

FT CAMPBELL TRAINING SUPPORT CENTER (TSC)
EXTERNAL STANDARD OPERATING PROCEDURES
Updated as of 1 October 2015

1. PURPOSE and SCOPE: This SOP describes the mission of the TSC and establishes policy, procedures and responsibilities for management of Training Aids, Devices, Simulators, and Simulations (TADSS) for the Ft. Campbell, KY TSC. This policy applies to all operations that the TSC has responsibility for executing and other responsibilities as they are assigned.

2. TSC PURPOSE AND MISSION: Our purpose is to Enhance Warfighter Training Capabilities and our mission is to provide storage, loan, instruction, maintenance and accountability of TADSS. The TSC performs this mission to support all units assigned to Ft. Campbell, all National Guard and US Army Reserve units in Tennessee, all National Guard and US Army Reserve units in the 29 western counties of Kentucky (west of and including Breckenridge, Butler, Logan, Ohio, Simpson Counties), and ROTC/JROTC detachments in the same areas, IAW AR 350-52. Additionally, the TSC provides flight simulations support to Active and National Guard (NG) units in various Army aircraft platforms. The TSC is responsible for Common Level of Service (CLS) Service Support Program (SSP) 905-A thru D, F, G and executing support IAW the DPTMS business plan and the Ft. Campbell Installation Strategic Plan. In all cases, the TSC will provide the support units require to conduct training, within the organization's capabilities.

3. CUSTOMER FOCUS: All TSC operations will be conducted with the goal of providing products or services that support the commander's training requirements. The TSC and its employees will work creatively and seek alternative avenues to meet this goal. If any policy, procedure or process outlined in the SOP inhibits the ability to meet this goal, employees and customers should provide feedback so the Training Support Officer can take action to bring the policy, procedure or process into alignment with this intent. TSC employees will provide Interactive Customer Evaluation (ICE) Comment Cards to customers so they have an opportunity to provide feedback on their level of satisfaction concerning products and services provided to them or their unit.

4. HOURS OF OPERATION: TSC facilities will provide services Monday-Friday 0800--1630. There will be no issues or turn-ins in the warehouse after 1600hrs. Simulation facilities offer services at other times in response to unit requests.

5. PRODUCTS AND SERVICES: TSC products and services fall into three categories: training aids and devices; graphic training aids; simulators and simulations.

a. **Training Aids and Devices:** Includes three-dimensional aids such as working models, miniatures, cutaways, mock-ups, and other mechanisms, including locally fabricated devices. Description and pictures of training aids and devices can be located in DA Pam 350-9, Index and

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Description of Army Training Devices, TRADOC PAM 350-9, US Training and Doctrine Command Training Devices for Army-wide Use or the TSC Catalog. TADSS/MILES are hand-receipted to authorized unit personnel on temporary or long term loan, based on availability. Temporary loan is only for the period of training, not to exceed 30 days. Long term loan is defined as one calendar year. TADSS must be reserved and scheduled for issue and turn-in by appointment. TADSS issue/turn-in appointments for Battalion level exercises can be scheduled up to 90 days in advance. Support for BCT and above level exercises, or TADSS that are not in the Ft. Campbell inventory, should be coordinated 120 days in advance to allow for any required Army-wide TADSS support. Unscheduled issues and turn-ins of TADSS will be done on a first-come, first-served basis. Locally produced training aids will be fabricated for and issued to the requesting unit at no cost.

b. Graphic Training Aids (GTAs): These include charts, pocket size cards, pamphlets, booklets, etc. All GTAs are “free issue” items requiring no paperwork. The web page for GTAs is www.train.army.mil.

c. Simulators and Simulations: Includes EST, CFFT, HEAT, RVTT, MET, LMTS, CDT, VCTS, HITS, and Flight Simulators. Simulators will be scheduled by units during the IRAC/RAC process using the Range Facility Management Support System (RFMSS), up to 48 hours prior to the training event. Units must complete training/scenario coordination with the facility manager NLT 48 hrs prior to any simulation training event, or the reservation will be cancelled. Simulator utilization is tracked and must be reported IAW guidance provided by higher commands (see paragraph 12).

1) EST facilities contain two 10-lane systems in a single building and have a habitual relationship with a BCT/BDE. ESTs are scheduled for training through the IRAC/RAC process in RFMSS. The trainer is operated by members of the training unit. Unit trainers will receive training to operate the EST from one of the TSC TADSS Trainers during a 3-day course.

