

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
17 March 2016

*Fort Sill Regulation 350-6

Training
REGIONAL TRAINING SUPPORT CENTER

Summary. This publication provides guidance and information on the Regional Training Support Center (RTSC) to Fort Sill, Oklahoma.

Applicability. This publication applies to all Fort Sill organizations.

Supplementation. Supplementation of this regulation is prohibited, without prior approval by Directorate of Plans, Training, Mobilization, and Security (DPTMS), 455 McNair Avenue, Suite 201, Fort Sill, OK 73503.

Suggested Improvements. The proponent of this regulation is the DPTMS. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DPTMS.

Distribution. This regulation is distributed solely through the Directorate of Human Resources, Administrative Services Division Homepage at <http://sill-www.army.mil/USAG/publications.html>.

Table of Contents

		Paragraph	Page
Chapter 1	Introduction		
	Purpose	1-1	2
	References	1-2	2
	Explanation of Abbreviations and Terms	1-3	2
	Records Management	1-4	2
Chapter 2	Responsibilities		2
	General	2-1	2
	Staff Responsibilities	2-2	3
	Subordinate Command Responsibilities	2-3	3
Chapter 3	Regional Training Support Center (RTSC)		4
	Mission	3-1	4
	Locations	3-2	4
	Operating Hours	3-3	4
	Priorities	3-4	4
	RTSC Products and Services	3-5	5
	Requesting RTSC Products and Services	3-6	9
Appendix A	References		12

Appendix B	Sample DA Form 1687		14
Appendix C	Sample TADSS Request		15
Appendix D	Sample RTSC Account Memo		16
Appendix E	Training Device Fabrication Request (TDFR) Instructions and Format		17
	Glossary		20

* This regulation supersedes Fort Sill Regulation 350-6, 13 January 2013.

Chapter 1 Introduction

1-1. Purpose. Establish Regional Training Support Center (RTSC), responsibilities and procedures at Fort Sill, Oklahoma.

1-2. References. Required and related publications and forms are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the Glossary.

1.4. Records Management. Records created as a result of processes described by this regulation must be identified, maintained, and disposed of according to Army Regulation 25-400-2, The Army Records Information Management System (ARIMS) and Department of the Army (DA Pam) 25-403, the Army Records Information Management System website: (<http://www.arims.army.mil>).

Chapter 2 Responsibilities

2-1. General.

a. The Commander, United States Army Garrison Fort Sill, is responsible for Regional Training Support Center (RTSC) services as defined and resourced per Installation Management Command (IMCOM) Common Levels of Support (CLS) Service 905, Training Support Centers.

b. The Director of Plans, Training, Mobilization, and Security (DPTMS) is responsible for the execution of Garrison responsibilities for RTSC services.

c. The Chief, Training Division, DPTMS, is responsible for executive oversight of RTSC operations.

d. The installation Training Support Officer (TSO) serves as the liaison to DPTMS, Garrison, IMCOM, Training & Doctrine Command (TRADOC), Headquarters, Department of the Army, and other Department of Defense (DoD) and Interagency Government organizations for provision of RTSC services and support in accordance

with CLS Service 905, Training Support Centers. The TSO is the approving authority for all Operations and Maintenance Army (OMA) funded Training Aids, Devices, Simulators, and Simulations (TADSS) purchases on the installation. Additionally, the TSO is the approving authority for all fabrication requests (FS Form 866). The TSO is the Soldier Training Support Program manager for Fort Sill and the Fires Center of Excellence.

2-2. Staff Responsibilities. US Army Fires Center of Excellence and Fort Sill (USAFCoEFS) staff will—

a. Based upon approved Army and TRADOC training strategies, establish training guidance and integrate TADSS into command training programs.

b. Direct subordinate commanders that procurement of TADSS, or gaming solutions will not occur without prior coordination with TRADOC in order to:

(1) Ensure synchronization with validated Army doctrine, training strategies, and interoperability with existing and planned TADSS.

