

**7TH ARMY
TRAINING COMMAND**

**TRAINING SUPPORT CENTER-WIESBADEN
External SOP**



Training Support Center Wiesbaden External SOP



**DEPARTMENT OF THE ARMY
7th ARMY TRAINING COMMAND
TRAINING SUPPORT CENTER (TSC), WIESBADEN
Unit 34600, Box 40
APO AE 09005**

AETT-TS-W

18 Oct 18

MEMORANDUM FOR RECORD

SUBJECT: TSC Wiesbaden External Standing Operating Procedures

1. This Standing Operating Procedure (SOP) prescribes policies, procedures, and standardizes operations for customers and applies to all customers conducting business with the TSC.
2. Any supplement or change to this document requires the approval of the Chief, TSC Wiesbaden.
3. Interim changes to this document are not official unless authenticated by the Chief, TSC Wiesbaden. Interim changes will be destroyed on the date of expiration unless superseded sooner or rescinded.
4. The proponent for this SOP is the Chief, TSC Wiesbaden. Users may send suggestions to Chief, TSC Wiesbaden, Unit 34600, Box 40, APO, AE 09005, or by e-mail to: Ronald.clendenen@us.army.mil. This SOP will be reviewed, updated, and changed annually or as necessary.
5. POC for this memorandum is the undersigned at DSN 546-6170 or Email at ronald.c.clendenen.civ@mail.mil.

- 4 Encls
1. TSC External SOP
 2. TADS Supplement to SOP
 3. Range Supplement to SOP
 4. VI Supplement to SOP

//ORIGINAL SIGNED//
RONALD C. CLENDENEN
Chief, Training Support Center
Wiesbaden

DISTRIBUTION:
Commanders, Command Sergeants Major
and Operations Officers of all customer units
Chief, RTSD West APO, AE 09005

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Section 1. GENERAL TSC INFORMATION

1. PURPOSE: 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 the Training Support Center.

2. REFERENCES:

- a. Training Support Activity Europe (TSAE) SOP
- b. Regional Training Support Division (RTSD) Baumholder SOP
- c. Army Regulation 25-1, Army Knowledge Management and Information Technology, 4 December 2008
- d. Army Regulation 25-30, The Army Publishing Program, 27 March 2006
- e. Army Regulation 25-400-2, The Army records Information Management System (ARIMS), 2 October 2007
- f. Army Regulation 350-38, Training Devices Policies and management, 15 October 1993
- g. Army Regulation 640-30, Photographs and Military Human Resources Records, 18 September 2008
- h. Army Regulation 670-1, Wear and Appearance of Uniforms and Insignia, 3 February 2005
- i. Army Regulation 710-2, Supply Policy Below the National Level, 28 March 2008
- j. Army Regulation 725-50, Requisitioning, Receipt, and Issue System, 15 November 1995
- k. Army Regulation 735-5, Policies and procedures for Property Accountability, 28 February 2005
- l. DA Pam 25-91, Visual Information Procedures, 30 September 1991
- m. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 December 2009
- n. AER 25-30, The Army in Europe Publishing Program, 1 October 2009
- o. AER 350-1, Training in USAREUR, 22 May 2008

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p. AER 350-220, Home Station Training Support, 19 September 2007

q. AER 710-2, Supply Policy Below the Wholesale Level, 16 January 2004

r. TRADOC PAM 350-9, U. S. Army Training and Doctrine Command Training Devices for Armywide Use, 19 February 2009

3. SCOPE: This Standing Operating Procedure is applicable to all units/elements establishing or holding current accounts with the Training Support Center (TSC). It supersedes all previous SOPs and in the event of conflict of this SOP and U.S. Army directives, the U.S. Army directives will prevail.

4. LOCATION: The Wiesbaden TADS/VI section and Graphic/Photo studio are located in Building 1032 and the Simulator section in building 1638 on Clay Kaserne in Wiesbaden, Germany. The TSC Range Control is located in Wackernheim near McCully Barracks.

HOURS OF OPERATION:

TADS/VI and Photo/ Graphics sections	Monday – Friday	07:30 – 12:00 & 12:30 – 16:00
Range Control and Simulators	Monday – Friday	07:30 – 12:00 & 13:00 – 16:30

CLOSED ON AMERICAN HOLIDAYS

1. All correspondence should be addressed to:

TRAINING SUPPORT CENTER
ATTN: AETT-TS-TSB
Unit 34600, Box 40
APO AE 09005-0060

2. TELEPHONE/FAX NUMBERS:

TSC Chief	546-6170
FAX:	337-5085
TADS/VI section	546-6106
Photo/Graphics studio	546-6108
Simulators (EST, HEAT, CFFT)	546-6136
Range Control	546-6131
RC Fax:	546-6138

5. ORGANIZATION: The Training Support Center, Wiesbaden consists of:

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1. Training Aids, Devices & Simulators (TADS), Visual Information (VI) Equipment and classrooms (Located Bldg 1032; Simulators Bldg 1638)
2. Photography & Graphics – Official DA , Passport, and Command Photos; charts and posters (Located Bldg 1032)
3. Range/Local Training Area support (Located Bldg 6980-Wackernheim)

6. 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.

7. PRIORITY OF SUPPORT: Priorities of training support are linked to the ARFORGEN Cycle as follows:

- a. Pre-Deployment Training: Units are in the Available Force Pool and must train requirements before deployment.
- b. Pre-Density Training: Units in the Reset/Training Force Pool.
- c. METL Requirements.
- d. All other training and support requirements

Section 2. Training Aids, Devices and Simulators (TADS)

A. TADS INTRODUCTION

1. Purpose: The purpose of this SOP is to provide customers with information on TADS loan equipment services provided by the Training Support Center 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. See appendix E for a list of available equipment.

2. References:

- a. AR 350-38, Training Devices Policies and Management
- b. AR 190-13, Army Physical Security Program
- c. AR 710-2, Supply Policy Below National Level
- d. AR 735-5, Policies and Procedures for Property Accountability
- e. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures)
- f. DA Pamphlet 350-9, Army Training Devices
- g. TSAE TSS Policy Letter 7, Soldier Training Soldier Program (STSP) SOP
- h. Army Training Support Center, TS-MATS Manual
- i. TSC TADS Catalog

3. 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, Chapter 2. Training aids, devices, and simulators 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 AOR without written permission from the TSC Chief. The sub-hand receipting of loan equipment internally within units shall be documented using Army standard supply procedures. Loan equipment shall be secured IAW AR 190-5. The Account Holder is ultimately responsible for all items and/or equipment signed for by unit personnel on DA form 1687, 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

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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 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 statements describing the circumstances pertaining to the damage or loss. The primary hand receipt holders will initiate a FLIPL no later than 15 calendar days IAW AR 735-5. All losses must be reported within (15) calendar days of discovery.

(1) All unit accounts up to its 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.

(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 an initiated Financial Liability Investigation of Property Loss (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 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, ATC, 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.

(c) A copy of a completed FLIPL (DA Form 200) with all blocks completed and check list (DD Form 7531) attached is presented to the TSC. At the time

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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 DRMO. 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.

B. ACCOUNT PROCEDURES:

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

a. A signed Acknowledgement Statement (Appendix A)

b. A copy of Appointment Orders/ Assumption of Command Orders (Appendix B)

c. DA Form 1687 properly filled out IAW DA Pam 710-2-1 with all personnel under their command authorized to sign for and receive equipment from the TSC. Only original with digitally and hand signed signatures will be accepted. (Appendix C)

2. Only one permanent TSC account is authorized with a Battalion S-3 or a separate company with up to four **NCO (E-5 or above)** personnel authorized for issue and turn-in of equipment. Note: On a case by case basis, acceptance to this policy is authorized with an agreement between the Commander/Account holder and TSC Chief. Units that have elements within another TSC's geographic area must establish equipment loan accounts with the parent unit's supporting TSC.

3. A 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.

4. TSC accounts must be updated semi-annually or upon change of Commander/Account Holder IAW AR 710-2. Unit account holders must ensure loan equipment property accountability at all times. 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.

