

**Training Support Center**

**External**

**Standard Operating Procedure (SOP)**

**Army Support Activity**

**Fort Sam Houston, TX**

## TABLE OF CONTENTS

CONTENTS	PARAGRAPH	PAGE
<b>CHAPTER 1</b>	<b><u>INTRODUCTION</u></b>	
Purpose	1-1	2
References	1-2	2
Applicability	1-3	2
Mission	1-4	2
<b>CHAPTER 2</b>	<b><u>HOURS &amp; OPERATIONS</u></b>	
General	2-1	3
Location	2-2	3
TSC Operating Hours	2-3	3
Customer Service Desk	2-4	3
<b>CHAPTER 3</b>	<b><u>CERTIFICATION TRAINING</u></b>	
Certification Training	3-1	4
Responsibilities	3-2	4
Prerequisites	3-3	4
<b>CHAPTER 4</b>	<b><u>TADSS/MILES WAREHOUSE</u></b>	
Property Accountability	4-1	6
Establishing a TADSS Account	4-2	7
Submitting a Request for TADSS	4-3	8
Issue Training Devices	4-4	8
Turn-in Training Devices	4-5	9
Graphic Training Aids	4-6	10
<b>ANNEX LIST</b>		
<b>A: Inventory Discrepancy Report</b>		12
<b>B: Sample Damage Statement</b>		13
<b>C: FLIPL Format</b>		14
<b>D: Assumption of Command Letter</b>		15
<b>E: DA Form 1687 (Sample)</b>		16
<b>F: Unit Information Sheet</b>		17
<b>G: TADSS Request</b>		18
<b>H: GTA Request</b>		19
<b>I: Classroom Request</b>		20
<b>J: Building 4110 Layout</b>		21

## **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 REFERENCES:**

- a. AR 5-9, Area Support Responsibilities
- b. AR 710-2, Supply Policy Below National Level
- c. AR 735-5, Policies and Procedures for Property Accountability
- d. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)

**1-3 APPLICABILITY:** This SOP is applicable to all US Military Units (AC/RC); employees assigned or attached to the Fort Sam Houston TSC, and all authorized civilian organizations that utilize TSC resources and facilities.

**1-4 MISSION:** To support Fort Sam Houston and AR 5-9 Support Area Soldiers training, deployment, sustainment and regeneration of units for combat. Perform management of Training Aids, Devices, Simulations, and Simulators (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.



## **CHAPTER 3**

### **CERTIFICATION TRAINING**

**3-1 CERTIFICATION TRAINING:** This section provides an overview of Certification Classes offered within the TSC, along with guidance for enrolling and attending the training.

#### **3-2 RESPONSIBILITIES:**

- a. Commanders and leaders at all levels are responsible for ensuring maximum use of these courses to maintain the highest level of individual/crew level proficiency and enhance combat readiness.
- b. Commanders and leaders must ensure that all students selected to attend the courses outlined in this chapter are qualified, meet the prerequisites and report on time.
- c. Due to resource availability, units may be required to prioritize enrollment of personnel.
- d. Units can call 210-221-3229 to sign up for classes.

**3-3 PREREQUISITES:** Commanders and leaders are to ensure Soldiers meet these requirements. Soldiers not meeting them may be released from the course.

- a. No appointments (medical, dental, military, personal, etc.) during the duration of the course. Students are required to attend the ENTIRE class for certification.
- b. Individual requirements are outlined below for each TSC class offered.

1) **IWS MILES CERTIFICATION:** IWS MILES Certification Classes are conducted every Thursday at 08:00 hrs. Training is normally conducted at Bldg 4110. Training is a three (3) hour block of instruction covering; set up, operation, employment, maintenance, and safety. If a unit has specific MILES training needs, then a special class may be requested and arranged. Training is open for personnel listed on the DA 1687 signature card. Certified personnel must be present when equipment is issued. Certification is good for one (1) year.

2) **IMPROVISED EXPLOSIVE DEVICE EFFECTS SIMULATOR:** The IED Effects Simulator (IEDES) kit is a Training Aid Device that will assist the Army in training on operational support tasks, conditions, and standards needed to achieve U.S. Military IED objectives. The IEDES is configured to simulate a Small, Medium, Large, and Extra Large explosive signature. The IEDES is designed to train key tasks of Explosive Hazards (EHs) defeat, to predict, prevent, detect, classify, neutralize, mark, report and record EH and to protect personnel, equipment and facilities from EH effects. IEDES training is conducted every Tuesday at 08:00 hrs, Bldg 4110. Training is a three (3) hour

block of instruction covering; device operation, setup, employment, and safety. Training is open for personnel listed on the DA1687 signature card. Certified personnel must be present when equipment is issued. Certification is good for one (1) year.