(2) Ensure standardized training environments exist across the Army.

(3) Eliminate unnecessary duplication.

(4) Allow for logical sustainment and integration planning.

2-3. Subordinate Command Responsibilities.

a. Unit Commanders/Account Holders will—

(1) Establish and maintain an account with the RTSC.

(2) Be responsible for maintaining appropriate accountability and control of RTSC property loaned or issued to their organizations.

(3) Ensure that TADSS are operated in accordance with (IAW) procedures provided in the applicable operator's manual, technical manual, or field manual.

b. When using TADSS on Fort Sill ranges, the provisions of Fort Sill Regulation 385-1, Post Range Regulations apply.

c. Ensure all cautions and warnings are considered during the Composite Risk Management Process, and adhered to when operating TADSS.

Chapter 3

Regional Training Support Center (RTSC)

3-1. Mission. The mission of the Fort Sill RTSC is to provide services for storage, instruction, loan/issue, accountability, and maintenance for the family of TADSS used in support of live, virtual, and constructive training environments for the U.S. Army Garrison Fort Sill, the USAFCoEFS, and other Army, DoD, and Government agencies within its assigned regional support area of responsibility per AR 350-52 including Arkansas, Oklahoma, and northwest Texas.

3-2. Locations. RTSC provides services and support at the following locations--

- a. Administration and Training is located at Building 2327, Hunt Road.
- b. TADSS Instructor/Operator Support is provided for Engagement Skills Trainers (EST) and HMMWV Egress Assistance Trainers (HEAT) located at –
 - (1) EST 1, Building 7506, 30 Lanes M16/M4, M2, M240B, M249, M320, Shotgun, AT4, MK19
 - (2) EST 2 Buildings M6274, M6275, M6276, M6277, 60 Lanes M16/M4
 - (3) EST 3 Building 6168, 30 Lanes M16/M4
 - (4) EST 4 Building 2327 (RTSC), 10 Lanes M16/M4, M9, M320
 - (5) HEAT 1 and 2, Building 1504
- c. TADSS issue/turn-in and Graphic Training Aids issue is provided at Building 2327, Hunt Road.
- d. The fabrication shop is located in Building 2327, Hunt Road.

3-3. Operating Hours. Normal operating hours for RTSC Warehouse are 0730-1130 and 1200-1600 Monday through Friday, excluding federal holidays. Virtual TADSS are available for scheduling Monday – Sunday 0600-1700 hours.

3-4. Priorities. RTSC services and support are provided on a first-come, first-served basis subject to availability based on the following priorities--

- a. Priority 1 - Mobilization training for units with an imminent deployment date, Senior Commander (SC), and Garrison Commander (GC) directed requirements.
- b. Priority 2 - Training in support of documented and validated requirements including institutional, mission, and other mobilization related training.

- c. Priority 3 - All other requirements.

3-5. RTSC Products and Services.

- a. TADSS Loan and Issue.

(1) The RTSC provides services for the loan, issue, receipt and storage of TADSS to include Multiple Integrated Laser Engagement System (MILES) and Instrumented – Multiple Integrated Laser Engagement System (I-MILES).

(a) All TADSS, with the exception of those items specifically designed to be consumed in use, are accountable. All TADSS loan and issue transactions require a valid and current RTSC account. RTSC will receive and process customer requests, verify certifications if applicable, and verify account authorizations (DA Form 1687) prior to loan or issue of TADSS.

(b) Relief from responsibility for accountable property will be granted in accordance with AR 735-5, through the submission of a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL), Cash Collection Voucher, or DD Form 362, Statement of Charges. The unit or activity that signed for the RTSC property at the time of the loss or damage is responsible for preparing the DD Form 200 through block 11, the cash collection voucher or the statement of charges as necessary. The Director, DPTMS, will assign an investigating officer as required.

