



FORT HUACHUCA

Training Support Center

SOP

20 June 2014

Fort Huachuca TSC SOP

TRAINING SUPPORT CENTER SOP

1. **Purpose:** To establish Standard Operating Procedures for the Training Support Center (TSC).
2. **Scope:** This SOP applies to all Employees, Fort Huachuca Units, Reserve Component (RC) Units (National Guard and Reserve), Law Enforcement Agencies, and any other entity that utilizes the Fort Huachuca TSC.
3. **Mission:** In support of decisive action the Fort Huachuca TSC provides a variety of Training Aids, Devices, Simulators, and Simulations (TADSS), as well as relevant and responsive training support enabling commanders to accomplish training objectives, standards and successfully operate across an ever evolving full spectrum of conflict.
 - a. Provide one-stop TSC services to commanders and staffs of Active Duty, Reserve Components, National Guard, and ROTC and other authorized units/activities (including other US Government and civilian activities, other US military within the geographical support boundaries as defined in AR 5-9. Account for all TADSS within our AR 5-9, Area of Responsibility (AOR). Plan, direct and supervise activities of the TSC to ensure timely and effective response to supported units/activities. The Training Support Center will set up group tours when requested from account holders and other activities in order to enhance communication for training needs. The number to call for appointments is 520-533-6643, or email: usarmy.huachuca.imcom-central.mbx.training-support-center-tsc@mail.mil.
 - b. Loan of Training Devices: Warehouse, issue and receive operations for user-operated training aids and devices. Conduct certification courses for training devices that are required to have certified operators.
 - c. Simulations: Manage and maintain simulations and simulators used for training purposes. Conduct Instructor/Operator (I/O) Certification courses for simulations and simulators.
4. **Operating Hours:** The TSC operating hours are 0700-1600 Monday through Friday, closed for lunch 1100 – 1200. Exception for services requested outside of normal operating hours will be made on a case-by-case basis with the approval from the DPTMS Training Division Chief.
5. **Hand Receipt Accounts:** All units/personnel who receive services from the TSC must have an established Hand Receipt Account (HRA) in good standing with the TSC. To establish an account, units must submit a DA Form 1687 and Commander's Assumption of Command Orders. Each unit may have up to twelve personnel per company level unit (three-DA Form 1687's) on their HRA. All HRAs will be updated yearly or upon Change of Command.
6. **Requesting TADSS:** All units requesting TADSS can either submit an email to usarmy.huachuca.imcom-central.mbx.training-support-center-tsc@mail.mil or bring the request in person to Bldg 82012, 744 N Carter St, Fort Huachuca, AZ. To ensure availability of items, your request should be submitted at least 5 working days in advance. Every effort will be made to issue equipment regardless of timeliness of request, remember first come first served. Note that some TADSS have specific request forms as well as other documentation that must be presented during issue. Please send an email to the above address or call 520-533-6643 to inquire about specifics.

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a. Requests received at the TSC office will be checked for accuracy of contents and dated. The TSC General Supply Specialist or Supply Technician will determine availability of requested equipment. If requested equipment is available, and dates and times requested for pickup or turn-in can be accommodated, the request will be approved and a copy provided to the unit. If dates and times cannot be accommodated, the unit representative will be notified.

b. The loan of devices will not exceed 30 day's unless special circumstances are granted due to training mission. TSC personnel will check the account for current documents and for outstanding delinquent turn-ins.

c. The Training device catalog is arranged in numerical device number sequence as published in DA PAM 350-9. The customer can ask for assistance and look through the photo catalog to identify the device needed to accomplish the training mission.

(1) TRADOC Devices:

Training devices index range from.

- a. Aviation 01 series
- b. Chemical 03 series
- c. Engineer 05 series
- d. Field Artillery 06 series
- e. Infantry 07 series
- f. Medical 08 series
- g. Ordnance 09 series
- h. Signal 11 series
- i. Armor 17 series
- j. Military Police 19 series
- k. General 20 series
- l. Weapons 23 series
- m. Air Defense Artillery 44 series
- n. Transportation 55 series
- o. Combined Arms 71 series
- p. Miscellaneous 99 series

7. Issue of Training Devices:

a. When the scheduled unit arrives at the TSC warehouse, TSC personnel will review and /or approve the units request form and ensure a current copy of unit's assumption of command orders and a valid DA Form 1687 is on file and that the unit commander's signature on the DA Form 1687 matches the signature on unit's assumption of command orders. TSC personnel will verify that the requesting unit has certified personnel to operate TADSS (when required). The requested equipment is then jointly inventoried by the TSC personnel and the authorized unit representative. All TADSS equipment will be issued on TS-MATS (Training Support Army wide Tracking System), in lieu of the DA FORM 2062. The issuing document(s) are signed and dated by the TSC personnel. The authorized unit representative will sign, print name, rank, email address and telephone number. Original is retained and placed in a turn-in suspense file by the TSC personnel and a copy is provided to the authorized unit representative upon completion of issue.