2) The 1:30 CFFT Trainer is located in Bldg 6075. This facility is scheduled for unit training through the IRAC/RAC process in RFMSS. The trainer is operated by members of the training unit. Unit trainers will receive training to operate the 1:30 CFFT or 1:12 CFFTs from one of the TSC TADSS Trainers during a 3-day course.

3) HEAT devices are located in Bldg 6083. HEAT devices are scheduled through the IRAC/RAC process in RFMSS. The trainer is operated by members of the training unit. Unit trainers will receive training to operate the HEAT from one of the TSC TADSS Trainers during regularly scheduled training, Thursdays at 0930.

4) The RVTT is a virtual trainer designed to help train Soldiers to recognize and respond to potential convoy threats including Improvised Explosive Devices (IEDs). The RVTT

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enables combat crews to communicate, maintain situational awareness and acquire targets while moving at highway speeds operating in a convoy environment. The RVTT is scheduled through the IRAC/RAC process in RFMSS. Ft. Campbell has two RVTT facilities located at Angels and Taccoa Rd and Bldg 3219 on Kentucky Ave.

5) The CDT-MV is a virtual trainer designed to provide initial and sustainment driver training for MRAP vehicle operators. The trainer operation is the responsibility of a contract Instructor/Operator. The trainer is scheduled through the IRAC/RAC process in RFMSS. The CDT-MV is located at Angels and Taccoa Rd. The trainer is operated by members of the training unit. Unit trainers will receive training to operate the CDT-MV from one of the TSC TADSS Trainers as requested.

6) The HITS system is the exercise control instrumented tactical engagement system for use on Ft. Campbell. HITS is scheduled through the IRAC/RAC process in RFMSS. Support should be requested during the IRAC process to ensure proper support and so coordination can be completed prior to the exercise.

7) The MET is a training system designed to support MRAP egress training and provide vehicle crewmembers the confidence needed to safely egress that vehicle in the event of a rollover. Ft. Campbell offers two MET devices, the MATV and the MAXXPRO. The trainer is scheduled through the IRAC/RAC process in RFMSS. The MET devices are currently located at Bldg 6083 Screaming Eagle Blvd. The trainer is operated by members of the training unit. Unit trainers will receive training to operate the MET from one of the TSC TADSS Trainers during regularly scheduled training, Thursdays at 0930.

8) The VCTS is the Army's objective solution for virtual Route Clearance Training and Counter IED, Mounted Maneuver Operations training. The VCTS consists of four 53 foot semi-trailers. It provides classroom instruction and a virtual simulator training environment in a mobile configuration. Vehicle simulators can be networked for collective route /area clearance mission training or separated for individual skills training. The VCTS contains simulators for the Mine Protected Clearance Vehicle (MPCV) "Buffalo", Vehicular Mounted Mine Detector (VMMD) "Husky" with the Mine Detonation Trailer (MDT), Medium Mine Protected Vehicle (MMPV) "RG31, 33 or Panther", and the Man Transportable Robotic System (MTRS). The trainer is scheduled through the IRAC/RAC process in RFMSS. The VCTS is located at 59TH St and Tennessee.

9) MILES devices are available for all small arms weapon systems, Shoulder-Launched Munitions, vehicles, TOW and JAVELIN. Training for MILES systems is conducted on Tuesdays at 0930, or as requested by units. This is a train-the-trainer course and is given to

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NCOs only. The TSC will provide contact support in unit motor pools for training or to assist in vehicle kit installation as requested.

10. Flight Simulator facilities are available for the UH-60A/L/M, CH-47F, and the AH-64E. The Aviation Combined Arms Tactical Trainer (AVCATT) and the Non-Crew Member Manned Module (NCM3) are also available for collective events. All flight simulation facilities are scheduled through the IRAC/RAC process in RFMSS and are prioritized IAW FORSCOM Reg 350-1 Appendix H.