(c) Within scheduling priorities, all TADSS are primarily loaned/issued and returned on a first-come, first-served basis subject to local availability; however, TADSS may be requested in advance on FS Form 104. Customers may request TADSS loan/issue on a walk-in basis at Building 2327, Hunt Road.

(d) The default maximum loan period for all TADSS is 30 days. Requirements for validated exceptions will be sent to RTSC for coordination, review, and approval subject to availability and utilization of the requested TADSS.

(e) Shipment and return of TADSS may be available for off-post customers located within RTSC's geographical area of support as defined by AR 350-52, subject to availability and funding for the cost of transportation.

(f) TADSS listings are contained in DA Pam 350-9, Index and Description of Armywide Training Devices, and TRADOC Pam 350-9, TRADOC Training Devices for Armywide use.

(g) TADSS which are not available locally may be obtainable from other RTSCs through coordination with the ATSC. For major exercises or unusual requirements it is recommended that support customers contact RTSC well in advance to verify availability of TADSS in the number and type required. Obtaining TADSS from other sources, if available, can take 90 to 180 days.

(h) All TADSS are classified as Army centrally managed property stationed at the installation. TADSS on loan may not be taken out of the RTSC AOR without written approval from the TSO based on coordination with ATSC. If TADSS are needed outside the AOR, the Fort Sill RTSC will coordinate the requirement with ATSC and the appropriate supporting Training Support Center.

(2) The RTSC will provide advice and assistance to customers regarding selection, availability, and use of TADSS, and related accountability processes.

b. TADSS Instruction/Operation.

(1) The RTSC provides Instructor/Operator (I/O) services in support of DA specified TADSS, including Laser Marksmanship Training System (LMTS), Improvised Explosive Device Effects Simulator (IEDES), Training Improvised Explosive Device II (TIED II), Counter Radio Electronic Warfare Device 2 (CREW 2), Instrumented Multiple Integrated Laser Engagement System (I-MILES), HMMWV Egress Assistance Trainer (HEAT), and Engagement Skills Trainer (EST) II suites located on the installation. TADSS I/O services include:

(a) Familiarization with the TADSS system and capabilities for unit/organizational personnel who will be responsible for conducting supported training. Military task training remains the responsibility of unit/organizational trainers. This training is provided by RTSC Instructor/Operators on an as required basis.

(b) Operating the TADSS system, including startup, operation, and shutdown IAW applicable technical publications and coordinated scheduling, to include performing system calibration, diagnostics, checks, user-level PMCS and troubleshooting to identify faults.

(c) Operator certification training for those unit/organizational personnel requiring certification to operate the TADSS systems. This training is scheduled through and conducted by RTSC Instructor/Operators.

(d) Train-the-Trainer training for unit/organizational instructors to provide Instructor/Operator certification for unit/organizational Instructor/Operators. This training is scheduled through and conducted by RTSC Instructor/Operators.

(2) RTSC support of TADSS Instruction/Operation includes--

(a) Scheduling periodic courses of instruction as required and enrolling students into course(s) as requested by customers.

(b) Instruction on the use and safety of TADSS systems, and providing training and certification to individuals completing I/O training who will be authorized to operate the TADSS system.

(c) Capturing and reporting usage rates for TADSS systems and interfacing with maintenance provider(s) as applicable and required.

(d) Maintaining list of personnel receiving Instructor/Operator and Operator training and certifications using the Training Support – Material Armywide Tracking System (TS-MATS).

c. TADSS Maintenance. The RTSC provides maintenance services for RTSC managed TADSS, except for those TADSS maintained on RTSC property records but operated by the end user (e.g., National Guard TADSS, some institutional trainers and desktop trainers). Repair and maintenance of TADSS equipment is performed in-house at the RTSC.

d. TADSS Familiarization Training.

