

Training Support Center

External

Standard Operating Procedure (SOP)

Army Support Activity

Fort Sam Houston, TX

<https://homeadmin.army.mil/samhouston/index.php/directories-1/directorate-plans-training-mobilization-security-dptms/fort-sam-houston-training-support-center>

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INTRODUCTION

1-1 PURPOSE:

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

1-2 REFERENCES:

- a. AR 350-52, Army Training Support System
- b. AR 710-2, Supply Policy Below National Level
- c. AR 735-5, Policies and Procedures for Property Accountability
- d. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)

1-3 APPLICABILITY: This SOP is applicable to all US Military Units (AC/RC); employees assigned or attached to the Fort Sam Houston TSC, and all authorized civilian organizations that utilize TSC resources and facilities.

1-4 MISSION: To support Fort Sam Houston and AR 350-52, Army Training Support System. 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.

HOURS & OPERATIONS

2-1 GENERAL: This chapter provides brief information of TSC operation, location, customer front desk, and general administrative information.

2-2 LOCATION: FSHTX TSC is located at Bldg 4110, 2536 Garden Ave, Fort Sam Houston, TX 78234.

2-3 TSC OPERATING HOURS :

Admin Office	Mon-Fri	0700-1530 hrs
Warehouse	Mon-Fri	0730 - 1500 hrs
LUNCH	Mon-Fri	1100-1130 hrs

2-4 CUSTOMER SERVICE DESK:

a. Customer Service Desk is located in the Admin Office, Room 102 of the TSC, Bldg 4110 which is the main focal point for all customer services. Customers are **REQUIRED** to report to the customer service desk upon arrival. Customers are not allowed into other areas of the TSC facility without an escort.

b. Unit hand receipt accounts folders will be kept, maintained and centralized at the Customer Service Desk, 210-221-3229.

c. Customers are not authorized to receive or turn-in any equipment unless their unit account folder has valid Assumption of Command Orders (see Annex G), DA Form 1687s Notice of Delegation of Authority-Receipt for Supplies (see Annex H), and their account is not delinquency/pending transaction(s) of missing items.

d. Individuals and units can also schedule a TSC Orientation and tour by contacting the Customer Service Area, 210-221-3229.

CERTIFICATION TRAINING

3-1 SIMULATOR DEVICES TRAINING: This section provides an overview of Simulator Classes offered within the TSC, along with guidance for enrolling and attending the training.

3-2 RESPONSIBILITIES:

- a. Commanders and leaders at all levels are responsible for ensuring maximum use of these courses to maintain the highest level of individual/crew level proficiency and enhance combat readiness.
- b. Commanders and leaders must ensure that all students selected to attend the courses outlined in this chapter are qualified, meet the prerequisites and report on time.
- c. Due to resource availability, units may be required to prioritize enrollment of personnel.
- d. Units can call **210-808-4864** or **210-221-3659** to **schedule a date/time for training**.

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

- a. No appointments (medical, dental, military, personal, etc.) during the duration of the course. Students are required to attend the ENTIRE class for certification.
- b. Individual requirements are outlined below for each TSC class offered.

1) **IWS MILES TRAINING:** IWS MILES Training Classes are conducted by contacting the TSC and scheduling training. Training is normally conducted at Bldg 4110. Training is a three (3) hour block of instruction covering; set up, operation, employment, maintenance, and safety. If a unit has specific MILES training needs, then a special class may be requested and arranged. Training is open for personnel listed on the DA 1687 signature card or individuals that will be utilizing and needs training. Trained personnel must be on the DA1687 and must present when equipment is issued. Training is good for one (1) year.

2) **IMPROVISED EXPLOSIVE DEVICE EFFECTS SIMULATOR DEVICES (IEDESD):** The IED Effects Simulator (IEDES) Devices are TADSS that will assist the Army in training on operational support tasks, conditions, and standards needed to achieve U.S. Military IED objectives. The devices available for usage are; **PRESSURE DEVICE (05-113/A), PUSH/PULL BOOBY TRAP (05-113/2), SIMULATOR, SUICIDE VEST (05-113/3)**. The IEDESD are designed to train key tasks to defeat Explosive Hazards (EHs) by prediction, prevention, detection, classification, neutralization, mark, report and record EH and to protect personnel, equipment and facilities from EH effects.