3) **Machine Gun Simulator/Blast Simulator and AK-47 Simulator:** The machine gun simulator, blast simulator, and AK-47 simulators are devices that operate by using propane and oxygen to replicate noises heard on the battlefield. This is a two (2) hour block of training covering set up, operation, and safety. Classes are conducted at Bldg 4110 every Wednesday at 08:00. Training is open for personnel listed on the DA1687 signature card. Certified personnel must be present when equipment is issued. Certification is good for one (1) year.

4) **LASER MARKSMANSHIP TRAINING SYSTEM (LMTS):** The LMTS is a 2 hour block of instruction that provides Soldiers with the knowledge required to setup the LMTS, identify parts of the training system, conduct trouble shooting operations, bore site and zero weapons to the device, plan/establish a training event and LMTS Policies & Procedures. Recommended minimum rank of student is E-5, though this is not mandatory. Training can be conducted when signing out the system if time and situation permit or the unit can schedule a class by calling 210-221-3229. Certification is good for one (1) year.

**CHAPTER 4**  
**TADSS/MILES WAREHOUSE**

**4-1 PROPERTY ACCOUNTABILITY:**

- a. Units that have drawn TADSS are responsible for maintaining 100% property accountability at all times.
- b. In accordance with DA PAM 710-2-1 paragraph 5-4, no unit will loan or sub-hand receipt TADSS equipment to another unit without prior written authorization from the TSC. Violating this policy will result in the unit's TADSS account being deactivated.
- c. Units are responsible for initiating all property adjustment actions in accordance with AR 735-5, necessary to account for lost or damaged equipment.
- d. 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, no later than 15 calendar days (45 for N.G. units, 75 for Res. units) after the date of discovering loss or damage. Units will provide the TSC Warehouse a copy of the initiated FLIPL no later than 1600 on the 15<sup>th</sup> day. If the TSC Supply Section has not received a copy of the FLIPL by the suspense date, the TSC will initiate a report of FLIPL on the 16<sup>th</sup> day.
- e. Equipment will not be issued to hand receipt holders who will be departing their unit for periods in excess of 30 days and/or are departing before the scheduled turn in date (DA PAM 710-2-1 paragraph 5-3).
- f. Responsible Officers are the managers of their accounts; they are to ensure their accounts are managed IAW TSC polices. This includes updating their DA Form 1687 prior to expiration, accounting for property as described in paragraphs 4-1a, 4-1c and 4-1d above and selecting MILES certified hand receipt holders who will be present for the entire length of the loan.
- g. Equipment will be issued from and turned in through the Training Support Center via the Training Support Materials Army wide Tracking System (TS-MATS) computer. The TS-MATS computer will generate a hand receipt that will track the items issued to the customer. It will annotate the date the equipment is due to be returned and will be signed by both the customer and a TSC representative. This hand receipt is binding, and is used in lieu of the DA 2062. If, for technical reasons, the TS-MATS computer is down a DA 2062 will be used to issue equipment. Upon turn-in, the TS-MATS computer will generate a turn-in document recording what was turned in. TSC personnel will give the customer a copy of the turn in document. TS-MATS automatically balances your account, if equipment is still out the original hand receipt will suffice for it. **All equipment must be physically checked back in prior to the due date to prevent your account from becoming delinquent.**

## **4-2 ESTABLISHING A TADSS ACCOUNT:**

a. Each organization requiring support from the TSC, must have a valid service account established. Each organization down to the company level must have their separate accounts. This chapter will describe the differences in accounts and what documents are required to open account. All exceptions will be reviewed by the TSC Manager on a case-by-case basis.

### **b. COMPANY ACCOUNTS:**

1) Basic TADSS Accounts: Up to 8 personnel on the account

2) A copy of the unit Commander's Assumption of Command Orders must be on file at the Training Support Center.

3) Units must have a Delegation of Authority (DA Form 1687) signed by the Commander, stating who is authorized to receive training aids from the Training Support Center for the unit. The delegation of authority is good for one (1) year or until the delegating official is transferred, whichever happens first. (A sample Delegation of Authority is found on page 16)

4) Units must have a Unit Information Sheet on file at the TSC; it contains unit's designated address, phone/fax numbers, email addresses of the primary points of contacts. (A sample Unit Information Sheet is found on page 17)

### **c. DELINQUENT ACCOUNTS:**

1) Delinquent equipment, expired/missing account documentation, and damaged/lost equipment are example causes of deactivated TSC accounts.