5. 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 ten (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.

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

7. If a unit requires Visual Information (VI) loan equipment for an indefinite period, the unit commander may submit AE Form 25-1A, Request for Long-Term Loan or Purchase of Visual Information Equipment. Once approved by the TSAE VI Manager, the unit may purchase the desired items and account for items through the unit property book.

8. Training Videos: Training videos are issued mostly in DVD format on a temporary loan basis only. All requests must be properly typed with only one item per line. The requests should be completed by using DA Form 4103-R, Visual Information (VI) Product Loan Order. Only authorized personnel listed on the DA Form 1687 may request and receive training DVDs. Requests for training films not available at the TSC must be submitted five (5) weeks in advance. A list of all training DVD videos is available upon request from the TSC.

9. 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.

C. LOAN EQUIPMENT ISSUE:

1. The TSC will issue loan equipment only on a temporary loan basis for up to 30 calendar days.

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

3. A 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.

4. Priority for loan equipment support will be rendered to deploying units.

D. TRAINING AND CERTIFICATION:

1. Training and certification are required for special TADS must be coordinated and requested through the TSC. Units must request training and certification for the following systems:

a. Engagement Skills Trainer (EST) 2000

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- b. Call for Fire Trainer (CFFT),
 - c. HMMWV Egress Assistance Trainer (HEAT)
 - d. Multiple Integrated Laser Engagement System (MILES)
 - e. Laser Marksmanship Training System (LMTS)
 - f. Laser Convoy Counter Ambush Training System (LCCATS)
 - g. Training Improvised Explosive Device Increment 2 (T-IED2)
 - h. Improvised Explosive Device Effects Simulator (IEDES)
 - i. Counter Radio Electronic Warfare 2 (CREW2)
 - j. Simulation Manikin (SIMMAN)
2. Certification training must be requested and coordinated through the TSC.
 3. Training and certification classes must consist of at least 5-10 individuals. Unit trainers must be in the grade of E-5 or above.
 4. All devices will be issued, returned, and inventoried using TS-MATS IAW AR 350-38.
 5. The following training and certification requirements for special TADS apply:
 - a. Multiple Integrated Laser Engagement System (MILES):
 - (1) MILES simulates Force on Force training with lasers and sensors appended to the vast majority of weapons in our inventory today. It is used not only at home station but extensively at the JMRC and JMRC Live Fire Exercises. Care must be taken at all levels for strict accountability, expeditious transfer of MILES during surge events, inspection after usage, repair and speedy return to the shelf, and fully operational for the next issue.
 - (2) MILES Scheduling: Home-station MILES is scheduled like all other devices issued by the TSC. When demand for devices will exceed the capacity of the TSC, the Regional Training Support Center (RTSD) TADS Officer will coordinate for the temporary transfer of devices within the RTSD footprint or, if necessary, with other RTSD TADS Officers and the USAREUR MILES Manager to assist in properly resourcing the MILES request.
 - (3) MILES Training and Certification: Training and certification for MILES must be requested through the TSC.

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b. Simulation Manikin (SIMMAN):

- (1) Issue is through normal procedures from the TSC.
- (2) Unit personnel must have current SIMMAN certification prior to signing it out.
- (3) SIMMAN training may be requested through the TSC if required. Certification may be scheduled through the Combined Arms Training Center (CATC) and/or the Medical Simulation Training Facility. Certifications are valid for two years. The expiration date of certification will be entered in TS-MATS and on local TSC records.
- (4) Only trained personnel will perform maintenance on SIMMAN.

c. Improvised Explosive Devices (IEDs):

Issue/certification: Issue and certification will be accomplished by certified TSC or contractor personnel for the T-IED I, T-IED2, IEDES, and CREW2 devices.

d. Close Combat Mission Capability Kits (CCMCK):

(1) Issue: These kits provide replacement bolts for the M16/M4 Rifles, M9 Pistol, and M249B 5.56 MM Squad Automatic Weapon for firing marking round training munitions. TSCs also can issue safety equipment (face masks) as required. 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 ammunition allotments 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 munitions become "semi-lethal".

(2) 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.

E. SCHEDULING PROCEDURES FOR TRAINING SIMULATORS:

1. This policy outlines reporting of the Range and Facilities Management and Scheduling System (RFMSS) for simulator scheduling, usage, and reporting.

2. "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.

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a. Units must schedule the following simulators through RFMSS:

- (1) **Call for Fire Trainer (CFFT)**
- (2) Guard Unit Armory Device Full Crew Interactive Simulation Trainer II (GUARDFIST II)
- (3) Fire Support Combined Arms Tactical Trainer (FSCATT)
- (4) **HMMWV Egress Assistance Trainer (HEAT)**
- (5) Conduct of Fire Trainer (COFT)
- (6) COFT- Advanced Gunnery Tank Simulator (C-AGTS)
- (7) Virtual Combat Convoy Trainer (VCCT)
- (8) Reconfigurable Vehicle Tactical Trainer (RVTT)
- (9) Route Clearance Training Services (RCTS)
- (10) Mobile Close Combat Tactical Trainer (M-CCTT)
- (11) Aviation Combined Arms Tactical Trainer (AVCATT)
- (12) **Engagement Skills Trainer 2000 (EST 2000)**

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

c. All of the above simulators are not located within the Wiesbaden AOR; we current have the simulators highlighted in **bold**.

F. CLASSROOM REQUEST:

The TSC provides four classrooms that can accommodate up to 30 students. All classrooms are equipped with Multimedia projector, Screen, Podium, Television and DVD player. All classrooms are requested using the form on appendix D.

Section 3. Range/Local Training Area

A. RANGE/LOCAL TRAINING AREA INTRODUCTION

1. PURPOSE: This prescribes the policies and procedures for the use of training areas, ranges, and facilities under the control of the 7th Army Training Center (ATC) and Training Support Activity, and Europe (TSAE).

2. REFERENCES:

- a. Army Regulation 385-63, Range Safety
- b. DA PAM 385-63, Range Safety
- c. Army Europe Regulation 350-1, Training in USAREUR
- d. Army Europe Regulation 350-10, Major Training Areas
- e. Army Europe Regulation 350-220, Home Station Training Support

3. RESPONSIBILITIES:

a. The TSC Chief is responsible providing an LTA/Range Coordinator for planning, coordinating, and scheduling the utilization, operation, and maintenance of the local training area, training facilities, and ranges with the TSC AOR. TSC range personnel exercise certain range control functions required for safety during the duration of all live fire training at these facilities. TSC range staff performs two essential missions as they execute their duties. Their primary mission is to work as the custodian of the range facilities where they are assigned. Their secondary mission is to perform the duties of the Range Control for their live fire facilities. TSC range facilities are to be available to support training requirements and the RTSD Chief will ensure that adequate TSC range personnel are available to support these requirements to include normal duty hours, after normal duty hours, and weekends during unit live fire training at all ranges and MOUT sites within the RTSD's AOR. This SOP does not relieve the firing unit's Officer/NCO in charge (OIC/NCOIC) of the responsibility for enforcing all Safety Regulations or the SOP governing the range/training facility. All safety provisions contained herein will be observed for live firing operations at each and every range within USAREUR. Failure to comply with this SOP or local TSC range SOP will result in the de-certification of the OIC and Range Safety Officer (RSO).

b. The Local Training Area (LTA) Coordinator works directly under the supervision of the TSC Chief and assists the range staff in the planning, coordination, scheduling, utilization and maintenance of all the training areas, ranges, and facilities within the TSC's AOR. The LTA Coordinator also acts as the primary liaison with tactical community and conducts range safety briefings, orientations, SOP certification testing of OICs, RSOs and NCOICs. The LTA Coordinator will conduct quarterly scheduling conferences for all facilities within the TSCs AOR. These conferences are