IEDESD training is scheduled by contacting the TSC and scheduling training, Bldg. 4110. Training is an approximately one (1) hour block of instruction covering; device operation, setup, employment, and safety. Training is open for personnel listed on the DA1687 signature card or individuals that will be utilizing and requires training. Personnel who are trained on the IEDESD must be on the DA1687 and must present when equipment is issued. Training is good for one (1) year and after one (1), will require re-training.

3) **Machine Gun Simulator/Blast Simulator and AK-47 Simulator:** The machine gun simulator, blast simulator, and AK-47 simulators are devices that operate by using propane and oxygen to replicate noises heard on the battlefield. This is a two (2) hour block of training covering set up, operation, and safety. Classes are conducted at Bldg 4110 and are done by contacting the TSC and scheduling a training date/time. Training is open for personnel listed on the DA1687 signature card or individuals that will be utilizing and needs training. Trained personnel must be on the DA1687 and must present when equipment is issued. Training is good for one (1) year and after one (1), will require re-training.

4) **TACTICAL COMBAT CASUALTY CARE EXPORTABLE (TC3X):** The TC3X is a rugged, realistic full body trainer mannequin used for the treatment of severe trauma. The TC3X uses a remote to control the different abilities of the TC3X simulator in order to recreate realistic scenarios that both medical and non-medical personnel may experience on the battlefield. Individuals will be trained on the parts of the TC3X and what they will look for during inventory when signing out the device. Individuals will be trained on setting up the TC3X; installing batteries, marrying up the up and lower torso, initializing the equipment, priming the hoses and blood system, syncing the transmitter, and will go over the requirement for cleaning and thoroughly flushing the system and cleaning and drying it out before turning it back in. Training can be conducted when signing out the system and training will be approximately two (2) hours. Training is schedule a class by contacting the TSC and scheduling a training date/time. Again, we normally will conduct the training around when the device is scheduled to be issued out. Trained personnel must be on the DA1687 and must present when equipment is issued. Training is good for one (1) year and after one (1), will require re-training.

OPERATIONAL PROCEDURES

4-1 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 TSC. Violating this policy will result in the unit's TADSS account being deactivated.
- 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, no later than 15 calendar days (45 for N.G. units, 75 for Res. units) after the date of discovering loss or damage. Units will keep the TSC updated of the status of the FLIPL while in progress and provide a copy of the FLIPL once completed.
- e. Equipment will not be issued to hand receipt holders who will be departing their unit for periods in excess of 30 days and/or 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 polices. This includes updating their DA Form 1687 prior to expiration, accounting for property as described in paragraphs 4-1a, 4-1c and 4-1d above and selecting MILES certified hand receipt holders who will be present for the entire length of the loan.
- g. Equipment will be issued from and turned in through the Training Support Center via the Training Support Materials Army wide Tracking System (TS-MATS) computer. The TS-MATS computer will generate a hand receipt that will track the items issued to the customer. It will annotate the date the equipment is due to be returned and will be signed by both the customer and a TSC representative. This hand receipt is binding, and is used in lieu of the DA 2062. If, for technical reasons, the TS-MATS computer is down a DA 2062 will be used to issue equipment. Upon turn-in, the TS-MATS computer will generate a turn-in document recording what was turned in. TSC personnel will give the customer a copy of the turn in document. TS-MATS automatically balances your account, if equipment is still out the original hand receipt will suffice for it. **All equipment must be physically checked back in prior to the due date to prevent your account from becoming delinquent.**

4-2 ESTABLISHING A TADSS ACCOUNT:

a. Each organization requiring support from the TSC, must have a valid service account established. Each organization down to the company level must have their separate accounts. This chapter will describe the differences in accounts and what documents are required to open account. All exceptions will be reviewed by the TSC Manager on a case-by-case basis.

b. 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 16)

4) Units must have a Unit Information Sheet on file at the TSC; it contains unit's designated address, phone/fax numbers, email addresses of the primary points of contacts. (A sample Unit Information Sheet is found on page 17)

c. DELINQUENT ACCOUNTS:

1) Delinquent equipment, expired/missing account documentation, and damaged/lost equipment are example causes of deactivated TSC accounts.

