

# CAMP ATTERBURY



TRAINING AIDS, DEVICES  
SIMULATORS, AND SIMULATIONS  
(TADSS)

STANDARD OPERATING PROCEDURE

**TSC**

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## CHAPTER 1

### INTRODUCTION

**1.1. PURPOSE:** To prescribe policies, responsibilities, procedures and provide guidance and information concerning the use of the training resources within the Training Support Center (TSC).

**1-2. APPLICABILITY:** This SOP is applicable to all US Military Units (AC, RC & NG); employees assigned or attached to Camp Atterbury TSC, and all authorized civilian organizations that utilize TSC resources and facilities.

**1-3. TADSS VALIDITY:** TADSS is a resource that can enhance the training of Soldiers, leaders, and crews when maneuver areas and/or ammunition are not available for training and are utilized to the collective task training. TADSS is a force multiplier and an integral component of the “crawl, walk, run” training philosophy.

**1-4. MISSION:** To support INARNG and other DOD organizations for military training, deployment, sustainment, and regeneration of units. Perform management of Training Aids, Devices, Simulators, and Simulations (TADSS). Develop and maintain a customer-oriented culture, set expectations of quality, provide a motivating climate, help solve problems, remove obstacles, and deliver high-quality performance.

## **1-5. TRAINING SUPPORT CENTER (TSC) GENERAL INFORMATION:**

### **a. POINTS OF CONTACT.**

- 1) TSC Manager (812) 526-1245.
- 2) Virtual Simulations scheduling/Site Lead (812) 526-1421.
- 3) Senior TADSS Instructor/Operator (812) 521-1403
- 4) Warehouse Manager (812) 526-1405.
- 5) VBS3 Simulator information/scheduling (317) 379-1889.

### **b. HOURS OF OPERATION.**

- 1) Monday-Friday 0730-1530hrs.
- 2) Closed on US Federal Holidays.

**NOTE: Cancellations must be made 24 hours prior to scheduled events. No shows or failure to give notice will cause TSC accounts to be frozen.**

## CHAPTER 2

### VIRTUAL SIMULATORS

#### 2-1. Schedule Simulators

- a. Units wishing to use any of the Simulators within the Training Support Center must enter their reservation into RFMSS.
- b. Once the information is put into RFMSS the Simulator Site Lead will contact the unit to complete the reservation process.
- c. Reservations are made on a first come first serve basis.
- d. Units are responsible for providing a qualified I/O to operate these simulators for their unit. TSC Staff can operate systems on a limited bases depending on availability.
- e. Units that are issued an EST/VCOT or CFFT must have a current DA1687 on file with the TSC.
- f. The VBS does not have a (I/O) course, contractors are provided to conduct the training.

#### 2-2. Conduct Unit Training

- a. Units wishing to use any Simulators without TSC operators present must be I/O certified and sign for all equipment being used, including room keys.
- b. Units must also log how many Soldiers trained and for how many hours once training is completed. That information will be given to the Simulator Site Lead upon clearing.
- c. Units are required to ensure area is policed, swept, mopped and trash taken out upon completion of training.
- d. Units will also report to TSC personnel all equipment malfunctions and damages immediately.

#### 2-3. Simulator Certification / Recertification Training

- a. Commanders and leaders at all levels are responsible for ensuring maximum use of (I/O) courses to maintain the highest level of individual/crew level proficiency and enhance combat readiness.
- b. Individual Operator courses will be scheduled by the Simulator Site Lead.
- c. Class schedules will be pushed out to units during the state planning conference held annually.

- d. Each (I/O) course must have a minimum of one National Guard Soldier and no more than 8 students.
- e. For questions or concerns about Simulator Certification/Recertification contact Simulator Site Lead on PG 4.

## CHAPTER 3

### TADSS/MILES WAREHOUSE

#### 3-1. Property Accountability

- a. Units that have drawn TADSS are responsible for always maintaining 100% property accountability.
- b. Units are responsible for initiating all property adjustment actions in accordance with AR 735-5, necessary to account for lost or damaged equipment.
- c. When circumstances warrant a Financial Liability Investigation of Property Loss (FLIPL), units are required to initiate the FLIPL under AR 735-5, paragraph 13-8 not later than 15 calendar days (45 for NG units, 75 for Res. Units) after the date of discovering loss or damage.
- d. Responsible Officers are the managers of their accounts; they are to ensure their accounts are managed IAW TSC policies. This includes updating their DA Form 1687 before it expires, accounting for and maintaining property signed out from the TSC.

