STP 10-92Y34-SM-TG

Soldier's Manual and Trainer's Guide

MOS 92Y

UNIT SUPPLY SPECIALIST

SKILL LEVELS 3 AND 4

May 2008

**HEADQUARTERS,
DEPARTMENT OF THE ARMY**

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MOS 92Y

Unit Supply Specialist
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Preface

This publication is for skill levels (SLs) 3 and 4 Soldiers holding military occupational specialty (MOS) 92Y. 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 and wartime. Soldiers holding MOS 92Y and SL 3 and 4 should have access to this publication. It should be made available in work areas, unit learning centers, and installation MOS libraries.

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 US 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
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Chapter 1

Introduction

1-1.   General. This Soldier Training Publication (STP) identifies individual MOS training requirements for Soldiers holding MOS 92Y. Commanders, trainers, and Soldiers should use it to plan, conduct, and evaluate individual training in units. The STP is the primary MOS reference for supporting self-development, evaluating MOS proficiency, and training of 92Y Soldiers. Commanders employ two primary methods to evaluate Soldiers' proficiency:

- Commander's evaluation. 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 test (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 publication is the Soldier's primary reference to prepare for a commander's evaluation of MOS-specific tasks. It contains task summaries for all critical tasks specific to the MOS and skill level (SL). Commanders and trainers will use this Soldier's Manual/Trainer's Guide (SM/TG) to plan and conduct training and commander's evaluations.

Chapter 2, Trainer's Guide, contains information needed to plan training requirements for this MOS. The trainer's guide

- Identifies subject areas in which Soldiers must be trained.

- Identifies critical tasks for each subject area.

- Specifies where Soldiers are initially trained on each task.

- Recommends how often each task should be trained to sustain proficiency.

- Recommends a strategy for cross-training Soldiers.

- Recommends a strategy for training Soldiers to perform higher-level tasks.

Use this STP along with STP 21-1-SMCT (Soldier's Manual of Common Tasks, Skill Level 1), STP 21-24-SMCT (Soldier's Manual of Common Tasks (SMCT) Warrior Leader Skill Levels 2-4), Army training and evaluation programs (ARTEPs), FM 25-4 (How to Conduct Training Exercises), FM 25-5 (Training for Mobilization and War), FM 7-0 (Training the Force), and FM 7-1 (Battle Focused Training) to establish effective training plans and programs that integrate Soldier, leader, and collective tasks.

1-2.   Task Summaries. Task summaries outline wartime performance requirements for each critical task in the STP. They provide both Soldier and trainer with the information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include information Soldiers must know and skills they must perform to standard for each task. Following is the task summary format:

- Task number. The task number is a 10-digit number that identifies the task and skill level. Include the task number and title in any correspondence relating to the task.

- Task title. The task title identifies the action to be performed.

- Conditions. The task conditions statement describes the field or garrison conditions under which the task will be performed and identifies the equipment, tools, references, job aids, and supporting personnel that the Soldier needs to perform the task in wartime.

- Standards. The task standards describe how well and to what level of proficiency the Soldier must perform the task under wartime conditions. Standards are typically expressed in terms of accuracy, completeness, duration, sequence, speed, and tolerance.

- Performance steps. This section provides, in detail, what is required on how to perform the task.

- Performance measures. This section identifies specific actions that the Soldier must accomplish to complete the task successfully. Performance measures appear in a GO/NO-GO rating format for easy evaluation. Some tasks may also include detailed training information in a Training Information Outline and an Evaluation Preparation Section. The Evaluation Preparation Section indicates necessary modifications to task performance in order to train and evaluate a task that cannot be trained to the wartime standard under wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications and any instructions that should be given to the Soldier before evaluation.

- References. This section identifies references that provide more detailed explanations of task performance requirements than are given in the task summary.

- Warnings. Warnings alert users to the possibility of immediate personal injury or equipment damage.

- Notes. Notes provide additional supportive explanations or tips relating to task performance.

1-3.   Soldier's Responsibilities. Each Soldier is responsible for performing individual tasks identified by the first-line supervisor based on the unit's Mission Essential Task List (METL). Soldiers must perform tasks to the standards included in the task summary. If Soldiers have questions about tasks or which tasks in this manual they must perform, they are responsible for asking their first-line supervisor for clarification. First-line supervisors know how to perform each task or can direct Soldiers to appropriate training materials, including current field manuals, technical manuals, and Army regulations. Soldiers are responsible for using these materials to maintain performance. They are also responsible for maintaining performance of all common tasks listed in the SMCTs at their current skill level and below. Periodically, Soldiers should ask their supervisor or another Soldier to check their performance to ensure that they can perform the tasks.

1-4.   NCO Self-Development and the STP. Self-development is a key component of leader development. Leaders follow planned, progressive, sequential self-development programs developed by the individual NCO and his or her first-line supervisor to enhance and sustain military competencies. Self-development consists of individual study, research, professional reading, practice, and self-assessment. The self-development concept requires all NCO, as Army professionals, to take responsibility for remaining current in all phases of their MOS. The STP is the NCO primary source for maintaining MOS proficiency. Another important resource for self-development is the Army Correspondence Course Program (ACCP). For enrollment information in this program, visit on line through the Army Institute for Professional Development (AIPD) website at http://www.atsc.army.mil/accp/aipdnew.asp.

1-5.   Commander's Responsibilities. Commanders must ensure that their unit training plans prepare the unit for war by enabling Soldiers to develop and sustain proficiency in their MOS and skill level tasks. Commanders should design unit training programs to provide individual training for all Soldiers assigned to the unit and to evaluate Soldier proficiency routinely as part of the commander's evaluation program. The unit training program should also integrate individual training with crew drills and other collective training. The MOS training plan provides information on which to base integration, cross-train, train-up, and sustainment training programs. Commanders should use the MOS training plan when developing unit training plans.

1-6.   Trainer's Responsibilities. Training is the business of all unit leaders. First-line leaders are the principal trainers in the unit because they directly supervise Soldiers and lead crews, squads, sections, and teams.

        a.   Trainers can use the MOS training plan to determine the critical tasks each Soldier is responsible for. They should tell each Soldier which tasks he or she must be able to perform. Trainers should evaluate task performance to determine which tasks each Soldier can or cannot perform to standard. Soldiers who cannot perform a task to standard need further training. Developing effective training is explained in detail in FM 7-0 and FM 7-1.

        b.   Every task summary in this STP includes performance measures, which trainers may use year-round to determine if Soldiers can perform critical tasks to the specified standards. The performance measures identify what the trainer needs to observe to score a Soldier's performance. A blank space is provided for the trainer to check either the GO or NO-GO column for each performance measure. Some tasks require the trainer to watch the Soldier perform them (evaluate the process). Other tasks call for the trainer to focus on the results of the Soldier's performance (evaluate the product). Comments should not be written on the task summary.

        c.   Trainers can monitor the progress of their Soldiers by recording task GO/NO-GO results. Trainers may use DA Form 5164-R (Hands-On Evaluation) to record the performance measures a Soldier passed or failed. The form, which may be locally reproduced, applies to all tasks in this STP. Trainers may have DA Form 5164-R overprinted with information unique to their training requirements before reproducing it. See Appendix A for instructions on how to obtain and fill out a copy of a DA Form 5164-R.

        d.   Trainers may use DA Form 5165-R (Field Expedient Squad Book) to record hands-on GO/NO-GO results for a group of Soldiers (for example, a crew, section, or squad) having the same MOS and skill level. This form supports conduct of commander's evaluations and can be used to record training results gathered in the field during slack time for all MOSs and skill levels. Use of this form is optional. See Appendix B for instructions on how to obtain and fill out a copy of a DA Form 5165-R. Trainers should work with each Soldier until tasks can be performed to specific task summary standards.

1-7.   Training Support. References have been identified for each task to assist in planning and conducting training. A consolidated list of references identified by type, publication number, and title and a comprehensive glossary of acronyms, abbreviations, and definitions are included in this STP.

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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 similar factors. Therefore, the MOS Training Plan should be used as a guide for conducting unit training and not a rigid standard. The MOS Training Plan consists of two parts. Each part is designed to assist the commander in preparing a unit training plan which satisfies integration, cross training, training up, and sustainment training requirements for Soldiers in this MOS.

- Part One of the MOS Training Plan shows the relationship of an MOS skill level 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. These subject areas are used 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/merger training.

  - **Duty Position Column**. This column lists the duty positions of the MOS, by skill level, which have different training requirements.

  - **Subject Area Column**. This column lists, by numerical key (see Section I), the subject areas a Soldier must be proficient in to perform in that duty position.

  - **Cross-Train Column**. This column lists the recommended duty position for which Soldiers should be cross-trained.

  - **Train-Up/Merger Column**. This column lists the corresponding duty position for the next higher skill level or military occupational specialty code (MOSC) the Soldier will merge into on promotion.

- Part Two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

  - **Subject Area Column**. This column lists the subject area number and title in the same order as Section I, Part One of the MOS Training Plan.

  - **Task Number Column**. This column lists the task numbers for all tasks included in the subject area.

  - **Title Column**. This column lists the task title for each task in the subject area.

  - **Training Location Column**. 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, it will identify, by brevity code (ANCOC, BNCOC, and so on), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

ANCOC	Advanced Noncommissioned Officer Course
BNCOC	Basic Noncommissioned Officer Course

Figure 2-1. Training Locations

- **Sustainment Training Frequency Column**. This column indicates the recommended frequency at which the tasks should be trained to ensure Soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA - Biannually **AN** - Annually **SA** - Semiannually **QT** - Quarterly **MO** - Monthly **BW** - Biweekly **WK** - Weekly

Figure 2-2. Sustainment Training Frequency Codes

- **Sustainment Training Skill Level Column**. This column lists the skill levels of the MOS for which Soldiers must receive sustainment training to ensure they maintain proficiency to SM standards.

2-2.   <u>Subject Area Codes</u>.

Skill Level 3
    1   Command Supply Discipline
    2   Supply Administration
    3   Unit Supply Requirements
    4   Property Accountability
    5   Logistics System Operations
    6   Arms Room Operations

Skill Level 4
    7   Property Management
    8   Logistics Operations
    9   Budget Operations
    10   Logistics Status Reporting

2-3.   Duty Position Training Requirements.

	Duty Position	Subject Areas	Cross Train	Train-up/Merger
*MOS TRAINING PLAN* *92Y* *PART ONE* *SECTION II. DUTY POSITION TRAINING REQUIREMENTS*			
SL 3	Unit Supply Specialist	1-6	N/A	Unit Supply Sergeant S-4 NCOIC
SL 4	Unit Supply Specialist	7-10	N/A	Unit Supply Sergeant S-4 NCOIC

2-4.   Critical Tasks List.

MOS TRAINING PLAN
92Y34

CRITICAL TASKS

Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 3				
Subject Area 1. Command Supply Discipline				
101-92Y-3008	Implement the Command Supply Discipline Program (CSDP)	BNCOC	QT	3
Subject Area 2. Supply Administration				
101-92Y-3007	Supervise Unit Supply Operations	BNCOC	QT	3
101-92Y-3009	Supervise Unit Budget	BNCOC	QT	3
Subject Area 3. Unit Supply Requirements				
101-92Y-3010	Manage Unit Loads	BNCOC	QT	3
101-92Y-3011	Determine Logistical Requirements	BNCOC	QT	3
Subject Area 4. Property Accountability				
101-92Y-3012	Manage Property Adjustment Documents	BNCOC	QT	3
101-92Y-3013	Maintain Inventory Records for Bulk Petroleum	BNCOC	QT	3
Subject Area 5. Logistics System Operations				
101-92Y-3101	Implement Continuity of Operations Plan (COOP)	BNCOC	QT	3
101-92Y-3102	Maintain Parameter Tables	BNCOC	QT	3
101-92Y-3103	Perform Property Book Transactions	BNCOC	QT	3
101-92Y-3104	Manage Ammunition Transactions	BNCOC	QT	3
101-92Y-3105	Perform Task Force/Split Operations	BNCOC	QT	3
101-92Y-3106	Process Unit Transfer	BNCOC	QT	3
Subject Area 6. Arms Room Operations				
101-92Y-3203	Supervise Unit Arms Room Operations	BNCOC	QT	3
101-92Y-3204	Supervise Organizational Maintenance of Weapons	BNCOC	QT	3

CRITICAL TASKS

Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	Skill Level 4			
Subject Area 7. Property Management				
101-92Y-4110	Manage Property Distribution	ANCOC	QT	4
101-92Y-4400	Update Equipment Authorization Documents	ANCOC	QT	4
Subject Area 8. Logistics Operations				
101-92Y-4300	Plan Logistical Support for Combat Operations	ANCOC	QT	4
101-92Y-4301	Inspect Logistical Operations at the Unit	ANCOC	QT	4
Subject Area 9. Budget Operations				
101-92Y-4302	Manage Budget Operations	ANCOC	QT	4
Subject Area 10. Logistics Status Reporting				
101-92Y-4303	Prepare Logistical Section of Unit Status Report (USR)	ANCOC	QT	4
101-92Y-4401	Prepare Materiel Condition Status Report	ANCOC	QT	4

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Chapter 3

MOS/Skill Level Tasks

Skill Level 3

Subject Area 1: Command Supply Discipline

Implement the Command Supply Discipline Program (CSDP)
101-92Y-3008

Conditions: Assigned as the unit supply specialist, in a field or garrison environment, with the requirement to implement the CSDP. Given AR 710-2 (Supply Policy Below the National Level), AR 735-5 (Policies and Procedures for Property Accountability), FM 10-27-4 (Organizational Supply for Unit Leaders), Property Book Unit Supply Enhanced (PBUSE) Commander's Guide, and local standing operating procedures (SOPs).

Standards: Develop, implement, and maintain supervisor level CSDP in accordance with AR 710-2 and AR 735-5.

Performance Steps

1. Initiate CSDP. (Reference: AR 710-2, Appendix B-1 and AR 735-5, Chapter 11, paragraph 11-1)
    a. Define CSDP.
        (1) A compilation of existing regulatory requirements.
        (2) A mandatory program.
        (3) A program designed to simplify command, supervisory, and managerial responsibilities.
    b. Develop CSDP to implement in unit.
        (1) Provide the personal interest and direction necessary to establish an effective CSDP.
        (2) Identify the appropriate CSDP requirements listing from AR 710-2, Appendix B for use.
        (3) Review the requirements listing within the CSDP in order to become familiar with applicable regulatory requirements.
        (4) Make additions to the requirements listing for the unit's uniqueness.
        (5) Incorporate local SOP requirements into the CSDP.
    c. Obtain parent level inspection checklists.
    d. Obtain parent level evaluation schedule for your unit.
    e. Report to the immediate higher headquarters any applicable requirements within the requirements listing or checklists that cannot be completed.

2. Execute the CSDP.   Reference: AR 710-2, Appendix B, and AR 735-5 Chapter 11, paragraph 11-6)
    a. Perform routine duties utilizing the CSDP.
    b. Review past evaluations conducted by higher headquarters to determine if any discrepancies have not been corrected.
    c. Perform general regulatory requirements.
    d. Check property authorization documents.
    e. Check requesting and receiving supplies.
     f. Check disposition of property.
    g. Check property responsibility.
    h. Check organizational clothing and individual equipment (OCIE) and personal clothing.
     i. Check management of loads.
     j. Check prescribed load list (PLL).
    k. Check inventories.
     l. Check adjustments for lost, damaged, or destroyed property.
    m. Check storage.
    n. Check petroleum management.

Performance Steps
    o. Perform Property Book Unit Supply Enhanced (PBUSE) checks:
        (1) Post the proper item authorization documents to the property master file.
        (2) Add the sets, kits, and outfits (SKO) to the master component file.
        (3) Post the equipment publication data to the asset master record for equipment or tool sets.
        (4) Establish policies and procedures for the operation of the PBUSE system.
        (5) PBUSE Work Area:
            (a) Locate the PBUSE equipment within the unit supply administrative work area.
            (b) Situate each computer system near an electrical circuit that provides at least 10 amps for continued operating.
            (c) Verify that power line filters are operational.
            (d) Use a battery or unlimited power supply.
            (e) Clean the computer to ensure it is free of dust, dirt, and grease.
            (f) Verify that the vents on the computer equipment are free of blockage from book, paper, or other material.
        (6) Maintain system operations:
            (a) Store diskettes in protective jackets and diskette storage boxes.
            (b) Store magnetic tapes in their protective covers.
            (c) Load only approved programs on the computer.
            (d) Provide a work site that protects the computer equipment from rain, dust, dirt, and so on.
            (e) Locally procure or fabricate a rugged carrying case to transport and protect computer equipment.
            (f) Set up adequate workstation equipment (tables, and so on) for the computer equipment.
            (g) Employ special protective cover to keep the computer equipment free of dust & dirt.
        (7) Maintain operating supplies:
            (a) Maintain sufficient quantities of paper and printer ribbons.
            (b) Maintain an adequate supply of blank diskettes.
            (c) Maintain a sufficient amount of cleaning supplies for the tape drive, diskette drives, and system exterior.
        (8) Maintain system security:
            (a) Keep the unit Department of Defense Activity Address Code (DODAAC) file current.
            (b) Designate the user groups with the associated access rights.
            (c) Review the DODAAC and security accessed data file with the outgoing and incoming unit commanders in conjunction with the change of command.
            (d) Secure access to the system to prevent unauthorized use.
            (e) Obtain copies of the PBUSE Automated Information System (AIS) manual.
            (f) Familiarize the operators with the PBUSE AIS manual.
            (g) Familiarize the commander and designated representative with the PBUSE AIS manual.
            (h) Limit access to just the commander and or the commander's designated representatives.
            (i) Verify that the audit register is being used to monitor system and process accesses.
        (9) Conduct password management:
            (a) Verify that passwords are being updated.
            (b) Limit assigning and controlling passwords and system access rights to the commander or the commander's designated representative.
            (c) Randomly select passwords and ensure they are six digits in length.
            (d) Maintain copies of user identifications (IDs) and passwords in a secure location for authorized use in emergencies.
       (10) Perform property accountability:
            (a) Assign a unique support indicator code (SIC) in the property origin file, for each supporting PBO.
            (b) Establish sub-hand receipt holders (SHRHs).
            (c) Keep sub-hand receipts current.

Performance Steps

        (d) Assign all on-hand property to SHRHs.

        (e) Post supervisor information to the SHRH files.

        (f) Check to ensure that property items requiring serial, registration, or lot number accounting have the proper serial/registration number requirement code (SRRC).

    (11) Perform component hand receipt functions.

        (a) Create a master component list (MCL) for all property items needing component hand receipts.

        (b) Keep MCLs current.

        (c) Flag all component shortages for replenishment.

        (d) Print current component hand receipts and obtain signature of the responsible sub-hand receipt holder.

        (e) List component serial numbers for each component hand receipt as required.

        (f) Restrict access to the MCL to the responsible staff personnel only.

    (12) Conduct component security.

        (a) Limit component processes to the required users only.

        (b) Have the commander periodically review unit component records to ensure compliance with Army regulations and policies.

        (c) Have the S4 staff periodically inspect unit component records to ensure compliance with Army regulations and practices.

    (13) Perform supply management.

        (a) Set the Standard Army Retail Supply System (SARSS) indicator in the interface parameter for the appropriate SARSS system.

        (b) Set the replenishment-authorized flag to "Y" for elements performing supply actions in the budget/property parameters.

        (c) Set the objective supply capability (OSC) indicator and defense data network (DDN) data in the OSC parameters, if the unit is supported by OSC.

        (d) Set the unit identification code (UIC) and Force Activity Designator (FAD) in the unit parameters.

        (e) Assign the document number series for expendable and durable supply actions in the unit parameters.

        (f) Obtain a letter from the unit commander establishing the document number series to be used by his/her unit.

        (g) Check the letter to ensure it establishes document number series for off-line manual posting to the PBUSE document register (post/post actions).

        (h) Set the number of days for automatic follow-up and frequency of document register purge in the unit parameters.

        (i) Set the reportable dollar value, as designated by the commander, for expenditures of command interest in the unit parameters.

        (j) Set the class of supply and subclass of supply for items normally used by the unit in the class/subclass parameters.

        (k) Process requests for issue in a timely manner to correct supply shortages.

        (l) Request shortages within budget limits.

        (m) Process turn-ins and cancellations to correct supply excesses.

    (14) Maintain unit loads.

        (a) Establish unit load parameters for elements desiring to maintain unit load data in the unit load parameters.