2) When an account is deactivated, units can no longer be issued any equipment on that account.

3) Units set the return date for equipment upon issue. If an extension is required, it must be made prior to the turn-in date. Once the turn-in day passes, the account will become deactivated.

4) Upon turn-in, if there are missing items after completion of the joint inventory, an Inventory Discrepancy Report (IDR) is completed and the account is deactivated, an email will be sent to the Responsible Officer notifying them of the situation. The account will remain in a deactivated status until proper corrective actions are taken.

5) Units will have 15 calendar days to satisfy the IDR (equipment found, statement of charges, or FLIPL).

4-3 SUBMITTING A REQUEST FOR TADSS: This chapter outlines the procedures for requesting Training Aids and Devices from the TSC Warehouse. As outlined earlier in this SOP, organizations already must have a valid TSC account in an active status.

- a. TADSS request form are located on the TSC website (<https://homeadmin.army.mil/samhouston/index.php/directorates-1/directorate-plans-training-mobilization-security-dptms/fort-sam-houston-training-support-center>), click on the TSC Forms and Download Center and you will find TADSS Request Form. Request Forms are also available in the admin office of Bldg 4110. Units may fill out requests on website and click the email button, it will be populated to your email and can be sent to our office mailbox. Emailed requests may be sent to: usarmy.jbsa.asa.mbx.training-support-center@army.mil, once received it will be processed and an email will be sent back. Manual Request Forms can be filled out in office.
- b. All of our available TADSS can be seen on our webpage, click on the TADSS Catalog, you will find the available training devices: Device Number, Device Name and pictures of items. The TADSS Catalog can be used to assist in filling out the webpage TADSS Request Form properly as well. TADSS are on display in Bldg 4110 and other TADSS can be found in TRADOC PAM 350-9 and DA PAM 350-9. TSC personnel are also available to assist units with planning.
- c. Requests should be submitted as soon as possible, but a minimum of 24 hours is required for TADSS requests. This will avoid availability conflict of TADSS by allowing future planning.
- d. Requests will be checked for accuracy, dated, and processed. TSC personnel will determine the availability of the requested equipment. If items are available, a pickup and turn-in date will be set. If equipment is unavailable or dates cannot be accommodated, the unit will be notified. The TSC Manager and or representative will make final resolution on conflicts concerning Training Devices.
- e. 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. MFRs must be addressed to the attention of the TSC Manager and must include the unit's requested extension of a short term loan, equipment needed, the dates equipment is needed, and the reason for the required extension. If the equipment is needed for Brigade level exercises, the Brigade S3 may do one MFR for all the subordinate units in the exercise. If equipment is for a single company training event or Battalion level exercise, the Battalion S3 can provide the MFR. All accounts must be in a valid/active status prior to loan approval.

4-4 ISSUE TRAINING DEVICES: This chapter depicts the issue process of Training Aids to customers by TSC personnel.

- a. All issues are by appointment only.
- b. A joint inventory of equipment will be done to ensure all items being issued to the customer are present and functional.
- c. Equipment will be issued on a Training Support-Materials Army wide Tracking System (TS-MATS) hand receipt. This is a valid and binding document and will be used in lieu of DA Form 2062.
- d. Once the hand receipt is verified by the customer for accuracy, the customer will sign and date the form. TSC personnel will do the same in the appropriate block. Copies will be provided to the customer, and filed in the unit account folder until the turn-in date.
- e. All equipment will be signed for prior to being loaded by the customer.
- f. TADSS items will only be held for 48 hrs from issue date, after that items will be turned back in and requester will have to re-submit a new request.

