property Accountability Policies, 11/9/2016), Chapter 2. TADS are issued only to account holders or authorized representatives. Equipment should not be loaned, or sub-hand receipted to any individual or unit outside the account holder's unit or taken outside the TSC's geographical area of responsibility without written permission from the Chief, TSC Baumholder. The sub-hand receipting of loan equipment internally within units shall be documented using Army standard supply procedures. The Account Holder is ultimately responsible for all items and/or equipment signed for by unit personnel on DA form 1687 (dated 11/1/2015), Delegation of Authority. Account holders authorize unit personnel to sign for equipment under his/her name and assume full responsibility for the loan equipment.

b. Use and care of loan equipment: Users must ensure that loan equipment is maintained and used properly to include selecting the proper voltage setting before connecting to a power source. Connecting 110-Volt equipment to 220-Volt power sources will severely damage the item and result in a Financial Liability Investigation of Property Loss (FLIPL). Damaged equipment will be returned to the TSC. Units are not authorized to attempt any repair on TSC equipment.

c. Loan equipment maintenance: Loan equipment items that are faulty or become unserviceable during training must be returned to the TSC. Units must submit a DA Form 2404, Equipment Inspection/Maintenance Worksheet, to the TSC with the specific equipment faults annotated. Individual damaged statements are required to document operator negligence associated with the loan equipment. Units should not attempt to fix inoperable equipment since this may result in additional damage to the equipment, which may then require a FLIPL.

d. Lost, damaged, or destroyed equipment: Unit personnel must take immediate action to determine the cause and extent of the loss or damage to loan equipment. Units must conduct an immediate 100% inventory of the loan equipment and attempt to determine the whereabouts of the missing items. Personnel involved with the loss or damage of the loan equipment should write sworn statements (DA Form 2823)a S describing the circumstances pertaining to the damage or loss. A FLIPL, DD Form 200, will be initiated and presented to the appointing authority as appropriate, but not later than (5 Working days 15 calendar days after date of discovering discrepancy, IAW AR 735-5. The initiator of a FLIPL will normally be the hand receipt holder or accountable officer. When the hand receipt holder or the accountable officer is not available, the person with the most knowledge of the incident will serve as the initiator. (AR 735-5, chapter 13-7).

(1) All units account up to Battalion or Separate Company-level will immediately be frozen at the TSC, which would not permit hand-receipt holders to sign-out TSC loan equipment and/or submit any work order for graphics or TADS production from any TSC in USAREUR-AF.

(2) Frozen accounts may be unfrozen or placed in a probationary status by any of the following means:

(a) A copy of a completed DD Form 362, Statement of Charges/Cash Collection Voucher to include Block 11, Finance Office Certification, is submitted to the TSC. At the time of receipt of the Statement of Charges, the unit's accounts are immediately unfrozen.

(b) A copy of the FLIPL with Blocks 4, 6, 7, and 10 completed is presented to the TSC. At the time of receipt of an initiated FLIPL, the Unit's account will be placed in a probationary status. All TSCs in USAREUR-AF will continue to conduct normal business with Units in a probationary status. After 75 days of a unit being placed in a probationary status with the FLIPL not completed, its accounts may be frozen by the Property Book Office at G-4, JMTC, which would disallow hand- receipt holders from the Battalion or Separate Company from signing-out loan equipment or submitting work orders for graphics or TADS production from any TSC in USAREUR-AF.

(c) A copy of a completed FLIPL (DD Form 200) with all blocks completed and check list (DD Form 7531) attached is presented to the TSC. At the time of receipt of the completed FLIPL, the unit's account will be immediately unfrozen or removed from probationary status.

e. Excess/Obsolete equipment found on installation: The TSC will turn-in loan equipment that is not utilized by Units and categorized as excess or obsolete to the Defense Logistics Agency (DLA) Disposition Services. As training programs and equipment change, some devices become obsolete. This equipment will be turned into the TSC with a statement explaining the circumstances. Visual Information and training loan equipment that is found on installation will be turned into the TSC immediately.

2.1-3 Account Procedures

a. Prior to establishing a TADS loan equipment account, prospective account holders must provide the following documents to the TSC:

(1) A copy of Appointment Orders and/or Assumption of Command Orders.