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the forum for the units to schedule ranges and training facilities and to work out any scheduling conflicts that might arise. The LTA Coordinator will maintain accurate records for all ranges and training facilities within the TSC's AOR including but not limited to; range utilization, range thru put reports and calculations, ammunition reports, maintenance records, range development plans, ITAM work plans, LTA utilization reports etc... These reports will be kept on file and maintained at the TSC and, on request, will be submitted to TSAE RTLP.

c. The Unit Commander is responsible for coordinating, scheduling, and utilizing training areas, ranges and facilities with TSC. The Commander (O5 or higher) certifies that Soldiers are properly trained to perform the range duties of OIC, NCOIC and RSO along with other duties necessary to conduct training on the range/training facilities. The Commander (O5 or higher) also ensures that reports of incidents/accidents are accurate, timely and immediately forwarded to Range Control personnel. If the unit training is within the safety guidelines (SDZ, ammo, and weapon authorized) for the range then it is the unit commander's responsibility to perform a risk assessment and execute training based on the risk assessment. If a unit wants to execute training outside the safety guidelines authorized on the range, TSC range personnel will contact 7th ATC Safety Office thru the RTSD to see what can be done to accommodate their training request.

d. The OIC of the firing range or training facility will either be a Commissioned, Warrant or Noncommissioned Officer (SSG or above). The OIC will be certified by the unit Commander (O5 or above) and will have successfully completed the SOP certification test administered by the TSC range staff prior to assuming duties as OIC. He/She will also become familiar with the range's SOP and will strictly adhere to the requirements of the SOP during the execution of training. The OIC must be certified in writing by the unit's Battalion Commander or the first O5 or above in the unit's chain of command prior to the OIC assuming duties. The OIC must attend a Range Orientation Briefing given by TSC range personnel prior to occupying any range or training area. This briefing will, at a minimum, consist of all the range/training facility's characteristics, safety considerations, risk factors and any additional restrictions or limitations that the facility has. The briefing will be documented and will be maintained on file by the TSC range personnel. This documentation will remain on file until the unit has completed its training and cleared the range/training facility. During the course of training the OIC shall have no other duties and will remain on the range/training facility until the completion of training. The OIC is responsible for the following:

- (1) Coordinates with Range Control for range usage.
- (2) Maintains a Journal. Maintains a DA Form 1594 and reporting packet to include personnel status, references, appropriate manuals, and training outlines.
- (3) Has in his possession a copy of the Range SOP.

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(4) Ensures prescribed guard requirements are followed and the necessary safety personnel, communications, medical personnel, evacuation vehicle are on hand, the range flag is posted, and that the danger area is clear.

(5) Ensures that the correct ammunition is being used. Note: strictly adheres to all restrictions to include no tracer firing on 25 meter ranges unless a waiver is obtained from the TSC.

(6) Inspects facilities before and after firing.

(7) Maintains communication with Range Control. Reports all serious incidents or injuries to the Range Control and immediately places the range in a "DRY" status should this occur.

(8) Ensures that the RSO/NCO has given a safety briefing to all training personnel prior to commencing training and requesting permission from Range Control to place the range/training facility in a "WET" status.

(9) Ensures that there is no automatic firing, cross firing, or firing from the hip is done during the course of training. Also ensures that all weapons are pointed downrange and that training/firing is stopped during poor visibility, hang fires, misfires, or other weapons malfunctions.

(10) At the completion of training inspects the range and properly clears the range/training facility with the TSC range staff.

(11) Will be certified on the weapon systems for which they are responsible.

(12) Ensures the overall safe conduct of training.

(13) Ensures the RSO is physically present at the training site.

e. Range Safety Officer (RSO): The RSO will be a Commissioned, Warrant, or Noncommissioned Officer (SGT or above) and be qualified with the weapon system being utilized. The Battalion Commander must certify in writing that RSO is ready to perform his or her duties (AR 385-63). The RSO is the representative of the OIC of the Range for the enforcement of all safety requirements and must attend a Range Orientation Briefing given by TSC range personnel a minimum of 48 hours prior to occupying any range/training facility. This briefing will, at a minimum, consist of all the range/training facility's characteristics, safety considerations, risk factors and any additional restrictions or limitations related to the range/training facility. The briefing will be documented in writing and maintained on file by the range staff until all training has been completed and the range/training facility has been properly cleared by the training unit. The RSO will have no other duties while performing his/her duties (cannot be the OIC.) The RSO is responsible for the following tasks:

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- (1) Primary Safety official on the range and is responsible for ensuring that all training is conducted in a safe manner.
- (2) Ensures that all safety requirements and regulations are complied with, both the TSC Range SOP along with ARs and other appropriate training and field manuals related to the weapons being used.
- (3) The RSO has in his/her possession a copy of the TSC SOP and ensures all range personnel are familiar with it.
- (4) The RSO is responsible for conducting a safety briefing prior to training.
- (5) The RSO ensures the down range area is clear and the range flag is posted.
- (6) The RSO automatically cease-fires the range if any rounds leave the range safety limits.
- (7) The RSO will also cease-fire the range whenever any safety violation is observed. The RSO ensures that all training personnel know that anyone on the range can announce a cease-fire whenever an unsafe act occurs.
- (8) The RSO ensures that no individuals or vehicles move forward of the firing lines unless specifically directed by the OIC.
- (9) The RSO will ensure that all weapons are properly cleared before firers leave the firing line.
- (10) The RSO ensures that all expended brass and ammunition links are removed from the range and checks all brass to ensure that there are no live rounds are mixed with the ammunition residue.
- (11) The RSO ensures that proper accountability is maintained for all ammunition on the range and only the appropriate type of ammunition is fired on the range (**No tracers on 25M ranges**).
- (12) The RSO ensures that all Assistant Safety Officers (ASO) are properly briefed and adequately trained to perform their duties.
 - f. Assistant Safety Officers (ASO) are non-rank/position specific and do not require certification from the Battalion Commander. However, the RSO is responsible for ensuring that ASOs are ready to perform their duties at the range/training facility (IAW AR 385-63). The ASO works closely with the RSO to ensure the range/training area is operated in a safe manner. The RSO must conduct a briefing regarding range SOP and safety requirements for the range/training facility 48 hours prior to occupying any range or training area. This briefing will, at a minimum, consist of all the range/training facility's characteristics, safety considerations, risk factors and any

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additional restrictions or limitations of the range/training facility. The ASO will have no other duties while acting in this capacity and is responsible for the following tasks:

(1) An ASO is required for every four (4) pistol/rifle lanes. For night fire, one ASO per two rifle lanes is required. Note: ASOs are required for each machine gun firing lane.

(2) The ASO must monitor training to ensure no unsafe acts occur that rounds land within safety limits. The ASO will also ensure that all weapons are properly cleared after firing.

g. Radio Transmitter Operator (RTO): Sets up, operates, and maintains communication equipment to include radios, telephone, bullhorn, or public address system.

h. Ammunition Point NCO (Rank SPC or above): The Ammo Point NCO maintains accountability of all ammunition on the range. He or she ensures that no live rounds are mixed with ammunition residue and that the correct type of ammunition is used with the appropriate weapon. The Ammunition Point NCO is responsible for linking all machine gun ammunition and ensures that all tracers have been removed from ammunition prior to it being fired on 25 meter ranges.

i. Range Detail works directly for the NCOIC of the range and is responsible for ensuring targets are properly in place prior to training. They assist in the distribution of ammunition and repair and replace targets as necessary during the course of training. The Range Detail performs all other duties as required/assigned by the Range NCOIC and OIC.

4. Medical Support:

a. General Requirements. The Post Medical Clinic does not have an organic ambulance service. Do not bring emergency trauma victims to the Post Clinic. It is recommended that these casualties be transported by wheeled ambulance to Diakonie Krankenhaus (06132-7850), Turner St 23, 55218 Ingelheim, Ge. Any incidents requiring a ground ambulance must use either unit provided ambulances or call the Military Police 337-5096/5097 or dial 116 on a commercial phone to contact local Ambulance services.

b. During use of an Indoor Range, the training unit must provide a qualified medic/combat lifesaver/emergency Medical Technician (EMT), evacuation vehicle driver, a litter and an evacuation vehicle. Qualified medic / combat lifesavers must have the following with them:

(1) Qualified Medics require an EMT card or Medical Identification Card. Combat Life Savers / EMTs require an EMT card or a memorandum signed (current within one year) by the battalion / squadron commander stating the Combat Life Saver / EMT is certified. Memorandum must include name, rank, date of certification, and last four of SSN. A copy of this memorandum is maintained by each OIC while training.