        (b) Have the unit commander approve all unit load additions and deletions, other than operational load, prior to actions being taken to add or delete unit load records.

        (c) Have unit load reviewed periodically by the commander to validate the accuracy of the levels.

        (d) Inspect the unit load periodically for serviceability and shelf life.

    (15) Maintain document control register.

        (a) Post off-line manual supply actions to the system document register.

        (b) Process supply transactions to the source of supply (SOS) daily or as required.

Performance Steps

     (c) Obtain the unit status from the SOS for each direct support unit (DSU) and process it daily.

     (d) Research and take appropriate action for each document listed on the Supply Status Process Report.

   (16) Perform supply support requirements.

     (a) Set the DSU code in the supply support parameters for each class of supplies authorized to be requested.

     (b) Set the DSU unit data in the support activity site parameters, for each of the DSUs providing supply support.

     (c) Limit security accesses to the parameter processes to the commander or commander's designated representative.

     (d) Have the commander periodically review unit supply actions to ensure compliance with Army regulations and policies.

     (e) Have the S4 staff periodically inspect unit supply actions to ensure compliance with Army regulations and policies.

   (17) Budget management

     (a) Have the unit commander and unit budget manager receive a briefing from the battalion budget staff officer on the budget policies, PBUSE budget structure, and PBUSE standing operating procedures for the budget processes.

     (b) Comply with battalion/brigade budget policies and standards.

     (c) Obtain the budget account codes (BACs), budget ledgers or sub ledgers and fund ceilings for tracking all elements of the operating budget from battalion or brigade budget staff officer.

     (d) Maintain the last budget data diskette received from the battalion or brigade PBUSE system.

     (e) Have the unit commander allocate funds to each budget quarter, for all quarterly ledgers

     (f) Distribute the total allocated amount for each ledger or sub ledger so that it is less than or equal to the total received amount.

     (g) Establish an identity record for the unit and Unit Level Logistics System-Ground (ULLS-G)/Unit Level Logistics System-Aviation (ULLS-A) for receiving Class IX supply request data for posting to the budget.

     (h) Have the unit commander post automated supply data and manual data to the ledger or sub ledger daily. This includes supply request data from the PBUSE supply process and supply data received from the ULLS-G/A users.

     (i) Check the fund status of each ledger or sub ledger on a weekly basis.

     (j) Inform the battalion or brigade budget officer when the allocated amount exceeds the received amount.

     (k) Inform the battalion or brigade budget officer when the committed amount exceeds the allocated amount and the obligated amount exceeds the committed amount.

     (l) Produce and use the budget reports to manage budget status.

     (m) Report the status of ledgers or sub ledgers on a regular basis to the battalion or brigade budget officer.

     (n) Purge closed budget ledgers/files no longer needed on the budget files to a printout report.

   (18) Manage the Army Material Status System (AMSS).

     (a) Provide the battalion/brigade S4 with your unit's AMSS UIC.

     (b) Complete the AMSS reporting UIC entry in the unit supply parameters screen to ensure reports can be sent to higher headquarters.

   (19) Provide the Battalion/Brigade S4 staff section with the initial/update equipment build data file for logistics support planning.

 p. Inform commander of areas that need additional command guidance, support or influence.

 q. Request assistance from higher headquarters for areas that need improvement or clarification.

Performance Steps

3. Maintain the CSDP. (Reference: AR 710-2, Appendix B and AR 735-5, Chapter 11, paragraphs 11-1 through 11-6)
    a. Develop measures to enforce supply discipline.
        (1) Continue command emphasis on supply discipline by unit leadership.
        (2) Provide training to unit personnel on supply requirements, procedures, and methods.
        (3) Take administrative measures for accounting for lost, damaged, and destroyed property.
        (4) Take disciplinary measures to deter and/or correct fraud, waste, negligent damage and/or loss of government property.
    b. Update SOPs and CSDP to align with changing unit requirements.
    c. Submit systemic problems that cannot be resolved to the commander for resolution.

Performance Measures	GO	NO-GO
1. Initiated the CSDP.	——	——
2. Executed the CSDP.	——	——
3. Maintained the CSDP.	——	——

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

References

Required	Related
AR 710-2	
AR 735-5	
FM 10-27-4	

Subject Area 2: Supply Administration

Supervise Unit Supply Operations
101-92Y-3007

Conditions: Assigned as a unit supply specialist, in a field or garrison environment, given the requirement to supervise unit supply operations. Given property records; blank forms (such as DA Form 2062 (Hand Receipt/Annex Number), hand receipts; DA Form 3161 (Request for Issue or Turn-in), DA Form 2765-1 (Request for Issue or Turn in), DA Form 4949 (Administrative Adjustment Report), DD Form 200 (Financial Liability Investigation of Property Loss), DA Form 7531 (Checklist and Tracking Document for Financial Liability Investigations of Property Loss), DD Form 362 (Statement of Charges/Cash Collection Voucher), appropriate supply publications, AR 25-400-2 (The Army Record Information Management System (ARIMS)), AR 190-11 (Physical Security of Weapons, Ammunition, and Explosives), AR 710-2 (Supply Policy Below the National Level), AR 735-5 (Policies and Procedures for Property Accountability), DA Pamphlet 25-30 (Consolidated Index Army Publications and Forms), DA Pamphlet 710-2-1 (Using Unit Supply System (Manual Procedures)), Property Book Unit Supply Enhanced (PBUSE) system, with forms program.

Standards: Supervise unit supply operations and maintain 100 percent property accountability.

Performance Steps

1. Determine the requirements to manage property administration. (Reference: AR 710-2, Chapter 1)
    a. Follow the guidance to manage property administration in units in accordance with AR 710-2, Chapter 1, paragraphs 1-7, 1-9, and 1-28.
        (1) Requests through command channels when regulatory guidance is not clear.
        (2) Process deviation for supply policy requiring HQDA approval through command channels to HQDA (DALO-SMP), Washington D.C. 20310-0500.
        (3) Identify and report supply constraints to higher headquarters that impact on compliance.
        (4) Implement the Hazardous Materials Management Program.
    b. Follow administrative procedures as outlined in DA Pamphlet 710-2-1, Chapter 1, paragraphs 1-4 and 1-7 and local SOP to manage property administration.

2. Establish property administration in a unit. (Reference: DA Pamphlet 710-2-1, Chapters 1 through 8).
    a. Supervise personnel performing property book property authorization documents.
        (1) Verify all pertinent property authorization documents (MTOE, TDA, and so on) are on hand.
        (2) Verify all items that require property book accounting are on property book.
        (3) Reconcile hand receipt with authorization allowances.
        (4) Ensure the property book is to account for organization and installation property separately.
        (5) Verify the PBO is appointed by commander or head of separate activity for whom the property book is maintained.
    b. Supervise personnel maintaining the automated property listings.
        (1) Verify the automated PBUSE Hand Receipt is on hand to show acceptance of and responsibility for assigned property.
        (2) Verify the hand receipt accuracy.
        (3) Provide assistance to commander to conduct required inventories by verifying accuracy of listings.
        (4) Verify the preparation and maintenance of hand receipt procedures.

Performance Steps

    c. Supervise personnel preparing and maintaining the hand receipts procedures.

        (1) Verify that sub hand receipt holders accept direct responsibility for property by signing a hand receipt.

NOTE: Verify that property provided to contractors is properly accounted for. (Reference: AR 735-5, Chapter 2, paragraph 2-5)

        (2) Verify that equipment is issued on hand receipt/sub hand receipt.

        (3) Verify change documents are posted to hand/sub hand receipt at least six (6) months from the oldest change document.

        (4) Verify temporary hand receipt property is issues for less that 30 calendar days.

        (5) Verify property issued for more than 30 calendar days are issued on a permanent hand receipt.

        (6) Verify inventory listings are used when assigning individual responsibility is not practical.

        (7) Verify that components of sets, kits, and outfits (SKO) are controlled.

        (8) Verify hand receipt shortage annexes are prepared when component shortages exist.

        (9) Verify hand receipts are filed in appropriate unit supply files.

    d. Supervise personnel requesting and receiving supplies and logistical services.

        (1) Verify that all authorized property and components and basic loads are on hand or on request.

        (2) Verify commander or designated representative review all requests having an Urgency of Need designator "A" and "B" for priority abuse.

        (3) Verify the use of End Item Codes (EICs) for requesting repair parts.

        (4) Verify that request for recoverables are preceded by a turn-in of an unserviceable like item.

        (5) Verify the establishment and maintenance of document registers within the unit.

        (6) Verify controls are in place to account for all VISA Government Purchase Card (GPC) purchases.

        (7) Monitor command requirements when a unit member is appointed as an ordering/contracting officer.

        (8) Verify requests for DRMO property are processed through Supply Support Activity (SSA).

        (9) Verify that Delegation of Authority documents are prepared to receipt for supplies and equipment.

      (10) Report all discrepancies when supplies and equipment are received.

      (11) Verify that document modifiers are submitted when a change is required.

      (12) Verify cancellation requests are submitted when requested items are no longer needed.

      (13) Monitor the hazardous material program and provide guidance on the availability of materials.

    e. Supervise supply personnel in issuing, storing, turning in supplies and equipment.

        (1) Issuing:

            (a) Verify all property is issued and hand receipt accountability is maintained.

            (b) Verify hand receipts are used whenever property book or durable items are issued.

        (2) Storage:

            (a) Verify that adequate facilities and space is available for hand receipt holders to store the different classes of supplies.

            (b) Verify that storage facilities meet physical security requirements to prevent loss.

            (c) Verify that storage facilities meet the Occupational Safety and Health Administration (OSHA) Guidelines and local SOP.

            (d) Verify that adequate material handling equipment (MHE) is on hand.

            (e) Verify that storage facilities are properly marked with appropriate identifying symbols.

            (f) Verify that materials are inspected and kept ready for use.

        (3) Turn-Ins:

            (a) Verify that transferred property meets accountability and maintenance requirements.

            (b) Verify turn-in action of excess property and associated components are initiated within 10 days after the time the item is determined to be excess or un serviceable.

Performance Steps

        (c) Verify turn-in of unserviceable and not repairable property book items through the property book officer (PBO).

        (d) Verify turn-in of unserviceable Communication Security (COMSEC) equipment is handled by the custodian.

        (e) Verify turn-in of unserviceable repairable items to supporting SSA.

        (f) Validate component shortages of property being turn-in.

        (g) Items "Found on Installation" that are not on accountable records must be turned in through PBO.

        (h) Verify turn-in of residue and unexpended ammunition after completion of training.

        (i) Verify ammunition that is found is turned in to the amnesty program.

        (j) Verify excess hazardous materials are turn-in to the SSA.

  f. Establish and maintain document registers.

    (1) Manual:

        (a) Verify PBO has designated, by Informal Memorandum, those elements authorized to request expendable and durable supplies.

        (b) Verify the unit has an Informal Memorandum that specifies the class of supply, DODAAC, and block of document serial numbers to be used on hand.

        (c) Verify document registers are prepared and maintained correctly.

        (d) Verify supply status, status cards and/or listings are maintained for supplies due in.

        (e) Verify all transactions (such as cancellation, follow-up, modification, and receipt data) are posted to document register.

        (f) Verify document register is closed out and filed correctly.

    (2) Automated:

        (a) Verify PBO has designated, by Informal Memorandum those elements authorized to request expendable and durable supplies.

        (b) Verify the unit has an Informal Memorandum that specifies the class of supply, DODAAC, and block of document serial numbers to be used on hand.

        (c) Verify Document Number Parameter is set for classes of supply.

        (d) Verify active and inactive document/transaction history listings are maintained correctly.

  g. Conduct reconciliation procedures with Supply Support Activity.

    (1) Verify reconciliation is accomplished on a monthly basis or in accordance with local Standing Operating Procedures.

    (2) Verify a copy of reconciliation is on file.

  h. Direct establishing supply and equipment inventory control function.

    (1) Verify elements that impact on acquisition, allocation and disposal of material.

    (2) Verify a joint change of primary hand receipt holder was conducted.

    (3) Verify all unit property is inventoried annually.

    (4) Verify that an inventory is conducted prior to receipt or turn-in of property.

    (5) Verify a change of custody of arms storage facility is conducted with the results recorded on a hand receipt.

    (6) Verify sensitive item inventories are conducted and recorded.

    (7) Verify weapons and ammunition inventories are conducted and recorded.

    (8) Verify unit basic and operational loads are inventoried to verify authorized stockage levels.

    (9) Verify authorized stockage of the prescribed load list (PLL) is on hand or on request.

   (10) Verify inventories of OCIE is conducted:

        (a) Soldiers departing or newly assigned.

        (b) Soldiers placed on AWOL status, hospitalized, or emergency leave.

        (c) Soldiers returning from a field exercise.

  i. Establish and maintain supply files.

    (1) Verify unit files are on hand and maintained.

    (2) Verify files are disposed of when required.

  j. Supervise unit budget operations.

    (1) Review the unit's budget requirements.

    (2) Verify the units Annual Fund Program allocations.

Performance Steps
(3) Verify the commitment totals for each Element of Resources (EOR).
(4) Verify the obligated commitment total for each EOR.
(5) Verify the Unfinanced Requirements List.
k. Supervise PBUSE.
(1) Verify that qualified individuals are available to operate the Property Book Unit Supply Enhanced Module (PBUSE).
(2) Verify that the PBUSE EM is on hand.
(3) Verify that security accesses for PBUSE have been established.
(4) Verify that PBUSE Parameter Files are established.
(5) Verify that property origin records have been established.
(6) Verify that Continuity of Operations Plan (COOP) for PBUSE is being performed.

3. Maintain property administration in a unit by applying the Command Supply Discipline Program procedures. (Reference: AR 710-2, Appendix B and AR 735-5, Chapter 11, paragraph 11-1)
a. Administrative action:
(1) Review the last evaluation to determine if past discrepancies were resolved.
(2) Establish suspense dates for corrective actions.
(3) Correct all finding using regulatory guidance.
(4) Brief commander on the finding at the completion of the evaluation.
(5) Evaluate the supply operations by using Command Inspection Checklist.
(6) Determine if any discrepancies are repeat findings.
(7) File evaluation results in the appropriate unit supply files.
b. Train personnel:
(1) Verify that school trained supply personnel are assigned and working in their assigned position.
(2) Conduct military occupational specialty (MOS) training classes to validate skills.
(3) Recommend professional development through enrollment in Army Correspondence Courses.
c. Reinspect areas:
(1) Review the last evaluation and correct discrepancies found.
(2) Inform commander that corrective action has been taken.
(3) Forward results of corrective action to higher headquarters.
(4) Determine if any discrepancies are repeat findings.
(5) File evaluation results in the appropriate unit supply files.

Performance Measures	**GO**	**NO-GO**
1. Determined the requirements to manage property administration.	——	——
2. Established property administration in a unit.	——	——
3. Maintained property administration in a unit by applying the Command Supply Discipline Program procedures.	——	——

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

References
    Required   **Related**
    AR 25-400-2   DA PAM 25-30
    AR 190-11
    AR 710-2
    AR 735-5
    DA FORM 2062
    DA FORM 3161
    DA FORM 2765-1
    DA FORM 4949
    DA FORM 7531
    DA PAM 710-2-1
    DD FORM 200
    DD FORM 362
    GCSS-A/T PBUSE EM

Supervise Unit Budget
101-92Y-3009

Conditions: Assigned as a unit supply specialist in a field or garrison environment and given the requirement to supervise the unit budget. Given budget data, manual ledgers, Property Book Unit Supply Enhanced (PBUSE) system, data from ULLS-Ground, data from ULLS-Aviation, local standing operating procedures (SOPs).

Standards: Maintain accurate status of the unit budget in accordance with local SOP and PBUSE End User Manual (EM).

Performance Steps

1. Determine the unit's budget requirements.
   a. Review the Command Operating Budget Guidance.
   b. Identify all Budget Allocation Records:
      (1) Self-Service Supply Center Account.
      (2) VISA Government Purchase Cards (GPCs).
      (3) Morale, Welfare, and Recreation (MWR).
      (4) Class III bulk.
      (5) Class IX account.
   c. Review prior year's annual funding program.
   d. Collect data that supports developing an "Unconstrained" budget.
      (1) Establish operational requirements affecting readiness.
         (a) Review training missions with the S-3 to determine the impact on prior year's budget.
         (b) Review training missions with the S-3 to determine the impact on developing budget requirements.
      (2) Review all outstanding due-ins and cancellations that may impact on budget requirements.
      (3) Review force structure requirements (for example, MTOE Change) which may effect the budget.
      (4) Consider statutory requirements (compliance with federal, other laws, or Army Regulations) impacting budget requirements.
   e. Consolidate total budget requirements.
   f. Compare total budget requirements with the Command Operating Budget Guidance.
   g. Provide recommendation to commander for final action.
   h. Review the Unfinanced Requirement (UFR) list.
   i. Forward the unit's consolidated budget requirements in accordance with Command Operating Budget Guidance.
   j. File copy of budget requirements in the appropriate unit supply files.

2. Manage the budget process. (Reference: PBUSE EM).
   a. Identify funding levels provided for each Budget Account Record.
   b. Establish budget management systems/procedures for each account.
   c. Supervise the processing of budget records using manual procedures.
      (1) Verify expenditures are recorded in the remarks column of the document register when register is used to track funds.
      (2) Verify expenditures are posted to an informal ledger or locally produced forms.
         (a) Check to see if expenditures are posted.
         (b) Verify the balance of allocations.
      (3) Review budget reports that are provided by the local financial management system (for example, Standard Finance System (STANFINS) printouts and so on).
      (4) Provide commander current budget status.
      (5) File budget reports in accordance with local SOP.

Performance Steps

3. Manage the processing of budget records using PBUSE EM. (Reference: PBUSE EM, Section 5)
   a. Create Standard Accounts in accordance with PBUSE EM, Section 5.6.3.1.
      (1) From the PBUSE-Module Main Menu, Administration, select Budget Functionality to display the Global Combat Support System (GCSS).
      (2) Under the Accounts section, select the Create Standard Account selection; click the Create Std Accts to display the Create Standard Accounts screen.

NOTE: If a Standard account has already been created, the screen will display the message, "Standard accounts have already been created for this UIC. Please select another UIC".

      (3) Click the find UIC button to display the UIC search screen. Type the desired UIC (1 to 6 positions) and click the appropriate underscored UIC display the unit information.

NOTE: For example, if "W1HDA" is entered each UIC(s) that contains "W1HDA" is displayed.

      (4) Click the Authorized By List of Values (LOV) and make a selection.

NOTE: Only the Budget Officer can allocate funds.

      (5) Type the dollar amount for any or all of the fields in the Allocated Amount column, or leave the allocated amount blank to create an account without allocating funds.
      (6) Click the Apply button.

4. Create user accounts. (Reference: PUBSE EM, Section 5.6.3.2.)
   a. Click Create User Accts to display the Create User Account screen.
   b. Click the find UIC button to display the UIC search screen. Type the desired UIC (1 to 6 positions) and click the appropriate underscored UIC display the unit information.

NOTE: For example, if "W1HDA" is entered, each UIC(s) that contains "W1HDA" is displayed.

   c. Click the Authorized by LOV and make a selection.
   d. Type the name of the account in the Account Name field.
   e. Type Description of the account in the Account Description field, if desired.
   f. Click the Apply button.
   g. Click OK to the message, "Account has been created".

5. Update accounts. (Reference: PBUSE EM Section 5)
   a. Click Update Accounts to display the Update Accounts screen.
   b. Click the Find UIC button to display the UIC Search Select record to be modified from the Budget Account Code Record Data screen. Type the desired UIC and click the Go button and/or click the appropriate underscored UIC to display the unit information.

NOTE: For example, if "W1HDA" is entered each UIC(s) that contains "W1HDA" is displayed.
NOTE: Click the Undo button to clear the non-LOV fields.
NOTE: Click the Refresh button to return the screen to the default.

   c. Delete a user account.

NOTE: Standard Accounts can't be deleted. User Accounts can only be deleted when the account is at zero balance and no supply or travel withdrawals have been processed.

      (1) Click the check box in the Delete column.
      (2) Click the Apply button.
      (3) Click the OK to the message, "account profile(s) have been updated.
   d. To modify the Account Name:
      (1) Click the underscored Modify name to display the Update Account Name screen.
      (2) Type the desired account name in the New Account Name field.
      (3) Click the Apply button.
   e. To change the Tag Status, click the "On" or "Off" radio button in the Tag Status column.