4-5 TURN-IN TRAINING DEVICES: This chapter depicts the turn-in process of Training Aids from customers to TSC personnel. Parts of this were previously covered in this SOP. Refer back to earlier chapters for clarification as needed.

- a. All turn-ins will be by appointment only.
- b. A joint inventory of equipment will be done to ensure all items being turned-in by the customer are present, clean and functional. Anything missing or damaged will be included in the IDR given to the unit after turn-in.
- c. Devices will be cleaned prior to turn-in and all clothing items will be washed, TSC personnel have the final call if items must to be re-cleaned or not.
- d. 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 issued out to the unit and the unit representative will not re-sign for this equipment.
- e. If required, an IDR will be emailed to the Responsible Officer, notifying them of the status of their account.
- f. The turn-in hand receipt will be verified by the customer for accuracy. The customer will sign and date the form and TSC personnel will do the same in the appropriate block. Copies will be provided to the customer.

4-6 GRAPHIC TRAINING AIDS (GTAs):

- a. 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
- b. A list of GTAs available at TSC and can be view on our website <https://homeadmin.army.mil/samhouston/index.php/directorates-1/directorate-plans-training-mobilization-security-dptms/fort-sam-houston-training-support-center>), just click on the "GTA Listing" on websit. Some GTA's are issued from HQDA with standard distribution numbers. If units require more or were not included on the distribution, they can be ordered through the TSC. Please allow up to two weeks for delivery.
- c. Units can request GTAs through TSC website <https://homeadmin.army.mil/samhouston/index.php/directorates-1/directorate-plans-training-mobilization-security-dptms/fort-sam-houston-training-support-center>) and click on the TSC Forms and Download Center and you will find GTA Request From. Request Forms are also available in the admin office of Bldg 4110. Units may fill out requests on website and click the email button, it will be populated to your email and can be sent to our office mailbox. Emailed requests may be sent to: usarmy.jbsa.asa.mbx.training-support-center@army.mil, once received it will be processed and an email will be sent back. Manual Request Forms can be filled out in office.
- d. Additional GTA's can be viewed by going to the following link to Central Army Registry Dashboard: [Central Army Registry \(CAR\)](#). Login with CAC. When Central Army Registry (CAR) opens, on left side of page, click "Product Type". In the display box, type in "GTA" and a list of different types of GTAs will be brought up. Additional suggestion, be as specific with your GTA search, will narrow the list down.

Annex A: Inventory Discrepancy Report

INVENTORY DISCREPANCY REPORT (IDR) TSC EQUIPMENT TURN-IN

UNIT:

ACCOUNT #:

SCHEDULED DATE & TIME:

REMARKS:

MISSING AND DAMAGED EQUIPMENT.
Unit's account will be deactivated if suspense is not met. No other equipment will be issued without the approval of Mr. Carl @ 221-3401 or Ms. Herrera @ 221-5130.

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 LETTERHEAD

Unit Office Symbol

Date

MEMORANDUM FOR: Training Support Center (TSC), Building 4110 Fort Sam Houston, TX 78234.

SUBJECT: Damaged TSC Equipment

1. Reference: AR 735-5

2. TSC equipment damaged: XXXXXX, SN: #####. Request for Issue/Turn-In, TS-MATS form dated DDMMYY, Hand Receipt Account #XXXXXXXX.

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 XXXXXXXX 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.

XXXXX XXXXXXXX
RANK, USA
TITLE

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

XXXXX XXXXXXXX
RANK, BRANCH
Commander

Annex C FLIPL Statement

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 Add More Items		6. QUANTITY 2	7. UNIT COST 268.57	8. TOTAL COST 537.14		
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) Add Page							
		<input checked="" type="checkbox"/> Lost		<input type="checkbox"/> Damaged Installation		<input type="checkbox"/> Destroyed OCIE	
<p>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.</p>							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Add Page							
<p>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.</p>							
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) Groff, 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



