



**7<sup>th</sup> Army Training Command  
Training Resource Center, Mannheim  
Standing Operating Procedures  
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MEMORANDUM FOR SEE DISTRIBUTION

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1. **Reference.**

- a. AR 25-1 Army Information Management
- b. AR 190-13 The Army Physical Security Program
- c. AR 190-51 Security of Unclassified Army Programs
- d. AR 710-2 Inventory Management Supply Policy Below the Wholesale Level
- e. AR 725-50 Requisitioning Receipt and Issue System
- f. AR 735-5 Policies and Procedures for Property Accountability
- g. AR 750-1 Army Material Maintenance Policy and Retail Maintenance Operations
- h. DA PAM 25-37 Index of Graphic Training Aids
- i. DA PAM 25-91 Visual Information Procedures
- j. DA PAM 350-9 Index and Description of Army Training Devices
- k. UR 25-1 USAREUR Information Resources Management

2. **Purpose.** This SOP lists the services available and outlines the procedures for establishing and maintaining a service account with the Mannheim Training Resource Center (TRC) for Training Aids Devices and Simulators (TADS) and Visual Information (VI) equipment support. It also explains procedures to request training for unit representatives on TADS & VI equipment.

3. **Scope.** This SOP is applicable to all supported units.

4. **Policy.** Compliance with this SOP must be without deviation. Violation of procedures stated herein can result in account suspension.

5. **Mission.** Provide support of home station training of US and NATO units in area of responsibility. This includes individual units with UIC, individual staff agencies at MACOM level and local support agencies such as AAFES, DECA, DODDS, etc.



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a. **Location.** The Training Resource Center facility is located in building 95, Coleman Barracks, Mannheim. The TRC telephone numbers are: Customer Service; DSN 382-5501/5502 and the main office DSN: 382-5504.

b. **Hours of Operation.** Monday- Friday 0800-1200 hours, 1300-1530 hours

**Note: TRC is closed on American holidays.**

6. **Dissemination of Information.** Information concerning new USAREUR training support will be disseminated to units through the following means:

a. <https://trms.7atc.army.mil>

b. Mannheim web page, <http://home.mannheim.army.mil> , scroll down to the “About Mannheim” area and select VI/TADS , it will display the TRC page.

7. **Responsibilities.** Commanders, account holders, and users of TRC equipment are responsible for the accountability, safeguard and proper use and care of the equipment entrusted to them. They should familiarize themselves with the general responsibilities outlined in AR 190-13.

a. **Property Accountability.** Audio-visual equipment, TADS, and software is issued only to the account holder or the account holder’s authorized representative. Upon issue of equipment to the account representative, responsibility for the equipment is transferred to the gaining unit. The unit is responsible for maintaining accountability until the equipment is returned to the TRC.

b. **Safeguard / Security.** Security of loaned TRC equipment is the responsibility of the using unit. Commanders and account holders must establish internal procedures to ensure that equipment is used for authorized purposes by authorized and trained personnel only.

**Equipment issued to the account will not be loaned or sub-hand receipted to any individual or unit outside the account holder’s unit.** Internal loans of equipment must be documented in accordance with general supply principles and must include a hand receipt. The equipment must be secured IAW AR 190-13 and AR 190-51.

c. **Use and care of TRC equipment.** Users must ensure that equipment is properly used and maintained. The majority of TRC equipment is delicate and cannot withstand rough or improper usage (care must be taken to preserve the equipment). Damaged equipment on long-term loan or on a temporary basis should be turned into the TRC for repair immediately upon discovery of a deficiency. If the equipment is damaged or lost due to neglect, a Report of Survey (DA Form 4697) must be initiated by the Account Holder or Commander. Units are NOT authorized to attempt any repairs on TRC equipment.



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d. **Maintenance.**

(1) TRC personnel will perform maintenance to equipment before and after equipment is issued.

(2) Operator maintenance for equipment on long-term loan, including replacement of bulbs and fuses, will be performed by the using unit IAW applicable manuals and as per instructions provided by TRC personnel.

(3) Equipment requiring maintenance beyond operator level will be returned to the TRC for repair or replacement. No other repair facility is authorized, and under no circumstances will a unit attempt to repair inoperable equipment; this, for the majority of time results in further damage.

(4) If sufficient supplies are on hand, the TRC will provide a replacement item for items turned-in. However, due to the low density of certain items this will not always be possible. Units should assist themselves by turning-in inoperable equipment immediately upon discovery of a defect.

e. **Losses or damages.** In the event that it is discovered that equipment or devices are missing or damaged it is important to take immediate action to determine the cause and extent of the loss or damage. An immediate 100% inventory must be conducted to ascertain the location of missing items and statements from responsible personnel describing the circumstances of the loss or damage must be obtained. Statements of Charges, Cash collection or Report of survey are the primary ways to relieve responsibility, The primary hand receipt holder will initiate a Report of Survey. IAW AR 735-5. All losses must be reported within five (5) days of discovery. Failure to provide statements promptly will result in suspension of the account.

f. **Excess,** obsolete equipment, and equipment found on post.

