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# **NTC Tactical Engagement Simulation Systems (TESS) Standard Operating Procedures (SOP)**

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## **1. REFERENCES:**

1. A. AR 710-2, Supply Policy below the National Level
1. B. AR 735-5, Policies and Procedures for Property Accountability
1. C. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)
1. D. NTC Reg 710-2, Property Accountability and Authorizations
1. E. FORSCOM Regulation 350-50-1, dated 20 Jan 10
1. F. 52 Infantry Division (M) Exercise Operating Procedures (EXOP), dated
1. G. Performance Work Statement, NTC Warehouse SOO v2.4, dated 20101024.

**2. PURPOSE.** The NTC Instrumentation System (NTC-IS) and Multiple Integrated Laser Engagement System (MILES) facilitate realistic exercises by providing real-time feedback and extensive recording of the actions of Soldiers, weapon systems, and vehicles. Instrumentation and MILES allow the Operations Center to track specific movements of units and key leaders, and to record engagement 'firing events' involving direct and indirect weapon systems on a full effects battlefield with data retrieval and playback for use during After Action reviews (AAR) and other analysis.

## **3. APPLICABILITY.**

3. A. This Standing Operating Procedure (SOP) is applicable to all users of Tactical Engagement Simulation Systems (TESS) training equipment at the National Training Center and Fort Irwin and to all personnel (Soldiers, DA Civilians, Support Contractors) who plan for,

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issue/receive, install, account for, maintain, warehouse and otherwise support the use of MILES and Instrumentation at Fort Irwin.

3.B. This SOP establishes procedures for the use of TESS equipment to support field training at Fort Irwin. Applicable “equipment” includes MILES devices, instrumentation equipment and other training devices that are installed on vehicles, aircraft and equipment or worn by personnel during training or training support. This SOP does not cover instrumentation, such as towers, computers, Building 990 systems or equipment that is not vehicle, aircraft or personnel mounted/worn.

**4. CONCEPT.** This SOP establishes basic procedures to control the totality of TESS at NTC and seeks to maximize training benefits along the following principles.

4.A. Accountability of scarce and costly training equipment using standard Army supply principles.

4.B. Anticipation of training requirements and planning for efficient issue, installation, maintenance and turn-in.

4.C. Maintaining fully operational systems to support training requirements, both during and between training exercises.

4.D. Codify issue/maintenance/turn-in procedures for rotation, home station and visiting training units to minimize confusion as to NTC policies.

### **5. RESPONSIBILITIES.**

5.A. Commanding General, NTC.

5.A.1. Has overall responsibility for ensuring that all TESS equipment is properly accounted for, maintained, and prepared for rotational support.

5.A.2. IAW local policy and regulations, is the approving authority for relief from responsibility of TESS with a final value more than \$100,000.

5.B. NTC G3.

5.B.1. Has overall staff responsibility for all TESS activities at Fort Irwin.

5.B.2. Develop, coordinate and implement policies and procedures to ensure that adequate TESS is available to support all required training at Fort Irwin.

5.B.3. Develop and implement accountability procedures for receipt, issue and maintenance of all TESS at Fort Irwin to support training by all units supported by Fort Irwin.

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5.B.4. G3 TSD Training Support Officer (TSO) is the administrator for all TESS issued to the NTC TESS Warehouse.

5.B.5. G3 TSD TSO will provide daily operations and management oversight to the MILES Warehouse through the local Warfighter Training Alliance (WTA) Contracting Officer's Representative (COR).

5.B.6. G3 TSD TSO has staff responsibility for coordinating all processes and procedures applicable to the issue, maintenance and turn-in of TESS at Fort Irwin with the exception of scheduling and daily operations oversight for rotation training at the National Training Center, IAW paragraph 5.B.1.

5.C. NTC G4.

5.C.1. Staff responsibility for oversight of accountability procedures for TESS at the NTC.

5.C.2. Staff responsibility for enforcement and oversight of the NTC Commanders Supply Accountability Program as it applies to TESS on the NTC.

5.D. NTC Operations Group.

5.D.1. Has overall responsibility for TESS scheduling and operations oversight for rotation training at the National Training Center.

5.D.2. Appoint an Accountable Officer (AO) for TESS in those units that do not have Commanders by issuing appointment orders.

