

**STP 10-92A34-SM-TG**

**Soldier's Manual and Trainer's Guide**

**MOS 92A**

**AUTOMATED LOGISTICAL SPECIALIST**

**SKILL LEVELS 3 and 4**

**July 2007**

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# **SOLDIER'S MANUAL and TRAINER'S GUIDE**

## **MOS 92A**

### **Automated Logistical Specialist**

#### **Skill Levels 3 and 4**

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## Preface

This publication is for skill levels (SLs) 3 and 4 Soldiers holding military occupational specialty (MOS) 92A. It contains standardized training objectives, in the form of task summaries that you can use to train and evaluate yourself on critical tasks that support unit missions during peacetime/wartime. All Soldiers holding MOS 92A and SLs 3 and 4 should have access to this publication. It should be made available in work areas, unit learning centers, and installation education and learning centers.

All tasks in this publication are trained to peacetime/wartime conditions and apply to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve unless otherwise stated.

The proponent of this publication is the United States Army Training and Doctrine Command (TRADOC). Prepare comments and recommendations using DA Form 2028 (Recommended Changes to Publications and Blank Forms) and forward them directly to—

Department of the Army  
Training Directorate, Sustain Division  
ATTN: ATCL-TDS  
401 First Street  
Fort Lee, VA 23801-1511.

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## Chapter 1

### Introduction

**1-1. General.** This manual identifies the individual MOS training requirements for Soldiers in MOS 92A. It is designed to support the Army Individual Training Evaluation Program (ITEP). The ITEP was established to formalize the role of individual evaluation in units throughout the Army. Two primary methods are used to evaluate Soldiers' proficiency—commander's evaluations and the common task test.

- **Commander's Evaluations.** Commander's evaluations are local tests or assessments of Soldiers' performance of MOS-specific and common tasks critical to the unit mission. They may be conducted year round.
- **Common Task Testing (CTT).** CTTs are hands-on tests used to evaluate proficiency on common tasks. Alternate written tests are provided if equipment is not available for hands-on testing.

This manual is your primary reference to prepare for the commander's evaluation of MOS-specific tasks. It contains task summaries for all critical tasks specific to your MOS and SL. You will use this manual to plan and conduct training and commander's evaluations. The MOS Training Plan in Chapter 2 contains necessary information for planning training requirements for this MOS. See AR 611-1 and DA Pamphlet 611-21 for more information on the MOS structure. The MOS Training Plan—

- Identifies subject areas in which you must be trained.
- Identifies the critical tasks for each subject area.
- Specifies where you are trained initially on each task.
- Specifies the references needed to train the tasks.
- Recommends how often you should train on each task to sustain proficiency.
- Recommends a strategy for cross training Soldiers.

This STP should be used along with STP 21-1-SMCT and STP 21-24-SMCT, Army training and evaluation programs (ARTEPs), and the Army training and doctrine manuals, FM 25-4, FM 7-0, and FM 7-1, to establish effective training plans and programs that integrate individual and collective tasks.

**1-2. Trainer's Responsibilities.** Training is the business of all unit leaders. The first-line leaders are the principal trainers in the unit because they directly supervise the Soldiers and lead the crews, squads, sections, or teams. The MOS Training Plan can be used to determine the critical tasks for which you are responsible. The MOS Training Plan identifies which tasks your Soldiers must be able to perform. You should evaluate the Soldiers' task performance to find out which tasks they can or cannot perform to standard. If they cannot perform a task to standard, they may need further training. To train your Soldiers effectively, you must do several things:

- **Plan the training.** Training for specific tasks usually can be integrated or conducted concurrently with other training or during slack periods. The unit's ARTEP can assist in identifying individual tasks, which can be trained and evaluated concurrently with collective task training and evaluation.
- **Gather the training references and materials.** This information is listed in the reference column of the MOS Training Plan for each task.
- **Learn how the task is done to standard and understand how the task is done step by step.** Give yourself at least one chance to do the task step by step. If at that time you are unable to perform the task, seek help from your supervisor.

- **Evaluate how well your Soldiers can perform the tasks in this manual.** These evaluations may be conducted during individual training sessions or, while evaluating individual proficiency during the conduct of units collective training. Determine how often to study each task to ensure that your Soldiers maintain proficiency.
- **Evaluation guides are provided to assist you in evaluating your Soldier's proficiency throughout the year.** It is not intended that written entries be made on these guides to record their performance. If you wish to keep a record of their performance steps, use DA Form 5164-R (Hands-on Evaluation). This form is applicable to all tasks in this manual and may be reproduced locally. At the time of local reproduction, you may have DA Form 5164-R (Hands-on Evaluation) overprinted with information unique to your training requirements. DA Form 5164-R (Hands-on Evaluation) can be downloaded from the Army Publishing Directorate (APD) website at <http://www.apd.army.mil/>; instructions for its use are contained within this publication.
- **Record the results.** You can monitor your Soldiers progress by recording their task GO/NO-GO results.
- **Retrain and evaluate.** Have them study until they can perform to specific SM standards.

**1-3. Soldier's Responsibilities.** You must be able to perform every task required by your job and maintain those skills. The MOS Training Plan indicates which tasks Soldiers in different jobs and SLs are required to perform. You are also responsible for all common tasks at your current SL and below, which are listed in the Soldier's Manual of Common Tasks (SMCT). To assist you in maintaining task proficiency, each task states—

- Where and when the task should be performed and what equipment is needed (conditions statement).
- How well the task must be performed (standards statement).
- Which references describe step by step how the tasks should be performed (reference section).

Each task also contains an evaluation guide (training/evaluation section), which can be used to determine if you can perform the task. Periodically, you should ask your supervisor or another Soldier to evaluate your performance to ensure that you can perform the task to standard. If you have a question about how to do a task or which tasks in this manual you must be able to perform, it is your responsibility to ask the first-line supervisor for clarification. The first-line supervisor knows how to perform each task or can direct you to the appropriate training materials. These include Field Manuals (FMs) and Technical Manuals (TMs). It is your responsibility to use these materials to maintain proficiency. Another important training resource is the Army Correspondence Course Program (ACCP). Refer to DA Pamphlet 350-59 for information on enrolling in this program and a list of courses, or write to:

Chief  
Institute for Professional Development  
US Army Training Support Center  
ATTN: ATIC-ETI-SS  
Newport News, VA 23628-9989

**1-4. Training Tips.** Prepare yourself:

- Get training guidance from your chain of command as to when training must take place, what you should study, availability of resources, and a training site. Refer to FM 7-1 (Battle Focused Training) for additional training information.
- Get the task conditions and standards from the task summary in this manual.
- Make sure you can do the task. Review the task summary and references listed in the reference section of the task. Practice doing the task or, if necessary, have someone train you on the task.



- Choose a training method. Some tasks provide recommended training methods in the feedback section of the task summary.
- Prepare a training outline consisting of informal notes on what you want to cover during your training session.
- Practice your training presentation.

Prepare the resources:

- Obtain required resources as identified in the conditions statement for each task.
- Gather equipment and ensure it is operational.
- Coordinate the use of training aids and devices.
- Prepare the training site according to the conditions statement and evaluation preparation section of the task summary, as appropriate.

**1-5. Training Support.** To assist in planning and conducting training, reference materials have been identified for each task. A list of all training references required to train the tasks in this manual is at the back of this manual. These references are listed by identification number and title.

**1-6. Career Progression Training.** You must know what the Army expects of you in the performance of your job and how well you must perform as you progress through the ranks. Upon completion of basic training and advanced individual training, you will be placed in positions related to and requiring performance of duties and responsibilities of your MOS. Listed below are various Army-wide school and training programs generally available to meet the education and training requirements needed for advancement.

- **Basic Training.** Training given to newly inducted enlisted personnel in basic military subjects and fundamentals of basic infantry training.
- **Advanced Individual Training.** Training given to enlisted personnel upon completion of basic training that will qualify them for award of an MOS.
- **Warrior Leader Course (WLC).** Training normally designed for individuals in grade E4 or E5 to learn necessary leadership skills that will prepare them to perform in a supervisory capacity. The immediate supervisor or commander will determine when an individual will attend the WLC based on the individual's job performance and job requirements. The WLC will be conducted as resident training at the respective installation NCO (noncommissioned officer) academy.
- **Basic Noncommissioned Officer Course (BNCOC).** Training designed for individuals to learn the duties of grade E6. The Soldiers receive specialized training in their MOS and in related subjects that prepare them to perform duties in a supervisory capacity.
- **Advanced Noncommissioned Officer Course (ANCOC).** Technical training designed to teach individuals the duties of grade E7 and to prepare them for assuming duties and positions of greater responsibility.
- **United States Army Sergeants Major Academy Course (USASMA).** Training designed for selected outstanding individuals in grade E8 to receive instructions on the various duties performed by sergeants major to qualify for assignments to staff and command positions.
- **Extension Training.** All training received by the individual through nonresident and unit training, which may encompass any or all of the following:
  - *Correspondence course.* Formal, nonresident, paper-based training centrally administered by the Army Institute for Professional Development.
  - *Supervised on-the-job training (SOJT).* Structured training accomplished while a person is working in a particular SL and MOS. The Soldier's supervisor, because of equipment, safety, or skill requirements, closely monitors the training. Correspondence courses may be incorporated into SOJT.

If you need any of the training resources mentioned in this Soldier's Manual (SM), check with your training NCO, work site supervisor, platoon sergeant, or MOS library, or have your unit get a copy from the installation publications center. If these sources cannot help you, the unit can request, with your commander's approval, the materials you need.

**1-7. Career Progression.** The Enlisted Personnel Management System (EPMS) is the Army's overall system to improve the professionalism of the enlisted force. It integrates policies relating to training, evaluation, classification, and promotion into an overall system. The Soldier is provided with a means to look to the future and see a realistic, clear, and viable career progression path from the grade of private to that of sergeant major. However, EPMS is useless if the Soldier does not understand or use it. Part of the trainer's job is to make sure the Soldier understands and uses EPMS. As an aid, Figure 1-1 provides the trainer with a career map for the 92A Soldier. Figure 1-2 illustrates the typical career pattern for the 92A Soldier. The Quartermaster Center and School (QMC&S) stands ready at all times to help. If you have a question about the ITEP or the availability of QMC&S courses, or if you need additional help in performing your duties, you can write a letter to the QMC&S and have your questions answered. The address is listed below:

Commander  
U.S. Army Quartermaster Center and School  
ATTN: ATSM-SGA  
Fort Lee, VA 23801-5039

### Professional Development Model for MOS 92A Automated Logistical Specialist

Block A: Rank	PVT-SPC Skill Level 10	SGT Skill Level 20	SSG Skill Level 30	SFC Skill Level 40	MSG Skill Level 50	SGM Skill Level 50
<b>Block B: Developmental Duty Assignments</b>	TAMMS/PLD Clerk Vehicle Operator Stock Accounting Specialist Corporal Recruiter Material Control & Accounting Spec	Ration Distribution Sergeant Material Storage & Control SGT Stock Accounting Sergeant Equipment & Parts SGT Material Control & Accounting Sup	Section Chief Instructor/Writer Material Control & Accounting Sup	Detachment Sergeant Platoon Sergeant Subsistence Supervisor Senior Instructor/Writer Career Manager Material Control Supervisor Branch Manager	First Sergeant Branch Chief Battalion Sergeant Chief, Instructor/Writer Material Management Center NCO Professional Development NCO	Command Sergeant Major SUA/GRF-S3 Operations Sergeant Major Senior Logistics NCO USX/UEY/G4-SGM Chief, Training Developer/Writer Facilitator/USASMA
<b>Block C: Institutional Training</b>		Drill Sergeant Recruiter	Joint Command Assignment AC/RG Assignment Small Group Leader Procurement NCO	Career Manager Equal Opportunity Advisor Inspector General		
<b>Block D: Recommended NCOES Courses – Prior to NGSES</b>	<b>Prior to PLDC</b> Effective Writing English Grammar Basic Computer Skills FAST Course	<b>PLDC</b>	<b>BNCOC</b> <b>Prior to BNCOC</b> Stress management Technical Writing Briefing Techniques Public Speaking Research Techniques Problem Solving	<b>ANCOC</b> <b>Prior to ANCOC</b> Principles of Management	<b>Sergeants Major Academy</b> <b>Prior to SMC</b> Human Resources Management	
<b>Block E: Recommended Functional Courses</b>			Battle Staff Course		First Sergeant Course	
<b>Block F: Recommended MOS-Related Courses/ Training</b>	<b>Skill Level 10</b> 1. Unit Lvl Log/Supply-Ground (ULLS-G) 2. SAMS (R)-Host	<b>Skill Level 20</b> 1. SAMS (R)-Host	<b>Skill Level 30</b> 1. Distribution Mgmt Crs 2. Logistics Mgmt Crs 3. SAMS 1	<b>Skill Level 40</b> 1. Senior Leaders Course 2. Combat Service Support Course 3. Joint Logistics Course 4. Support Operations Course	<b>Skill Level 50</b>	
<b>Block G: ASIProducing Courses</b>	1. Battle Staff Course (S/M, SAMS (B-5) 2. Procurement/Acquisition NCO (G1) 3. Standard Army Special Supply System (S2)					
<b>Block H: Recommended MOS Degree Program or Related Certification</b>	1. AA/AS or equivalent by the 10 <sup>th</sup> year of service 2. BA/BS by the 15 <sup>th</sup> year of service 3. Certified Professional Logistician 4. Certified Purchasing Professional 5. Certified Professional Purchasing Manager					
<b>Block I: Explanatory Notes:</b>	TAMMS: The Army Maintenance Management System SAMS: Standard Army Maintenance System AA/AS: Associate of Arts/Associate of Science BA/BS: Bachelor of Arts/Bachelor of Science FAST: Functional Academic Skill Training PLDC: Primary Leadership Development Course BNCOC: Basic Noncommissioned Officers Course ANCOC: Advanced Noncommissioned Officers Course					
<b>Block I: Explanatory Notes:</b>	Information provided are recommendations only. It is not realistic to expect every Quartermaster Soldier to complete all recommendations listed, due to the OPTEMPO and restructuring of the force.					

Figure 1-1. Career Map for MOS 92A Soldier

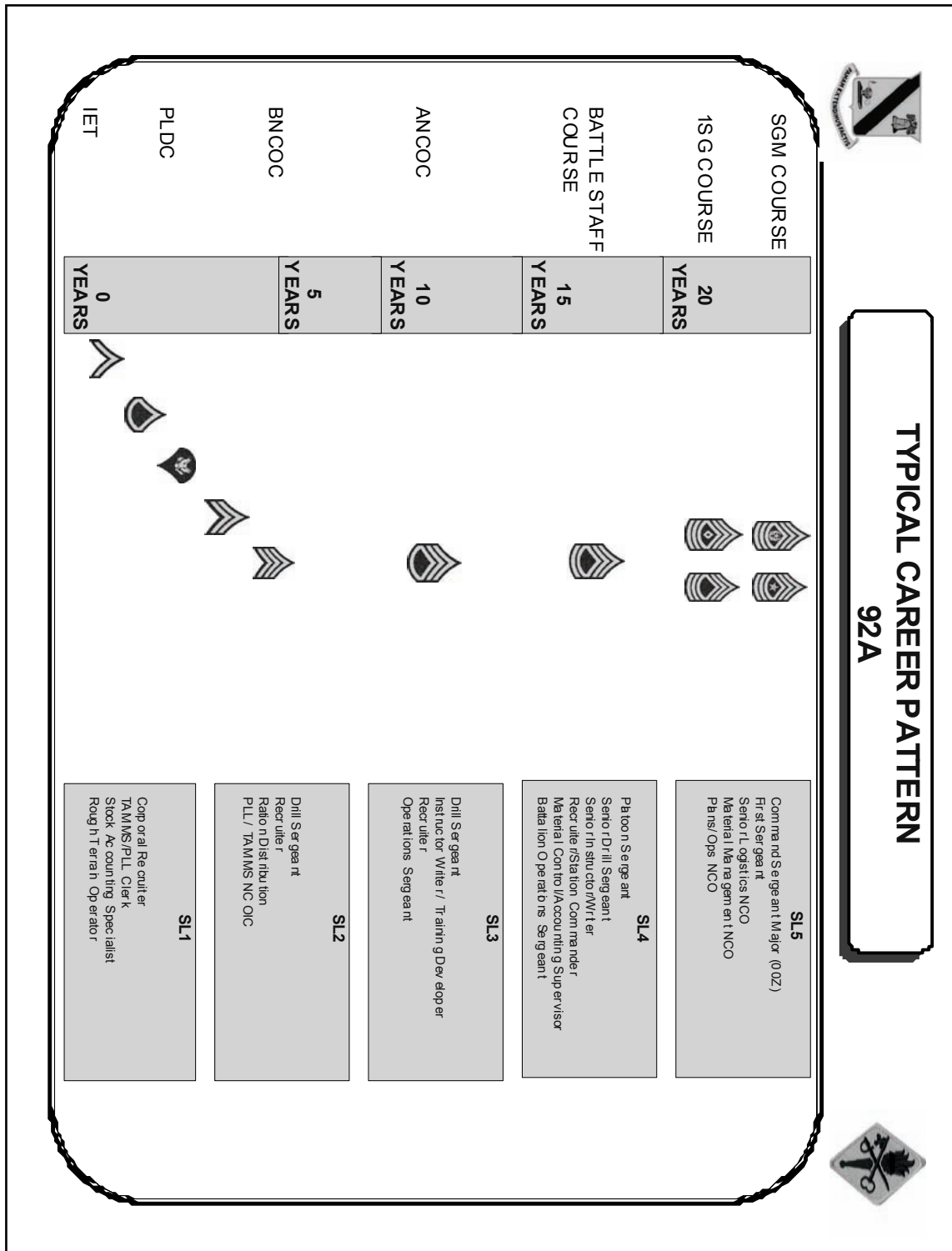


Figure 1-2. Career Pattern for MOS 92A Soldier

## Chapter 2

### Training Guide

**2-1. General.** The MOS Training Plan identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and other similar factors. Therefore, the MOS Training Plan should be used as a guide for conducting your training and not as a rigid standard. The MOS Training Plan has two parts to assist you in preparing a training plan that satisfies integration training requirements (cross train, train-up, and sustainment) for this MOS.

a. Part One of the MOS Training Plan shows the relationship of an MOS SL between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas. Section I lists subject area numbers and titles used throughout the MOS Training Plan. Use these subject areas to define the training requirements for each duty position within an MOS. Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up or merger training.

- **Duty Position.** This column lists the duty positions of the MOS, by SL, which have different training requirements.
- **Subject Area.** This column lists, by numerical key (see Section I), the subject areas in which a Soldier must be proficient to perform in that duty position.
- **Cross Train.** This column lists the recommended duty position for which Soldiers should cross train.
- **Train-Up/Merger.** This column lists the corresponding duty position for the next higher skill level or MOS the Soldier will merge into upon promotion.

b. Part Two lists by general subject areas the critical tasks to be trained in an MOS, the recommended products to use, the type of training required (resident, integration, or sustainment), and a crosswalk to an ARTEP task, as appropriate.

- **Subject Area.** This column lists the subject area number and title in the same order as Part One, Section I, of the MOS Training Plan.
- **Task Number.** This column lists the task numbers for all tasks included in the subject area.
- **Title.** This column lists the task title for each task in the subject area.
- **References.** This column lists required references necessary to perform and train the task. References are listed in order of use.
- **Training Location.** This column identifies the training location where the task is first trained to STP standards. If the task is first trained to standard in the unit, the word "unit" will be in this column. If the task is first trained to standard in the training base, a brevity code (for example, BT, AIT, BNCOC, or ANCOC) will identify the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.
- **Sustainment Training Frequency column.** This column indicates the recommended frequency at which you should train to ensure you maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.
- **Sustainment Training Skill Level column.** This column lists the SLs of the MOS for which you must receive sustainment training to ensure you maintain proficiency to SM standards.

