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**TRAINING SUPPORT CENTER (TSC)  
STANDARD OPERATING PROCEDURE (SOP)**

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## **CHAPTER 1** **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 APPLICABILITY:** This SOP is applicable to all US Military Units (AD, RC & NG); employees assigned or attached to the Fort Carson TSC, and all authorized civilian organizations that utilize TSC resources and facilities. TSC information can be obtained on the TSC Portal at: <http://dirportal.carson.army.mil/dptms/tst/SitePages/Home.aspx> or from the TSC Web Page which is located at [www.carson.army.mil/tsc](http://www.carson.army.mil/tsc).

### **1-3 MISSION:**

a. To support the 4<sup>th</sup> Infantry Division, Fort Carson and AR 350-52 Support Area Soldiers training, deployment, sustainment and regeneration of units for combat. 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.

1). Priority I: (**Training Related**) Supports Individual and Collective Training Programs for all components of the Army for which Common Level of Support (CLS) is provided for and funded.

2). Priority II: (**Non-Training Related**) does not support Individual or Collective Training Programs for which CLS are funded. This priority does not impact priority # 1, and may require funding from outside resources.

3) Priority III: (**Reimbursable**) Applies to all reimbursable services and products to include and not limited to fulfillment of Intra-Service Support Agreements (ISSA) and support of Unfinanced Requirements (UFR).

## **CHAPTER 2** **HOURS & FACILITIES**

### **2-1 TRAINING SUPPORT CENTER (TSC) OPERATING HOURS:**

#### **a. TADSS/MILES WAREHOUSE:**

- (1) Monday thru Friday: 0730 to 1600 hrs.
- (2) Warehouse is closed Saturdays, Sundays, all US Federal Holidays.
- (3) Warehouse is open on all unit training holidays.

(4) If a unit requires a MILES contact team, a request must be submitted with a minimum of 4 weeks advance notice. The unit must complete a WBS prior to the approval of training. See page 28 for MILES Contact Team procedures.

**b. TRAINING SIMULATOR ANNEX:**

(1) Monday thru Friday: 0800 to 1630.

(2) Facility is closed Saturdays, Sundays, all US Federal Holidays.

(3) If the facility is required outside of normal business hours, a request must be submitted with a minimum of 4 weeks advance notice. The unit must complete a WBS prior to the approval of training.

**c. MEDICAL SIMULATION TRAINING CENTER (MSTC):**

(1) Monday thru Friday: 0730 to 1600

(2) Facility is closed Saturdays, Sundays, all US Federal Holidays.

(3) For scheduling information contact the Site Lead at 719-526-2820 or [carson.mstc1@us.army.mil](mailto:carson.mstc1@us.army.mil).

(4) Facility information can be found on the MSTC Portal or Web Page at the following site [www.carson.army.mil/mstc/index.html](http://www.carson.army.mil/mstc/index.html)

**d. FLIGHT SIMULATOR FACILITY (FS):**

(1) Monday thru Friday: 0800 to 1600.

(2) Facility is closed Saturdays, Sundays, all US Federal Holidays.

(3) For facility information regarding scheduling, training or other specifics contact the Flight Simulator Office at 719-526-0143/3621 or by fax 719-526-1043

**2-2 FACILITIES:**

**a. TADSS/MILES WAREHOUSE**

The TADSS/MILES Warehouse is located at 6710 Specker Ave. bldg 2010. The TADSS/MILES Warehouse personnel can be reached at 719-526-2308 or by fax at 719-526-1650.

**b. TRAINING SIMULATOR ANNEX**

The Training Simulator Annex is located at Bldg 1698, on the corner of Prussman & Minnick. The Training Simulator Annex can be reached at 719-526-9423, or by fax at 719-524-2269.

**C. MEDICAL SIMULATION TRAINING CENTER (MSTC)**

The MSTC is located at Bldg 2130 Khe Sanh Street. The Site Lead can be reach at 719-526-2820 or [carson.mstc1@us.army.mil](mailto:carson.mstc1@us.army.mil). Detail information regarding the MSTC can be found on their portal and web sites and in their SOP.

**d. FLIGHT SIMULATION FACILITY (FS)**

The Flight Simulator Facility is located on Butts Army Airfield (BAAF), Bldg 9638. For scheduling and training coordination call 719-526-0143/3621 or 719-526-1043 (fax). Detailed information regarding the FS can be found on their portal and web sites and in their SOP.

**CHAPTER 3  
CERTIFICATION**

**3-1 CERTIFICATION TRAINING:** This section provides an overview of Certification Classes offered within the TSC, along with guidance for enrolling and attending the training. **Certification Cards will be issued immediately upon completion. Personnel must have their card when getting resources.** All unit certification rosters are posted on the TSC portal for viewing. All certifications require a Simulator Certification Request Form, signed by the unit commander (Form can be found on TSC website or picked up at the TSC warehouse), brought or emailed to the TSC.

**a. RESPONSIBILITIES**

- 1) 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.
- 2) Commanders and leaders must ensure that all students selected to attend the courses outlined in this chapter are qualified by the prerequisites and report on time.
- 3) Due to resource availability, units may be required to prioritize enrollment of personnel.
- 4) All certification requests must be signed by the unit commander.

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

- 1) All classes offered are Train-the-Trainer, and students must be E-5 or above.

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2) No appointments (medical, dental, military, personal, etc.) during the duration of the course. Students are required to attend the entire class for certification.

3) No transfer or other military orders pending within the next 90 days from the date of the class.

4) No unfavorable personnel actions, court martial proceedings, or civil court action pending or in progress.

a) **MILES CERTIFICATION:** Individual MILES Certification Classes are scheduled each Tuesday and start at 09:30. Units must submit a signed MILES Certification Request form to schedule their personnel for the training. Personnel can be in any pay grade to be trained but must be in the grade of E5 or above to be MILES certified. Training is normally conducted in Bldg 2010, however if requested, alternate locations can be arranged. Topics covered include TSC MILES Policies & Procedures, MILES theory, installation, DX'ing, and IMILES. If a unit has a specific MILES training need then a special class would have to be requested and arranged. This class is mandatory for all units/Soldiers to draw any type of MILES from the TSC. MILES certified NCO must be present at MILES draw.

1a) Units tasked with providing Observer Controllers (OC) support at locations such as NTC, and have in their tasking order to bring Controller Guns from their home station, can sign them out from the TSC. The OC signing for the equipment **MUST** have attended the MILES course.

2a) Units training off FCCO and PCMS and requiring MILES will have their MILES supported from the host installation. Units can contact FC TSC for assistance in setting up an account at the host installation. If the installation cannot provide the needed MILES to support your unit training, a letter stating that is required from the host TSC prior to MILES leaving FCCO. The Ft. Carson TSC will ship the items to the local TSC supporting the unit.

b) **ENGAGEMENT SKILLS TRAINER 2000 (EST2) INSTRUCTOR OPERATOR:** Certification Classes are held in Bldg 2010, the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month at 0930. Class size is limited to 10 personnel each so units must submit a request for certification class. Personnel must be in the pay grade of E-5 or above. Personnel training in the EST will wear duty uniform. Classes will cover the proper way to conduct a training session on the EST, startup and shutdown procedures, tracking unit and personnel in the EST and TSC EST Policies & Procedures. For more information units can contact the facility at 719-526-0820.

c.) **TRAINING IMPROVISED EXPLOSIVE DEVICES (TIED and IEDES):** TIED training is conducted at Bldg 2010 on the 1<sup>st</sup> & 3<sup>rd</sup> Thursdays of each month at 0930. Units can send personnel down on a walk in basis for the training; training is open to the first 20 personnel who sign-in for the training. Training starts promptly at 0930, and is approximately a 3 hour block of instruction covering; device operation, setup, employment, safety and TSC TIED/IEDES Policies & Procedures. Training is open for personnel of any rank, but only those E5 and above will be certified; a current

Commander Safety Statement must be on file before TIED equipment is issued. Certified personnel must be present when equipment is issued.

d.) **COUNTER RADIO ELECTRONIC WAREFARE 2 DEVICE (CREW 2):**

The Crew 2 Device is a tactical Jamming device that can be used with the IEDES. This is a 3 hour block of training covering basic installation, activation, employing with other devices and CREW 2 Policies & Procedures. This will allow the units EWO to develop SOP's for their units. Training will take place at Bldg 2010, on an as-needed basis. Units can send personnel down on a walk in basis for the training; training is open to the first 20 personnel who sign-in for the training.

