



**DIRECTORATE OF PLANS, TRAINING, MOBILIZATION AND
SECURITY (DPTMS)**

TRAINING SUPPORT CENTER (TSC) STANDARD OPERATING PROCEDURES (SOP)

**MANEUVER CENTER of EXCELLENCE (MCoE)
FORT BENNING, GEORGIA 31905**

January 2020

TABLE OF CONTENTS

	Page
1. PURPOSE.....	3
2. MISSION	3
3. HOURS OF OPERATION.....	3
4. POINTS OF CONTACT.....	3
5. SERVICES	3
6. DEVICES / FABRICATION.....	5
7. MILES DISTRIBUTION.....	6
8. PHOTOGRAPHY / DA / COMMAND / VISA-INS.....	6
9. BLEACHER / CHAIR / TABLE / CANOPY SUPPORT	6
10. ADMINISTRATIVE SERVICES	6
APPENDIX A. TADSS ITEMS	7
APPENDIX B. MCoE PERMANENT ISSUE	9
APPENDIX C. GRAPHIC TRAINING AIDS (GTA).....	11
APPENDIX D. MILES UTILIZATION AND MANAGEMENT	15

TRAINING SUPPORT CENTER STANDARD OPERATING PROCEDURES

1. PURPOSE

The purpose of the Training Support Center (TSC), Sand Hill, Fort Benning, GA, is to provide our customers with excellent services and products. Courteous reception followed by prompt and competent services is our goal. TSC continually seeks ways to improve services for the Soldier and customer, and welcomes comments and suggestions to accomplish this goal.

2. MISSION

The mission of TSC is to facilitate training by providing, recommending, and maintaining training information programs, Training Aids, Devices, Simulators and Simulations (TADSS) and equipment to support the MCoE's missions and other Active Components. The TSC also supports Reserve Components, National Guard, and JROTC and ROTC units within the assigned geographical areas of North Central Florida, and Western Georgia. TSC is the contact point for the coordination and distribution of Soldier training aids and devices.

3. HOURS OF OPERATION

The hours of operation are 0700 to 1600, Monday through Friday. Times may vary for specialized services. TSC is located on Sand Hill, Buildings 3020 (5251 Johnston Drive), 3021 (5280 Smiley Court) and 3025 (5201 Smiley Court).

4. POINTS OF CONTACT:

(B-3020 upper level)

Chief, TSC, 545-6162

Bleachers, 545-7485

COR/Production Manager, 545-3313

MILES Trainer, 545-1114

Photography, 545-9400 / 8698

Supply Management, 545-8992

Work Order Desk, 545-6154

(B-3020 lower level)

Devices Fabrication, 545-1407

MILES Distribution, 545-4933

(B-3021)

Services, 545-2006

(B-3253)

Training Aids Loan, 544-8862 / 8860

5. SERVICES (B-3021)

Services is responsible for issuing, receiving, maintaining, and repairing training aids, devices, simulations, and simulators (TADSS); repairing the artillery and gunfire simulators, IEDES, and mine kits; and maintaining the Multipurpose Arcade Combat Simulators (MACS). The branch has technical oversight for COFTS, through-site video (TSV), Precision Gunnery Systems (PGS for Bradley fighting vehicles and Abrams tank), Precision Gunnery Training System (PGTS) for Dragons and TOWs, and Training Set Fire Observation (TSFO) or artillery trainers.

a. **Procedures.** Devices and simulators issued at Building 3021 are requested thru ESC (Equipment Scheduling Capability) website three to five weeks in advance. This planning facilitates the processing time and assures the customer's receipt of the requested items when needed.

b. **Hand Receipt Accounts.**

(1) Hand receipt accounts are established in order to receive items. The requestor completes DA Form 1687, Notice of Delegation of Authority-Receipt of Supplies, in triplicate, attaches the unit commander's appointment letter, and submits it to the Sand Hill TSC clerk, Building 3025.

(2) If an active account becomes delinquent, and the commander fails to update his or her account within two weeks after notification, the account is frozen until it is updated. When the battalion S3 account is frozen, all companies with accounts under that battalion are frozen.

(3) Equipment hand receipts are updated every **six months** or when the responsible officer changes stations, whichever occurs first.

c. **Loan of Training Aids.** The loan of training aids and devices is either **temporary, extended, or permanent.**

(1) The **temporary** hand receipt account is for two weeks. Items with high demand are loaned for less time when possible to ensure full usage. Requests for temporary loan of training equipment and software are submitted to Services, Building 3021.

(2) The **extended** hand receipt account is confined to the actual time required by the user. A written request is submitted with a turn-in date. A memorandum that contains a justification for the requested items must accompany the request to extend an equipment loan. Justification must include nomenclature and quantity of requested items, where and how often it is used. Thorough justification is essential for timely funding and ordering through channels. The Services leader, approves the request. Items may be recalled to meet higher priority user requirements, such as insufficient use, to justify the loan or when items are improperly maintained.

(3) **Permanent** hand receipt accounts are established no lower than company level. A written request, signed by the Unit Commander or current hand receipt holder, is required. The request detailing each needed item, stating full justification of where, when, and how they will be used, is submitted for approval to the Services Section. Units receiving permanent issues are not allowed to pick up like items on temporary loan except for special requirements with prior approval.

d. **Training Aids (Sand Hill).** A sufficient level of equipment for most training is maintained at Building 3025. Items are issued on a first-come, first-serve basis. It is possible that requests may not be honored immediately due to insufficient supplies. The requesting unit is notified of the shortage and given an availability date. Priority is given by RIFMIS.

(1) Off-post units are encouraged to email or send requests through distribution to: Training Support Center, MCoE, ATTN: IMBE-PLT-M, Fort Benning, GA, 31905. The request must be submitted at least two weeks before the date required.

(2) A designated representative completes and signs the DA Form 3161 (Request For Issue or Turn-In) for loan of equipment.