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS SUPPORT COMPANY
INFANTRY DIVISION
JBSA-FSH, TEXAS 12345-1234

IMCR-PLT

1 Oct 2024

MEMORANDUM FOR RECORD

SUBJECT: *Assumption of Command*

1. By Authority of Paragraph 2-3a, AR 600-20 The undersigned assumes command of the Headquarters Support Company, 1st Brigade, 2nd Battalion, Infantry Division, JBSA-FSH, Texas; UIC ABC123.
Effective date: 1 Oct 2024

DOE RICH
CPT, IN
Commanding

Annex E DA Form 1687 (Sample)

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see AR 710-4. The proponent agency is DCS, G-4.</i>				DATE 20231201	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES Unit or Organization Name				LOCATION Address	
LAST, FIRST, MIDDLE INITIAL		AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
Snuffy, Joe		RANK, GRADE OR CIV			
Snuffy, Joe		RANK, GRADE OR CIV			
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: <u>REQUEST AND RECEIVE TSC ITEMS</u>					
REMARKS "EITHER; "This card supersedes all previous DA1687's" OR " This card is in addition to others on file"					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WGB123			DODAAC/ACCOUNT NUMBER W56123		
LAST, FIRST, MIDDLE INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
Rich, Doe L		O-3	210-123-1234		

DA FORM 1687, DEC 2023

PREVIOUS EDITIONS ARE OBSOLETE.

AFD AEM v1.00ES

UNIT INFORMATION SHEET

UNIT Name	Mailing Address
Name of Unit Cdr/Responsible Officer	Phone Number
Email Address of Unit Cdr/Responsible Officer	
Name of 1SG/NCOIC	Phone Number
Email Address to 1SG/NCOIC	
REMARKS	

SUBMIT

**Training Support Center
TRAINING AIDS, DEVICES, SIMULATORS, SIMULATIONS (TADSS)
LOAN REQUEST**

UNIT ACCOUNT # _____ TRANSACTION NUMBER: _____

TO: Training Support Center, Joint Base San Antonio, Bldg 4110, 2536 Garden Ave. FT Sam Houston, TX 78234, Attn: IMSM-PLC, (210) 221-3229 or (preferred) email: usarmy.jbsa.asa.mbx.training-support-center@army.mil

REQUEST LOAN/ISSUE OF THE FOLLOWING			
DEVICE #	ITEM	REQ	ISSUED

PERSON THAT WILL PICKUP TADSS				
UNIT	BRANCH	NAME	PHONE	EMAIL ADDRESS

PICK UP DATE _____ TURN IN DATE _____

***All Simulators (IEDES, AK47, Machine Gun, Blast) require training and individuals signing for must have attended and be current within a year.**
Loaned items must be **JOINTLY INVENTORIED, CLEANED** and **TURNED-IN** on scheduled due date. All clothing must be washed prior to Turn In. **Accounts in delinquent status will be frozen** and **WILL NOT** be entitled to receive support. Missing or damaged items must be accounted for IAW AR 735-5.

TSC OPERATING HOURS

Customer Service Desk 0700-1100 & 1130-1530 hrs Mon-Fri.
Closed for Lunch 1100-1130 hrs. Mon-Fri.
TADSS/MILES Warehouse 0730-1030 & 1130-1500 hrs Mon-Fri.

REQUESTER SIGNATURE _____ Today's Date: _____

Red Fields are required and request cannot be processed if not completed

Email

Staff Only

Staging the equipment: _____
Process request in TS-MATS: _____
Total: _____

**Training Support Center
GRAPHIC TRAINING AIDS (GTA) REQUEST**

TO: Training Support Center, Joint Base San Antonio, Bldg 4110, 2536 Garden Ave.,
FT Sam Houston, TX 78234, Attn: IMSM-PLC, (210) 221-3229 or (preferred) email:
usarmy.jbsa.asa.mbx.training-support-center@army.mil.