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b. Customers will sign for all devices and components being issued prior to loading. Customer must have the proper type of vehicle to transport and secure the training devices so that the transport of the TADSS will not incur damages to government property. Units must supply an appropriate size detail to load items. TSC personnel will not assist the loading of equipment into Privately Owned Vehicles (POVs).

c. Devices that require Composite Risk Management Forms and/or Fire Plans will have to be filled out and presented to the front office prior to issue of training aids.

d. When requesting any TADSS that require certified personnel to operate, a certified individual must be present during the issue.

8. Turn-In of Training Devices:

a. Turn-ins will be handled in reverse order of an issue. TADSS personnel and authorized unit representative conducts a joint inventory of all equipment issued. Components will be given a visual inspection for any damages and some major components are given an on-the-spot functional check for serviceability. All malfunctioning and damaged components are set aside for induction into the appropriate maintenance facility for repair. All damaged and/or lost components are listed on a TADSS Damaged and/or Lost Suspense Sheet. Upon completion of turn-in, TADSS personnel will sign and print name, and authorized unit representative will sign and print name, rank, and telephone number on the turn-in documents. The TADSS warehouse retains the original, and a copy is provided to the authorized unit representative upon completion of the turn-in.

b. All devices will be returned in the original storage container, by the same person who signed for the devices. Devices will be transported and secured in a vehicle without stacking or piling that can cause damages. Devices will be clean at the time of turn in; dirty, damp, or rusty devices will not be accepted. Damaged or inoperative items must be tagged with a completed DA Form 2402 (exchange tag). Customers are responsible for inspection of the devices during and after training for accountability and serviceability to include the cleaning. Damaged devices other than fair wear and tear will be accompanied with a DD Form 362, Statement of Charges/Cash Collection or DD Form 200, Financial Liability Investigation of Property Loss. Devices with minor damages will have a damage statement on a memorandum that will accompany the turn in before turn in credit can be given to clear.

9. Damaged and/or Lost Items: Any damaged and/or lost components will have a TADSS Damaged and/or Lost Suspense Sheet prepared. Both the authorized unit representative and the TADSS personnel will check the sheet for accuracy of the contents and then sign and print names. The TADSS Damaged and/or Lost Suspense Sheet is now your issuing document for any damaged and/ or lost components. The TADSS Damaged and/or Lost Suspense Sheet will contain part number, nomenclature, quantity, serial number (if applicable) and unit price, the unit price will only be on the sheet for lost items, if the item is damaged it will say ECOD Pending, until the item(s) is put into the tech for evaluation of repair cost has been established. The TADSS warehouse retains original and a copy is furnished to the authorized unit representative upon completion of joint inventory. The unit will be given a suspense date of (5) working days after the turn-in to complete the appropriate adjustment document(s) prepared IAW AR 735-5. If unit does not meet the suspense date the unit's account will be closed.

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10. Frozen/Closed Accounts:

a. The TSC General will freeze or close accounts for the following issues:

- (1) DA Form 1687 Signature Card outdated or Change of Command
- (2) Account delinquent for equipment past due for turn-in
- (3) Documentation for damaged/lost items
- (4) Dirty equipment
- (5) Upon unit inactivation (Automatic closure)

b. The Company commander will be notified by E-Mail of the following problems and the unit has 5 working days to correct the problem before closure of an account.

- (1) DA Form 1687 Signature Card outdated or Change of Command
- (2) Equipment past due for turn-in
- (3) Documentation for damaged/lost items not submitted (units have 15 days to submit after day of turn-in, per AR 735-5)
- (4) Dirty equipment (units will be given 5 days to clean and callback for an appointment) if a large amount of equipment is dirty. If a small amount is dirty, they may walk in within 5 days.

c. If the unit's delinquent account is not reconciled within 25 days of the turn-in date, the TSC's General Supply Technician or Supply Specialist will notify the following personnel, that the battalion is in jeopardy of having all accounts closed until all is corrected.