6. ESTABLISHING A TADSS ACCOUNT: All units/activities desiring a TADSS account are required to submit a DA Form 1687 (Notice of Delegation of Authority/Receipt for supplies), and assumption of command memorandum. Accounts are established at the Company or BDE/BN S-3s. DA 1687 and memorandums must include the signature of the commander. S3 accounts will be signed by the HHC/HHB/HHT commander. IAW DA PAM 710-2-1, Using Unit Supply System, the following applies:

| NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <small>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</small> | | | | | DATE |
|--|--|-------|------------------------------------|-----------------|------------------------------|
| AUTHORIZED REPRESENTATIVE(S) | | | | | 10 MAR 2010 |
| ORGANIZATION RECEIVING SUPPLIES 101st MY UNIT | | | LOCATION B.1, FORT CAMPBELL, KY | | |
| LAST NAME-FIRST NAME-MIDDLE INITIAL | | | AUTHORITY REQ REC | | SIGNATURE AND INITIALS |
| DOE, JOHN | | | Y Y | | NICHOLSON PAMELA [Signature] |
| SMITH, JOHNNY | | | Y Y | | NICHOLSON PAMELA [Signature] |
| PEPPER, JIMMY, L. | | | Y Y | | NICHOLSON PAMELA [Signature] |
| NOT USED | | | | | NICHOLSON PAMELA [Signature] |
| 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 Training Aids from Training Support Center (Fort Campbell, KY) | | | | | |
| REMARKS THIS CARD SUPERCEDES ALL OTHERS | | | | | |
| I ASSUME FULL RESPONSIBILITY | | | | | |
| UNIT IDENTIFICATION CODE N/A | | | DODAAC/ACCOUNT NUMBER N/A | | |
| LAST NAME-FIRST NAME-MIDDLE INITIAL | | GRADE | TELEPHONE NUMBER | EXPIRATION DATE | SIGNATURE |
| SNUFFY, JOE | | 0-3 | 798-1234 | 9 MAR 2011 | [Signature] |
| DA FORM 1687, MAY 2009 CURRENT EDITIONS ONLY | | | | | |
| PREVIOUS EDITIONS ARE OBSOLETE | | | | | |

ONLY ONE 1687 PER UNIT

MAY USE DIGITAL SIGNATURE
EXPIRE ONE YEAR ONLY

DIGITAL SIGNATURE OR COMMANDER'S "ORIGINAL SIGNATURE" ONLY. "WILL NOT ACCEPT A STAMPED SIGNATURE"
COMMANDER'S SIGNATURE MUST MATCH ASSUMPTION OF COMMAND ORDERS

a. DA Form 1687 will be completed IAW Fig. 2-14, p. 26, DA PAM 710-2-1, and signed by the unit/activity responsible officer (see example below). Any DA Form 1687 that does not conform to DA Pam 710-2-1 will be rejected. Units may have up to two DA Form 1687 on file for their account and the responsible officer may designate up to eight military personnel (four per DA 1687) as authorized representatives to request/receipt for training material. In doing so, the unit responsible officer assumes full responsibility for all items received by the authorized

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representatives. Authorized representatives will also sign a statement of understanding of equipment turn-in condition and serviceability standards (local policy).

b. Rear Detachment accounts will be valid only for the period of deployment. Rear Detachment accounts will be cleared NLT the date Rear Detachments stand down. Separate companies with a rear detachment will fall under the next higher headquarters for TSC accounts if there is no commissioned/warrant officer as the rear detachment commander.

c. The TSC will issue TADSS to authorized customers on TS-MATS hand receipts that will be used for temporary loans (equivalent to a DA Form 3161/30 days or less) and for long term loans (equivalent to a DA form 2062). Long term hand receipts must be adjusted annually or upon change of responsible officer.

d. Responsible officers departing the installation, or changing duties, will not be relieved of responsibility by the TSC if their unit has delinquent hand receipts or has not transferred the account to the new commander.

7. EQUIPMENT LOAN POLICY: It is the goal of the TSC to reserve all TADSS in advance to ensure availability for unit training. Units may reserve TADSS for training up to 90 days in advance by filling out a reservation form at the Customer Service Desk, or submitting a request online. Units may walk-in and draw TADSS for training based on availability at the time. Equipment will be issued after a joint inventory between TSC personnel and the using unit. The following additional criteria apply to all TADSS/MILES transactions.

a. Customers must understand that an account that is overdue is delinquent. Material Handlers are not authorized to issue equipment to delinquent accounts. Additionally, customers will be required to sign a statement of understanding of equipment turn-in condition and serviceability standards. The purpose of this understanding is to ensure TADSS can be quickly reissued to the next using unit.