<b>ANCOC</b>	<b>Advanced NCO Course</b>
<b>AIT</b>	<b>Advanced Individual Training</b>
<b>BNCOC</b>	<b>Basic NCO Course</b>
<b>BT</b>	<b>Basic Training</b>
<b>WLC</b>	<b>Warrior Leader Course</b>
<b>USASMA</b>	<b>U.S. Army Sergeants Major Academy</b>

Figure 2-1. Training Locations

<b>AN</b>	<b>Annually</b>
<b>BM</b>	<b>Bimonthly</b>
<b>MO</b>	<b>Monthly</b>
<b>QT</b>	<b>Quarterly</b>
<b>SA</b>	<b>Semiannually</b>

Figure 2-2. Sustainment Training Frequency Codes

**2-2. Subject Area Codes.** Part One, Section I.

**Skill Level 3**

- 1 Supervisory Supply Support Activity Operations
- 2 Field Operations
- 3 Supervisory Standard Army Retail Supply System (SARSS1) Operations
- 4 Standard Army Retail Supply System (SARSS2AC/B) Item Manager Functions

**Skill Level 4**

- 5 Supply Support Activity Management
- 6 Supervisory Item Manager Functions

<b>MOS TRAINING PLAN MOS 92A PART TWO: CRITICAL TASKS</b>				
<b>Task Number</b>	<b>Title</b>	<b>Training Location</b>	<b>Sustainment TNG FREQ</b>	<b>Sustainment TNG SL</b>
<b>Skill Level 3</b>				
<b>Subject Area 1: Supervisory Supply Support Activity Operations</b>				
101-92A-3001	Supervise Supply Support Activity Operations	BNCOC	SA	3
101-92A-3003	Supervise the Handling of Hazardous Materiel	BNCOC	AN	3
101-92A-3004	Perform Causative Research for Inventory Adjustments	BNCOC	SA	3
<b>Subject Area 2: Field Operations</b>				
101-92A-3002	Supervise the Preparation of a Field Storage Site	BNCOC	SA	3
<b>Subject Area 3: Supervisory SARSS1 Operations</b>				
101-92A-3103	Manage Communications Maintenance Processes	BNCOC	QT	3
101-92A-3104	Supervise Data Transfer Processes	BNCOC	AN	3
101-92A-3105	Direct Disposition of Stocks	BNCOC	QT	3
101-92A-3106	Manage Materiel Release Denials and Confirmations	BNCOC	QT	3
101-92A-3107	Supervise Location Survey and Inventory Process	BNCOC	QT	3
101-92A-3110	Implement Continuity of Operations Plan	BNCOC	AN	3
101-92A-3111	Transfer Stock Record Account Responsibility	BNCOC	SA	3
101-92A-3112	Analyze Performance Metrics	BNCOC	QT	3
<b>Subject Area 4: SARSS2AC/B Item Manager Functions</b>				
101-92A-3201	Supervise Parameter Management	BNCOC	SA	3
101-92A-3205	Process Manager Review File Transactions	BNCOC	QT	3
101-92A-3206	Manage Control Degree Process	BNCOC	QT	3
101-92A-3210	Manage Overdue Shipments	BNCOC	QT	3
101-92A-3214	Perform Stockage Level Management	BNCOC	QT	3
<b>Skill Level 4</b>				
<b>Subject Area 5: Supply Support Activity Management</b>				
101-92A-4003	Conduct Quality Assurance Inspection for Supplies in Storage	ANCOC	QT	4

<b>MOS TRAINING PLAN MOS 92A PART TWO: CRITICAL TASKS</b>				
<b>Task Number</b>	<b>Title</b>	<b>Training Location</b>	<b>Sustainment TNG FREQ</b>	<b>Sustainment TNG SL</b>
<b>Subject Area 6: Supervisory Item Manager Functions</b>				
101-92A-4203	Manage Department of Defense Activity Address Code (DODAAC) Maintenance Process	ANCOC	SA	4
101-92A-4206	Manage Issue/Referrals	ANCOC	QT	4
101-92A-4208	Manage Repairable Items	ANCOC	QT	4
101-92A-4210	Manage Stock Determination Actions	ANCOC	SA	4
101-92A-4212	Analyze Performance Standards	ANCOC	SA	4
101-92A-4213	Manage Frustrated Cargo	ANCOC	SA	4
101-92A-4214	Coordinate Communications Processes	ANCOC	SA	4
101-92A-4215	Conduct Support Mission Analysis	ANCOC	SA	4
101-92A-4216	Coordinate Logistical Requirements	ANCOC	SA	4



## Chapter 3

### MOS/Skill Level Tasks

#### Skill Level 3

#### Subject Area 1: Supervisory Supply Support Activity Operations

### Supervise Supply Support Activity (SSA) Operations

#### 101-92A-3001

**Conditions:** Assigned as a Material Management Supervisor at the Supply Support Activity (SSA) responsible for supervising the SSAs daily operations ensuring the operations are in accordance with the Army's Command Supply Discipline Program (CSDP). Given the appropriate Army regulations technical manuals, supply publications, (AR 710-2; DA Pamphlet 710-2-2; TM 38-400; FM 10-15) internal and external standing operating procedures (SOPs), a desktop computer serving as a file server with the Standard Army Retail Supply System (SARSS1); Materiel Release Order Control System (MROCS); Radio Frequency Automatic Identification (RFID), Automated Manifest System (AMS) and the required software installed and configured.

**Standards:** Supervised SSA operations in accordance with AR 710-2 and DA Pamphlet 710-2-2.

#### Performance Steps

1. Manage stock control operations. (References: DA Pamphlet 710-2-2, Chapter 4, Paragraph 1-7; FM 10-15, Chapter 2, Paragraph 2-1, Chapter 4, Paragraph 4-1).
  - a. Monitor demand satisfaction and other supply performance indicators.
  - b. Verify critical equipment non-mission capable, due to zero balance.
  - c. Analyze reports to determine efficiency of operations, conformance to standards and trends.
    - (1) Review SARSS1 Error Listing.
    - (2) Review SARSS1 Transactions Listing.
    - (3) Review SARSS1 Daily Transaction Recap Report.
    - (4) Review SARSS1 Daily Performance Report.
    - (5) Manage SARSS1 System Support Functions.
  - d. Maintain the Standing Operating Procedures (SOPs).
  - e. Review policy and procedures for Command Supply Discipline Program (CSDP).
  - f. Review policy and procedures for Small Arms Repair Parts (SARP) program if required.
  - g. Update internal and external SOP to reflect regulatory and operational changes.
  - h. Publish and distribute external SOP to customer units.
  - i. Review DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies).
  - j. Manage monthly customer reconciliation listing.
  - k. Employ safety and risk management measures.
2. Manage issuing, receiving, and shipping operations. (Reference: TM 38-400, Chapter 3, Paragraph 3-2).
  - a. Manage issuing operations.
    - (1) Monitor Customer Unit Notification Log.
    - (2) Designate customer's pick up areas.
    - (3) Establish storage and issue facility for all supported commodities.
    - (4) Establish a marshalling area for frustrated cargo.
    - (5) Ensure Materiel Safety Data Sheets (MSDSs) standards are applied to Hazardous Materiel (HAZMAT) items.
  - b. Manage receiving operations.
    - (1) Plan the spotting of carriers with shipments.
    - (2) Supervise loading/unloading operations.

**Performance Steps**

- c. Manage shipping operations.
    - (1) Monitor the Automated Manifest System (AMS) processing procedures.
    - (2) Monitor Radio Frequency (RF-Tag) processing procedures.
  - d. Employ safety and risk management measures.
3. Manage turn-ins and reparable management (References: AR 710-2, Chapter 3, Paragraph 3-14; DA Pamphlet 710-2-2, Chapter 11).
- a. Review major assembly processing procedures.
  - b. Manage the requirement of all unserviceable equipment to have a DD Form 1577-2 (Unserviceable (Repairable) Tag - Materiel).
  - c. Review the Operations and Maintenance-Army national item identification number (OMA NIIN) file to ensure it matches the units repair capability.
  - d. Coordinate with Support Operations (SOP) for delivery/pickup of issued assets and turn-ins (to maintenance and/or for disposal).
  - e. Process turn-ins to maintenance (for reparable items).
  - f. Employ safety and risk management measures.
4. Manage retrograde operations (References: AR 710-2; AR 725-50, Chapter 6, Paragraph 6-14 and Chapter 7; DA Pamphlet 710-2-1; DA Pamphlet 710-2-2).
- a. Identify theater retrograde procedures.
  - b. Identify theater sustainment stocks.
- NOTE: Retrograde operations could include North Atlantic Treaty Organization (NATO) and other host nation equipment. Follow local disposition instruction for equipment other than U.S.
- c. Ensure theater retrograde procedures are complied with.
  - d. Facilitate the theater retrograde mission based on dispositions and instructions.
  - e. Coordinate with the appropriate maintenance activity for classification (if required).
5. Manage storage support functions (References: FM 10-15, Chapter 8; TM 38-400, Chapter 3, Paragraph 3-39).
- a. Perform storage and inventory management functions as directed by stock control.
  - b. Maintain a current Authorized Stockage List (ASL) for all supported commodities.
  - c. Monitor stock locations and storage procedures.
  - d. Manage the five-digit stock location system.
  - e. Enforce one stock numbered item with one condition code be placed in as single location.
  - f. Enforce the Care of Supplies in Storage (COSIS).
  - g. Establish procedures for processing materiel release denials.
  - h. Determine Materiel Handling Equipment (MHE) requirements to support operations.
  - i. Employ safety and risk management measures.
6. Manage security requirements (References: AR 25-2, Chapters 1 and 4, Paragraphs 1-4 thru 4-1; AR 190-51, Chapter 3, Paragraph 3-11).
- a. Manage SARSS1 System Information Security.
    - (1) Monitor the Army Information Assurance Program (AIAP).
    - (2) Establish checks and balances to reduce the risk of one individual adversely affecting system or network operations.
    - (3) Implement physical security requirements for Information Security to prevent loss, damage, or unauthorized access.
    - (4) Oversee password generation, issuance, and control process.
  - b. Manage physical security requirements.
    - (1) Manage the physical protective requirement for classified repair parts.
    - (2) Manage physical protective measures.
      - (a) Implement physical protective measures for risk level I.
      - (b) Implement physical protective measures for risk level II.
      - (c) Implement physical protective measures for risk level III.
    - (3) Employ safety and risk management measures.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Managed stock control operations.	—	—
2. Managed issue, receiving, and shipping operations.	—	—
3. Managed turn-in and reparable management.	—	—
4. Managed retrograde operations.	—	—
5. Managed storage support functions.	—	—
6. Managed security requirements.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

- AR 25-2
- AR 190-51
- AR 25-400-2
- AR 710-2
- AR 725-50
- DA PAM 710-2-1
- DA PAM 710-2-2
- FM 10-15
- TM 38-400

**Related**

- ADSM 18-L1Y-AJT-ZZZ-UM
- AR 190-11
- AR 25-50
- AR 735-11-2
- AR 735-5
- AR 740-1
- FEDLOG

**Supervise the Handling of Hazardous Materiel****101-92A-3003**

**Conditions:** Assigned as a Material Management Supervisor at the Supply Support Activity (SSA) responsible for supervising the handling of hazardous materiel. Given protective clothing and equipment, TM 38-410, AR 200-1, and the unit internal and external Standing Operating Procedures (SOPs); using a desktop computer serving as a file server with the Standard Army Retail Supply System (SARSS1) Materiel Release Order Control System (MROCS), Radio Frequency Automatic Identification (RFID), Automated Manifest System (AMS) equipment and software installed and configured.

**Standards:** Supervised the handling of hazardous materiel in accordance with TM 38-410 and AR 200-1.

**Performance Steps**

1. Identify the types of hazardous materiel (Reference: TM 38-410, Chapter 2, Section II, Paragraph 4).
  - a. Identify explosives.
  - b. Identify flammable and non-flammable liquid gases.
  - c. Identify corrosive materiel.
  - d. Identify poisonous materiel.
  - e. Identify radioactive materiel.
2. Verify that material safety data sheets (MSDSs) are on hand for each hazardous materiel stored (Reference: TM 38-410, Chapter 2, Section II).
3. Verify that personnel comply with the appropriate Material Safety Data Sheet (MSDS) (Reference: TM 38-410, Chapter 3, Section V, Paragraph 3-10).
  - a. Ensure label on containers have contents listed in the container.
  - b. Ensure labels have accumulation date.
4. Ensure that personnel select and wear the proper clothing and equipment when handling hazardous materiel (Reference: TM 38-410, Chapter 8, Section V, Paragraphs 8.15 through 8.20).
  - a. Ensure Soldiers know how to properly put on, adjust, wear, and remove the Personal Protective Equipment (PPE).
  - b. Ensure PPE has proper care and storage to increase limitations and life of the PPE.
5. Ensure that storage guidelines and unit SOP are followed (Reference: TM 38-410, Chapter 4, Section II, Paragraphs 4.1 through 4.23).
6. Establish procedures for the handling and storage of hazardous materiel (Reference: TM 38-410, Chapter 4, Section II, Paragraphs 4.1 through 4.23).
  - a. Ensure containers are kept closed during storage, except when adding or removing waste.
  - b. Ensure containers are in good condition to avoid any leaks/spillage.
  - c. Ensure the containers are of appropriate size for the amount of waste to be stored.
  - d. Ensure the container is compatible with the waste being handled/collected.
7. Identify the procedures to contain the leakage/spill of a hazardous substance in accordance with the procedures in the unit SOP (Reference: TM 38-410, Chapter 2).
8. Report the spill of hazardous substance to the required authorities (Reference: TM 38-410, Chapters 2, 4, and 5).

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Identified the types of hazardous material.	—	—
2. Verified that the Material Data Safety Sheets are on hand for each hazardous material to be stored.	—	—
3. Verified that personnel comply with the Material Safety Data Sheets (MSDS).	—	—
4. Ensured that personnel selected the proper clothing/equipment to be used during handling procedures.	—	—
5. Ensured that storage guidelines and unit SOP are followed.	—	—
6. Established procedures for handling and storage of hazardous material.	—	—
7. Identified the procedures to contain the leakage/spill of hazardous substance in accordance with the procedures in the unit SOP.	—	—
8. Reported the spill of a hazardous substance to the required authorities.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**  
 AR 200-1  
 FEDLOG  
 TM 38-410

**Related**  
 FM 38-700  
 SB 3-30

**Perform Causative Research for Inventory Adjustments**  
**101-92A-3004**

**Conditions:** Assigned as a Materiel Management Supervisor at the Supply Support Activity (SSA) given the requirement to perform causative research for inventory adjustments. Given the most recent inventory results; the current inventory adjustment report (DA Form 444 or PCN: AJT-007 Inventory Adjustment Report (IAR)); access to SARSS1 due-in, due-out, activity files, SARSS1 receipts from wholesales (D6S), or referral (D6K), and turn-in documents; a copy of the most recent Document History from SARSS2AC/B and the unit internal and external Standing Operating Procedures (SOPs).

**Standards:** Performed causative research for inventory adjustments in accordance with AR 735-5 and DA Pamphlet 710-2-2 with 100 percent accuracy.

**Performance Steps**

1. Review the inventory adjustment report. (References: DA Pamphlet 710-2-2, Chapter 9 and ADSM 18-L1Y-AJT-ZZZ-EM, Appendix B).
  - a. Determine what type of research will be required to process the Inventory Adjustment Report (IAR).
  - b. Determine if there is a gain or lost to the Stock Record Account (SRA).
  - c. Identified the Inventory Freeze Flag (IFF) for automated, PCN AJT-007.
2. Perform causative research (References: AR 735-5, Chapter 14, Paragraph 34; AR 25-50, Chapter 2; DA Pamphlet 710-2-2, Chapter 9).

NOTE: Causative research is internal investigation done by the Stock Record Officer (SRO) to find what caused a specific inventory adjustment. Use the results of this research to document the reason for adjustment or conclude that the cause could not be found.

- a. Obtain all supporting documents relating directly to the variance.
  - (1) Receipts.
  - (2) Issue.
  - (3) Dues out.
  - (4) Supply Discrepancy Report (SDR).
  - (5) Transportation Discrepancy Report (TDR).

NOTE: Utilized the date of last record inventory as a starting point for this process.

- b. Use the supporting documents to build a temporary research file for each stock number item listed on the IAR.
- c. Compare the documents to actual posting to the SRA to see if posting errors exist.
  - (1) Review the condition code.
  - (2) Review the quantity.
  - (3) Review the unit of issue.
  - (4) Review document number.
- d. Check the status of dedicated receipts that were received but not posted to the SRA.
- e. Document the circumstances that caused the Administrative Error and the procedure(s) used to resolve the error.
  - (1) Check for dues-in not posted to SRA.
  - (2) Check for dues-out not posted.
  - (3) Check for Receipt not due-in.
- f. Determine the type of Adjustment.
  - (1) Assembly.
  - (2) Disassembly.
  - (3) Stock number or unit-of-issue changes.
  - (4) Transaction reversals.
  - (5) Condition code changes.
  - (6) Re-identification.
  - (7) Pseudo receipts.
- g. Prepare Memorandum For Record (MFR) to document the results of the investigation.

### Performance Steps

3. Post causative research results to the Stock Record Account (SRA) (Reference: AR 710-2, Chapter 3, Paragraph 3-24).

NOTE: Processing all adjustment having an extended value greater than \$1,000.00 in value.

- a. Post the decrease adjustments as losses.
- b. Post the increase adjustments as gains.

NOTE: Results will be recorded on the reverse side of the inventory adjustment report, continue on a separate sheet of paper when needed.

4. Prepare the inventory adjustment report for submission (Reference: AR 710-2, Chapter 9, Paragraph 9-12).

NOTE: Prepare an IAR (DA Form 444) in three copies. Automated stock record accounts may use computer-generated adjustment report in lieu of DA Form 444 as long as all necessary data elements are contained therein.

- a. Prepare adjustments if the report is greater than \$1000.00 in value.
- b. Prepare adjustment to any NSN having a Controlled Item Inventory Code (CIIC) of 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R, or for a night vision device with a CIIC of Y.

NOTE: If the item is Reportable Item Control Code (RICC) 2 (and 3 in the USAR), enter the Line Item Number (LIN) on the next line under the item stock number.

NOTE: Administrative IARs will not be included in the totals to determine the 5 percent cutoff. Administrative (Assembly, Disassembly, Stock number or unit-of-issue changes, transaction reversals, condition code change, Re-identification, and Pseudo receipts).

5. Forward the inventory adjustment report to the approving authority (Reference: DA Pamphlet 710-2-2, Chapter 9, Paragraph 9-12).

NOTE: Inventory Adjustment Reports (IAR) for Supply Support Activity (SSA) accounts capitalized under single stock fund (SSF) business processes will be made available for review to U.S. Army Materiel Command (USAMC) installation supply representatives (ISR) or other designated USAMC G-3 representative during site visits and copies provides as requested.

- a. Forward the original to approving authority within 5 workdays.
- b. Forward the third copy to the CBS-X Central Collection Activity (CCA) for RICC 2 reportable items.

