

APPENDIX A

SERVICES REFLECTED HEREIN MAY NOT BE AVAILABLE. Levels of Service; their frequency, quality, quantity and timeliness are influenced by the installations' funding posture and changes from higher headquarters. Customers will reimburse for all services above Common Levels of Support (CLS) in accordance with DODI 4000.19 for any service that ". . . increases the support supplier's direct costs (i.e., incremental direct cost). Costs associated with common use infrastructure are non-reimbursable, except for support provided solely for the benefit of one or more tenants. . ." Reimbursable costs may include but are not limited to overtime for Garrison employees, actual cost of contract support or any other incremental direct costs to provide services beyond the common level of support for a tenant or other customer.

Service 306 - Training Support Center
Directorate of Plans, Training, Mobilization and Security
Point of Contact: 301-677-7908, Building 4551
dptmsorg@conus.army.mil

Service Description: Manage the Training Support Center (TSC) and the Soldier Training Support Program to include integration of MC, SC, IMCOM and garrison needs. Provide, schedule, and maintain training facilities, classrooms, ballroom, combatives area, training aids and devices(TADSS), graphic training aids (GTA), fabrication ordering. Fully support AR 5-9 five-state regional active duty, Army Reserve and National Guard TADSS with property accountability (PBO), distribution and warehouse support.
Training Support Center (all service components)

Common Level of Support:

- (1) Adequately staff, fund, and budget TSC operations; align staff under SGO CLS 306 under DPTMS garrison TDA and fund all workers under MDEP TAVI.
- (2) Schedule, maintain accountability and serviceability, and issue to authorized and certified users (all-service) installation TADSS, GTAs, and training facilities.
- (3) Fully support AR 5-9 five-state regional active duty, Army Reserve and National Guard TADSS with property accountability (PBO), distribution and warehouse support.
- (4) Maintain AR 5-9 regional TADSS distribution and BOI lists.
- (5) Manage and oversight of AR 5-9 regional TADSS program to include TS-MATS.
- (6) PMCS, maintain documentation, and annotate in TS-MATS TADSS unit crew simulators and TSC facilities equipment.
- (7) Provide and update TADSS and training facility SOPs to ensure safe, effective, and efficient use of resources.
- (8) Provide instructor/operator (I/O) support.
- (9) Provide and maintain Train-the-Trainer classes and certifications.
- (10) Provide support to units for ordering fabrication devices.
- (11) Market TSC resources to tenant, USAR and NG customers; visit unit G3, S3, and training offices; provide and update installation TSC website.
- (12) Assist Mission Commanders and personnel in documenting TADSS requirements; when requested, attend and advise mission commanders (MC) QTB, long range planning and resource forecasting.
- (13) Support weekend and MC urgent need; track and report surge support for funding above normal 40 hr work and list in the 306 spend plan.

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(14) Conduct installation reviews and needs analyses. First, semi-annual installation Training Support Workshop (TSW) and Program Management Review (TPMR). Second, quarterly installation Training Support Working Group (TSWG).

(15) Validate, integrate, and recommend training execution priorities to the SC; after approval, forward training execution needs to HQ, IMCOM.

Receiver Responsibilities:

(1) Units will maintain a current hand receipt signature card and training certifications roster at TASC.

(2) Identify training needs, conduct long range planning, request TADSS in advance of scheduled use.

(3) USAR, NG, IMCOM will identify organizations within the AR 5-9 region of responsibility.

(4) AR 5-9 units will provide and update separate points of contact for training and operations.

(5) AR 5-9 region organizations will update unit TADSS currently on hand, accurately report usage rates, and conduct or request maintenance on TS-MATS as per installation TSC policy guidance.

(6) Request TSC attend and advise mission commanders' (MC) QTB, long range planning and resource forecasting.

(7) MCs will provide and update prioritized TSS training needs list including TADSS, virtual trainers, GTAs, products, services, and facilities necessary for the successful execution of individual and collective training.

(8) Request operational and maintenance support in a timely manner.

(9) Attend semi-annual installation Training Support Workshop (TSW) and Program Management Review (TPMR).

(10) Participate in quarterly installation Training Support Working Group (TSWG).

Reimbursable Support: Support provided beyond the reimbursable support level to include overtime or travel is required to support the requestor's mission.