(2) DA Form 1687 properly filled out IAW DA Pam 710-2-1 (Using Unit Supply System (manual Procedures), 12/1/2016) with all personnel under their command authorized to sign for and receive equipment from the TSC. Only wet and digital signatures will be accepted on the DA Form 1687.

b. Only one permanent TSC account is authorized with a Battalion S-3 or a separate company with up to eight personnel authorized for issue and turn-in of equipment. Units that have elements within another TSC's geographic area must establish equipment loan accounts with the parent unit's supporting TSC.

c. Temporary account will be given to units that are temporarily operating outside their TSC Service Area. All transactions are between the unit and TSC. Other activities desiring support may establish a temporary account only when the loan requests do not interfere with home station training requirements.

d. TSC accounts must be updated annually or upon change of Commander/Account Holder IAW AR 710-2 (Supply Policy Below the National Level, 03/28/2008). Unit account holders must always ensure loan equipment property accountability. If an account update is due during a time that unit is scheduled for field exercises or other absences, the update must be completed before the unit departs the home station area. Unit must return all loan equipment prior to deploying.

e. When account updates are due, a memorandum is sent through the unit commander to remind the account holder to update the loan equipment account. If the account is not updated after 10 working days, the account will be suspended. After an account is suspended, the TSC will contact the Unit commander to re-establish control of the loan equipment.

f. Failure to return all equipment to the TSC on or before the expiration date of the loan will result in immediate suspension of the account.

g. Graphic Training Aids (GTA): GTAs to include publications are available to sign-out from the TSC. No justification is required for GTAs unless the quantity is excessive. If not available, GTAs can be ordered from a stateside agency.

2.1-4 Loan Equipment Issue

a. The TSC will issue loan equipment only on a temporary loan basis for up to 28 calendar days.

b. Units must request loan equipment in a timely manner to ensure training is fully resourced. Requests may be requested by submitting the TSC loan equipment request form directly at the TADS Section.

c. All TADS equipment must be turned in NLT 1530 on the last day of the loan.

d. Request for all standard and non-standard TADS will be made in writing, by email, at least 30 days prior to the time the item is needed. The TSC can support short-notice requests, but more time is normally needed to resource equipment from throughout the region if the requested equipment is loaned-out or not available in the requested quantities.

e. In case a Unit has a need for non-standard training aids, there is a possibility to have these items produced at the Training Aids Production Center (TAPC) in Grafenwöhr. The following steps are required:

(1) Contact the Baumholder TSC to discuss the requirements.

(2) Submit work orders through VIOS (www.vios.army.mil). Make sure you provide all necessary information (dimensions, blueprints, type of material, use of the requested training aid, etc.)

(3) The Baumholder TSC will submit a checklist through RTSD-W to the OPS section of TSAE (therefore we need all the information as outlined under #2 and a good justification from the requesting unit)

(4) Once the OPS section of TSAE approves the request, the work order will be submitted to TAPC for production

(5) TAPC will inform the TSC when the work order is finished and when it will be shipped

(6) VIOS will send out a completed email to the customer when requested items are ready for pick up.

2.1-5 Training and Certification

a. Training and certification required for numerous TADS must be coordinated and requested through the TSC. Certification rosters will be cross-checked by TSC employees prior to issuing simulators to units, to ensure individuals appointed to operate them have received proper certification training. Individuals who are not certified will not be issued devices for which certification is required. Units must request training and certification for the following systems:

(1) Engagement Skills Trainer (EST II)

(2) Tactical Combat Casualty Care (TC3X)

(3) Tactical Operation Medical Manikin (TOMManikin)

(4) Call for Fire Trainer III (CFFT III)

(5) Multiple Integrated Laser Engagement System (MILES)

(6) Improvised Explosive Device Effects Simulator (IEDES)

(7) Counter Radio Electric Warfare 2 (CREW2)

(8) Artillery/Gun Fire Simulator

b. Certification training must be requested and coordinated through the TSC.

c. Training and certification classes must consist of at least 3-10 individuals. Unit trainers must be in the grade of E-5 or above. A rank of SPC/CPL will be approved on case-case basis.

d. All devices will be issued, returned, and inventoried using TS-MATS IAW AR 350-38 (Policies, and Management for Training Aids, Devices, Simulators, and Simulations, 02/2/2018. In lieu of DA Form 2062

e. Close Combat Mission Capability Kits (CCMCK):

(1) Issue: These kits provide replacement bolts for the M4 Rifles, M9 Pistol, and M249 5.56mm Squad Automatic Weapon for firing marking training munitions.