1d) Commanders and leaders are responsible for ensuring they have personnel trained on this device and maximum usage is maintained, to maintain the highest level of individual and crew proficiency and enhance combat readiness.

e.) **LASER MARKSMANSHIP TRAINING SYSTEM (LMTS):** The LMTS is a 1 hour block of instruction that provides Soldiers with the needed knowledge to setup the LMTS, identify parts of the training system, conduct trouble shoot operations, boresite and zero weapons to the device, plan/establish a training event and LMTS Policies & Procedures. Students should be in the pay grade of E-5, but not mandatory. Training can be conducted when signing out the system if time and situation permits. **Units that know or think they need a LMTS system for training and need a certification should arrange training in advance by calling 526-0820.**

f.) **CALL FOR FIRE TRAINER (CFFT):** the Call for Fire Trainer (CFFT) provides a lightweight, rapidly deployable, advance observed fire training system. The CFFT supports all fire support missions and is capable of depicting all current and future munitions and expanded to train all soldiers regardless of MOS. Certification Class for the CFFT is 6 hours. Personnel must be in the pay grade of E-5 and above, MOS 13F, for this training. Training covers startup/shutdown procedures, initialization system, creating scenarios, running missions and TSC Policies & Procedures. Certification classes on the CFFT system will take place in Bldg 2010, the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 0930. More details can be coordinated with TSC personnel at 719-526-0820.

g.) **LASER CONVOY COUNTER AMBUSH TRAINING SYSTEM (L-CCATS) SYSTEM:** Certification is a half day block of instruction providing student with classroom and hands on experience with the system. Subjects covered include setting up the equipment, running a training session, scenario development, scoring, and troubleshooting. Personnel should be E-5 and above for this training. Scheduling can be done through TSC at building 2010. Training is required prior to drawing the equipment. Basic LMTS training is helpful but not required. Training will take place in Bldg 2010 and training must be coordinated in advance by calling 526-0820.

h.) **AIMTEST:** This device is a .50-cal in-bore device for the M1 tank. 1 hour block of instruction covering components and installation of the AIMTEST subcal device on M1 tank. Class size should be 5-20 personnel on actual vehicles, but can be done in classroom as well. Training must be coordinated in advance by calling 526-0820.

i.) **HMMWV EGRESS ASSISTANCE TRAINER (HEAT) and MRAP Egress Trainer (MET):** HEAT/MET Certification Classes are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 0930 in bldg 2010 and last all day. Units must submit training requests to the HEAT/MET Facility for certification. Personnel must be in the pay grade of E5 or above to be certified on the HEAT/MET. Class sizes are limited to 10 personnel each, so units must submit a request for certification class. Training will cover safety procedures; identify components of the HEAT, startup and shutdown procedures, establishing a foundation for unit SOP's, understanding rollover measures and TSC HEAT/MET Policies and Procedures.

1i) Units must have two I/O's and a CLS (with aide bag) to conduct training on the HEAT, three I/O's for the MET. At a minimum, IBAS, eyepro and ACH is required for all personnel training in the HEAT. Knee and elbow pads are encouraged.

2i) All personnel deploying to overseas combat area MUST complete HEAT/MET training prior to deployment according to CENTCOM guidelines.

j) **MRAP/Stryker Common Driver Trainers:** Certification is a three day course held as required. Units wishing to schedule certification training will call 526-0820 to schedule the certification training. Only four individuals, E5 and above can be trained at a time. Certification training should be limited to Master Driver's only. At the time of request, unit must select the type of MRAP or Stryker that they want to train on, so CLS maintenance personnel can change out the trainer dashboard.

k) **Virtual Clearance Training Suite (VCTS):** Units need to have certified operators for the VCTS, as it is no longer a contractor run device. Certification is a three day class, the first Tue-Thur of each month, limited to five individuals, E5 and above. Units will call 526-0820 to schedule certification training.

## **CHAPTER 4**

### **TRAINING SIMULATORS**

**4-1 TSC FIXED SIMULATORS** All fixed simulators are scheduled using Range and Facility Management Support System (RFMSS).

a. The TSC has the following fixed TADDS Simulators to conduct unit training:

1) **ENGAGEMENT SKILLS TRAINER 2000 (EST 2):** Located in bldg 1698 and 2010. The TSC has six classrooms for a total of 60 lanes for training. The EST 2 is a training device that simulates the delivery of various types of small arms fire in three different methods of training (Marksmanship, Collective, and Shoot-Don't Shoot). The EST 2 creates audio and visual effects similar to those in a field environment by projecting targets or situations on a video screen. The Soldier uses EST weapons to engage prospective targets during the scenario. The computer will track all rounds fired, total hits, total misses, hit percentage, mobility and personnel kills during the scenario and has the ability to providing an instant AAR feedback. System supports the M9 (Berretta), M4, M4/203, M16, M16/203, M320, M2, MK-19, M240B, M249,

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M1200 (Shotgun) and AT-4.

1a) IAW DA PAM 350-38, units will qualify all Night Unassisted and NBC firers using EST 2. The EST 2 will not be used to qualify on Record Fire. This trainer is not considered an "Alternate" Qualification Course.

1b) Uniform for training in the EST is complete range uniform.

**2) CALL FOR FIRE TRAINER (CFFT):** This training device simulates the delivery of indirect fires. It creates audio and visual effects similar to those in the field environment by projecting targets, scenarios and associated terrain on a video screen. The Soldier requests artillery or mortar fire on the target. Shell bursts and smoke are shown on the screen, allowing the Soldier to adjust indirect fire onto the target. The system simulates stationary and moving targets, all types of artillery and mortar munitions, Close Combat Attack (CCA), Close Air Support (CAS), and Naval Gun Fire. The CFFT also trains all the required tasks of the Joint Fire Observer (JFO), units can tailor it to train against a variety of opposing forces (OPFORs). Observers can pick their observation points (OPs) to best cover their zones or sectors from anywhere in the terrain database.

**2) HMMWV EGRESS ASSISTANCE TRAINER (HEAT) and MRAP Egress Trainer (MET):** Located in bldg 2010, these simulators provide training on how to react to a HMMWV/MRAP rollover, how to egress during a rollover on land and in water, and help units build SOP's.

**4) MINE RESISTANT AMBUSH PROTECTED COMMON DRIVER TRAINER (MRAP CDT)/COMMON DRIVER TRAINER-STRYKER VARIENT (CDT-SV):** These trainers are located at bldg 2135 (CCTT), these driver trainer simulators train over 400 driving scenarios in various MRAP/Stryker variants. Unit trainers are able to create training events, track unit/individual training, and conduct AAR's of training for feedback.

**5) VIRTUAL CLEARANCE TRAINING SUITE:** This trainer is located on the North Training Pad of bldg 2010. It is designed to train engineer units on route clearance procedures. It can also train other units on convoy procedures and other collective tasks. It can also help introduce crews to unstabilized gunnery techniques utilizing the .50-cal machine gun.

