

MEMORANDUM FOR DPTMS, ATTN: Training Support Center (TSC), Building 2010, 6710 Specker Ave, Fort Carson, CO 80913

SUBJECT: Request Movement of Gunnery Training Device Trailer

1. This request must be received by the TSC no later than two weeks prior to requested movement date. Anything less than two weeks may result in the request being denied.
2. Requesting unit is responsible for providing the prime mover vehicle to transport the trailer to and from the downrange location.
3. The following information must be provided:
 - a. Unit: _____
 - b. Training Device Serial Number: _____
 - c. POC Name and Telephone Number: _____
 - d. Date/Time of Movement Downrange: _____
 - e. Date/Time of Movement Back to Bldg 2135: _____
 - f. Downrange Location: _____
 - g. Unit Providing Prime Mover for Trailer: _____
 - h. Type of Vehicle Used as Prime Mover: _____
 - i. Point of contact e-mail address: _____
4. Moving unit must coordinate for a recon of the trailer location, and verification of type of prime mover to transport the trailer with the WTA contractors at bldg. 2135 at least two working days prior to movement.
5. All trailers are official U.S. Government property, and do not require special clearances to be transported via military vehicle.
6. Each trailer requires one day to prepare for travel, and one day to reconfigure into training status upon reaching destination.

(NAME & RANK OF COMMANDER)

(SIGNATURE OF COMMANDER)

(PHONE NUMBER OF COMMANDER)

APPROVED DISAPPROVED

SIGNATURE OF TSC PERSONNEL