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Units may develop a wallet size ID Card stating that they are certified CLS / Medic / EMT, as long as they meet the same requirements stated above.

(2) Designated driver and designated medical vehicle:

(a) Units must have a form of communication in the vehicle.

(b) A strip map clearly showing the route to the Post Clinic and a strip map to the Diakonie Krankenhaus (06132-7850), Turner St 23, 55218 Ingelheim, Ge.

(c) Evacuation Vehicles must be capable of carrying a standard litter internally. The litter must be able to lie flat in the back of the vehicle without being suspended across rails or bench seats. Additionally, the litter must be able to be secured while inside the vehicle.

(d) The evacuation vehicle and medical personnel are not assigned additional duties and not loaded with anything other than medical equipment. The evacuation vehicle must be clearly marked with red crosses on all four sides. Markings may be temporary as long as they are clearly visible and affixed in such a manner that they will not be affected by weather.

5. SCOPE: These policies and procedures apply to all tenant units, non-tenant units, and authorized civilian organizations.

B. SCHEDULING

1. QUARTERLY RANGE/TRAINING RESOURCE CONFERENCE

a. All units desiring use of the TSC range/training resources must schedule the facility/range utilizing RFMSS, which is a web based scheduling system for all range and training facilities in USAREUR. The RFMSS web server address is <https://rfmss.7atc.army.mil>

b. To gain access to the RFMSS system the user must log onto a PC with WEB access. Units may go to the following link and view the RFMSS demo <https://rfmss.lmfs.belvoir.army.mil/Demo/login.asp?sDSN=rfmss&sTName=rfmss&sSiteName=RFMSS%20Demo>) once the WEB site opens the unit or individual may request a training user name and id through email. Should the user desire to access the RFMSS application at a specific USAREUR installation they will need to contact their local Training Support Center to arrange training through the Range Facility Functional Administrator (FA) and request a User ID and Password. Each installations local policy will outline exact procedures and required documentation for that facility. Once the user has obtained a User ID and Password for the installation of interest, they may log on to the Web Based RFMSS web site via the internet by opening the WEB page, selecting the installation of interest, and then (when prompted) entering their User ID and Password.

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- c. Unscheduled ranges/training facilities or LTAs can be requested 3 (working) days following the quarterly training resource conference.
- d. Unit must receive a briefing 48 hours prior to utilizing a range/training facility. The range/training facilities will be assigned on a “first come, first served” basis.
- e. “Land grabbing” by units is prohibited. Land grabbing is the act of scheduling all ranges/training facilities within a TSC AOR regardless of whether or not the unit intends to use the range/training facility. Land grabbing causes confusion and is not an efficient effective way of utilizing or allocating range/training facilities within the TSC AOR. If a unit is found to have a pattern of land grabbing it will be noted by the TSC and the RTSD will be notified. The RTSD will notify the unit S3 of the pattern and its prohibition and will request that the unit refrain from the act. If this pattern continues all requests for ranges/training facilities by the offending unit will have to be initiated by the first O5/LTC in the units chain of command. If the pattern continues the Army Training Center (ATC) TSAE Director will be notified.
- f. Failure by a requesting unit to cancel scheduled facilities or ranges in writing to the TSC Range/LTA manager within 24 hours of the scheduled day or failure to use scheduled ranges or training resources will be reported to the RTSD. The RTSD will record and track the unit’s pattern. Excessive no-show patterns by a unit will result in the unit being required to request training facilities from the first O-5/LTC in their chain of command for the rest of the quarter. If a unit continues to exhibit no-show patterns it will be reported by the RTSD to the ATC, TSAE Director for action.

C. RANGE OPERATIONS

1. TERMS:

- a. Range Orientation Briefing: These briefings are conducted by the TSC’s range staff and address specific information related to individual ranges and training facilities. This briefing is mandatory for all units wishing to utilize the TSC’s ranges and training facilities. This briefing must be scheduled by the requesting unit at least 48 hours prior to utilizing the range/training facility. Prior to the unit scheduling the briefing they will have on file a signed copy of the unit’s range certification roster signed by the units Battalion Commander. Only those individuals on the unit’s certification roster may serve as OICs, RSOs, or range NCOICs.
- b. Firing Line: The line from which weapons are fired. No one is allowed forward of the firing line except as cited in the regulation.
- c. Target Area: The part of the range where the target mechanisms are located and where weapons are aimed and fired. This area can consist of the following:
 - (1) Impact Area: Location between the limits of the surface danger area.

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(2) Ricochet Area: The area between the impact area and the area, which parallels the line of fire and is provided to contain ricochet projectiles.

d. Wet Range: The status of a range after Range Control has given permission to the OIC for training/firing to begin.

e. Dry Range: The status of a range after Range Control placed the range in a cease fire. This can occur either at the request of the OIC at the conclusion of training or by Range Control if they inspect the range and determine that the firing unit has violated the SOP, performed an unsafe act or reported a serious incident on the range/training facility.

f. Firing Position: The location on the range where weapons are fired.

g. De-certification: Action taken to remove OIC's, NCOIC's or RSO's authorization to operate a range after a violation of the SOP or safety regulations has occurred. De-certification is for a minimum of one year.

2. PROCEDURES:

a. All accidents or serious incidents must be reported immediately to the TSC range staff. The TSC range staff will, depending on the situation, place the range in a dry status and take the necessary actions to resolve the issue (first aid, medevac, notification of Military Police etc). The TSC range staff will prepare a Commanders Critical Information Requirement (CCIR) report and forward it to the TSC Chief and RTSD. The RTSD will review the CCIR, gather additional information and prepare and submit a CCIR to TSAE Operations who will forward the CCIR on to the TSAE Director for review and information.

b. Any round or ricochet impacting outside the safety limits, ammunition or weapon malfunctions resulting in the death or injury to personnel or damaging equipment, ammunition malfunction, vehicle accident, or any unsafe act will be reported as an CCIR following procedures outlined above.

c. CCIRs are to be reported immediately.

3. Aerial MEDICAL EVACUATION (MEDEVAC):

a. TSC ranges are not equipped with helipads. Therefore aerial medevac is an extreme situation. In these extreme situations the OIC will determine if aerial evacuation is required. The OIC must know all the proper procedures for accomplishing an aerial medevac. Units requesting aerial medevac must provide the following to the TSC range personnel:

(1) Location of the injured person/personnel along with a six digits coordinate.

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- (2) Type of injury sustained.
- (3) Number of casualties.
- (4) Special medical equipment being utilized.
- (5) Weather conditions at the location.
- (6) Name of person/persons being evacuated.
- (7) Name and unit of person requesting mission.
- (8) Location of Landing Zone (LZ).

b. The unit will immediately prepare and submit a CCIR to the TSC range personnel regarding the MEDEVAC.

4. FIRING PROCEDURES:

a. Prior to conducting live fire training the training unit will designate an OIC, RSO and NCOIC who will responsible for the safe conduct of training and proper use of the range/training facilities IAW AR 385-63, page 4, table 1-1, OIC/RSO appointment requirements. There is a minimum requirement of one Range Safety Officer per range in operation. Having an RSO does not relieve the OIC of overall responsibility for the safe conduct of training on the range.

b. The following is the minimum requirement for OIC and RSO:

TYPE OF FIRING OPERATION	OIC (Note 1)	RSO (Note 2)
Small arms and machine guns	OFF/WO/NCO	OFF/WO/NCO
Practice hand and rifle grenades	OFF/WO/NCO	OFF/WO/NCO
Sub-cal training device	OFF/WO/NCO	OFF/WO/NCO
Chemical agents and smoke	OFF/WO/NCO	OFF/WO/NCO (Note 3)
Firing devices/simulators/trip flare	OFF/WO/NCO	OFF/WO/NCO

(1) NCO serving as OIC must be SSG or above and certified in writing by the Battalion Commander as qualified to act as OIC.