NOTE: The Tag Status defaults to "On" when the account is created. Tag Status controls accounts displayed on the Account Summary Report and the Transaction Detail Report screen, Account Name LOV. If set to "Off" the account will not be displayed on the Report or the LOV.

   f. To change the automatic post, click the "On" or "Off" radio button in the Auto post column.

NOTE: the Auto post defaults to "Off" when the account is created. Auto post controls the automatic posting of transactions to the Standard Accounts. If set to "On", the system will automatically deduct the funds and post to the appropriate standard account when a request is processed for that Class of Supply.

Performance Steps

   g. Type remarks pertaining to the account in the Remarks column, if desired.
   h. To search for a specific record(s).
      (1) Click the Search button to display the Update Account screen.
      (2) Click the Find UIC button to display the UIC Search screen. Type the desired UIC (1 to 6 positions) and click the Go button and / or click the appropriate underscored UIC to display the unit information.
NOTE: For example, if "W1HDA" is entered each UIC(s) that contains "W1HDA" is displayed.
      (3) Click LOVs and make a selection, if desired.
NOTE: Click the Undo button to clear the non-LOV fields and return the LOV fields to default.
      (4) Click the Apply button.

   6. Provide budget status to commanders as required.
      a. Brief the annual funding program and allocations for each Element of Resources (EOR); (for example, equipment, contracts, and services).
      b. Provide commitment totals for each EOR.
      c. Provide obligation totals for each EOR.
      d. Brief unobligated commitment totals for each EOR.
      e. Provide total funds available for each EOR.
      f. Review Unfinanced Requirements List (URL).
      g. Provide spending projections based on current budget data.
      h. Make recommendations to command on spending/obligation options.
      i. Dispose of budget information in accordance with local SOP.

Performance Measures	**GO**	**NO-GO**
1. Determined the unit's budget requirements.	——	——
2. Managed the budget process.	——	——
3. Managed the processing of budget records using PBUSE.	——	——
4. Created user accounts.	——	——
5. Updated accounts.	——	——
6. Provided budget status to commanders as required.	——	——

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

References

Required	**Related**
GCSS-A/T PBUSE EM	
LOCAL SOP	

Subject Area 3: Unit Supply Requirements

Manage Unit Loads
101-92Y-3010

Conditions: Assigned as a unit supply specialist in a field or garrison environment and given the requirement to manage unit loads. Given a Property Book Unit Supply Enhanced (PBUSE) system; basic load (BL) data; operational load (OL) data; unit load (UL) data; AR 710-2 (Supply Policy Below the National Level), AR 735-5 (Polices and Procedures for Property Accountability), DA Pamphlet 710-2-1, CTA 50-909, CTA 50-970, PBUSE EM, and local standard operating procedures (SOPs).

Standards: Manage the unit load and ensure all allocations are on hand or on order while maintaining 100 percent accountability by using manual or automated procedures in accordance with AR 710-2, AR 735-5, DA Pamphlet 710-2-1, CTA 50-909, CTA 50-970, PBUSE EM, and local SOP.

Performance Steps

1. Update unit load requirements. (Reference: DA Pamphlet 710-2-1, Chapter 7, paragraph 7-2 - 7-7)
    a. Determine unit load allocations by reviewing the appropriate authorization documents.
    b. Conduct a manual review by doing the following:
        (1) Review DA Form 2063-R (Prescribed Load List) for Class II, IV, and VII changes.
            (a) Review DA Form 3318 (Records of Demands - Title Insert) semiannually.
            (b) Inventory basic load.
            (c) Determine if an adjustment document for shortages is required.
            (d) Make sure shortages are placed on order.
            (e) Verify that any excess is returned to the SOS.
            (f) Verify that documents are filed in the unit supply files.
        (2) Verify that the Class I and Class V basic loads are on the property book.
        (3) Verify that the Class I basic load is inventoried semiannually.
        (4) Verify that the Class V basic load is inventoried monthly.
    c. Inspect operational load for Class II, III Package, IV, and VIII in accordance with DA Pamphlet 710-2-1.
        (1) Verify that at least a 15-day stockage of supply is on hand or on request.
        (2) Account for durable items using hand receipt procedures.
        (3) Verify that durable items in the loads are inventoried semiannually.
        (4) Check all items to verify that each item matches the description on the hand receipt.
        (5) Prepare a list of any discrepancies found.
        (6) Count all items and make a list of any discrepancies between the quantity on hand and the quantity shown on the hand receipt.
        (7) Conduct a visual check of the items' condition.
        (8) Verify that unserviceable items are returned to the SOS and damaged items are repaired.
        (9) Verify that any excess items are returned to the SOS.
        (10) Verify that turn-in documents are filed in the unit supply files.
    d. Review unit loads demand history. (Reference: PBUSE EM, Section 8)
        (1) Access the PBUSE Module Main Menu.
        (2) Click Hand Receipt.
        (3) Click Operational/Basic load to display the Operational/Basic Load Screen.
        (4) Click the Find button and select the DODAAC.
        (5) Click the Load Type LOV and choose either operational or basic.
        (6) Click the Demand Qty field of the desired NSN to display the Demand History screen.
        (7) Click Close to exit.

Performance Steps

2. Conduct follow-up to correct unit load deficiencies. (Reference: DA Pamphlet 710-2-1, Chapter 7, paragraph 7-3)
    a. Verify that adjustment documents for unit load shortages have been prepared in accordance with AR 735-5.
    b. Verify that all overages are turned in to the SOS.
    c. Verify that any new changes are forwarded to the SOS.
    d. Verify that the results of all unit load inventories are filed in accordance with the local SOP.
    e. Reinspect and verify that all deficiencies have been corrected.

Performance Measures	GO	NO-GO
1. Updated unit load requirements.	——	——
2. Conducted follow-up to correct unit load deficiencies.	——	——

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

References
    Required   **Related**
    AR 710-2
    AR 735-5
    CTA 50-909
    CTA 50-970
    DA FORM 2063-R
    DA FORM 3318
    DA PAM 710-2-1
    GCSS-A/T PBUSE EM
    LOCAL SOP

Determine Logistical Requirements
101-92Y-3011

Conditions: Assigned as a unit supply specialist in a field or garrison environment given the requirement to determine logistical requirements for specific classes of supply for combat operations. Given Class I (subsistence), Class II (clothing, tools, Table of Allowance 50), Class III (petroleum, oil and lubricants), Class IV (construction, barrier materials), Class VI (personal items), Class V (ammunition), and Class VIII (medical, except repair parts), Property Book Unit Supply Enhanced, (PBUSE) system, with forms program, DA Pamphlet 710-2-1, Using Unit Supply System Manual Procedures, AR 710-2 (Supply Policy Below the National Level), and local standing operating procedure (SOP).

Standards: Determine logistical requirements for specific classes of supply to support combat operations while maintaining 100 percent property accountability.

Performance Steps

1. Establish unit basic load of Classes I, III, and V supplies to support combat operations. (Reference: PBUSE EM, Section 5, AR 710-2, paragraph 2-55, page 32; DA Pamphlet 710-2-1 Chapter 7, page 94; and the unit's local SOP).
    a. Determine what classes of supplies will be maintained as a basic load.
    b. Determine the method of calculating the stockage levels in accordance with PBUSE Planning Table, Chapter 5, paragraph 5.7.2, page 5-137.
    c. Determine basic load of Class I (subsistence) based on the unit's authorized personnel strength and mission.
    d. Determine the unit's health & comfort sundry pack requirement based on the unit's assigned female personnel.
    e. Compute Class I based on personnel strength and days of supply (DOS) required.
    f. Compute the number of health & sundry packs based on the number of females and males assigned and DOS.
    g. Determine the water requirements based on the unit needs for the temperate zones: arid, tropic, temperate, and arctic.
        (1) Compute water requirements for construction needs.
        (2) Compute water requirements for drinking.
        (3) Compute water requirements for food preparation.
        (4) Compute water requirements for personal hygiene.
        (5) Compute water requirements for laundry.
        (6) Compute water requirements for aircraft and vehicle maintenance/use.
        (7) Compute water requirements for medical requirements.
        (8) Compute water requirements for Mission Oriented Protective Posture (MOPP) 3 and 4.
        (9) Determine storage space required for Class I, health and comfort sundry packs.
    h. Determine basic load for Class III, bulk fuel and packaged products (POL), based on the unit's authorized equipment. (Reference: PBUSE Planning Table, Chapter 5, paragraph 5.7.2, page 5-137).
        (1) Verify the unit's required and authorized quantities by equipment type.
        (2) Compute Class III based on equipment density and DOS:
            (a) Compute motor gasoline (MOGAS) requirements, if required.
            (b) Compute jet propulsion (JP) 8 requirements, if required.
            (c) Compute aviation gasoline (AVGAS), if required.
        (3) Determine storage space required for Class III basic load.
    i. Determine basic load for Class V based on unit authorization of weapons, in accordance with PBUSE Planning Table, Chapter 5, paragraph 5.7.2, page 5-137.
        (1) Verify the unit's required and authorized quantities of weapons.
        (2) Compute Class V based on weapon density and DOS.
        (3) Determine storage space required for Class V basic load.

Performance Steps

      j. Account for Classes I and V on the property book.

      k. Coordinate the replenishment of basic load for Classes I, II, III, IV, V, VI, and VIII (except medical repair parts) of supply.

2. Establish unit's operational load (OL) for Class I, II, III, IV, V, VI and VIII (except medical repair parts) supplies. (Reference: PBUSE EM, Section 5, DA Pamphlet 710-2-1, paragraph 7-2, page 94; PBUSE Planning Table, Chapter 5, paragraph 5.7.2, page 5-137)

      a. Determine OL requirements for Class I, II, III, IV, V, VI and VIII (except medical repair parts) supplies.

      b. Maintain a stockage list for OL.

      c. Manage OL for Class I, II, III, IV, V, VI and VIII (except medical repair parts) supplies.

      d. Account for OL on a locally produced ledger.

      e. Review OL for Classes I, II, III, IV, V, VI, and VIII (except medical repair parts) supplies.

      f. Update the OL list after the review.

      g. Maintain OL on PBUSE, in accordance with PBUSE EM, paragraph 4-17, page 4-113.

        (1) Select Supply Menu from the S4 Main Menu.

        (2) Select Unit Load Menu from the Supply Menu.

        (3) Select Unit Load Add/Mod/Del option to update the unit load.

        (4) Select Add Unit Load Record from the Unit Load Update options list.

          (a) Enter load code to update the unit load.

          (b) Enter NIIN of the expendable item to be added to the unit load.

          (c) Process the NIIN to add unit load record.

          (d) Enter authorized quantity.

          (e) Enter replenishment quantity.

          (f) Enter location code.

          (g) Enter shelf life expiration date, if applicable.

          (h) Review the entries.

          (i) Process the record.

Performance Measures	**GO**	**NO-GO**
1. Established unit basic load for Classes I, II, and V supplies to support combat operations.	——	——
2. Established a unit OL for Classes I, II, III, IV, V, VI and VIII (except medical repair parts) supplies.	——	——

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

References

Required	**Related**
AR 710-2	
DA PAM 710-2-1	
GCSS-A/T PBUSE EM	
LOCAL SOP	

Subject Area 4: Property Accountability

Manage Property Adjustment Documents
101-92Y-3012

Conditions: Assigned as unit supply specialist in a field or garrison environment and given the requirement to manage property adjustment documents. Given DA Form 4949 (Administrative Adjustment Report), DD Form 200 (Financial Liability Investigation of Property Loss), DA Form 7531 (Checklist and Tracking Document for Financial Liability Investigations of Property Loss), DD Form 362 (Statement of Charges/Cash Collection Voucher), AR 735-5 (Policies and Procedures for Property Accountability), DA Pamphlet 710-2-1 (Using Unit Supply System (Manual Procedures)), AR 25-400-2 (The Army Record Information Management System (ARIMS)), DA Pamphlet 735-5 (Investigating Officer's Guide), Property Book Unit Supply Enhanced (PBUSE) system, with forms program, unit supply files, and local standing operating procedure (SOP).

Standards: Manage the use of property adjustment documents to obtain relief from responsibility for property so that the documents are not rejected by the appointing/approving authority in accordance with AR 735-5 and DA Pamphlet 710-2-1.

Performance Steps

1. Review property adjustment documents for administrative and regulatory compliance. (Reference: AR 735-5, Chapter 12-13, paragraph 12-3, Figure 12-5, Chapter 13, paragraph 13-10, Figure 13-4 and DA Pamphlet 710-2-1, Chapter 4, paragraphs 4-19 through 4-26, Figure 4-13 through Figure 4-20).
   a. Review DD Form 200 and administrative and processing procedures.
      (1) Verify that necessary procedures take place within the time limits required.
      (2) Maintain DA Form 1659 (Financial Liability Investigation of Property Loss Register) and files in accordance with AR 25-400-2.
      (3) Verify that the initiator, appointing/approving authority, and investigating officer complete all required actions.
      (4) Review investigating officer's findings and recommendation(s) for regulatory compliance.
      (5) Review the Judge Advocate General's (JAG) legal review of all financial liability of property loss pertaining to financial liability.
      (6) Process letter of notification to the individual when financial liability is approved.
      (7) Forward a copy of the financial liability investigation of property loss to the Continuing Balance System-Expanded (CBS-X) central collection agency, if required.
      (8) Review the financial liability investigation of property loss system during the command inspection program for regulatory compliance.
      (9) Verify that equipment is replenished when a financial liability investigation of property loss is processed for the loss of equipment.
      (10) Verify that financial liability investigation of property loss are filed in the appropriate unit supply file.
      (11) Prepare a summary of all financial liability investigation of property loss to assist the appointing/approving authority in making a final decision.
      (12) Advise appointing/approving authority of regulatory options when making "Final Approval" decision.
      (13) Process all financial liability investigation of property loss that recommends financial liability to the JAG for legal review prior to presenting adjustment document to appointing/approving authority.
      (14) Review requests for reconsideration for administrative and regulatory compliance prior to forwarding to the appointing/approving authority.
      (15) Advise appointing/approving authority of regulatory options when a request for reconsideration is received.

Performance Steps

        (16) Process requests for reconsideration denials to the appellate authority in accordance with AR 735-5, Chapter 13, paragraph 13-51.

        (17) Process appointing/approving authority notification letter to the respondent when financial liability has been assessed.

   b. Review DA Form 7531 and administrative processing procedures.

     (1) Verify that the DA Form 7531 is attached to the DD Form 200 and used as a checklist for tracking events as they occur

     (2) Verify that checklist and tracking document for financial liability investigations of property loss are processed in accordance with AR 735-5, Chapter 13, paragraph 13-9 and Figure 13-3.

     (3) Verify the name of each official is placed in each individual completing blocks.

     (4) Verify that elements in part A were completed as events occurred.

     (5) Verify that section A through I of the DA Form 7531 was completed by the appropriate official and the appropriate official track the events as they occurred.

     (6) Verify that DA Form 7531 is filed in the appropriate supply file.

   c. Review DA Form 4949 administrative processing procedures.

     (1) Verify that AAR procedures for minor property book adjustments are processed in accordance with DA Pamphlet 710-2-1, Chapter 4.

     (2) Verify that units are not using the AAR when there is a possibility of a substitution or sensitive item.

     (3) Forward a copy of the AAR to the CBS-X central collection agency, if required.

     (4) Review AAR processing procedures during the command inspection program.

     (5) Verify that AARs are filed in the appropriate unit supply file.

   d. Review DD Form 362 administrative processing procedures and statement of charges/cash collection vouchers are filed in the appropriate supply file.

     (1) Verify that DD 362s are processed in accordance with AR 735-5, Chapter 12, paragraph 12-3.

     (2) Check to see if the subordinate units are offering individuals the opportunity to sign a DD Form 362.

     (3) Forward a copy of statement of charges/cash collection voucher to the CBS-X central collection agency, if required.

     (4) Review statement of charges/cash collection voucher processing procedures during the command inspection program.

     (5) Verify that equipment is replenished when a statement of charges/cash collection voucher is processed for loss of equipment.

     (6) Verify that statement of charges/cash collection vouchers are filed in the appropriate supply file.

  2. Post an Administrative Adjustment Document. (Reference: PBUSE EM, Section 7.3.2)

   a. Access the PBUSE Module main menu.

   b. Click the Property Book menu.

   c. Click the Administrative Adjustment Report Screen.

   d. Click the Administrative Change Tab to display the Administrative Change screen.

   e. Click the find button to display the Doc No Search screen.

   f. Click the Document Number to select the document.

NOTE: If no document numbers appear, enter a complete document number in the Doc No field and click the GO button, or enter a partial document number, click the GO button, and then click the desired Document Number. The Document Number is displayed on the Administrative Changes Tab. The screen layout will vary depending upon the Adjustment Action of the document.

   g. Click the First, Prev, Next, and Last buttons to navigate the list.

NOTE: While the TYPE ACTION is "S", make the appropriate changes in the applicable field and click the Apply button. To ensure changes are saved, click the apply button before clicking the First, Prev, Next, or Last button.

Performance Steps

    h. If the adjustment action is Assembly:
        (1) Click the insert button to display the Add New Item screen.
        (2) Enter the request document number in the Doc No field.
        (3) Enter the Component NSN in the NSN field and click the View button to display the item's details.
    i. If the adjustment action is Disassembly:
        (1) Click the insert button to display the Add New Item screen.
        (2) Enter the turn-in document number in the Doc No field.
        (3) Enter the Component NSN, if applicable, in the NSN field and click the View button to display the item's details.
    j. If the item does not have an NSN:
        (1) Enter the nomenclature in the Nomen field.
        (2) Enter the Unit of Issue is applicable, in the UI field.
        (3) Click the apply button to add the item to the document.
        (4) Click the close button to return to the Administrative Change Tab.
        (5) Change the Adjust Qty as necessary and click the Apply button.
    k. If the Adjustment Action is an Make/Model Change:
        (1) Click the Insert button to display the Add New Item screen.
        (2) Enter the ALIN if needed.
        (3) Enter the new NSN in the NSN field and click the View button to display the item's detail.
        (4) Click the Apply button to add the item to the document.
        (5) Click the close button to return to the Administrative Change Tab.
        (6) Change the Adjustment Quantity as necessary and click the Apply button.

NOTE: To remove items from the list, click the Delete check box and then click the Delete button. To ensure selections are deleted, click the Delete button before clicking the First, Prev, Next, or Last buttons.

    l. After making all adjustments:
        (1) Click the Generate Fed Form button to display the Form Flow Screen.
        (2) Click the Printer Icon on the tool bar.
        (3) Select the ALL radio button.
        (4) Click the OK button to initiate printing and then close the window.
        (5) Select the Type Action Code "P" from the LOV and click Apply to post the transaction to the Activity Register.

  3. Post an Asset Adjustment Document. (Reference: PBUSE EM, Section 7.4.3.1)
    a. Access the PBUSE Main Menu.
    b. Click Property Book.
    c. Click Asset Adjustment to display the Asset Adjustment Screen.
    d. Click the Find button to display the Doc No screen.
    e. Click Doc No.
    f. Click the type Act Code LOV to select the Type Action Code "P" to Post.

NOTE: If the document does not require a serial/registration/lot number, SRC = I or N, or the serial/registration/lot number data was previously entered, fellow these steps to post the adjustment:
        (1) Change the Adjustment Quantity field if necessary.

NOTE: Under this process an Asset Increase or Decrease can be conducted. Make the adjustment in the Adjustment Quantity Field based upon whether you are performing an Asset increase or decrease.
        (2) To print an Asset Adjustment Report:
            (a) Click the Print button to display an Excel screen.
            (b) Click the Print Icon on the Excel Tool bar to generate the report.
        (3) Click the Apply button.
        (4) Click the OK button on Post confirmation box
        (5) Click the OK button on the Document Number dialog box.

Performance Steps

4. Process final administrative procedures for property adjustment documents in accordance with AR 735-5 and DA Pamphlet 710-2-1.
    a. Verify that a copy of the property adjustment document final action is provided to the appropriate property book officer.
    b. Process a financial liability collection memorandum to the Finance and Accounting Office (FAO) when collection must be made against service member's pay.
    c. Collect adjustment document data for command review and analysis reports.
    d. Forward a copy of all adjustment documents involving report item control code (RICC) 2, A and Z to central collection agency.
    e. Place a copy of adjustment documents in the appropriate supply file.