(1) The RTSC provides familiarization training for TADSS loaned from the RTSC. Types of training provided include--

(a) Training on operation, use, and operator maintenance to ensure that customers feel comfortable with using TADSS. This training is conducted both on an on-demand, walk-in basis at the point of issue as well as by classroom training scheduled through RTSC TADSS trainers.

(b) Operator certification training for those TADSS requiring certification prior to check out from the warehouse. This training is scheduled through and conducted by RTSC TADSS trainers.

(c) Train-the-Trainer training for organizational instructors to provide training on operation, use, operator maintenance, and operator certification of TADSS. This training is scheduled through and conducted by RTSC TADSS trainers.

(2) RTSC support of TADSS Familiarization Training includes—

(a) Providing training for TADSS operation, use, and operator maintenance on an on-demand, walk-in basis at the point of issue.

(b) Scheduling periodic courses of instruction as required and enrolling students into course(s) as requested by customers.

(c) Referencing training manuals to determine course of instruction, developing/following lesson plans for various TADSS, updating lesson plans as changes to TADSS occur, and incorporating new training and changes into the instruction.

(d) Setting up instruction site(s) for training and preparing and printing handouts for students as needed.

(e) Ensuring that students have the proper personal protective equipment required for instruction and that all updated safety messages and/or safety alerts are presented, distributed to, and understood by the students.

(f) Conducting hands-on training for the specific TADSS, instructing on the proper use of supplies and materials (e.g. expendables, ammunition, and other consumable supplies), providing hands on step by step safety procedures for handling of HAZMAT (e.g. batteries, chemicals, compressed gases, and pyrotechnics utilized with TADSS), and providing hands-on step-by-step procedures for preventive maintenance and proper cleaning of TADSS for turn in to RTSC.

(g) Maintaining the installation master list of personnel receiving familiarization training and operator and train-the-trainer certifications using TS-MATS.

e. Graphic Training Aids (GTA).

(1) The RTSC manages and maintains the installation inventory of Graphic Training Aids in support of Active, National Guard, Reserve, ROTC, other military components, federal and state agencies, and other authorized customers.

(2) The RTSC can order GTAs not currently stocked based on customer requirements. A listing of current GTAs can be found online at the Reimer Digital Library (RDL) at (<http://www.train.army.mil>). Typical turnaround time for receipt of GTAs from the USATSC is two to four weeks, depending on availability and stock level.

(3) Certain GTAs are distributed only by electronic means via RDL. RTSC has a limited capability to print these GTAs. For requirements beyond RTSC local production capability, customers may provide the digital file available from RDL to the Document Automation and Production Service (DAPS) located at Building 340 Randolph Road for production. Customers are responsible for all expenses for DAPS.

(4) Customers can obtain locally available GTAs on a walk-in basis at Building 2327, Hunt Road. Off-post customers located within RTSC's geographical area of support as defined by AR 350-52 may obtain GTAs by mail by calling (580) 442-2178, DSN 639-2178. An established and current RTSC account is required for all GTA services.

f. Acquisition and Fabrication of Training Devices.

(1) The RTSC provides services for the acquisition and/or fabrication training devices from initial consultation to determine local, outsourced, or Army-wide fabrication through delivery and life cycle support of approved devices.

(2) The RTSC is the installation executive agent for local acquisition of TADSS. Subject to specific funding thresholds, the RTSC may procure TADSS using OMA funds to support user training requirements based on an approved Training Device Fabrication Request (TDFR).

(a) Units and organizations WILL NOT procure local TADSS solutions without prior coordination and approval by the RTSC.

(b) Upon obtaining approval from the RTSC, requiring units and organizations will provide funding to the RTSC for acquisition and sustainment of the requested TADSS. RTSC will then process the acquisition, receipt, and issue of the requested items.

(c) All locally purchased TADSS will be maintained on RTSC property records and hand receipted to the requesting customer.