2) When an account is deactivated, units can no longer be issued any equipment on that account.

3) Units set the return date for equipment upon issue. If an extension is required, it must be made prior to the turn-in date. Once the turn-in day passes, the account will become deactivated.

4) Upon turn-in, if there are missing items after completion of the joint inventory, an Inventory Discrepancy Report (IDR) is completed and the account is deactivated, an email will be sent to the Responsible Officer notifying them of the situation. The account will remain in a deactivated status until proper corrective actions are taken.

5) Units will have 15 calendar days to satisfy the IDR. If the IDR has not been satisfied (equipment found, statement of charges, FLIPL, Report of Survey), then a Report of Survey will be initiated by the TSC.

**4-3 SUBMITTING A REQUEST FOR TADSS:** This chapter outlines the procedures for requesting Training Aids and Devices from the TSC Warehouse. As outlined earlier in this SOP, organizations already must have a valid TSC account in an active status.

a. TADSS request forms are located in the admin office of Bldg 4110. Units may fill out requests on site (in the admin office) or by email. Emailed requests may be sent to: [usarmy.jbsa.asa.mbx.training-support-center@mail.mil](mailto:usarmy.jbsa.asa.mbx.training-support-center@mail.mil)

b. All available TADSS are on display in Bldg 4110 and other TADSS can be found in TRADOC PAM 350-9 and DA PAM 350-9. TSC personnel are also available to assist units with planning.

c. Requests should be submitted as soon as possible, but a minimum of 24 hours is required for TADSS requests. This will avoid availability conflict of TADSS by allowing future planning.

d. Requests will be checked for accuracy, dated, and processed. TSC personnel will determine the availability of the requested equipment. If items are available, a pickup and turn-in date will be set. If equipment is unavailable or dates cannot be accommodated, the unit will be notified. The TSC Manager and or representative will make final resolution on conflicts concerning Training Devices.

e. TADSS are issued on a short term loan, not to exceed 30 days. If circumstances require loans greater than 30 days a Memorandum for Record (MFR) is required. MFRs must be addressed to the attention of the TSC Manager and must include the unit's requested extension of a short term loan, equipment needed, the dates equipment is needed, and the reason for the required extension. If the equipment is needed for Brigade level exercises, the Brigade S3 may do one MFR for all the subordinate units in the exercise. If equipment is for a single company training event or Battalion level exercise, the Battalion S3 can provide the MFR. All accounts must be in a valid/active status prior to loan approval.

**4-4 ISSUE TRAINING DEVICES:** This chapter depicts the issue process of Training Aids to customers by TSC personnel.

a. All issues are by appointment only.

b. A joint inventory of equipment will be done to ensure all items being issued to the customer are present and functional.

c. Equipment will be issued on a Training Support-Materials Army wide Tracking System (TS-MATS) hand receipt. This is a valid and binding document and will be used in lieu of DA Form 2062.

d. Once the hand receipt is verified by the customer for accuracy, the customer will sign and date the form. TSC personnel will do the same in the appropriate block.

Copies will be provided to the customer, and filed in the unit account folder until the turn-in date.

e. All equipment will be signed for prior to being loaded by the customer.

**4-5 TURN-IN TRAINING DEVICES:** This chapter depicts the turn-in process of Training Aids from customers to TSC personnel. Parts of this were previously covered in this SOP. Refer back to earlier chapters for clarification as needed.

a. All turn-ins will be by appointment only.

b. A joint inventory of equipment will be done to ensure all items being turned-in by the customer are present, clean and functional. Anything missing or damaged will be included in the IDR given to the unit after turn-in.

c. Devices will be cleaned prior to turn-in and all clothing items will be washed, TSC personnel have the final call if items must to be re-cleaned or not.

d. Equipment will be turned-in on a Training Support-Materials Army wide Tracking System (TS-MATS) hand receipt. All shortages will be noted as items still issued out to the unit and the unit representative will not re-sign for this equipment.

e. If required, an IDR will be emailed to the Responsible Officer, notifying them of the status of their account.

f. The turn-in hand receipt will be verified by the customer for accuracy. The customer will sign and date the form and TSC personnel will do the same in the appropriate block. Copies will be provided to the customer.