(1) Unit account holders must continually review their equipment requirements to ensure that equipment on permanent loan is fully utilized. Equipment not fully utilized, in excess of unit requirements, or no longer needed should be returned to the TRC.

(2) As training programs and equipment changes, devices become obsolete. When this happens, the equipment should be turn in to the TRC for replacement (If a new version is available) or for return to training aids support activities for disposal.

(3) Audio-visual and training equipment found on post must be turn in to the TRC for the purpose of reestablishing accountability.



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8. ***Procedures for establishing service accounts.***

a. ***Accounts.*** Temporary TRC accounts for units supported by the Mannheim TRC are normally established, down to company level. Due to the location of this community and the units supported, accounts for USAREUR headquarters, V Corps, and HMEDDAC will be established by section. Equipment and devices issued in these accounts must be returned NLT the date indicated on DA Form 2062-E (Equipment Hand Receipt) and media loans indicated on DA Form 4103-E (Media Loan Hand Receipt). Failing to return the equipment on time will result in suspension of the account, in addition the account will be suspended for an additional two weeks after equipment has been turned-in. Units going outside of the Mannheim Community that require the use of VI equipment should get in touch with the Training Resource Center (TRC) DSN: 382-5504, to arrange with the nearest TRC in that geographical location for the loan of equipment to the unit.

b. ***Account establishment.*** Commanders establish a standard account by submitting the required TRC memorandum, Assumption of Command Orders, and DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies). Head of staff agencies must provide a memorandum certifying they are the head of that agency – in lieu of Assumption of Command orders. This paperwork will be resubmitted upon change of commander or the primary hand receipt holder. Battalion Commanders may designate personnel in the rank of E-5 or higher (or civilian equivalent) to act as the account holder. No other delegation of authority to account holders is authorized. An account number will be assigned and must be used on all subsequent correspondence concerning the account.

c. ***Account update.*** TRC accounts are updated every six months. Thirty (30) days prior to expiration, an update will be forwarded to the account holder via e-mail. It is the unit's responsibility to ensure 100% inventory prior to updating the account.

d. ***Overdue account update.*** When accounts are not updated on time, the following applies:

(1) A memorandum will be sent through the commander or agency chief to the account holder to update the account. The account holder will be given a five working day period to renew the account with the TRC. The Commander and account holder are therefore informed that the account will be suspended by the suspense date.

(2) If the account is not updated at the end of the suspense date, the account is suspended and command channels will be used to reestablish TRC control of the equipment.

e. ***Loan of Equipment.*** The TRC is designed to provide items on temporary loan basis (30 days or less).



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(1) Temporary loans of equipment, devices etc. should be requested at least 24 hours in advance. Since stock levels may not be adequate for each item requested, it is essential to submit requests as far in advance of the required date as the need is known. It is important to ensure that equipment is returned to the TRC on or prior to the expiration date of the loan. This ensures that adequate loan stocks will be on hand at the TRC to support temporary loans.

(2) Long term loans are authorized for certain items of equipment and must be requested from the TRC using AE Form 25-1A-R (Request for Long-Term Loan or Purchase of Visual Information Equipment). If approved, the items will be issued by the TRC on a DA Form 2062-E and are subject to TRC recall at any time to satisfy greater needs or to supplement the temporary loan system. Items purchased by units or activities for their own use are not subject to recall.

(3) Due to the high cost of TRC equipment, and because these loans cause a serious shortage of equipment available for temporary loan, all requests for indefinite retention are scrutinized and requests without a valid justification will be returned without action.

f. ***Loan of Videotapes.*** These items are normally issued on a temporary basis.

(1) Damaged videotapes will be returned to the TRC with a memorandum from the commander explaining the cause of the incident. If a videotape gets jammed in a video cassette recorder (VCR), bring the whole unit to the TRC where specialized personnel will repair and recover the tape.

g. ***Reproduction of Media.*** The TRC is not authorized to reproduce any video tape that is copyrighted, only home made training tapes.

h. ***Graphic Training Aids (GTA).*** GTA's are expendable. There is no justification required upon request unless the quantity is excessive. GTA's are normally stocked in the TRC. If not available, a request will be forwarded to TSAE Rödelsheim for reproduction.

i. ***Special Work Order Requests.*** Requests for production and fabrication of training aids/devices that are not stocked in the system will be submitted on a DA Form 3903 (Visual Information (VI) Order) and a DA Form 2765-1 (Request for Issue or Turn-in) by the requesting unit. The TRC will provide the requesting unit with the control number and it is the unit's responsibility to take the paperwork to Rödelsheim.