(2) NCO serving as RSO must be SGT or above and certified in writing by the Battalion Commander as qualified to act as RSO.

(3) OIC and RSO must be nuclear, biological, and chemical (NBC) qualified when conducting NBC or smoke training.

D. FIRE PROCEDURES

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1. FIRE CONTROL: In case of fire, the unit will sound the alarm and take immediate action to control the fire. The unit will then immediately notify the local fire department IAW TSC location instructions.

2. FIRE CONTROL PERSONNEL:

a. The NCOIC will ensure that all fire prevention practices are observed. Fire fighting teams will be designated by the NCOIC to ensure that in the event of a fire appropriate steps can be taken to contain the fire. Once the fire department is on site the NCOIC will disengage the fire fighting teams and leave the area so the fire department can extinguish the fire.

b. Personnel serving of fire fighting teams will not carry weapons or ammunition of any type. If a fire occurs the NCOIC and the Ammo Point NCO will ensure that all ammunition is moved a safe distance from the scene of the fire. The NCOIC will ensure that appropriate firefighting equipment is on hand and serviceable.

3. EQUIPMENT: As a minimum the following firefighting equipment must be present and serviceable:

- a. One fire extinguisher (CO2) or water based.
- b. Two buckets
- c. Two five-gallon jugs of water.
- d. Two shovels and two rakes.

E. RANGE OPERATION REQUIREMENTS

1. COMMUNICATION REQUIREMENTS:

a. All range operations require two independent forms of communication (radio, land line, cell phone or Runner). The OIC is responsible for maintaining communications between the range/training facility and the Range Control. No training can commence until communication is established. Should communications be lost the OIC will place the range/facility into a "dry" status and make every effort to re-establish communications.

b. If communications is lost with training unit Range Control will immediately attempt to re-establish communications and will also send personnel to the range/training facility to check the unit and determine the status of training. No training can commence until communications has been re-established with Range Control.

c. One source of communication will be designated as the primary and one will be designated as the alternate. The alternate communication will be available in the event of primary communication failure.

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d. Once established, the communication will be maintained and the unit will conduct hourly communication checks with the Range Control. These communications will be logged by both the OIC and the Range Control on their respective journals.

e. All training will cease if the unit fails to maintain the required communications with Range Control as outlined above.

f. Emergency contact numbers:

<u>TSC CHIEF:</u>	DSN: 546-6170	CIV: 0611-143-546-last 4
<u>TSC WIESBADEN:</u>	DSN: 546-6106	
<u>RANGE CONTROL:</u>	DSN: 546-6131	
<u>ENVIRONMENTAL:</u>	DSN: 337-5566,	CIV: 0611-705-Last 4
<u>CLINIC:</u>	DSN: 337-6320/7313/6339,	
<u>FIRE DEPARTMENT:</u>	DSN: 337-5883	
<u>MP STATION:</u>	DSN: 337-5096/5097	
<u>MEDICALSUPPORT</u>	DSN: 337-6299/6035	CIV: 0611-705-6035 OR 116

2. GENERAL REQUIREMENTS:

a. No tracers will be fired on any 25 meter ranges within USAREUR unless prior coordination is made with the TSC and deviations are granted. If a firing unit violates these restrictions they will be placed in a “dry” status and the OIC will be decertified. The unit will remain in a “dry” status until a new OIC can be assigned.

b. There is no smoking on any TSC range/training facility except in designated smoking locations.

c. All weapons will remain cleared and pointed downrange at all times until ordered to otherwise by the OIC.

d. Firing is only allowed at the authorized targets in downrange area. Firing at unauthorized targets is strictly prohibited. If a unit violates this restriction it will be placed in a “dry” status and the OIC will be decertified. The unit will remain in a “dry” status until a new OIC can be assigned.

e. TSCs have established firing times for all ranges. The OIC will be familiar with firing times and will follow them. Weapons’ firing is prohibited during times of limited visibility or darkness. Night fire is allowed where authorized.

f. Vehicles and personnel are prohibited from crossing the firing line while the range is “wet” except on those ranges/training facilities certified to conduct convoy live fire training.

g. Range flag must be raised on outdoor ranges and guards posted as required before the OIC may request to go into a “wet” status and begin training.

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h. Firing at wild life is strictly prohibited. If a unit violates this restriction it will be placed in a “dry” status and the OIC will be decertified. The unit will remain in a “dry” status until a new OIC can be assigned.

i. Hearing protection will be worn at all times during live firing.

j. Communication checks will be conducted hourly. If communication is lost with both the primary and alternate means of communications the OIC will cease fire immediately and the Range Control will send personnel to range/training facility to insure the range is in a “dry” status and to attempt to reestablish communication.

k. The ammunition points must have at a minimum one (1) Ammo NCO who is familiar with the weapon/ammunition being used. Two operational fire extinguishers (10 pound CO2 or better) and a clearly visible no smoking sign posted at the ammo point.

l. Only military vehicles are authorized on the range.

m. Units are responsible for maintaining the range/training facility and properly clearing the range/training facility at the conclusion of training. Firing units will at a minimum:

(1) Police target and firing pits.

(2) Police the firing lines.

(3) Police the LTA, parking areas, target buildings, and classrooms utilized.

(4) The firing unit is responsible for removing and disposing of all brass, ammunition and packing materials.

(5) The unit is also responsible for raking the firing line and the bullet catches.

*Units who simply leave a range are still responsible for clearing the range. The TSC will contact the unit to inform them that the range/training facility was not properly cleared and arrange for the unit to return and properly clear the facility. If a unit refuses to comply the OIC will be decertified.

n. The OIC and the RSO are responsible for the handling of all ammunition malfunctions.

o. All firing will be conducted on the range/training facility IAW the TMs and FMs covering the weapons being fired. Only authorized weapons will be fired on the range/training facility. The OIC and RSO will become familiar with the TSC’s Range SOP which will list those weapons authorized for firing on the ranges within their AOR and any restrictions that may apply.

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p. Accident Notification and Request Procedures:

(1) Non-Life Threatening Injuries – Place range into a “dry” status. Notify Range Control. Medic/Combat Lifesaver provides first aid. Evacuate patient to dispensary (if necessary). Request “wet” status from Range Control.

(2) Life Threatening/Loss of Limb Injuries – Place range into a “dry” status. Notify Range Control. Range Control calls for an ambulance. Medic/Combat Lifesaver provides first aid to injured soldier. Injured soldier is evacuated to nearest hospital.

(3) When reporting injuries to Range Control the OIC needs to have the following information:

(a) Name, Unit, and number of patients.

(b) Patient Category: “Urgent” - loss of life or limb within four (4) hours. “Priority” – Loss of life or limb within 24 hours and “Routine” – No threat of loss of life or limb.

(b) Type of injury/illness.

(d) Description of what happened.

3. USE OF LOCAL TRAINING AREAS: To prescribe procedures for using non-live fire training areas.

a. The United States Army does not own any land in the Federal Republic of Germany. The Local Training Areas (LTA) within a TSC AOR are owned by a variety of Host Nation city, county, state, or federal agencies, and in some cases private citizens. The land is leased by the German Federal Government and provided to the US Forces for training through a third party agreement. The details of each land parcel are unique, but in general, the German Government is responsible for management of the forest and wildlife and is entitled to any revenues the forest produces. The policies and procedures in this section are intended to protect the rights of all parties and guarantee the continued use of the areas of training.

b. An OIC must be designated and will serve as the point of contact to Range Control during the course of training in a TSC LTA. The OIC will report by radio to Range Control at 0800, 1200, and 1600 or for as long as the unit remains in the area. The OIC should be designated on the original request, but can be changed as long as Range Control keep informed.

c. All OICs must receive a briefing from the TSC Range Control each time a range/training facility or LTA is used. The briefing will be coordinated and conducted a minimum of 48 hours prior to occupation. An appointment for the briefing can be scheduled contacting the TSC LTA Coordinator or range staff.

