Training Support Center
TRAINING AIDS, DEVICES, SIMULATORS, SIMULATIONS (TADSS)
LOAN REQUEST

UNIT ACCOUNT # _____ TRANSACTION NUMBER: _____

TO: Training Support Center, Joint Base San Antonio, FT Sam Houston, TX 78234,
Attn: IMSM-TNC, (210) 221-3229 or FAX: 210-221-5383
Emai:l usarmy.jbsa.asa.mbx.training-support-center@mail.mil

REQUEST LOAN/ISSUE OF THE FOLLOWING			
DEVICE #	**ITEM**	**REQ**	**ISSUED**

GENERAL INFORMATION				
UNIT	**BRANCH**	**POC NAME**	**PHONE**	**EMAIL ADDRESS**

PICK UP DATE_____ TURN IN DATE_____

Loaned items must be **JOINTLY INVENTORIED, CLEANED** and **TURNED-IN** on scheduled due date. All clothing must be washed prior to Turn In. **Accounts in delinquent status will be frozen** and **WILL NOT** be entitled to receive support. Missing or damaged items must be accounted for IAW AR 735-5.

TSC OPERATING HOURS

Customer Service Desk	0700-1100 & 1200-1600 hrs Mon-Fri.
Closed for Lunch	**1100-1200 hrs. Mon-Fri.**
TADSS/MILES Warehouse	0730-1030 & 1200-1530 hrs Mon-Fri.

REQUESTER SIGNATURE _____ Today's Date: _____

Red Fields are required and request cannot be processed if not completed

Email

----------Staff Only----------
Staging the equipment: _____
Process request in TS-MATS: _____
Total: _____