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### ***9. Procedures for establishing MILES accounts.***

1. ***MILES Accounts.*** MILES accounts for units supported by Mannheim TSC are established at the company level and are separate from the unit's regular TSC account. Commanders establish a MILES account by submitting a memorandum requesting to open an account, Assumption of Command Orders and a DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies). The personnel on the DA FM 1687 must be MILES Certified. The Commander cannot designate an account holder for MILES accounts. Personnel on the DA FM 1687 may not request MILES, only receive. This paperwork will be updated annually or upon change of commander.

2. ***MILES Requests.*** TRC Mannheim carries basic MILES gear: individual MILES (Halo, Harness), small arms transmitters (M16/M4, M249), Small Arms Alignment Fixtures (SAAF aka. Zeroing box) and Control Guns.

a. Units requiring MILES for other weapon systems or for vehicles must submit their requests 90 days prior to the date required. Units conducting large scale exercises (Brigade, Battalion level) requiring large amounts of MILES also must submit their requests 90 days prior to the date required. TRC Mannheim will coordinate with other RTSC's and TSC's to fill the request. Units going to Grafenwoehr or Hohenfels for training should coordinate through TRC Mannheim for MILES, but may be instructed to pick up the MILES at the training site.

b. Units requiring MILES carried by TRC for Company level exercises must submit their requests 30 days prior to the date required. Requests will be accepted less than 30 days out, but will not be priority and TRC may not be able to accommodate the request.

3. ***Procedures for Requesting and Picking-up MILES.*** Within the correct time frame (e.g. 90 or 30 days out) fax a Memorandum Requesting MILES Support to the TSC (FAX DSN 382-5500, CIV 779-5500). The memorandum must be signed by the Commander and specify what the unit needs, the date the unit requests to pick up the MILES, who will be picking up the MILES and a return date. The person designated for pick-up on the memorandum must be on the DA FM 1687. Call the TSC after the memorandum is faxed to verify receipt and schedule an appointment for MILES pick-up time and date.

a. Arrive on time at TSC for your appointment. Do an inventory of the MILES with the TSC Representative. If you see equipment with deficiencies, point it out to the TSC Rep. The equipment will either be changed out or the deficiency annotated on your hand receipt. Sign the hand receipt once you have verified it is correct and keep the copy you are given to assist you with turn in procedures. (Ensure you have adequate personnel and transportation to load and transport MILES)



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b. The individual who signs for the MILES gear from the TSC is responsible for the equipment. It is in the individual's best interest to sub-receipt the MILES to elements within his/her unit to keep accountability (e.g. Platoon Sergeants, Section Leaders).

4. ***Procedures for Turning-in MILES.*** Prior to the expiration date of the MILES Hand Receipt from TSC, call TSC and schedule a turn-in time and date.

a. Arrive on time at TSC for your appointment. A TSC Representative will check the equipment for accountability, cleanliness and serviceability. Any deficiencies will be noted by the TSC Representative for further action. Any equipment damaged during training or found to be inoperable during training should be tagged by the unit prior to turn-in for easy identification. Equipment must be clean and dry prior to TSC accepting it for turn-in.

b. Equipment damaged thru negligence, lost or destroyed, must be accounted for on a Cash Collection Voucher, Report of Survey or Statement of Charges within five working days of discovery of the deficiency. Equipment with minor damage (not occurring from negligence) must be accompanied by a statement detailing who, what, when, where and how the damage occurred. This statement must be signed by the commander.

5. ***MILES Certification.*** Units requiring MILES Certification should contact TSC to schedule training. **Follow these easy steps and you can be certified on MILES in no time:**

a. Fax a memorandum to TSC Mannheim requesting MILES Certification Training. (FAX DSN 382-5500).

b. A minimum of 10 personnel are required (max. 15) and they must be E-5 or higher.

c. The 2 Day (16 hour) course provides 2 years of certification.

d. Memorandum must list Name, Rank and SSN's of personnel attending, primary and alternate dates you wish to conduct training, the name, DSN, FAX and Email address of the POC. TSC will coordinate with the contractor that provides the Certification to schedule the training.

e. Each person completing the training will receive a MILES Certification card (SF 46). This card will be necessary for that person to sign out MILES at TSC. Units should ensure that they have personnel certified at all times as it is not always possible to get Certification on short notice.



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10. ***Procedures to Purchase Audio Visual Equipment.***

a. In order to purchase any visual information equipment the following documents must be provided to the TRC for approval:

(1) AE Form 25-1A-R (Request for Long Term Loan or Purchase of Visual Information Equipment).

(2) DA Form 3953 (Purchase Request and Commitment) This form must be completed except for item number 19.

b. IAW with UR 25-1 any purchase of audiovisual equipment under \$2,500.00 does not require any of the paperwork.

11. ***Paperwork needed to:*** establish an account, purchase VI equipment, special work order requests, media loan work orders, and long term loans.