(2) Units utilizing CCMCK must provide completed Class V authorization documentation indicating they have a valid amount of the appropriate ammunition. The unit must have previously submitted CL V requests before the TSC will issue marker round training equipment. TSC personnel will verify CL V (DA Form 581) ammunition allotments to make sure they are within 60 days plus or minus the requested issue date for the marker round equipment. This is to preclude Units storing possibly unsafe "marker round" ammunition in Unit arms rooms or other locations. "Marker round" ammunition has a shelf life. If this date is exceeded, the ammunition become "semi-lethal".

(3) Certification: No special certification is required for Units using CCMCK. Normal issue should only be to Soldiers trained in weapons maintenance. Drawing units must be aware of safety considerations in using this equipment. Marker round training has resulted in fatalities when improperly used.

2.1-6 Scheduling Procedures for Training Simulators

a. This policy outlines reporting of the Range and Facilities Management and Scheduling System (RFMSS) for simulator scheduling, usage, and reporting. Only approved Unit RFMSS schedulers can schedule training using the RFMSS system. RFMSS can be found at the following link:

<https://rfmss.usareur.army.mil/LTA/Pages/Login.aspx?ReturnUrl=%2fLTA%2fPages%2f>

b. "Simulators" are training devices that simulate an environment for the purpose of training Soldiers on specific tactics, techniques, and procedures or unit/ individual battle drills.

c. The following simulators must be scheduled through RFMSS on the Baumholder TADS Fire Desk:

(1) Engagement Skills Trainer II (EST II)

(2) Call for Fire Trainer III (CFFT III)

(3) TOMManikin Medical Training Room

d. All other training aids and devices are not considered simulators. All other TADS will have usage and scheduling tracked using TS-MATS.

SECTION 3: Visual Information (VI)

3.1-1 Visual Information Introduction

a. To provide customers with information on visual information services provided by the Training Support Center and how to request that service. This SOP applies to the supported personnel within the TSC area of responsibility (AOR): Soldiers, Department of the Army Civilians, and Contractors.

b. Service Provider and Customer: The 7th Army Training Command (7th ATC), Training Support Activity Europe (TSAE), Regional Training Support Division/Training Support Center Visual Information Activities will provide visual information activity services to authorized

Appropriated Fund (AF) Army organizations. Non–Appropriated Fund (NAF) and Morale, Welfare and Recreation (MWR) support is generally prohibited. Services are also rendered to other services on a reimbursable basis.

c. Non-Reimbursable Support Level: All VI activities are authorized and managed within the context of AR 25-1 and DA Pam 25-91. Each VI activity is assigned a Department of Defense Visual Information Activity Number (DVIAN). DA Form 5697 identifies the various capabilities/functions for which that common support activity is authorized.

d. Reimbursable Support Level: When funding permits, VI activities will be staffed and equipped to operate at average projected workloads. TSAE Visual Information Manager shall establish a standard level of service document that identifies the capabilities for which they are resourced. Requirements above this standard level and/or support to customers will be satisfied on a reimbursable basis in accordance with current Army reimbursable policy or will be referred to the TSAE Regional VI manager for support.

3.1-2 Levels of Priority

a. Priority one - work that directly supports the training mission

b. Priority two - non-training related items such as, photos of unit activities, awards ceremonies, and non-training related activities. Videos of non-training related official activities or functions.

c. The following types of work are not authorized to be performed by the Training Support Center and will be routinely disapproved:

(1) Fabrication of items available through the supply system or those available at Training Aids and Production Center (TAPC) at Grafenwöhr, Germany.

(2) Fabrication of plaques, picture frames, photo prints, CD/DVDs and other items intended for personal mementos.