Performance Measures	**GO**	**NO-GO**
1. Reviewed property adjustment documents for administrative and regulatory compliance.	——	——
2. Posted an Administrative Adjustment Document	——	——
3. Posted an Asset Adjustment Document.	——	——
4. Processed final administrative procedures for property adjustment documents.	——	——

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

References

Required	**Related**
AR 25-400-2	
AR 735-5	
DA FORM 1659	
DA FORM 4949	
DA FORM 7531	
DA PAM 710-2-1	
DA PAM 735-5	
DD FORM 200	
DD FORM 362	
GCSS-A/T PBUSE EM	
LOCAL SOP	

Maintain Inventory Records for Bulk Petroleum
101-92Y-3013

Conditions: Assigned as unit supply specialist in a field or garrison environment and given the requirement to maintain inventory records for bulk petroleum. Given AR 25-400-2 (The Army Information Management System (ARIMS)), AR 735-5 (Policies and Procedures for Property Accountability), AR 710-2 (Supply Policy Below the National Level), DA Pamphlet 710-2-1 (Using Unit Supply System Manual Procedures), DA Form 3643 (Daily Issues of Petroleum Products), DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies), DA Form 2064 (Document Register for Supply Actions), DA Form 3853-1 (Innage Gage Sheet [Using Innage Tape and BOB]), DA Form 4702-R (Monthly Bulk Petroleum Accounting Summary (MBPAS)), local standing operating procedures (SOPs), local forms program, and a computer.

Standards: Maintain 100 percent accountability for bulk petroleum products in accordance with DA Pamphlet 710-2-1 and local SOP.

Performance Steps

1. Maintain audit trails on all fuel issued and received. (Reference: DA Pamphlet 710-2-1, Chapter 12, paragraph 12-14)
    a. Post all fuel received as a receipt, except fuel issued by the SSA directly into or specifically identifiable to a consuming end item of equipment.
    b. Prepare a memorandum for the responsible individual.
        (1) Enter name.
        (2) Enter rank.
        (3) Enter signature of responsible individual.
        (4) Enter duty appointment.
        (5) Enter signature block of approving authority.
        (6) Enter signature of approving authority.
    c. Maintain DA Form 3643.
        (1) Verify that daily issue of petroleum products is used by the dispensing facility as a daily record of issue to vehicles or other petroleum consuming items of equipment.
        (2) Make sure that this form is turned in to the accountable officer at the end of each day and it is then checked to ensure that the following items are complete:
            (a) Vehicle registration number.
            (b) Type, grade, and unit of issue for each product issued to one vehicle.
            (c) Organization and address of the unit receiving the bulk petroleum.
            (d) Signature and grade of the person receiving bulk petroleum.
            (e) The post where the fuel is being issued.
            (f) The date block.
            (g) Signature of the attendant.
    d. Maintain a statement of summarized daily issues.
        (1) During a field exercise, if maintaining auditable records is not feasible, the unit commander will prepare a statement of summarized daily issues.
        (2) Inventories are taken and documented on a daily basis to determine the amount of fuel issued.
        (3) The opening inventory, plus receipts, minus the closing inventory is the amount of fuel issued that day.
        (4) Indicate that the fuel was used in authorized army equipment.
        (5) Complete the statement within three working days after completion of exercise.
        (6) Post quantities to DA Form 3644 as of the last day of the exercise.
        (7) File and maintain the statement as a supporting document to the DA Form 3644.
        (8) Statement does not replace audit trail, but supplements auditable record.

Performance Steps

     (9) Verify that this statement contains the following information:
        (a) Enter dates of the exercise.
        (b) Enter date of each issue.
        (c) Enter unit receiving the issue.
        (d) Enter type of fuel.
        (e) Enter quantity.
        (f) Enter signature block of commander.
        (g) Enter signature of commander.
  e. Maintain DA Form 3644.
    (1) Verify that DA Form 3644 is prepared for each month starting on the first day of each month. Use DA Form 3644 for all types of fuel (such as MOGAS, DSL, JP 8, and so on).
    (2) Verify that quantities on DA Form 3643 used for each day are totaled and posted to the applicable line on DA Form 3644.
    (3) Verify at the end of each month that DA Form 3644 is totaled for issues and receipts; a document number is assigned and the totals for each type/grade of bulk petroleum are posted in the supporting document file 710-2a.
  f. Maintain DA Form 2064 in accordance with DA Pamphlet 710-2-1.
    (1) Verify that issues and receipts for bulk petroleum are recorded on the document register.
    (2) Verify that a separate document register and block of document numbers may be assigned to bulk petroleum by the local SOP.
    (3) Verify that all receipts for bulk petroleum that have been recorded on DA Form 2064 are placed in the document supporting file with all other documents listed on the document register.
  g. Prepare DA Form 3853-1.
    (1) The DA Form 3853-1 is a monthly physical inventory for each type or grade of bulk fuel on hand within the unit.
    (2) Fill in the following information on DA Form 3853-1:
        (a) Enter unit.
        (b) Enter date.
        (c) Enter time.
        (d) Enter location.
        (e) Enter American Petroleum Institute (API) gravity.
        (f) Enter check mark in inventory block.
        (g) Enter tank number.
        (h) Enter normal tank capacity.
        (i) Enter product and grade.
        (j) Enter tape reading: 1) Enter lineal reading. 2) Enter volume TRIC equivalent gallons.
        (k) Enter the bob reading: 1) Enter lineal reading. 2) Enter volume TRIC equivalent gallons.
        (l) Enter net volume of product, uncorrected temperature (Line 1 minus line 2): 1) Leave blank.   2) Enter the total volume TRIC equivalent gallons.
       (m) Enter average temperature: 1) Enter temperature. 2) Leave blank.
       (n) Enter multiplier: 1) Enter multiplier number. 2) Leave blank.
       (o) Net quantity of product at 60º F. (U.S. gallon) (line 3 is multiplied by line 5): 1) Leave blank. 2) Enter net quantity.
        (p) Enter name and grade of operation officer.
        (q) Enter signature of operation officer.
        (r) Enter name and grade of gager.
        (s) Enter signature of gager.
    (3) This inventory is documented in the Physical Closing Inventory block on the MBPAS report.
    (4) Place DA Form 3853-1 in the unit supply files.

Performance Steps

  h. Provide usage data for future allocation requirements.
    (1) Track usage data using DA Form 4072-R.
    (2) Develop annual requirements for next fiscal year.

 2. Account for bulk petroleum using DA Form 4702-R. (Reference: DA Pamphlet 710-2-1, Chapter 12, paragraph 12-19)

  a. The MBPAS contains auditable records of monthly receipts, issues, and inventory of bulk petroleum products. Additionally it is used to adjust inventories.

  b. The MBPAS becomes the account record for petroleum products in the using unit. This form may be generated electronically if the user has the automation capability available.

  c. Change of responsible individual requires closing of the MBPAS and starting of a new MBPAS with the new designated responsible individual signature.

  d. Close DA Form 4702-R out as of 0800 hours local time the last day of the month.

  e. Submit the report to the next higher headquarters within three working days of the end of the month.

  f. Prepare DA Form 4702-R. Fill in the following information on DA Form 4702-R:
    (1) Enter name of the post, camp, or station in the Post, Camp, or Station block.
    (2) Enter the unit identifier code in the Property Account Number block.
    (3) Enter the beginning date (From) and the ending date (To) in the Period of Report block.
    (4) Enter the NSN and product nomenclature in the Products block.
    (5) The number is the physical inventory quantity from the previous month's closing inventory book in the Opening Inventory block.
    (6) This number is the total of the Receipt (Gals) column (including defuels) on DA Form 3644.
    (7) This number is the total of the Issue (Gals) column on DA Form 3644.
    (8) Calculate this balance by taking the Opening Inventory (block a), plus the total Receipts (block b), minus the total Issues (block c) in the Closing Book Balance block.
    (9) Obtain this quantity by taking a physical inventory on DA Form 3853-1 of all bulk petroleum products on hand in the Physical Closing Inventory block.
    (10) Obtain this figure by calculating the difference between the physical closing inventory (block e) and the closing book balance (block d). Reflect losses with a minus sign and reflect gains with a plus sign.
    (11) Calculate the Maximum Allowable Gain/Loss of AVGAS, MOGAS, and jet fuels by adding the Opening Inventory (block a), to the Receipts (block b), and multiplying this total by .01. Place the total in the Maximum Allowable Gain/Loss block. The maximum allowable gain/loss for all other products is calculated by adding the Opening Inventory (block a), to the Receipts (block b), and multiplying the total by .005.
    (12) Record any explanations that the accountable/responsible officer makes to clarify data in the Remarks block.
    (13) Enter document number in the top right hand corner above the Period of Report block.
    (14) Type or print the name of the approving authority in the Name/Grade of Approving Officer block.
    (15) Enter signature of the approving authority in the Signature block.
    (16) Enter the date signed by the approving authority in the Date block.
    (17) Since most petroleum products are subject to a comparatively high evaporation rate and losses in handling due to spillage, a loss allowance has been established for certain products. To determine if there is a loss or overage, the closing inventory is subtracted from the closing book balance. This amount is entered in the monthly gain/loss block. Allowable losses are:
      (a) Handling of bulk petroleum.
      (b) Transportation.
      (c) Storage.
      (d) Weather.

Performance Steps

      (18) Allowable losses are determined by adding the Opening Inventory block and the Receipts block and multiplying this total by a specified percentage. For gasoline, jet fuel, and JP-8, this percentage is 1 percent (.01). For kerosene, solvent, oil, diesel fuel, and fuel oil, the percentage is ½ of a percent (.005).

      (19) If the actual loss is less than the allowable loss, the actual loss is posted as a turn-in. The MBPAS is forwarded to the approving authority for signature. The approving authority has the option to approve the MBPAS or direct the initiation of a Financial Liability Investigation of Property Loss.

      (20) If the total handling loss of a specific bulk petroleum product exceeds the allowable loss for that product, and the dollar value of the total loss exceeds $500, there is a mandatory initiation of a Financial Liability Investigation of Property Loss. The Financial Liability Investigation of Property Loss is assigned the same document number as the MBPAS. Both the Financial Liability Investigation of Property Loss and the MBPAS are forwarded to the approving authority for the appropriate action in accordance with AR 735-5.

      (21) In the unlikely event that the closing inventory quantity exceeds the closing book balance, an MBPAS is prepared under the provisions of AR 70-12, which reflects a quantity over. The quantity over is posted as a receipt. The closing book balance then agrees with the inventory quantity and is the opening inventory for the subsequent month.

Performance Measures   <u>**GO**</u>   <u>**NO-GO**</u>

  1. Maintained audit trails on all fuel issued and received.   ____   ____

  2. Accounted for bulk petroleum using DA Form 4702-R.   ____   ____

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

References

    Required   **Related**
    AR 25-400-2   AR 70-12
    AR 710-2
    AR 735-5
    DA FORM 2064
    DA FORM 3643
    DA FORM 3644
    DA FORM 3853-1
    DA FORM 4702-R
    DA PAM 710-2-1
    LOCAL SOP

Subject Area 5: Logistics System Operations

Implement Continuity of Operations Plan (COOP)
101-92Y-3101

Conditions: Assigned as unit supply specialist in a field or garrison environment and given the requirement to implement a COOP. Given a COOP plan; local standing operating procedures (SOPs); AR 500-3, AR 710-2; Property Book Unit Supply Enhanced (PBUSE) System, and a PBUSE EM.

Standards: Verify that the unit(s) supply clerk, performs the daily backup of database files and the ability to restore database and system files to a PBUSE operating system without loss of data in accordance with PBUSE End User Manual (EM) and local SOP.

Performance Steps

1. Identify the requirement for a COOP. (Reference: AR 500-3, Chapter 1, paragraph 1-9)
    a. Provide for continued performance of an organization's MEF under all circumstances.
    b. Establish procedures governing succession to office.
    c. Establish emergency delegations of authority.
    d. Establish procedures for the safekeeping of vital resources, facilities, and records.
    e. Establish procedures for the improvisation or emergency acquisition of resources necessary to execute MEF.
    f. Establish the capability and procedures needed to relocate essential personnel to alternate locations to support MEF.
    g. Consider assigning, training, and equipping augmentation forces to facilitate evacuation, shelter-in-place and other COOP related requirements as deemed necessary by the organization leadership.
    h. Establish the capability to shelter-in-place essential personnel.
    i. Establish the capability to shelter-in-place nonessential personnel. During this situation, nonessential personnel may augment essential personnel as deemed necessary by the senior Army official in charge of the facility's COOP mission.
    j. Establish capabilities to execute MEFs at the alternate location pending reconstitution to normal operations.
    k. Establish interoperable communication capabilities within organization, DOD components, Joint Forces, and support agencies in order of priority.
    l. Require annual testing, training and/or exercising of COOP capabilities. These may be tabletop, functional, or full-scale exercises as determined by the senior Army official responsible for the organization.
    m. Require plans to take into account and respond to threats that all personnel, the mission, and COOP are most likely to face.
    n. Establish procedures for the devolution of command and control.
    o. Establish plans for reconstitution and return to normal operations.
    p. Consider issuing military personnel, civilian and contractor employees with COOP responsibilities a Government Emergency Telecommunication Service (GETS) cards.
    q. Ensure emergency relocation facilities (ERF) comply with the Americans with Disabilities Act and be accessible and designed for handicap personnel.
    r. Ensure ERFs and essential facilities are capable of permitting ingress as well as egress during power-out conditions.
    s. Ensure that Department of Army Civilians (DAC) position descriptions and statements of work for contractors with COOP responsibilities clearly reflect and/or specify what their nonroutine office duties are (for example, travel, 24-hour on-call duties, 24-hour exercise duties, and so on).
    t. Consider designations on badges or other forms of identification to distinguish the COOP or other personnel exempt from movement restrictions during a COOP event.

Performance Steps

    u. Address contingency procurement/contracting requirements and procedures during COOP events.

    v. Declare in their procedures that their COOP OPLAN automatically becomes an OPORD upon COOP declaration/activation.

    w. Ensure that ERG and other COOP Personnel who may carry classified information outside of their normal place of duty are issued and possess current Courier Cards upon appointment to these positions.

    x. Ensure that senior military or DAC personnel, by grade, in a Government vehicle are aware that they are in charge of the vehicle, its contents and passengers.

    y. Not use hospitals, emergency care or other civilian emergency facilities for military purposes in accordance with the Geneva Convention.

    z. Ensure that at least annually, if possible, senior Army officials responsible for their organization assess and/or test their power out emergency circuitry, emergency generators, and power-out ingress and egress mechanisms during actual power-out conditions to determine emergency requirements under simulated disaster conditions.

2. Determine the minimum COOP plan requirements. (Reference: AR 500-3, Chapter 2)

    a. Support COOP plans of higher headquarters and supported organizations, as applicable.

    b. Provide capability to execute with or without warning and during duty and nonduty hours.

    c. Provide flexibility and responsiveness to anticipate any emergency or crisis that interrupts MEF.

    d. Establish a decision process for determining appropriate actions for implementation of COOP plans.

    e. Identify and prioritize MEFs necessary to execute during emergencies.

    f. Identify organizational MEFs that can be deferred without impact to the unit's core mission until the situation permits their execution.

    g. Identify, prepare, maintain, and protect facilities and key personnel necessary to support continuity programs.

    h. Identify essential resources, files, databases, telecommunication equipment (secure telephone units, secure telephone equipment, secure laptops, SIPRNET connections, encryption device); and ensure security classifications are appropriate at the COOP site.

    i. Identify, train, and exercise ERG members and all continuity staff at least annually.

    j. To ensure capability to perform MEF and to serve as basis for reconstitution, provide for leadership successors and alternates, emergency delegations of authority, decisions, and orders of succession for key positions.

    k. Provide for alert and notification of ERG personnel, as a minimum, and identify procedures for advisories, alerts, and notifications.

    l. Provide for personnel accountability throughout the duration of the emergency.

    m. Provide for attaining operational capability (such as state of capability to complete all unit MEFs) within 12 hours.

    n. Establish reliable processes and procedures to acquire resources necessary to continue MEFs and sustain operations for a minimum of 30 days.

    o. Establish the capability to shelter-in-place essential personnel.

    p. Establish the capability to shelter-in-place nonessential personnel. During this situation, nonessential personnel may augment essential personnel as deemed necessary by the senior Army official in charge of the organization's COOP mission.

    q. Establish and maintain MEF application and database replication procedures.

Performance Measures | **GO** | **NO-GO**

1. Identified the requirement for a COOP.   ――   ――

2. Determined the minimum COOP plan requirement.   ――   ――

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

References
    Required   **Related**
    AR 500-3
    AR 710-2
    GCSS-A/T PBUSE EM

Maintain Parameter Tables
101-92Y-3102

Conditions: Assigned as a unit supply specialist in a field or garrison environment and given the requirement to maintain the PBUSE Parameter Tables. Given a Property Book Unit Supply Enhanced System (PBUSE) system; with forms program; the unit's local standing operating procedure (SOP); PBUSE End User's Manual; and directive memorandums.

Standards: Maintain parameter tables in PBUSE while maintaining 100 percent accuracy in accordance with PBUSE EM, and local SOP.

Performance Steps

1. View Report Processing Codes. (Reference: PBUSE EM, Section 5.8)
    a. Access the PBUSE Module Main Menu.
    b. Click Administration to display the Administration menu.
    c. Click View/Maintain Parameter Tables to display the View/Maintain Parameter tables screen with Report Processing (A-D) tab defaulted, Advice code (VMPT-1A) displayed.
    d. Click the desired Report Processing tab.
    e. Click the Code Table LOV and make a selection.
    f. To search for a specific Record(s):
        (1) Click the search button to display the Search screen.
        (2) Type the appropriate Code, and/or Description.
        (3) Click the find button to display the results.

2. Add Report Processing Codes. (Reference: PBUSE EM, Section 5.8.1.2)
NOTE: This process has restricted access and is only available to the Enterprise System Administrator.
    a. Access the PBUSE Module Main Menu.
    b. Click Administration to display the Administration menu.
    c. Click View/Maintain Parameter Tables to display the View/Maintain Parameter tables screen with Report Processing (A-D) tab defaulted, Advice code (VMPT-1A) displayed.
    d. Click the desired Report Processing tab.
    e. Click the Code Table LOV and make a selection.
    f. Click the Insert button to display the insert screen.
    g. Type the desired information.
NOTE: Mandatory fields are in red.
    h. Click the apply button to save information.
    i. Click OK to the message, "Record Inserted Successfully".

3. Modify Report Processing Codes. (Reference: PBUSE EM, Section 5.8.1.3)
NOTE: This process has restricted access and is only available to the Enterprise System Administrator.
    a. Access the PBUSE Module Main Menu.
    b. Click Administration to display the Administration menu.
    c. Click View/Maintain Parameter Tables to display the View/Maintain Parameter tables screen with Report Processing (A-D) tab defaulted, Advice code (VMPT-1A) displayed.
    d. Click the desired Report Processing tab.
    e. Click the Code Table LOV to display Code Tables and make a selection.
    f. Click the desired underscored Code, to display an Update screen.
    g. Type the desired information.
NOTE: Mandatory fields are in Red.
    h. Click the Apply button to save information.
    i. Click OK to the message, "Record Updated Successfully".

Performance Steps

4. Delete Report Processing Codes. (Reference: PBUSE EM, Section 5.8.1.4)
NOTE: This process has restricted access and is only available to the Enterprise System Administrator
    a. Access the PBUSE Module Main Menu.
    b. Click Administration to display the Administration menu.
    c. Click View/Maintain Parameter Tables to display the View/Maintain Parameter tables screen with Report Processing (A-D) tab defaulted, Advice code (VMPT-1A) displayed.
    d. Click the desired Report Processing tab.
    e. Click the Code Table LOV and make a selection.
    f. Click the Desired Delete Check box.
    g. Click the Delete button.
    h. Click OK to the message, "Are you sure you want to delete the selected record(s)?"
    i. Click OK to prompt, "Record(s) Deleted Successfully".

5. View Reference Lookup Table. (Reference: PBUSE EM, Section 5.8.2.1)
    a. Access the PBUSE Module Main Menu.
    b. Click Administration to display the Administration menu.
    c. Click View/Maintain Parameter Tables to display the View/Maintain Parameter tables screen with Report Processing (A-D) tab defaulted, Advice code (VMPT-1A) displayed.
    d. Click the Reference Lookup Table Tab, Account Processing Code Table (VMPT-4A) displayed.
    e. Click the Code Table LOV and make a selection.
    f. To search for a specific record(s):
        (1) Click the search button to display the Search screen.
        (2) Type desired information.
        (3) Click the find button to display the results.