(3) Since devices fall into the category of "equipment of a sensitive nature," precautions must be taken to prevent loss or damage of property.

(4) The returned equipment must have all components or have documentation of lost or missing components.

e. **Pre-issue Procedures.**

(1) The equipment and software scheduled for loan are checked for serviceability. The requestor or authorized representative picking up the equipment must check items before signing the TS-MATS Hand Receipt Issue Document **DA Form 4103 (Visual Information VI)**. If

a short briefing on operation of the equipment is needed, it should be requested at the time of ordering.

(2) Equipment is loaned on a first-come, first-serve basis at Building 3025. **No user is authorized to sub-hand receipt equipment to another activity or unit.** Equipment must be returned for reissue at Training Aids Section, Building 3025, Monday through Friday, from 0730 to 1500.

f. **Procedures for Issuing Equipment and Software.** The equipment is picked up and returned by personnel who are knowledgeable in the proper procedures for loading and transporting equipment. Requesting officers are accountable for all products until returned to TSC.

g. **Turn-In of Training Equipment.**

(1) Training equipment and software are returned on the date indicated on the issue document. Units must bring their copy of the TS-MATS Hand Receipt Issue Document **DA Form 4103** with the proper entries.

(2) The requesting officer or authorized representative returns items on loan to TSC, Building 3025. Upon verification of serial numbers, TSC personnel date and sign the TS-MATS Hand Receipt Issue Document **DA Form 4103.**

(3) Items on temporary loan are considered overdue one week after the turn-in date. TSC personnel notify the requestor by phone to turn in items. At this time, the account is frozen. If there is no response within two days, the supervisor calls the unit commander or supervisor. If further action is to be taken, the Services leader is notified to determine the action.

h. **Maintenance of Equipment.**

(1) The requesting officer ensures that all training equipment is maintained and stored in well-secured buildings to prevent loss and vandalism.

(2) Training equipment that is in need of repair and maintenance is returned to TSC for direct exchange. Devices (artillery, gunfire simulators) are returned to building 3021 for repair. The hand-receipt holder or representative must return broken items for repair.

(3) Units having equipment on loan from TSC are not authorized to perform any repairs or maintenance other than cleaning.

i. **Lost or Damaged Training Equipment.**

(1) Accountable property, lost or damaged, is the responsibility of the requesting officer. The requesting officer initiates all administrative actions required to clear property. The Services leader evaluates the information and determines if further action is needed.

(2) The major unit commander, director, or activity chief ensures that notification of loss is submitted for publishing three times in the MCoE Benning Bulletin.

(3) Where Report of Survey action is necessary to account for theft, loss, or damaged property, the using activity has five working days to submit a Report of Survey on DA Form 4697. The using activity initiates the Report of Survey in accordance with AR 735-11.

j. **Storage of Training Equipment.** Training equipment must be stored in a safe and secure area in a locked cabinet or room. If an item is kept outside a building, it must be chained to a fixed object and secured with a padlock.

6. DEVICES / FABRICATION (B-3020 lower level)

Devices Fabrication is responsible for the design and fabrication of training devices such as pupil equipment, targets, rubber ducks (M4, M16A2, M240B, M60, M249), Improvised Explosive Devices (IEDs), fox hole stands, and weapon mock-ups, and many other devices. These items are made from wood, metal, plastic, foam or any combination thereof. Units wishing to keep training aids, rather than sign them out from the Services Branch, must provide funds for the materials required to produce the items. The requesting unit always pays for non-training aid items. Requests for items are completed on DA Form 3903-R including a

stamped fund cite certification and turned in to the work order desk. Requests for nonstandard items must include specifications for weight and dimensions.

7. MILES DISTRIBUTION (B-3020 lower level)

The mission of the TSC MILES Distribution is to facilitate training by providing and maintaining MILES equipment that is required to support the MCoE mission, other Active Components, and all customers in the geographical support area.

8. PHOTOGRAPHY (B-3020 upper level)

Photography Department provides professional, prompt, and efficient studio photographic services to support official DA photographs, Command, VISA, INS, and official passports. AR 670-1, AR 640-30.

(1) Operation.

(a) Photography studio hours of operation are 0730 to 1130, Monday through Friday.

(b) All requests for official photographic work are scheduled by logging onto the VIOS website at <https://vios.army.mil>.

(c) Customers may either arrive in appropriate uniform or change in one of the dressing rooms.

(d) All photographs are produced by digital imaging only. Customers requiring hard copies must annotate at the time the appointment is made on VIOS.

(2) DA Photographs

(a) All photographs taken will be uploaded onto the DAPMIS website the same day. Personnel have up to 72-hours to accept the uploaded photo using the AKO website and their CAC. Non-acceptance within the 3-days will automatically be accepted by the system.

(b) Personnel leadership are responsible for awards and decorations to reflect their ERB/ORB.

(c) Before the Soldier has a photograph taken, the photographer may adjust the uniform in order to present the best possible image in the photograph.

(3) Command, VISA, INS, official Passport Photographs

(a) Command photographs will be hard copy printed either 5" X 7" or 8" X 10" and taken in duty uniform.

(b) Official Passport, INS and VISA photographs no longer require a DD Form 1056. Hardcopy images of 4 each will be provided to the customer.

9. CHAIR / CANOPY / TABLE / BLEACHER SUPPORT (B-3020 lower level)

a. Supports ceremonies, celebrations and other Fort Benning gatherings with loaned equipment such as folding tables, folding chairs, canopies and 50-person bleachers.

b. Inspects and repairs bleachers borrowed from TSC.

c. Units requests thru ESC their requirements.

10. ADMINISTRATIVE SERVICES

Budget Procedures. The TSC receptionist will advise the customer of proper payment procedures.