(3) Photographing or video taping of social events unless approved by the RTSD/TSC Chief to be photographed/recorded as historical documentation or a significant training event. Appropriated Funds do not support organizational days, sporting activities; only awards ceremonies or official remarks can be covered during these types of events.

(4) Banners that do not support mission related activities. Personal banners, office decorations, prints for aesthetic purposes, desk signs, permanent type signs that identify Units.

(5) Mass reproduction and printing. The TSCs can produce a limited quantity of products before being considered Mass production.

(6) Customers should be referred to DLA as we are funded for baseline services not mass production. TSCs are prohibited from producing printed products such as programs for Changes of Command, parties, etc., or producing back-to-back work orders to override the mass production guidelines. These services can be obtained by the customer at the nearest DLA or electronically at: <http://www.daps.dla.mil/dexd/Locations.jsp?og=Europe>

3.1-3 Established (DVIAN) VI Activity Services

a. Visual Information Library - Authorized VI activities may provide a central library (physical or digital) of distributed and local multimedia/VI productions.

b. Visual Information Consultation: VI activities will provide customer consultation services in support of official requirements for customer and professionally developed VI products and services.

c. Visual Information Property Book Functions: 7th ATC G-4 is the functional proponent of a consolidated list of available VI products and equipment on-hand or that has been turned in, VI

managers will control the use of procured items by managing their portion of the property book equipment.

d. Nonexpendable property is accounted for per AR 710–2. Procedures in DA PAM 710–2–1 apply except:

(1) Nonexpendable VI equipment is loaned using DA Forms 3161, 2062, or approved program such as the Visual Information Ordering System (VIOS) for temporary loans of 28 days or less.

(2) To obtain relief from responsibility for lost or destroyed VI equipment and products, FLIPL, Statement of Charges and/or Cash Collection Voucher covering accountable items may be initiated and processed per AR 735–5 and MACOM procedures.

e. Visual Information Service Orders/ Work Requests (DA Form 3903-R): Electronic records will be retained in the Visual Information Ordering Site (VIOS). VIOS makes each RTSD/TSC in compliance with AR 25–400–2.

f. All requests for graphic, photo or digital video support, loan, and issue, will be submitted by customers possessing a Common Access Card (CAC) and password through the Visual Information Ordering System (VIOS) at (<https://www.vios.army.mil>). Upon approval an electronic version of DA Form 3903–R Visual Information Work Order will be generated by the VIOS system. Customers without CAC cards or AKO Username and Password will be entered manually, and a work order created by the TSC.

3-1.4 Graphics Products (VI)

a. Conceptualization, design and production of professional quality multi-media products, graphs, or posters up to 36” wide. If local TSC has capability above 36”, production authorized locally.

b. Camera-ready art for photographic reproduction and digital video production.

c. Camera-ready art and illustrations, including desktop layout, for technical and field manuals, circulars, regulations, booklets, posters, and official brochures.

d. All posters less than 36” shall not be forwarded to TAPC until:

(1) Local TSC determines they cannot provide the service.

(2) Local TSC contacts other VI departments within RTSD-W to see if the capability exists at another TSC, and work can be accomplished within the time requested. If so, TSC will require work order from requestor and send through VIOS a work request transfer to the other facility.

(3) The TSAE Regional VI Manager, Grafenwöhr, has been contacted to see if capability can be performed elsewhere.

e. Reimbursable services include but are not limited to support requiring overtime, TDY, special outsourcing, complexity, non-standard quantities/formats/sizes. Reimbursable funds will be transferred by the requesting Unit to TSAE for appropriate funding.

f. Request for Printing – Printing, including Change of Command brochures, and Banners are produced at Defense Printing Service (DAPS). Customers should be notified of the nearest DLA facility. <http://www.daps.dla.mil/dexd/Locations.jsp?og=Europe>

g. TSAE No Cost Product Line

(1) Products larger than 24x36 and quantities above the limited quantity are free for service

(2) A minimum of 72 hours between two work requests for the same unit

(3) No split work requests to circumvent baseline service limitations.

(4) No cost work is produced with standard materials.

(5) Special request and fabrication are fee for service. All prints must be under “Prints, Photos, Signs, and Charts with a pre-defined size.