6. Add a Reference Lookup Table Record. (Reference: PBUSE EM, Section 5.8.2.2)
NOTE: Any changes to this table will affect all UIC's with the same INS code assigned. In some cases these UIC's are being managed by another PBO, and your changes may adversely affect their operations. Use caution when making changes, additions, or deletions.
    a. Access the PBUSE Module Main Menu.
    b. Click Administration to display the Administration menu.
    c. Click View/Maintain Parameter Tables to display the View/Maintain Parameter tables screen with Report Processing (A-D) tab defaulted, Advice code (VMPT-1A) displayed.
    d. Click the Reference Lookup Table Tab, Account Processing Code Table (VMPT-4A) displayed.
    e. Click the Code Table LOV and make a selection.
    f. Click the insert button to display the Insert screen.
    g. Type the desired information.
NOTE: Mandatory fields are in Red.
    h. Click the Apply button to save the information.
    i. Click "OK" to the message, "Record Inserted Successfully".
    j. Click X to close the window.

7. Modify a Reference Lookup Table Record. (Reference: PBUSE EM, Section 5.8.2.3)
NOTE: Any changes to this table will affect all UIC's with the same INS code assigned. In some cases these UIC's are being managed by another PBO, and your changes may adversely affect their operations. Use caution when making changes, additions, or deletions.
    a. Access the PBUSE Module Main Menu.
    b. Click Administration to display the Administration menu.
    c. Click View/Maintain Parameter Tables to display the View/Maintain Parameter tables screen with Report Processing (A-D) tab defaulted.
    d. Click the Reference Lookup Table Tab, Account Processing Code Table (VMPT-4A) displayed.
    e. Click the appropriate Underscored field (such as Code, LIN, INS Code, UIC, or DODAAC) to display an Update screen.

Performance Steps

      f. Type the desired information.

NOTE: Mandatory fields are in Red.

      g. Click the Apply button to save information.

      h. Click OK to the message, "Record Updated Successfully".

  8. Delete a Reference Lookup Table Record. (Reference: PBUSE EM, Section 5.8.2.4)

NOTE: Any changes to this table will affect all UIC's with the same INS code assigned. In some cases these UIC's are being managed by another PBO, and your changes may adversely affect their operations. Use caution when making changes, additions, or deletions.

      a. Access the PBUSE Module Main Menu.

      b. Click Administration to display the Administration menu.

      c. Click View/Maintain Parameter Tables to display the View/Maintain Parameter tables screen with Report Processing (A-D) tab defaulted.

      d. Click the Reference Lookup Table Tab, Account Processing Code Table (VMPT-4A) displayed.

      e. Click the Code Table LOV and make a selection.

      f. Click the desired Delete check box.

      g. Click the delete button.

      h. Click OK to the message, "Are you sure you want to delete the selected record(s)?"

      i. Click OK to prompt, "Record(s) Deleted Successfully".

Performance Measures	**GO**	**NO-GO**
1. Viewed Report Processing Codes.	――	――
2. Added Report Processing Codes.	――	――
3. Modified Report Processing Codes.	――	――
4. Deleted Report Processing Codes.	――	――
5. Viewed Reference Lookup Table.	――	――
6. Added Reference Lookup Table Record.	――	――
7. Modified Reference Lookup Table Record.	――	――
8. Deleted Reference Lookup Table Record.	――	――

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

References

    Required   **Related**

    GCSS-A/T PBUSE EM

Perform Property Book Transactions
101-92Y-3103

Conditions: Assigned as the unit supply specialist, in a field or garrison environment, given the requirement to perform property book transactions. Given Authorization documents, FEDLOG, property records, PBUSE system with forms program, and local standing operating procedures (SOPs).

Standards: Perform property book transactions with 100 percent accuracy in accordance with PBUSE EM.

Performance Steps

1. Perform Property Book Authorization Transactions. (Reference: PBUSE EM, Section 7.2)
   a. View Authorizations. (Reference: PBUSE EM, Section 7.2.1).
      (1) Access the PBUSE MODULE Main menu.
      (2) Click Property Book.
      (3) Click View/Update Authorization to display the Authorization screen.
      (4) Click the Find button to display the UIC Search screen.
      (5) Click the UIC to select the Unit, or enter the desired UIC in the UIC field and click the GO button.
   b. Update an Authorization. (Reference: PBUSE EM, Section 7.2.1.1)
      (1) Access the PBUSE MODULE Main menu.
      (2) Click Property Book.
      (3) Click View/Update Authorization to display the Authorization screen.
      (4) Click the Find button to display the UIC Search screen.
      (5) Click the UIC, or enter the desired UIC in the UIC field and click the GO button.
      (6) Click on the LIN to display the UPDATE Authorization screen.
      (7) Enter the data in the appropriate fields.
      (8) Click the Apply button.
      (9) Click the OK button on the confirmation box.
   c. Add an Authorization. (Reference: PBUSE EM, Section 7.2.2)
      (1) Access the PBUSE MODULE Main menu.
      (2) Click Property Book.
      (3) Click View/Update Authorization to display the Authorization screen.
      (4) Click the Find button to display the UIC Search screen.
      (5) Click the UIC, or enter the desired UIC in the UIC field and click the GO button.
      (6) Enter the LIN (required) and complete the other fields as desired.
      (7) Click the Apply button.
      (8) Click the OK button on the confirmation box.
   d. Delete an Authorization. (Reference: PBUSE EM, Section 7.2.1.2).
      (1) Access the PBUSE MODULE Main menu.
      (2) Click Property Book.
      (3) Click View/Update Authorization to display the Authorization screen.
      (4) Click the Find button to display the UIC Search screen.
      (5) Click the UIC to select the Unit, or enter the desired UIC in the UIC field and click the GO button.
      (6) In the Delete column, click the check box adjacent to the LIN.
      (7) Click the Delete button.
      (8) Click the OK button on the delete confirmation box to delete the record.
      (9) Click the OK button on the confirmation box.
   e. Print an Authorization. (Reference: PBUSE EM, Section 7.2.1.5)
      (1) Access the PBUSE MODULE Main menu.
      (2) Click Property Book.
      (3) Click View/Update Authorization to display the Authorization screen.
      (4) Click the Find button to display the UIC Search screen.

Performance Steps

     (5) Click the UIC to select the Unit, or enter the desired UIC in the UIC field and click the GO button.
     (6) Click Print to display the Excel screen.
     (7) Click File on the menu bar.
     (8) Click Print to display the Print Screen.
     (9) Click the Properties button.
     (10) Click the Layout tab and click Landscape.
     (11) Click OK to return to the Print screen.
     (12) Click OK to execute the Print.

2. Perform Lateral Transfer Transactions. (Reference: PBUSE EM, Section 7.5)
  a. Create a Lateral Transfer. (Reference: PBUSE EM, Section 7.5.1)
     (1) Access the PBUSE MODULE main menu.
     (2) Click Property Book.
     (3) Click Lateral Transfers to display the Lateral Transfer Screen, Material Items tab.
     (4) Click the Find button to display the UIC search screen.
     (5) Click the UIC. If no UICs appear, enter a complete or partial UIC and click the GO button.
     (6) Enter the Gaining UIC in the Gaining UIC field.
     (7) Click the LIN to select the transfer item.
NOTE: If the NSN is serial, registration, or lot numbered, the Select Detail Items screen is displayed.
     (a) Click the Select checkbox adjacent to the serial number.
     (b) Click the Apply button to add the item.
     (c) Click the Close button to return to the Material Items Tab.
NOTE: If the LIN selected has an SRRC of "N", the item details appear in the item(s) selected for adjustment area:
     (d) Click the Apply button after all selections are made.
     (e) Click the OK on the Document Number dialog box.
  b. Post a Lateral Transfer document. (Reference: PBUSE EM, Section 7.5.2)
     (1) Access the PBUSE MODULE main menu.
     (2) Click Property Book.
     (3) Click Lateral Transfers to display the Lateral Transfer Screen, Material Items tab.
     (4) Click Outgoing Suspense Actions to display the Outgoing Suspense Actions tab.
     (5) Click the find button to display the Doc No Search screen.
     (6) Click the Document Number to select the document.
NOTE: If no document numbers appear, enter a complete document number in the Doc No field and click the GO button, or enter a partial document number, click the GO button and then click the desired Document Number.
     (7) Select the Type Action Code from the LOV. "S" is the default.
     (8) Enter a losing quantity if it is different from the Losing On-Hand Quantity.
NOTE: The losing quantity cannot equal zero nor be greater than the on-hand quantity.
     (9) Click the Apply button after making changes.
     (10) To remove items from the document:
     (a) Click the delete checkbox.
     (b) Click the Delete button.
     (c) Click the OK button on the Delete confirmation box.
     (d) Click the OK button on the delete dialog box.
     (11) To print a DA Form 3161 (Request for Issue or Turn-In):
     (a) Click the Generate Fed Form button.
     (b) Click the Print Icon on the toolbar.
     (c) Click the All radio button.
     (d) Click the OK button to initiate printing and then close the window.
     (12) Click the Notify Gaining PBO button after all updates are complete and the DA Form 3161 is printed.
     (13) Click the OK button on the Notify Gaining PBO confirmation box.
     (14) Click the OK button in the Notify Gaining PBO dialog box.

Performance Steps

3. Perform Serial/Registration/Lot Number Transactions. (Reference: PBUSE EM, Section 7.6)
    a. Add a Serial/Registration/Lot Number Record. (Reference: PBUSE EM, Section 7.6.1.1)
        (1) Access the PBUSE MODULE main menu.
        (2) Click Property Book.
        (3) Click Serial No./Registration No./Lot Updates to display the Serial No./Registration No./Lot Updates Screen.
        (4) Click the Insert button to display the Add Serial No./Registration No./Lot No. screen.
        (5) Click the FORM LOV and select the appropriate for number.
        (6) Enter the Document Number from the adjustment transaction in the Doc. No. field.
        (7) Enter the G/L DODAAC.
        (8) Enter the remaining fields as desired.
        (9) Click the Apply button.
        (10) Click the OK button on the confirmation box.
    b. Delete a Serial/Registration/Lot Number Record. (Reference: PBUSE EM, Section 7.6.1.2)
        (1) Access the PBUSE MODULE Main Menu.
        (2) Click Property Book.
        (3) Click Serial No./Registration No./Lot Updates to display the Serial No./Registration No./Lot Updates Screen.
        (4) Click the LIN to display the Update Serial No/Registration No./Lot No. screen.
        (5) Click the First, Prev, Next, and Last buttons to navigate the list.
        (6) Enter the Document Number in the Doc. No. field.
        (7) Click the Form LOV and select the appropriate form for the transaction.
        (8) Enter the G/L DODAAC.
        (9) Click the Delete checkbox adjacent to the record(s) being deleted.
        (10) Click the Delete button at the bottom of the screen.
        (11) Click the OK button on the confirmation box.

4. Perform UIC Change Transactions. (Reference: PBUSE EM, Section 7.9)
    a. Perform a Single UIC Change. (Reference: PBUSE EM, Section 7.9.1)
        (1) Access the PBUSE MODULE main menu.
        (2) Click Property Book.
        (3) Click UIC Change to display the UIC Search screen.
        (4) Click the Find UIC button to display the UIC Search screen.
        (5) Click the UIC to select the unit.
NOTE: The system completes the Change From: fields (Unit, TOC, and MTOE/TDA) and fills the Change To: TOC Field.
        (6) Enter the New UIC, Unit, and MTOE/TDA.
        (7) Click the Apply button to execute the UIC Change process and display the UIC Change Processing dialog box.
        (8) Click the OK button to close the dialog box.
        (9) Click the View Job Status button on the UIC Change screen to display the Job Status Center.
NOTE: The Job Status Center dialog box displays the status of the change in progress. Click the refresh button to update the job status. When the Active Jobs and Elapsed Time fields are blank, the job has completed. Go to Administration> Alert Messages > Incoming to see the result of the transaction. If the change fails and the Remarks field displays "Suspended Transactions", check the Administration Adjustment Report, Asset Adjustments, Lateral Transfers, Unit Transfer, and Task Force/Split Operations processes for suspended transactions.
    b. Perform a Mass UIC Change. (Reference: PBUSE EM, Section 7.9.2)
        (1) Access the PBUSE MODULE main menu.
        (2) Click Property Book.
        (3) Select UIC Mass Change to display the UIC Mass Change Screen.
        (4) Enter the first four positions of the changing UIC in the OLD UIC field.
        (5) Enter the New UIC, TOC, and MTOE/TDA.

Performance Steps
    (6) Click the Apply button to execute the process and display the UIC Mass Change
      Processing dialog box.
    (7) Click the OK button to close the dialog box.
    (8) Click the View Job Status button on the UIC Mass Change screen to display the Job
      Status Center dialog box.
NOTE: The Job Status Center dialog box displays the status of the change in progress. Click the refresh
button to update the job status. When the Active Jobs and Elapsed Time fields are blank, the job has
completed. Go to Administration> Alert Messages > Incoming to see the result of the transaction. If the
change fails and the Remarks field displays "Suspended Transactions", check the Administration
Adjustment Report, Asset Adjustments, Lateral Transfers, Unit Transfer, and Task Force/Split Operations
processes for suspended transactions.

 5. Perform UIC Merge Transactions. (Reference: PBUSE EM, Section 7.9)
   a. Perform a UIC Merge. (Reference: PBUSE EM, Section 7.9.3)
    (1) Access the PBUSE MODULE Main Menu.
    (2) Click Property Book.
    (3) Select UIC Merge to display the UIC Merge screen.
    (4) To select the OLD UIC:
      (a) Click the Find UIC button to display the UIC Search screen.
      (b) Click the UIC to select the unit.
NOTE: The system completes the Merge From: Unit, TOC, and MTOE/TDA data.
    (5) To select the NEW UIC:
      (a) Click the Find button to display the UIC Search screen.
      (b) Click the UIC to select the unit.
NOTE: The system completes the Merge From: Unit, TOC, and MTOE/TDA data.
    (6) Click the Apply button to execute the process and display the UIC Merge Processing
      Dialog box.
    (7) Click the OK button to close the dialog box.
    (8) Click the View Job Status button on the UIC Change screen to display the Job Status
      Center dialog box.
NOTE: The Job Status Center dialog box displays the status of the change in progress. Click the refresh
button to update the job status. When the Active Jobs and Elapsed Time fields are blank, the job has
completed. Go to Administration> Alert Messages > Incoming to see the result of the transaction. If the
change fails and the Remarks field displays "Suspended Transactions", check the Administration
Adjustment Report, Asset Adjustments, Lateral Transfers, Unit Transfer, and Task Force/Split Operations
processes for suspended transactions.

Performance Measures	**GO**	**NO-GO**
1. Performed Property Book Authorization Transactions.	——	——
2. Performed Lateral Transfer Transactions.	——	——
3. Performed Serial/Registration/Lot Number Transactions.	——	——
4. Performed UIC Change Transactions.	——	——
5. Performed UIC Merge Transactions.	——	——

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

References
  Required   **Related**
  DA FORM 3161   AR 710-2
  GCSS-A/T PBUSE EM

Manage Ammunition Transactions
101-92Y-3104

Conditions: Assigned as a unit supply specialist in a field or garrison environment and given the requirement to Manage Ammunition Transactions. Given AR 710-2 (Supply Policy Below the National Level), AR 25-400-2 (The Army Records Information Management System (ARIMS)), a current copy of the facilitating ammunition supply point (ASP) standing operating procedure (SOP), and a Property Book Unit Supply Enhanced (PBUSE) system, with a forms program.

Standards: Manage Ammunition Transactions without being rejected by the local facilitating ASP.

Performance Steps

1. Review ammunition want slips. (Reference: PBUSE EM, Section 13)
    a. Check the following entries for accuracy and completeness:
        (1) Ensure unit UIC is correct.
        (2) Ensure unit DODAAC is correct.
        (3) Ensure correct "Ammo Type" is used.
NOTE: T=Training, C=Combat
        (4) Ensure proper DODIC is utilized for each item number.
        (5) Ensure proper NIIN is used for reach item number.
        (6) Ensure proper nomenclature is utilized.
        (7) Ensure "Request Quantity" is correct.
        (8) Ensure pick up information has been entered in the "Remarks" block.
        (9) Approve want slip, assign document number and forward to requesting unit utilizing the (PBUSE) system.
        (10) Reject want slip and forward to requesting unit utilizing the (PBUSE) system.

2. Review ammunition control documents. (Reference: PBUSE EM, Section 13.4)
    a. Ensure Unit UIC is correct.
    b. Ensure the Document number is correct.
    c. Ensure the SIC is correct.
    d. Ensure the sub hand receipt holder name is correct.
    e. Ensure the quantity is correct.

3. Review ammunition turn in documentation. (Reference: PBUSE EM, Section 13.5)
    a. Ensure unit UIC is correct.
    b. Ensure the receipt document number is correct.
    c. Ensure the turn in document number is correct.
    d. Ensure unit DODAAC is correct.
    e. Ensure proper DODIC (Live or Residue) is utilized for each item number.
    f. Ensure proper NIIN is used for reach item number.
    g. Ensure proper nomenclature is utilized.
    h. Ensure the type (Ammunition or Residue) of turn in is correct.
    i. Ensure the Quantity is correct.
    j. Review remarks block to meet required standard.

Performance Measures	GO	NO-GO
1. Reviewed ammunition want slips.	——	——
2. Reviewed ammunition control documents.	——	——
3. Reviewed ammunition turn in documentation.	——	——

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

References

Required	**Related**
AR 25-400-2	
AR 710-2	
GCSS-A/T PBUSE EM	
LOCAL SOP	

Perform Task Force/Split Operations
101-92Y-3105

Conditions: Assigned as a unit supply specialist in a field or garrison environment, and given the requirement to Perform Task Force/Split Operations. Given property to split, an import Hand Receipt File from the Property Book Office, authorization documents, Property Book Unit Supply Enhanced (PBUSE) system with a forms program, and local standard operating procedures (SOPs).

Standards: Perform Task Force/Split Operations while maintaining 100 percent property accountability.

Performance Steps

1. Determine type and quantity of property to be split. (Reference: AR 710-2, Chapter 2).

2. Create a Task Force/Split Operations Transfer Document. (PBUSE EM, Section 7.8)
   a. Access the PBUSE MODULE main menu.
   b. Click Property Book.
   c. Click Task Force/Split Operations to display the Task Force/Split Operations screen material items tab.
   d. Click the find button to display the UIC search screen.
   e. Click the UIC to select the unit.
   f. Click the Task Force CD LOV and select the desired task force.
NOTE: The task force selected affects the Gaining UIC selection.
   g. Click the Gaining UIC LOV and select the gaining unit.
NOTE: The Task Force Codes and Gaining UICs displayed may belong to any installation in the world. Ensure the selected Task Force Code and Gaining UIC is correct. The upper portion of the screen displays a list of items belonging to the losing UIC.
   h. Click the First, Prev, Next, and Last buttons to navigate the list.
   i. Click the LIN to select a transfer item.
NOTE: If the NSN is serial, registration, or lot numbered the Select Detail Items screen is displayed.
      (1) Click the Select check-box adjacent to the serial number.
      (2) Click the Apply button to add them.
      (3) Click the Close button to return to the Material Items Tab.
NOTE: If the NSN has a 'N", it will appear in the item(s) selected for transfer. Click the OK button on the dialog box,
   j. Click the Apply button after all selections are made.
   k. Click the OK button on the Document Number dialog box.

3. Update an Outgoing Task Force/Split Operations Document. (Reference: PBUSE EM, Section 7.8)
   a. Access the PBUSE MODULE main menu.
   b. Click Property Book.
   c. Click Task Force/Split Operations to display the Task Force/Split Operations screen material items tab.
   d. Click Outgoing Suspense Actions to display the Outgoing Suspense Actions tab.
   e. Click the Find button to display the Doc No Search screen.
   f. Click the Document Number to select the document.
   g. Click the First, Prev, Next, and Last to navigate the list.
   h. To correct the Losing Quantity:
      (1) Ensure the Type Act Code is S.
      (2) Click the Losing Quantity Field and enter the correct amount.
      (3) Click the Apply button.
   i. To delete material items from the document:
      (1) Click the delete checkbox and then click the Delete button.
      (2) Click the Ok button on the Delete confirmation box.
      (3) Click the Ok button on the Delete dialog box.