5.D.3. Ensure that all subordinate units establish proper TESS accountability procedures and comply with this SOP.

5.D.4. IAW local policy and regulations, is the approving authority for relief from responsibility of TESS with a final value less than \$100,000.

5.D.5. Ensure that units include 100% inventories and accountability into recovery operations following any training event that requires TESS.

5.D.6. Develop a tracking system to maintain visibility of TESS property/equipment within the MSC that is compatible with the TESS Property Administrator systems.

5.D.7. Process all relief from responsibility documents in a timely fashion to ensure continued accountability and maintenance and to identify systemic problems with TESS management.

5.D.8. Provide RTU TESS forecast NLT

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5.D.9. Identify and submit all RTU TESS requirements to the G3 TSD TSO NLT end of 2<sup>nd</sup> quarter annually.

5.E. 11 Armored Cavalry Regiment.

5.E.1. Oversee and manage TESS operations within the unit in support of the COEFOR rotation support mission and home station training.

5.E.2. Appoint an Accountable Officer (AO) for TESS in those units that do not have Commanders by issuing appointments orders.

5.E.3. Ensure that all subordinate units establish proper TESS accountability procedures and comply with this SOP.

5.E.4. IAW local policy and regulations, is the approving authority for relief from responsibility of TESS with a final value less than \$100,000.

5.E.5. Ensure that units include 100% inventories and accountability into recovery operations following any training event that requires TESS.

5.E.6. Develop a tracking system to maintain visibility of TESS property/equipment within the MSC that is compatible with the TESS Property Administrator systems.

5.E.7. Process all relief from responsibility documents in a timely fashion to ensure continued accountability and maintenance and to identify systemic problems with TESS management.

5.E.8. Validate and request the required RED contact team schedule for Training Day (TD) 1-14 with NTC OPS GRP NLT 1400 hours on RSOI2.

5.E.9. Provide a senior NCO to escort the RED contact team during rotational training periods.

5.E.10. Validate Battle roster with Operations Group within data base NLT TD 14 of the rotation prior.

5.E.11. Provide OPFOR players list NLT BRD3 to G3 & OPS GRP.

5.E.12. Identify and submit all COEFOR /OPFOR TESS requirements to the G3 TSD TSO NLT end of 2<sup>nd</sup> quarter annually.

5.F. 916 Support Brigade.

5.F.1. Oversee and manage TESS operations within the unit in support of training rotations and home station training for assigned units.

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- 5.F.2. Appoint an Accountable Officer (AO) for TESS in those units that do not have Commanders by issuing appointments orders.
- 5.F.3. Ensure that all subordinate units establish proper TESS accountability procedures and comply with this SOP.
- 5.F.4. IAW local policy and regulations, is the approving authority for relief from responsibility of TESS with a final value less than \$100,000.
- 5.F.5. Ensure that units include 100% inventories and accountability into recovery operations following any training event that requires TESS.
- 5.F.6. Develop a tracking system to maintain visibility of TESS property/equipment within the MSC that is compatible with the TESS Property Administrator systems.
- 5.F.7. Process all relief from responsibility documents to ensure continued accountability and maintenance and to identify systemic problems with TESS management.
- 5.F.8. Identify and submit all TESS requirements to the G3 TSD TSO NLT end of 2<sup>nd</sup> quarter annually.
- 5.G. Rotation Training Unit (RTU).
- 5.G.1. The RTU consists of participating units that train at Fort Irwin as part of named, scheduled exercises.
- 5.G.2. All RTU will comply with all provisions of this SOP.
- 5.G.3. Validate Battle roster with Operations Group within data base NLT D-10.
- 5.G.4. Provide MILES draw schedule for personnel equipment NLT D-8, to G3 & Operations Group
- 5.H. Training Unit.
- 5.H.1. A training unit consists of any participating unit from outside Fort Irwin that trains at Fort Irwin during rotation periods without being part of the RTU or non-rotation periods as part of scheduled exercises, active duty for training (ADT) for Reserve components and weekend exercises.
- 5.H.2. All training units will comply with all provisions of this SOP.
- 5.I. TSD Property Book Officer (PBO).