- (1) Battalion XO
- (2) Brigade S-3
- (3) Brigade CSM
- (4) TSC Chief
- (5) G-3 Training Officer
- (6) DPTMS Training Division Chief

d. After 5 days and if no correction is made, the same above personnel will be notified that the entire Battalion's accounts have been closed until the problems have been rectified.

e. In order to unfreeze an account :

- (1) Property accountability documents must be completed or in progress

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(2) Loaned TSC equipment must be returned

(3) A new DA Form 1687 must be completed

11. Graphic Training Aids (GTAs):

a. The TSC maintains a large selection of Graphic Training Aids (GTA) in stock for issue. Some GTA's have been digitized. Digitized GTA'S will no longer be reproduced and/or distributed. Customers may download GTA'S and reproduce them as required from the United States Army Training Support Center Website.

b. DOWNLOAD INSTRUCTIONS:

(1) Inquire with TSC personnel to see if GTA'S are in stock

(2) If not in stock, The TSC will order them if available. Please plan ahead, as it takes approximately two weeks from date of order.

(3) If the requested GTAs are only available online, visit <https://atn.army.mil/> in order to download and reproduce.

(4) You will need an Army Knowledge Online account and a Common Access Card (CAC) to register and log in.

c. Requesting GTA's

(1) Customer can request for their account, not for multiple accounts

(2) GTA'S are Expendable but controlled by limiting quantities being issued to each account.

(3) Mail order request will meet the standards listed above for issues.

(4) Request in person at the TSC or send an email to usarmy.huachuca.imcom-central.mbx.training-support-center-tsc@mail.mil.

12. POC for this SOP is the undersigned at 520-533-6643 or email: michael.g.shuford.civ@mail.mil.

//Original Signed//
MICHAEL G. SHUFORD
PROGRAM MANAGER
TRAINING SUPPORT CENTER

Appendix I

ENGAGEMENT SKILLS TRAINER SOP

1. **PURPOSE:** Prescribe procedures and responsibilities for the utilization of the EST training facility at Fort Huachuca. The objective of the EST training facility and classroom are to provide the means of training and evaluating the performance of individual Soldier small arms, crew served and individual anti-tank training. The EST trainer provides institutional and unit training using Soldier small and large caliber weapons. Each facility is an indoor, multipurpose, multi-lane design. The system is comprised of multiple independent subsystems that can be networked and configured in three operational modes which are marksmanship, collective squad level engagements, and shoot-don't shoot training. Scenarios which are used to simulate practical targets which are characteristic of standard Army course ranges.

******THIS SYSTEM IS NOT TO BE USED AS AN ARCADE GAME. THE EST WILL BE TREATED JUST LIKE YOU WOULD A LIVE FIRE RANGE. ANY HORSEPLAY, IMPROPER USE OF WEAPONS, AND/OR SAFETY INFRACTIONS WILL RESULT IN THE UNIT'S TRAINING SESSION BEING SHUT DOWN IMMEDIATELY AND NOTIFICATION WILL BE SENT TO THE UNIT COMMANDER******

2. **GENERAL:**

a. The EST facility is located at 744 N Carter St, Bldg 82012.

b. The EST 2000 is a five lane subsystem which consists of an Instructor/Operator Station (IOS). The system uses demilitarized manufactured weapons currently in U.S. Army inventory. Components of the facility are: floor boxes, high resolution projector/IR camera assembly, screen, speakers, and air compressor. There are approximately 400 scenarios ranging from marksmanship, judgmental engagements and collective training available for units.

3. **SCOPE:**

a. The provision of this SOP applies to all Fort Huachuca units, Reserve Component (RC) units (National Guard and Reserve), and Law Enforcement Agencies that utilize the EST Facility.

4. **SCHEDULING:**

a. The normal operating hours are Monday thru Friday 0700 to 1600 hours. (See responsibility for other than normal operating hours). Scheduling the EST facility requires a hardcopy request by visiting the Training Support Center (TSC) located at 744 N Carter St, Bldg 82012 or email usarmy.huachuca.imcom-central.mbx.training-support-center-tsc@mail.mil.

(1) Units are required to provide the following information: exact unit to include company, person submitting request, phone number, type of training, and type of weapons, duration of training and Unit Commander's name and contact information.

(2) There will be no block or blanket scheduling of EST facilities. Units are encouraged to use maximum utilization during scheduled training time.

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5. EST TRAINING FACILITY

a. Units will verify training 2 weeks prior with the TSC. All cancelations or changes to training must be submitted in writing prior to the scheduled training. Units that are one hour late for training will be considered a no-show. All no-shows will be recorded as such and notification will be sent to unit commanders.

b. Units will schedule I/O courses for unit personnel to operate the EST prior to unit training. Personnel attending the EST I/O course must be in the rank of CPL or above.

c. I/O certifications are valid for one year.