#### **4-2 NON FIXED SIMULATOR TADSS (UNITS CAN SIGN FOR AND TAKE TO THEIR UNIT AREA):**

a) **JAVELIN STUDENT TRAINERS:** Javelin Basic Skills Trainers (BST's) and Field Tactical Trainers (FTT's) can be signed out and utilized in unit areas. The BST trains basic tracking skills, while the FTT acts as Javelin MILES.

b) **1:12 CFFT:** Five 1:12 CFFT systems are available for units to draw and set up in their unit areas.

c) **TOW ITAS:** These devices are used to train dismounted/HMMWV mounted

TOW systems, as well as use as TOW MILES.

d) **NBC-RV Trainer:** Used to train crews for the Stryker NBC Recon Vehicle. It has mock-ups of each station on the vehicle.

#### **4-3 UNIT RESPONSIBILITIES:**

a) Will sign-in for training with TSC personnel, inventory and sign for all equipment being used, complete training log and turn-in all paperwork to account for usage data, and fill out feedback forms.

b) Will ensure area is policed, swept, mopped, training report is turned in to TSC personnel and area is properly cleared. They will also report to TSC personnel any and all equipment malfunctions and damages immediately.

#### **4-4 SCHEDULING AND USAGE**

a. Units wishing to use any of the Simulators within the Training Support Center Bldg can fill out a request form online and bring it to their Land and Ammo NCO for scheduling in RFMSS. All request forms must be signed by the unit commander. No request will be taken over the phone; units not stationed on Fort Carson can fax their request to 719-526-1650. All questions can be directed to 719-526-0820.

b. Facility hours are listed in Chapter 2, units conducting training outside those hours must have their request and any other required documents submitted as outlined also in chapter 2. Note: Overtime cost charges may be charged to units, and MIPR must be in place prior to training.

c. Units must have certified Instructor Operators (I/Os), prior to operating any simulator. A listing of all I/O's are posted on the TSC portal to assist with unit planning purposes. If units don't have any I/O's or need more they can schedule them for classes as outlined in chapter 3. If units need an I/O to conduct their training they can request to use an I/O from the TSC, this needs to be requested when you submit your request for planning purpose. TSC I/Os are extremely limited, as they have other duties, so units should not expect to have them always available. Coordination for a TSC I/O must be made well in advance so arrangements can be made.

d. The TSC has 1:12 CFFT's that units can sign out long term and take to their unit location for training. These items will be added to your unit's basic TADSS HR and signed out through the main TSC facility. Units signing out the CFFT must turn in monthly utilization forms that are provided with the trainer, or their TADSS account will be frozen.

#### **4-5 EST 2 CLASSROOMS:**

a. There are four classrooms at Bldg 1698, and two classrooms at Bldg 2010. All training is conducted in Combat Uniform (just like the range).

b. Units are required to fill out and turn-in usage data forms, comments sheets

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and clear their hand receipts, and ensure that training is completed.

c. Units are required to inform the TSC if they are bringing any visitors or outside agencies to their training (especially civilian organizations, ROTC, youth groups, etc). All visitors must be pre-arranged and approved through the TSC.

d. Only Certified I/O's are authorized to operate the simulators (ref. 4-4.c)

e. I/O's will conduct safety briefing as taught during certification classes. Copies are available from facility personnel, and are posted in each classroom.

f. All personnel training on the EST 2 are required to wear ballistic eye protection while training. No exceptions.

### **4-6 CALL FOR FIRE TRAINER (CFFT):**

a. The TSC has one 1:30 and one 1:12 CFFT Classroom at bldg 1698, one 1:30 CFFT at bldg 2010, also there are 1:12 systems on hand to sign to units (ref paragraph 4-4d).

b. CFFT is an advance Forward Observer (FO) trainer allowing units to train basic or detailed FO Operations.

c. Units are required to fill out and turn-in usage data forms, comment sheets and clear hand receipts.

d. Only Certified I/O's are authorized to operate the simulators (ref. 4-4.c).

### **4-7 HMMWV EGRESS ASSISTANCE TRAINER (HEAT) and MRAP Egress Trainer (MET):**

a. The TSC currently has four HEAT Trainers and two MET trainers available to support unit level training. These trainers provide realistic training to HMMWV/MET rollovers, teaches personnel how to egress from various angles and help build unit Battle Drills (ref paragraph 4-1.4)

b. Units are required to have two certified I/O's present at all times while conducting training on the HEAT, three for the MET. A CLS w/Aid Bag is also required to be on site (if one unit is using multiple trainers they can share the CLS, units cannot share CLS assets with another unit).

c. All training is conducted in full combat gear.

d. Every unit conducting training in the HEAT/MET must complete a Risk Assessment, signed by the first O-5, Commander, in their Chain of Command. A copy of the Risk Assessment can be found of the TSC Portal. The signed Risk Assessment must be turned in at the same time as the request for training.

e. Any injuries sustained during training must be reported to TSC personnel

immediately. Units must provide the TSC a follow-up on the injury within 24 hours to close out the report.

#### **4-8 MRAP/STRYKER COMMON DRIVER TRAINERS:**

a. The MRAP/Stryker Common Driver Trainers can train one driver at a time. They are full-motion based simulators, with scenarios that train from basic to advanced driving techniques.

b. Realistically, no more than four soldiers per day can be trained effectively, so units should schedule accordingly.

#### **4-9 VIRTUAL CLEARANCE TRAINING SUITE**

a. This device was designed to train Engineer Route Clearance Companies on the proper Route Clearance Techniques to eliminate IED's, utilizing Buffalo, RG31, Panther, and Husky vehicles as well as the Talon robot.

b. Non-engineer units can utilize this trainer to conduct platoon-level collective training tasks utilizing the four RG-31/Panther simulators. It is also able to train fundamentals of unstabilized gunnery utilizing the M2 mounts on these four simulators.

### **CHAPTER 5 TADDS/MILES WAREHOUSE**

#### **5-1 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 TADSS Warehouse. Violating this policy will result in the unit's TADSS account being frozen.

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 not later than 15 calendar days (45 for N.G. units, 75 for Res. units) after the date of discovering loss or damage. Initiation of the FLIPL will not be delayed pending an ECOD. Units will provide the TSC TADSS/MILES Warehouse a copy of the initiated FLIPL not later than 1600 on the 15<sup>th</sup> day. If the TSC Supply Section has not received a copy of the FLIPL by the suspense date, the TSC will initiate a report of FLIPL on the 16<sup>th</sup> day.

e. Equipment will not be issued to hand receipt holders who will be departing their unit for periods in excess of 30 days and 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 before it expires, accounting for property as described in 5-1a, 5-1c and 5-1d above, and selecting MILES certified qualified hand receipt holders who will be present for the entire length of the loan.

g. Equipment will be issued out from and turned in through the Training Support Center via the Training Support Materials Armywide 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 signed by both the customer and TSC personnel. This generated HR is binding, and is in lieu of the DA 2062. If for technical reasons the TS-MATS computer is down, the DA 2062 will be used to issue equipment. Upon turn-in, the TS-MATS computer will generate a turn-in document of what was turned in. TSC personnel will give the customer a copy of the turn in document. TS-MATS automatically balance your account, if equipment is still out, for that transaction you do not need to resign for it because you have already signed for it earlier. **All equipment must physically be checked back in prior to due date to prevent your account from becoming delinquent.**

h. Units needing to conduct a Direct Exchange (DX) of equipment after their initial issue can do so at anytime (Mon-Fri 0730-1600). If you are in the field and have Contact Team Support provided by the TSC, arrange your DX through them.