Product	Max. Quantity
Lamination only, up to 8.5"x11"	20
Lamination only, up to 11"x17"	15
Lamination only, up to 40" wide > 3' Long	10
Print 8.5"x11" or A4	50
Print 8.5"x11" or A4 with lamination	20
Print 16"x20"	10
Print 16"x20" with lamination	8
Print 16"x20" with lamination on board	6
Print 18" or 20"x24"	8
Print 18" or 20"x24" with lamination	6
Print 18" or 20"x24" with lamination on board	4
Print 24"x36"	8
Print 24"x36" with lamination	6
Print 24"x36" with lamination on board	4

Figure 2: TSAE No Cost Product Line

3.1-5 Photographic and Video Services

a. Official photographs for military personnel files are taken at the Training Support Center Photo Studio. All personnel that have Common Access Cards (CAC) will schedule appointments through the VIOS system at www.vios.army.mil. Soldiers are encouraged not to wear their uniform to the studio. Dressing rooms are available at all locations. IAW AR 640-30 & AR 670-1, The Soldier (not the photographer) is responsible for the appearance of the uniform, proper fit, awards, and decorations. The photographer is prohibited from taping, stuffing, or altering uniforms except as specified in AR 640-30. The photographer's sole duty is to capture the photo in accordance with AR 640-30. The photographer will not take pictures (for official DA promotion photos only) of any Soldier in ACUs per regulation and guidance of DAPMIS. The photographer will upload into the Defense Automated Photographic Management Information System (DAPMIS) database. The photographer will give each Soldier a set of instructions on how to access their DA photo through the Army Knowledge Online (AKO) account the Soldier is required to have. Under no circumstances will a Soldier be given a digital file of their official DA photo. Soldiers are not authorized personal copies and are encouraged to file the date of their initial or subsequent updated photo session based on renewal requirements in AR 640-30. AKO now gives each Soldier a reminder when their new official photo should be taken. TSCs that support Joint Services will follow those individual services guidelines for submission of official photos.

b. Chain of Command photographs of Commanders and Command Sergeants Major down to company level will be provided. Military Commanders of Defense Commissary Agency and Army Air Force Exchange are authorized photographs. Civilian managers of these agencies are not authorized appropriated fund photography. Normally Commanders are provided 25 prints. Soldier Readiness Program (SRP) /Deployment Photos (Command Photo Style) will only be issued digitally to Unit S-1 and not kept on-hand at the TSC. No prints are authorized from the SRP. Refer requests to the Unit S-1.

c. Passport photos: Department of Defense (DOD) official passport photographs are provided for military personnel, their dependents, and all DOD Civilians. Soldiers may not take official passport photos in uniform.

(1) Visa photos for active-duty military personnel and DOD civilians on official duty are authorized.

(2) Defense Attaché photos are for official business and are therefore authorized at the TSC.

(3) Geneva Convention photos are authorized as part of the mission in Europe and requirements by other nations.

(4) International driver's license photos are authorized with proof of TDY for duty outside the host nation.

d. Digital Video and Photo Documentation to support training, historical documentation, memorials for official non-denominational services, after action reviews, at the baseline level are within the capabilities of the training support centers in accordance with AR 25-1, DA PAM 25-91. Every VI specialist is required to establish an account at the (www.defenseimagery.mil). Documentation should be submitted to the Defense Imagery site as soon as possible after it is captured to give immediacy and relevancy in its use. Units requesting this type of support must make advance coordination with the TSC in their footprint, two weeks prior to the event date. Advanced editing facilities are available at TSC Vilseck with coordination. All video productions considered DA 1995 productions are no longer authorized at TSAE training support centers and will be referred to the TSAE VI Manager for submission to VISE Media.

(1) Change of Command coverage should be at the 05/06 for USAGs, and 06 for other Units. Below 06 is at the discretion of the TSC Chief.