6. OBJECTIVES:

a. To provide a means of training and evaluating the performance of individual and squad level members' marksmanship under simulated combat environments.

b. Allow unit trained I/O to test, evaluate and diagnose weaknesses in training areas in weapon operation and engagements. Advise unit NCOIC on recommendations for corrective actions.

c. Each individual/crew is required to meet the Unit Marksmanship Standards or appropriate Field Manual.

7. TRAINING:

a. EST provides the most comprehensive means of training and evaluating individual/crew/squad proficiency. Both the weapon operations and decision making elements of the engagement process can be accurately assessed against targets that could be encountered in actual combat.

b. Units will be required to have trained Instructor/Operators in order to schedule and utilize the EST.

c. Units are required to provide coaches for firers: 1 coach for 5 lanes, 3 coaches for 10 lanes. Training will be stopped until this requirement is met. If the standard is not met within 1 hour, training will be cancelled and the Soldiers will be sent back to the unit and rescheduled.

d. Civilian instructors observe training; make recommendations to improve unit training directly to the unit Non-commissioned Officer (NCO).

e. Facilities may be used to provide units with sustainment training, range safety, and as a training tool for supervisors to conduct evaluation of individual marksmanship skills. EST training device will not be used as a replacement for actual live fire requirement or qualifications with the exception of: M16/4 series night fire and NBC qualifications, M249/240 Table 1 qualifications and M9 Pistol qualification, night fire and NBC qualifications (see Annex A).

f. Units NCOIC are encouraged to provide concurrent training for unit personnel waiting to attend training in the TSC. Concurrent training must coincide with marksmanship or unit SOP and be conducted at designated break areas.

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8. RESPONSIBILITIES:

a. Training Support Center (TSC)

- (1) Provide logistical support and overall supervision for the EST Facilities
- (2) Maintain property accountability
- (3) Management and daily operations
- (4) Maintenance of the EST is supported by PEOSTRI War Fighter Focus contractor
- (5) Update regulations
- (6) Update software to training devices as applicable
- (7) Heavy weapons components such as M-3 Tripod, T&E mechanism, pintles and MK-64 are provided by the TSC.

b. Using Units:

- (1) Request for training at the EST facilities will be submitted through unit S-3 Training. Additional training information can be obtained either by writing, e-mail or by calling the TSC at 520-533-6643.
- (2) In the event that cancellations or changes to scheduled training become necessary, notify the TSC immediately at 520-533-6643.
- (3) Using unit is responsible for the cleanup and security of the facilities used. This will include interior and exterior areas of the facility. Units will not be released from training until staff personnel along with the unit NCOIC conduct an inspection of the facility.
- (4) It is the unit's responsibility to coordinate all training with the TSC prior to schedule training.
- (5) It is the Units responsibility to provide a Deliberate Risk Assessment Worksheet (DD FORM 2977), signed by the appropriate authority, during unit training.
- (6) Units that require additional training time will submit a request directly to the TSC. A MIPR to support overtime for civilian instructors may be required.
- (7) Using unit will not perform maintenance and or repairs above operator level IAW with TD. At no time will the unit I/O or personnel using the equipment tamper in the attempt to repair weapons or the device.
- (8) It is the unit's responsibility to ensure all personnel using the EST are in the appropriate field uniform to include eye protection and hearing protection. Facilitator will stop training until the corrections are made.

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(9) It is the unit's responsibility to ensure personnel know how to properly and proficiently operate the weapon systems they schedule for training, as well as the courses of fire for the particular weapon systems they will be using. At no time will horseplay or improper handling of weapons be allowed, these actions can result in an immediate stop to training and the unit's ejection from the EST.

9. Allowable Rates of Fire for EST Crew Served Weapons:

All EST Crew Served Weapons will be fire using single shot, sustained or rapid rates of fire only. Cyclic rates of fire are not authorized. Firing the weapons in cyclic rates will damage the weapons and render them inoperable. If units fail to follow the authorized rates of fire, training will end and the unit will be suspended from the EST.

a. **M240B**

Sustained rate of fire: 100 Rounds per minute in 6 to 9 round bursts with 4 to 5 seconds between bursts.

Rapid rate of fire: 200 Rounds per minute in 10 to 13 round bursts with 2 to 3 seconds between bursts.

b. **M249**

Sustained rate of fire: 50 Rounds per minute fired in 3 to 5 round bursts with 4 to 5 seconds between bursts.