b. TADSS that require operator training will not be issued unless the person receipting for the equipment has received training and is certified to operate the equipment, or there are other trained and certified operators in the unit. Other members of using units that may have opportunity to operate these TADSS are strongly encouraged to receive operation and safety training.

c. Equipment issues will be limited to temporary loans unless factors require a long term loan. Temporary loans should be made only for the period required to support training. Extensions for longer periods may be possible, if availability exists for the subject TADSS. Possession of devices does not override training priorities or reservations made to other units, so using units must return loaned TADSS on time to make them available for other units. Extensions, if

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possible, may be made by telephone and must be made before the original loan period expires. Extensions will not be granted for delinquent accounts.

d. Simulations systems that are unique to a certain unit, such as the 1:12 CFFT, or those issued to NG units, may be issued to units on a long term basis. Decisions for long term loans on other TADSS will be made on a case by case basis. Factors that may influence the decision to make a long term loan will include the mission of the organization, location of the unit, frequency or purpose of use, and inventory levels of the device.

e. Units that sign for simulators that have a usage reporting requirement will be required to provide utilization information at the time of turn-in or monthly, whatever is shorter. Utilization reporting is required by DAG3 for all simulators, including CDT-MV, CFFT, EST, HEAT, MET, NBCRV, and RVTT.

f. The TSO/PBO are the sole authorities for exceptions to these property policies.

8. ACCOUNT MANAGEMENT AND RELIEF FROM RESPONSIBILITY.

a. All unit accounts will be actively managed when the unit has receipted for TSC property. Material handlers will monitor accounts for delinquent status using TS-MATS and the suspense file. Accounts that are delinquent for any reason for more than 30 days will be frozen (blocked from any additional issues) IAW paragraph 8b. Delinquent accounts will be called on to recover the delinquent property in order to make it available to other units for training. Material handlers will contact the person that receipted for the equipment first, within one week, then the company commander identified on the DA 1687, if the delinquency hasn't been corrected within one week of notification. If the equipment is needed to support another unit training event in a shorter time line, unit contact and suspense will be established accordingly. If the unit has failed to correct delinquencies within one week of notifying the company commander, the PBO/TSO will take the lead on recovering the property to avoid freezing the account IAW paragraph 8b. Units with equipment delinquencies will not be able to receipt for additional property unless approved by the PBO or TSO.

b. Units that receipt for TADSS will receive relief from responsibility by returning the equipment back to the Training Support Center. If equipment is lost, stolen, or damaged as a result of negligence, a FLIPL, Statement of Charges, or Cash Collection Voucher must be completed to gain relief. Relief documents will be hand carried to the PBO to assign a document number. Units/activities that fail to gain relief of responsibility (delinquent) within 30 days after the turn-in date will have their unit account frozen. Extended delinquencies of 45 days or more will result in higher level unit accounts being frozen. Examples of completed documents are available at the TADSS Issue counter.

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9. REQUIRED OPERATOR TRAINING: Unit personnel designated to operate TADSS will be trained by designated TSC employees at the time of issue, during a weekly training event, or as coordinated by a unit. This is an operator training program, only training for MILES devices is conducted as a Train the Trainer program. Each individual that is trained on one or more TADSS will be issued a certification card with the specific TADSS indicated. A list of trained unit personnel and their qualifications will be maintained in TSMATS, and updated by the designated trainers as training occurs. The TADSS requiring training and certification prior to issue are listed below. Additional TADSS may be added to this list without notice.

- a. All MILES Devices.
- b. JAVELIN and ITAS Desktop Trainers and field training systems (FTT or FTS).
- c. CREW 2, MMBJ, CVRJ, THOR III.
- d. Escalation of Force (EOF).
- e. Laser MAC.
- f. Laser Marksmanship Training System (LMTS).
- g. Close Combat Mission Capability Kit (CCMCK).
- h. Main Gun Signature Simulator-Modified IED (MGSS-MOD IED) (M30).
- i. Improvised Explosive Device Effects Simulator (IEDES) (CO2 and powder, M30).
- j. Briefcase Bomb-G (noise maker).
- k. Briefcase Bomb-CTS (CO2 and powder).
- l. Artillery Simulator (propane).
- m. AT4 Sub-caliber.
- n. M80 Land Mine (CO2, powder, balloon).
- o. M12 Booby Trap (CO2 and powder, balloon).
- p. Small Arms Gunfire Simulator (SAGFS) (propane, manually operated).
- q. XM-2A Gunfire Simulator (propane, Remote Controlled).
- r. Suicide Bomb Vest-G (noise maker).
- s. Suicide bomb Vest-CTS (CO2 and powder).
- t. SPIDER
- u. SLAM