## **5-2 ESTABLISH A TADSS ACCOUNT (ON POST):**

a. Each organization requiring support from the TSC, must have a valid service account established. Each organization down to the battalion level must have their separate accounts. National Guard/Reserve, Air Force, separate companies and off-post units will be allowed to have individual company accounts. This chapter will describe the differences in accounts and what documents are required to open account. All exceptions will be reviewed by the Branch Chief on a case-by-case basis.

- 1) Company level accounts
- 2) Battalion accounts

### **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.

4) A Unit Information Sheet containing unit designation address, phone/fax numbers (not just the CQ number), email addresses of the primary points of contacts, the unit Commander. (A sample Unit Information Sheet is found on page 25)

5) A Request for Permanent or Temporary Service Account must be on file with the TSC on each account being requested by the Responsible Officer.

### c. **BATTALION ACCOUNTS**

1) Basic account for civilian agencies - 4 personnel max, military accounts – 4 personnel per company.

2) Must have the Assumption of Command Orders for the Commander. That Commander will be the Responsible Officer (RO) for that account and sign all required paperwork to establish and maintain the account. The battalion commander may designate another officer to be the responsible officer, but it must be in writing.

3) Units are required to update their DA Form 1687 as soon as someone leaves that was on the account. Anyone who knowingly signs for equipment under another unit after leaving that unit would be reported to his chain of command and prohibited from further transactions with the TADSS/MILES Facility.

### d. **FROZEN ACCOUNTS**

1) Delinquent equipment, expired/missing account documentation, damaged/lost equipment, are just a few ways Organizational TSC Accounts can become frozen.

2) When an account is in a frozen status units can no longer be issued any equipment on that account.

3) When units are issued items, they set the return date of the equipment. If an extension is required it needs to be made prior to the turn-in date. Once the turn-in day passes, the account will become frozen

4) When a turn-in is conducted and there are missing items an After Action Review (AAR) is conducted, an email will be sent to the Responsible Officer notifying them of the situation and that the account is frozen.

5) Units will have 15 calendar days to satisfy the AAR. If the AAR has not been satisfied (statement of charges or FLIPL), then a FLIPL will be initiated by the TSC.

6) Account listings with their status can be found on the TSC Portal and Web Page.

### **5-3 ESTABLISH A TADSS ACCOUNT (OFF POST):**

a. Off post accounts are established between the Training Support Center and Active Army, National Guard, Reserve, Air Force units, ROTC and civilian organizations that we support, all of which are not physically located on Fort Carson. This section also applies to Reserve and National Guard units coming to Fort Carson conducting AT.

b. Off post accounts will require the same paperwork to open an account as outlined in paragraph 5-2.

1) All off post accounts will be a basic TADSS account (ref paragraph 5-2b.1)

2) All accounts will be established IAW TSC policy (ref paragraph 5-2b)

3) Some off post units may require an Inter-Service Support Agreement (ISSA), in addition to the documents in paragraph 5-2b to obtain service from the TSC.

c. Off post accounts will have a one year expiration date, as do regular TADSS accounts. However, accounts established for units solely for the purpose to train during their AT phase, or another set purpose, will have a shorter defined end date. By this time all equipment must be returned, and all adjustments, Reports of Surveys and or Statements of Charges completed.

### **5-4 SUBMITTING A REQUEST FOR TADSS:**

a. TADSS are issued on a "First come, First served" basis. 4ID G3 will prioritize which deploying units have precedence for TADSS. This will be put out during the monthly Training Resources Management Meeting (TRMM). Units requiring TADSS to support Field Training Exercises or other unit training events must submit a TADSS Request Form to the TSC prior to the start of the training (Form can be found on TSC website or picked up at the TSC warehouse),. POC on the request form will be the same person who will sign for the equipment. That person must already be on a valid DA Form 1687 signature card on file with the TSC in order for the TSC to have the hand receipt prepared prior to the unit arriving to sign for the equipment.

b. Request must be submitted 90 days prior to the start of training event. This will assist us in the event if we have to go to outside sources to obtain the requested items. Requests less than 90-days may not be filled.

c. Unit POC's will be contacted by email regarding their request status. Once contacted, POC must setup a pickup date and turn-in date for their equipment with the TSC. If the unit fails to contact the TSC no appointment can be made, and equipment may be reserved to other units to support their FTX. The account's Responsible Officer will also be copied on the email sent from the Training Support Center (if we have their email address on file). S3's can consolidate TADSS needs for the BDE/BN and forward them to the TSC, however, TADSS are issued to units no higher than the company level, so multiple pickup dates will have to be arranged.

d. Once you have an appointment set to pickup equipment you are required to check in with your detail 15 minutes prior to your appointment. This will allow time for positioning of your vehicle and going over your paperwork prior to your appointment. Late and missed appointments affect other units. Units not fully ready to draw 30 minutes after the start time of their appointment will have their appointment canceled. Under no circumstances will the TSC personnel begin issuing equipment until the person signing for the equipment is present with detail and vehicle.

**5-5 SUBMITTING A REQUEST FOR MILES:** MILES are requested on IMILES Request Form (Form can be found on TSC website or picked up at the TSC warehouse), at least 90-days prior to the required date. Unit must have a minimum of 6 personnel detail to load MILES into vehicle. They also must have a vehicle large enough to carry all the MILES being issued. The MILES draw will not begin until the detail and vehicle is on site. Due to the size of the containers, and equipment being loaded with forklifts, MILES must be transported in military vehicles. **Request for MILES must be submitted in person to TSC 90 days prior to pickup date. TSC is responsible for supplying batteries and Velcro.** Units MUST have a MILES certified NCO present when the equipment is drawn.

**5-6 SCHEDULING:** Units will schedule all appointments for TSC arms room items, MILES and all hand receipted items to support major field training exercises, **no exceptions.** Arms room items require a minimum of 24-hour notice, to arrange for the armorer to be present.

**5-7 CANCELLATIONS:** Cancellations must be submitted to the Training Support Center not later than 24 hours prior to their appointment. Units that do not comply with these requirements will be assessed as a "No Show".

**5-8 NO SHOWS:** A unit that fails to appear at the scheduled time and date or fails to use all the facilities scheduled for that date, will be reported as a "NO SHOW" to the Branch Chief, TSO, Training Division Chief, G3, and their Chain of Command.



### **5-9 GRAPHIC TRAINING AIDS (GTA's):**

1) 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 (exceptions are flipchart GTA's since they have to be signed for and returned).

2) Units requiring a large amount of GTA's to support a deployment or training exercise would need to submit a standard MFR, ATTN: Chief, Training Support Center stating what GTA's they need, the amount, purpose, and POC (with contact information).

3) Some GTA's are issued from HQDA with standard distribution numbers. If units require more or were not included on the distribution, we can order them for your organization.

4) Many GTA's can be downloaded and printed at the unit level from the Reimer Digital Library (RDL) (the web link can be found on the TSC Web Page).

### **5-10 DEVICES AND FABRICATIONS:**

a. The TSC currently does not have a Fabrication Shop to produce items locally. Customers requiring a training device or fabrication that is not available through loans must submit a DA FORM 3903 along with support documents explaining your items to the TSC. The TSC will submit your package to the appropriate location for processing. Customers must fill out this work order on all request to document and track all fabrication request for production (this includes Battle Boards, Worm Boards, etc.). Items needed for gunnery, crew certification, etc; require copies of the appropriate FM with your request so we can submit with your package. Your request must be very specific (color, size, special descriptions, etc). Some request may take up to 3 months or longer on turn-around time once approved.

b. Some request may require a MIPR from the requesting organization before the product is completed. Depending on the circumstances the MIPR would be made to the TSC or to the agency producing the product.

c. All TADSS being purchased via units GPC or on a contract must be pre-approved by the Training Support Officer. Most TADSS we have on stock, or have the resources to acquire.