11. POC is Pierre Tippie, Chief, TSC, 545-6162, Charles.P.Tippie.civ@mail.mil.

CHARLES P. TIPPIE
CHIEF, TSC

FORT BENNING, GA

**Appendix A
TADSS ITEMS**

DEVICE NUMBER	NOMENCLATURE/DESCRIPTION
DVC-T 17-102	Armor Vehicle ID Set
TAD-1001	Attachment, M203
TAD-0066	Bayonet, Plastic
TAD-4021	Board, Grenade, Static Display
TAD-0007	Board, Ground Subject
TAD-0203	Bradley Ammo Display
DVC-T 23-30	Brass Deflector
TAD-0202B	Bayonet Assault Trainer
TAD-1027	Casket Demonstration
DVC-T 07-88	Chamber Block
TAD-9003	Compass Mockup
DVC 08-37	Diazepam Injector
TAD-4105	Dime/Washer
DVC-T 07-80	Dragon Trainer w/Tracker
TAD-0006	Easel, Wood
TAD-0009	Grenade body
TAD-9003	Hook, Grappling
TAD-4084	Launcher, AT4, Expended
DVC-T 30-05	Launcher, RPG-7
TAD-0201	IED Kit
TAD-0038	Machine Gun, .50 Cal, M2
TAD-0240	Machine Gun, M240B
TAD-0249	Machine Gun, M249
TAD-0039	Machine Gun, M60
TAD-0045	Machine Gun PKM
DVC 08-01	Mannequin, Full Body
DVC 08-16	Mannequin, Head/Torso CPR
DVC 08-36	Mark 1 Kit, Nerve Agent Antidote
TAD-0024	Marker Set, NBC (4 per set)
TAD-0025	Marker, Mine
TAG0133	Mat, Layout, M249 SAW
DVC-T 05-41	Mine Kit, Training, Placed
DVC-T 23-33	Mine, Antitank, M21
DVC-T 05-60	Mine, Antipersonnel, M18A1 (Claymore)
DVC-T 23-34	Mine, Antipersonnel, M16A1
TAD-1003	Mine Probe
DVC 09-20	Mockup, M16A2 Rifle 2:1
TAD-0054	Mortar Round, 4.2-inch
TAD-0055	Mortar Round, 60-mm
TAD-0056	Mortar Round, 81-mm

DVC-T 07-13	Mortar Trainer, Pneumatic
DVC 08-04	Mouflage Kit, War Wounds
DVC-T 07-90	MACS, Nintendo
DVC-T 07-100	MACS, Computer Based
DVC-T 07-86	Paddle, Target Box
TAD-0035	Pistol, M1911 .45 Cal
TAD-4056	Pistol, M9 90mm
DVC-T 30-08	Pistol, PM50
TAD-1005	PT Bibb
TAD-0205	PT Stand
TAD-0063	Pugil Stick
TAD-0063A	Pugil Helmet (Football)
TAD-0063B	Pugil Gloves (Hockey)
TAD-0063C	Pugil Chest Protector
TAD-0063D	PugilCup/Supporter
DVC-T 20-31	Quiz Gaming Device
DVC-T 07-87	Riddle Sighting Device
DVC-T 07-83B	Rifle, M16A2, Plastic
TAD-0209	Rifle, M1903, Plastic
DVC-T 07-96	Rifle, M4, Plastic
DVC-T 30-06	Rifle, AK-47, Plastic
DVC-T 30-18	Rifle, SVD Sniper, Plastic
DVC-T 07-105	Rifle Rest Box (Target Box)
TAD-0600	Round, Dummy, 40-mm Grenade
TAD-0008	Sand Table
DVC-T 30-16	Shirt, OPFOR
TAD-0026	Sight, Front/Rear M16A2 Rifle
TAD-0010	Sight Picture, Rifle/Pistol
DVC-T 07-26	Sight Device, M15
DVC-T 07-84L	Sight Device, Left Hand Shooter (M16A2 Rifle)
DVC-T 07-84R	Sight Device, Right Hand Shooter (M16A2 Rifle)
TAD-4114	Splint
TAD-1004	Stake, V Notch
TAD-0211	Stryker Silhouette
TAD-5000	TNT Block
TAD-0210	Tower, Sniper
DVC-T 05-43	Torpedo, Bangalore

Appendix B
MCoE PERMANENT ISSUE

1. PURPOSE: To establish responsibility, accountability, and serviceability of permanent training aids issued to the MCoE companies.

2. DISCUSSION: Responsibility, accountability, and serviceability of permanent training aids issued.

a. Responsibility, accountability, and serviceability for all the permanent training aids issued will be at the company level.

b. The accountability and serviceability of these items have been incorporated into the Installation Command Inspection Team's checklist and will be checked during the command inspections.

c. The responsibility for the serviceability of these items still remains at the company level. Items that become unserviceable must be turned in as quickly as possible to the TSC for repair or replacement. This action will allow the TSC to quickly repair or replace the unserviceable item(s).

d. Companies will not be allowed to draw additional training aid items that have been permanently issued unless they have a memorandum stating that if they do not receive an additional issue of an item or items, it would have a negative impact on that unit's training. The commander or his senior representative must sign this memorandum before TSC is authorized to issue additional item(s) to that unit.