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- 5.I.1. Is the accountable officer for all TESS on the National Training Center and Fort Irwin.
- 5.I.2. Applies “Found in Desert” (FID) reports from the TESS warehouse to known losses or on-going investigations of property loss.
- 5.J. Unit Commanders/Accountable Officers for All Units Requiring TESS Support.
- 5.J.1. Ensure all TESS property and equipment is 100% accounted for, secured and maintained.
- 5.J.2. Conduct 100% TESS inventories a minimum of twice within the year (suspense date is prior to each block leave period in December and June). Only one may include the change of hand receipt holder inventory (or change of command inventory).
- 5.J.3. Ensure all TESS used during a training event is inventoried and 100% accountability is established within five (5) days of completion of the training period.
- 5.J.4. Initiate FLIPLs within 15 days of discovery of the loss, damage, or destruction of TESS equipment and/or property.
- 5.J.5. Update the TESS hand receipt monthly. As part of this process, the commander will ensure all TESS is properly hand receipted down to the applicable sub-hand receipt holders (SHRH).
- 5.K. TESS Warehouse Manager.
- 5.K.1. Works under the supervision of the Warfighter Training Alliance (WTA) Contracting Officer’s Representative (COR), the COR’s appointed operational/technical representative, and the G3 TSD TSO to execute daily operations of the NTC TESS Warehouse in support of training conducted by rotation units, home station units and visiting units who utilize TESS during their training at NTC.
- 5.K.2. Provide services at the TESS Warehouse from 0600 to 1800 daily, 7 days a week during NTC rotational periods, 5 days a week during NTC non-rotational periods.
- 5.K.3. Ensure all TESS and related equipment sets and component kits are complete and Fully Mission Capable (FMC) prior to issue to the Rotational Training Unit (RTU).
- 5.K.4. Provide copies of TESS hand receipts (change document DA Form 2062) to the commander or designated representative at the time of issue or turn in.
- 5.K.5. Notify the TSD PBO and the TSO on status of monthly hand receipt signatures, inventory completion status, and issues requiring property adjustments, i.e., FLIPLs, damage statements, and discrepancies within two (2) days of discovery.

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5.K.6. Provide personnel with technical knowledge to aid all hand receipt holders in conducting all scheduled change of command, change of responsible officer and primary hand receipt holder inventories.

5.K.7. Issue TESS to the contact teams required to support training exercises for the Direct Exchange (DX) of Non-Mission Capable (NMC) TES equipment or components and ensure accurate inventories of contact trucks prior to deployment down range for each support mission and upon return to the warehouse.

5.K.8. Report all missing items to the G3 TSD Property Book Officer (PBO) within one working day after completion of RTU turn-in.

5.K.9. Provide a “Found in Desert” (FID) report to the TSD PBO and TSO NLT 3 working days after item is discovered and turned in.

5.K.10. Provide the Government with reports as listed;

Report	Due	Recipients
GRID	Initial, COB of TD14 or last day of training	GRP 1
	Final, TRM NLT 1600	GRP 1
Daily Install	BRD 04–RSOI 5, NLT 0700	GRP 1
Contact Team Rollup	Daily, TD2–TD14, NLT 1000	GRP 1
	Final, TD14, NLT 1400	GRP 1
Instrumentation from VOID, OCD, IOD	TD14 @ 1500	GRP 1
TESS availability	TD7 @ 1400	GRP 2
TESS usage	TD14 COB	GRP 3
Battery / BFA	TD3 NLT 1400	GRP 2
Pre-install	TD3 NLT 1400	GRP 1
10% Inventory	TD13 NLT 1400	GRP 4
De-install	TD14 COB	GRP 1

Group 1; G3 TSD TSO, V50, V50A, V50I, WTA DEP Site MGR OPS, IOD Leads, PEO STRI FSR, COMP OPS

Group 2; G3 TSD TSO, V50, V50A, V50I, WTA DEP Site MGR OPS, IOD Leads, PEO STRI FSR

Group 3; G3 TSD TSO, V50, V03, WTA DEP Site MGR OPS, IOD Leads

Group 4; G3 TSD TSO, WTA DEP Site MGR OPS, IOD Leads

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5.L. WTA TESS Support Team.

5.L.1. Provide contact team maintenance support for all unit vehicles when the operator presents a signed TESS hand receipt for that vehicle. Any vehicle requiring TESS installation will be processed/completed when the unit commander or his/her designated representative identified on the delegation of authority (signature card) is present.