#### 3-2. Establish a TADSS Account

- a. Each unit wishing to draw equipment from the TSC, must have a valid service account established in the Training Support Material Armywide Tracking System (TS-MATS).
- b. To establish an account with the TSC, units must submit an up-to-date DA1687 and a copy of the unit Commander's Assumption of Command Orders.
- c. For civilian entities or other DOD organizations, it will be up to the TSC manager on how to establish an account. Please see TSC manager contact info on page 4.

#### 3-3. How to Request TADSS

- a. Once an account has been established in TS-MATS, the unit needs to fill out a TSC Request Form. The form is located under the Director of Plans, Training, Mobilization and Security tab, follow prompt to the Training Support Center (TSC) on the Camp Atterbury public website listed on page 3.

- b. TADSS are issued on a “First come, first served” basis.
- c. Once the warehouse Site Lead receives the request, the Site Lead will process the information on the request and reply to the unit with pick up/turn-in dates and times.
- d. For TADSS requiring training, the warehouse Site Lead will give the training prior to the equipment being signed for on the day of pickup.
- e. TADSS are for short term use only, 30 days or less. Anything requested past 30 days must be approved by the TSC Manager.

**\*\*Note:** Some TADSS require training from the warehouse Site Lead. Those TADSS are identified on the TSC Catalog, also located on the Camp Atterbury public website.

### **3-4. Issue TADSS**

- a. Once the customer request has been approved, unit documentation will be verified, and items will be pulled from the shelves to be issued to the customer.
- b. A joint inventory of equipment will be done; ensuring all items being issued to the customer are present and functional.
- c. Equipment will be issued on a TS-MATS hand receipt. This is a valid and binding document and will be used in lieu of DA FORM 2062.
- d. DA FORM 2062 can only be used if approved by the TSC Manager.
- e. Once the hand receipt is verified by the customer for accuracy, the customer will sign their name and put the current date next to their signature. TSC Personnel will do the same in the appropriate block. Copies will be provided for the customer, and then filed in the suspense file waiting for the turn-in date of equipment.
- f. All equipment will be signed for prior to being loaded by the customer. Customers must have the appropriate Military/GSA vehicle to transport and secure the training devices so that the transportation of the TADSS will not incur damages to the government property.

**\*\*Note:** The TSC does not supply batteries for MILES



### **3-5. Turn-In TADSS.**

- a. Prior to the day of turn-in, all equipment that was signed out will be cleaned and dry prior to turn-in.
- b. A Joint inventory of equipment will be done; ensuring all items being turned in by the customer are present, clean, and functional.
- c. The turn-in hand receipt will be verified by the customer for accuracy, the customer will sign the turn-in hand receipt. TSC personnel will do the same in the appropriate block. Copies will be provided for the customer.
- d. For any missing or broken items, it will be up to the TSC Manager to determine what type of action to take based on guidance from the reference material listed on page 10.

### **3-6. Graphic Training Aids (GTA's).**

Graphic Training Aids are in BLDG T118C (TADSS Warehouse). GTA's do not require a DA1687, they are available for any Soldier, unit, or DOD organization to pick up during the duty day. A list of all GTA's housed at Camp Atterbury are located on the Camp Atterbury public website or can be sent via email by contacting the warehouse Site lead.

### **3-7. Printing Capability.**

Printing, board making, and lamination will only be done in support of TADSS located at Camp Atterbury. TSC Personal are not authorized to make or print maps, signs and posters that do not support TADSS at Camp Atterbury.



## REFERENCES

AR 350-39, POLICIES AND MANAGEMENT FOR TRAINING AIDS, DEVICES, SIMULATORS, AND SIMULATIONS

AR 350-52, ARMY TRAINING SUPPORT SYSTEM

AR 710-2, SUPPLY POLICY BELOW THE NATIONAL LEVEL

AR 735-5, PROPERTY ACCOUNTABILITY POLICIES

DA PAM 25-37, INDEX OF GRAPHIC TRAINING AIDS

DA PAM 710-2-1, USING UNIT SUPPLY SYSTEM

TRADOC PAM 350-9, U.S. ARMY TRAINING AND DOCTRINE COMMAND TRAINING DEVICES FOR ARMYWIDE USE

PEO STRI INDEX AND DESCRIPTION OF ARMY TRAINING DEVICES CATALOG