Rapid rate of fire: 100 Rounds per minute in 8 to 10 round bursts with 2 to 3 seconds between bursts

c. **M2**

Sustained rate of fire: 40 Rounds per minute fired in 5 to 7 round bursts with 10 to 15 seconds between bursts.

Rapid rate of fire: more than 40 Rounds per minute fired in 5 to 7 round bursts with 5 to 10 seconds between bursts

d. **MK19**

Sustained rate of fire: 40 Rounds per minute

Rapid rate of fire: 60 Rounds per minute

9. SECURITY:

a. Security will be provided during non-training hours by the Fort Huachuca Military/DOD Police.

b. Designated unit or civilian facilitator will ensure all weapons and their facility is secured at the end of the training day.

c. All discrepancies will be reported immediately to the TSC for appropriate action.

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Annex A (EST SOP)

ALARACT 027/2013

DTG: R 042121Z FEB 13

THIS MESSAGE HAS BEEN TRANSMITTED BY USAITA ON BEHALF OF//DAMO-TR/G-37//

SUBJECT: INDIVIDUAL WEAPONS QUALIFICATION USING ENGAGEMENT SKILLS TRAINER (EST) 2000

REF:

- A. FM 3-22.9, RIFLE MARKSMANSHIP M16/M4 SERIES WEAPONS (AUG 2008)
- B. FM 3-23.35, COMBAT TRAINING WITH PISTOLS, M9 AND M11 (W CHG 4 2008)
- C. FM 3-22.68, CREW SERVED WEAPONS (2006)
- D. FM 3-22.65, BROWNING MACHINE GUN, CALIBER .50 HB, M2 (W/CHG1 2007)
- C. AR 350-1, ARMY TRAINING AND LEADER DEVELOPMENT (AUG 2011)
- D. DA PAM 350-38, STANDARDS IN WEAPONS TRAINING (OCT 2012)

1. (U) THE ENGAGEMENT SKILLS TRAINER (EST) 2000 IS NOT AN AUTHORIZED SUBSTITUTE FOR LIVE-FIRE QUALIFICATION. LIVE-FIRE QUALIFICATION PROCEDURES WILL BE FOLLOWED IAW FM 3-22.9, FM 3-22.68, FM 3-22.65, FM 3-23.35, AR 350-1 AND DA PAM 350-38 EXCEPT WHERE OUTLINED BELOW.

2. (U) TRAINING INSTALLATIONS EQUIPPED WITH THE EST 2000 WILL CONDUCT M9 AND M16 CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR (CBRN) AND UNASSISTED NIGHT QUALIFICATIONS USING EST 2000. 10-METER QUALIFICATION FIRE FOR THE M249 AND M240 WILL BE CONDUCTED IN EST 2000. 10-METER TRAINING FOR THE M2 WILL BE CONDUCTED IN EST 2000.

3. (U) TRAINING INSTALLATIONS WITHOUT THE EST 2000 WILL CONDUCT CBRN AND UNASSISTED NIGHT QUALIFICATIONS USING BALL AMMUNITION IAW FM 3-22.9 AND FM 3-23.35. 10-METER QUALIFICATION FIRING FOR THE M249, M240, AND THE M2 WILL BE CONDUCTED WITH BALL AMMUNITION IAW FM 3-22.68.

4. (U) THE USE OF SIMULATORS (EST 2000) AS A TRAINING TOOL IS ENCOURAGED PRIOR TO CONDUCTING LIVE FIRE QUALIFICATION. IT DOES NOT, HOWEVER, REPLACE NOR SHOULD IT BE USED AS AN ALTERNATE FORM OF LIVEFIRE QUALIFICATION.

5. POC FOR DISTRIBUTION AND TECHNICAL CONCERNS IS MR. WILLIE RICE, HQDA DAMO TRA, DSN 222-9052, E-MAIL WILLIE.H.RICE.CIV@MAIL.MIL.

6. EXPIRATION DATE FOR THIS MESSAGE IS 14 DECEMBER 2017 UNLESS FORMALLY RESCINDED OR SUPERSEDED BY OTHER POLICY

Appendix II

HUMMWV EGRESS ASSISTANCE TRAINER (HEAT) SOP

1. **PURPOSE:** This directive provides guidance, procedures and explains responsibilities for utilization of the M1114 HUMMWV Egress Assistance Trainer (HEAT).