(3) The RTSC has limited capability to fabricate training devices for local use, primarily of wood construction. This capability does not include services for fabrication or duplication of existing Army-wide training devices listed in DA Pam 350-9 or TRADOC Pam 350-9, Training Equipment, or Training Facilities. RTSC fabrication services include consultation on design, cost, and fabrication schedule; production and interpretation of plans and schematics; production of prototype training device(s) for validation; production of finalized devices to meet approved requirements; training in the use and preventive maintenance of the devices fabricated; and packaging and shipment IAW approved distribution plan(s).

(4) Customers can obtain local acquisition and/or fabrication services through submission of a TDFR completed per the provisions of AR 350-38. General instructions and format for completion of a TDFR are included in Appendix C to this regulation; further assistance is available from RTSC on request. An established and current RTSC account is required for all Acquisition and Fabrication services.

3-6. Requesting RTSC Products and Services.

a. TADSS Loan and Issue will be accomplished using the TS-MATS automated system.

b. A TDFR completed per the provisions of AR 350-38 will be used to request acquisition or fabrication of TADSS. Fort Sill Form 866 may be used for locally developed TADSS.

c. TADSS and GTA loans, with the exception of MILES and I-MILES, may be requested in advance, are processed on a first-come, first-served basis and require that the customer organization have a current RTSC hand receipt account, including DA Form 1687 (signature card). MILES and I-MILES requests must be forwarded to RTSC

using FS Form 104. Appointments for pickup and turn-in can be scheduled through the RTSC TADSS Warehouse personnel.

d. RTSC Hand Receipt accounts are established, updated, and maintained as follows:

(1) RTSC Hand Receipt accounts will be limited to one per brigade, battalion or direct reporting battery/company, with an account holder assigned by the battalion or unit level. "G" level and higher staff sections, installation directorates, and tenant units/agencies may have a separate account with an account holder assigned by an LTC or higher (or Civilian equivalent). Brigade and battalion accounts are established or renewed by submitting a new DA Form 1687 and Assumption of Command Memo. Requests for exceptions must be fully justified by mission requirements, signed by an individual with authority to assign unit or agency account holders as above, and submitted to the RTSC for review and approval.

(2) Upon establishment of an account one copy of the request annotated with the RTSC assigned account number will be returned to the organization for the organizational hand receipt file. The number assigned by RTSC is the hand receipt account number that organizations must use when requesting TADSS or GTAs and submitting requests for fabrication or acquisition of TADSS.

(3) Authority to receive equipment may be delegated by the assigned account holder using DA Form 1687 signature cards with up to eight additional individuals per account. Two copies of each form must be provided to RTSC. Signature cards are valid for one year.

(4) Accounts are considered delinquent when an update on the long-term hand receipt, DA Form 1687 or Assumption of Command Memo is due, or when TADSS are overdue. The RTSC will notify the assigned account holder when an account update is required. If the account is more than 30 days delinquent RTSC will notify the individual responsible for establishment of the account. Accounts may be frozen if no action is taken to correct the delinquent account.

(5) Out going account holders must turn in all TADSS or conduct a joint inventory with the new hand receipt account holder at least 30 days prior to leaving Fort Sill and/or relinquishing command. Accounts may be closed by returning all hand receipt TADSS to the RTSC.

e. EST and HEAT use must be scheduled using the Range Facility Management Support System (RFMSS) at <https://rfmss2002.belvoir.army.mil/sill/pages/login.aspx> under the TSC Fire Desk. RFMSS is a web-based program that used to manage a variety of training resources including ranges, training land, and simulation systems. RFMSS accounts established for range and training land usage also have access to the TSC Firing Desk. For information or questions about the scheduling process or to obtain authorization to access to the scheduling portion of the RFMSS system contact Range

*Fort Sill Regulation 350-6, 17 March 2016

Operations at DSN 639-6191/5613, commercial 580-442-6191/5613, or email:
usarmy.sill.imcom.mbx.ft-sill-dptms-range-scheduling@mail.mil.