5.L.2. The contact team will forward two copies of change documents (hand receipts) to the TESS Warehouse Manager and provide a copy of the updated hand receipt to the vehicle operator upon completion of repairs/replacement of TESS on the vehicle.

### **6. TESS PROCEDURES.**

6.A. NTC Operations Group. This section applies to units that require TESS to support training at NTC for multiple rotations or for more than 45 calendar days.

6.A.1. Requests and Scheduling. Operations Group will forward RTU TESS requirements to the G3 TSD TSO within 7 Days of return from the Grid Set conference. Operation Group units will submit requests for TESS to the TSD TSO. Once submitted and approved, the unit will schedule a date to receive / install and de-install / turn in with the TESS Warehouse.

6.A.2. Equipment Issue. Issue will be conducted for ground vehicles in the vicinity of the TESS Warehouse. Aviation assets are issued in the vicinity of Bike Lake Army Airfield unless otherwise specified. Once TESS equipment is issued, the unit commander or authorized representative will sign for TESS at the time of issue. WTA will add the property to the commander's TESS hand receipt and provide a copy to the unit supply personnel for signature by the unit commander. The hand receipt document will be placed in a suspense file until the signed, commander's hand receipt is returned.

6.A.3. Equipment Installation. Installation will be conducted for ground vehicles vicinity of the TESS Warehouse; Aviation assets vicinity Bike Lake Army Airfield unless otherwise specified by the TESS Warehouse.

6.A.3.A. Provide contact team schedule NLT RSOI 2...NLT RSOI 3 to WFF COR IAW the rotational SAR.

6.A.3.B. Validate RTU Instrumentation System data base prior to unit deploying to training area.

6.A.4. Field Maintenance.

6.A.4.A. Produce contact team schedule, to provide MILES contact team with daily work requirements.

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6.A.4.B. Run daily tracking report and provide field OCT with a list of vehicles not tracking. TAFs will run daily tracking report 0800 and 1500hrs. Changes to this schedule are mission dependent and provide field CTs with a list of vehicles not tracking. TAFs provide player list from CTC-IS NLT RSOI 3 to allow OCTs to verify accuracy before roll out and to identify vehicles that have been re-task organized since TESS install.

6.A.4.C. Ensure OCTs conduct daily link up TESS contact team to ensure RTU compliance with ROE related to TESS and Instrumentation.

6.A.4.D. Conduct daily OCT TESS operational checks on RTU vehicles prior to sending vehicles to the TESS contact team.

6.A.4.E. Assist RTU in correcting TESS failures at the OCT level initially.

6.A.4.F. Provide RTU location of TESS contact team... Escort the RTU to the TESS contact team and utilize the TAF to ensure IS database integrity is maintained.

6.A.4.G. Verify inoperable vehicle TESS if not tracking and send to TESS contact team, if necessary.

6.A.5. Equipment Turn-In. Turn-in will be conducted for ground vehicles vicinity of the TESS warehouse and Bike Lake Army Airfield for aviation assets (aircraft), unless otherwise specified in the 52ID Order for rotational units.

6.A.6. Equipment Supply Reconciliation. The commander will ensure a timely, 100% audit of all MSC TESS on the unit hand receipt at least twice yearly. Discrepancies must be brought to TSD TSO and MILES Warehouse attention within 15 days.

6.A.7. NTC OPS GRP instrumentation section has the approval to authorize alibis of additional TESS installs for the RTU.

6.B. 11 Armored Cavalry Regiment. This section applies to units that require TESS to support training at NTC for multiple rotations or for more than 45 calendar days.

6.B.1. Requests and Scheduling.

6.B.1.A. Units will submit requests for TESS to the TSD TSO. Once submitted and approved, the unit will schedule a date to receive / install and de-install / turn in with the TESS Warehouse.

6.B.1.B. Provides initial IA/ANA/OPFOR requirements to Instrumentation Section NLT 16 days prior to D-day.

6.B.1.C. COB –V draw will be conducted on RSOI-2.

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6.B.1.C. Provides contact team requirements to OPS GRP NLT 1400 hrs RSOI 2.