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4. TRAINING AREA PROHIBITIONS:

- a. Do not utilize track vehicles where they are not authorized.
- b. Do not build ground fires, cut trees, or damage foliage.
- c. Do not go over or around barriers or fences.
- d. Do not drive any vehicles off gravel roads unless to utilize an approved trail.
- e. Do not leave trash, engineer tape, barbed wire, training aids, communication wire, etc. in the training area.
- f. Do not nail signs to trees.
- g. Do not refuel or conduct maintenance on vehicles and or equipment in any area (refuel vehicles only in the authorized refuel point).
- h. Digging is allowed only in authorized areas; however, all holes must be refilled prior to clearing.
- i. POVs are not authorized in the LTA.
- j. Unauthorized civilians and family members are not allowed in the LTA.
- k. Police of the LTA: The using unit will follow the following procedures in the LTA:
 - (1) Using units will ensure that the area is thoroughly policed before departure from training area. The last using unit in a training area is responsible clearing the LTA with the TSC.
 - (2) Using units will report any maneuver damage to facilities, roads, forests, barriers, gates, etc to the TSC Range Control or other appropriate TSC staff.
 - (3) No trash dumping is authorized in the LTA. Units or agencies found using any portion of the LTA as a landfill or dump will be required to clean up all dumped trash or scrap material. Dumping by local nationals, military personnel, or US civilians will be reported to the TSC Range Control who will notify the Military Police for appropriate action.
 - (4) Units/activities failing to maintain satisfactory standards of police by failing to follow the procedures outlined in this SOP will be suspended from using LTA. TSCs will notify units suspended from use in writing through their respective chains of command.

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(5) Range Control, will keep in close contact with the local Forest Meisters, and will provide updates concerning maintenance and forestry operations (tree planting, nursery locations, road/bridge construction, tree harvesting, etc.) occurring in the LTAs at the Quarterly Training Resource Conference.

5. SPILL PROCEDURES:

a. The unit must clean up all POL, antifreeze, or other hazardous material spills immediately to prevent contamination of the soil and groundwater. Spills larger than five (5) liters must be reported to the local garrison Environmental Management Office (EMO) and TSC Range Control. The unit must contact and coordinate with the EMO to ensure that all spills are properly cleaned up.

b. If there is a spill the OIC should report:

- (1) Location of the spill.
- (2) Type of product spilled.
- (3) Approximate amount of products spilled.
- (4) Cause of spill.
- (5) Units/Individuals involved in the spill.
- (6) Disposition of the contaminated soil.

c. Depending on the amount of the spill, it is the Unit's responsibility to contain spill, remove transport, and dispose of contaminated soil through the Unit Hazardous Material Manager.

d. Range Control will send a representative to the spill site to supervise and investigate the spill and send a CCIR to the TSC Chief and RTSD.

e. Range Control personnel will use a DA Form 385-AB-R, US Army Abbreviated Ground Accident Report and digital camera to conduct their investigation and findings.

f. Range Control will contact the Environmental Office and report the information called in by the LTA/facility OIC.

g. The Department of Public Works (DPW) will be notified if the spill is too large for the unit to contain. The unit will still be required to assist in containment and clean up.

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6. LTA SPEED LIMITS: Speed limits will be strictly enforced in these areas. All vehicles found speeding or illegally parked in the LTA may be ticketed by the Military Police. The following speed limits apply.

- a. Track vehicles: 25 km/h or 15 mph
- b. Wheeled vehicles: 32 km/h or 20 mph
- c. When passing troops: 15 km/h or 10 mph.

7. NOISE ABATEMENT: Realistic training at home station requires extensive use of simulators and devices especially for force-on-force training. Proper employment of simulators and devices involves use of pyrotechnics, blanks, and other training aids. However, unrestricted use of the above by training units creates the potential for causing noise, pollution, and a possible safety hazard. All units within a TSC training location area are required to follow these policies:

a. Use of large weapon effect simulators, artillery simulators, blank ammunition, etc. is generally not authorized in the LTA between the hours of 1800 and 0600 hours. Some LTAs have more restrictive times which are the result of host nation agreements. The TSC will comply with restrictions and will ensure that training units comply also.

b. The use of artillery simulators and blank ammunition are authorized in the LTA.

c. Smoke canisters are authorized only if they are detonated at a minimum of 200 meters from any German road.

d. Smoke Pots are authorized if they are detonated at a minimum distance of 500 meters from any German road.

e. Smoke generators are not authorized in any of the training areas.

f. Commanders will submit requests for exception to policy to the TSC or Range Control a minimum of thirty days prior to the intended day of use.

g. Units desiring to use blank ammunition, pyrotechnics, large weapon effects simulators, smoke generators, or smoke pots in Maneuver Rights Areas (MRA) within a geographical boundary of an LTA location will coordinate with Range Control before submitting MRA requests.

h. The LTA Coordinator will coordinate with the garrison Public Affairs Office (PAO) to ensure notices for all approved exceptions are published in the local German press two weeks prior to the training.

8. MANEUVER DAMAGE: Units using the LTA will establish procedures in support of this section and will report all damage to facilities, roads, forests, barrier gates, areas

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in a bad state of police, fuel/oil spills, etc. to the TSC immediately. Units will also mark off any maneuver damage they have done along with any fuel/oil spills with engineer tape immediately.

a. Units will observe all signs, markers, and fences, to include seibert stakes and tree nurseries.

b. Maneuver damage includes:

(1) Damage caused to real estate.

(2) Damage to agricultural property that result in reduction of earnings.

(3) Damage to training facilities (regardless of type).

c. Major maneuver damage is that which results in a claim for compensation filed by the aggrieved organization or the result of a fuel/oil spill.

d. Maneuver damage will be reported immediately to the TSC or the TSC's range personnel during duty hours and to the Emergency/Community Operations Center during after duty hours.

e. Trees and shrubs will not be unnecessarily damaged. Using units will not nail signs to trees or cut trees down. German Forest Office is the only one authorized to cut trees. Care will be taken by the unit to prevent the destruction of ant hills in forests; the ants are provided by the German Forest Service to control tree damage insects.

Section 4. Visual Information (VI)

A. VISUAL INFORMATION INTRODUCTION

1. Purpose: The purpose of this SOP is 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.

2. References:

- a. AR 25-1
- b. AR 25-400-2
- c. AR 640-30
- d. DA PAM 25-91
- e. AE Sup 1 to AR 25-1
- f. TSAE Visual Information Common Levels of Service each Fiscal Year

3. Service Provider and Customer: The 7th Army Training Command, 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 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.

4. 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.

5. Reimbursable Support Level: When funding permits, VI activities will be staffed and equipped to operate at average projected workloads. 7ATC 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 7ATC TSAE Regional VI manager for support.

B. Levels of Priority

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

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2. Priority two – non-training related items such as, manning boards, organization charts, directional signs used for special events, photos of unit activities, awards ceremonies and non-training related activities. Videos of non-training related official activities or functions.

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

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

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

c. 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.

d. Banners that do not support mission related activities. Personal banners, office decorations, print for aesthetic purposes, desk signs, and permanent type signs that identify units.

e. Mass reproduction and printing. The TSCs can produce a limited quantity of products before being considered Mass production. General guidelines are 25 prints, 5 - 20x30 posters, 20 - CD/DVDs. Above these amounts, customers should be referred to DAPS 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 Defense Automated Printing Service (DAPS) or electronically at:
<http://www.daps.dla.mil/dexd/Locations.jsp?og=Europe>

f. Advertising- TSCs should avoid producing charts with Dates and Names intended for one time use.

