
(OFFICE SYMBOL)

ACCT NUMBER _____ DATE _____

MEMORANDUM FOR TSC (PA), FORT HOOD, TX 76544-5056

SUBJECT: REQUEST FOR ESTABLISHING/RENEWING A TSC SERVICE ACCOUNT

1. REQUEST A TSC ACCOUNT BE ESTABLISHED OR RENEWED FOR,
_____ IN ACCORDANCE WITH PROCEDURES
(UNIT OR ACTIVITY)
OUTLINED IN THE TSC CATALOG.
2. EQUIPMENT ISSUED TO THIS ACCOUNT WILL NOT BE LOAN OR PLACED
ON SUB-HAND RECEIPT TO ANY INDIVIDUAL OR UNIT NOT OF THIS ORGANI-
ZATION
3. THE UNDERSIGNED HEREBY APPOINTS _____
(Name and Rank)

E-Mail Address _____

Alternate E-Mail Address _____

THE TSC ACCOUNT HOLDER. HE/SHE WILL ASSUME RESPONSIBILITY FOR ORDERING, RECEIVING, AND PROMPTLY RETURNING ON DUE DATES ALL ITEMS ISSUED ON TEMPORARY HAND RECEIPT TO THIS ACCOUNT (APPOINTED ACCOUNT HOLDER WILL SIGN THE BOTTOM LINE A OF DA FORM 1687).

ENCL
ONE SET OF DA FORM 1687

(NAME, GRADE, AND TITLE)

NOTE: OFF-POST UNITS MUST INCLUDE ONE COPY ON UNITS ORDERS SHOWING CURRENT MAILING ADDRESS, AND TELEPHONE NUMBER TO INCLUDE AREA CODE OF YOUR CITY/STATE

CHECK ONE () ACTIVE ARMY () TXARNG () USAR () OTHER

COMMANDER
HQ III CORPS & FORT HOOD
ATTN: AFZF-PTM-TS
FORT HOOD, TX 76544-5056
DSN 737-2669 OR (254)287-2669