Appendix A References

Section I Required Publications

AR 25-1

Army Knowledge Management and Information Technology

AR 350-38

Training Device Policies and Management

AR 350-52

Army Training Support System

AR 735-5

Property Accountability Policies

DA Pam 25-37

Index of Graphic Training Aids

DA Pam 350-9

Index and Description of Army Training Devices

TRADOC Reg 350-70

Army Learning Policy and Systems

TRADOC Pam 350-9

U.S. Army Training and Doctrine Command Training Devices for Armywide Use

Section II

Related Publications

AR 25-400-2

The Army Records Information Management System (ARIMS)

DA Pam 25-403

Guide to Recordkeeping in the Army

Fort Sill Regulation 385-1

Post Range Regulation

Section III

Referenced Forms

DA Form 1687

Notice of Delegation of Authority- Receipt for Supplies

DA Form 2028

Recommended Changes to Publications and Forms

Fort Sill Form 104

Training Support Request

**Appendix B
Sample DA Form 1687**

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					DATE CURRENT DATE	
AUTHORIZED REPRESENTATIVE(S)						
ORGANIZATION RECEIVING SUPPLIES UNIT RECEIVING EQUIPMENT			LOCATION ADDRESS OF RECORD			
LAST NAME-FIRST NAME-MIDDLE INITIAL			AUTHORITY REQ REC		SIGNATURE AND INITIALS	
RUSH, MICHAEL/GS-11/MICHAEL.J.RUSH.CIV/ 2-2178					INK SIGNATURE <small>RUSH, MICHAEL JOHN, 1086 579746</small>	
NAME / RANK / E-MAIL(ENTERPRISE) / PHONE						
LIMIT: 8 NAMES PER ACCOUNT						
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: RECIEVE / TURN-IN EQUIPMENT						
REMARKS						
REGIONAL TRNG SPT CENTER E-MAIL OF ACCOUNT HOLDER / E-MAIL OF ACCOUNT HOLDER SUPERVISOR						
I ASSUME FULL RESPONSIBILITY						
UNIT IDENTIFICATION CODE UNIT IDENTIFICATION CODE (UIC)			DODAAC/ACCOUNT NUMBER RTSC ACCT #			
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE		
CDR / ACCOUNT HOLDER				INK AND ELECTRONIC SIGNATURES <small>RUSH, MICHAEL JOHN, 108657974 6</small>		

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD LC v1.00ES

Appendix C TADSS Request Form

SUPPORT REQUEST	
IMPORTANT! You may email or hand carry requests which provides less than 45 calendar days lead time to the appropriate agency with a memorandum of lateness signed by a commander (LTC or above), director, or chief of special staff or tenant unit.	
Date: <input type="text"/>	To: <input type="text"/> From: <input type="text"/>
Unit Requiring Support: <input type="text"/>	
Telephone: <input type="text"/>	Email: <input type="text"/>
Request for (Check all that apply) <input type="checkbox"/> Personnel <input type="checkbox"/> Equipment <input type="checkbox"/> Information <input type="checkbox"/> Other	
List All Requirements: <input type="text"/>	
Tasking Start Date: <input type="text"/>	Time: <input type="text"/>
Tasking End Date: <input type="text"/>	Time: <input type="text"/>
Location of Tasking (Area, Bldg, LP or Place): <input type="text"/>	
Special/Specific Tasking Instructions (May attach word document if necessary): <input type="text"/>	
FOR FSCTO USE	
FSCTO Task #: <input type="text"/>	Assigned To: <input type="text"/>
Suspense Date: <input type="text"/>	Published Date: <input type="text"/>

FS FORM 104, APR 2015
(DIRECTORATE OF PLANS, TRAINING, MOBILIZATION &
SECURITY)