**4-6 GRAPHIC TRAINING AIDS (GTAs):**

a. The TSC maintains a wide variety of GTA's in stock; personnel do not need to be on unit signature cards to pickup most GTA's

b. Units requiring a large amount of GTA's to support a deployment or training exercise need to submit a GTA request form located in the TSC or a standard MFR, ATTN: Training Support Center stating GTA's needed, the amount, purpose, and POC (with contact information).

c. Some GTA's are issued from HQDA with standard distribution numbers. If units require more or were not included on the distribution, they can be ordered through the TSC.

d. Many GTA's can be downloaded and printed at the unit level from the Reimer Digital Library (RDL)

Annex A Inventory Discrepancy Report

INVENTORY DISCREPANCY REPORT (IDR) TSC EQUIPMENT TURN-IN

**UNIT:**

**ACCOUNT #:**

**SCHEDULED DATE & TIME:**

**REMARKS:**

MISSING AND DAMAGED EQUIPMENT.  
Unit's account will be deactivated if suspense is not met. No other equipment will be issued without the approval of Mr. Carl @ 221-3401 or Mr. Thomas @ 221-5130.

**IAW AR 735-5 RELIEF OF RESPONSIBILITY AND ACCOUNTABILITY**

**SUSPENSE**

**DATE IS:**  **FOR THE DISCREPANCIES NOTED BELOW:**

A. MISSING ITEM (S):

B. DAMAGED ITEM (S):

**Received by Unit Representative:**

\_\_\_\_\_  
**Hand Receipt Holder**

\_\_\_\_\_  
**TSC Representative**

Annex B Sample Damage Statement

UNIT LETTERHEAD

Unit Office Symbol

Date

MEMORANDUM FOR: Training Support Center (TSC), Building 4110 Fort Sam Houston, TX 78234.

SUBJECT: Damaged TSC Equipment

1. Reference: AR 735-5
2. TSC equipment damaged: XXXXXX, SN: #####. Request for Issue/Turn-In, TS-MATS form dated DDMMYY, Hand Receipt Account #XXXXXXXX.
3. Damage Statement:
  - a. During the period 14-15 December, 2007, the *CREW 1* described above was damaged during transport from the field after a scheduled exercise. The damage consisted of a broken knob and damaged cable end. The damage occurred as a result of relocating the training device in the late evening hours.
  - b. We tested the XXXXXXXX at the unit and found that aside from the above damage all other parts were functioning correctly.
4. POC is the undersigned at XXX-XXXX.

XXXXX XXXXXXXX  
RANK, USA  
TITLE

Date:

Attention Line

1. I Concur/Do Not Concur with the statement in the basic letter.
2. I have reviewed the circumstances surrounding the damage to the above item and find no evidence of negligence or willful misconduct. No further investigation is required

XXXXX XXXXXXXX  
RANK, BRANCH  
Commander

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD) 20100421		2. INQUIRY/INVESTIGATION NUMBER 02-573-04		3. DATE LOSS DISCOVERED (YYYYMMDD) 20100418			
4. NATIONAL STOCK NO. 4930-00-236-0087	5. ITEM DESCRIPTION Dispensing Pump, Hand Driven <a href="#">Add More Items</a>		6. QUANTITY 2	7. UNIT COST 268.57	8. TOTAL COST 537.14		
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)			<a href="#">Add Page</a>		<input checked="" type="checkbox"/> Lost	<input type="checkbox"/> Damaged	<input type="checkbox"/> Destroyed
			<input type="checkbox"/> Organization	<input type="checkbox"/> Installation	<input type="checkbox"/> OCIE		
<p>On 12 through 18 2010, a joint inventory of the unit motor pool was conducted by SSG Gary M. Slatt, the outgoing motor sergeant, and SSG Bryan D. McKee, the incoming motor sergeant. the property identified in blocks 4 through 8 above and on continuation sheet could not be found.</p>							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
<p>Commander placed command emphasis on keeping him informed when property is loaned to another platoon or section within the unit and on the preparation of sub-hand receipts when property is loaned to other platoons and sections within the unit.</p>							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		b. TYPED NAME (Last, First, Middle Initial)		c. DSN NUMBER			
573d Supply and Service Company Fort Mile High, HI 12345-6789		Groff, Austin E., 1LT, ORD, XO		321-8888			
		d. SIGNATURE		e. DATE SIGNED			
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one)		b. COMMENTS/RECOMMENDATIONS					
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		SSG Slatt alleges missing property was loaned to the Laundry and Bath (L&B) Platoon. However, when asked to provide the hand receipt showing the issue of property to the L&B platoon, he was unable to provide them.					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER			
573d Supply and Service Company Fort Mile High, HI 12345-6789		Armstrong, Joseph E. CPT, Inf, Commanding		321-6666			
		f. SIGNATURE		g. DATE SIGNED			
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE			c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)		
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE					<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER			
		g. SIGNATURE		h. DATE SIGNED			
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE			c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)		
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE					<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER			
		g. SIGNATURE		h. DATE SIGNED			