6. Conduct additional causative research for the IAR rejected by the approval authority (Reference: DA Pamphlet 710-2-2, Chapter 9, Paragraph 9-11).

7. Forward previously rejected inventory adjustment report(s) to the approving authority (Reference: DA Pamphlet 710-2-2, Chapter 9, Paragraph 9-12).

8. File all approved inventory adjustment reports (Reference: DA Pamphlet 710-2-2, Chapter 9, Paragraphs 9-12 and 9-13).

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Reviewed the inventory adjustment report.	—	—
2. Performed Causative Research.	—	—
3. Posted causative research result to the Stock Record Account (SRA).	—	—
4. Prepared the inventory report for submission.	—	—
5. Forwarded the inventory adjustment report to the approving authority.	—	—
6. Conducted additional causative research for the IAR rejected by the approval authority.	—	—
7. Forwarded previously rejected inventory adjustment report (s) to the approving authority.	—	—
8. Filed all approved inventory adjustment reports.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Y-AJT-ZZZ-EM  
 AR 710-2  
 AR 735-5  
 DA PAM 710-2-2  
 FEDLOG

**Related**

ADSM 18-L1Q-AJP-ZZZ-EM  
 ADSM 18-L1Y-AJT-ZZZ-CG  
 AR 25-400-2  
 AR 25-50  
 AR 725-50  
 AR 735-11-2  
 AR 740-1  
 AR 740-26



## Subject Area 2: Field Operations

**Establish a Field Storage Site****101-92A-3002**

**Conditions:** Assigned as a Platoon Sergeant or the Noncommissioned Officer In-Charge (NCOIC) of a direct support unit's (DSU) Supply Support Activity (SSA) with the responsibility to establish a field storage site. Given various classes of supplies and organizational equipment; MTOE equipment, to include: tents, trucks, trailers, containers, shelters, Materiel Handling Equipment (MHE); the Standard Army Retail Supply System computer equipment including server and workstation(s); the Materiel Release Order Control System (MROCS); the Automated Manifest System (AMS); the Combat Service Support Automated Information System Interface (CAISI); the Combat Service Support Very Small Aperture Terminal (CSS VSAT); Radio Frequency Automatic Identification (RFID) equipment; refrigeration equipment; power generation equipment; lighting equipment, appropriate manuals and regulations.

**Standards:** Selected a location and established a field storage site to be occupied by the SSA in accordance with FM 10-15.

**Performance Steps**

1. Conduct site survey (References: FM 10-15, Chapter 5; FM 10-27-2, Chapter 3, Section 1; FM 10-27-3, Chapter 4, Section 1).

- a. Identify location given by the commander for supply operations.

NOTE: Based on the Contemporary Operating Environment (COE), some steps may not apply.

NOTE: When selecting a site, security should be your primary consideration. Keep in mind that field situations seldom allow your unit to operate under ideal conditions. You may have to make tradeoffs. If you must, consider your mission and the type and location of the threat.

- (1) Ensure area can be adequately defended.
- (2) Ensure area has enough roads to allow supplies and equipment to be loaded, unloaded, and moved quickly.
- (3) Ensure area can support type of communication being used (for example, satellite must have clear view of the southern sky).
- (4) Ensure area is away from landmarks that may be used by the enemy as reference points.
- (5) Ensure area is near a main supply route (MSR) or airfield.
- (6) Ensure adequate space for all sections and commodities.
- (7) Ensure area has adequate drainage.
- (8) Ensure area provides cover and concealment for tents and equipment.
- (9) Inspect buildings to ensure they can be used for supply distribution (when required).
- (10) Inspect building(s) to ensure they are free of insects and rodents.
- b. Prepare a field storage site layout plan.
  - (1) Prepare a sketch of the designated area.
  - (2) Prepare an overlay to include the following:
    - (a) Identify individual fighting positions.
    - (b) Identify crew served fighting positions.
    - (c) Identify Class IX storage locations.
    - (d) Identify a marshalling area for frustrated cargo.
    - (e) Identify Class X storage locations (if required).
    - (f) Identify directions of traffic flow and parking areas.

NOTE: Traffic moving through the supply area should be one way. This facilitates smooth movement through the area.

- (g) Identify different types of industrial gases.
- (h) Identify location for tactical communications.
- (i) Identify location for RFID/AIT equipment.

**Performance Steps**

- (3) Identify Class I storage location.
  - (4) Identify Class II, Class IIIP gases, Class IV, and Class VII storage locations.
  - c. Coordinate layout with Platoon Leader for approval.
  - d. Assign storage locations by sections.
  - e. Assign areas of responsibility for security.
  - f. Establish communications with company headquarters.
2. Direct site occupation in accordance with layout plan (References: FM 10-15, Chapter 5; FM 10-23, Chapter 6; FM 10-27-2, Chapter 3, Section 1).
- a. Monitor setup in accordance with layout plan.
  - b. Occupy positions required for local area security.
    - (1) Monitor the setup of individual fighting positions.
    - (2) Supervise the setup of assigned crew served fighting positions.
    - (3) Monitor entry and exit points.
    - (4) Ensure routes through supply point are clearly marked and are one way.
  - c. Monitor the setup of the Class I supply point.
    - (1) Inspect parking areas near the loading and unloading areas to prevent bunching and crowding of vehicles.
    - (2) Ensure appropriate storage aids are used.
    - (3) Verify temperatures are within variance in refrigerators for frozen and perishable subsistence.
    - (4) Ensure products stored together are compatible.
    - (5) Ensure sanitation procedures are in effect per TB MED 530.
    - (6) Ensure MHE has adequate access to supplies.
    - (7) Ensure security measures are in effect to prevent loss from enemy action, pilferage or theft during receipt, storage, and issue.
    - (8) Ensure supplies are dispersed so that one hit from enemy fire does not destroy the total supply.
  - d. Monitor setup of Class II, Class IIIP, and Class IV supply point.
    - (1) Ensure appropriate storage aids are used.
    - (2) Ensure proper storage techniques are used.
    - (3) Ensure products stored together are compatible.
    - (4) Ensure proper environmental procedures are used.
    - (5) Ensure MHE has adequate access to supplies.
    - (6) Ensure security measures are in effect to prevent loss from enemy action, pilferage or theft during receipt, storage, and issue.
    - (7) Ensure supplies are dispersed so that one hit does not destroy the total supply.
  - e. Monitor setup of Class VII yard.
  - f. Monitor setup of Class IX supply point.
  - g. Monitor setup of Class X supply point (If required).
  - h. Supervise the setup of entry and exit control points.
    - (1) Ensure system is in place for Soldiers at entry and exit control points to check truck cargos against issue/shipping documents to ensure no supplies are taken without proper documentation.
    - (2) Ensure parking areas are set up near entry and exit control points.
    - (3) Ensure entry and exit control points are one way.
  - i. Monitor the set up of required shelters and equipment.
- CAUTION:** Ensure the MROCS, RFID, CAISI, and VSAT systems are configured and installed correctly and are able to connect to their designated SARSS1 file server or work station.
- j. Supervise camouflaging of vehicles, shelters, and equipment.
  - k. Monitor the setup of sleeping areas.
  - l. Employ safety procedures in accordance with unit SOP.
  - m. Employ environmental program protection procedures in accordance with local SOP, host nation and/or Environmental Protection Agency (EPA) guidelines.

**Performance Steps**

- 3. Supervise Automated Information System (AISM) equipment setup and operation (References: AISM 25-L1Y-AJT-ZZZ-EM (T), Section 3; RFID User's Guide).

- a. Monitor setup of the SARSS1 computer system.

NOTE: To provide continued customer support during setup, use a printed location survey to identify location of supplies.

- b. Monitor setup of the MROCS system (see task 101-92A-1208, Operate the Materiel Release Order Control (MROC) and task 101-92A-3101, Set Up Materiel Release Order Control (MROC) Equipment found in STP 10-92A10-SM-TG).
- c. Monitor setup of the AMS system.
- d. Supervise the setup of the RFID system (see task 101-92A-1212, Operate RFID Tag found in STP 10-92A10-SM-TG).
  - (1) Erect fixed interrogator at entry control point.
  - (2) Erect fixed interrogator at exit control point.
- e. Monitor setup of the Combat Service Support Automated Information Systems Interface (CAISI).
- f. Monitor the setup of the Combat Service Support Very Small Aperture Terminal (CSS VSAT) in accordance with CSS VSAT Operational Reference Guide.
  - (1) Ensure a location with level ground is selected.
  - (2) Ensure a location with clear visibility to the southern sky is selected.
  - (3) Select a location that is within one hundred feet of the SARSS file server.

NOTE: The Combat Service Support Automation Management Office (CSSAMO) will provide personnel to conduct setup and configuration of the CSS VSAT and CAISI systems to SARSS server.

- 4. Evaluate site security (References: FM 10-23, Chapter 6; FM 10-27-2, Chapter 3, Section 1).
  - a. Verify fighting positions are aligned with company's overall defensive plan.
  - b. Verify all personnel are briefed on policies and procedures concerning issue, receipt of supplies, and inspection of vehicles and documents upon arrival or departure from the distribution point.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Conducted a site survey.	—	—
2. Supervised site occupation IAW layout plan.	—	—
3. Supervised Automated Information System (AIS) equipment setup and operation.	—	—
4. Evaluated site security.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

- AR 190-13
- AR 710-2
- AR 740-1
- FM 10-23
- FM 10-27-2
- FM 10-27-3
- TM 38-400

**Related**

- AR 25-400-2
- AR 702-18
- AR 740-3
- DA PAM 700-32
- FEDLOG
- TM 11-5895-1611-12&P
- TM 38-410

Subject Area 3: Supervisory SARSS1 Operations

**Analyze Performance Metrics**

**101-92A-3112**

**Conditions:** Assigned as a Materiel Accounting Control Supervisor in a Supply Support Activity given the requirement to analyze subordinate Supply Support Activity (SSA) performance standards. Given a Standard Army Retail Supply System (SARSSAC/B), desktop file server computer with the most current Interim Change Package (ICP), an authorized password, and the latest SARSSAC/B End User Manual.

**Standards:** Analyzed Performance Metrics in accordance with local standard operating procedures (SOPs), ADSM 18-L1Q-AJP-ZZZ-EM, and AR 710-2 guidelines.

**Performance Steps**

1. Identify the SSA's performance metrics (Reference: AR 710-2, Chapter 1, Paragraph 1-22).
  - a. Materiel Denial Rate (MRD).
  - b. Due ins from maintenance.
  - c. Receipts not due-in.
  - d. ASL mobility index.
  - e. Inventory Adjustment Rate.
2. Determine contributing factors for high Materiel Denial Rate (MRD) (Reference: AR 710-2, Chapter 1, Paragraph 1-22).
  - a. Location changes.
  - b. Overaged MROs.
  - c. Unreported Shortages.
  - d. Pilferage.
3. Analyze supply and maintenance repair factors affecting Demand Satisfaction (Reference: AR 710-2, Chapter 1, Paragraph 1-22).

NOTE: These factors effects demand satisfaction which could adversely affect reparable items that are due-in from maintenance.

  - a. Identify repair facility repair capabilities.
  - b. Determine the repair facility repair time by NSN.
  - c. Add reparable item to the OMA NIIN file.
  - d. Analyze the relationship between the numbers of NSN awaiting repair with the total number of NSN in repair with due-outs.
  - e. Determine the cost effectiveness of a NSN Not Repairable This Station (NRTS) NSN awaiting repair to accommodate customer request.
4. Determine the contributing factors for receipts not due-in (Reference: AR 710-2, Chapter 1, Paragraph 1-22).
  - a. Customer cancellations.
  - b. Processing receipt quantity greater than the amount the due-in request amount.
  - c. Offline requisition.
5. Determine the contributing factors affecting ASL mobility index (Reference: AR 710-2, Chapter 1, Paragraph 1-22).
  - a. Identify ASL Essentiality Codes (EC) A and C.
  - b. Verify unit MTOE/MTDA equipment authorization.
  - c. Compute ASL cube for (EC) A and C.

**Performance Steps**

6. Determine the contributing factors that negative affect the Inventory adjustment rate (Reference: AR 710-2, Chapter 1, Paragraph 1-22).
  - a. Improper receipt processing procedures.
  - b. Improper storage procedures.
  - c. Improper issue procedures.
  - d. Improper care of supplies in storage.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Interpreted the SSA's performance metrics.	—	—
2. Determined contributing factors for high Materiel Denial Rate.	—	—
3. Analyzed supply and maintenance repair factors affecting Demand Satisfaction.	—	—
4. Determined the contributing factors for receipts not due-in.	—	—
5. Determined the contributing factors for receipts not due-in.	—	—
6. Determined the contributing factors that negative affect the Inventory adjustment rate.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Q-AJP-ZZZ-EM  
 AR 710-2  
 FM 10-15

**Related**

ADSM 18-L14-AJQ-ZZZ-EM  
 ADSM 18-L1Y-AJT-ZZZ-EM  
 ADSM 18-L1Y-AJT-ZZZ-UM  
 AR 740-1  
 AR 740-3  
 TM 38-400

## Manage Communications Maintenance Processes

### 101-92A-3103

**Conditions:** Assigned as a Materiel Management Supervisor at the Supply Support Activity (SSA) given the requirement to manage communications maintenance processes. Using a desktop file server computer with SARSS1 current Software Change Package (SCP)/Interim Change Package (ICP) installed, Blocked Asynchronous Transmission (BLAST) communications software installed and configured, Combat Service Support Automated Information Systems Interface (CAISI) with the data supplied by the local Directorate of Information Management (DOIM), unit internal and external Standing Operating Procedures (SOP), and copies of the SARSS1 user and end user manuals.

**Standards:** Managed Communications Maintenance Processes in accordance with the procedures outlined in ADSM 18-L1Y-AJT-ZZZ-EM, ADSM 18-L1Y-AJT-ZZZ-UM, and AISM 25-L1Y-AJT-ZZZ-EM(T).

#### Performance Steps

1. Configure SARSS1 communications (Reference: ADSM 18-L1Y-AJT-ZZZ-EM, Section 18, Paragraphs 18.3.3 through 18.5.5).
  - a. Configure Point to Point.
    - (1) Add communication port.
    - (2) Add modem type.
    - (3) Add baud rate.
2. Configure Combat Service Support Automated Information Systems Interface (CAISI) (Reference: ADSM 18-L1Y-AJT-ZZZ-EM, Section 18, Paragraphs 18.3.3 through 18.5.5).
  - a. Update CASISI Setup file.
    - (1) Add USER ID.
    - (2) Add communication port.
    - (3) Add modem type.
    - (4) Add baud rate.
    - (5) Add CAISI phone number (if using point-to-point method).
  - b. Register CAISI.
  - c. Deregister CAISI.
3. Configure File Transfer Protocol (FTP) communications (Reference: ADSM 18-L1Y-AJT-ZZZ-EM, Section 18, Paragraphs 18.3.3 through 18.5.5).
  - a. Add FTP User.
    - (1) Change FTP user.
    - (2) Delete FTP user.
  - b. Add FTP Alias user.
    - (1) Change Alias user.
    - (2) Delete Alias user.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Configured SARSS1 communications.	—	—
2. Configured Combat Service Support Automated Information Systems Interface (CAISI).	—	—
3. Configured File Transfer Protocol (FTP) communications.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Y-AJT-ZZZ-EM  
 ADSM 18-L1Y-AJT-ZZZ-UM  
 AISM 25-L1Y-AJT-ZZZ-EM(T)

**Related**

ADSM 18-L14-AJQ-ZZZ-EM  
 ADSM 18-L1Q-AJP-ZZZ-EM  
 AR 25-400-2  
 FM 10-15  
 TM 38-400

## Supervise Data Transfer Processes

101-92A-3104

**Conditions:** Assigned as a Materiel Control Accounting Supervisor in the Supply Support Activity (SSA) given the requirement to supervise Input/Output and Data Transfer Process for supported customer units. Using a desktop computer with the current SARSS1 software installed and configured, unit internal and external standing operating procedures (SOPs), and ADSM 18-L1Y-AJT-ZZZ-EM.

**Standards:** Supervised data transfer processes in accordance with ADSM 18-L1Y-AJT-ZZZ-EM and local SOPs.

### Performance Steps

NOTE: Transactions-Out and Transactions-In must be run at the SARSS-1 file server, but interactive processing may continue on other work stations while the process is running.

1. Validate input from Transactions-In Process (Reference: ADSM 18-L1Y-AJT-ZZ-EM, Section 5, Paragraph 5.1).
    - a. Ensure all customer requests are processed in batch form.
    - b. Verify input transaction does not contain bad data.
    - c. Verify all customer transaction was written to the daily transaction log.
  2. Validate output from Transactions-Out Process (Reference: ADSM 18-L1Y-AJT-ZZ-EM, Section 6, Paragraph 6.1).
    - a. Ensure all the transactions are output in the appropriate form of communication or magnetic media for transfer to the appropriate Routing Identifier Code (RIC).
    - b. Monitor the transaction-out process to ensure customer status is sent on diskette for non-automated customers or through communications for automated customers.
    - c. Verify that all transactions previously outputted are written to the transaction out log.
  3. Supervise the SARSS1 Close-Out process (Reference: ADSM 18-L1Y-AJT-ZZ-EM, Section 6, Paragraphs 12.1 and 12.2 and Figures 12.3-1 through 12.3-16).
    - a. Prepare output media.
    - b. Initiate Close-Out.
    - c. Monitor Close-Out operations.
    - d. Review Close-Out generated reports.
  4. Supervise customer transfer (Reference: ADSM 18-L1Y-AJT-ZZ-EM, Section 16, Paragraph 16.2.2).
- NOTE: The Customer Transfer Process transfers a customer unit from one SSA to another. When the new SSA is a SARSS1 activity, the output is DIC AT\_ and/or YAM Transactions. When the new SSA is a SARSS1 activity, the output is DIC A0\_ and A0\_. You must run this process at the file server.
- a. Initiate customer transfer for the losing SSA.
  - b. Initiate customer transfer for the gaining SSA.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.



**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Validated input from Transactions-In Process.	—	—
2. Validated output from Transactions-Out Process.	—	—
3. Supervised the SARSS1 Close-Out process.	—	—
4. Supervised customer transfer.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Y-AJT-ZZZ-EM

**Related**

ADSM 18-L14-AJQ-ZZZ-EM  
 ADSM 18-L1Q-AJP-ZZZ-EM  
 ADSM 18-L1Y-AJT-ZZZ-UM  
 FM 10-15  
 TM 38-400

**Direct Disposition of Stocks  
101-92A-3105**

**Conditions:** Assigned as a Materiel Management Supervisor at the Supply Support Activity (SSA) given the requirement to direct disposition of stocks. Using a desktop computer with current Standard Army Retail Supply System (SARSS1) software installed and configured and given stock number(s) that was posted to SARSS1 activity file and the availability balance file (ABF) in Condition Code [L]; Return discrepant shipments caused by receipt of wrong item, overage quantity or damaged items; copy of suspense files report, and SARSS1 End User manual.

**Standards:** Performed Direct Disposition Stocks in accordance with AR 735-5, DA Pamphlet 710-2-2, and ADSM 18-L1Y-AJT-ZZZ-EM.