C. Established (DVIAN) VI activity services include but are not limited to the following:

1. Visual Information Library - Visual Information Library - Authorized VI activities may provide a central library (physical or digital) of distributed and local multimedia/VI productions. See 3.0 Audio Visual Services.

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

3. Visual Information Property Book Functions: 7ATC 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.

4. Nonexpendable property is accounted for per AR 710–2 and UR710-2. Procedures in DA PAM 710–2–1 apply except:

a. 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 30 days or less.

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

5. 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.

6. All requests for graphic, photo or digital video support, loan and issue, will be submitted by customers possessing a Common Access Card (CAC) or AKO User Name and password through the Visual Information Ordering System (VIOS) at 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 User Name and Password will be entered manually and a work order created by the TSC.

D. Graphic Products (VI): Graphic services include the following manual and computer- generated products and services used for official purposes:

1. 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. TSC Italy, TSC Belgium exempt.

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

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

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

a. Local TSC determines they can not provide the service.

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b. Local TSC contacts other VI departments within their RTSD to see if the capability exists at the other TSC and work can be accomplished within the time requested. If so, TSC will require workorder from requestor and send through VIOS a work request transfer to the other facility.

c. The 7ATC TSAE Regional VI Manager, Grafenwoehr, has been contacted to see if capability can be performed elsewhere.

5. 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.

6. Request for Printing or Banners – Printing, including Change of Command brochures, and Banners are produced at Defense Printing Service (DAPS). Customers should be notified of the nearest DAPS facility.

<http://www.daps.dla.mil/dexd/Locations.jsp?og=Europe>

E. Photographic and Video Services:

1. 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. Photos in the new Blue Army Service Uniform (ASU) or Green Class A's are authorized.

2. Chain of Command photographs of Commanders and Command Sergeants Major down to company level will be provided. The training support center photo studio is not staffed or funded for the volume to provide chain of command photographs above Brigade level. All command photos above Brigade level should be requested through unit publications account. Military Commanders of Defense Commissary Agency and

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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.

3. Passport photos, Visa, Geneva Convention photos, and International Drivers License photos are now authorized due to new regulations in various European Nations requiring U.S. personnel to be in possession of such. Passport photos of Soldiers in uniform are prohibited. The RTSD/TSCs are prohibited from producing identification pictures except passports, citizenship photos, and soggiornos in Italy. Any type of identification badge requests will be referred to the local S-2/3 for processing. TSCs do not provide SERE 100 and ISOPREP photography. This is done by the unit and does not require professional assistance.

4. 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 7ATC TSAE training support centers and will be referred to the 7ATC TSAE VI Manager for submission to VISE Media.

a. 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.

b. Videos produced should be mission related. TSC Chiefs will make those determinations. Refer to the 7ATC TSAE VI Mgr for assistance if a determination cannot be made locally.

5. 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 7ATC TSAE VI Mgr.

6. 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:

a. Official Photos

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

(2) Active Duty

(3) Official Portraits

(a) Soldier of the Month

(b) Soldier of the Year

(c) OCS/Warrant Packet

(d) Officers/Enlisted Members with Commander Approval

(e) Senior Executive Service

(f) Official and Tourist Passports

(g) International Drivers License

(h) Immigration Photos

(i) Vicenza, Livorno – “Soggiorno” pictures authorized to comply with Italian Police Law.

*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 ATC TSAE Regional VI Manager. Major activities and installation level events will be supported on a reimbursable basis upon request and approval.

b. Documentation of Official Events to include:

(1) Historical Documentation

(2) Technical Documentation-Training Area Exercises

(3) Official Group Photo (Digital), Training Related or High Level Dignitaries

(a) Military

(b) Civilian

c. Other Official Photography to include:

(1) Emergencies

(2) Aerial images (customer must coordinate flight arrangements)

(3) VIP or dignitaries Visit

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d. 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.

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

f. Standard Images

- (1) Maximum of 2 each per individual or organization or per photo
- (2) 1 each photo CD, DVD, or electronic delivery per individual or event
- (3) 5"x7" Group Photographs – Electronic Delivery or CD to requestor.

F. Audio Loan Equipment Services: The Training Support Centers 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. 7ATC 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 7ATC for disposal of unused products through normal procedures used for refuse. Audio Visual products and services include but not limited to:

1. Short-term audiovisual equipment loans will be 30 days or less.
2. Audiovisual media loans
3. Self-Help training
 - a. Photography
 - b. AV Equipment
4. 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 7ATC 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

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Chief, as an exception, not as a rule. Over 60 days is considered a long term loan, and the training support center will not continually renew a piece of equipment perpetually at 60 day increments.

5. 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.

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

7. Maintain audiovisual equipment on VI hand receipt.

8. VI Loan equipment core items currently are MM Projectors, DVD Players, Camcorders and PA systems. See appendix F for a list of available equipment.

G. Multi-Media (VI): Multi-Media services include but are not limited to:

1. Local/Non-Local multimedia products

2. Reproduction of CDs/DVDS over 20 copies, if training related, will be sent to the TAPC at Grafenwoehr, Germany.

H. Visual Information 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.

I. Restrictions: The use of VI assets must be in accordance with federal law and Army regulations. The restrictions in Chapter 7, AR 25-1, para 7-12, "Restrictions" will be adhered to. Those restrictions include:

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

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3. 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.

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

J. Requesting Non-Standard TADS Equipment:

To obtain non-standard TADS equipment, the following procedures must be followed:

1. Commander/account holder will prepare a Visual Information (VI) Work Order on Visual Information Ordering Site (VIOS), for each training device that is required to be reproduced or fabricated.

2. If the item can be described on the request, then no additional Information is needed. If not, the requestor will need to include a continuation sheet and/or a diagram indicating all the details and dimensions. Additional information may be placed on a CD in Power Point format and attached to the VIOS request.

3. Requests for training charts on hardboard surface will be submitted on CD Disk in Power Point format.

4. The VIOS request will be sent to TSAE TAPC for estimate for the project. If approved the turnaround time depends on the amount of work required to produce the end product. An exact time cannot be projected for completion of request.

5. Flow charts, status boards and any other type of work of this nature will not be produced. The request must be for a bonafide training aid that can be justified by the using units METL.

6. The TADS/VI section will contact the unit for pick-up when the product is received from TAPC, Grafenwoehr.

7. Requests for nonstandard TADS will be submitted through the servicing RTSD on a VIOS request then forwarded to TSAE – TAPC for approval. Prior to submitting work orders, contact with the TSC should be made to ensure all requirements are on-hand. Overall, TAPC will determine feasibility of accomplishing the work within the requested time based on available manpower, equipment, and existing workload. The Chief, TAPC or his designate is the sole approving official for all requests. Forms submitted to TAPC that is illegible, incomplete or that lack proper RTSD endorsements, will be returned to the RTSD without action.

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APPENDIX A – ACKNOWLEDGEMENT STATEMENT – Acknowledging Responsibility Related to the use of Government Property

**DEPARTMENT OF THE ARMY
ALPHA COMPANY, 701ST MAIN SUPPORT BATTALION
1st ARMOR DIVISION
APO AE 09074**

AETV-BG-SC-D-A

25 November 2002

MEMORANDUM FOR TADS/VI Section, Training Support Center-Wiesbaden, Unit
34600, APO AE 09005

SUBJECT: Request Establish/Renewal of TSC-Wiesbaden Service Account

1. A Co, 701st MSB requests to establish/renewal a TSC- Service Account IAW the provisions of AR 25-1, 350-1, 710-2 and Training Support Activities Europe (TSAE) LOI.
2. I assume responsibility for ordering, receiving, and prompt return of all temporary items issued on this account.
3. Only operator maintenance will be performed on the equipment. All equipment will be cleaned. Lost, destroyed, or unserviceable equipment will be reported, immediately.
4. My UIC is: _____ and DODAAC is: _____.
5. I will ensure the equipment will not be taken out outside of the Wiesbaden area without prior written approval.
6. I will ensure that my account is updated every year and account is transferred prior to any change of command or departure.
7. POC for this memorandum is SSG Walker at 324-8860.