REQUEST OF ISSUE FOR THE FOLLOWING				
TRAY NO.	GTA NUMBER	TITLE/DESCRIPTION	REQ	ISSUED

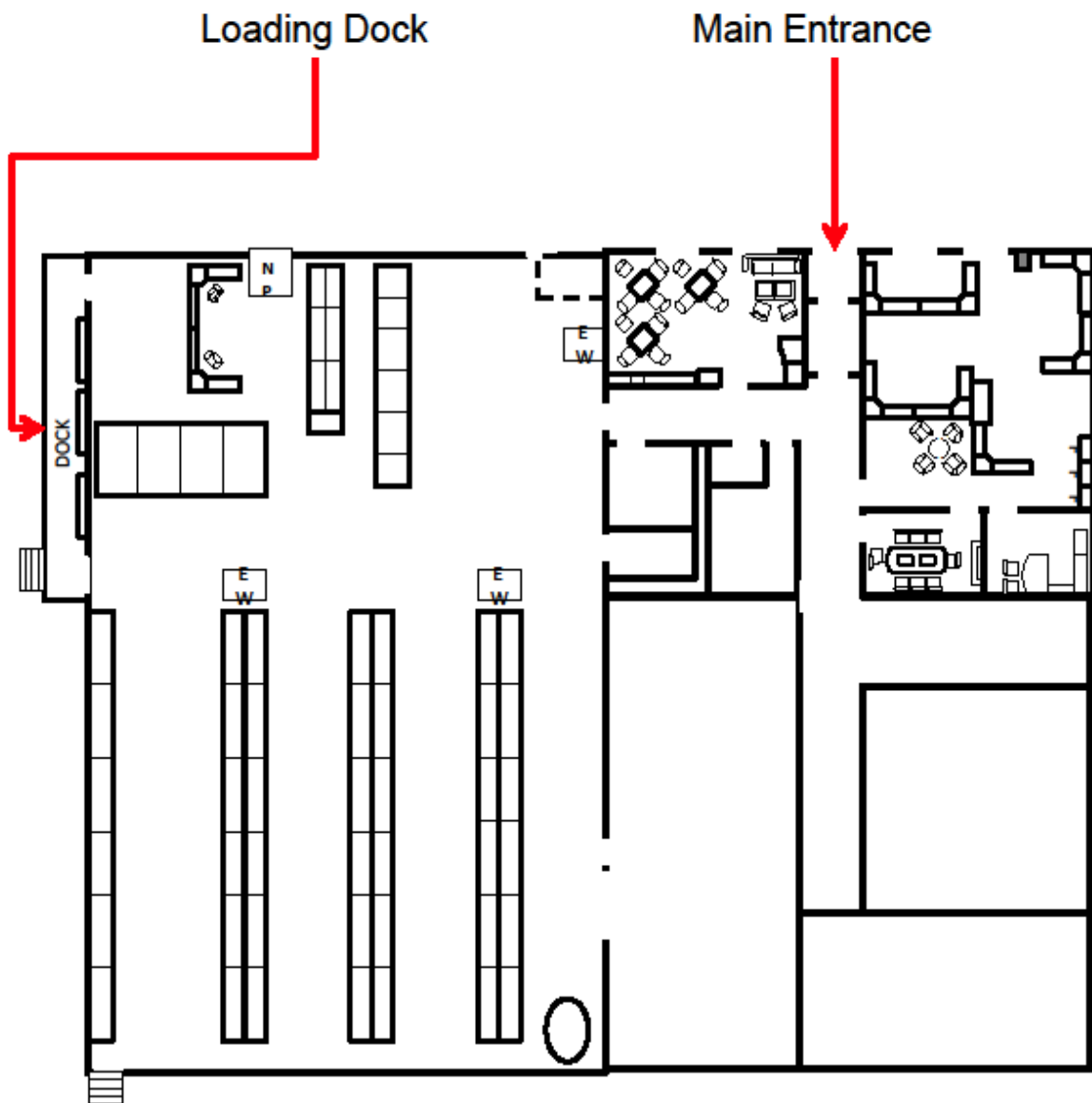
GENERAL INFORMATION				
HRA#	UNIT	POC NAME	PHONE	EMAIL ADDRESS

REQUESTER SIGNATURE _____ Today's Date: _____

Red Fields are required and cannot be processed if not completed

Email

Parking Lot



Annex J Map to TSC Building 4110 Location