**Performance Steps**

1. Identify the process related to the direct disposition of stock processes (Reference: ADSM 18-L1Y-AJT-ZZZ-EM, Section 14, Paragraphs 14.7 through 14.7.1.5).
  - a. Return discrepant shipments.
  - b. Disposition of excess.
  - c. Assemble components.
  - d. Disassemble components.
2. Manage return of discrepant shipments (Reference: ADSM 18-L1Y-AJT-ZZZ-EM, Section 14, Paragraphs 14.7.1 through 14.7.1.5).
  - a. Ship discrepant shipment to DRMO.
  - b. Ship discrepant shipment to wholesale.
  - c. Ship discrepant shipment to vendor.
  - d. Ship discrepant shipment to SARSS activity.
  - e. Ship discrepant shipment to stock.
3. Manage disposition of excess (Reference: ADSM 18-L1Y-AJT-ZZZ-EM, Section 14, Paragraphs 14.7.2 through 14.7.2.3).
  - a. Ship excess to DRMO.
  - b. Ship excess to wholesale.
  - c. Ship excess to SARSS activity.
  - d. Return excess to stock.
4. Supervise the assembly/disassembly of components (Reference: ADSM 18-L1Y-AJT-ZZZ-EM, Section 14, Paragraphs 14.7.3 through 14.7.3.2).
  - a. Assemble components.
  - b. Disassemble components.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Identified the processes of direct disposition of stock.	___	___
2. Managed return of discrepant shipments.	___	___
3. Managed disposition of excess.	___	___
4. Supervised the assembly/disassembly of components.	___	___

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Y-AJT-ZZZ-EM  
ADSM 18-L1Y-AJT-ZZZ-UM  
DA PAM 710-2-2  
FM 10-15

**Related**

ADSM 18-L14-AJQ-ZZZ-EM  
ADSM 18-L1Q-AJP-ZZZ-EM  
AR 25-400-2  
AR 735-5  
FEDLOG

## Manage Materiel Release Denials and Confirmations

### 101-92A-3106

**Conditions:** Assigned as a Material Management Supervisor at the Supply Support Activity (SSA) given the requirement to manage materiel release denials and confirmations. Using a desktop file server or workstation(s) with current Standard Army Retail Supply System (SARSS1) application software installed and configured. Given Material Release Orders (MRO) and Material Release Denials (MRD) on DD Form 1348-1A (Issue Release/Receipt Document) or DD Form 1348-2 (DOD issue Release/Receipt Document With Address Label), SARSS1 Issue Release Confirmation Report and a copy of the unit internal, external standing operating procedures (SOPs), and a SARSS1 End User manual.

**Standards:** Managed Materiel Release Denials and Confirmations in accordance with AR 710-2 and DA Pamphlet 710-2-2.

#### Performance Steps

1. Manage stock control procedures for Materiel Release Denial (MRD)  
(Reference: ADSM 18-L1Y-AJT-ZZZ-EM, Section 16.7).

NOTE: The Denial/Issue Release Confirmation Process performs two functions. These processes cannot be used until verification of pickup or shipment of the MRO has been completed. If you attempt to use either command prior to verification, the process will not retain your input.

- a. Determine the reason(s) why an item needs to be confirmed.
  - (1) Referral from a SARSS activity.
  - (2) Redistribution order from a SARSS activity.
  - (3) Reply to an excess report directing shipment of supplies.
  - (4) Item is coded as sensitive and/or requires serial number accounting or reporting.
  - (5) Item is Class II or Class VII.
  - (6) Materiel Confirmation switch on the Parameter File is on (CONF-ISS=Y).
  - (7) Item is coded as pilferable.
  - (8) Referral from DLA/PICA.
2. Review warehouse denials report (PCN: AJT-056) (Reference: ADSM 18-L1Y-AJT-ZZZ-EM, Section 16.7).
  - a. Review report for denials already posted to the SRA (PCN: AJT-056).
  - b. Conduct Causative Research on all Materiel Release Denials (MRD) requiring Causative Research (see task 101-92A-3004).
3. Review MROs requiring denial/confirmation report (PCN: AJT-057)  
(Reference: ADSM 18-L1Y-AJT-ZZZ-EM, Section 16.7).
  - a. Review report to determine MROs requiring further action.
  - b. Confirm that all items that have been issued but have not been confirmed (see task 101-92A-1204 in STP 10-92A10-SM-TG).
4. Compute the materiel release denial rate (Reference: AR 710-2, Chapter 1, Paragraph 1-22).
  - a. Divide the total number of (MRD) by total number MRO for month.
  - b. Multiply the answer from step a by 100 to get your materiel release denial rate (performance objective).

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Managed stock control procedures for materiel denial confirmations (MRD).	—	—
2. Reviewed warehouse denials report (PCN: AJT-056).	—	—
3. Reviewed MROs requiring denial/confirmation report (PCN: AJT-057).	—	—
4. Computed the materiel release denial rate for MRD.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Y-AJT-ZZZ-EM  
 AR 710-2  
 DA PAM 710-2-2  
 FM 10-15

**Related**

ADSM 18-L14-AJQ-ZZZ-EM  
 ADSM 18-L1Q-AJP-ZZZ-EM  
 AR 25-400-2  
 AR 735-5

**Supervise the Inventory Process****101-92A-3107**

**Conditions:** Assigned as a Materiel Control Accounting supervisor in the Supply Support Activity (SSA) performing SARSS1 operations. Given the requirement to supervise the inventory process for a SARSS1 activity; using the Location Survey Accuracy Exceptional Report, location add, change, delete notice and location survey report, a desktop file server, workstation(s) computer with current standard Army Retail Supply System (SARSS1) software installed and configured, copy of the unit internal, external standing operating procedures (SOPs), and a copy of SARSS1 End User manual.

**Standards:** Supervised the inventory process without error in accordance with the procedures outlined in ADSM 18-L1Y-AJT-ZZZ-EM, ADSM 18-L1Y-AJT-ZZZ-UM, and AISM 25-L1Y-AJT-ZZZ-EM(T).

**Performance Steps**

1. Supervise location survey process (Reference: ADSM 18-L1Y-AJT-ZZZ-EM, Section 8, Paragraph 8.4.1; the local SSA's SOP).
  - a. Coordinate manual location survey.
    - (1) Prepare customer notification memorandum.
      - (a) Establish timeline.
      - (b) Establish customer support procedures.
    - (2) Establish survey teams.
    - (3) Identify type of location survey.
      - (a) Cyclic / 10 percent.
      - (b) Sensitive.
      - (c) Annual wall-to-wall.
    - (4) Identify locations to survey.
    - (5) Print Location Survey.
    - (6) Updates changes from the survey results.
      - (a) Create new Bin Labels.
      - (b) Direct storage personnel to apply bin labels to storage locations.
  - b. Coordinate automated location survey using the Portable Data Collection Devices (PDCDs).
    - (1) Prepare customer notification memorandum.
    - (2) Establish survey teams.
    - (3) Identify type of location survey.
      - (a) Cyclic / 10 percent.
      - (b) Sensitive.
      - (c) Annual wall-to-wall.
    - (4) Identify locations to survey.
    - (5) Assign survey to survey team.
    - (6) Determine whether to use MROC Radio Frequency mode.
    - (7) Determine whether to use Store & Forward mode.
      - (a) Transfer location files to the PDCD.
      - (b) Assign PDCD to survey team.
    - (8) Receive location files from PDCD (if required).
    - (9) Update location using PDCD.
    - (10) Print location accuracy results.
    - (11) Create new Bin Labels.
    - (12) Direct storage personnel to apply bin labels to storage locations.

**Performance Steps**

2. Supervise the inventory process (Reference: ADSM 18-L1Y-AJT-ZZZ-EM, Section 8, Paragraph 8.5; and local SSA's SOP).
  - a. Coordinate manual inventory procedures.
    - (1) Establish Inventory count teams.
    - (2) Identify type of inventory.
      - (a) Cyclic / 10 percent.
      - (b) Sensitive.
      - (c) Annual wall-to-wall.
    - (3) Identify locations to be inventoried.
    - (4) Create inventory by desired range.
      - (a) Inventory by location.
      - (b) Inventory by stock number.
      - (c) Inventory by sensitive items/SNT items.
    - (5) Cancel inventory (if required).
      - (a) Cancel inventory for stock number.
      - (b) Cancel inventory for count control document.
    - (6) Assign count control document number to count teams.
      - (a) By locations.
      - (b) By storage security area.
    - (7) Post inventory results.
      - (a) Post results by voluntary count.
      - (b) Post results by interactive inventory counts.
    - (8) Check for inventory adjustment reports.
  - b. Coordinate inventory using the PDCD.

NOTE: If your SSA uses the MROC Store & Forward mode, inventory assignments must be downloaded to each PDCD.

- (1) Prepare customer (s) notification memorandum.
- (2) Establish Inventory count teams.
- (3) Identify type of inventory.
  - (a) Cyclic / 10 percent.
  - (b) Sensitive.
  - (c) Annual wall-to-wall.
- c. Create inventory by desired range.
  - (1) Inventory by location.
  - (2) Inventory by stock number.
  - (3) Inventory by sensitive items/SNT items.
  - (4) Inventory by location.
- d. Assign Inventory to the PDCD users.
- e. Reassign system-generated recounts.
- f. Cancel inventory for PDCD (if required).
- g. Check for inventory adjustment report (if required).

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Supervised location survey process.	_____	_____
2. Supervised the inventory process.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Y-AJT-ZZZ-EM  
ADSM 18-L1Y-AJT-ZZZ-UM  
AISM 25-L1Y-AJT-ZZZ-EM(T)  
AR 710-2  
FM 10-15

**Related**

ADSM 18-L14-AJQ-ZZZ-EM  
ADSM 18-L1Q-AJP-ZZZ-EM  
AR 25-400-2  
AR 735-5  
AR 740-1  
AR 740-26  
TM 38-410



## Implement Continuity of Operations Plan (COOP)

101-92A-3110

**Conditions:** Assigned as a Materiel Management Supervisor in a Supply Support Activity (SSA) and given the requirement to implement Continuity of Operations Plan (COOP). Using a desktop file server, workstation(s) computer with current Standard Army Retail Supply System (SARSS1) software installed and configured, and a copy of SARSS1 End User Manual to develop an operational continuity plan to resume mission critical processes in the event of an interruption.

**Standards:** Implemented a continuity of operations plan defining the steps necessary to resume mission critical processes in accordance with AR 500-3 and ADSM 18-L1Y-AJT-ZZZ-EM.

### Performance Steps

1. Identify the requirement for a Continuity of Operations Plan (COOP). (Reference: AR 500-3, Chapter 2).
  - a. Determine the general COOP plan goals.
  - b. Establish capabilities to ensure the uninterrupted execution of critical unit missions and functions.
  - c. Establish capabilities to provide minimum essential support to supported Standard Army Management System (STAMIS) and the uninterrupted execution of their own critical missions and functions.
  - d. Notify combat service support automation management office CSSAMO of STAMIS inoperable.
    - (1) Provide Unit information.
    - (2) Provide STAMIS information.
    - (3) Provide name of the point contact.
    - (4) Provide key personnel phone number.
  
2. Determine the minimum COOP plan requirements. (Reference: AR 500-3, Chapter 2).
  - a. Support COOP plans of higher headquarters.
  - b. Provide for leadership successors, alternates, and emergency delegation of authority.
  - c. Safeguard essential resources, files, and facilities.
  - d. Establish alternative emergency operating capabilities and facilities.
  - e. Anticipate any emergency or crisis.
  - f. Provide flexibility and responsiveness.
  - g. Be capable of execution with little or no warning.
  - h. Prioritize Mission Essential Functions (MEF) that cannot be deferred.
  - i. Identify functions that can be deferred until the situation permits their execution.
  - j. Provide for alert and notification of selected personnel.
  
3. Develop a plan against all hazards and threat (Reference: AR 500-3, Chapter 2, Paragraph 2-3).
  - a. Nuclear attack (massive or limited).
  - b. Terrorist activities involving chemical, biological, nuclear, or conventional weapons and materials.
  - c. Natural disaster.
  - d. Technical or manmade disaster and accidents.
  
4. Preposition emergency information/data files. (Reference: AR 500-3, Chapter 3, Paragraph 3-11).
 

NOTE: Each operating STAMIS must develop a documented continuity and recovery strategy that enables the operating STAMIS to continue to perform critical functions and/or provide services within a predefined time frame. The type and level of service to be provided within this time frame and the method of recovery must be defined.

  - a. Back up all critical files (regardless of the media).

NOTE: Locator List (COOP) provides a listing of all storage locations in NIIN and Condition Code sequence. This listing is necessary for manual use of the Locator File when SARSS1 is not operational.

  - b. Print a Locator List (COOP).

**Performance Steps**

- c. Document the location of the off site storage in the COOP plan.
  - d. Identify a recovery team consisting of all persons responsible for executing the Operational Continuity Plan.
  - e. Determine when the operational continuity plan need to be activated and identify who within the operating unit is authorized to implement the plan.
  - f. Identify all people with copies of Operational Continuity Plan and have them available for review. Store at least one current copy in an off site facility with immediate availability.
  - g. Establish procedures for contacting the appropriate next high source of supply in event of an interruption in operations.
  - h. Establish procedures for return to full, normal operations of operating of the STAMIS system including recovery of noncritical functions.
5. Identify procedures for capturing critical information (Reference: AR 500-3, Paragraph 3-11).
- a. Develop a list of recovery procedures for key personnel.
  - b. Assign staff manager to each responsibility.
  - c. Identify the name of the personnel and alternate for each continuity responsibility.
  - d. Identify business and home phone number for each primary person and alternate.
  - e. Identify general recovery responsibilities of each primary person and alternate.

NOTE: Documentation required to support restoration of critical function must be kept current and must be stored in an off site facility with immediate availability.

NOTE: Standing Operating Procedures do not need to be replicated in the Operational Continuity Plan.

6. Develop situation training exercise (STX) to evaluate COOP (Reference: AR 500-3, Chapter 2).
- a. Identify exercise objectives.
  - b. Conduct exercise using the operational continuity Plan.
  - c. Evaluate exercise results and, if needed, make appropriate changes to the plan and re-exercising to ensure that objective are met.
  - d. Document the exercise result and the steps proposed to correct any problems.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Identified the requirement for a Continuity of Operations Plan (COOP).	—	—
2. Determined the minimum COOP plan requirement.	—	—
3. Developed a plan against all hazards and threat.	—	—
4. Prepositioned emergency file information/data files.	—	—
5. Identified procedures for capturing critical information.	—	—
6. Developed situation training exercise (STX) to evaluate COOP.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

<b>Required</b>	<b>Related</b>
ADSM 18-L1Y-AJT-ZZZ-EM	AR 25-400-2
ADSM 18-L1Y-AJT-ZZZ-UM	
AR 500-3	
AR 710-2	

**Transfer Stock Record Account Responsibility**  
**101-92A-3111**

**Conditions:** Assigned as a Materiel Control Accounting Supervisor at the Supply Support Activity (SSA) given the requirement to Transfer Stock Record Account responsibility; using SARSS1 Activity Files, the last used Inventory Adjustment Report (IAR) voucher number, and accountable officer appointment orders.

**Standards:** Transferred the Stock Record Account responsibility in accordance with AR 735-5 and DA Pamphlet 710-2-2.

**Performance Steps**

1. Reconcile the stock record account (References: AR 735-5, Chapter 14, Paragraph 14-34 and DA Pamphlet 710-2-2, Chapter 9).

NOTE. If using the Standard Army Retail Supply System (SARSS1), all inventory adjustments will be recorded on a PCN AJT-007 or DA Form 444 Inventory Adjustment Report (IAR). These forms will also be referenced as an IAR thought this task.

- a. Process all receipts (D6S, D6K, D4S, and turn-ins document D6A/D6Z).
- b. Process batch files transactions to update the SARSS1 activity files.

2. Supervise wall-to-wall inventory (References: DA Pamphlet 710-2-2, Chapter 9, Paragraph 9-9 and FM 10-15, Chapter 10, Section II).

- a. Inspect stock locator system.
- b. Monitor the conduct of the inventory.
- c. Monitor the posting of the inventory counts to the Stock Record Account (SRA).
- d. Monitor the posting of all subsequent counts.

3. Initiate causative research (References: AR 735-5, Chapter 14, Paragraph 14-34 and DA Pamphlet 710-2-2, Chapter 9).

NOTE: See Task 101-92A-3004 on the procedures to perform causative research on an Inventory Adjustment.

- a. Obtain all supporting documents that relate directly to each discrepancy.
- b. Post causative research results to the Stock Record Account (SRA).

4. Prepare Certificate of Transfer (COT) (Reference: AR 735-5, Chapter 5, Paragraphs 5-1 and 5-2).

- a. Prepare COT for the losing Stock Record Officer.
- b. Prepare COT for the gaining Stock Record Officer.
- c. Prepare Memorandum for Record (MFR) to change the SARSS1 signature blocks.
  - (1) Inventory Adjustment Report (IAR).
  - (2) Supply Discrepancy Report (SDR).
- d. Forward MFR to the designated SARSS1 parameters manager in accordance with local SOP.
- e. Coordinate preparation of appointment orders with the appointing authority.
- f. File appointment orders and Certificate of Transfer (COT).

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Reconciled the Stock Record Account.	—	—
2. Supervised wall-to-wall inventory.	—	—
3. Initiated causative research.	—	—
4. Prepared Certificate of Transfer (COT).	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Y-AJT-ZZZ-UM  
 AR 25-50  
 AR 710-2  
 AR 725-50  
 AR 735-11-2  
 AR 735-5  
 DA PAM 710-2-2

**Related**

AR 25-400-2  
 AR 740-1  
 AR 740-3  
 FEDLOG

## Subject Area 4: SARSS2AC/B Item Manager Functions

**Supervise Parameter Management****101-92A-3201**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Brigade Support Battalion (BSB) Support Operation (SPO); given the requirement to supervise parameter management using the Standard Army Retail Supply System (SARSSAC/B), desktop file server computer with the current Software Change Package (SCP)/Interim Change Package (ICP) installed, an authorized password, and the latest SARSSAC/B End User Manual.

**Standards:** Supervised parameter management in accordance with ADSM 18-L1Q-AJP-ZZZ-EM.

**Performance Steps**

1. Supervise the update of SARSS1 parameters (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 24.4, Paragraph 24.4.1).
  - a. Direct parameter changes for SARSS1 support.
    - (1) Update ARI RIC Sequence.
    - (2) Update EIC and PD Support.
    - (3) Update Issue PD Support.
    - (4) Update Maintenance Support.
    - (5) Update Receipt PD Support.
    - (6) Update Referral RIC Support.
    - (7) Update Retention Support.
    - (8) Update SARSS1 Unit Unique.
    - (9) Update Serviceable Ship RIC Support.
    - (10) Update Signature Block Support.
    - (11) Update Stockage Info Support.
    - (12) Update Unserviceable Ship RIC Support.
2. Supervise the update of RIC GEO unit unique parameters (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 24.4, Paragraph 24.4.2).
  - a. Direct parameters changes by RIC GEO (Part 1).
  - b. Direct parameters changes by RIC GEO (Part 2).
  - c. Direct parameters changes by RIC GEO (Part 3).
3. Coordinate the update of SARSS1 system parameter (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 24, Paragraph 24.4.3).
  - a. Direct the modification of SARSS1 and SARSS2A/CB system parameters (as required).
    - (1) Modify Appropriation & Budget Code.
    - (2) Modify Automatic Return Item RIC.
    - (3) Modify Claimant Stock Ownership Code.
    - (4) Modify Economic Retention Ownership Purpose/Project code.
    - (5) Modify Essentiality Code PD.
    - (6) Modify Excess Exception MATCAT.
    - (7) Modify Excess RIC sequence.
    - (8) Modify Financial RIC.
    - (9) Modify Manager Code by MATCAT.
    - (10) Modify Manager Code by Section.
    - (11) Modify Manager Code by SOS RIC.
    - (12) Modify Materiel Category Indicator.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Supervised the update of SARSS1 parameters.	—	—
2. Supervised the update of RIC GEO unit unique parameters.	—	—
3. Coordinated the update of SARSS1 system parameter.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L14-AJQ-ZZZ-EM  
AR 710-2

**Related**

ADSM 18-L1Q-AJP-ZZZ-EM  
ADSM 18-L1Y-AJT-ZZZ-EM  
ADSM 18-L1Y-AJT-ZZZ-UM  
AR 25-400-2

**Process Manager Review File Transactions**

**101-92A-3205**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Brigade Support Battalion (BSB) Support Operation (SPO); given the requirement to process manager review file transactions using the Standard Army Retail Supply System (SARSSAC/B) desktop file server computer with the current Software Change Package (SCP)/Interim Change Package (ICP) installed, an authorized password, and the latest SARSSAC/B End User Manual.