DD FORM 200, JUL 2009

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 8.0

IMCR-PLT

DATE: \_\_\_\_\_

MEMORANDUM FOR

SUBJECT: Assumption of Command Orders

1. By authority of Army Regulation 600-20, Para 2-5 (d), the undersigned assumes command of the Headquarters and Headquarters Detachment, (HHD), Group Support Battalion, 10<sup>th</sup> Special Forces Group, Fort Sam Houston, TX 78234, (WDSPT) as of 13 Jan 2010.
2. The point of contact for this memorandum is the undersigned @ 221-0000.

Joe J. Blow  
CPT, OD  
Commanding

<b>NOTICE OF DELEGATION OF AUTHORITY- RECEIPT FOR SUPPLIES</b>				DATE 2005-01-31	
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>					
<b>AUTHORIZED REPRESENTATIVE(S)</b>					
ORGANIZATION RECEIVING SUPPLIES 2ND 16TH INF			LOCATION Fort Sam Houston, TX 78234		
LAST NAME-FIRST NAME-MIDDLE INITIAL		SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS
			REQ		
SNUFFY, JOE		N/A	X	X	
SMITH, JANE		N/A	X	X	
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>					
THE UNDERSIGNED HEREBY DELEGATES TO WITHDRAWS FROM THE PERSON(S) LISTED ABOVE THE AUTHORITY TO:					
REQUEST AND RECEIVE TSC ITEMS					
REMARKS SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE					
<b>I ASSUME FULL RESPONSIBILITY</b>					
UNIT IDENTIFICATION CODE WWXXW 1			DODAAC/ACCOUNT NUMBER YOUR TSC Account #		
LAST NAME-FIRST NAME-MIDDLE INITIAL DOE, JOHN		GRADE CPT	TELEPHONE NUMBER 254-287-1111	EXPIRATION DATE 2006-01-31	SIGNATURE

## UNIT INFORMATION SHEET

<b>UNIT Name</b>	<b>Mailing Address</b>
<b>Name of Unit Cdr/Responsible Officer</b>	<b>Phone Number</b>
<b>Email Address of Unit Cdr/Responsible Officer</b>	
<b>Name of ISG/NCOIC</b>	<b>Phone Number</b>
<b>Email Address to ISG/NCOIC</b>	
<b>REMARKS</b>	



**Training Support Center  
GRAPHIC TRAINING AIDS (GTA) REQUEST**

**TO:** Training Support Center, Joint Base San Antonio, FT Sam Houston, TX 78234, Attn: IMSM-TNC, (210) 221-3229 or FAX: 210-221-5383.

REQUEST OF ISSUE FOR THE FOLLOWING				
TRAY NO.	GTA NUMBER	TITLE/DESCRIPTION	REQ	ISSUED

GENERAL INFORMATION				
HRA#	UNIT	POC NAME	PHONE	EMAIL ADDRESS

REQUESTER SIGNATURE \_\_\_\_\_ Today's Date: \_\_\_\_\_

## Army Support Activity Training Support Center CLASSROOM SUPPORT REQUEST

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

Request Classroom support:

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Time: \_\_\_\_\_ To \_\_\_\_\_

# of personnel attending: \_\_\_\_\_  
Seating per classroom    RM 104A -30 seats  
                                      RM 104B -45 seats  
                                      RM 105 - 96 seats

**\* IF YOU CHOOSE TO HAVE LARGER MEETINGS OR CLASSES, ADDITIONAL CHAIRS ARE NOT AVAILABLE.**

### Attention:

**TSC OPERATING HOURS:**  
**0700 – 1600**  
**CLOSED FOR LUNCH**  
**1100 – 1200**

**PLEASE BE PREPARE TO EVACUATE THE BUILDING 10 MINUTES PRIOR TO CLOSING TIMES. NO EXCEPTIONS WILL BE MADE. THE BUILDING WILL BE CLOSING PROMPTLY AT 1100 AND 1600 HOURS.**

GENERAL INFORMATION				
UNIT	BRANCH	POC NAME	PHONE	EMAIL ADDRESS

Requester Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

-----Staff Only-----

Individual Completing Request: \_\_\_\_\_

Classroom Allocated: \_\_\_\_\_

Approved: \_\_\_\_\_

Cancelled: \_\_\_\_\_ No Show: \_\_\_\_\_

# Parking Lot