3. POC: Training Aids Leader, (706) 544-8862 or DSN 734-8862.

PERMANENT ISSUE FOR ONE COMPANY

DEVICE/NOMENCLATURE	AMOUNT ISSUED
M15A1 Aiming Card	60
M16A2 Sight Mockup	4
Target Box and Paddle	20
Riddle Sighting Device	40
M16A2 Sighting Device	40
M16A2 Disassembly Mat	250
Dummy Round, 5.56-mm	Pick up at B-3025
Practice Grenade Body	26
Grenade ID Board	2
M18A1 Claymore Inert	7
Marker, NBC, NATO Set	8
Mark 1 Kit, Atropine	20
Diazepam Injector	20
Mannequin, CPR	4
Mannequin, Full Body	1
Military Map, 1:50,000	120
Military Protractor	120
Splint Material	80
Dime/Washer Rods	60
Chart, Correct Sight Picture	Reproducing 8 copies of each chart to fill each company.
Chart, Foxhole Firing Position	Reproducing 8 copies of each chart to fill each company.
Chart, Prone Firing Position	Reproducing 8 copies of each chart to fill each company.
Chart, Normal Aiming Errors	Reproducing 8 copies of each chart to fill each company.
Chart, Misalignment Error	Reproducing 8 copies of each chart to fill each company.
Dummy Rounds, 40-mm	13
M136 AT4 Launcher, Inert	16
Rank Flash Cards	Use TRADOC Pam 600-4
Military Time Cards (use IET Handbook)	14
M249 Disassembly Mats	8
M249 Dummy Rounds, Linked	Pick up at B-3025
M60 Dummy Rounds, 7.62-mm Linked	Pick up at B-3025
M240B Disassembly Mats	Pick up at B-3025
M249B Dummy Rounds	Pick up at B-3025
M203 Disassembly Mats	Pick up at B-3025
M136 Sighting Training Device	Pick up at B-3025

Field Pressure Dressing	Order from GSA.
Cravats, First Aid	Order from GSA.
M8 Detector Paper	Order from GSA.
M258A1 Decon Kit	Order from GSA.
M16 Dummy Rifles	42
MAC System	N/A (Units in BRM draw 4 per company)
Mine Antitank M21 w/fuse	10 (Issue to ITB units only)

**Appendix C
GTAs AVAILABLE**

GTA NUMBER	NAME	DATE
3-2-3	Obscurant Countermeasures to Battlefield Sensors	3 JAN 94
3-5-15	Chemical Protection and Decon	1 DEC 95
3-6-8	NBC Warning and Reporting System	1 AUG 96
3-9-1	Gridded Template	1 AUG 95
5-2-12	Coordinate Scale and Protractor (<i>Simple Device</i>)	2 JAN 81
5-2-13	How to Avoid Getting Lost	17 OCT 01
5-2-34	Azimuth-Bearing Grid Magnetic Azimuth Conversion	3 AUG 01
5-2-39	Traverse Specifications, Second and Third Order	1 FEB 01
5-4-32	Model Bridge, Timber Trestle, Class 50-80	4 JAN 82
5-4-35	Model Bridge, Panel Bridge, M2 Bailey Type	17 JUN 82
5-7-12	Track Commander's Bridge Crossing (<i>Card</i>)	3 JUN 91
5-7-13	Bridge Classification (<i>Booklet</i>)	2 AUG 93
5-8-1	Survivability Positions	2 AUG 93
5-10-33	Demolition Card (<i>Pamphlet</i>)	3 JAN 94
5-10-38	Bosnia Mine Card	17 JUN 97
5-10-44	Mine Awareness (SANDI)	1 MAY 99
6-1-3	Firing Battery Supervisor's Reference Card	2 OCT 97
6-5-1	Multi-Purpose Protractor	1 JUN 79
7-1-29	Individual Plotting Board, M-16 Plotting Board	3 MAY 82
7-1-30	Range Operations Checklist	1 JUN 87
7-1-32	Observed Fire Reference Card	1 JUN 87
7-1-35	Disassembly Layout Chart for MK-19 Grenade Machine Gun, 40MM	3 JAN 94
7-1-36	Disassembly Layout Chart, M9 Semiautomatic Pistol, 9MM	3 JAN 94
7-1-38	Infantry Leader's Reference Card	2 JAN 95
7-4-6	Infantry Leader's Reference Card for Building the Company Team for Defense	2 MAY 94
7-4-7	Training Meeting	1 MAY 00

GTA NUMBER	NAME	DATE
7-6-1	Fighting Position Construction--Infantry Leader's Reference Card	1 JAN 94
8-1-1	DEPMEDS Complexing Template	1 JUN 92
8-1-4	MEDEVAC Request Form	1 AUG 02
8-5-47	Poisonous Snakebite Treatment	1 OCT 90
8-5-48	Venomous Arthropods	1 JUN 93
8-5-51	Preventive Medicine Measures for Company Size Units	3 DEC 90
8-5-55	Injurious Plants	18 FEB 94
8-5-56	Tick-Borne Diseases	4 JAN 93
8-5-58	91B Combat Medic Pocket Guide, Part 1: Trauma Treatment	1 FEB 96
8-6-12	Adverse Effects of Cold	1 AUG 85
8-9-1	Military Implications of Dental Diseases	2 MAY 94
8-11-11	Artificial Respiration/Basic Cardiac Life Support (CPR)	1 MAY 91
8-11-13.1	Foreign Body Airway Obstruction (FBAO) Management	2 APR 92
9-10-45	Small Unit Leader's Card (Intermediate Maintenance)	3 OCT 88
9-10-46	Small Unit Leader's Card (Intermediate Maintenance Light)	3 OCT 88
9-12-1	Unexploded Ordnance (UXO) Procedures	3 JAN 92
10-1-12	T-Ration Calculator	1991
10-8-1	M-60 Layout Chart	4 JAN 82
10-8-7	.50 Caliber Machine Gun Layout Chart	3 JAN 83
11-1-6	Voice Radio: Communicating Right	1 AUG 83
11-1-7	Send a Radio Message, MOS 31C and 31K	1 JUN 87
11-3-23	Squelch Capture	2 JUL 84
11-3-53	Operating Procedures STAJ Compatible IHFR Radio Sets AN/PRC-104B, AN/GRC-213A, and AN/GRC-193B	1 JUN 92
11-4-18	Install Telephone Set TA-341/PT	18 FEB 81
11-4-23	Digital Group Multiplexing Telephones MOS 31L	2 JUL 90
11-4-24	Fiber Optics Transmission System	1 FEB 94
17-2-11	Combat Vehicle Identification (CVI) Training Cards	3 JAN 84
17-2-12	Tank Gunnery Flag Signals	3 DEC 84
17-2-13	Armored Vehicle Recognition	1 JAN 97
17-2-15	The Call for Fire	1 OCT 85
17-3-16	Boresighting and Zeroing Tank Machine Guns	1 JUN 87
17-2-19	Visual Signals: Armor Fighting Vehicles (Combined Arms)	1 MAY 91
17-3-9	Beale Wheel Armored Cavalryman	3 JAN 85
17-3-12	M1 Before/During/After Operation Checks	1 OCT 85