2. **GENERAL:**

a. The HEAT system is located at the Training Support Center (TSC) in Bldg 82013. The HEAT training site consists of one M1114 HEAT (Training Device Number 55-62); all necessary foam replica BII and Gunner's Restraint Systems. The site is equipped with an indoor classroom, projector system and NIPR connection. Units must provide their own computers.

b. The HEAT is a training device that simulates a rolled-over HUMMWV, in which the trainer is capable of rotating and stopping in various positions. It provides units with the ability to conduct realistic and relevant training related to the M1114 up-armored HUMMWV. The trainer's purpose is to provide all soldiers confidence in their seat restraint systems and equipment as well as demonstrate the importance of vehicle load plans. The trainer is equipped with audio/video and is capable of recording for use by the using unit. The mission of the HEAT is to familiarize soldiers with the critical roll-over angle and egress procedures for the M1114 Up-Armored HUMMWV.

3. **SCOPE:** The provisions of this SOP applies to all Fort Huachuca units, Reserve Component (RC) units (National Guard and Reserve), and Law Enforcement Agencies that utilize the HEAT Facility.

4. **SCHEDULING:** The Training Support Center (TSC), located at Bldg 82012, 744 N Carter Street, manages the HEAT systems. The normal operating hours are Monday thru Friday 0700-1600 hours. Scheduling of the HEAT systems can be accomplished by calling 520-533-6643 or emailing usarmy.huachuca.imcom-central.mbx.training-support-center-tsc@mail.mil.

a. The HEAT training device is available for unit training Monday thru Friday 0800 -1600 hours. The TSC is closed on weekends and national holidays. (See 4e. for scheduling after normal duty hours).

b. Personnel that are trained and certified Instructor/Operators (I/O) on the M1114 HEAT (Training Device Number 55-62) are authorized to schedule training for their unit(s).

c. Units are required to provide the following information; Battalion, company, person submitting request, phone number, number of personnel to be trained, rank and names of certified I/Os that will conduct training.

d. Local units will verify training two weeks prior with the HEAT manager. All cancellations or changes to training must be submitted in writing prior to the scheduled training. Units can change which personnel or company conducts training for their unit as long as 4c above is conducted.

e. Units that request training past normal operating hours, 1600 on weekdays, will be required to submit a MIPR in which units will incur the costs of overtime.

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5. OBJECTIVES:

- a. To provide a means of training and evaluating the performance of individual and collective training in egress procedures on the M1114 Up-armored HMMWV.
- b. The HEAT instills the training necessary to survive a rollover and successfully egress from an inverted vehicle.

6. TRAINING:

The HEAT is designed to simulate an Up-armored HMMWV rollover or roll to left or right, and then train the vehicle occupants to successfully egress from the rolled HMMWV by emphasizing teamwork through crew/battle drills. HEAT tactics, techniques and procedures train Soldiers on how to avert rollover injuries and preserve manpower and equipment.

a. HEAT Operators.

(1) INSTRUCTOR/OPERATORS – Units will be required to have trained Instructor/Operators in order to schedule and utilize the HEAT.

(2) Must be trained and certified by the TSC. See (7e) for information on Instructor/Operator Courses.

(3) Must have DD FORM 1902, Certificate of Qualification, signed by HEAT Training Manager.

(4) Training units must have two HEAT Operators at their correct positions during HEAT rotational training i.e.; Lead HEAT Operator in front of the device at the Operators Control Panel and Rear HEAT Operator located at the left rear with Rear E-Stop in hand.

b. Additional Support Personnel Requirements, Combat Life Saver 1:15 student/trainee ratio. The combat life saver is dedicated training support and an integrated component of the commanders Composite Risk Management. Thus this person(s) should not be included in the training rotation while fulfilling the requirement above.

c. Deliberate Risk Assessment (DRM), Risk Assessment Level (Moderate)

(1) Units conducting training on the HEAT Training Device must meet the following DRM requirements.

(a) Commander prepares DD FORM 2977, Deliberate Risk Assessment Worksheet.

(b) Lead HEAT Instructor/Operator insures the DRM is briefed to all unit personnel conducting training.

(c) Post the Commanders CRM in the training area.

d. Uniform and Equipment

(1) All training conducted using the HEAT training device will be done in military duty uniform; if civilians are to be included in this training the attire will be boots and durable clothing.

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(2) The minimum Personal Protection Equipment (PPE) to be worn during rotation training on the HEAT training device is body armor, helmet and safety glasses. The Interceptor Body Armor (IBA) will be worn complete.

e. HEAT Instructor/Operator Courses. The certification course for units in need of HEAT Instructor/Operators is provided by the TSC. The course is available upon request.

(1) Units may schedule an Instructor/Operator course by contacting the TSC at 520-533-6643 or emailing usarmy.huachuca.imcom-central.mbx.training-support-center-tsc@mail.mil.