**Standards:** Processed Manager Review File Transactions in accordance with local standing operating procedures (SOPs) and ADSM 18-L1Q-AJP-ZZZ-EM.

**Performance Steps**

1. Review select manager code (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 31).
  - a. Verify that the correct reason referred codes are assign to the correct manager code.
  - b. Verify the correct causative research is conducted for all reason-referred codes.
  - c. Verify the total number reason referred codes for a selected manager.
  - d. Determine appropriate workload using select manager codes statistics.
2. Identify manager review file transactions (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 31, Paragraph 31.5.2).
  - a. Identify records requiring corrective action.
  - b. Identify rejected transactions.
  - c. Identify over due MRF records.
  - d. Take corrective actions.
3. Process manager review file transactions (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 31, Paragraph 31.5.2).
  - a. Process transactions requiring corrective action.
  - b. Process rejected transactions.
  - c. Process the over due MRF records.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Reviewed for all selected manager code.	—	—
2. Identified manager review files transaction.	—	—
3. Processed manager review files transactions.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Q-AJP-ZZZ-EM  
AR 710-2  
AR 725-50

**Related**

ADSM 18-L14-AJQ-ZZZ-EM  
AR 25-400-2  
FEDLOG

**Manage Control Degree Process  
101-92A-3206**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Brigade Support Battalion (BSB) Support Operations (SPO); given the requirement to manage control degree process using the Standard Army Retail Supply System (SARSSAC/B) desktop file server computer with the current Software Change Package (SCP)/Interim Change Package (ICP) installed, an authorized password, and the latest SARSSAC/B End User Manual.

**Standards:** Managed Control Degree Process in accordance with local standing operating procedures (SOPs) and ADSM 18-L1Q-AJP-ZZZ-EM.

**Performance Steps**

1. Manage the issue of stock at all directly supported SARSS1 sites and by individual sites (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 12).
  - a. Identify the national stock number (NSN) requiring control degree.
  - b. Assign appropriate control degree code to control the issue of item(s).
  - c. Review control degree report.
2. Manage issue referrals of an NSN assigned a control degree code at directly supported SARSS1 activities (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 12).
  - a. Verify control degree codes used to control referrals.
  - b. Assign appropriate control degree to referrals.
  - c. Review the control degree report.
3. Manage an NSN that require local purchase (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 12).
  - a. Identify the acquisition advice code of the NSN.
  - b. Assign appropriate control to the NSN.
  - c. Review the control degree report for local purchase items.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Managed the issue of stock at all directly supported SARSS1 sites and by individual sites.	—	—
2. Managed issue referrals of an NSN assigned a control degree codes at directly supported SARSS1 activities.	—	—
3. Managed an NSN that require local purchase.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**  
ADSM 18-L1Q-AJP-ZZZ-EM  
AR 710-2

**Related**  
ADSM 18-L1Y-AJT-ZZZ-EM  
ADSM 18-L1Y-AJT-ZZZ-UM  
AR 725-50



## Manage Overdue Shipments

**101-92A-3210**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Brigade Support Battalion (BSB) Support Operations (SPO); given the Overaged Report (AJQ-230), due-in from referral/retrograde report (AJT-038) and the requirement to manage overdue shipments using the Standard Army Retail Supply System (SARSSAC/B) desktop file server computer with the current Software Change Package (SCP)/Interim Change Package (ICP) installed, an authorized password, and the latest SARSSAC/B End User Manual.

**Standards:** Managed Overdue Shipments in accordance with local standing operating procedures (SOPs) and ADSM 18-L1Q-AJP-ZZZ-EM.

### Performance Steps

NOTE: The purpose of this process is to provide status to the receiving SARSS1 when a receipt for a referral or retrograde shipment is not processed within a parameter-set number of days after shipment status is posted.

1. Identify open referrals and retrograde at the SARSS1 activity (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 4).
  - a. Retrieve open overage referrals and retrograde reports.
    - (1) Overaged Report at the SARSS2AC/B (AJQ-230).
    - (2) SARSS1 Due-In from referral/retrograde report (AJT-038).
2. Verify that the shipping SSA has taken the necessary action to complete the shipping process (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 4).
  - a. Provide Overage Report to the shipping SSA.
  - b. Verify that referrals are pulled and shipped within 48 hours.
  - c. Verify that RFID Tags are being used for outbound shipments.
  - d. Coordinate with the movement control for transportation support if necessary.
  - e. Ensure denials are processed if necessary when referrals cannot be filled.

NOTE: SARSS1 will continue to send a DIC YSM/YIL for the overdue shipment until SARSS1 receives the shipment and the record is closed or until SARSS2AC sends a response to the DIC YSM/YIL to SARSS1 and the record is updated by the response. The SARSS1 will generate DICs DRA, DRB, DRH, and post these DICs to DOCHISTORY.

- f. Verify that the receiving SSA has received the inbound shipment.
3. Determine the appropriate action to close out Overage Shipment (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 4, Paragraph 4.5.3).
  - a. Determine if the shipment requires "YSM" processing.
    - (1) Create pseudo receipt.
    - (2) Change source of supply.
    - (3) Delete shipment record.
  - b. Determine if the shipment requires "YIL" processing.
    - (1) Create pseudo receipt.
    - (2) Delete shipment record.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Identified open referrals and retrograde at the SARSS1 activity.	—	—
2. Verified that the shipping SSA has taken the necessary action to complete the shipping process.	—	—
3. Determined the appropriate action to close out Overage Shipment.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Q-AJP-ZZZ-EM  
AR 710-2

**Related**

ADSM 18-L14-AJQ-ZZZ-EM  
ADSM 18-L1Y-AJT-ZZZ-EM  
ADSM 18-L1Y-AJT-ZZZ-UM  
FM 10-15  
TM 38-400

**Perform Stockage Level Management  
101-92A-3214**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Brigade Support Battalion (BSB) Support Operation (SPO); given the requirement to perform stockage level management using the Standard Army Retail Supply System (SARSSAC/B) desktop file server computer with the current Software Change Package (SCP)/Interim Change Package (ICP) installed, an authorized password, and the latest SARSSAC/B End User Manual.

**Standards:** Performed Stockage Level Management in accordance with local standing operating procedures (SOPs) and ADSM 18-L1Q-AJP-ZZZ-EM.

**Performance Steps**

1. Determine the RO and ROP (Reference: DA Pamphlet 710-2-2, Chapter 4, Paragraphs 4-5 and 4-6).
  - a. Adjust RO requirements.
    - (1) Identify operating level.
    - (2) Identify OST level.
    - (3) Compute the OST.
    - (4) Identify the safety level.
  - b. Adjust ROP requirements.
  - c. Compute the ROP.
  
2. Select the appropriate Stockage List Code (SLC) for each candidate Authorized Stock List (ASL) NIIN (Reference: DA Pamphlet 710-2-2, Chapter 4, Paragraph 4-4).
  - a. Identify the appropriate SLC(s) for general assets.
  - b. Identify the appropriate SLC(s) for War Reserve assets.
  - c. Identify the appropriate SLC(s) for Non-stock item(s).
  
3. Update the ASL by RIC (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 21).
  - a. Add a candidate ASL NIIN.
  - b. Delete nonessential ASL NIIN.
  - c. Change the Stock List Code (when required).
  - d. Change RO and ROP.
  - e. Rebroadcast ASL NIIN for the appropriate RIC.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Determined the RO and ROP.	_____	_____
2. Selected the appropriate Stockage List Code (SLC) for each candidate ASL NIIN.	_____	_____
3. Updated the ASL by RIC.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Q-AJP-ZZZ-EM  
AR 710-2  
AR 725-50  
AR 740-1  
DA PAM 710-2-2

**Related**

ADSM 18-L14-AJQ-ZZZ-EM  
ADSM 18-L1Y-AJT-ZZZ-EM  
ADSM 18-L1Y-AJT-ZZZ-UM  
AR 740-26  
AR 740-3  
FM 10-15  
TM 38-400

## Skill Level 4

## Subject Area 5: Supply Support Activity Management

**Conduct Quality Assurance Inspection for Supplies in Storage  
101-92A-4003**

**Conditions:** Assigned as a Materiel Management Noncommissioned Officer (NCO) in a Sustainment Brigade/Brigade Support Battalion (BSB) Supply Support Activity (SSA); given the requirement to conduct quality assurance inspection for supplies in storage. Given shipping labels, packing envelopes, boxes or containers, appropriate cushioning material, packing tape, packing and marking materials, and an electrostatic discharge (ESD) protective packaging work site.

**Standards:** Conducted Quality Assurance Inspection for Supplies in Storage in accordance with TM 38-400.

**Performance Steps**

1. Employ the objectives of military packing (References: AR 700-15, Chapter 3, Paragraph 3-1; DOD Regulation 4140.1-R, Chapter 1; MIL-STD-129P, Chapter 4, Paragraph 4.1.2.1, Chapter 5, Paragraph 5.1.2; MIL-STD-2073-1D, Paragraphs 4 and 5, FM 38-701, Chapter 1; TC 38-3, Chapters 3 and 4; TM 38-400, Chapter 2, Section 1, Chapter 3, Section 8; and FEDLOG).
  - a. Manage the packaging process.
    - (1) Determine packaging requirements.
    - (2) Supervise the selection of the appropriate container.
    - (3) Supervise assembly of items or packs into a container.
    - (4) Inspect for blocking, bracing, and cushioning of items of supply.
    - (5) Inspect the weatherproofing of items of supply.
  - b. Identify packaging policies and procedures.
    - (1) Identify Solid Wood Packing Material (SWPM) requirements.
    - (2) Identify marking and stenciling requirements.
  - c. Identify key packaging terms and definitions.
  - d. Supervise packaging policy requirements for SSAs.

2. Manage FEDLOG packaging data (References: DA Pamphlet 708-2, Chapter 3; FEDLOG Manual (CD/web based), Section 2, Paragraphs 2-20, 2-49, and 2-41; and MIL-STD-2073-1D, Appendix J).
  - a. Verify FEDLOG Army Interactive Query results.
  - b. Direct corrective actions to correct invalid data (if required).

NOTE: When supervising a query for packaging information, use the Army Packaging Data Response icon and not the FLIS Packaging Data Response to find Army specific packaging requirements. Both icons are available at the same time under the "Army Interactive Query" option. Be aware of which icon or shortcut key you are using to ensure you get the correct data.

3. Supervise the use of materials and equipment used in Army packaging (References: TC 38-3, Chapter 3 and FM 38-701).
  - a. Verify the use of exterior shipping containers.
  - b. Verify the use of blocking, bracing, and cushioning materials.
  - c. Verify the use of weatherproofing materials.
  - d. Verify the use of strapping and banding materials.
  - e. Verify the use of marking materials.
4. Verify containers requirements (References: FM 38-700, Chapter 7 and FM 38-701, Chapters 5, 6, and 7).
  - a. Verify the use of reusable containers.
  - b. Verify the use of returnable containers.

**Performance Steps**

5. Supervise electrostatic discharge (ESD) packaging operations (References: MIL-STD-129P and MIL-STD-1686C, Chapter 5, Paragraphs 5.1 to 5.8).

CAUTION: When supervising the handling of electrostatic discharge (ESD) items of supply without proper grounding equipment and the wearing of proper personnel clothing may render the item of supply inoperable or cause the item of supply to appear operable, but the circuitry has been damaged.

- a. Identify local sources of ESD.
- b. Identify Inspect the ESD protective packaging work site.

NOTE: When inspecting an ESD work site look for the correct packaging or handling ESD sensitive items. An ESD protective work site is identified as one where electrostatic voltages and charges can be minimized such as the absence of electrical devices, the use of wooded surfaces for packaging, and the use of rubber gloves for handling.

- c. Verify the appropriate ESD packaging materials (for example, barrier paper, cushion, fast pack, and so on), and heat sealing process.
- d. Inspect ESD sensitive items to determine if additional protective materials are required to minimize damage.
- e. Verify selection of the appropriate ESD label(s).

6. Supervise marking requirements (Reference: MIL-STD-129P, Chapter 4, Paragraphs 4.1 through 4.1.2.1.2).

- a. Verify that identification markings are on the outermost surface of containers.

NOTE: This will allow easy reading and identification of the item of supply. The marking should also be placed in a manner to ensure that the marking will not be destroyed when the container is opened for inspection or until its contents have been used.

- b. Inspect the markings on the surface of the unit pack (it shall be the outermost wrap, bag, or container of the unit pack).
- c. Inspect the identification markings and labels to exterior containers.
- d. Verify all container and packages are marked with the following information on the upper left of the exterior surface in the order listed.
  - (1) NSN/NATO stock number.
  - (2) Commercial and government entity (CAGE) code.
  - (3) Part Number.
  - (4) Item description or nomenclature.
  - (5) Quantity and unit of issue.
  - (6) Contract number or purchase order number (Procurement Instrument Identification Number (PIIN)).
  - (7) Military preservation method and date of unit preservation (for example, "M41-4/02" - method 41 on April 2002).
  - (8) Gross container weight.
  - (9) Proper shipping name (PSN).
  - (10) Shelf Life markings (when required).
  - (11) Item serial number(s) (when required).
  - (12) HAZMAT and ammunition and explosives markings (when required).

7. Inspect the types of storage facilities available for items of supply (Reference: TM 38-400, Chapter 2, Section 1).

- a. Inspect controlled humidity warehouse.
- b. Inspect controlled temperature warehouse.
- c. Inspect noncontrolled temperature warehouse.
- d. Inspect shed/transitory shelter.
- e. Inspect open storage warehouse.

**Performance Steps**

8. Perform Care of Supplies in Storage (COSIS) (Reference: TM 38-400, Chapter 3, Section 6; TM 38-410, Chapter 4).
  - a. Inspect for damage to supplies in storage.
    - (1) Inspect for fungi.
    - (2) Inspect for mildew.
    - (3) Inspect for spoilage.
    - (4) Inspect for insect infestation.
    - (5) Inspect for rodent and other pest damage to stocks.
  - b. Inspect for deterioration of supplies in storage.
  - c. Inspect the shelf life of supplies in storage.
  - d. Inspect the use of appropriate storage aids to sustain proper materiel conditions in both open and closed storage.
  - e. Verify measures for the protection of items of supply in storage.
  - f. Report inspection results to the storage supervisor.
  - g. Direct appropriate action to determine the accurate condition of items of supply.
    - (1) Coordinate veterinarian inspection (when required).
    - (2) Coordinate maintenance inspection (when required).

NOTE: Package petroleum products are included in the Department of Defense (DOD) shelf-life program, as such these products should first be screened against the DOD Shelf-Life Extension Program. When a petroleum product does not have an extension date, consult with your unit/installation Hazard Materiel Manager. Follow the guidance of your internal/external standing operating procedures (SOPs) for other items of supply having shelf life codes.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Employed the objectives of military packing.	—	—
2. Managed FEDLOG packaging data.	—	—
3. Supervised the use of materials and equipment used in Army packaging.	—	—
4. Verified containers requirements.	—	—
5. Supervised electrostatic discharge (ESD) packing operations.	—	—
6. Supervised marking requirements.	—	—
7. Inspected the types of storage facilities available for items of supply.	—	—
8. Performed Care of Supplies in Storage (COSIS).	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**  
 DOD 4140.1-R  
 TM 38-400  
 TM 38-410

**Related**  
 DOD 4140.27-M

## Subject Area 6: Supervisory Item Manager Functions

**Manage Department of Defense Activity Address Code (DODAAC) Maintenance Process  
101-92A-4203**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Brigade Support Battalion (BSB) Support Operations (SPO); given the requirement to manage the Department of Defense Activity Code (DODAAC) maintenance process using the Standard Army Retail Supply System (SARSSAC/B), desktop file server computer with the current Software Change Package (SCP)/Interim Change Package (ICP) installed an authorized password, and the latest SARSSAC/B End User Manual.

**Standards:** Manage Department of Defense Activity Address Code (DODAAC) Maintenance Process accordance with ADSM 18-L1Q-AJP-ZZZ-EM.

**Performance Steps**

NOTE: Before you can build a customer DODAAC record, you must first build the parameter records for the supporting SARSS1 sites for all DODAAC being build.

1. Manage building a supported SARSS1 customer DODAAC (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 25, Paragraph 25.3).

NOTE: Before building a DODAAC Record for a customer authorized to order property book (Class II and Class VII) and non-property book (Class IV) items, you must first build a separate PBO DODAAC Record for that customer. This PBO DODAAC Record is also considered a customer DODAAC Record. However, you must still build a customer DODAAC Record for that activity.

NOTE: You can build a DODAAC Record for a customer that is not supported by the SARSS2AC or SARSS2B. You can build the record only if the RIC-STA-SPT identifies a SARSS1 site that is directly subordinate to the SARSS2AC, or if you are changing the RIC-STA-SPT to reflect a SARSS1 site that is directly subordinate to the SARSS2AC.

- a. Manage building a SARSS1 supported customer DODAAC.

- (1) Manage building SARSS1 parameters.

- (a) RIC-SHP-THRU.
- (b) RIC-CL-I-VI-SPT.
- (c) RIC-CL-II-SPT.
- (d) RIC-CL-III-SPT.
- (e) RIC-CL-IV-SPT.
- (f) RIC-CL-V-SPT.
- (g) RIC-CL-VII-SPT.
- (h) RIC-CL-VIII-SPT.
- (i) RIC-CL-IX-A-SPT.
- (j) RIC-CL-IX-C-SPT.
- (k) RIC-CL-IX-L-SPT.
- (l) RIC-CL-IX-AIMI-SPT.
- (m) RIC-STA-SPT.

- (2) Manage building RIC related parameter records.

- (a) ARI RIC Sequence Table.
- (b) EIC and PD Support.
- (c) Issue Priority Support.
- (d) Maintenance Support.
- (e) Receipt Priority Support.
- (f) SARSS1 Retention Support.
- (g) SARSS1 Unit Unique.



**Performance Steps**

- (h) Signature Block Support.
- (i) Stockage Information Support.
- (j) Serviceable Shipping RIC.
- (k) Unserviceable Shipping RIC.

b. Manage updating a SARSS1 supported customer DODAAC.

NOTE: At the SARSS2AC level, you can change a customer DODAAC Record only if the RIC-STA-SPT for that customer identifies a SARSS1 site that is directly subordinate to the SARSS2AC, or if you are changing the RIC-STA-SPT from a SARSS1 site that is not directly subordinate to a SARSS1 site that is directly subordinate to the SARSS2AC.