GTA NUMBER	NAME	DATE
17-3-14	M113A2 Before/During/After Operations Checks	1 OCT 85
17-3-15	Missile Subsystem Checklist, AR/AAV M551A1	1 MAY 87
17-3-17	M1 Prepare to Fire Checklist	31 JUL 89
17-6-22	Start/Stop the M1 Tank	1 JAN 87
17-6-23	ITV, M901A1 TOW Launcher Checklist	3 JUN 87
17-6-24	M3 Bradley Fighting Vehicle Weapon Loading and Firing Procedures	1 OCT 86
17-6-25	Prepare and Secure Commander's Weapon Station on an M1 Series Tank	2 OCT 89
17-6-26	Prepare and Secure Commander's Weapon Station on an M1 Series Tank	1 MAY 87
17-6-30	Prepare and Secure Gunner's Station on M2 M3	1 MAY 87
17-6-31	Prepare and Secure Commander's Weapon Station on M3	1 MAY 87
17-6-37	Tank Range Cards	3 OCT 88
17-6-38	Prepare to Fire M1 (Vehicle Commander)	4 OCT 88
17-6-43	M242, 25mm Automatic Cannon Instructional Card	1 AUG 89
17-6-44	M1A1 Prepare to Fire Checklist	2 JUL 90
17-6-46	Boresight and Zero Commander's Weapon on an M1A1	1 DEC 89
17-6-47	Prepare and Secure Commander's Weapon Station on an M1A1 Tank	1 DEC 89
17-6-48	Prepare and Secure Gunner's Station on an M1A1 Tank	1 AUG 89
17-6-49	Cavalry Fighting Vehicle (CFV) Sight Picture Training Guide	2 OCT 89
17-7-2	Beale Wheel Tanker's (Beale Wheel #2)	3 JAN 85
19-4-3	Individual Protective Measures	1 NOV 01
19-5-1	Implied Consent Warning	4 JAN 88
19-6-6	Inform Suspect/Accused Person of Their Rights	3 JUN 91
19-7-1	Enemy Prisoner of War (EPW) Basic Commands	1 FEB 89
21-1-3	M16 Rifle Maintenance Card	1 JUN 70
21-2-7	Special Orders for Civil Disturbance Opns	1 DEC 70
21-2-8	Soldier's Information Guide	1 OCT 69
21-2-27	Why We Salute	1 APR 73
21-3-4	Battle Fatigue, Normal Common Signs, What to Do for Self and Buddy	2 JUN 86
21-3-5	Battle Fatigue, "More Serious" Signs Leader Actions	3 OCT 83
21-3-6	Battle Fatigue, Company Leader Actions and Prevention	1 JUN 94
21-3-9	Code of Conduct	1 AUG 89
21-3-10	Code of Conduct	2 OCT 89

GTA NUMBER	NAME	DATE
27-1-5	Army Rules for Imposing Non-Judicial Punishment for Minor Offenses (Article 15 UCMJ)	3 APR 95
31-2-1	Special Forces Air Operations	2 NOV 98
44-2-17	Combat Aircraft: CAS, Fighter-Bomber, and Air Superiority	2 JAN 96
44-2-18	Combat Aircraft: Helicopter	2 JAN 96
44-2-19	Combat Aircraft: Unmanned Aerial Vehicle (UAV), Bomber, and Cargo/Utility	2 JAN 96
55-3-20	Know Your International Road Signs	1 MAR 83
55-5-12	Taking a Fix Using an Azimuth Circle	1 JUL 82

Appendix D MILES UTILIZATION AND MANAGEMENT

1. REQUEST SYSTEM

a. **Procedures/Responsibilities for Requesting Use of MILES.**

(1) Customers are responsible for establishing and or maintaining a valid hand receipt account with the MILES Distribution. Establishing an account requires one copy of the unit commander's or accountable officer's orders, and two copies of DA Form 1687, Signature Card, specifying unit personnel authorized to receipt for MILES equipment. Accounts will be renewed annually. Units without a valid account, or unit personnel not specifically authorized by DA 1687, will not be allowed to draw MILES.

(2) Requests will be submitted in ESC, not later than five weeks prior to training start.

(3) The unit is solely responsible for ensuring that the requests are received by MILES Distribution during this window.

b. **MILES License.** License will be issued for a period of two years. Unit commander/accountable officers are responsible for ensuring that personnel they authorize to draw MILES are licensed in MILES and possess either a valid license or certificate of training issued by the MILES training office. MILES will only be issued to certified MILES operators.

2. REQUEST APPROVAL SYSTEM

a. **Date of Receipt of Request.**

(1) The approval/disapproval of requests will be based on the following considerations: date of receipt of request; relative priority of the requesting unit for the type of training to be conducted; projected availability of the equipment based on the operational readiness rate; monthly usage ceilings; location of the training; and history of the unit as regards proper maintenance, safeguarding, and accountability of the equipment. These factors are explained in greater detail below.

(2) Requests received five weeks or more prior to issue will receive full consideration IAW the priority system contained in para 2b (**Priority System**), as well as the provisions of paragraphs 5c-f below. Such requests, if approved, are "locked in" and cannot be superseded by late requests from higher priority units, except with the approval of the commander of the unit being "bumped." Requests received less than five weeks prior to issue will be considered as late requests and will not be processed until after all on-time requests have been processed. These requests will be handled on a first-come, first-served, fill-or-kill basis. Such requests will not be prioritized except in those cases where more than one late request is received on the same day. For the purpose of determining first-come, first-served, each day is considered to be a single unit of time.

b. **Priority System.** A priority system, based on the type of unit submitting the request and the type/purpose of the training to be conducted, will be used to rank all requests received within the suspense prescribed in paragraph 2a. The specific order in which units are placed may vary as directed by DOT. However, these priorities are requests that support the following:

(1) OSUT POI.