### **5-11 REQUESTING TRAINING DEVICES**

a. This chapter outlines the procedures for requesting Training Aides and Devices from the TSC Warehouse. As outlined earlier in this SOP, organizations already must have a valid TSC service account which is in an active status. Units that are not sure of their account status can verify it on the TSC website.

1) Units can download the TSC TADSS request form from the TSC website, fill it out and bring it in to the TSC warehouse for processing.

## DPTMS, TSC-Fort Carson (SOP)

2) The TSC TADSS catalogue is located on the website for customers to use to research devices that will meet their training requirements and assist them with planning training prior to arriving at the TSC.

3) Request should be submitted at the earliest possible date, this will avoid conflict in availability of TADSS. The majority of all TADSS in the warehouse are issued on a "first-come-first-served basis".

4) Units conduct major field exercises, Brigade level and above, along with other major training events identified at Training Resource Management Meeting (TRMM) will have a higher priority than routine training. These instances could have resources put on a reserved status.

5) Request for major exercises must be submitted NLT 90 days prior to the start of training. This will give the TSC time to outsource to other installations if needed.

6) Requests will be checked for accuracy; your request will be logged, 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 and all available equipment will be issued. If equipment is unavailable, or dates cannot be accommodated unit will be notified. The TSC Branch Chief and or TSO will make final resolution on conflicts concerning Training Devices.

7) 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. MFR must be addressed attention TSC Branch Chief, requesting an extended short term loan, include in MFR your dates, along with reason why you need over 30 days on your loan, along with where the equipment will be utilized. If the equipment is being utilized to support a major Brigade exercise then the Brigade S3 could do one MFR for the entire exercise. If equipment is for a single company training event or a Battalion exercise the MFR can come from the Battalion S3. All accounts must be in a valid status prior to loan being approved.

8) Certain TADSS require a memorandum explaining the nature of the training and duration of the request.

(a) Dummy weapons require a memo that states the reason for issue, date of return and storage location. Certain dummy weapons cannot be used for drownproofing, therefore the TSC needs to know the type of training.

(b) Units conducting funeral detail need to bring a copy of their tasking from the G3 in order to draw a training casket.

## **5-12 ISSUE TRAINING DEVICES**

a. This chapter depicts the process of Training Aides being issued to customers by TSC personnel. Many points of this chapter recaps information from earlier chapters in this SOP. Please refer back to earlier chapters for clarification of material.

- 1) Once customer request has been approved, unit documentation will be verified, if everything is in order to issue equipment, items will be pulled from the shelves to be issued to the customer.
- 2) A joint inventory of equipment will be done; ensuring all items being issued to the customer are present and functional.
- 3) Equipment will be issued on a Training Support-Materials Armywide Tracking System (TS-MATS) hand receipt. This is a valid and binding document and will be used in lieu of DA FORM 2062.
- 4) Once the hand receipt is verified by the customer for accuracy, the customer will print and sign their name and put the current date next to their signature. TSC personnel will do the same in the appropriate block. Copies will be provided for the customer, and then filed in the suspense file waiting for the turn-in date of equipment.
- 5) All equipment will be signed for prior to being loaded by the customer. Customers must have the appropriate Military vehicles to transport and secure the training devices so that the transportation of the TADSS will not incur damages to government property.

## **5-13 TURN-IN TRAINING DEVICES**

a. This chapter depicts the process of Training Aides being turned-in by customers to TSC personnel. Parts of this chapter recaps information from earlier chapters in this SOP. Please refer back to earlier chapters for clarification of material.

- 1) A joint inventory of equipment will be done; ensuring all items being turned-in by the customer are present, clean and functional. Anything missing or damaged (or malfunctioning) will be included in the AAR given to the unit after the turn-in.
- 2) Devices will be cleaned prior to turn-in, TSC personnel have the final call if items must to be re-cleaned or not.
- 3) 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 being issued out to unit, so customer will not have to resign for equipment.
- 4) If required, an AAR will be emailed out to the Responsible Officer, notifying them of the status of their account.

5) The turn-in hand receipt will be verified by the customer for accuracy, the customer will print and sign their name and put the current date next to their signature. TSC personnel will do the same in the appropriate block. Copies will be provided for the customer.

## **CHAPTER 6**

### **HOMESTATION INSTRUMENTED TRAINING SYSTEM (HITS)**

**6-1 DESCRIPTION:** HITS is an instrumented recording system that allows units to record maneuver training of vehicles and dismounted troops, up to the battalion level. It consists of man-worn and vehicle-mounted radios, three radio reception trailers and an Exercise Control System (EXCON) that is contractor run.

#### **6-2 PREREQUISITES:**

a) NLT 45 days prior to a field exercise requiring the HITS system, requesting unit must submit operational graphics and battle rosters to the HITS contractors located in bldg 2010. The graphics will be incorporated into the EXCON for develop tracking databases used by those who will be recording the exercise. Battle rosters are required to assign HITS radios to each individual and vehicle for tracking purposes.

b) Units are required to supply personnel in the grade of E6 and above to conduct EXCON recording of the exercise for AAR purposes. These individuals must be Observer/Controller (O/C) trained, and be intimately familiar with the commander's intent of the training exercise. These individuals will conduct the actual recording of the training event under the supervision of the HITS contractors. The number of personnel will depend on the recording requirements of the requesting unit.

c) Units are required to request and sign for the appropriate number of radios, vehicle harnesses and individual harnesses for all involved in the exercise.

**6-3 SCHEDULING:** Units can either come by bldg 2010 to coordinate with the HITS contractors, or can call them at 719-526-4091. HITS scheduling must be done as far in advance as possible, but no less than 60 days prior to the field exercise.

**CENTER**

AFTER ACTION REPORT (AAR) TSC MILES TURN-IN

**UNIT:**

**MILES ACCOUNT #:**

**SCHEDULED DATE & TIME:**

Hand Receipt Holder and work detail of required.

---

**REMARKS:**

MISSING AND DAMAGED MILES EQUIPMENT. THIS WILL BE PAGE TWO OF THE ECOD MEMORANDUM  
Unit's account for MILES and Training Aids will be frozen if ECOD suspense is not met. No other MILES equipment will be  
issued without the approval of Mr. Kenyon @ 526-0820.