(2) Videos produced should be mission related. TSC Chiefs will make those determinations. Refer to the TSAE VI Mgr. for assistance if a determination cannot be made locally.

e. Media duplication may be produced at local Training Support Centers if the capability exists. The customer must obtain a copyright release from the copyright owner before a work order is submitted for reproduction of copyrighted material, including music. Public Law prohibits the recording or copying of copyrighted material unless prior permission from the copyright owner is obtained in writing. (USC, title 17, and copyrights). When copyright status is unclear, consult with the TSAE VI Mgr.

f. The Training Support Center photo studio facilities fall under visual information and are authorized to take official DA photos in accordance with AR 640-30. Photographic products and services include but not limited to:

(1) Official Photos

(a) DA Photos (Official Promotion Photo) uploaded using the Department of the Army Photographic Information Management System (DAPMIS)

(b) Active Duty

(c) Officials Portraits

(1) Soldier of the Month

(2) Soldier of the Year

(3) OCS/Warrant Packet

(4) Officer/Enlisted Members with Commander approval

(5) Senior Executive Services

(6) Official and Tourist Passports

(7) International Driver's License

(8) Immigration Photos

NOTE: These facilities do primarily studio work and have only limited capabilities outside the studio for general documentation. Most units have digital cameras to cover "grip and

grin” award photos and promotion photos. TSCs no longer stock digital cameras as one of their core loan items. A unit can receive authorization to purchase Visual Information equipment, including cameras, by submitting an AE-25-1 to the TSAE Regional VI Manager. Major activities and installation level events will be supported on a reimbursable basis upon request and approval.

(2) Documentation of Official Events to include:

- (a) Historical Documentation
- (b) Technical Documentation – Training Area Exercises
- (c) Official Group Photo (Digital), Training Related or High-Level Dignitaries
 - (1) Military
 - (2) Civilian
- (d) Other Official Photography to include:
 - (1) Emergencies
 - (2) Aerial Images (customer must coordinate flight arrangements)
 - (3) VIP or dignitaries Visit

(3) Location Photography: Work request submitted (DA 3903) through VIOS with justification of work to be accomplished must be submitted to local TSC. The requesting unit is responsible for transportation to and from events, and to notify the TSC of changes, or cancellation of events.

(4) Captions. Images have no documentary value without a caption. Visual Information product captioning will be in accordance with AR 25-91, 9-11.

(5) Standard Images

- (a) Maximum of 2 each per individual or organization or per photo
- (b) 1 each photo CD, DVD, or electronic delivery per individual or event
- (c) 5”x7” Group Photographs – Electronic Delivery or CD to requestor.

3.1-6 Audio Loan Equipment Services

a. The TSC maintains training multimedia libraries. Limited multimedia products on training subjects are available for request from the Training Support Center, but are available directly from the Defense Automated Visual Information System/Defense Instructional Technology Information System (DAVIS/DITIS) site <http://www.defenseimagery.mil/products/davisditis.html> containing searchable listings and descriptions of thousands of audiovisual (AV) productions and interactive multimedia instruction (IMI) products used by the Department of Defense (DoD) and will be shipped directly to the customer. Normally the product does not have to be returned. Units are encouraged to order through the website. The training support center should keep on hand the most requested and utilized products. In accordance with AR 25-91, 6-17, TSCs will do an annual obsolescence review. TSCs will dispose of products that are obsolete or have not been utilized during the year. Joint Visual Information Service Distribution Activity (JVISDA) has granted local authority to 7th ATC for disposal of unused products through normal procedures used for refuse. Audio Visual products and services include but not limited to:

- b. Short-term audiovisual equipment loans will be 28 days or less
- c. Audiovisual media loans
- d. Self-Help training
 - (1) Photography
 - (2) AV Equipment

e. Audiovisual equipment loans for short term are standard. If units and other organizations have long term permanent needs, they should submit an AE 25-1A through the TSC to the TSAE Regional VI manager to request purchase with fund approval. Long-Term loans for

additional 30-60 days will be at the discretion of the TSC manager, as an exception, not as a rule. Over 60 days is considered a long-term loan, and the TSC will not continually renew a piece of equipment perpetually at 60-day increments.

f. Equipment that does not fit into the above categories, such as permanently attached, will be documented on an exception to policy letter listing the accounts.

g. Audiovisual equipment to all active Military units, Guard, Reserve, and ROTC units within the TSC's responsibility.

h. Maintain audiovisual equipment on VI hand receipt.

i. VI Loan equipment core items currently are MM Projectors, DVD Players, Camcorders, and PA systems.

j. VI Reporting: All Visual Information production, photo, graphic, video and equipment loan will be entered into the VIOS database. VIOS is the HQDA program of record for capturing visual information production.

k. Restrictions: The use of VI assets must be in accordance with federal law and Army regulations. The restrictions are in AR 25-1, Chapter 7, paragraph 7-12.