PREVIOUS EDITIONS ARE OBSOLETE

Appendix D
Sample TSC Account Memo

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR Regional Training Support Center, ATTN: IMSI-PLT-T (RTSC),
2327 Hunt Road, Fort Sill, OK 73503

SUBJECT: Request to Establish/Renew TSC Hand Receipt Account

1. Request a TSC account be established or renewed for (UNIT OR ACTIVITY), UIC (UIC), DODAAC (DODAAC).
2. The undersigned hereby appoints the following individual as the TSC account holder for the designated unit or activity:

Unit Identification Code (UIC):

Physical Address:

Name and Rank/Grade: *Account Holder*

E-Mail (Enterprise): XXXXXX@mail.mil

Office Telephone (Com//DSN): (XXX) XXX-XXXX

Supervisor's Name and Rank/Grade:

Supervisor's E-Mail Address (Enterprise): XXXXX@mail.mil

Supervisor's Office Telephone (Com//DSN): (XXX) XXX-XXXX

Expiration Date: May be specific date, indefinite, until officially relieved, etc.

3. The appointed account holder will assume responsibility for ordering, receiving, and returning all items loaned or issued to this account from TSC, to include ensuring that items loaned on a temporary basis are promptly returned on due dates.
4. Items of TSC property loaned or issued to this account will not be loaned or placed on sub-hand receipt to any individual or unit not of this organization.

ENCL
DA FORM 1687

(SIGNATURE BLOCK)

Note: Units or organizations not located on the Fort Sill installation must also indicate status (active Army, USAR, ARNG, or other) and include one copy of unit's orders showing current mailing address and telephone number to include area code.

Appendix E

Training Device Fabrication Request (TDFR) Instructions and Format

A TDFR is the document used to initiate acquisition or production of a training device that:

- Defines and justifies the requirement.
- Identifies program costs and distribution needs.
- When approved, authorizes expenditure of funds for the production or procurement of a training device by a TSC.

The TDFR is used by:

- Proponent or user – to define and justify the training device requirement.
- ATSC – to coordinate and approve the requirement.
- TSC – as the:
 - Baseline requirement.
 - Authorization to produce or procure the device.

A TDFR is initiated when the:

- Proponent identifies the need for a training device.
- User identifies the need for a training device.

Follow guidance for development of the TDFR in AR 350-38. A summary of process requirements follows:

- Proponent or user – prepares the TDFR once a need and funding have been identified.
- Proponent – staffs the TDFR through its chain of command to ATSC (ATIC-DD) for coordination/approval.
- ATSC –
 - Coordinates the TDFR as required.
 - Approves the TDFR.
 - Directs or authorizes a TSC to produce or procure the required training device.

The TDFR process is complete when the training device is produced and fielded. The proponent is responsible for quality control of the TDFR and ensures the TDFR is:

- Complete and accurate.
- Written IAW the prescribed format.
- Forward to the approval authority IAW AR 350-38.

TDFR format and content appear below:

[Office Symbol]

[Date]

MEMORANDUM THRU Fort Sill Regional Training Support Center, ATTN: IMSI-PLT-T (RTSC)

FOR U.S. Army Training Support Center, ATTN: ATIC-DD

SUBJECT: Training Device Fabrication Request (TDFR)

1. TITLE: Give a descriptive title to the device.
2. CATEGORY: Army wide or command peculiar. Use one or the other.
3. CURRENTLY ON HAND: The quantity of the same or similar item performing the same function: authorized and on hand.
4. JUSTIFICATION: The most important part of the TDFR is the justification of the need. In this paragraph, describe the need for the device in terms of why the task(s) must now be trained if these tasks have not been taught/sustained previously, why the current method(s)/strategy for training the task(s) is(are) now insufficient/ineffective, or what cost savings (OPTEMPO, ammunition, reduced throughputs, etc.) will result from use of the proposed device.
5. CHARACTERISTICS: Describe the item. Include essential performance characteristics or available specifications. Attach any available technical data or literature on the device.
6. DISTRIBUTION: State the basis of issue (BOI) for the device. Include the type of unit(s) to receive the device and the required quantity of devices per type unit. Attach a distribution plan as annex A.
7. SOURCE: Indicate if the item is for in-house fabrication or identify commercial sources for the device.
8. COST:
 - a. Unit Cost: Known or estimated cost per item.
 - b. Quantity: Total number of items to be procured.
 - c. Total Cost: Total procurement cost (per FY if procurement covers multiple years).