NOTE: You cannot change the RIC-STA-SPT that identifies a SARSS1 site that is directly subordinate to the SARSS2AC to one that identifies a SARSS1 site that is not directly subordinate to the SARSS2AC.

- (1) Manage updating SARSS1 parameters.
  - (2) Manage the updating of the RIC related parameter records.
- c. Manage deleting a SARSS1 support customer DODAAC.

2. Manage building a SARSS1 DODAAC (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 25, Paragraph 25.2.4.10 and Paragraph 25.26).
  - a. Manage building a SARSS DODAAC.
  - b. Manage updating a SARSS DODAAC.
  - c. Manage deleting a SARSS DODAAC.
  - d. Manage adding Integrated Logistics Analysis Program (ILAP).

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

**Performance Measures**

**GO**    **NO-GO**

- |   |   |   |
|---|---|---|
| 1. Managed building a supported SARSS1 customer DODAAC. | — | — |
| 2. Managed building a SARSS1 DODAAC.                    | — | — |

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Q-AJP-ZZZ-EM  
AR 725-50

**Related**

ADSM 18-L14-AJQ-ZZZ-EM

**Manage Frustrated Cargo****101-92A-4213**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Brigade Support Battalion (BSB) Support Operations (SPO); given the requirement to manage frustrated cargo using the Standard Army Retail Supply System (SARSS1, SARSSAC/B) desktop file server computer with the current Software Change Package (SCP)/Interim Change Package (ICP) installed, FEDLOG, supply publications (used for items identification), available documentation, an authorized password, and the current SARSS1 and SARSSAC/B End User Manual.

**Standards:** Managed frustrated cargo in accordance with DA Pamphlet 710-2-2, FM 10-15, and TM 38-400.

**Performance Steps**

1. Establish materiel item identification. (Reference: DA Pamphlet 710-2-2, Chapter 2, Paragraphs 2-1 through 2-4).
  - a. Determine materiel item condition code.
  - b. Identity serial number item (if required).
  - c. Prepare supporting documentation.
2. Determine storage space requirements for frustrated cargo. (Reference: FM 10-15, Chapter 1 and TM 38-400, Chapter 2, Section 4).
  - a. Identify storage areas requirement.
  - b. Identify items weight and cube.
  - c. Identify item quantity.
  - d. Identify item characteristic.
3. Reestablish materiel item accountability. (Reference: DA Pamphlet 710-2-2, Chapter 2, Paragraphs 2-1 through 2-4).
  - a. Post materiel item to the Stock Record Account (SRA) as Found on Installation (FOI).
  - b. Perform cross-leveling and redistribution of supplies.
  - c. Establish materiel marshalling area (when required).
  - d. Take appropriate storage action (when required).
4. Establish retrograde visibility (Reference: DA Pamphlet 710-2-2, Chapter 16).
  - a. Determine the SSA to receive retrograde by class of supply.
  - b. Create RFID tag for materiel item(s).
  - c. Prepare transportation-shipping document.
  - d. Coordinate transportation requirements.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Established materiel item identification.	—	—
2. Determined storage space requirements for frustrated cargo.	—	—
3. Reestablished materiel item accountability.	—	—
4. Established retrograde visibility.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

DA PAM 710-2-2  
 FEDLOG  
 FM 10-15  
 TM 38-400

**Related**

AR 735-5  
 DA PAM 710-2-1

**Coordinate Communications Processes****101-92A-4214**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Base Support Battalion (BSB) Support Operation (SPO); given the responsibilities to coordinate communication process for Standard Army Management Information Systems (STAMIS). Using the Standard Army Retail Supply System (SARSS1), Property Book Unit Supply Enhanced (PBUSE), Standard Army Maintenance System Enhanced (SAMS-E), Combat Service Support Very Small Aperture (CSS VSAT), and Combat Service Support Automated Information Systems Interface (CAISI) with the current Software Change Package (SCP)/Interim Change Package (ICP) installed, an authorized password, and the latest End User Manuals.

**Standards:** Coordinated communication process in accordance with FM 4-93.4 and local standing operating procedures (SOPs).

**Performance Steps**

1. Determine communications requirements (Reference: FM 4-93.4, Chapter 3).
  - a. Identify authorized communication equipment.
  - b. Identify required communication equipment.
  - c. Identify available communication equipment.
  - d. Identify STAMIS requiring communication.

NOTE: When all communications (CSS VSAT, CAISI) enablers are consolidated at CSSAMO; report additional requirement to the CSSAMO.

2. Determine the sources and availability of communications assets (Reference: FM 4-93.4, Chapter 3).
  - a. Use available resources to cross level assets based on mission priority.
  - b. Coordinate unsupported requirements with the S-4/SPO.
  - c. Identify communications links and requirements between STAMIS.
  - d. Make recommendations on all STAMIS communications operations activities within the command.
3. Coordinate communication requirements with CSSAMO (Reference: FM 4-93.4, Chapter 3).
  - a. Identify CSS VSAT requirement.
  - b. Identify CAISI requirements.
    - (1) Bridge module.
    - (2) Client module.
  - c. Identify network security requirements.
    - (1) Secret Internet Protocol Router Network (SIPRNET).
    - (2) Non-secure Internet Protocol Router Network (NIPRNET).
4. Establish STAMIS connectivity (Reference: FM 4-93.4, Chapter 3).
  - a. Validate connectivity.
  - b. Document communication grid.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Determined communications requirements.	—	—
2. Determined the sources and availability of communications assets.	—	—
3. Coordinated communications requirements with CSSAMO.	—	—
4. Established STAMIS connectivity.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**  
FM 4-93.4

**Related**  
AISM 25-L21-AHN-ZZZ-EM  
AISM 25-L26-AHO-ZZZ-EM  
AISM 18-L21-AHN-BUR-EM  
FM 10-15

**Conduct Supply Support Mission Analysis****101-92A-4215**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Brigade Support Battalion (BSB) Support Operation (SPO); given the requirement to conduct supply support mission analysis using paragraph four (4) of the higher headquarters and the sustainment brigade Operation Order (OPORD) to initiate the process of determining feasible supply support solutions.

**Standards:** Conducted supply support mission analysis in accordance with FM 4-93.52.

**Performance Steps**

1. Interpret paragraph four (4) of the Brigade OPORD (Reference: FM 4-93.52, Chapter 4).
  - a. Determine commander's intent for support.
  - b. Determine mission, task constraints, and risk.
  - c. Develop distribution plans.
  - d. Forecast distribution requirements.
  - e. Establish the distribution system.
    - (1) Control.
    - (2) Capacity.
    - (3) Visibility.
  - f. Develop Courses of Action (COAs).
  - g. Provide update/recommendation to the distribution plan.
  - h. Synchronize the distribution plan with the operational plan.
  - i. Determine time line for mission execution.
2. Conduct logistics intelligence analysis (References: FM 63-2, Appendix A and FM 5-0, Appendix C).
  - a. Determine available resources in the area of operations (AO).
  - b. Identify condition(s) that alter consumption factors.
    - (1) Severe climate.
    - (2) Requirement to support to allies.
    - (3) Prisoner of War (POW).
    - (4) Battle rhythm.
  - c. Determine capabilities of host nation facilities to support reception and sustainment operations.
  - d. Determine what supplies are readily available in the AO.
    - (1) Subsistence items (Class I).
    - (2) Petroleum items (Class III Bulk and Class III Package).
    - (3) Barrier materials (Class IV).
  - e. Determine facilities requirement.
    - (1) Cold storage facilities.
    - (2) Covered storage facilities.
    - (3) Secured storage facilities.
3. Manage theater distribution system (Reference: FM 4-93.4, Chapters 4 and 5).
  - a. Manage the distribution infrastructure and optimize pipeline flow to meet requirements and priorities.
  - b. Project distribution pipeline volume.
    - (1) Flow rate.
    - (2) Contents.
    - (3) Port requirements.
  - c. Adjust pipeline flow and respond to changing operational requirements.
  - d. Monitor distribution terminal operations and the flow of multi-consignee shipments.
  - e. Establish time-definite delivery schedules.
  - f. Provide advice and recommend changes to the distribution system to the commander.
  - g. Exercise staff supervision of materiel managers and movement controllers.
  - h. Identify capacity problem areas within the distribution system.

**Performance Steps**

4. Prepare Supply Support Mission Analysis briefing (Reference: FM 5.0, Appendix B).
  - a. Develop briefing that outlines the following:
    - (1) Mission and commander's intent of the headquarters two level up.
    - (2) Specified, implied, and essential tasks.
    - (3) Constraints on operation.
    - (4) Hazards and their risk.
    - (5) Recommended time lines.
    - (6) Recommended restated mission.
  - b. Refine areas of concern as direct by the commander.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Interpreted paragraph four (4) of the Brigade OPORD.	—	—
2. Conducted logistics intelligence analysis.	—	—
3. Managed theater distribution system.	—	—
4. Prepared Supply Support Mission Analysis briefing.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

<b>Required</b>	<b>Related</b>
FM 4-93.4	
FM 4-93.52	
FM 5-0	
FM 63-2	

**Coordinate Logistical Requirements****101-92A-4216**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Brigade Support Battalion (BSB) Support Operations section; given the requirement to Coordinate Logistical Requirements. Using the logistics requirement status received via automated systems (such as the Standard Army Retail Supply System (SARSS), Property Book Unit Supply Enhanced (PBUSE), Standard Army Maintenance System-Enhanced (SAMS-E), and Battle Command Sustainment Support System (BCS3)). With the intent of synchronizing and optimizing, the elements of the distribution system to feasible distribution support solutions.

**Standards:** Coordinated logistical requirements using distribution management principles and guidelines supported by automation enablers in accordance with FM 4-93.52 and FM 4-93.4.

**Performance Steps**

NOTE: The Distribution Management Center (DMC) is a coordinator of plans rather than a producer of plans. The DMC may ultimately publish the Army's distribution plan; however, it does so only after assimilating the content for that plan from the Movement Control Agency (MCA) and the Materiel Management Center (MMC).

1. Receive logistical requirement from supporting units (Reference: FM 4-93.52, Chapters 4 and 5).
  - a. Analyze data and reports.
    - (1) Determine efficiency of operations.
    - (2) Determine conformance to standards.
    - (3) Identify trends.
  - b. Consolidate logistics requirements data and reports.
  - c. Determine the support requirement.
    - (1) Class I requirement.
    - (2) Class II and Class IV requirements.
    - (3) Class III package and bulk requirements.
    - (4) Class IX requirement.
  - d. Coordinate distribution times and locations for sustainment operations.
  - e. Coordinate sufficient manpower and materiel handling equipment at each Class IV and Class V point.
2. Coordinate resupply of commodities (Reference: FM 4-93.52, Chapter 4).
  - a. Coordinate Host Nation Support (HNS).
  - b. Coordinate retrograde, redirection, frustrated cargo, and redistribution of commodities.
  - c. Coordinate pre-planned and configured push packages with the Distribution Management Center (DMC) and Materiel Management Center (MMC).
  - d. Coordinate with Supply Support Activity (SSA) to receive configured loads, store configured loads, and requirements to reconfigure loads.
3. Arrange movement of commodities (Reference: FM 4-93.4, Chapters 4 and 5).
  - a. Establish theater-specific, time-definite delivery schedules.
  - b. Ensure effective cross-leveling of supplies and efficient retrograde and redeployment of equipment and supplies.
  - c. Identify capacity problem areas in the distribution pipeline.
  - d. Take corrective action to alleviate capacity problems within the distribution system.
    - (1) Identify alternate route(s).
    - (2) Identify transportation shortages.
    - (3) Identify receiving/shipping backlog.
    - (4) Identify maintenance problems.
    - (5) Identify personnel shortages.



**Performance Steps**

- e. Coordinate movement of logistical commodities with the Movement Control Agency (MCA).
  - (1) Identify alternate route.
  - (2) Identify transportation shortages.
  - (3) Identify receiving/shipping backlog.
  - (4) Identify maintenance problems.
  - (5) Identify personnel shortages.
- 4. Track movement of commodities (Reference: FM 4-93.4, Chapter 5, Paragraphs 5-18 through 5-21).
  - a. Establish in-container visibility using Radio Frequency Identification (RFID).
  - b. Establish on pallet visibility using RFID.
  - c. Establish route visibility Movement Tracking System (MTS).

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Received logistical requirements from supporting units.	—	—
2. Coordinated resupply of commodities.	—	—
3. Arranged movement of commodities.	—	—
4. Tracked movement of commodities.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

- FM 1-02
- FM 4-93.4
- FM 4-93.52

**Related**

- FM 5-0

**Manage Issue/Referrals****101-92A-4206**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Brigade Support Battalion (BSB) Support Operations (SPO); given the requirement to manage issue/referrals using the Standard Army Retail Supply System (SARSSAC/B), desktop file server computer with the current Software Change Package (SCP)/Interim Change Package (ICP) installed, an authorized password, and the latest SARSSAC/B End User Manual.

**Standards:** Managed Issue/Referrals in accordance with ADSM 18-L1Q-AJP-ZZZ-EM and the unit standing operating procedures (SOPs).

**Performance Steps**

1. Manage the three-part issue/referral process (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Sections 16 and 17).

NOTE: The issue/referral process allows the system to process requisitions from directly supported SARSS1 sites and SARSS2AC/B interactive request for issue process.

- a. Identify Part I.
- b. Identify Part II.
- c. Identify Part III.

NOTE: Part I of the issue/referral process edits input, performs fund verification and routes transactions to the Manger Review file (MRF). Part II performs referral actions to SARSS1 activities that have excess stocks and holds requisitions for reparable when the on-hand quantity plus dues-in minus the open quantity exceeds the Requisitioning Objective (RO) for the stock number. Part III determines the disposition of requisitions not completed by Part I or Part II.

2. Review current issue referral Process parameters tables (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Sections 16 and 17).
  - a. Review Routing Identifier Code (RIC) Referral Table to verify the sequence of RIC(s) in which the issue referral process will check.
  - b. Review issue priority support table to verify the sequence in which the stocks of a specified SARSS1 will be selected for issue of referral.
  - c. Verify the issue of stocks on referral level-in and out.
    - (1) REF-LEV-IN, SARSS1(s) under that SARSS2A/CB.
    - (2) REF-LEV-OUT, SARSS1(s) not under that SARSSA/CB.
3. Identify the appropriate referral level in and out codes (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Sections 16 and 17).
  - a. (1) = Issue to zero balance for all priorities.
  - b. (2) = Issue to RO for all priorities.
  - c. (3) = issue to RO for IPG3 (issue priority group) and to zero balance for IPG1 and IPG2.
  - d. (4) = Issue to RO for IPG2 and IPG3 and to Zero for IPG1.
  - e. (5) = Issue to RO for IPG3 and to SL for IPG1 and IPG2.
  - f. (6) = Issue to RO for IPG2 and IPG3 and SL for IPG1.
  - g. (7) = Issue to RO for IPG3 and to ROP for IPG1 and IPG2.
  - h. (8) = Issue to RO for IPG2 and IPG3 and to ROP for IPG1.

4. Take appropriate manager action (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Sections 16 and 17).

NOTE: Even though local purchase is posted to the suspense listing, the action for this is not taken in the referral process but in the local purchase process menu.

- a. Report inaccuracy of parameter tables.
- b. Direct parameter action.

**Performance Steps**

- c. Review overaged suspense report.
  - (1) Investigate both sending and receiving SARSS1 site to determine the cause of the lost part.
  - (2) Initiate (A4\_) referral refusal for insufficient quantity.
  - (3) Initiate (AE\_) referral refusal.
  - (4) Initiate referral denial (AE\_).
  - (5) Initiate referral confirmation.
  - (6) Initiate referral release.
  - (7) Initiate referral receipt.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Managed the three-part Issue/Referral process.	_____	_____
2. Reviewed current Issue Referral Process parameters tables' .	_____	_____
3. Identified the appropriate Referral Level In and Out Codes.	_____	_____
4. Taken appropriate manager action.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

- ADSM 18-L14-AJQ-ZZZ-EM
- ADSM 18-L1Q-AJP-ZZZ-EM
- ADSM 18-L1Y-AJT-ZZZ-UM
- AR 710-2
- AR 725-50

**Related**

- ADSM 18-L1Y-AJT-ZZZ-CG
- FEDLOG

**Manage Repairable Items****101-92A-4208**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Brigade Support Battalion (BSB) Support Operations (SPO); given the requirement to manage repairable using the Standard Army Retail Supply System (SARSSAC/B), desktop file server computer with the current Software Change Package (SCP)/Interim Change Package (ICP) installed, an authorized password, and the latest SARSSAC/B End User Manual.

**Standards:** Managed Repairable Items in accordance with ADSM 18-L1Q-AJP-ZZZ-EM and the unit standing operating procedures (SOPs).

**Performance Steps**

1. Identify Repairable Exchange (RX) ASL candidates (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 32 and Appendix E).
  - a. Initiate the RX Candidate Process.
  - b. Verify that add criteria are by class and subclass of supply.
  - c. Verify Class IX criteria are by Essentiality Codes EC(s).
  - d. Verify that all EC(s) represent essential items.

NOTE: Essentiality codes A, C, D, E, and J represent essential items, while all other ECs represent nonessential items.

- e. Determine stockage Requisitioning Objective (RO) and Reorder Point (ROP) for repairable items.
- f. Verify the availability funds for repairable ASL candidates.
- g. Recommend RX ASL candidates.

2. Direct shipment or repair of retrograde (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 32 and Appendix E).

NOTE: SARSS2AC will not issue referrals to installation non-tactical Army Working Capital Fund (AWCF) SARSS1 except for MROs that are issued by Commodity Command Standard System (CCSS). The SARSS2A controls tactical SSA referrals (Referral Priority Support Table) and can re-refer within Operations and Maintenance-Army (OMA) as necessary.

- a. Unserviceable assets.
  - (1) Verify Direct Support Unit (DSU).
  - (2) Verify General Support Unit (GSU).
  - (3) Verify Directorate of Logistics (DOL).
- b. Serviceable retrograde.

NOTE: The OMA-RIC parameter tells the manager/customer what Routing Identifier Code (RIC) that the repairable parts are going for repair by NSN. Due to Modularity, you will need to have RIC(s) realigned to ensure customer support in not interrupted.

- (1) Verify OMA to OMA referral (for NSNs on the OMA NIIN file).
- (2) Verify AWCF to AWCF referral (for NSNs not on OMA NIIN file).
- (3) Verify OMA to AWCF referral.

3. Manage the Overage Repairable Report (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 32 and Appendix E).

- a. Verify that overage repairable report is distributed to support SARSS1 RIC.
- b. Direct appropriate manager action for unmatched repairable.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Identified Repairable Exchange (RX) ASL Candidates.	—	—
2. Directed shipment or repair of retrograde.	—	—
3. Managed the Overage Repairable Report.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L14-AJQ-ZZZ-EM  
 ADSM 18-L1Q-AJP-ZZZ-EM  
 AR 710-2  
 DA PAM 710-2-2

**Related**

ADSM 18-L1Y-AJT-ZZZ-UM  
 AR 725-50  
 AR 735-5  
 FED LOG

**Manage Stock Determination Actions****101-92A-4210**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Brigade Support Battalion (BSB) Support Operations (SPO); given the requirement to manage stock determination action using the Standard Army Retail Supply System (SARSSAC/B), desktop file server computer with the current Software Change Package (SCP)/Interim Change Package (ICP) installed, an authorized password, and the latest SARSSAC/B End User Manual.

**Standards:** Managed stock determination action in accordance with AR 711-7, DA Pamphlet 710-2-2, and ADSM 18-L1Q-AJP-ZZZ-EM.