(2) Western Hemisphere Institute for Security Cooperation (WHINSEC).

(3) Tenant units.

(4) JROTC, ROTC, National Guard, and Army Reserve.

c. **Equipment Availability Limitations.** MILES Distribution will monitor MILES equipment or status on a daily basis, coordinate daily with the repair facility, and use these data to project rates and trends for each type of MILES set for use in approving/disapproving requests.

d. **Unit Track Record.** Units are responsible for proper use, maintenance, safeguard, and accountability of MILES equipment.

NOTE: *Units with delinquent hand receipts or equipment accountability documentation will be denied use of MILES.*

3. ISSUE SYSTEM

a. Unit Responsibilities.

(1) The unit will establish/maintain a current hand receipt account with MILES Distribution IAW paragraph 1a above.

(2) Unit representatives sent to draw MILES must be E5 or above, authorized on a DA Form 1687 (Signature Card) of the hand receipt account, and be in possession of a MILES license or certification for the type of equipment being drawn.

(3) Units must arrive for issue on time with sufficient personnel to load the equipment and adequate transportation, which is defined as follows:

(a) The vehicle, whether prime mover or trailer, must have sides and tailgates of sufficient height to prevent spillage during transport. Hinged or removable sides/tailgates must have secure fastening devices.

(b) In inclement weather, the vehicle must have a tarp or cover.

(c) The load bed will be free of dirt, debris, and POL spillage.

(d) The vehicle must be an official vehicle. POVs may **not** be used to transport MILES.

(e) Vehicles must have adequate dunnage/tiedown to prevent shifting of the load during transit.

(4) Failure to comply with the above criteria may result in MILES Distribution refusal to issue the equipment.

(5) The unit is responsible for making a positive inventory and ensuring correctness of the hand receipt before leaving the loading area. Discrepancies claimed after this time will not be honored by MILES Distribution and must be reconciled by the unit with appropriate property adjustment action IAW AR 735-11.

b. MILES Distribution Responsibilities/Procedures.

(1) Validate the unit's request with the master schedule, and verify the authorized status of the unit's representative against the current DA Form 1687 on file. Verify that the representative does have a valid license prior to issue; fill the request in the exact quantities approved unless the unit desires to reduce these quantities, or for an unforeseen higher priority, which does not have a sufficient amount on hand to be issued.

(2) Conduct a detailed inventory of the equipment being issued, and issue by component using overprinted DA Form 3161, DA Form 2062 or bar-coded generated automated DA Form 2062.

4. REQUIRED TRAINING BEFORE/DURING ISSUE/USE OF MILES

a. Training is required in a realistic training environment either before the issue of MILES or before the actual use of MILES.

b. Two major areas must be trained when using MILES because of the tremendous cost associated with damaged equipment and cause of training distracters as opposed to training enhancers. The areas determined by the local tactical engagement simulations (TES) trainer were determined by the customer feedback techniques with the soldier, noncommissioned

officer, commissioned officer, and various commanders over a two year period. The two distinct areas that need improvements are:

(1) *A Handler's Course.*

(a) A block of instruction that assists the commander's representative in the proper identification and condition of pieces of equipment that have habitually caused the soldier problems when it comes time to turn in equipment.

(b) Other areas to concentrate on would be property accountability, the proper procedures for sub-hand receipting property down to the lowest level user, processing damage statements/certificates, knowing what is considered fair wear-and-tear, and the procedures to follow in preparing equipment for turn-in to the MILES facility (for example, cleanliness, dry, properly packed).

(2) *A User's Course.*

(a) Proper sub-hand receipting procedures.

(b) Proper "ramp testing" (before tactical or training deployment) techniques.

(c) Proper use of the after-action review. If units do not employ the AAR, they should not put the equipment on the soldier. The lack of use of the AAR is one of the most significant training distracters while using MILES equipment.

c. Correct installation, operation, bore sighting, troubleshooting, and turn-in of MILES equipment. All periods of training will discuss the proper use of the control gun and control keys, and laser safety.

d. **Small Arms.**

(1) After-action review procedures include getting soldiers to talk of:

(a) Events that soldiers accomplished well together.

(b) Events that need improvement.

(c) Of the events that need improvement, which ones are correctable for the next mission?

(If you can recock the mission, do so.)

(2) Preoperational checks.

(3) Place the small-arms transmitter (SAT) into operation.

(4) Boresight the SAT.

(5) Take the SAT out of operation; prepare it for turn-in.

(6) Place the small-arms alignment fixture (SAAF) into operation and prepare it for turn-in.

(7) Preoperational, operational, and turn-in of the Viper and Dragon antitank systems.

(8) Properly boresight the modified M240G(B) for the units that utilize the new machine

gun.

e. **Multiple Integrated Target System (MITS).**

(1) After-action review procedures include getting soldiers to talk of:

(a) Events that soldiers accomplished well together.

(b) Events that need improvement. Of the events that need improvement, which ones are correctable for the next mission. (If you can re-cock the mission, do so.)

(2) Use of system for NTC or other major deployments.

(3) Use of system for target practice.

(4) Use of system with the HMMWV or ground-mounted TOW.

(5) Use of system with all logistical type vehicles.

g. **Antiaircraft Systems (Stinger/Avenger).**

(1) After-action review procedures include getting soldiers to talk of:

(a) Events that soldiers accomplished well together.

(b) Events that need improvement.

(c) Of the events that need improvement, which ones are correctable for the next mission.

(If you can re-cock the mission, do so.)

(2) Preoperational checks.

(3) Placement of the system into operation.

(4) Proper operation of the system. Use of the MITS kit for a target.

(5) Preparation of the system for turn-in.

h. Ground-Mounted or HMMWV-Mounted TOW.