6.B.2. Equipment Issue. Issue will be conducted for ground vehicles in vicinity of the TESS warehouse and Bike Lake Army Airfield for aviation assets (aircraft) unless otherwise specified as coordinated with the TESS Warehouse

6.B.2.A. For a temporary requirement, the TESS Warehouse will annotate "TEMPORARY" on the hand receipt document and indicate the date of the intended turn in. The TESS Warehouse will report out of date hand receipts to the TSD PBO and TSO within two (2) working days of discovery.

6.B.2.B. For a long term requirement, the unit commander or authorized representative will sign for TESS at the time of issue. WTA will add the property to the commander's TESS hand receipt and provide a copy to the unit supply personnel for signature by the unit commander. The hand receipt document will be placed in a suspense file until the signed commander's hand receipt is returned. All updates to the commander's hand receipt will be signed and returned to the TESS Warehouse within 15 days.

6.B.3. Equipment Installation. Issue will be conducted for ground vehicles in vicinity of the TESS warehouse and Bike Lake Army Airfield for aviation assets (aircraft) unless otherwise specified as coordinated with the TESS warehouse.

6.B.4. Field maintenance will be conducted by the RED Contact team IAW the published Schedule.

6.B.5. Equipment Turn-In. Turn-in will be conducted for ground vehicles vic of the TESS warehouse and Bike Lake Army Airfield for aviation assets (aircraft) as coordinated through the TESS Warehouse.

6.B.6. Equipment Supply Reconciliation. The commander will ensure a timely, 100% audit of all MSC TESS on the unit hand receipt at least twice yearly. Discrepancies must be brought to TSD TSO and TESS Warehouse attention within 15 days

6.C. 916 Support Brigade.

6.C.1. Requests and Scheduling.

6.C.1.A. Units will submit requests for TESS to the TSD TSO. Once submitted and approved, the unit will schedule a date to receive / install and de-install / turn in with the TESS Warehouse.

6.C.1.B. Conducts final grid set with RTU and Contractor NLT nine days prior to D-day... Conducts final grid set with RTU and coordinated with Operations Group for the instrumentation database build NLT nine days prior to D-day.

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6.C.1.C. Provides RTU final grid to G3 TSD TSO and the Instrumentation section NLT 30 days prior to D-day.

6.C.1.D. Provides all changes to RTU grid as required.

6.C.1.E. Provides COB-V final grid to Instrumentation section NLT 12 days prior to D-day.

6.C.2. Equipment Issue. Once TESS equipment is issued, the unit commander or authorized representative will sign for TESS at the time of issue. WTA will add the property to the commander's TESS hand receipt and provide a copy to the unit Supply Personnel for signature by the unit commander. The hand receipt document will be placed in a suspense file until the signed, commander's hand receipt is returned.

6.C.3. Equipment Installation. Issue will be conducted for ground vehicles in vicinity of the TESS warehouse and Bike Lake Army Airfield for aviation assets (aircraft) unless otherwise specified as coordinated with the TESS Warehouse

6.C.4. Field maintenance will be conducted by the TESS Contact team IAW the published schedule.

6.C.5. Equipment Turn-In. Turn-in will be conducted for ground vehicles vic of the TESS warehouse and Bike Lake Army Airfield for aviation assets (aircraft) as coordinated through the TESS Warehouse.

6.C.6. Equipment Supply Reconciliation. The commander will ensure a timely, 100% audit of all MSC TESS on the unit hand receipt at least twice yearly. Discrepancies must be brought to TSD TSO and MILES Warehouse attention within 15 days

6.D. Rotation Training Unit. This section applies to units that require TESS to support training at Fort Irwin as part of named, scheduled exercises.

6.D.1. Requests and Scheduling.

6.D.1.A. Units will coordinate TESS requests through Operations Group, during the Grid Set Conference. This coordination will include a schedule with date/time to receive /install and de-install / turn in all equipment with the TESS Warehouse.

6.D.1.B. Units will coordinate TESS requests through the TSD TSO at least 30 days before required use.

6.D.1.C. Validate instrumentation data base with Operations Group NLT 12 days prior to D-day.

6.D.1.D. Coordinate and provide individual TESS draw schedule with Operations Group NLT 12 days prior to D-day.

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6.D.2. Equipment Issue. Issue will be conducted for ground vehicles in the vicinity of the TESS warehouse and Bike Lake Army Airfield for aviation assets (aircraft) unless otherwise specified.