(2) HEAT Instructor/Operator Course is two days and must be scheduled six weeks out IAW 6e(1) above.

(3) Annual recertification of qualification is mandatory and conducted based on unit needs and scheduling availabilities.

7. RESPONSIBILITIES:

a. Training Support Center

(1) Provide logistical support and overall supervision for the HEAT Training Devices and Facilities.

(2) Maintain property accountability.

(3) Management and daily operations.

(4) Maintenance support supplied by Training Division Contract.

(5) Maintain regulations and training course materials.

b. Using Units

(1) Resource the HEAT training device(s) IAW 5 a – g above.

(2) Maintain accountability of training device equipment during unit use.

(3) Train to standard, IAW this SOP and references pertaining to the HEAT listed in Appendix A, References.

(4) Training units are responsible for the cleanup of the HEAT Device, training facilities and areas around the site. Units will not be cleared from responsibilities until the Lead Instructor/Operator and a staff representative conduct a joint inspection of the site.

(5) In the event of motion discomfort, the individual – or the unit to which the individual belongs – will be responsible for cleaning the physical evidence (i.e. the release of any bodily fluid or compound) of such discomfort before training will continue.

(6) Units will ensure that all personnel to be trained using the HEAT training device, complete the HEAT Training Participant Screening Sheet (see Appendix B).

(7) Units must report all training mishaps, personal injury, impact or non-impact and or damage to government equipment IAW Appendix D Safety, Reporting procedures.

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(8) In the event that cancellations or changes to scheduled training become necessary, notify the TSC at 520-533-6643. Units that fail to notify the scheduling office and fail to arrive prepared for training will be given a No Show and reported through DPTMS.

Annex A (HEAT SOP)

1. HEAT References

- a. AR 385-40 – Accident Reporting and Procedures
- b. AR 35-55 – Prevention of Motor Vehicle Accidents
- c. CALL HANDBOOK #06-31 – Up-Armored HMMWV Rollover Prevention and Egress Trainer
- d. CFLCC TC 21-305-4.1 – Tactics, Techniques and Procedures (TTPs), Program of Instruction (POI), and Crew/Battle Drills for High Mobility Multipurpose Wheeled Vehicle (HMMWV) Egress Assistance Trainer (HEAT)
- e. DA PAM 385-1 – Small Unit Safety Officer/NCO Guide
- f. FM 21-305 – Manual for the Wheeled Vehicle Driver (AFMAN 24-306)
- g. FM 4-01.45 – Multi-Service Tactics, Techniques, and Procedures for Tactical Convoy Operations MCCR 4-11.31H; AFTTP(I) 3-2.58; NTTP 4-01.3
- h. FM 5-19 – Composite Risk Management
- i. GTA 55-03-030 – Emergency Procedures (Rollover Drills)
- j. TC 21-305 – Training Program for Wheeled Vehicle Accident Avoidance
- k. TC 21-305-4 – Training Program for the High Mobility Multipurpose Wheeled Vehicle
- l. TC 55-HEAT – Training Program for the HMMWV Egress Assistance Trainer (HEAT)
- m. TM 9-2320-280-10 – Operator’s Manual for Truck, Utility: Cargo/Troop Carrier, 1-1/4 Ton, 4X4, M998; M998A1; Truck, Utility: Cargo/Troop Carrier, 1-1/4 Ton, 4X4, w/Winch, M1038; M1038A1; Truck, Utility: Heavy Variant, 4X4, M1097; M1097A1; M1097A2; Truck, Utility
- n. TM 9-2320-387-10 – Operator’s Manual for Truck, Utility: S250 Shelter Carrier, 4x4 M1113, Truck Utility: Up-Armored Carrier, 4x4, M1114

Appendix III

Training Certifications, Requirements and Scheduling

1. **PURPOSE:** This SOP provides guidance for enrolling and attending certification courses offered by the Fort Huachuca Training Support Center.

2. **RESPONSIBILITIES:**

a. Commanders and supervisors at all levels are responsible for ensuring maximum use of these courses to maintain a high state of individual proficiency and enhance combat readiness.

b. Commanders and supervisors must ensure that all students selected to attend the courses contained in this document are qualified by the general/special prerequisites and report on time.

3. **PREREQUISITES:** General course prerequisites are listed below. Additional special prerequisites for each course are contained at the appropriate sections of this document. Students failing to meet the prerequisites may be released from the course.

a. No dental or medical treatment pending for the duration of the course.

b. No transfer or other military orders pending or issued which preclude completion of the course.