(1) Preoperational checks.

(2) Putting the system into operation. Use of MITS on the HMMWV-mounted or as a target for either system.

(3) Proper operation and tracking with the system.

(4) Taking the system out of ACTION and preparing for turn-in.

i. M2/M3 Bradley.

(1) After-action review procedures include getting soldiers to talk of:

(a) Events that soldiers accomplished well together.

(b) Events that need improvement.

(c) Of the events that need improvement, which ones are correctable for the next mission.

(If you can re-cock the mission, do so.)

(2) Proper "ramp testing" of MILES equipment prior to tactical or training deployment.

NEVER SHOW UP FOR TRAINING WITH BROKEN EQUIPMENT.

(3) Verification of killing-tracking skills with the Bradley TOW.

j. M1 or M1A1 ABRAMS.

(1) After-action review procedures include getting soldiers to talk of:

(a) Events that soldiers accomplished well together.

(b) Events that need improvement.

(c) Of the events that need improvement, which ones are correctable for the next mission.

(If you can re-cock the mission, do so.)

(2) Verification of boresighting techniques of main gun.

(3) Verification of boresighting techniques of 240C, coax, and .50-cal.

5. EQUIPMENT OPERATION

a. Unit Responsibilities in the Operation of MILES Equipment.

(1) Proper assembly/installation, function testing, and operation of MILES IAW the applicable TMs.

(2) Conduct internal equipment training to develop/sustain proficiency in proper equipment operation.

(3) Tag all unserviceable items before turn-in.

b. MILES Distribution Responsibilities/Procedures.

(1) Notify command/Army TADSS Maintenance Program (ATMP) trainer of excessive deficiencies noted at time of turn-in that would indicate the need for additional training.

(2) Pull tagged equipment for processing to ATMP repair facility.

6. EQUIPMENT MAINTENANCE

a. Unit Responsibilities/Procedures.

(1) Replace battery.

(2) Clean the equipment IAW the procedures/standards contained regulation.

(3) Identify unserviceable equipment during use and affix DA Form 2402 to each unserviceable item prior to turn-in. (If DA Form 2402 is not available, use an equipment tag.)

b. MILES Distribution Responsibilities/Procedures. Operate an inspection station to perform GO/NO-GO function test of all equipment turned in by the units.

(1) Turn-in all unserviceable equipment accompanied by computerized printout to ATMP repair facility for repair within one working day.

(2) Maintain liaison with the repair facility to effect repair priorities, monitor and minimize turnaround time, and ensure contract compliance.

(3) Monitor and manage unfavorable maintenance trends.

7. LIFE CYCLE CONTRACTOR SUPPORT REPAIR FACILITY

a. Repair of MILES equipment to maintain 30-day turnaround time availability.

b. Record, file, and forward equipment failure and repair data.

c. Manage repair parts inventory to include requisitions to ensure that a sufficient stock of repair parts is maintained to meet requirements.

d. Provide technical assistance to MILES Distribution and the units as required and authorized under the contract.

e. Provide a sustainment trainer to instruct in MILES use, maintenance, and accountability to supported units and activities.

8. LOGISTICAL SUPPORT

a. Unit Responsibilities/Procedures.

(1) Forecasting, requesting, and handling of all MILES Dummy, Drill, Insert (DDI) ammunition requirements.

(2) Testing of batteries prior to installation and operation using equipment system test set (ESTS) available with MILES issue.

(3) Provide blank firing adapters for the M240B, M249, and M2 machine gun.

b. MILES Distribution Responsibilities/Procedures.

(1) *Batteries.* Funding and procuring batteries for issue to and use by the units. Providing refrigerated storage for batteries in the MILES warehouse. Testing and properly disposing/re-warehousing batteries after turn-in by the unit.

(2) *Velcro and Adhesive.* Funding and procuring hook pile tape and adhesive for mounting detector belts.

(3) *Blank Firing Adapters.* Providing blank firing adapters for the M2, M249 and M240B machine guns.

9. EQUIPMENT TURN-IN SYSTEM

a. Unit Responsibilities/Procedures.

(1) Confirm date/time of turn-in with MILES Distribution personnel when issued and turned-in with sufficient personnel to offload.

(2) Ensure the original hand receipt holder is present for the turn-in and conducts a joint inventory with the MILES Distribution material handler to ensure correct count.

(3) Ensure that all items presented for turn-in are clean/dry, batteries removed, and properly packed, and unserviceable items tagged with DA Form 2402.

b. MILES Distribution Responsibilities/Procedures.

(1) Conduct a complete inventory of the items turned in with the hand receipt holder, using the issue DA Form 2062 or computerized printout as an inventory guide.

(2) Notify the hand receipt holder of any discrepancy (shortage/damage) found during the turn-in. Produce written notification addressed to the commander for action required as stated within five working days. Provide this discrepancy notice to the unit representative to hand carry to the commander.

(3) Concurrent with the inventory, conduct a complete visual inspection of the items to determine cleanliness, serviceability, and damages due to abuse/misuse that are beyond fair wear-and-tear. Complete a functional inspection before the item is stocked for reissue.

(4) Separate unserviceable items, prepare documentation and submit for repair within one working day.

(5) Ensure that the units reconcile shortages/damages within the applicable suspense. When units fail to comply, provide a verbal report to the Chief, Training Support Center.

10. PROPERTY ACCOUNTABILITY

a. Unit Responsibilities/Procedures.

(1) Ensure that you get what you sign for at the time of issue, and receive proper credit for what you returned at the time of turn-in. Reconcile discrepancies in the count with MILES Distribution prior to leaving the loading/unloading area.

(2) Maintain strict property accountability and security of the equipment for the duration of the issue. This includes safe transport; secure storage when not in use, and proper safeguarding against abuse/misuse through proper supervision.

(3) Expediently reconcile shortages or damages beyond fair wear-and-tear found during turn-in as follows:

(a) Loss of any component item(s), except brush guards, will be reconciled within five working days in one of the following ways.