**Performance Steps**

NOTE: When performing this task, consider Integrated Logistics Analysis Program (ILAP) and the Army use of Dollar Cost Banding (DCB) methodology as means of forecasting ASL requirements.

1. Verify the results of the Authorized Stockage List (ASL) review board (Reference: DA Pamphlet 710-2-2, Paragraph 4-2).
  - a. Obtain the ASL/DCB board results.
  - b. Verify that ASL item(s), the SSA's is the authority to stock the item.
  - c. Ensure ASL Stockage for class IX are restricted to essentiality code (EC) C, D, E, and J items.
2. Identify constraints for each ASL candidate (References: AR 711-7, Section 2, Paragraph 2-10; DA Pamphlet 710-2-2, Section 4-11).
  - a. Identify ASL Mobility constraints.
    - (1) Weight.
    - (2) Cube.
    - (3) Storage capacity.
    - (4) Identify NIIN EC(s) A or C.
  - b. Identify Fiscal constraints.
    - (1) Identify items qualifying for ASL addition.
    - (2) Identify Nonessential ASL stock.
3. Determine the Requisitioning Objective (RO) and Reorder Point (ROP) (Reference: DA Pamphlet 710-2-2, Sections 4-5 and 4-6).
  - a. Compute RO requirements.
    - (1) Identify Operating Level (OL).
    - (2) Identify Order Ship Time (OST) level.
    - (3) Identify the Safety Level.
  - b. Compute ROP requirements.
    - (1) Identify OST level.
    - (2) Identify the Safety Level.
4. Select the appropriate Stockage List Code (SLC) for each candidate ASL NIIN (Reference: DA Pamphlet 710-2-2, Chapter 4, Section 4-4).
  - a. Identify the appropriate SLC(s) for general assets.
  - b. Identify the appropriate SLC(s) for War Reserve assets.
  - c. Identify the appropriate SLC(s) for Non-stock item(s).
5. Update the ASL by RIC (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 21).
  - a. Add a candidate ASL NIIN.
  - b. Delete nonessential ASL NIIN.
  - c. Change the Stockage List Code.
  - d. Change RO and ROP.
  - e. Rebroadcast ASL NIIN for the appropriate RIC.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Verified the results of the Authorized Stockage List.	—	—
2. Identified constraints for each ASL candidate.	—	—
3. Determined the RO and ROP.	—	—
4. Selected the appropriate Stockage List Code (SLC) for each candidate ASL NIIN.	—	—
5. Updated the ASL by RIC.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Q-AJP-ZZZ-EM  
 AR 711-7  
 DA PAM 710-2-2

**Related**

AR 25-400-2  
 AR 735-5

**Analyze Performance Standards****101-92A-4212**

**Conditions:** Assigned as a Materiel Management Supervisor in a Sustainment Brigade/Brigade Support Battalion (BSB) Support Operations (SPO); given the requirement to analyze performance standards using the Standard Army Retail Supply System (SARSSAC/B), desktop file server computer with the current Software Change Package (SCP)/Interim Change Package (ICP) installed, an authorized password, and the latest SARSSAC/B End User Manual.

**Standards:** Analyzed performance standards in accordance with AR 710-2 and ADSM 18-L1Q-AJP-ZZZ-EM.

**Performance Steps**

1. Interpret DA Performance Standards (Reference: AR 710-2, Chapter 1, Paragraph 1-22).
  - a. Zero Balance W/Dues-Out.
  - b. Materiel Release Denial Rate (MRD).
  - c. Demand Satisfaction.
  - d. Receipt Processing time.
2. Interpret the supply system performance standards that reflect the performance of the supply system. (Reference: ADSM 18-L1Q-AJP-ZZZ-EM, Section 15, Paragraph 15.3).
  - a. Interpret daily performance statistics.
  - b. Interpret performance standards reports.
    - (1) Performance Report I.
    - (2) Performance Report II.
    - (3) Performance Report III.
  - c. Compare the actual supply system performance standards with established DA standards.
3. Determine contributing factors for high zero balance with dues-out (Reference: AR 710-2, Chapter 1, Paragraph 1-22).
  - a. Inventory Adjustment.
  - b. Pilferage.
  - c. RO and ROP.
4. Determine contributing factors for high Materiel Release Denial (MRD) rate (Reference: AR 710-2, Chapter 1, Paragraph 1-22).
  - a. Location changes.
  - b. Overaged MROs.
  - c. Unreported discrepancies (this occurs during the receipt process).
  - d. Pilferage.
  - e. Condition Code (CC) change.
5. Determine contributing factors for poor demand satisfaction (Reference: AR 710-2, Chapter 1, Paragraph 1-22).
  - a. RO's and ROP's.
  - b. ASL Items OST.
  - c. The velocity in which the supply systems provides products to its customers.
  - d. Dollar Cost Banding/ ASL Review Board.
  - e. Inadequate ASL depth and breath.



**Performance Steps**

6. Determine contributing factor for increase receipt processing time (Reference: AR 710-2, Chapter 1, Paragraph 1-22).
  - a. Lack of personnel.
  - b. Inoperable equipment.
  - c. Untrained personnel.
  - d. Mission requirements.
  - e. Receipt processing backlog.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<u>GO</u>	<u>NO-GO</u>
1. Interpreted DA performance standards.	—	—
2. Interpreted supply system performance standards that reflects the performance of the supply system.	—	—
3. Determined contributing factors for high zero balance with dues-out.	—	—
4. Determined contributing factors for high Material Release Denial (MRD) rate.	—	—
5. Determined contributing factors for poor demand satisfaction.	—	—
6. Determined contributing factor for increase receipt processing time.	—	—

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores a NO-GO, show the Soldier what was done wrong and how to do it correctly.

**References**

**Required**

ADSM 18-L1Q-AJP-ZZZ-EM  
 AR 710-2  
 AR 725-50

**Related**

ADSM 18-L14-AJQ-ZZZ-EM  
 AR 25-400-2  
 AR 735-5

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## Chapter 4

### Duty Position Tasks

1. **MOSC 92A30.** Assigns duties, instructs, and supervises subordinates in proper work techniques and procedures. Plans and analyzes operational data and reports to ascertain degree of conformity with established policies, work standards, and procedural directives. Supervises preparation of material control and accounting input for data processing and reviews output documents. Inspects and evaluates inventory management activities. Directs supply personnel in establishment and maintenance of supply and inventory control management functions. Analyzes statistical data to determine effectiveness of technical edit. Reconciles problems in automated supply accounting system. Computes, establishes, and directs modification to authorized stock levels. Plans and organizes receipt, issue, salvage and maintenance of records for all classes of supply except CL III (Bulk), CL V and CL VIII. Ensures compliance with current regulation and directives pertaining to financial inventory, accounting, and stock funding. Determines current and projected repair requirements. Directs lateral redistribution of stock. Performs supervisory duties shown in proceeding levels of skill. Prepares and updates warehouse planographs. Conducts inspection of activities to ensure compliance with standards of serviceability, reclamation, salvage, and disposal procedures. Conducts warehousing surveillance and inspections. Prepares reports on personnel and equipment availability, storage space, relocation of material, and warehouse denials. Serves as warehouse foreman, chief accountant, store managers, commissary officer. Interviews, hires and dismisses employees in accordance with COP and commissary regulation. Establishes issue schedules and procedures.

2. **MOSC 92A40.** Performs supervisory duties shown in proceeding level or skills. Conducts inspections and provides technical assistance to storage activities. Assists in development and preparation of operations information including plans, maps, sketches, overlays, and other data related to supply organization employment. Performs liaison and staff duties in a supply and maintenance activity or in a command and staff logistics activity. Analyzes operations statistical data and reports to ascertain functional trends, conformance to standards and directives, and efficiency of operations. Reviews material receipt and off-line document processing procedure. Responsible for the requisition, accountability, wholesomeness, and the safe storage of subsistence items for division size elements and larger. Plans and writes LOIs for subsistence support for major field exercises. Works with and advises installation food service and installation menu board. Interprets and uses command and CONUS annual food plans. Ensure compliance with directives related to subsistence supply storage and distribution operations, including world wide operations. Manages the operation of a troop issue subsistence activity.

3. **Additional Skill Identifiers (ASI).** The following ASIs are associated with MOS 92A:

R1 - Rough Terrain Cargo Handler (RTCH).

B5 - Standard Army Maintenance System (SAMS) (SL 3 and below).

G1 - Purchasing NCO\*.

G2 - Standard Army Retail Supply System (SARSS2AC/B) Operations Automated.

P5 - Master Fitness Trainer.

2S - Battle Staff Operations (SL 3 and above only).

\* ASI G1 is being replaced by new MOS 51C (ACQUISITION, LOGISTICS & TECHNOLOGY (AL&T) CONTRACTING NCO).

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## Appendix A

### Sample DA Form 5164-R (Hands-on Evaluation)

This appendix provides a sample of DA Form 5164-R (Figure A-1) for the tasks in this STP. The DA Form 5164-R allows the trainer to keep a record of the performance measures a Soldier passes or fails on each task. Trainers should use the following instructions when completing DA Form 5164-R:

#### ***Prior to Evaluating the Soldier.***

- The form also can be downloaded from the U.S. Army Publishing Directorate web site ([www.apd.army.mil/forms](http://www.apd.army.mil/forms)).
- Enter the task title and 10-digit number for the task from the evaluation guide of the SM task summary.
- In column (a), enter the number of each performance measure from the evaluation guide.
- In column (b), enter the performance measure corresponding to the performance measure number in column (a). (You may abbreviate this information if necessary.)
- Enter the feedback statement from the evaluation guide just below the last performance measure.
- Locally reproduce the partially completed form if you are evaluating more than one Soldier on the task or the same Soldier on more than one task.

#### ***During the Evaluation.***

- Enter the date just before evaluating the Soldier's task performance.
- Enter the evaluator's name and the Soldier's name and unit.
- For each performance measure in column (b), enter a check in column (c) PASS or column (d) FAIL as appropriate.
- Compare the number of performance measures the Soldier passes (and if applicable, which ones) against the task standard shown in the feedback statement. If the standard is met or exceeded, check the GO block under STATUS; otherwise, check the NO-GO block.

HANDS-ON EVALUATION For use of this form, see STP 11-25S14-SM-TG; the proponent agency is TRADOC		DATE 1 November 2004	
TASK TITLE Prepare an Equipment Maintenance Work Request		TASK NUMBER 101-92A-1113	
ITEM a	PERFORMANCE STEP TITLE b	SCORE (Check One)	
		PASS c	FAIL d
1.	Prepared a DA Form 2407 for direct support maintenance for a not mission capable (NMC) item of equipment.	<input checked="" type="checkbox"/> P	<input type="checkbox"/> F
2.	Prepared a DA Form 2407 for direct support maintenance requesting a Modification Work Order (MWO) to unit equipment.	<input type="checkbox"/> P	<input checked="" type="checkbox"/> F
3.	Prepared a DA Form 2407 for direct support maintenance requesting an estimated cost of damage (ECOD).	<input checked="" type="checkbox"/> P	<input type="checkbox"/> F
4.	Copied the work order request information from DA Form 2407 to DA Form 2405.	<input checked="" type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
EVALUATOR'S NAME SSG Powell		UNIT W Co., 244th QM Bn	
SOLDIER'S NAME PV2 Howard		STATUS <input type="checkbox"/> GO <input checked="" type="checkbox"/> NO GO	

SAMPLE

DA FORM 5164-R, SEP 85                      EDITION OF DEC 82 IS OBSOLETE                      APD V2.01

Figure A-1. Sample of a Completed DA Form 5164-R

## Appendix B

### Sample DA Form 5165-R (Field Expedient Squad Book)

This appendix provides a sample of DA Form 5165-R (Figure B-1) for the tasks in this STP. The DA Form 5165-R allows the trainer to keep a record of task proficiency for a group of Soldiers. Trainers should use the following instructions when completing DA Form 5165-R:

#### ***Prior to Evaluating the Soldier.***

- The form also can be downloaded from the U.S. Army Publishing Directorate ([www.apd.army.mil/forms](http://www.apd.army.mil/forms)).
- Enter the SM task number and abbreviated task title for the evaluated tasks in the appropriate column. Use additional sheets as necessary. Locally reproduce the partially completed form if you are evaluating more than nine Soldiers.

#### ***During the Evaluation.***

- Enter the names of the Soldiers you are evaluating, one name per column, at the top of the form. You may add the names of newly assigned Soldiers if there are blank columns.
- Under STATUS, record (*in pencil*) the date in the GO block if the Soldier demonstrated task proficiency to Soldier's manual standards. Keep this information current by always recording the most recent date on which the Soldier demonstrated task proficiency.
- Record the date in the NO-GO block if the Soldier failed to demonstrate task proficiency to Soldier's manual standards. Soldiers who failed to perform the task should be retrained and reevaluated until they can meet the standards. When that occurs, enter the date in the appropriate GO block and erase the previous entry from the NO-GO block.

#### ***After the Evaluation.***

- Read down each column (GO/NO-GO) to determine the training status of that individual. This will give you a quick indication on which tasks a Soldier needs training.
- Read across the rows for each task to determine the training status of all Soldiers. You can readily see on which tasks to focus training. Line through the training status column of any Soldier who departs from the unit.

USER APPLICATION		FIELD EXPEDIENT SQUAD BOOK										SHEET								
STP 21-1-SMCT Soldier's Manual of Common Tasks		For use of this form, see STP 10-92A10-SM-TG; the proponent agency is TRADOC.										1 OF 3								
		SOLDIER'S NAME																		
TASK NUMBER AND TITLE	STATUS																			
	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO								
071-326-0512 Estimate Range	4-17-04		3-17-04		3-17-04		3-17-04		3-17-04		4-2-04									
071-329-1001 Identify Terrain	4-8-04		4-6-04		4-15-04		4-20-04		4-20-04		4-5-04									
071-311-2004 Battlefront Zone	4-8-04		4-8-04								5-8-04									
878-920-1001 Armored Vehicles	6-8-04																			
071-329-1002 Grid Coordinates																				
071-329-1003 Magnetic Azimuth																				
071-311-2001 M16A1 Rifle																				
071-503-1001 M17-SERIES																				
031-503-1007 Green Tamarisks																				
031-503-1009 M107 Grenade																				
081-831-1031 Buddy Aid																				
081-831-1005 Prevent Shock																				
081-831-1009 Frostbite																				
071-326-0511 React to Flares																				
071-328-4407 Employ Hand Grenades																				
031-503-1003 Exchange M107 Grenade																				
081-831-1005 Prevent Shock																				

SAMPLE

Figure B-1. Sample of a Completed DA Form 5165-R



## Glossary

### Section I. Acronyms and Abbreviations

<b>ABF</b>	Availability Balance File
<b>ACCP</b>	Automated Data Systems Manual
<b>ADPE</b>	Automated Data Processing Equipment
<b>AIAP</b>	Army Information Assurance Program
<b>AIMI</b>	Aviation Intensive Management Items
<b>AIS</b>	Automated Information System
<b>AISM</b>	Automated Information System Manual
<b>AIT</b>	Advanced Individual Training, Automatic Information Technology
<b>AMS</b>	Automated Manifest System
<b>AN</b>	Annually
<b>ANCOC</b>	Advanced Noncommissioned Officer Course
<b>AO</b>	Area of Operations
<b>APD</b>	Army Publishing Directorate
<b>AR</b>	Army regulation
<b>ARC</b>	Accounting Requirements Code
<b>ARI</b>	Automatic Return Item
<b>ARTEP</b>	Army Training and Evaluation Program
<b>ASI</b>	Additional Skill Identifier
<b>ASL</b>	Authorized Stockage List
<b>ATTN</b>	Attention
<b>AWCF</b>	Army Working Capital Fund
<b>BCS3</b>	Battle Command Sustainment Support System
<b>BCT</b>	Basic Combat Training
<b>BLAST</b>	Blocked Asynchronous Transmission
<b>BM</b>	Bimonthly
<b>BNCOC</b>	Basic Noncommissioned Officer Course
<b>BSB</b>	Brigade Support Battalion
<b>CAGE</b>	Commercial and government entity
<b>CAISI</b>	Combat Service Support Automated Information Systems Interface
<b>CCA</b>	Central Collection Activity
<b>CCSS</b>	Commodity Command Standard System
<b>CIIC</b>	Controlled Item Inventory Code
<b>CL</b>	Class
<b>COA</b>	Course of Action
<b>COE</b>	Contemporary Operating Environment
<b>COMSEC</b>	Communications Security
<b>CONUS</b>	Continental United States
<b>COOP</b>	Continuity of Operations Plan
<b>COP</b>	Common Operating Picture
<b>COSIS</b>	Care of Supplies in Storage
<b>COT</b>	Certificate of Transfer
<b>CSDP</b>	Command Supply Discipline Program
<b>CSS</b>	Combat Service Support
<b>CSSAMO</b>	Combat Service Support Automation Management Office
<b>CSS VSAT</b>	Combat Service Support Very Small Aperture Terminal
<b>CTT</b>	Common Task Testing
<b>D</b>	Durable
<b>DA</b>	Department of the Army
<b>D.C.</b>	District of Columbia
<b>DCB</b>	Dollar Cost Banding

<b>DD</b>	Department of Defense
<b>DIC</b>	Document Identifier Code
<b>DLIS</b>	Defense Logistics information Service
<b>DM</b>	Distribution Management
<b>DMC</b>	Distribution Management Center
<b>DOD</b>	Department of Defense
<b>DODAAC</b>	Department of Defense Activity Address Code
<b>DOIM</b>	Directorate of Information Management
<b>DOL</b>	Director of Logistics
<b>DRMS</b>	Defense Reutilization and Marketing Service
<b>DSU</b>	Direct Support Unit
<b>EC</b>	Essentiality Code
<b>EIC</b>	End Item Code
<b>EPA</b>	Environmental Protection Agency
<b>EPMS</b>	Enlisted Personnel Management System
<b>ESD</b>	Electrostatic Discharge
<b>FBCB2</b>	Force XXI Battle Command Brigade and Below
<b>FEDLOG</b>	Federal Logistics
<b>FLIS</b>	Federal Logistics Information System
<b>FM</b>	Field Manual
<b>FOI</b>	Found on Installation
<b>FREQ</b>	Frequency
<b>FSC</b>	Federal Supply System
<b>FTP</b>	File Transfer Protocol
<b>GCSS-A</b>	Global Combat Support System - Army
<b>GSU</b>	General Support Unit
<b>HAZMAT</b>	Hazardous Material
<b>HNS</b>	Host Nation Support
<b>HQ</b>	Headquarters
<b>IAR</b>	Inventory Adjustment Report
<b>ICP</b>	Interim Change Package
<b>ID</b>	Identification
<b>IFF</b>	Inventory Freeze Flag
<b>ILAP</b>	Integrated Logistics Analysis Program
<b>IPG</b>	Issue Priority Group
<b>ITEP</b>	Individual Training Evaluation Program
<b>LAN</b>	Local Area Network
<b>LCOP</b>	Logistics Common Operating Picture
<b>LIN</b>	Line Item Number
<b>LMP</b>	Logistics Modernization Program
<b>LOGSA</b>	Logistics Support Activity
<b>LOI</b>	Letter of Instructions
<b>MATCAT</b>	Materiel Category
<b>MED</b>	Medical
<b>MEF</b>	Mission Essential Functions
<b>MFR</b>	Memorandum for Record
<b>MHE</b>	Materiel Handling Equipment
<b>MIL-STD</b>	Military Standard
<b>MMC</b>	Materiel Management Center
<b>MO</b>	Monthly
<b>MOS</b>	Military Occupational Specialty
<b>MRD</b>	Materiel Release Denial
<b>MRF</b>	Manager Review File
<b>MRO</b>	Materiel Release Order
<b>MROC</b>	Materiel Release Order Control
<b>MROCS</b>	Materiel Release Order Control System