4. **Training Aids, Devices, Simulators and Simulations (TADSS) that require certification:**

a. Engagement Skills Trainer II (EST II)

b. HMMWV Egress Assistance Trainer (HEAT)

c. Improvised Explosives Device Effects Simulator (IEDES)

d. Improvised Munitions Explosive Effects Signature Simulator (IMEESS)

e. Small Arms Gunfire Simulator (SAGS)

f. Artillery Blast Simulator (ABS)

g. CREW II

h. THOR III-T

i. MILES

j. Shoulder Launched Munitions (SLM) Vismods (AT-4, RPG, and BDM)

5. **Requirements and Scheduling:**

Fort Huachuca TSC SOP

Engagement Skills Trainer II Instructor/Operator Course

Location: Bldg 82012, 744 N Carter St

Reporting: 0800 hrs on the day of training. Failure to report on time may constitute loss of space.

Length: 8 Hours (1 Day). 0800-1600. No Classes will be held on Federal Holidays.

Purpose: To provide training in duties and responsibilities for an Engagement Skills Trainer Operator. This course combines all aspects of placing the EST II into operation, conducting a training session, shutdown procedures, troubleshooting procedures, and equipment maintenance procedures.

Prerequisites: Minimum rank: CPL

Administrative Instructions:

- a. Number of students will not be less than 5 or more than 10 in each class.
- b. Students must be exempt from duties that might interfere with course participation.
- c. All students must be pre-enrolled and on the class roster.
- d. An outlook invite will be sent with attachments. If the invite is not accepted, there will be no training.

HEAT Certification Course

Location: Bldg 82013, 744 N Carter St

Reporting: 0800 hours on the first day of class. Failure to report on time may constitute loss of space.

- a. Once confirmation for class is given for class, complete all class "pre-use" forms and return three (3) days prior to training.
- b. On day 2 all personnel with bring Kevlar, body armor, eye protection. Elbow pads and knee pads are highly recommended.
- c. On day 2 of training, the unit must have a Combat Lifesaver (CLS) with a CLS bag. The CLS cannot be a participant in the class.
- d. Due to the amount of workload at the TSC, any unit late ½ hour will be cancelled.

Length: 16 Hours (2 Days). 0800-1600. No Classes will be held on Federal Holidays.

Purpose: To provide training in duties and responsibilities for safe and knowledgeable operation of the HEAT. This course combines all aspects of placing the HEAT into operation, conducting a training session, shutdown procedures, troubleshooting procedures, and equipment maintenance procedures.

Fort Huachuca TSC SOP

Prerequisites: Minimum rank: SGT

Administrative Instructions:

- a. Number of students will not be less than 5 or more than 10 in each class.
- b. Students must be exempt from duties that might interfere with course participation.
- c. All students must be pre-enrolled and on the class roster.
- d. An outlook invite will be sent with attachments. If the invite is not accepted, there will be no training.
- e. Students will have to pass a written exam (70% or better) and pass a performance evaluation.

Improvised Explosive Devices (IED) , Small Arms Gunfire Simulator (SAGS) Artillery Blast Simulator (ABS)

Location: Bldg 82012, 744 N Carter St

Reporting: 0800 hours on the first day of class. Failure to report on time may constitute loss of space.

- a. All personnel must bring gloves, hearing and eye protection.

Length: 8 hours (1 Day). 0800-1600. No classes will be conducted on Federal holidays.

Purpose: To provide training on the various training improved explosive devices offered for unit utilization in training by the Training Support Center.

Prerequisites:

- a. Minimum Rank: SGT
- b. Minimum of 6 months remaining on active duty upon completion of course.
- c. Recommended by unit commander.
- d. Requests must be submitted twenty-one (21) days in advance.

Administrative Instructions:

- a. Number of students will not be less than 4 or more than 8 in each class.
- b. Students must be exempt from duties that might interfere with course participation.
- c. All students must be pre-enrolled and on the class roster.

Fort Huachuca TSC SOP

All Other TSC Courses

Location: Bldg 82012, 744 N Carter St

Reporting: 0800 hours on the first day of training. Failure to report on time may constitute loss of space.

Length: Dependent upon device.

Purpose: To provide training on various devices offered for unit utilization in training by the Training Support Center.

Prerequisites:

- a. Minimum Rank: SGT
- b. Minimum of 6 months remaining on active duty upon completion of course.
- c. Recommended by unit commander.
- d. Requests must be submitted twenty-one (21) days in advance.

Administrative Instructions:

- a. Number of students will not be less than 4 or more than 8 in each class.
- b. Students must be exempt from duties that might interfere with course participation.
- c. All students must be pre-enrolled and on the class roster.