BOYD J. TOMASETTI
CPT, QM
Commanding

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APPENDIX B – Assumption of Command/Appointment Orders

**DEPARTMENT OF THE ARMY
HHC, 66TH AVIATION REGIMENT
APO AE 09074**

AETV-AVA-HC

27 June 2001

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Assumption of Command

In accordance with paragraph 2-36, Army Regulation 600-20, the undersigned assumes command of Headquarters and Headquarters Company, 11th Aviation Regiment, APO AE 09140 from the 28TH day of June 2001.

DISTRIBUTION:

A

KENNETH R. JONES
CPT. CM
Commanding

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APPENDIX C – DA Form 1687, Notice of Delegation of Authority/Receipt for Supplies

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					DATE
					30. JUL. 2010
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES 7th US Army, JMTC, TSC Wiesbaden			LOCATION Wiesbaden Army Airfield, Bldg 1032, APO AE 09096		
LAST NAME-FIRST NAME-MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS		
	REQ	REC			
Bob, Billy	Yes	Yes			
Not Used					
Not Used					
Not Used					
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 and receive TADS/VI equipment from TSC.					
REMARKS					
This Card Supercedes all other cards					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE W4CUAA			DODAAC/ACCOUNT NUMBER WK4UKD		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
Bill, Old	CPT	337-5370	29. Jul. 2011		
DA FORM 1687, MAY 2009			PREVIOUS EDITIONS ARE OBSOLETE		APD PE v1.00ES

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APPENDIX D – Classroom request

WIESBADEN TRAINING SUPPORT CENTER CLASSROOM RESERVATION AND CONTROL

Request the use of a CLASSROOM located in the Training Support Center
(TSC) Bldg 1032. Clay Kaserne.

Class date _____ Todays date _____

Time (from) _____ To: _____ POC _____

Title of Class _____ Room assigned _____

Instructor _____ Number of People _____

Unit _____ Telephone _____

Fax _____ E-mail _____

Equipment Needs _____

NO EATING, DIPPING OR ANY BICYCLES OR WHEELED DEVICES ARE ALLOWED IN THE CLASSROOM FOR ANY REASON! ALL DRINKS MUST BE IN SPILL PROOF CONTAINERS! FIRE EVACUATION PLAN MUST BE BRIEFED! ALL CANCELLATION MUST BE MADE 24 HOURS OUT!

1. The classroom will be open **ONLY** from the **PERSON IN CHARGE** of the class **NO CLASSROOM INTERRUPTIONS** TSC Personnel will not interrupt any class for incoming phone calls.
2. The TSC is open Mon through Fri from **0730 to 1600** classrooms must be clean and keys turned in by 16:00. (NOTE: You can request training past these normal hours of operations, we request a memorandum at least two weeks in advance prior to the start of your first day of training)
3. Noise will be kept to an absolute minimum ensure your door is closed during training. All equipment will be turned off, and Unplugged and returned to the same order found. Desks and tables will be straightened.
4. It is the instructor or the person in charge responsibility to ensure the room is cleaned to include all trash. The floor must be vacuumed; ask TSC staff for vacuum cleaner.
5. At 15:45 (or before) the person in charge will notify the TSC office that the room is ready to be checked for cleanness and locked. The person in charge is released from responsibility after the room is accepted and locked.
6. **ALL CLASSROOM KEYS WILL BE TURNED-IN AT THE END OF TRAINING**

SIGNATURE _____

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APPENDIX E – TADS EQUIPMENT O/H

DEVICE CATALOG

T-40-118	40MM GRENADE	22 EA
A-09-20	5.56 RIFLE 2:1 SCALE M16/A2	2 EA
T-07-99	9MM PLASTIC PISTOL	11 EA
T-30-06	AK-47 ASSAULT RIFLE MODEL	21 EA
T-30-06	AK-74 ASSAULT RIFLE MODEL	15 EA
T-05-50	AMMO RECOGNITION BOARD SET	2 SE
T-30-031A	ARABIC THRESS SET	20 SE
T-17-102	ARMOR VEH, MODELS 1/35 SCALE	2 SE
A-44-51	AT-4 TRACER BULLET TRNR	4 EA
A-07-084	BEAMHIT LMTS 130	3 SE
A-07-083	BEAMHIT LMTS 430	1 SE
A-07-082	BEAMHIT LMTS 460	1 SE
A-07-090	BEAMHIT LMTS ALT "C" 25MM	1 SE
AE09-03	BODY PRACTICE HAND GRENADE	37 EA
A-08-14	CASUALTY SIM KIT	2 KT
T-23-40	COMBINATION MINE	14 EA
AE05-11	COMPASS LENS MATIC	2 EA
8-11-122	CREW II TRAINER	10 SE
A-99-38	FIELD HANDLING TRNG AT-4	3 EA
000301	HMW MODELS	55 EA
T-05-062	IED KIT DEMO	4 EA
000304	IED TRAINER	6 EA
A-05-114	IEDES TRAINER	1 SE
T-30-306B	IRAQI POLICE UNIFORM	5 EA
N/A	LCCATS TRAINER	1 SE
A-07-26	M15 SIGHTING DEVICE	26 EA
T-23-34	M16A1 ANTI PERSONNEL MINE	2 EA
T-07-83B	M16A2 PLASTIC RIFLE 1:1	124 EA
DA DVC 99-038	M16A2 TRNG MILES	100 SE
T-07-96	M4 CARBINE PLASTIC	52 EA
A-08-037	MAN SYSTEM MEDICAL	1 SE
AE08-21A	MANIKIN ADULT CPR TORSO	2 EA
AE08-024-B	MANIKIN BABY CPR TRAINING	1 EA
A-99-79	MANIKIN CHILD PTW 2600	1 EA
AE08-23	MANIKIN FULL BODIED ADULT	3 EA
L-08-29	MANIKIN PNEUMOTORAX TRAINER	2 EA
T-23-31	MINE ANTI TANK M21 SMOKE	4 EA
AE05-34	MINE M18A1 CLAYMORE	20 EA
T-05-51	MINE RECOGNITION BOARD SET	1 SE
A-08-36	NERVE AGT ANTIDOT/MK1, TY1	37 EA
000302	OPFOR HELMET	20 EA
T-05-41	PLACED TRAINING MINE PTM	6 SE
T-30-08	PM-50 PISTOL, MOCK-UP	6 EA
T-30-09	POMZ-2 APERS MINE	8 EA
AE20-107	PUGIL, STICKS COMPL.SET	21 SE
T-30-10	RG-42 APERS GRENADE	10 EA
T-30-11	RGD-5 ANTI-TANK GRENADE	6 EA
T-07-87	RIDDLE SIGHTING DEVICE	56 EA
AE30-06	RIFLE ASSAULT AK-74	15 EA
T-30-12	RKG-3 ANTI-TANK GRENADE	14 EA
T-30-05	RPG-7 GRENADE LAUNCHER	5 EA
11835282	SAAF, M1 FOR MILES	6 SE
000300	SHADOW BOX	25 EA
T-30-28A	SHIRT OPFOR MEDIUM	19 EA
T-30-18	SVD SNIPER RIFLE	6 EA
T-07-86	TARGET BOX PADDLE	66 EA
000303	TERRAIN MODEL	6 EA
N/A	TIED I	3 SE
N/A	TIED II	1 SE
N/A	TRAFFIC CONTROL POINT SET	1 SE
8-08-04	WAR WOUND MOULAGE KIT	3 SE

APPENDIX F – VI EQUIPMENT O/H

AUDIO VISUAL CATALOG

MICROPHONE EUT 24 BETA 58 WIRELESS SHURE	2
PODIUM WOOD	4
PROJECTOR INFOCUS	3
PUBLIC ADDRESS SET COMBO (MIXER CD PLAYER)	6
SCREEN 150 TS 150	2
SPEAKER 350W	12
TRIPOD SILKMASTER PRO II D934W	2
SONY CAMCORDER	10