Performance Steps

4. Transfer an Outgoing Task Force/Split Operations Suspense action document.
   (Reference: PBUSE EM, Section 7.8)
   a. Access the PBUSE MODULE main menu.
   b. Click Property Book.
   c. Click Task Force/Split Operations to display the Task Force/Split Operations screen material items tab.
   d. Click Outgoing Suspense Actions to display the Outgoing Suspense Actions tab.
   e. Click the Find button to display the Doc No Search screen.
   f. Click the First, Prev, Next, and Last to navigate the list.
NOTE: Make changes to the losing QTY field if necessary, and click the Apply button.
   g. Click the Generate Form button to open Form Flow screen.
   h. Click the Print icon on the Form Flow toolbar to print DA Form 3161 (Request for Issue or Turn In).
   i. Click the Print button to open an Excel screen.
   j. Click the Print icon on the Excel toolbar to Print the Task Force Listing.
   k. Click the Notify Gaining PBO button to transfer the task force transfer document to the DUIC.
   l. Click OK on the Notify Gaining PBO dialog box.
NOTE: The gaining unit must post the transaction using the Incoming Suspense Actions in order to successfully complete the transfer. If the gaining unit cancels the incoming suspense document, the document number will reappear in the Outgoing Suspense Actions Doc Num LOV and should be cancelled.
   m. To cancel the suspense action:
      (1) Click the Type Act Code LOV and select "C".
      (2) Click the Apply button.
      (3) Click the Yes button on the cancel confirmation box.
      (4) Click the OK button on the Cancel dialog box.

Performance Measures	<u>**GO**</u>	<u>**NO-GO**</u>
1. Determined type and quantity of property to be split	——	——
2. Created a Task Force/Split Operations Transfer Document.	——	——
3. Updated an Outgoing Task Force/Split Operations Document.	——	——
4. Transferred an Outgoing Task Force/Split Operations Suspense action document.	——	——

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

References

Required	**Related**
AR 710-2	
DA FORM 3161	
GCSS-A/T PBUSE EM	
LOCAL SOP	

Process Unit Transfer
101-92Y-3106

Conditions: Assigned as a unit supply specialist in a field or garrison environment, and given the requirement to Process Unit Transfers. Given administration data, property to transfer, Property Book Unit Supply Enhanced (PBUSE) system with a forms program, PBUSE EM, and local standard operating procedures (SOPs).

Standards: Perform unit transfers while maintaining 100 percent property accountability.

Performance Steps

1. Review a current due-in listing for each UIC using the Activity Register Report (A0_).
   (Reference: PBUSE EM, Section 10.2)
NOTE: Click the Activity Register Report A0_ option to display the Activity Register Report for all active (open) Request A0_ transactions.

2. Prepare AM_transactions, using MILSTRIP Mass Modifications process, for all due-in requests being diverted to the new station. (Reference: PBUSE EM, Section 9.14)
NOTE: Change supplementary address to reflect the new ship-to destination. This process provides the capability to submit mass Request for Modification transactions when the same changes are desired for many document numbers, which are due in.

3. Prepare AC_transactions, using MILSTRIP Mass Cancellations process, for unwanted due-in requests not being diverted to the new station. (Reference: PBUSE EM, Section 9.15)
NOTE: This process provides the capability to submit mass Request for Cancellation transactions when cancellation is desired for many Document Numbers, which are due-in.

4. Use the Outgoing Suspense Actions and Incoming Suspense Actions tabs to either cancel or complete suspense actions before processing the transfer. (Reference: PBUSE EM, Section 7.7.2 – 7.7.3)

5. Review the Primary Hand Receipts and the System Component Listings. (Reference: PBUSE EM, Section 7.7)

6. Determine the on-hand quantities of items not accompanying the unit upon transfer. (Reference: PBUSE EM, Section 7.7)

7. Dispose of unwanted, non-deployable property by lateral transfer or by turn-in to FDP. (Reference: PBUSE EM, Section 7.7)

8. Obtain the data required for the new duty station. (Reference: PBUSE EM, Section 7.7)
NOTE: This data applies to the unit or activity assignment.

9. Perform Unit Transfer Transactions. (Reference: PBUSE EM, Section 7.7)
   a. Create Unit Transfer.
      (1) Access the PBUSE MODULE Main Menu.
      (2) Click Property Book.
      (3) Click Unit Transfer to display the Unit Transfer Screen, Unit Transfer Tab.
      (4) Click the find button to display the UIC search screen.
      (5) Click the UIC to select the Unit.
NOTE: The system automatically fills in the Losing Unit Data.
      (6) Click the PUIC field in the Gaining Unit Data screen to display the Parent UIC Search Screen.
      (7) Enter a complete UIC and click the Go button, or enter a partial UIC, click the GO button, and then click the desired Parent UIC.
      (8) Click the Apply button on the document Number dialog box.
      (9) Click the OK button on the Document Number dialog box.

Performance Steps
NOTE: At the gaining Unit, the transferred UIC must be added to the User Roles and Permissions.

    b. Transfer an Outgoing Unit Transfer Suspense Action.
        (1) Access the PBUSE MODULE Main menu.
        (2) Click Property Book.
        (3) Click Unit Transfer.
        (4) Click Outgoing Suspense Actions, to display the Outgoing Suspense Actions tab.
        (5) Click the Find button to display the Doc No search screen.
        (6) Click the Document Number to select the document.
        (7) Make changes to the PUIC field, if necessary, and click the apply button.
        (8) Ensure gaining Unit Data is correct.
        (9) Click the print button and follow the prompts to Print a Unit Transfer Listing.
        (10) Click the Notify Gaining PBO button.
        (11) Click the OK button on the Confirmation dialog box, and then click the OK button on the next dialog box.

NOTE: The Gaining unit must post the transaction using the Incoming Suspense Actions in order to successfully complete the Unit Transfer. If the gaining unit cancels the incoming suspense document, the document number will reappear in the Outgoing Suspense Actions Doc No list and should be cancelled.

    c. Accept an Incoming Unit Transfer document.
        (1) Access the PBUSE MODULE Main menu.
        (2) Click Property Book.
        (3) Click Unit Transfer.
        (4) Click Incoming Suspense Actions to display the Incoming Suspense Actions Tab.
        (5) Click the find button to display the Doc No search screen.
        (6) Click the Document Number to select the document and click GO.

NOTE: Ensure the gaining Unit Data is correct.

        (7) Print a Unit Transfer Listing.
        (8) Click the Type Action Code LOV and select P.
        (9) Click the Apply button.
        (10) Click the OK button on the confirmation dialog box, and then click the OK button on the next dialog box.

Performance Measures	**GO**	**NO-GO**
1. Reviewed a current due-in listing for each UIC using the Activity Register Report (A0_).	——	——
2. Prepared AM_transactions, using MILSTRIP Mass Modifications process, for unwanted due-in requests not being diverted to the new station.	——	——
3. Prepared AC_transactions, using MILSTRIP Mass Cancellations process, for unwanted due in requests not being diverted to the new station.	——	——
4. Used the Outgoing Suspense Actions and Incoming Suspense Actions tabs to either cancel or complete suspense actions before processing the transfer.	——	——
5. Reviewed the Primary Hand Receipts and the System Component Listings.	——	——
6. Determined the on-hand quantities of the items not accompanying the unit upon transfer.	——	——
7. Disposed of unwanted, non-deployable property by lateral transfer or by turn-in to FDP.	——	——
8. Obtained the data required for the new duty station.	——	——
9. Performed Unit Transfer Transactions.	——	——

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

References
    Required   **Related**
    GCSS-A/T PBUSE EM   DA PAM 710-2-1

Subject Area 6: Arms Room Operations

Supervise Unit Arms Room Operations
101-92Y-3203

Conditions: Assigned as the unit supply specialist in a field or garrison environment, given the responsibility to supervise unit arms room operations. Given AR 25-400-2 (Army Information Management System (ARIMS)), AR 190-11 (Physical Security of Arms, Ammunition, and Explosives (AA&E)), AR 190-13 (The Army Physical Security Program), AR 710-2 (Supply Policy Below the National Level), DA Pamphlet 710-2-1 (Using Unit Supply System Manual Procedures), FM 5-0 (Army Planning and Orders Production), DA Form 17 (Requisition for Publications and Blank Forms), DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies), DA Form 2062 (Hand Receipt/Annex Number), DA Form 3161 (Request for Issue or Turn-In), DA Form 3749 (Equipment Receipt), DA Form 4604 (Security Construction Statement), DA Form 5513 (Key Control Register and Inventory), Sensitive Item Inventory Listing, Master Authorization List (MAL), Weapon/Ammunition Control Log, local standing operating procedures (SOPs), and a computer.

Standards: Supervise unit arms room operations while maintaining 100 percent accountability of all weapons in accordance with AR 710-2, AR 190-11, AR 190-13, DA Pamphlet 710-2-1, DA Pamphlet 750-8, and local SOP.

Performance Steps

1. Review arms room procedures. (Reference: AR 190-11; AR 710-2, DA Pamphlet 710-2-1, and FM 5-0)
    a. Review administrative and management procedures.
        (1) Verify that sensitive pilferable items such as tools and high value items are stored in a separate area in the arms room.
        (2) Verify that DA Form 4604 indicates highest construction category for storage of AA&E on file.
        (3) Verify that AA&E storage buildings have interior/exterior security lighting.
        (4) Verify that DA Form 3749 is issued for each individually assigned weapon and privately assigned weapon.
        (5) Verify that the unit armorer maintains a MAL with all personnel authorized the issue of weapons.
        (6) Verify that weapon/ammunition control sheets are retained in unit active files until the next monthly inventory is conducted.
        (7) Verify that procedures are followed when changing arms room custody using DA Form 2062.
        (8) Ensure that monthly weapons inventories are conducted by the responsible officer, commissioned officer, warrant officer (WO), noncommissioned officer (NCO), or separate Department of Defense (DOD) civilian, rather than the armorer or the same individual consecutively.
        (9) Ensure that ammunition is inventoried by purpose (such as basic load, operational load, or training).
        (10) Verify that AA&E storage areas are posted as restricted areas (in Host Nation language).
        (11) Verify that the commander has given written authorization for the storage of high value, pilferable, sensitive items in the arms room.
        (12) Verify that names and duty positions of personnel authorized unaccompanied access to the AA&E are posted inside the arms room.
        (13) Make sure that a record of security screen checks for personnel involved in control of AA&E are on file in the arms room.
        (14) Ensure that privately owned weapons and ammunition are locked in a container separate from military AA&E.

Performance Steps

      (15) Ensure that applicable regulations and laws on ownership, possession, and registration of privately owned weapons and ammunition are posted on the unit bulletin board.

      (16) Ensure that the unit commander or designated representative approves withdrawal of privately owned weapons and ammunition from the arms room.

  b. Review DA Form 5513.

      (1) Ensure that the arms room key custodian has written authorization.

      (2) Ensure that keys to the AA&E building, rooms, containers and Intrusion Detection System (IDS) are maintained separately from other keys, accessible only to individuals whose official duties require access to them.

      (3) Verify DA Form 5513 is being used to maintain continuous accountability of keys.

      (4) Verify that completed DA Form 5513 is retained in unit files for a minimum period of 90 days.

      (5) Ensure that padlocks are locked to staples or hasps when areas, arms room racks, and containers are open.

      (6) Verify that key and lock inventory is conducted semiannually.

      (7) Ensure that key and lock inventory is recorded and retained in unit files for one year.

  c. Review arms room SOP.

      (1) Verify that the SOP list procedures unique to the organization.

      (2) Ensure that the SOP:

         (a) Consolidates actions contained in other Army publications.

         (b) Reflects the supply system used at the installation.

         (c) Explains change of hand receipt holder and inventory procedures.

         (d) Establishes procedures to provide personnel with information and requisite training on handling, storage, and use of hazardous materials.

         (e) Covers all areas of supply operations.

      (3) Ensure that supply personnel are familiar with the SOP.

      (4) Ensure that the unit local SOP is signed by the commander.

2. Review arms room hand receipt procedures. (Reference: DA Pamphlet 710-2-1, Chapter 2, paragraph 2-28 and Chapter 5, paragraphs 5-3 and 5-4)

  a. Determine that DA Form 2062 is:

      (1) Prepared for all non-expendable and durable property.

      (2) Kept current.

      (3) Maintained properly.

  b. Verify that the Sensitive Items Inventory Listing and reports are being maintained for the appropriate time period.

      (1) Office conducting the inspection: Destroy after 3 years.

      (2) Office inspected: Destroy after 1 year.

  c. Ensure that the original DA Form 2062 is kept by the issuing individual, and that the duplicate is held by the hand receipt holder.

  d. Ensure that property, not on the hand receipt, is under the control of the property book officer.

  e. Ensure change documents are being used.

  f. Ensure DA Form 1687 is:

      (1) Prepared correctly.

      (2) Kept current.

  g. Verify that hand receipt annexes are prepared for non-expendable/durable component shortages.

  h. Verify that items listed on the hand receipt annexes are on order.

  i. Verify that the initials in the quantity column of the hand receipt annexes are those of an authorized person.

  j. Verify that hand receipt annexes are filed with the hand receipt or sub-hand receipt to which they apply.

Performance Steps

      k. Review temporary hand receipts DA Form 3161 file.

         (1) Ensure file is on hand.

         (2) Ensure original copy is on file.

         (3) Ensure that no temporary hand receipt, DA Form 3161, is over 30 days old.

         (4) Verify that the temporary hand receipt files are reviewed daily.

         (5) Verify the following within five days of expiration:

            (a) Notify hand receipt holder and arrange for turn-in of property no later than expiration date.

            (b) Destroy all copies of DA From 3161 upon return of property.

            (c) If the individual still requires the property, issue it using permanent hand receipt procedures.

     l. Verify that the weapons/ammunition control log is being used to issue and turn-in all weapons and ammunition.

  3. Review files and publications. (Reference: AR 25-400-2, AR 710-2, DA Pamphlet 25-30, and local SOP)

     a. Review files.

        (1) Verify that all required arms room files are being maintained properly.

        (2) Verify that all required actions have been completed prior to filing.

        (3) Verify that the current list of file numbers (FNs) used in the arms room is on hand.

        (4) Verify that the information manager has approved the file list.

        (5) Verify that appropriate files are maintained in accordance with AR 25-400-2.

     b. Review publications.

        (1) Verify that required publications are on hand or on order.

        (2) Ensure that all publications are being maintained in accordance with AR 710-2, Appendix A and local SOP.

        (3) Verify that a copy of DA Form 17 is available for all requested publications.

Performance Measures	**GO**	**NO-GO**
1. Reviewed arms room procedures.	——	——
2. Reviewed arms room hand receipt procedures.	——	——
3. Reviewed files and publications.	——	——

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

References

Required	**Related**
AR 25-400-2	DA PAM 25-30
AR 190-11	
AR 190-13	
AR 710-2	
AR 735-5	
DA FORM 17	
DA FORM 1687	
DA FORM 2062	
DA FORM 3161	
DA FORM 3749	
DA FORM 4604	
DA FORM 5513	
DA PAM 710-2-1	
DA PAM 750-8	
FM 5-0	
LOCAL SOP	

Supervise Organizational Maintenance of Weapons
101-92Y-3204

Conditions: Assigned as the unit arms room supervisor, in a field or garrison environment, given the responsibility to manage and provide supervision for the maintenance of small arms. Given appropriate regulations, technical manuals, local standing operating procedures (SOPs), DA Form 2404 (Equipment Inspection and Maintenance Worksheet), DA Form 2407 (Maintenance Request), DD Form 314 (Preventive Maintenance Schedule and Record), DA Pamphlet 750-8 (The Army Maintenance Management System (TAMMS)), AWCMF 452 Listing, Review Unit Level Logistics System-Ground (ULLS-G) Generated Service Schedule Listing; armor tool kit, safety equipment, cleaning equipment, cleaner, lubricant, preservative, spare parts, and weapons.

Standards: Supervise all aspects of organizational maintenance on small arms weapons to maintain a high level of operational readiness in accordance with AR 25-400-2, DA Pamphlet 750-8, appropriate technical manuals, and local SOP.

Performance Steps

1. Supervise operator maintenance procedures on small arms weapons.
   (Reference: DA Pamphlet 750-8, TMs, and local SOP).
   a. Verify that operator maintenance, lubrications, and so on, is being performed.
      (1) Spot check weapons periodically.
      (2) Report to the commander those assigned weapons that have not had scheduled operator preventive maintenance checks and services (PMCS) performed by unit personnel.
   b. Reschedule all assigned weapons and unassigned weapons for quarterly PMCS.

2. Supervise organizational maintenance procedures on small arms weapons.
   (Reference: DA Pamphlet 750-8, TMs, and local SOP).
   a. Verify that weapons requiring organizational maintenance are scheduled on DD Form 314 or have weapon serial numbers loaded into the ULLS-Ground System located in the maintenance sections. Compare the commander's hand receipt with the DD Form 314s or the AWCMF 452 ensuring that a DD Form 314 or AWCMF 452 listing exists for each weapon and all required maintenances are scheduled.
   b. Review PMCS.
      (1) Verify that organizational maintenance is being accomplished by 10/20 PMCS standards using checklists in TMs.
      (2) Verify that unserviceable parts are replaced.
      (3) Verify that parts needed are on valid request.
      (4) Verify that all unserviceable weapons are tagged, with the problem listed on the tag, then annotate it in the 'Remarks' block on the Master Authorization List (MAL).
      (5) For quality control, the inspector or commander's designated representative will check all corrected status symbol "X" faults to verify that proper repairs have been completed. If properly repaired, the inspector or the commander's designated representative will initial the status symbol in column e.
      (6) Check the completed DA Form 2404 against DD Form 314 or AWCMF 452 listing to ensure proper maintenance was completed.
   c. Review DA Form 2407.
      (1) Verify serial numbers of the weapons turned in on DA Form 2407 against the current arms room hand receipt.
      (2) Verify status of weapons turned in with the direct support (DS) maintenance section.
      (3) Verify that a current copy of DA Form 2407 for annual gauging is on file.

Performance Measures	**GO**	**NO-GO**
1. Supervised operator maintenance procedures on small arms weapons.	——	——
2. Supervised organizational maintenance procedures on small arms weapons.	——	——

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

References

Required	**Related**
AR 25-400-2	
DA FORM 2404	
DA FORM 2407	
DA PAM 750-8	
DD FORM 314	
LOCAL SOP	

Skill Level 4

Subject Area 7: Property Management

Manage Property Distribution
101-92Y-4110

Conditions: Assigned as a unit supply specialist in a field or garrison environment and given the requirement to manage distribution of property. Given excess/shortage equipment listing, consolidated battalion property book listing, The Army Authorization Document System (TAADS) authorization change listing, unit equipment readiness listing, Property Book Unit Supply Enhanced (PBUSE) system, DA Pamphlet 710-2-1 (Using Unit Supply Manual Procedures), AR 25-400-2 (The Army Records Information Management System (ARIMS)), AR 25-50 (Processing and Managing Correspondence), and local standing operating procedures (SOPs).

Standards: Manage property distribution while maintaining 100 percent accountability.

Performance Steps

1. Review selected PBUSE property management listings and reports (Reference: PBUSE EM, Section 12).
    a. Parent Level Property Listing Organization (RPT-3).
    b. Consolidated Property Listing (RPT-8).
    c. Property Imbalance Report (RPT-15).
    d. Catalog Change Notification Listing (ADU-4).
    e. Unit Equipment Readiness Report (UER-1).
     f. Excess/Shortage Report (ASSET-4).
    g. UIC Equipment Change Listing Report (RPT-4).

2. Identify equipment authorization changes. (Reference: PBUSE EM, Section 7).
    a. View LOGTADDS Visibility Listing (AUTH-3).
        (1) Identify projected excess equipment.
        (2) Identify projected shortage equipment.
    b. View LOGTADDS Change Listing (AUTH-4).
        (1) Identify Authorization additions.
        (2) Identify Authorization deletions.
        (3) Identify Authorization Quantity changes.

3. Initiate actions to perform property distribution (PBUSE EM, Section 7).
    a. Check automated authorization documents to verify that no discrepancies exist.
    b. Submit request for disposition to higher headquarters for excess equipment that cannot be cross-leveled within the command.
    c. Coordinate with command to determine equipment redistribution priority.
    d. Obtain approval to redistribute equipment excesses.
    e. Provide redistribution instruction to subordinate units.
     f. Review and process lateral transfers.
    g. Prepare and process equipment excesses for turn-in.
    h. Follow-up to verify that all distribution actions is completed.