**IAW AR 735-5 RELIEF OF RESPONSIBILITY AND ACCOUNTABILITY SUSPENSE**

**DATE IS:**  **FOR THE DISCREPANCIES NOTED BELOW:**

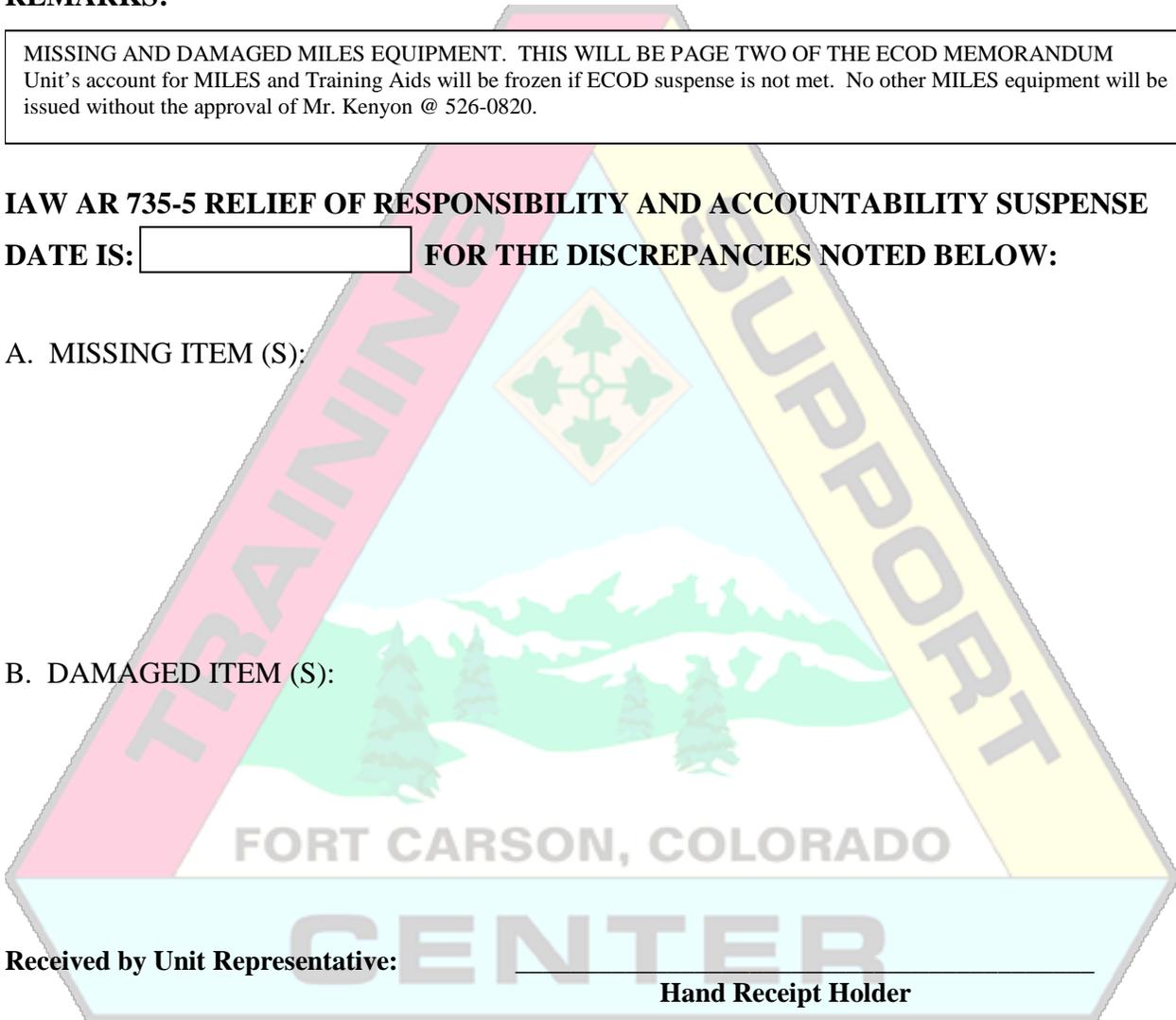
A. MISSING ITEM (S):

B. DAMAGED ITEM (S):

Received by Unit Representative: \_\_\_\_\_

Hand Receipt Holder

\_\_\_\_\_  
TSC Representative



**UNIT LETTER HEAD**

*Unit Office Symbol*

*Date:*

MEMORANDUM FOR Property Administrator, Training Support Center (TSC), Building 1230, Specker Ave, Fort Carson, CO 80913.

SUBJECT: Damaged TSC Equipment

1. Reference: AR 735-5
2. TSC equipment damaged: CREW 1 KIT, SN: 111. Request for Issue/Turn-In, TS-MATS form dated \_\_\_\_\_, Hand Receipt Account # \_\_\_\_\_.

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 **CREW 1 Kit** 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**.

Joe W. Mast  
SFC, USA  
Section Supervisor

FORT CARSON, COLORADO

1<sup>st</sup> Ind

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

I.WALK. ONWATER  
LTC, IN  
Commander

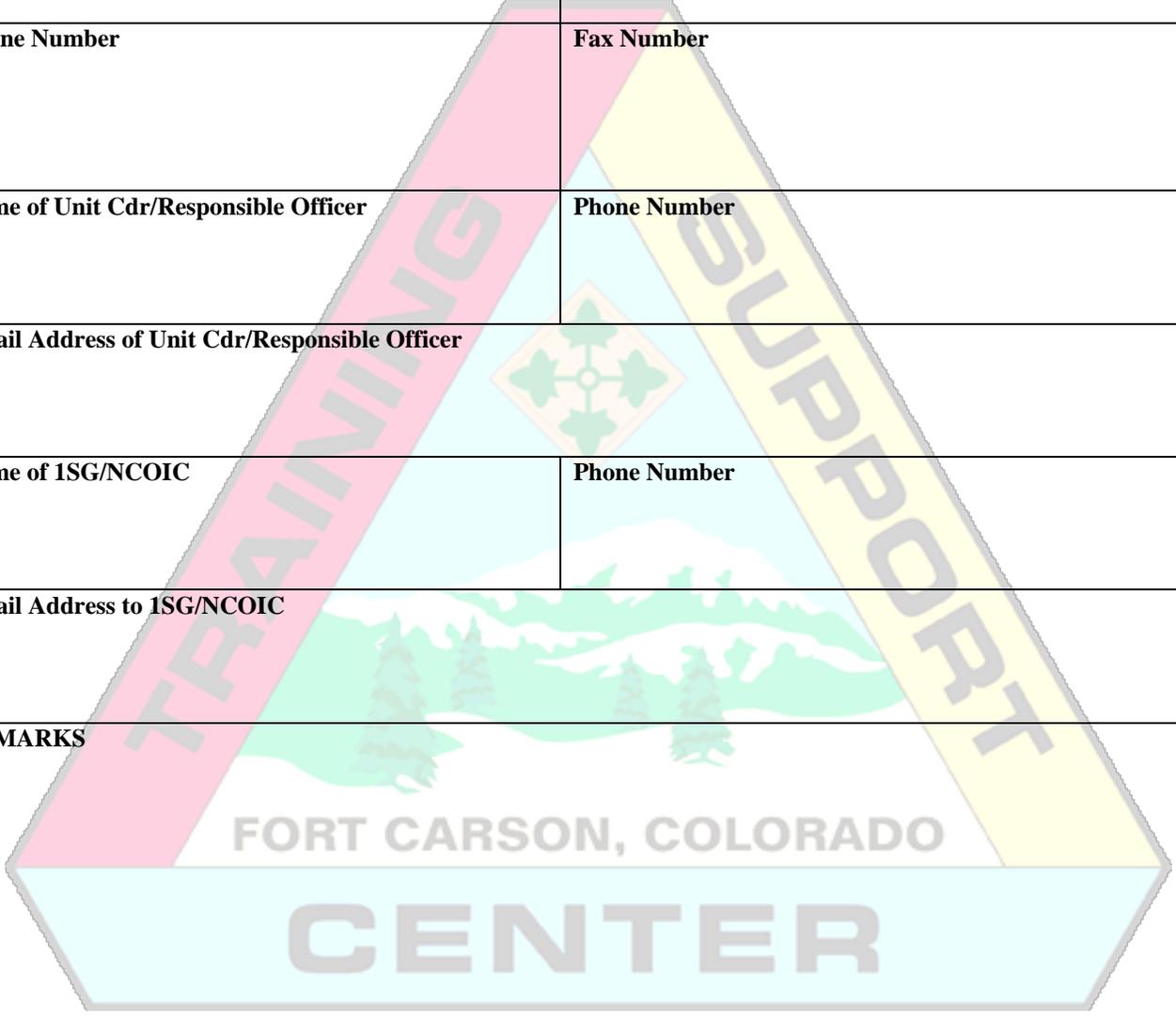
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| FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS   |   |   |  |  |   |  |  |
|--|---|---|--|--|---|--|--|
| 1. DATE INITIATED (YYYYMMDD)<br>20100421   |   | 2. INQUIRY/INVESTIGATION NUMBER<br>02-573-04  |  | 3. DATE LOSS DISCOVERED (YYYYMMDD)<br>20100418 |   |  |  |
| 4. NATIONAL STOCK NO.<br>4930-00-236-0087  | 5. ITEM DESCRIPTION<br>Dispensing Pump, Hand Driven<br><a href="#">Add More Items</a> |   | 6. QUANTITY<br>2   | 7. UNIT COST<br>268.57                         | 8. TOTAL COST<br>537.14   |  |  |
| 9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)<br>(Attach additional pages as necessary)  |   |   | <input checked="" type="checkbox"/> Lost<br>Organization |  | <input type="checkbox"/> Damaged<br>Installation                                      | <input type="checkbox"/> Destroyed<br>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)   |   |   |  |  |   |  |  |
| <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)   |   | b. TYPED NAME (Last, First, Middle Initial)   |  | c. DSN NUMBER                                  |   |  |  |
| 573d Supply and Service Company<br>Fort Mile High, HI 12345-6789   |   | Groft, Austin E., 1LT, ORD, XO  |  | 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)  |   | b. COMMENTS/RECOMMENDATIONS   |  |  |   |  |  |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  |   | 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)   |   | d. TYPED NAME (Last, First, Middle Initial)   |  | e. DSN NUMBER                                  |   |  |  |
| 573d Supply and Service Company<br>Fort Mile High, HI 12345-6789   |   | Armstrong, Joseph E. CPT, Inf. Commanding   |  | 321-6666                                       |   |  |  |
|  |   | f. SIGNATURE  |  | g. DATE SIGNED                                 |   |  |  |
| 13. APPOINTING AUTHORITY   |   |   |  |  |   |  |  |
| a. RECOMMENDATION (X one)  |   | b. COMMENTS/RATIONALE   |  |  | c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)                                      |  |  |
| <input type="checkbox"/> APPROVE<br><input type="checkbox"/> DISAPPROVE  |   |   |  |  | <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)  |   | b. COMMENTS/RATIONALE   |  |  | c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)   |  |  |
| <input type="checkbox"/> APPROVE<br><input type="checkbox"/> DISAPPROVE  |   |   |  |  | <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                                 |   |  |  |