6.D.2.A. Conducts early draw NLT 10 days prior to D-day.

6.D.1.B. Begins individual TESS draw NLT six days prior to D-day

6.D.2.C. The TESS Warehouse will annotate "TEMPORARY" on the hand receipt document and indicate the date of the intended turn in. The TESS warehouse will report out of date hand receipts to the TSD PBO and TSO within four (4) hours of discovery.

6.D.2.D. Vehicle operators will sign for TESS at the time of issue as listed in the GRID SET request. The unit commander or authorized representative will sign a consolidated hand receipt that includes a copy of all vehicle hand receipts in their unit NLT COB RSOI-5. The hand receipt document will be placed in a suspense file annotated as to scheduled turn in date.

6.D.3. Equipment Installation. Installation will be conducted for ground vehicles in the vicinity of the TESS warehouse and Bike Lake Army Airfield for aviation assets (aircraft) unless otherwise specified in the 52D Order for rotational units, and as coordinated through the TESS Warehouse.

6.D.4. Field Maintenance will be conducted by the TESS contact teams as scheduled.

6.D.5. Equipment Turn-In. Turn-in will be conducted for ground vehicles vic of the TESS warehouse and Bike Lake Army Airfield for aviation assets (aircraft) unless otherwise specified in the 52D Order for rotational units and as coordinated through the TESS Warehouse.

6.D.6. Equipment Supply Reconciliation.

6.D.6.A. If the TESS is not turned at the completion of the rotation, TESS Warehouse will send a copy of the TESS hand receipt to the TSD PBO and TSO within 24 Hours.

6.D.6.B. The Unit will not be cleared from the rotation until a FLIPL or Statement of Charges for the Loss or Damage has been initiated and returned to the TDS PBO for an NTC Document Number.

6.E. Other Training Units. This section applies to all units, home station or visiting, that require TESS for periods up to 30 days

6.E.1. Requests and Scheduling. Units will submit requests for TESS to the TSD TSO. Once submitted and approved, the unit will schedule a date to receive / install and de-install / turn in with the TESS Warehouse.

6.E.2. Equipment Issue. Issue will be conducted for ground vehicles in vicinity of the TESS

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warehouse and Bike Lake Army Airfield for aviation assets (aircraft) unless otherwise coordinated through the TESS Warehouse.

6.E.2.A. The TESS Warehouse will annotate "TEMPORARY" on the hand receipt document and indicate the date of the intended turn in. The TESS warehouse will report out of date hand receipts to the TSD PBO and TSO within two working days of discovery.

6.E.2.B. The unit commander or authorized representative will sign for TESS at the time of issue. The hand receipt document will be placed in a suspense file annotated as to scheduled turn in date.

6.E.3. Equipment Installation. Issue will be conducted for ground vehicles in vicinity of the TESS warehouse and Bike Lake Army Airfield for aviation assets (aircraft) unless otherwise Specified.

6.E.4. Field maintenance will be conducted as scheduled.

6.E.5. Equipment Turn-In. Turn-in will be conducted for ground vehicles in vicinity of the TESS warehouse and Bike Lake Army Airfield for aviation assets (aircraft) unless otherwise scheduled through the TESS Warehouse.

6.E.6. Equipment Supply Reconciliation.

6.E.6.A. If the TESS is not turned at the completion of the rotation, TESS Warehouse will send a copy of the TESS hand receipt to the TSD PBO and TSO within 24 Hours.

6.E.6.B. The Unit will not be cleared from the rotation until a FLIPL or Statement of Charges for the Loss or Damage has been initiated and returned to the TDS PBO for an NTC Document Number.

6.F. TESS Warehouse Manager.

6.F.1. Requests and Scheduling. The RTU will coordinate TESS requests through Operations Group, during the Grid Set Conference. This coordination will include a schedule with date/time to receive /install and de-install / turn in all equipment with the TESS Warehouse. All other Units will coordinate TESS requests through the G3 TSD TSO. Once submitted and approved, the unit will schedule a date to receive / install and de-install / turn in with the TESS Warehouse.

6.F.2. Equipment Issue. Issue will be conducted for ground vehicles in vicinity of the TESS Warehouse and Bike Lake Army Airfield for aviation assets (aircraft) unless otherwise coordinated through the TESS Warehouse.