Performance Measures	GO	NO-GO
1. Reviewed property records.	____	____
2. Identified equipment authorization changes	____	____
3. Initiated actions to perform property distribution.	____	____

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

References

Required	**Related**
AR 25-50	SB 700-20
AR 25-400-2	
DA PAM 710-2-1	
GCSS-A/T PBUSE EM	

Update Equipment Authorization Documents
101-92Y-4400

Conditions: Assigned as a unit supply specialist in a field or garrison environment, given the requirement to update equipment authorization documents. Given LOGTAADS Automatic Updates; AR 71-32 (Force Development and Documentation-Consolidated Policies), CTA 8-100; CTA 50-900; CTA 50-909; current MTOE; AR 710-2 (Supply Policy Below the National Level), AR 25-400-2 (The Army Records Information Management System (ARIMS)). The Army Authorization Documents System (TAADS) , Property Book Unit Supply Enhanced (PBUSE) system; with forms program; PBUSE EM; and local standing operating procedures (SOPs).

Standards: Update Equipment Authorization Documents to reflect current authorization levels in accordance with LOGTAADS, MTOE, CTA 8-100, CTA 50-900, CTA 50-909, and AR 71-32, and the local SOP.

Performance Steps

   1. View authorizations utilizing PBUSE (Reference: PBUSE EM, Section 7.2.1)
NOTE: This function will only allow you to view non-LOGTAADS property book authorizations.
      a. Access the PBUSE MAIN menu.
      b. Click Property Book.
      c. Click View/Update Authorizations to display the Authorization screen View/Update Authorization tab.
      d. Click the find button to display the UIC search screen.
      e. Click the UIC to select the unit.
NOTE: If no UICs appear, enter a complete UIC and click the GO button, or enter a partial UIC, click the GO button, and then click the desired UIC.
      f. Click the First, Prev, Next, and last buttons to navigate the list.

   2. Add authorizations utilizing PBUSE (Reference: PBUSE EM, Section 7.2.2).
NOTE: LOGTAADS Authorizations are updated automatically. Do not use this process to add LOGTAADS Authorizations. Add authorizations that fall under criteria other than LOGTAADS, which include CTA, and/or other authorization documents.
      a. Access the PBUSE MAIN Menu.
      b. Click Property Book.
      c. Click Add Authorization to display the Authorizations screen, Add Authorization tab.
      d. Click the Find button to display the UIC search screen.
      e. Click the UIC to select the unit.
NOTE: An authorization can be established for the same LIN/NSKIN, but using a different PBIC.
      f. Enter the LIN.
NOTE: The LIN must exist in the catalog.
      g. Select the desired PBIC from the LOV.
      h. Select a TAC from the LOV.
NOTE: If a TAC was selected, the Auth Doc Nr filed will be filled. However, the TAC 3, 8, 9 prevent changes to the ERC.
      i. Select the desired ERC from the LOV.
      j. Enter a Req Qty and an Auth Qty.
      k. Select an SRI.
NOTE: If a TAC was selected, the Auth Doc Nr field will be filled. However, the TAC 3 has three possible entries, CTA 8-100, CTA 50-900 and CTA 50-909. Select the correct entry.

Performance Steps

   3. Delete an authorization utilizing PBUSE (Reference: PBUSE EM, Section 7.2.1.2)
NOTE: This function will only allow you to delete NON-LOGTAADS property book authorizations.
      a. Access the PBUSE MODULE Main Menu.
      b. Click Property Book.
      c. Click View/Update Authorization to display the Authorizations screen, View/Update Authorization tab.
      d. Click the Find button to display the Find screen.
      e. Click the UIC, or enter the desired UIC in the UIC field and click the GO button.
      f. In the delete column, click the check box adjacent to the LIN.
      g. Click the Delete button.
      h. Click the OK button on the delete confirmation box to delete the record.
      i. Click the OK button on the confirmation box.

Performance Measures	**GO**	**NO-GO**
1. Viewed authorizations utilizing PBUSE.	——	——
2. Added authorizations utilizing PBUSE.	——	——
3. Deleted an authorization utilizing PBUSE.	——	——

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

References
Required	**Related**
AR 25-400-2	AR 735-5
AR 71-32	
AR 710-2	
CTA 8-100	
CTA 50-900	
CTA 50-909	
GCSS-A/T PBUSE EM	

Subject Area 8: Logistics Operations

Plan Logistical Support for Combat Operations
101-92Y-4300

Conditions: Assigned as a unit supply specialist in a field or garrison environment; given the requirement to plan logistical support for combat operations. Given the higher headquarters operation order, commander's guidance, and a higher headquarters logistics support plan. Given the Property Book Unit Supply Enhanced (PBUSE) system; with forms program, Technical and Logistical Data Planning Factors; Field Manual 10-27, General Supply in Theaters of Operations; Field Manual 5-0, Army Planning & Orders Production; Field Manual 101-5, Staff Organization & Operations, and PBUSE EM.

Standards: Plan Logistical Support for Combat Operations in accordance with FM 5-0, FM 10-27, and the PBUSE Log Planning Menu.

Performance Steps

1. Review higher headquarters Operations Order (OPORD) (Reference: FM 5-0, Appendix G, Figure G-7 and G-19).
    a. Review the situation requirements for the operation.
    b. Review the mission paragraph for combat service support implications and requirements.
    c. Review the execution paragraph and concept of operation.
    d. Review the coordinating instructions sub-paragraph.
    e. Review the service support paragraph.
        (1) Identify availability of classes of supplies:
            (a) Class I (Rations)
            (b) Class II (Organizational Clothing and Individual Equipment)
            (c) Class III (Bulk Fuel), Class III (Packaged Petroleum), Oils, and Lubricants.
            (d) Class IV (Construction and Fortification Material)
            (e) Class V (Munitions)
            (f) Class VI (Personal Demand Items)
            (g) Class VII (Major End Items)
            (h) Class VIII (Medical Material)
            (i) Class IX (Repair Parts)
            (j) Class X (Material for NonMilitary or Civil Affairs Operations)
        (2) Identify facility locations for each class of supply.
        (3) Identify medical evacuation and hospitalization requirements to include procedures to be used for chemical casualties.
        (4) Identify transportation capabilities, requirements, and shortages.
        (5) Identify maintenance capabilities, requirements, and location of facilities, collection points, and priority of maintenance for combat systems.
        (6) Identify the personnel services available and location of sites.
        (7) Identify the field services available and location of sites.
    f. Identify command and signal requirements for logistics planning applications.
    g. Identify the acknowledgement requirement for the OPLAN/OPORD.

2. Determine Quantities needed of Classes of Supplies (Reference: PBUSE EM, Section 5, FM 5-0, Appendix G, Figure G-19, FM 10-27, Chapter 2-6, CTA 50-900, CTA 50-970, and local SOP).
    a. Prepare a Logistics Plan Estimate for Class I (Rations) (Reference: PBUSE EM, Section 5.7). Input Class I requirements (Rations) into an existing or created scenario shell in PBUSE.
    b. Prepare a Logistics Plan Estimate for Class I (Water) (Reference: PBUSE EM, Section 5). Input Class I requirements (Water) into an existing or created scenario shell in PBUSE.
    c. Determine Class II (Organizational Clothing & Equipment) Quantities needed for Combat Operations (Reference: FM 10-27, Chapter 3, Section II, CTA 50-900, Appendix D and Appendix F)

Performance Steps

    d. Prepare a Logistics Plan Estimate for Class III (Bulk Fuel, Packaged Petroleum, and Oils, and Lubricants) (Reference: PBUSE EM, Section 5). Input Class III requirements into an existing or created scenario shell in PBUSE.

    e. Determine Class IV (Construction & Fortification Material) Quantities needed for Combat Operations (Reference: FM 10-27, Chapter 3, Section IV, CTA 50-970). Determine Basic Load Requirements.

NOTE: If transportation is available, Operational Load items may be moved into combat.

    f. Prepare a Logistics Plan Estimate for Class V Munitions (Reference: PBUSE EM, Section 5). Input Class V requirements into an existing or created scenario shell in PBUSE.

    g. Determine Class VI (Personal Demand Items) Quantities needed for Combat (Reference: FM 10-27, Chapter 6, Section II).

        (1) Compute the number of health and comfort packs required based on the number of females assigned (Reference: FM 10-27, Chapter 6, Section II).

        (2) Compute the number of health and comfort packs requirements based on the number of males assigned (Reference: FM 10-27, Chapter 6, Section II).

        (3) Determine the storage space required for the health and comfort packs.

        (4) Determine transportation requirements necessary to move Class VI. Plan to move health and comfort items with Class I.

        (5) Determine if transportation shortfall exists.

    h. Prepare a Logistics Plan Estimate for Class VII (Major End items/Equipment Assets) (Reference: PBUSE EM, Section 5). Select needed assets and input requirements into an existing or created scenario shell for PBUSE.

    i. Determine Class VIII (Medical Material) Quantities needed for Combat Operations (Reference: FM 10-27, Chapter 5, Section II).

        (1) Compute the Class VIII requirements based on the number of pounds per man per day.

        (2) Verify quantity of Class VIII items on hand.

        (3) Coordinate storage requirements for Class VIII items with medical personnel.

        (4) Determine transportation requirements to move Class VIII.

    j. Determine Class IX (Repair Parts) Quantities needed for Combat Operations (Reference: FM 10-27, Chapter 5, Sections I, II, III, and IV).

        (1) Determine storage requirements for Class IX.

        (2) Determine transportation requirements necessary to move Class IX.

Performance Measures	GO	NO-GO
1. Reviewed higher headquarters Operations Order (OPORD).	——	——
2. Determined Quantities needed of Classes of Supplies.	——	——

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

References

    Required   **Related**

    FM 10-27

    FM 5-0

    GCSS-A/T PBUSE EM

Inspect Logistical Operations at the Unit
101-92Y-4301

Conditions: Assigned as a unit supply specialist in a field or garrison environment, given the requirement to inspect Logistical Operations at the Unit. Given AR 1-201 (Army Inspection Policy), AR 710-2 (Supply Policy Below the National Level), AR 735-5 (Policies and Procedures for Property Accountability), DA Pamphlet 710-2-1 (Using Unit Supply System Manual Procedures), DA Pamphlet 710-2-2 (Supply Support Activity System: Manual Procedures), AR 25-50 (Preparing and Managing Correspondence), AR 25-400-2 (The Army Record Information Management System (ARIMS)), Property Book Unit Supply Enhanced (PBUSE) system; with forms program, ULLS-Ground (ULLS-G); the CSDP checklist; and local standing operating procedures (SOPs).

Standards: Inspect logistical operations at the unit in accordance with AR 710-2, Appendix B; AR 1-201, Chapter 3, and the local SOP.

Performance Steps

1. Prepare to conduct supply inspections of subordinate units (Reference: AR 1-201 Chapter 3; AR 710-2, Appendix B, and the local SOP).
    a. Coordinate with the G3/S3 staff to incorporate supply inspection requirements into the command inspection program.
    b. Identify units to be inspected.
    c. Establish an inspection schedule.
    d. Review current authorization documents.
    e. Review appropriate requirement listings.
    f. Coordinate logistical requirements as necessary.
    g. Provide the inspection instructions and schedule to subordinate units, if required.
    h. File a copy of the inspection instructions and schedule.

2. Conduct unit inspection (Reference: AR 1-201 Chapter 3; AR 735-5 Chapter 11; AR 710-2, Appendix B; DA Pamphlet 710-2-1, and the local SOP).
    a. Participate as a member of the command inspection team in the in-briefing for the commander of the unit to be inspected.
    b. Inspect the unit supply operation for compliance with the CSDP as follows:
        (1) Review previous inspections conducted by higher headquarters to determine if all discrepancies identified have been corrected.
        (2) Verify that all required supply publications are on hand or ordered.
        (3) Verify that the supply operation is in compliance with general military requirements.
        (4) Review the unit supply SOP to confirm that it is current and contains all pertinent information.
        (5) Review property authorization documents.
        (6) Verify that the following supply transactions are processed correctly.
            (a) Requests for supplies and equipment.
            (b) Turn-in of supplies and equipment.
            (c) Receipt for supplies and equipment.
            (d) Disposition of property.
        (7) Verify the assignment of property responsibility by reviewing:
            (a) Hand receipts.
            (b) Subhand receipts.
            (c) Shortage annexes.
            (d) Component hand receipt listing.
            (e) Temporary hand receipts.
        (8) Verify that personal clothing records are maintained accurately.
        (9) Ensure that unit loads are being properly maintained.
        (10) Verify that all required inventories have been conducted and are on file.

Performance Steps

        (11) Verify that adjustment documents have been prepared correctly for lost, damaged, or destroyed property.

        (12) Verify that petroleum products are maintained in accordance with AR 710-2.

        (13) Verify that the Property Book Unit Supply Enhanced (PBUSE) is being operated properly.

            (a) Verify that the proper item authorization documents are loaded on the property master file.

            (b) Check the PBUSE work area for system operations.

            (c) Confirm that sufficient operating supplies are on hand or ordered.

            (d) Validate system security procedures.

            (e) Check password management.

            (f) Verify that property accountability is being maintained.

            (g) Confirm that component hand receipt files are properly maintained.

            (h) Review component security procedures.

            (i) Validate that supply management parameter settings are correct.

            (j) Review unit load management.

            (k) Verify that the document control register is current.

            (l) Confirm that the supply support parameter settings are correct.

            (m) Verify that budget management is in compliance with command operating budget guidance.

3. Conduct the supply portion of the command inspection out-brief to the unit commander.

    a. Provide a brief synopsis of shortcomings and any repeat findings.

    b. Explain any on-the-spot corrections made.

    c. Indicate suspense dates for resolution of deficiencies.

    d. Provide recommended corrective actions.

    e. Identify any exemplary areas and personnel.

4. Prepare the supply portion of the command inspection report.

    a. Compile information from the inspection checklist to identify all deficiencies.

    b. Compare deficiencies with the previous command inspection report to determine any repeat findings.

    c. Analyze all information from the checklist to identify systemic problem areas.

    d. Identify corrective actions for any problem areas.

    e. Draft the inspection report and review with battalion/brigade S4.

    f. Finalize the supply portion of the inspection report and provide it to the battalion/brigade S4 for incorporation into the command inspection report.

    g. Prepare the supply portion of the command inspection briefing for the battalion/brigade executive officer/commander (XO/CDR).

    h. Brief the battalion/brigade XO/CDR on unit shortcomings, strengths, and repeat findings.

5. Conduct follow-up actions.

    a. Verify that the unit commander and supply personnel receive a copy of the command inspection report.

    b. Place a copy of the correspondence in the supply suspense file.

    c. Coordinate any necessary assistance/corrective actions from outside sources for systematic problems that cannot be corrected at the unit level.

    d. Schedule and conduct follow-up inspection assistance at the unit when possible.

    e. File the inspection report in accordance with AR 25-400-2.

Performance Measures	**GO**	**NO-GO**
1. Prepared to conduct supply inspections of subordinate units.	——	——
2. Conducted unit inspection.	——	——
3. Conducted the supply portion of the command inspection out-brief for the unit commander.	——	——
4. Prepared the supply portion of the command inspection report.	——	——
5. Conducted follow-up actions.	——	——

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

References

Required	**Related**
AR 1-201	
AR 25-50	
AR 25-400-2	
AR 710-2	
AR 735-5	
DA PAM 710-2-1	
DA PAM 710-2-2	
LOCAL SOP	

Subject Area 9: Budget Operations

Manage Budget Operations
101-92Y-4302

Conditions: Assigned as unit supply specialist in a field or garrison environment, given the requirement to manage budget operations. Given funding data, approved organizational budget from higher headquarters, DoD Financial Management Regulation 7000.14-R; Federal Acquisition Regulation (FAR) Part 13; Defense Federal Acquisition Regulation Supplement (DFARS) Part 213; AR 25-50, Preparing and Managing Correspondence; AR 25-400-2, Army Record Information System (ARIMS); FM 1-06, Financial Management Operations; Property Book Unit Supply Enhanced (PBUSE) system; PBUSE EM, with forms program, and local standard operating procedure (SOP).

Standards: Manage Budget Operations in accordance with command budget guidance and all applicable budget regulations.

Performance Steps

1. Develop fiscal (two year out) budget (Reference: FM 1-06, Chapter 1, Page 1-11).
   a. Prepare budget estimate submission.
   b. Prepare adjusted budget estimate submission.
   c. Prepare the command budget estimate (CBE).
   d. Analyze program budget decisions.
   e. Conduct manpower assessments in coordination with Force Modernization elements at the same level.

2. Execute current fiscal year budget guidance (Reference: FM 1-06, Chapter 1, pages 1-11 and 1-12).
   a. Publish annual funding guidance.
   b. Establish initial funding levels.
   c. Develop phased obligation plan and spending schedule.
   d. Process Unfinanced Requirements (UFRs).
   e. Manage UFR and decrement processing.
   f. Prepare assessment of commander's ability to accomplish mission based on resources provided.
   g. Conduct Program Budget Advisory Committee (PBAC) meetings.
   h. Administer the management control program.
   i. Fund and monitor the Government Travel Card Program (Reference: DoD Financial Management Regulation 7000-14-R, Volume 9).
   j. Monitor the Government Purchase Card (GPC) program, also known as International Merchant Purchase Authorization Card (IMPAC).
   k. Monitor FINLOG (Reference:http://www.finlogonline.com)
NOTE: This application is user restricted. Must apply for password as well as justification. There is no current Army regulation that covers the use of FINLOG. All information regarding this application can be found at the website provided under reference.
   l. Monitor Acquiline requests (Reference: http://160.138.187.108/acquiline/HELP/how_do_l/acquiline_prweb_help_topics.htm).
NOTE: Acquiline is user and password restricted. You must first submit a Registration form to your post Acquiline Manager requesting an account. Once you have been approved your Acquiline Manager will send you your username and password. Also Acquiline program has to be loaded onto the computer you will be using to make your requests. There is no Army regulation that covers Acquiline.
   m. Prepare DD Form 448 (Military Interdepartmental Purchase Request) when needed (Reference: Form Flow, DD Form 448 and DD Form 448-2 (Acceptance of MIPR), and your local Contracting Office).

Performance Steps

      n. Submit justification and paperwork to establish unit Field Ordering Officer (Reference: Federal Acquisition Regulation (FAR) Part 13, Defense Federal Acquisition Regulation Supplement (DFARS) Part 213, DoD Directive 5500.7-R, Joint Ethics Regulation, Section 3 - Code of Ethics for Government Service).

NOTE: The request for a FOO must be routed through your local Contracting office. They are the approving authority for unit (FOO).

      o. Conduct mid-year review.

      p. Conduct joint review.

      q. Conduct obligation management.

      r. Conduct year-end close out.

NOTE: The financial manager must understand the unit's mission to support the commander's intent. As the commander's honest broker, the financial manager helps to identify all fiscal and operational considerations by assisting other staff elements in validating and prioritizing requirements. This is accomplished by accurately forecasting and obtaining funds, capturing costs, and determining the correct appropriation(s) to fund requirements. Impartiality and credibility are critical in advising the commander on resourcing issues.

   3. Manage budget operations utilizing PBUSE (Reference: PBUSE EM, Section 5)

      a. Deposit money to a specific UIC (Reference: PBUSE EM, Section 5.6.2.1)

NOTE: This menu option is only available to the Budget Officer.

      b. Reverse a Deposit that was previously posted (Reference: PBUSE EM, Section 5.6.2.2)

NOTE: This menu option is only available to the Budget Officer.

      c. Perform a Supply Withdrawal from a specific UIC (Reference: PBUSE EM, Section 5.6.2.3)

      d. Perform a Travel withdrawal (Reference: PBUSE EM, Section 5.6.2.4)

NOTE: This process provides the capability to commits unallocated funds for travel.

      e. Modify Supply Transactions (Reference: PBUSE EM, Section 5.6.2.5)

      f. Modify Travel Transactions (Reference: PBUSE EM, Section 5.6.2.6)

NOTE: This process provides the capability to modify travel transactions.

      g. Transfer funds from one account to another (Reference: PBUSE EM, Section 5.6.2.7)

NOTE: Funds can only be transferred from the selected UIC, to the immediate Parent UIC or the immediate child UIC(s), provided an account exist for the destination UIC.

      h. Perform a Transfer Transaction (Reference: PBUSE EM, Section 5.6.2.8)

NOTE: This process provides the capability to move a supply or travel withdrawal from one account to another, repost the transaction(s), and update the available balance for both accounts.

      i. Perform a Reconciliation (Reference: PBUSE EM, Section 5.6.2.9)

NOTE: This process provides the capability to obligate funds and close transactions.

      j. Create a standard account (Reference: PBUSE EM, Section 5.6.3.1).