10. STANDARDS FOR EQUIPMENT CONDITION: All TADSS will be issued in clean, serviceable and operational condition. Similarly, all TADSS must be in serviceable condition, clean and dry at turn-in. A joint inventory and serviceability inspection will be conducted at the time the TADSS are presented for turn-in. Modifications to TADSS are not authorized and will result in financial liability for the individual and/or unit performing the modification. Individuals that receipt for TADSS will be required to sign a statement of understanding concerning the turn-in condition of equipment. TADSS will not be accepted if they are not clean and dry. If equipment is damaged as a result of abuse or neglect, a damage statement is required before the

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equipment will be accepted for turn-in. The damage statement must indicate the circumstances of the damage and whether or not an investigation into individual culpability has been completed. If the damage can be attributed to the abuse or neglect of an individual or individuals, an appropriate relief document and transaction must be completed to gain relief of responsibility.

11. TADSS MAINTENANCE AND REPAIR: After turn-in, electronic technicians/training instructors will scan appropriate TADSS into the maintenance account (MM0001 or MMCLS1) in TS-MATS. TADSS will be stored in the waiting rack until worked on. Priority of work for maintenance of TADSS will be determined by the technicians and will be based on demand and density, not FIFO. The TSC electronic technicians and training instructors will inspect TADSS according to operator level checks and services and test or repair TADSS within the limits of any warranties, maintenance allocation, or appropriate maintenance level. When the item has been repaired the technician will scan the item out of MM0001 or MMCLS1 and back into inventory. TADSS that are under warranty or contractor support will be evacuated to the appropriate location within 7 days. Employees appointed to QAR duties will closely monitor performance of contract maintenance systems, maintain detailed records of maintenance transactions, and report as required by the contract.

12. TADSS UTILIZATION: The TSC will monitor and report TADSS utilization. The Training Support-Material Army-wide Tracking System (TS-MATS) is the property management system of record for TADSS and will be used to record and report utilization of TADSS. Training facilities, such as the MSTC, and units that sign for Army-wide simulators will report usage IAW the TS-MATS simulator usage module at the end of the loan period, or the end of a calendar month, whichever occurs first. Reporting is mandatory. Minimum reporting requirements will be unit trained, number of Soldiers trained, hours trained, and type of training conducted. Entries will be made to report unavailable periods such as holidays and maintenance periods. The TSC will provide the reporting format to using units.

13. FABRICATION: The TSC Exhibit Specialist (Fabricator) will create made to order devices for units upon request. The TSC receives funding to provide locally fabricated TADSS and will produce TADSS requested by units within the capabilities of the fabricator and our equipment. Units will not be charged for materials or manpower. The fabricator will maintain adequate stock of lumber and materials to support the construction of frequently requested devices. Where possible, the fabricator will construct an extra item from a project list in order to have on hand inventory to satisfy unplanned requirements. The fabricator will determine the amount of lead time required to meet customer needs and communicate that to customers so they can plan accordingly. The fabricator may establish a limit to the number of devices per unit based on workload and urgency. Generally, short notice requirements will not receive priority simply because the unit has not planned to identify the requirement. The TSO, in collaboration with the fabricator and the unit leadership, may adjust priority on a particular request.

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14. FACILITIES: Each TSC facility will have an assigned facility manager on duty appointment orders. The facility manager is responsible for inspecting the condition of the facility and associated systems, and submitting the appropriate service order to 798-1200 or submitting a work request, DA Form 4283. Facility managers will conduct the annual Installation Status Report (ISR) inspection as directed. Any employee that identifies an unsafe condition or a failed system in the facility may call in the service order.

15. FIELD TRAINING CONTACT SUPPORT: The TSC will provide contact support to units training in the field for live TADSS. Contact support may be remedial in nature in response to a failed TADSS or component, or to sustain a training capability by providing on-site support on a continuing basis. Training instructors will coordinate directly with units to establish location and time for support.

16. The POC for this SOP is the undersigned at 798-7640.

ESigned by ZUERCHER, STEVEN L. 1084097590
ZUERCHER, STEVEN L. 1084097590

STEVE ZUERCHER
Training Support Officer