6.F.2.A. For a temporary requirement, the TESS Warehouse will annotate "TEMPORARY" on the hand receipt document and indicate the date of the intended turn in. The TESS warehouse

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will report out of date hand receipts to the TSD PBO and TSD TSO within two working days of discovery.

6.F.2.B. For a long term requirement; the unit commander or authorized representative will sign for TESS at the time of issue. WTA will add the property to the commander's MILES hand receipt and provide a copy to the unit Supply Personnel for signature by the unit commander. The hand receipt document will be placed in a suspense file until the signed, commander's hand receipt is returned.

6.E.3. Equipment Installation. Installation will be conducted for ground vehicles in vicinity of the TESS warehouse and Bike Lake Army Airfield for aviation assets (aircraft) unless otherwise specified.

6.E.4. Field Maintenance. Field maintenance will be conducted IAW specified NTC Operations Group TESS Contact Procedures.

6.E.5. Equipment Turn-In. Turn-in will be conducted for ground vehicles in vicinity of the TESS warehouse and Bike Lake Army Airfield for aviation assets (aircraft) unless otherwise coordinated through the TESS Warehouse.

6.E.6. Equipment Supply Reconciliation.

6.E.6.A. If the TESS is not returned within 15 days of the scheduled turn in date, TESS Warehouse will send a copy of the TESS hand receipt to the TSD PBO and TSD TSO.

6.E.6.B. The unit account will be frozen 30 days after any discrepancy is noted by the TESS warehouse. All unit accounts within the Training Support Center will be frozen until the discrepancy is corrected by submitting a FLPL, Statement of Charges or the unit commander updates and signs the permanent hand receipt reflecting receipt of the additional property.

6.G. WTA TESS Support Teams.

This section applies to WTA support of training at Fort Irwin as part of named, scheduled exercises. WTA will conduct all TESS support operations IAW requirements of the Warfighter Focus contract, directions provided through the Operations Group Rotational SAR and the accountability requirements of this SOP. TESS support teams will provide a Contact Team Rollup as indicated in Para 5.K.10 of all on TESS seen and repaired while on site, including the number of systems repaired, unit and bumper number.

## **7. MILES ACCOUNTABILITY AND INVENTORY.**

7.A. The G3 TSD PBO will ensure all TESS equipment is properly accounted for on the property book.

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7.B. Commanders / Requestors will provide assumption of command orders / assumption of responsibility statements; delegation of authority cards (DD Form 1687) when signing for, receiving, and turning in TESS. Hand receipt holders will update and sign their TESS hand receipt within 15 days of any changes that are made or when conducting semi-annual 100% inventories.

7 C. The TESS warehouse manager will establish procedures and processes for submitting TESS reports as indicated in Para 5.K.10 of this SOP.

7 D. A TESS “found on installation” bin will be established in the TESS warehouse in order for units and personnel to turn in TESS found on the installation. Property will be inventoried in a timely fashion and a report furnished to the G3 TSD TSO for accountability actions.

### **8. TESS MAINTENANCE.**

Transfer of MILES equipment between TES Repair and the MILES Warehouse will be documented through the use of a locally produced transfer form (See attached “Transfer Form”). To/From, part numbers, quantities, date of transfer, and individual call signs are noted on the form. A work order for each item will be generated by supply personnel at the time equipment is transferred, and is used to track status of items until they are repaired and returned to the Warehouse. DD Form 1577-2 (Unserviceable (Reparable) Tag-Materiel) is attached to each item, indicating item part number, item description, and Work Order number. Tags will be removed from repaired items before being transferred from TES Repair back to the MILES Warehouse.

### **9. ABBREVIATIONS.**

D-day – Issue Day 1 RSOI  
EXOP – Exercise Operating Procedures  
IOD – Instrumentation Operation Division (Section in WTA)  
OCT – Observer Controller Trainer  
MILES – Multiple Integrated Laser Engagement System  
RSOI – Reconnaissance, Surveillance, Onward Integration (the first five days of a rotation)  
RTU – Rotational Training Unit  
TAFF- Tactical Analysis Feedback Facility  
TD – Training Day (one of the 14 days of the rotation field training period)  
TESS – Tactical Engagement Simulation Systems  
TSO – Training Support Officer  
TSD – Training Support Division  
WTA – Warrior Training Alliance