9. DATE REQUIRED: State when the device is required (FY and quarter) and the impact if not received when requested.

10. SUPPORT ORGANIZATIONS: Identify the TSC or organizational element that will fabricate, procure, store, loan/issue, account for, and provide maintenance support.

11. IMPACTS:

a. MCA: Identify any MCA or other construction needed to support this device to include estimated funding requirements.

b. PERSONNEL: Identify operator, maintainer, and/or accountability annual man-hour requirements per device by unit, school, and/or TSC.

c. DISPLACED/SUPPORTED EQUIPMENT: State whether this device replaces or supports any other device. If it replaces a device presently in the Army inventory, recommend a strategy for disbursement of the displaced device.

d. TRANSPORTATION REQUIREMENTS: State any transportation requirements for the device (moveable, transportable, etc.).

e. SAFETY: Identify system safety, health hazard, and environmental requirements.

12. SPARE PARTS: List spare parts required and identify associated costs (per FY, if appropriate).

13. SPECIAL TOOLS: List special tools required and identify associated costs (per FY, if appropriate).

14. FUNDING SUMMARY: Consolidate costs from paragraphs 8, 11, 12, and 13. Use the best cost available and identify cost requirements by quantity and by FY for investment costs (e.g., 120/\$45.5K) and total per FY for O&S and MILCON costs.

	FY ____	FY ____	FY ____	FY ____	FY ____
OMA (para 8):	0/\$0.00	0/\$0.00	0/\$0.00	0/\$0.00	0/\$0.00
O&S (para 12 & 13):	0/\$0.00	0/\$0.00	0/\$0.00	0/\$0.00	0/\$0.00
MILCON (para 11):	0/\$0.00	0/\$0.00	0/\$0.00	0/\$0.00	0/\$0.00

15. POINT OF CONTACT: Name, office symbol, and telephone number.

(SIGNATURE BLOCK)

Glossary

Abbreviations

AOR

Area of Responsibility

AR

Army Regulation

ARIMS

Army Records Information Management System

ATSC

Army Training Support Center

CG

Commanding General

CLS

Common Levels of Support

CREW II

Counter Radio Electronic Warfare Device II

DA

Department of the Army

DAPS

Document Automation and Production Services

DoD

Department of Defense

DPTMS

Directorate of Plans, Training, Mobilization and Security

EST

Engagement Skills Trainer

FLIPL

Financial Liability Investigation of Property Loss

GC

Garrison Commander

GTA

Graphic Training Aid

HQDA

Headquarters, Department of the Army

I-MILES

Instrumented Multiple Integrated Laser Engagement System

IMCOM

Installation Management Command

I/O

Instructor/Operator

ITP

Individual Training Plan

LMTS

Laser Marksmanship Training System

MILES

Multiple Integrated Laser Engagement System

TADSS

Training Aids, Devices, Simulators, and Simulations

TDFR

Training Device Fabrication Request

TOE

Table of Organization and Equipment

TS-MATS

Training Support - Material Armywide Tracking System

RTSC

Regional Training Support Center

TSO

Training Support Officer

USAFCOEFS

US Army Fires Center of Excellence and Fort Sill

IMSI-PL



GLEN A. WATERS
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

DISTRIBUTION:
Fort Sill Internet
30th ADA Bde
31st ADA Bde
75th FA Bde
428th FA Bde
434th FA Bde
MEDDAC