| <b>CHECKLIST AND TRACKING DOCUMENT FOR FINANCIAL LIABILITY INVESTIGATIONS OF PROPERTY LOSS</b><br>For use of this form, see AR 735-5; the proponent agency is DCS, G-4.   |  |  |    |
|---|--|--|----|
| To: Accountable Officer<br>1.   |  |  |    |
| To: Approving Authority<br>2.   |  |  |    |
| To: Financial Liability Officer<br>3.   |  |  |    |
| To: Approving Authority<br>4.   |  |  |    |
| To: Staff Judge Advocate<br>5.  |  |  |    |
| To: Approving Authority<br>6.   |  |  |    |
| <b>(A) Complete When a Loss is Discovered</b>   |  |  |    |
| Date loss was discovered _____  |  | Originating Unit _____                           |    |
| Preliminary search for item began _____   |  | Preliminary search for item ended _____          |    |
| Date assigned document number _____   |  | Date assigned inquiry/investigation number _____ |    |
| <b>(B) Initiator</b> (Blocks 1 and 3 through 11 are completed by the individual initiating the investigation of property loss. Normally this will be the hand receipt holder or the accountable officer. When the hand receipt holder or accountable officer is not available, the person with the most knowledge of the incident causing the loss will initiate the financial liability investigating of property loss.) |  |  |    |
| Block 1.  | Has the date the investigation of property loss initiated been entered?  | YES  | NO |
| Block 3.  | Has the date the loss was discovered been entered?   | YES  | NO |
| Block 4.  | Has the correct stock number(s) been entered? If more than one, use a continuation sheet per figure 13-5. For items with a line item number (LIN), enter the LIN and for those items   | YES  | NO |
| Block 5.  | Has the correct nomenclature(s) been entered, to include serial numbers if items have serial numbers? For damaged property, enter the cost of repair or the estimated cost of repair if actual cost is not available. Use continuation sheet when the loss to be investigated involves more than one item.                               | YES  | NO |
| Block 6.  | Has the quantity of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.  | YES  | NO |
| Block 7.  | Has the unit cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.   | YES  | NO |
| Block 8.  | Has the total cost of the item(s) lost, damaged or destroyed been entered? Use continuation sheet when necessary.  | YES  | NO |
| Block 9.  | Has an accurate and concise statement of facts surrounding the loss been entered? Statement should identify as much as possible what happened, how it happened, where it happened, who was involved, when it happened and any evidence of negligence, willful misconduct, or deliberate unauthorized use or disposition of the property. | YES  | NO |
| Block 10.   | Has a recommendation been entered by the initiator? Recommendations may be entered by the commander, accountable officer, and when appropriate by the financial liability investigating officer.   | YES  | NO |
| Block 11.   | Has the individual who completed blocks 1 and 3 through 10, completed blocks 11a through 11e?  | YES  | NO |
| Block 12.   | Has the responsible officer or the reviewing authority completed blocks 12 through 12g?  | YES  | NO |
| Attach the financial liability investigation of property loss to this checklist and tracking document, and forward to the accountable officer or person maintaining the expendable/durable document register for assignment of a document/voucher number.   |  |  |    |
| <b>(C) Accountable Officer</b> (Block 17 is completed by the accountable officer or person maintaining the expendable or durable document register prior to forwarding the investigation to the appointing authority or approving authority as appropriate.)  |  |  |    |

## UNIT INFORMATION SHEET

|  |                        |
|--|------------------------|
| <b>UNIT Name</b>                                     | <b>Mailing Address</b> |
| <b>Phone Number</b>                                  | <b>Fax Number</b>      |
| <b>Name of Unit Cdr/Responsible Officer</b>          | <b>Phone Number</b>    |
| <b>Email Address of Unit Cdr/Responsible Officer</b> |                        |
| <b>Name of ISG/NCOIC</b>                             | <b>Phone Number</b>    |
| <b>Email Address to ISG/NCOIC</b>                    |                        |
| <b>REMARKS</b>                                       |                        |



FORT CARSON, COLORADO  
**CENTER**

DPTMS, TSC-Fort Carson (SOP)