(1) Reproduction of products including, but not limited to, music, TV programs and movies without permission of the copyright holder. DA PAM 25-91.

(2) Social Events. Support is generally prohibited by law. It is also prohibited by USAREUR Supplement 1 to AR 25-1. If a request is made for a social event to be supported, a memorandum from the requester's JAG should state that the event is an official function for which appropriated fund labor and funds may be legally spent, and provide reasoning why the citations below do not apply to the event:

"Appropriated funds (or labor) may not be used for entertainment except when specifically authorized by statute and also approved or authorized by proper administrative officers." E.G. Comp. Gen 305 (1963). The basis for the rule is that entertainment is essentially a personal expense even when it occurs on some business-related context. "Except where specifically appropriated for, entertainment cannot normally be said to be necessary to carry out the purposes of an appropriation." – Principles of Federal Appropriations Law, Volume I, U.S. Government Printing Office.

(4) A video project to show at a social event qualifies as entertainment under 58 Comp Gen. 202, 205 (1979). Also see Comp. Gen. Dec. B-205292, 2 Jun 82; 58 Comp. Gen. 202 7 Jun 79; Comp. gen. Dec. B-194433, 18 Jul 79.

(5) Award ceremonies that are part of the social event are specifically authorized by law under incentive awards and can be covered.

SECTION 4: Local Training Area (LTA) / Baumholder Major Training Area (BMTA)

4.1-1 LTA General Information

a. The LTA offers a wide variety of training possibilities. LTA facilities are under the direct control of and administered directly by the Training Support Center (TSC). The LTA consists of approximately 486,000 square meters of land and provides small arms live fire ranges, dry training facilities. For detailed LTA procedures and facility descriptions refer to following SOP's: **BHR LTA Supplement to DA PAM 385-63** and **BHR LTA Range Catalog**. The SOP can be located in the RFMSS Library and or on the Baumholder Tapin page (<https://tapin.eur.army.mil/tapin/>). Units may also contact the TSC for a copy of the SOP.

b. LTA office hours: Monday through Friday 0730-1600. Closed on weekends and American holidays.

c. Range live fire hours are Monday – Friday 0800-1500.

(1) For extended hours, firing unit must coordinate with LTA Operations.

d. Dry training facilities can be used 24/7 days a week. Saturday from 1300-1500 are quiet hours, dry training only during these hours. Sunday is German quiet day, dry training only. Any noise producing training is prohibited.

e. To operate a Range or Training Area in the LTA/BMTA, SGTs and above must attend the OIC/RSO certification brief. The certification brief is conducted every 2nd and 4th Wednesday of each month at 0900 in Bldg. 501, Camp Aulendorf. Certification is good for 1 year. OIC/RSO briefing dates can be found in the RFMSS library and in Tapin. Unit may also contact the LTA/BMTA for scheduled briefing dates.

f. Units that are bivouacking or conducting overnight training must adhere to local quiet hours and Host Nations Holidays.

g. Night Live Fire (Indoor Range, CP Range): The unit commander must submit a memorandum to the LTA office at least 4 weeks in advance of the desired scheduled training date. Memorandum can also be attached to the reservation inside of RFMSS.

h. The LTA will comply and operate in accordance with USAREUR-AF SOFA agreement to Host Nation specifically Rhineland-Pfalz. Status of Forces Agreement (SOFA) below:

(1) The SOFA is the agreement that the Republic of Germany and the United States of America have as part of bi-national security arrangement that governs the terms of military stationed in the host nation, to include rights and privileges granted to the Foreign Service members.