- Recovery and turn-in of the missing item(s), or
- Submission of a completed Cash Collection Voucher with AIPB document number, validated by Finance Office, within five working days.
- Submission of a Statement of Charges with an AIPB (automated installation property book) document number within five working days of turn-in.
- Submission of an initiated Report of Survey within five working days to be followed by submission of a copy of the completed survey to include all exhibits and finance validations, if pecuniary liability was assigned, within 75 working days.
- Documentation as identified once initiated by the unit MUST be brought to the MILES facility to obtain a document number from AIPB.

(b) Damaged Equipment.

- The commander in the grade of O-5 (AR 735-5, paragraph 14-25) or above can prepare a damage statement to the effect that the damage noted was through no fault of any individual but due to strenuous training. If after investigation, the commander is satisfied that this was the case and not neglect on the part of any individual.
- Damage of any component beyond fair wear-and-tear will be reconciled in the same manner as prescribed for the loss of an item with the exception of the option contained in paragraph 9 above.
- Loss or damage of brush guards will be reconciled based upon the amount of loss/damage involved. Some loss/damage of this item is to be expected. Therefore, minor loss/damage of this item may be reconciled using a commander's statement of damage prepared on a memorandum. Excessive loss/damage will require the unit to reconcile by means specified in paragraph 9.

b. MILES Distribution Responsibilities/Procedures.

(1) Provide secure MILES warehouse storage.

(2) Maintain strict accountability with documentation during all issue and turn-in transactions.

(3) Require units to reconcile shortages/damages IAW paragraph 9 and take appropriate follow-up action to ensure completion of these adjustments to include notifying the Chief, Training Support Center of noncompliance by the units.

- (4) Prepare/maintain appropriate records and files to ensure accountability.
- (5) Conduct a semiannual 100 percent inventory of the storage facility to validate property accountability.

11. CLEANING PROCEDURES

a. **Cleaning Techniques.** All MILES equipment can be cleaned using the same simple procedure.

(1) Using a soft bristle brush, gently brush all dirt and debris off all equipment surfaces *EXCEPT FOR OPTICAL LENSES*. For heavy or caked-on dirt, the brush may be moistened with clean, clear water, *WHICH MUST BE USED SPARINGLY*.

(2) After the initial brushing, wipe the surfaces again using a damp soft cloth or sponge. *AGAIN, USE THE WATER SPARINGLY. WRING THE CLOTH OR SPONGE WELL BEFORE WIPING*. Repeat as necessary until the equipment is free of dirt, debris, and contamination.

(3) After wiping with the damp cloth/sponge, wipe the equipment completely dry with a clean dry soft cloth or hang to dry in a warm place (harnesses).

(4) For optical surfaces, *USE ONLY LENS PAPER OR A SOFT CLEAN CLOTH*. Moisten the lens paper or cloth only if necessary to remove heavy dirt. *USE WATER SPARINGLY*.

b. **Cleaning Standards.** Equipment will be completely free of dirt, debris, and contamination. Equipment will be properly packed, and the equipment and transit case interiors will be completely dry. Failure to comply with these standards will result in rejection of the turn-in until such time as the standards are met.

c. **Cleaning Prohibitions.** The following are techniques that **MUST NOT** be used to clean MILES.

(1) NEVER apply water in a liberal fashion. Flushing the equipment with large amounts of water may damage the electronic components.

(2) NEVER rinse MILES equipment in water or use a hose to wash down the equipment. Do not clean vehicle-mounted systems on the wash rack using high-pressure hoses.

(3) NEVER use cleaners or solvents of any kind.

(4) NEVER use abrasive cleaning tools such as steel wool, steel brushes, or scouring pads.

(5) NEVER leave the batteries in the equipment when it is not in use.

(6) NEVER clean or dry miles detector harnesses in washing machines or clothes dryers.

12. SAFETY

MILES. All MILES transmitters emit an invisible, low-intensity laser beam. Although the Bureau of Radiological Health considers this beam eye-safe, suitable precautions must be taken to avoid possible damage to the eye from overexposure to this radiated light energy. Precautionary measures include:

(1) Never view the laser emitter lens from any angle at ranges less than 12 meters.

Increasing the distance between the emitter and the eye reduces the risk of overexposure.

(2) Never view the emitter directly along the optical or aimed axis of the laser beam.

Especially avoid doing this at ranges less than 75 meters and particularly when using image enhancement devices such as binoculars or telescopic weapons sights.

(3) Never aim the system directly at an individual at ranges less than 12 meters.

(4) Never place or store the battery in any place, such as a pocket or toolbox, where an electrically conductive object such as tools may bridge the battery terminals. Bridging the battery terminals will cause the battery to severely overheat; burns or fires may result.

13. REQUIRED FORMS AND REPORTS

a. Required Forms and Reports.

(1) DA Form 1687 Signature Card. This form is required in two copies from the using unit to MILES Distribution. It designates those unit personnel authorized by the commander/accountable officer to receive MILES equipment. The unit commander/accountable officer may designate up to a maximum of four authorized agents. Exceptions to this limit must be coordinated with the Chief, Training Support Center.

(2) Request for MILES equipment. The unit provides an informal memorandum to request MILES equipment. The request must be submitted to the Training Support Center, ATTN: MILES Distribution, Building 3020.

(3) DA Form 3161 and DA-2062. Overprinted or computerized bar-code issue printout system will be used to issue MILES equipment to the requesting unit. Three copies of the issue document will be prepared with the third copy being provided to the unit for their records and used to reflect turn-in accountability by being signed by a MILES representative.

(4) DA Form 2402. The using unit completes this form to mark unserviceable equipment. The unit completes the tag and affixes it to unserviceable items prior to turn-in.

(5) Statement of Damages. The unit writes a memorandum stating damages.

(6) DA Form 2405. The SSS prepares this computerized form listing all items submitted to the ATMP maintenance facility repair/upgrade.