IMWE-CAR-PLT

DATE: \_\_\_\_\_

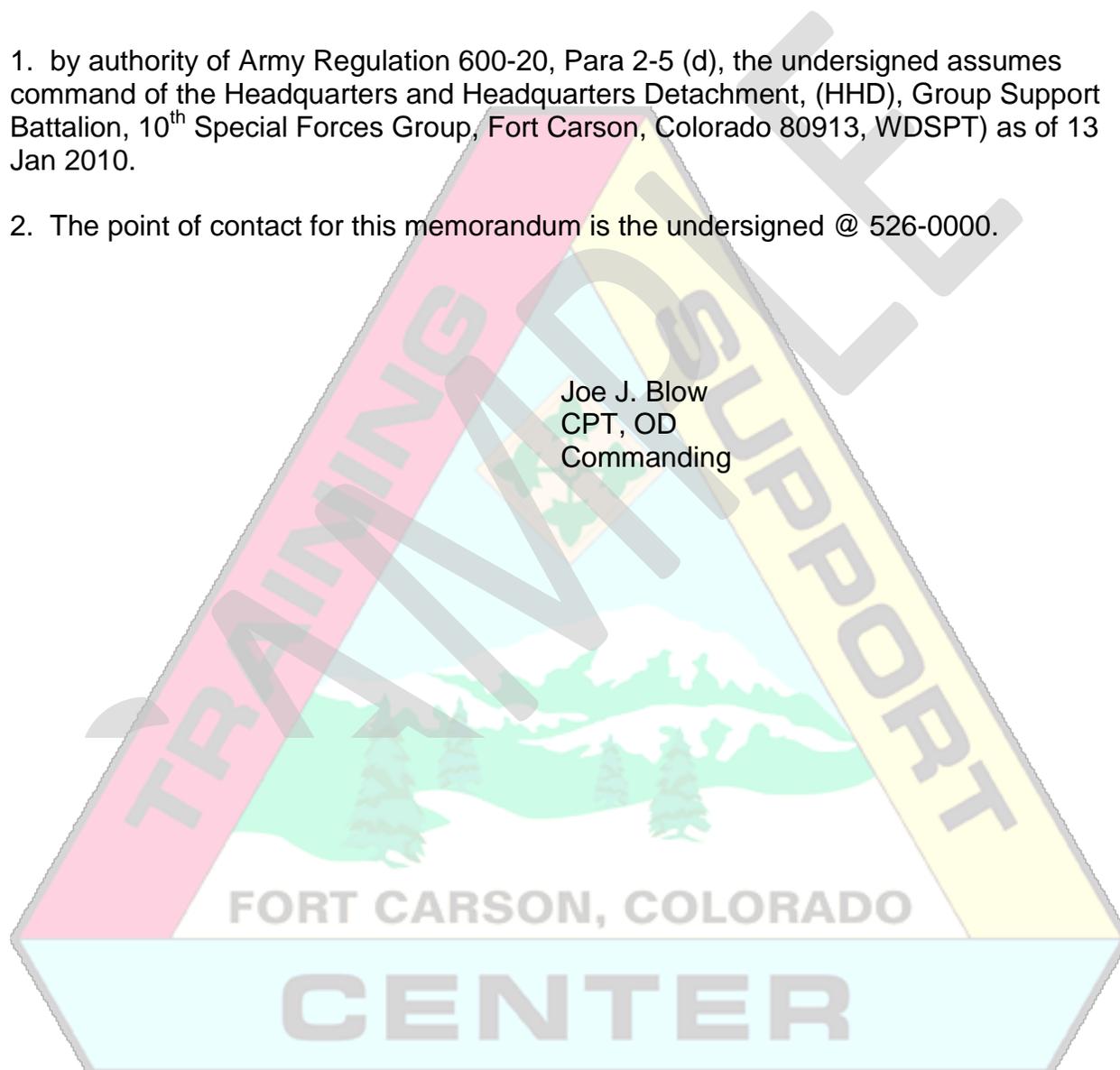
MEMORANDUM FOR

SUBJECT: Assumption of Command Orders

1. by authority of Army Regulation 600-20, Para 2-5 (d), the undersigned assumes command of the Headquarters and Headquarters Detachment, (HHD), Group Support Battalion, 10<sup>th</sup> Special Forces Group, Fort Carson, Colorado 80913, WDSPT) as of 13 Jan 2010.

2. The point of contact for this memorandum is the undersigned @ 526-0000.

Joe J. Blow  
CPT, OD  
Commanding



DPTMS, TSC-Fort Carson (SOP)

| NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES<br><i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i> |       |                  |                                      | DATE<br>CURRENT DATE |                        |
|--|-------|------------------|--------------------------------------|----------------------|------------------------|
| AUTHORIZED REPRESENTATIVE(S)   |       |                  |                                      |                      |                        |
| ORGANIZATION RECEIVING SUPPLIES<br>UNIT ORGANIZATION NAME  |       |                  | LOCATION<br>ADDRESS AND LOCATION     |                      |                        |
| LAST, FIRST, MIDDLE INITIAL  |       |                  | AUTHORITY                            |                      | SIGNATURE AND INITIALS |
|  |       |                  | REQ                                  | REC                  |                        |
| LAST, FIRST, MI  |       |                  | X                                    | X                    |                        |
|  |       |                  |                                      |                      |                        |
|  |       |                  |                                      |                      |                        |
|  |       |                  |                                      |                      |                        |
| 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: REQUEST, RECEIVE AND TURN IN TADSS FROM FT. CARSON TSC   |       |                  |                                      |                      |                        |
| REMARKS  |       |                  |                                      |                      |                        |
| I ASSUME FULL RESPONSIBILITY   |       |                  |                                      |                      |                        |
| UNIT IDENTIFICATION CODE<br>UNIT UIC   |       |                  | DODAAC/ACCOUNT NUMBER<br>UNIT DODAAC |                      |                        |
| LAST, FIRST, MIDDLE INITIAL  | GRADE | TELEPHONE NUMBER | EXPIRATION DATE                      | SIGNATURE            |                        |
| UNIT COMMANDER   | RANK  |                  | NTE 364 DAY                          |                      |                        |

DA FORM 1687, NOV 2015 PREVIOUS EDITIONS ARE OBSOLETE APD LC v1.00ES

The DA Form 1687 is only good for 364 days

In the Remarks block, place one of the following statements:

This DA Form 1687 Supersedes all previous editions (Initial Form)

This DA Form 1687 is in addition to others on file (Subsequent Forms)

Each individual must digitally sign, and "wet" sign and initial

Up to 8 individuals for separate company accounts

One DA Form 1687 per company, all signed by the Battalion Commander for battalion accounts

Must have a Commander's Assumption of Command letter on file

Must have a Unit Information Sheet on file

## TRAINING SUPPORT CENTER MILES CONTACT TEAM PROCEDURES

1. Units requesting a MILES contact team during field training exercise must submit a memorandum to the Training Support officer requesting the support NLT forty-five days prior to the training event. This gives the Training Support personnel enough time to schedule contact team personnel. Training Support personnel are engaged in a variety of other daily duties, as well as personal leave, education and other appointments. Contact team support is not a funded TSC operation, and arrangements have to be made to free up the personnel to support the mission. Contact team support will not always be granted.
2. Due to the limited amount of personnel assigned to the Training Support Center, contact team support will typically be one or if possible, two individuals. It will be incumbent on the unit to supply the contact person with a minimum of a two-man detail to assist. The detail personnel must be E-5 or above, have attended a MILES certification course prior to the exercise, and be familiar with the type of vehicles being serviced (i.e. tank, Bradley, Paladin, etc.). The detail will help in removing and installing items that fail or need troubleshooting. The detail needs to be dedicated to the contact team for the duration of the exercise, as they will be taught how to do light troubleshooting and diagnosing of problems. At a minimum, the detail personnel must be able to function with minimal supervision, have vehicle MILES/PGS experience, be licensed on the type of vehicles worked on and not be constrained by any profiles.
3. If the contact team will need to travel from location to location, the detail will need their own transportation. They will also need class 1 support from their unit. The contact team will be available for approximately six hours per day, as the location downrange on Ft. Carson typically requires at least one hour traveling to each way.
4. If contact support is required for Pinion Canyon, then at least two weeks prior, a WBS must be submitted to cover the lodging, per diem and rental vehicle costs associated with the contact team personnel. A maximum of four personnel will support PCMS contact team. The total cost will be determined by the length of the support. Based on the requesting memorandum, contact personnel will complete Defense Travel Service information to receive orders, which will annotate the total costs. If off-installation personnel are requested, an additional cost will be associated with their use.