<b>MSDS</b>	Material Safety Data Sheet
<b>MSR</b>	Main Supply Route
<b>MTOE</b>	Modified Table of Organization and Equipment
<b>MTS</b>	Movement Tracking System
<b>N</b>	Non-Expendable
<b>NATO</b>	North Atlantic Treaty Organization
<b>NCO</b>	Noncommissioned Officer
<b>NCOIC</b>	Non-commissioned Officer-in-Charge
<b>NIIN</b>	National Item Identification Number
<b>NIPRNET</b>	Non-Secure Internet Protocol Network
<b>No.</b>	Number
<b>NSN</b>	National Stock Number
<b>OL</b>	Operating Level
<b>OMA</b>	Operations and Maintenance-Army
<b>OPORD</b>	Operations Order
<b>OSD</b>	Office of the Secretary of Defense
<b>OST</b>	Order Ship Time
<b>PAM</b>	Pamphlet
<b>PBO</b>	Property Book Officer
<b>PBUSE</b>	Property Book Unit Supply Enhanced
<b>PD</b>	Priority designator
<b>PDCD</b>	Portable Data Collection Device
<b>PICA</b>	Primary Inventory Control Activity
<b>PIIN</b>	Procurement Instrument Identification Number
<b>POW</b>	Prisoner of War
<b>PSN</b>	Proper Shipping Name
<b>QT</b>	Quarterly
<b>RF</b>	Radio Frequency
<b>RFID</b>	Radio Frequency Automatic Identification
<b>RIC</b>	Routing Identifier Code
<b>RICC</b>	Reportable Item Control Code
<b>RO</b>	Requisitioning Objective
<b>ROP</b>	Reorder Point
<b>RX</b>	Reparable Exchange
<b>SA</b>	Semiannually
<b>SALE</b>	Single Army Logistics Enterprise
<b>SAMS</b>	Standard Army Maintenance System
<b>SAMS-E</b>	Standard Army Maintenance System-Enhanced
<b>SARP</b>	Small Arms Repair Parts
<b>SARSS</b>	Standard Army Retail Supply System
<b>SARSS1</b>	Standard Army Retail Supply System-Level 1
<b>SARSS2AC/B</b>	Standard Army Retail Supply System-Level 2 (Corps)
<b>SB</b>	Supply Bulletin
<b>SCP</b>	Software Change Package
<b>SDR</b>	Supply Discrepancy Report
<b>SIPRNET</b>	Secret Internet Protocol Network
<b>SL</b>	Skill Level
<b>SLC</b>	Stockage List Code
<b>SM</b>	Soldier's Manual
<b>SMCT</b>	Soldier's Manual of Common Tasks
<b>SNT</b>	Serial Number Tracking
<b>SOJT</b>	Supervised on-the-job Training
<b>SOP</b>	Standing Operating Procedure
<b>SOS</b>	Source of Supply
<b>SPO</b>	Support Operation, Support Operations Officer
<b>SPT</b>	Support

<b>SRA</b>	Stock Record Account
<b>SRO</b>	Stock Record Officer
<b>SSA</b>	Supply Support Activity
<b>SSF</b>	Single Stock Fund
<b>STAMIS</b>	Standard Army Management Information System
<b>STP</b>	Soldier Training Publication
<b>STX</b>	Situation Training Exercise
<b>SWPM</b>	Solid Wood Packing Material
<b>TB</b>	Technical Bulletin
<b>TC</b>	Transaction Code, Transportation Corps
<b>TDR</b>	Transportation Discrepancy Report
<b>TG</b>	Trainer's Guide
<b>TM</b>	Technical manual
<b>TNG</b>	Training
<b>TRADOC</b>	Training and Doctrine Command
<b>U.S.</b>	United States
<b>USAMC</b>	U. S. Army Materiel Command
<b>USAQMC&amp;S</b>	U. S. Army Quartermaster Center and School
<b>USAR</b>	Updated Safety Analysis Report
<b>USASMA</b>	United States Army Sergeants Major Academy Course
<b>WLC</b>	Warrior Leader Course

## Section II. Definition of Terms

### **accountability**

An obligation to keep records of property, documents, or funds, such as identification data, gains, losses, dues-in, dues-out, and balances on hand or in use.

### **additional skill identifier (enlisted)**

A two digit alpha-numeric or numeric-alpha code which identifies specialized skills that are closely related to and in addition to those required by the MOS.

### **authenticate**

A means to establish facts or documents as valid, true, or genuine.

### **authority**

An action that gives official power to a service member.

### **basic load**

A quantity of durable and expendable supplies kept by units to sustain their operations for a prescribed number of days.

### **cancellation**

A way to void a supply request that is no longer needed.

### **change document**

A form used to issue and turn in transactions between the PBO and hand receipt holder; it is also used between the hand receipt holder and the subhand receipt holder.

**component hand receipt**

A list of nonexpendable and durable components of sets, kits, and outfits that have been issued to an individual for use.

**condition code**

A one-position, alphabetic character used to classify material to identify the degree of serviceability, condition, and completeness.

**disposal**

The act of getting rid of records, documents, and excess, obsolete, or surplus property under proper authority.

**disposition**

The final settlement of a supply matter.

**document register**

A DA Form 2064/Automation is used to record all transactions that require a document number.

**dunnage**

Any material such as boards, planks, blocks, or metal bracing on which supplies are stored.

**durable item**

An item that is not consumed in use, is not classified as nonexpendable or expendable, and keeps its identity, such as hand tools. An item of Army property coded with an ARC of "D" in the FEDLOG. Durable items do not require property book accountability after issue from the stock record account, but do require hand receipt control when issued to the user. Commercial and fabricated items similar to items coded "D" in the FEDLOG are considered durable items.

**end item**

A nonexpendable item of equipment or property that consists of more than one component; for example, a truck.

**estimated delivery date**

The date a unit can expect to receive an item.

**expendable item**

An item that is consumed in use or loses its identity, such as paint, cleaning materials, and office supplies. An item of Army property coded with an ARC of "X" in the FEDLOG. Expendable items require no formal accountability after issue from a stock record account. Commercial and fabricated items similar to items coded "X" in the FEDLOG are considered expendable items.

**follow-up**

A document, sent to the SSA, used to request status on open or incomplete supply requests.

**gaining unit**

The unit receiving property on a lateral transfer.

**hand and subhand receipt**

A document used to record acceptance of and responsibility for durable and nonexpendable items issued to an individual.

**hand receipt annex**

A document used to record overages and shortages of components of major end items and of chests, sets, kits, and outfits.

**key control register**

A document used to ensure administrative accountability for keys.

**lateral transfer**

The permanent transfer of supplies or equipment from one unit to another unit. Supplies or equipment are transferred using DA Form 3161.

**maintenance category**

The level of maintenance to be applied; for example, O for organizational maintenance; C for operator/crew; F for direct support maintenance; H for general support maintenance; and D for depot maintenance.

**malfunction**

A failure to function properly (for example, failure to fire).

**nonexpendable item**

An item that is not consumed in use, keeps its original identity during the period of use, and requires that accountability be maintained throughout the life of the item. An item of Army property coded with an ARC of "N" in the FEDLOG. Nonexpendable items require property book accountability after issue from the stock record account. Commercial and fabricated items similar to items coded "N" in the FEDLOG are considered nonexpendable items.

**Organizational Clothing and Individual Equipment Record**

DA Form 3645 is used to record military-type clothing for which the organization commander is responsible.

**organizational-level repairs**

Repairs authorized for the performance of maintenance at the organizational level.

**serviceability code** (see condition code)

**status cards**

Data cards sent from the supply source to the requester providing current information on due-in supply requests.

**supply support activity**

An activity that processes selected items of supplies and equipment for organizations and units within its area of responsibility.

**turn-in document**

A form used to turn in supplies and equipment to the SSA.

**verify**

To prove the truth of a supply transaction.

## References

### Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

#### **Army Regulations**

AR 25-2	Information Assurance. 14 November 2003
AR 25-50	Preparing and Managing Correspondence. 3 June 2002
AR 25-400-2	The Army Records Information Management System (ARIMS). 15 November 2004
AR 190-13	The Army Physical Security Program. 30 September 1993
AR 190-51	Security of Unclassified Army Property (Sensitive and Nonsensitive). 30 September 1993
AR 200-1	Environmental Protection and Enhancement. 21 February 1997
AR 500-3	U.S Army Continuity of Operations (COOP) Program Policy and Planning. 12 April 2006
AR 611-1	Military Occupational Classification Structure Development and Implementation. 30 September 1997
AR 700-15	Packaging of Materiel. 12 January 2004
AR 710-2	Supply Policy Below the National Level. 8 July 2005
AR 711-7	Supply Chain Management. 19 November 2004
AR 725-50	Requisition, Receipt, and Issue System. 15 November 1995
AR 735-5	Policies and Procedures for Property Accountability. 28 February 2005
AR 735-11-2	Reporting of Supply Discrepancies. 6 August 2001
AR 740-1	Storage and Supply Activity Operations. 9 September 2002

#### **Department of the Army Forms**

DA Forms are available on the APD Web site at [www.apd.army.mil](http://www.apd.army.mil).

DA Form 444	Inventory Adjustment Report (IAR)
DA Form 1687	Notice of Delegation of Authority—Receipt for Supplies
DA Form 2064	Document Register for Supply Actions
DA Form 3161	Request for Issue or Turn-In
DA Form 3645	Organizational Clothing and Individual Equipment Record
DA Form 5164-R	Hands-on Evaluation
DA Form 5165-R	Field Expedient Squad Book

#### **Department of the Army Pamphlets**

DA Pamphlet 350-59	Army Correspondence Course Program Catalog. 1 October 2002
DA Pamphlet 611-21	Military Occupational Classification and Structure. 22 January 2007
DA Pamphlet 708-2	Cataloging and Supply Management Data Procedures for the Army Central Logistics Data Bank. 14 September 2000
DA Pamphlet 710-2-1	Using Unit Supply System (Manual Procedures). 31 December 1997
DA Pamphlet 710-2-2	Supply Support Activity Supply System: Manual Procedures. 30 September 1998

**Department of Defense Forms**

DD Forms are available from the OSD Web site at [www.dior.whs.mil/ICDHOME/DDEFORMS.HTM](http://www.dior.whs.mil/ICDHOME/DDEFORMS.HTM).

DD Form 1348-1A	Issue Release/Receipt Document
DD Form 1348-2	DOD Issue Release/Receipt Document With Address Label
DD Form 1577-2	Unserviceable (Repairable) Tag - Materiel

**Department of Defense Publications**

DOD 4140.1-R	DOD Supply Chain Materiel Management Regulation. 18 January 1993
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**Field Manuals**

FM 1-02	Operational Terms and Graphics. 21 September 2004
FM 4-93.4	Theater Support Command. 15 April 2003
FM 4-93.52	Tactics, Techniques, and Procedures for the Division Support. 2 May 2002
FM 5-0	Army Planning and Orders Production, 20 January 2005
FM 7-0	Training the Force. 22 October 2002
FM 7-1	Battle Focused Training. 15 September 2003
FM 10-15	Basic Doctrine Manual for Supply and Storage. 12 December 1990
FM 10-23	Basic Doctrine for Army Field Feeding and Class I Operations Management. 18 April 1996
FM 10-27-2	Tactics, Techniques, and Procedures for Quartermaster Direct Support Supply and Field Service Operations. 18 June 1991
FM 10-27-3	Tactics, Techniques and Procedures for Quartermaster Headquarters Operations. 30 October 1990
FM 25-4	How to Conduct Training Exercises. 10 September 1984
FM 38-700	Packaging of Materiel (Preservation). 1 December 1999
FM 38-701	Packing of Materiel for Packing. 1 December 1999
FM 63-2	Division Support Command, Armored, Infantry, and Mechanized Infantry Divisions. 20 May 1991

**Military Standards**

The Military Standards below are available at: [www.dscc.dla.mil/offices/packaging/specstdslist.html](http://www.dscc.dla.mil/offices/packaging/specstdslist.html)

MIL-STD-129P	Standard Practice Military Marking for Shipment and Storage. 15 May 1997
MIL-STD-1686C	Department of Defense Standard Practice: Electrostatic Discharge Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices). 31 December 1992
MIL-STD-2073-1D	Standard Practice for Military Marking. 15 December 1999



**Other Sources**

ADSM 18-L1Y-AJT-ZZZ-EM Standard Army Retail Supply System (SARSS1) End User Manual  
ADSM 18-L1Y-AJT-ZZZ-UM Standard Army Retail Supply System (SARSS1) (User's Manual)  
ADSM 18-L1Q-AJP-ZZZ-EM Standard Army Retail Supply System (SARSS2AC/B) End User Manual  
ADSM 18-L14-AJQ-ZZZ-EM Standard Army Retail Supply System (SARSS-2A) End User Manual  
AISM 25-L1Y-AJT-ZZZ-EM(T) SARSS-1 and 2AD End User Manual for Administrators and Operators  
FEDLOG FEDLOG User's Manual  
RFID User's Guide

**Soldier Training Publications**

STP 10-92A10-SM-TG Soldier's Manual and Trainer's Guide MOS 92A Automated Logistical Specialist Skill Level 1. 27 September 2005  
STP 21-1-SMCT Soldier's Manual of Common Tasks Skill Level 1. 2 October 2006  
STP 21-24-SMCT Soldier's Manual of Common Tasks (SMCT) Warrior Leader Skill Levels 2-4. 2 October 2006

**Technical Bulletins**

TB MED 530 Occupational Environmental Health Food Sanitation. 30 October 2002

**Technical Manuals**

TM 38-400 Joint Service Manual (JSM) for Storage and Materiels Handling. 12 April 1994  
TM 38-410 Storage and Handling of Hazardous Materiels. 13 January 1999

**Training Circulars**

Training circulars are available at [www.atiam.train.army.mil/portal/index.jsp](http://www.atiam.train.army.mil/portal/index.jsp).

TC 38-3 Guide for Basic Military Preservation and Packing. 1 December 1999

### **Related Publications**

Related publications are sources of additional information. They are not required in order to understand this publication.

#### **Army Regulations**

AR 25-50	Preparing and Managing Correspondence. 3 June 2002
AR 25-400-2	The Army Records Information Management System (ARIMS). 15 November 2004
AR 190-11	Physical Security of Arms, Ammunition, and Explosives. 15 November 2006
AR 702-18	Materiel Quality Storage Standards Policy for Shelf Life Materiel. 10 March 2004
AR 725-50	Requisition, Receipt, and Issue System. 15 November 1995
AR 735-5	Policies and Procedures for Property Accountability. 28 February 2005
AR 735-11-2	Reporting of Supply Discrepancies. 6 August 2001
AR 740-1	Storage and Supply Activity Operations. 9 September 2002
AR 740-3	Stock Readiness. 6 January 2003
AR 740-26	Physical Inventory Control. 12 March 2003
AR 750-1	Army Materiel Maintenance Policy. 5 September 2006

#### **Department of Army Forms**

DA Form 2028	Recommended Changes to Publications and Blank Forms
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#### **Department of Army Pamphlets**

DA Pamphlet 700-32	Packaging of Army Materiel. 6 May 2003
DA Pamphlet 710-2-1	Using Unit Supply System (Manual Procedures). 31 December 1997

#### **Department of Defense Publications**

DOD 4140.27-M	Shelf Life Item Management Manual. 26 September 1997
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#### **Field Manuals**

FM 5-0	Army Planning and Orders Production. 20 January 2005
FM 10-15	Basic Doctrine Manual for Supply and Storage. 12 December 1990
FM 38-700	Packaging of Materiel for Preservation. 1 December 1999

#### **Other Sources**

FEDLOG	FEDLOG User's Manual
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#### **Supply Bulletin**

SB 3-30	Chemical Materiel (Other Than Class V) Storage Serviceability Standard. 27 February 1974
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**Technical Manuals**

TM 11-5895-1611-12&P	Operator's and Unit Maintenance Manual Including Repair Parts and Special Tools List (RPSTL) for Interrogator Set AN/TPX-56(V)2 (NSN 5895-01-392-2206) (EIC: IZL), Interrogator Set AN/TPX-56(V)3 (NSN 5895-01-504-4594) (EIC: N/A). 1 October 2006
TM 38-400	Joint Service Manual (JSM) for Storage and Materials Handling. 12 April 1994
TM 38-410	Storage and Handling of Hazardous Materials. 13 January 1999

### Helpful Logistics Web pages

<http://www.quartermaster.army.mil/> - U.S. Army Quartermaster School Homepage.

<http://www.cascom.army.mil/> - Combined Arms Support Command Homepage.

<https://vports.atssc.army.mil/home.html> - Sustainment Portal

<https://forums.bcks.army.mil/default.aspx?id=239599> - LOGNET.

<http://www.finlogonline.com/> - FINLOG.

<https://liw.logsa.army.mil/index.cfm?fuseaction=login.main> - Logistics Information Warehouse.

<https://www.themotorpool.org/forum1/html/index.php> - The Motorpool.

<https://weblog.logsa.army.mil/log911/index.cfm> - LOG 911.

<https://aeps.ria.army.mil/> - U.S. Army Materiel Command, Army Electronic Product Support Website.

<https://www.logsa.army.mil/psmag/pshome.cfm> - PS Magazine home page.

<http://lrc3.monmouth.army.mil/nsn/nsndata/index.cfm> - Army NIIN/NSN Search.

<http://www.monmouth.army.mil/cecom/lrc/nsnsearch.html> - NSN, PMR, Part Number and End Item Search.

<https://www.av.dla.mil/welcome/> - DLA Asset Visibility.

<https://www.link.dla.mil/link/login.asp> - Web Logistics Information Network (WEBLINK).

<https://www.daas.dla.mil/daasing/> - Defense Automated Addressing System Center (DAASC) Inquiry System.

<http://www.dlis.dla.mil/> - Defense Logistics Information Service (DLIS).

<https://emall6.prod.dodonline.net/main/> - DoD EMALL.

<https://www.dlis.dla.mil/hmirs/default.asp> - Hazardous Materials Information Resource System (HMIRS).

<http://www.dlis.dla.mil/WebFlis/default.asp> - WEBFLIS (Provides access to FEDLOG data).

<http://www.dsccl.dla.mil/offices/packaging/index.html> - DLA Packaging.

<http://www.shelflife.hq.dla.mil/default.asp> - DoD Shelf Life Program.

[http://wex.drms.dla.mil/newenv/html/dod\\_env.\\_links.html](http://wex.drms.dla.mil/newenv/html/dod_env._links.html) - DoD Environmental Web Portal.

<https://www.daas.dla.mil/websdr/> - Supply Discrepancy Reporting (Web SDR).

[http://logtool.net/html/02USA\\_1identify.php?PHPSESSID=2aa851587b219c248ede891c1ab0b3f0](http://logtool.net/html/02USA_1identify.php?PHPSESSID=2aa851587b219c248ede891c1ab0b3f0) - Logtools web portal.

**STP 10-92A34-SM-TG**  
**6 July 2007**

By Order of the Secretary of the Army:

**GEORGE W. CASEY, JR.**  
*General, United States Army*  
*Chief of Staff*

**Official:**



**JOYCE E. MORROW**  
*Administrative Assistant to the*  
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