(2) The SOFA has placed training ammunitions utilization restrictions during certain times of the day and year to align with the German “quiet time” culture, ensuring the residents have adequate “quiet time” per night and on German holidays.

i. Host Nation (German) holidays. Firing of weapons or use of pyro is prohibited. See host nation holidays below:

New Year's Day	Neujahr
Easter Saturday*	Ostersamstag*
Easter Sunday*	Ostersonntag
Easter Monday	Ostermontag
May Day	Tag der Arbeit/Maifeiertag
Ascension Day	Christi Himmelfahrt
Whit-Monday	Pfingstmontag
Corpus Christi Day	Fronleichnam
Day of German Unity	Tag der deutschen Einheit
All Saints' Day	Allerheiligen
Christmas Day	1 st Weihnachtsfeiertag
Boxing Day	2 nd Weihnachtsfeiertag

Figure 3: Host Nation Holidays

j. Host Nation (German) quiet holidays, no firing of weapons or any training allowed.

Good Friday	Karfreitag
Day of National Mourning	Volkstrauertag
Remembrance Sunday	Totensonntag

Figure 4: Host Nation Quiet Holiday

4.1-2 BMTA General Information

a. The BMTA is under direct control of the German Federal Forces (Bundeswehr), and is administered by the Truppenuebungsplatz kommandantur (HQ, BMTA). BMTA is the third largest training area under German control, consisting of more than 121 square kilometers. Approximately 50% of the land is forested. BMTA facilities are constructed according to NATO specifications, which are compatible with many U.S. training requirements. In addition to U.S. and German units, forces of Great Britain, France, Belgium, Netherlands, and other Countries participate in maneuver and live fire exercises on the BMTA. Facilities cannot be modified to meet the specific needs of all unit's training on the BMTA; however, the available resources offer a wide variety of training possibilities, limited only by the imagination of unit planners. For detailed BMTA procedures and Range Catalog please refer to following SOP's: **BMTA Supplement to DA PAM 385-63** and **BMTA Range Catalog**. The SOPs can be located in the RFMSS Library and in the Baumholder Tapin page (<https://tapin.eur.army.mil/tapin/>). Unit's may also contact the TSC for a copy of the SOP.

b. United State Range Control Liaison Detachment (USRCLD) office hours: Monday through Friday 0730-1600. Closed on weekends and American holidays.

c. When U.S. Units are training, USRCLD provides support 24 hours a day, 7 days a week including holidays (with prior coordination, ETP required).

d. Range live fire hours are determined by the Bundeswehr Commander on Lager Aulenbach.

(1) Day live fire hours are Monday through Thursday 0800-1545. Friday range live fire hours are 0800-1200.

e. For night fire, check with USRCLD for current days. Exceptions to night fire policy can be granted by formal request through the Kommandantur Commander to the Streitkraftunterstützungs Kommandantur.

(1) Summer months (1 Apr- 30 Sep): 2200-0200hrs.

(2) Winter months (1 Oct – 31 Mar): 1900-2300hrs.

f. No live fire is conducted on the BMTA during weekends and German holidays.

4.1-3 BMTA Planning Timelines

a. 90 Days Out

(1) Submit Special Requests for Approval

b. 60 days out BMTA Scheduling Conference

(1) Submit Request for specific ammunition usage

c. 45 days out

(1) Submit Request for Extended Firing Hours exception to policy

(2) Submit Request for Nonstandard Event

(3) Submit Request for Telephone Requests NSE (DA3938) SDBSU

d. 30 days out

(1) Confirm facilities / Ranges

(2) Confirm Certification of OIC / RSO / Medic / Combat Lifesaver, Ammunition

e. 16 working days out

(1) Submit Requests for Notification of Intent to Fire (NIF) / Notification of Intent to Train (NIT's),

(2) Submit Overlays / Concept of Operations (CONOPs) / Obstacle placement overlay / Digging overlay Minimum of 14 days prior.

f. 5 Days Out

(1) Perform Facility Recon to discuss target array and special requirements with German Range Meister

g. 2 days out

(1) Pick up Range Packet and all paperwork pertaining to your facility and approval of

special requests, NIT/NIF. (Contact USRCLD for more in-depth detail on coordination and scheduling)

**END
OF
DOCUMENT**