NOTE: This process provides the capability to create a standard account.

      k. Create a user account (Reference: PBUSE EM, Section 5.6.3.2)

NOTE: This process provides the capability to create a user account.

      l. Update an account (Reference: PBUSE EM, Section 5.6.3.3)

NOTE: This process provides the capability to update standard and user account information.

Performance Measures	**GO**	**NO-GO**
1. Developed fiscal (two year out) budget.	——	——
2. Executed current fiscal year budget guidance.	——	——
3. Managed budget operations utilizing PBUSE.	——	——

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

References
    Required   **Related**
    AR 25-50
    AR 25-400-2
    DD FORM 448
    DD FORM 448-2
    DoD FMR 7000-14-R
    FAR
    FM 1-06

Subject Area 10: Logistics Status Reporting

Prepare Logistical Section of Unit Status Report (USR)
101-92Y-4303

Conditions: Assigned as a unit supply specialist in a field or garrison environment, given the requirement to prepare Logistical Section of the USR. Given AR 220-1 (Unit Status Reporting), AR 700-138 (Army Logistics Readiness and Sustainability), Property Book Unit Supply Enhanced (PBUSE) system; with forms program; PBUSE EM, authorization documents; property records; unit equipment readiness listing (UER-1); and local standing operating procedures (SOPs).

Standards: Prepare the logistical section of USR and forward it to the S3 section in accordance with AR 220-1, AR 700-138, and the local SOP without rejection by the approving authority.

Performance Steps

1. Identify USR reportable equipment (Reference: AR 220-1, Chapter 5, Para 5-3, Chapter 6, paragraph 6-2; AR 700-138, Appendix B; FEDLOG, SB 700-20, Appendix H).
   a. Identify equipment that must be reported when not supported by automated systems.
      (1) Identify equipment that is designated equipment readiness code (ERC) A or P on the Modified Table(s) of Organization and Equipment (MTOE) that must be reported.
      (2) Identify equipment that is designated ERC B/C on the MTOE.
      (3) Identify the equipment listed on the Table(s) of Distribution and Allowances (TDA) which has designated ERCs of A/P which must be reported.
      (4) Use the equipment listed in AR 700-138, appendix B, as ERC A/P when TDAs are not equipment readiness coded.
      (5) Identify all equipment listed on the TDA but not designated as reportable in AR 700-138, appendix B, which will be considered ERC B/C and must be reported.
      (6) Identify pacing items from AR 220-1, which will receive special emphasis when determining S and R levels. S-level is the unit's equipment on hand (EOH) status. R-level is the equipment serviceability (ES) indicator.
      (7) Identify any equipment that has been designated as exempt from reporting as listed in AR 220-1, which will not be reported.
      (8) Identify substitute items listed in SB 700-20, Appendix H, as in lieu of items which must be reported under the authorized line item number (LIN).
      (9) Prepare a list of all identified reportable USR items.
         (a) Prepare a separate report for A/P, B/C and P only items.
         (b) List the items in LIN sequence.
   b. Verify the unit equipment readiness listing (UER-1) when supported by an automated property accounting system.
      (1) View the unit equipment readiness listing (UER-1) utilizing the PBUSE system (Reference: PBUSE EM, Section 11.2.1).
      (2) Check the information listed on the report against the authorization document and hand receipts.
      (3) Verify that those LINs not rated C-1 have valid document numbers for equipment shortages.
      (4) Compare previous month's equipment readiness listing with the current month's listing to identify any changes from the previous month's report.
      (5) Report all discrepancies on the listing to the PBO.

Performance Steps

2. Calculate the S-level (Reference: AR 220-1 Chapter 5, paragraph 5-10).
    a. Calculate the S-level for manual operations.
        (1) Identify your unit's ERC A/P (MTOE units) or AR 700-138, Appendix B (TDA units) LINs and required quantities.
        (2) Identify quantities of equipment on hand (from the unit property book) to be counted against the required quantities above.
        (3) Determine the S-level for each ERC A and P LIN.
            (a) Calculate a percent fill for a LIN when the number of items required under that LIN is 21 or more.
            (b) Use AR 220-1, table 5-2 to determine an S-level for a LIN when the number of items required under that LIN is 20 or less.
        (4) Record the results.
        (5) Convert the number of LINs at each S-level to a percentage.
        (6) Calculate a separate equipment fill S-level for pacing items.
            (a) Identify those LINs that are pacing items.
            (b) Identify which of the pacing items has the lowest calculated S-level.
        (7) Compute the unit S-level.
            (a) S-1. If the percentage of S-1 LINs (Step 5) is equal to or greater than 90 percent, the unit S-level is S-1 unless a pacing item (Step 6) is less than S-1. Then the unit S-level is equal to the pacing item S-level.
            (b) S-2. If the percentage of S-1 LINs is less than 90 percent but the total of the percentages of S-1 LINs and S-2 LINs (Step 5) is equal to or greater than 85 percent, the unit S-level is S-2, unless a pacing item (Step 6) is lower than S-2. Then the unit S-level is equal to the pacing item S-level.
            (c) S-3. If the percentage of S-1 LINs plus the percentage of S-2 LINs is less than 85 percent, but the total of the percentages of S-1 LINs, S-2 LINs and S-3 LINs (Step 5) is equal to or greater than 80 percent, the unit S-level is S-3, unless a pacing item (Step 6) is S-4. Then the unit S-level is equal to S-4.
            (d) S-4. If the percentage S-4 LINs is greater than 20 percent, then the unit S-level is S-4.
        (8) Identify your unit ERC B/C (MTOE units) LINs or those LINs not listed in AR 700-138 Appendix B (TDA units), and their required quantities.
        (9) Identify (from the property book) quantities of ERC B and ERC C equipment on-hand to count against the required ERC B/C quantities above.
        (10) Determine an S-level for each ERC B/C LIN.
        (11) Enter The S-level for ERC B/C LINs in the ERC B and C, equipment field, block 17b.

Performance Measures   **GO**   **NO-GO**

1. Identified USR reportable equipment   ____   ____

2. Calculated the S-level.   ____   ____

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

References
    Required   **Related**
    AR 220-1
    AR 700-138
    FEDLOG
    GCSS-A/T PBUSE EM
    SB 700-20

Prepare Materiel Condition Status Report
101-92Y-4401

Conditions: Assigned as a unit supply specialist in a field or garrison environment and given the requirement to prepare the DA Form 2406 (Materiel Condition Status Report). Given property records, preventive maintenance schedule and records, authorization documents, FEDLOG; AR 700-138, Army Logistics Readiness and Sustainability; Property Book Unit Supply Enhanced (PBUSE) system; with forms program; AR 220-1, Unit Status Reporting; AR 25-400-2, The Army Record Information Management System (ARIMS); information generated from ULLS-A or ULLS-G, Modified Table(s) of Organization and Equipment (MTOE) or Table(s) of Distribution and Allowances (TDA), and local standing operating procedures (SOPs).

Standards: Prepare DA Form 2406 without error in accordance with AR 700-138, the PBUSE End User Manual (EM), and the local SOP.

Performance Steps

1. Identify equipment that must be reported on the Material Condition Status Report (MCSR). (Reference: AR 700-138, Chapter 2)
   a. Obtain a listing of equipment for units with automated system support from the ULLS-Ground maintenance master data file.
   b. Notify the commander that he will designate equipment on hand, for material condition status reporting purposes, as "in lieu of", if authorization documents for newly required equipment are changed before modernization equipment is available for fielding.
      (1) Report only "in lieu of" or substitute equipment on the DA Form 2406, if listed in SB 700-20, appendix H.
      (2) Apply the "in lieu of" policy only when the equipment is in lieu of modernization equipment.
      (3) Verify that the "in lieu of" equipment is listed in SB 700-20, appendix H, as an authorized substitute.
      (4) Initiate action to add the "in lieu of" equipment to the SB 700-20, if equipment to be used is not listed as an authorized substitute.
   c. Report equipment that is on loan to another unit.
   d. Report equipment listed in SB 700-20, appendix B, with an asterisk (*) next to the line item number (LIN) as a subsystem.

2. Prepare manual DA Form 2406. (Reference: AR 700-138, Chapter 2 and the local SOP)
   a. Convert the calendar date to the Julian date for use on the report.
   b. Complete the DA Form 2406 in accordance with AR 700-138.
   c. Verify that the report is accurate and legible.

3. Import Army Material Status System (AMSS) data to PBUSE from ULLS-G or ULLS-A. (Reference: PBUSE EM, Section 11.4)

4. Review DA Form 2406/AMSS Report. (Reference: AR 700-138, Chapter 2 and the local SOP)
   a. Analyze all information from the report to identify systemic problem areas.
   b. Identify corrective actions for any problem areas.

5. Distribute the DA Form 2406/AMSS Report. (Reference: AR 700-138, Chapter 2 and PBUSE)
   a. Forward the completed MCSR to the appropriate activity.
   b. Forward the AMSS report to the higher headquarters.

Performance Measures	GO	NO-GO
1. Identified equipment that must be reported on the Material Condition Status Report (MCSR).	——	——
2. Prepared manual DA Form 2406.	——	——
3. Imported Army Material Status System (AMSS) data to PBUSE from ULLS-G or ULLS-A.	——	——
4. Reviewed DA Form 2406/AMSS Report.	——	——
5. Distributed the DA Form 2406/AMSS Report.	——	——

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

References

Required	**Related**
AR 25-400-2	
AR 220-1	
AR 700-138	
DA FORM 2406	
FEDLOG	

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Chapter 4

Duty Position Tasks

92Y- Unit Supply Specialist (Unit Supply Specialist), CMF 92

Major duties*. The unit supply specialist supervises or performs duties involving request, receipt, storage, issue, accountability and preservation of individual, organizational, installation and expendable supplies and equipment. Duties for MOS 92Y at skill levels 1 through 5 are:

- **MOSC 92Y10**. Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns in organization and installation supplies and equipment. Operates unit level computer (ULC). Prepares all unit/organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Issues and receives small arms. Secures and controls weapons and ammunition in security areas. Schedules and performs preventive and organizational maintenance on weapons.

- **MOSC 92Y20**. Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Post transaction to organizational and installation property books and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged, and destroyed supply items.

- **MOSC 92Y30***. Performs duties shown at preceding level of skill and provides guidance to lower grade personnel. Directs supply personnel in establishing supply and inventory control management functions. Maintain property under Standard Property Book System (SPBS). Review daily and monthly records of issues of petroleum products and operating supplies. Provide technical assistance to equipment records and parts specialist. Assists and advises supply officer and commander.

- **MOSC 92Y40.** Performs supervisory and management duties shown at preceding level of skill. Analyzes statistical data and reports to ascertain trends, conformance to standard and directives and efficiency of operations. Coordinate logistical activities with other staff elements supply and service and motor transport units. Conducts assistance visits to subordinate elements. Develops and executes training programs.

- **MOSC 92Y50.** Supervises development and preparation of operations information, plans, maps, sketches, overlays and related data to employ supply and service organizations. Contributes to staff development and operations of supply support data systems, equipment review, salvage and repair parts supply procedures. Perform liaison between staff and supported personnel to improve effectiveness of support activities. Conducts inspections and provides technical assistance to the Inspector General.

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Appendix A

Hands-On Evaluation

**HANDS-ON EVALUATION (DA FORM 5164-R)
INSTRUCTIONS**

DA Form 5164-R (Hands-On Evaluation) allows the trainer to keep a record of the performance measures a Soldier passes or fails on each task.

Before evaluation:

1. Obtain a blank copy of <u>DA Form 5164-R</u>, which you may locally reproduce on 8 ½ x 11 paper.
2. Enter the task title and 10-digit number from the STP task summary.
3. In Column a, enter the performance measure numbers from the task summary.
4. In Column b, enter the performance measure corresponding to the number in Column a (you may abbreviate this information, if necessary).
5. Locally reproduce the partially completed form when evaluating more than one Soldier on the task or when evaluating the same Soldier more than once.

During evaluation:

1. Enter the date just before evaluating the Soldier's task performance.
2. Enter the evaluator's name, the Soldier's name, and the unit.
3. For each performance measure in Column b, enter a check in Column c (PASS) or Column d (FAIL), as appropriate.
4. Compare the number of performance measures the Soldier passes (and, if applicable, which ones) against the task standards specified in the task summary. If the standards are 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 March 2008**	
TASK TITLE **Manage Property Adjustment Documents**		TASK NUMBER **101-92Y-3012**	
ITEM a	PERFORMANCE STEP TITLE b	SCORE (Check One)	
		PASS c	FAIL d
1.	Reviewed property adjustment documents for administrative and regulatory compliance	☒ P	☐ F
2.	Posted an Administrative Adjustment Document	☐ P	☒ F
3.	Posted an Asset Adjustment Document	☒ P	☐ F
4.	Processed final administrative procedures for property adjustment documents	☒ P	☐ F
		☐ P	☐ F
		☐ P	☐ P
		☐ P	☐ F
		☐ P	☐ F
		☐ P	☐ F
		☐ P	☐ F
		☐ P	☐ F
		☐ P	☐ F
		☐ P	☐ F
		☐ P	☐ F
		☐ P	☐ F

SAMPLE

EVALUATOR'S NAME **SFC ZANE KRAMER**	UNIT	
SOLDIER'S NAME **PFC JOEY KOSEE**	STATUS ☐ GO	☒ NO GO

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

Field Expedient Squad Book

**FIELD EXPEDIENT SQUAD BOOK (DA FORM 5165-R)
INSTRUCTIONS**

DA Form 5165-R (Field Expedient Squad Book) allows the trainer to keep a record of task proficiency for a group of Soldiers.

Before evaluation:

1. Obtain a blank copy of <u>DA Form 5165-R</u>, which you may locally reproduce on 8 ½ x 11 paper.
2. Locally reproduce the partially completed form if you are evaluating more than nine Soldiers.

During evaluation:

1. Enter the names of the Soldiers you are evaluating, one name per column, at the top of the form.
2. Under STATUS, record (in pencil) the date in the GO block if the Soldier demonstrated task proficiency to SM 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 SM standards. Soldiers who failed to perform the task should be retrained and reevaluated until they can meet the standards. When the standards are met, enter the date in the appropriate GO block and erase the previous entry from the NO-GO block.

After evaluation:

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

FIELD EXPEDIENT SQUAD BOOK

For use of this form, see STP 10-92A10-SM-TG; the proponent agency is TRADOC.

SHEET 1 OF 3

USER APPLICATION

STP 21-1-SMCT
Soldiers Manual of
Common Tasks

SOLDIER'S NAME

TASK NUMBER AND TITLE	STATUS																
	Hughes		Murphy		Smith		Jones		Gray							
	GO	NO-GO	GO	NO-GO	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									
071-329-1001 Identify Terrain	4-3-04		4-6-04				4-2-04		4-2-04							
071-311-2004 Battlesight Zero	4-6-04		5-6-04		4-15-04				4-15-04							
878-820-1001 Armored Vehicles	5-8-04								5-8-04							
071-329-1002 Grid Coordinates																
071-329-1003 Magnetic Azimuth																
071-311-2001 Maint M16A1 Rifle											SAMPLE					
071-503-1001 Maint M17-Series																
031-503-1007 Decontaminate																
031-503-1009 MOPP Gear																
081-831-1031 Buddy-Aid																
081-831-1005 Prevent Shock																
081-831-1009 Frostbite																
071-326-0511 React to Flares																
071-325-4407 Employ Hand Grenades																
031-503-1023 Exchange MOPP Gear																
031-831-1005 Prevent Shock																

DA FORM 5165-R, JUL 2005   PREVIOUS EDITIONS ARE OBSOLETE.   APD V1.00

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

Glossary

Section I. Acronyms & Abbreviations

AA&E	Arms, Ammunition, and Explosives
AAR	Administrative Adjustment Report
ACCP	Army Correspondence Course Program
AIPD	Army Institute of Professional Development
AIS	Automated Information System
ALIN	Authorized Line Item Number
AMSS	Army Material Status System
ANCOC	Advanced Noncommissioned Officer Course
API	American Petroleum Institute
AR	Army regulation
ARIMS	Army Records Information Management System
ARTEP	Army Training and Evaluation Program
ASP	ammunition supply point
ATTN	attention
AVGAS	aviation gasoline
BAC	budget account code
BL	basic load
BNCOC	Basic Noncommissioned Officer Course
CBE	command budget estimate
CBS-X	Continuing Balance System-Expanded
CDR	commander
CMF	Career Management Field
COMSEC	Communications Security
COOP	Continuity of Operations Plan
CSDP	Command Supply Discipline Program

CTA	common table(s) of allowances
CTT	common task test
DA	Department of the Army
DAC	Department of the Army Civilians
D.C.	District of Columbia
DD	Department of Defense
DFARS	Defense Federal Acquisition Regulation Supplement
DDN	defense data network
Doc	document
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODIC	Department of Defense Identification Code
DOS	days of supply
DRMO	defense reutilization management
DS	direct support
DSL	diesel
DSU	direct support unit
EIC	End Item Code
EOH	equipment on hand
EOR	Element of Resources
ERC	equipment readiness code
ERF	emergency relocation facilities
ES	equipment serviceability
F	Fahrenheit
FAD	Force Activity Designator
FAO	Finance and Accounting Office(r)
FAR	Federal Acquisition Regulation
FEDLOG	Federal Logistics

FINLOG	Finance and Logistics System
FLIPL	Financial Liability Investigation of Property Loss
FM	field manual
FN	file number
FOO	Field Ordering Officer
G3	Assistant Chief of Staff, Operations
Gals	gallons
GCSS	Global Combat Support System
GCSS-A	Global Combat Support System-Army
GETS	Government Emergency Telecommunication Service
GPC	Government Purchase Card
HQDA	Headquarters, Department of the Army
ID	identification
IDS	Intrusion Detection System
IMPAC	International Merchant Purchase Authorization Card
INS	Installation Code
JAG	Judge Advocate General
JP	jet propulsion
LIN	line item number
LOGTAADS	Logistics The Army Authorization Document System
LOV	List of Values
MAL	Master Authorization List
MBPAS	Monthly Bulk Petroleum Accounting Summary
MCL	master component list
MCSR	materiel condition status report
METL	Mission Essential Task List
MHE	material handling equipment
MIPR	Military Interdevelopmental Purchase Request

MOGAS	motor gasoline
MOPP	Mission Oriented Protective Posture
MOS	military occupational specialty
MOSC	military occupational specialty code
MTOE	Modified Table of Organization and Equipment
MWR	Morale, Welfare, and Recreation
NCO	noncommissioned officer
NCOIC	noncommissioned officer in charge
NIIN	national item identification number
No.	number
NSN	national stock number
OCIE	organizational clothing and individual equipment
OL	operational load
OPLAN	Operations Plan
OPORD	Operations Order
OSC	objective supply capability
OSHA	Occupational Safety and Health Administration
PBAC	Program Budget Advisory Committee
PBO	property book officer
PBUSE	Property Book Unit Supply Enhanced
PLL	prescribed load list
PMCS	preventive maintenance checks and services
POL	petroleum, oils, and lubricants
QT	quarterly
RICC	report item control code
S3	Operations & Training Officer
S4	Supply Officer

SARSS	Standard Army Retail Supply System
SB	supply bulletin
SHRH	sub-hand receipt holder
SIC	support indicator code
SKO	sets, kits, and outfits
SL	skill level
SM	Soldier's Manual
SMCT	Soldier's Manual of Common Tasks
SOP	standing operating procedure
SOS	source of supply
SPBS	Standard Property Book System
SRRC	serial/registration number requirement code
SSA	Supply Support Activity
STANFINS	Standard Finance System
STP	Soldier Training Publication
TAADS	The Army Authorization Documents System
TAMMS	The Army Maintenance Management System
TDA	Table of Distribution and Allowance
TG	Trainer's Guide
TOC	Type Organization Code
UER	unit equipment readiness
UFR	Unfinanced Requirement
UI	unit of issue
UIC	unit identification code
UL	unit load
ULC	unit level computer
ULLS-A	Unit Level Logistics System-Aviation
ULLS-G	Unit Level Logistics System-Ground

URL	Unfinanced Requirement List
US	United States
USATRADOC	United States Army Training and Doctrine Command
USR	Unit Status Report
WO	warrant officer
XO	executive officer

Section II. Terms

authenticate
To establish or prove that facts or documents are valid, true, or genuine.

authority
An action that gives official power to a service member.

basic load
Quantity of conventional ammunition that is authorized and required to be on hand within a unit or formation at all times.

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 property book officer and hand-receipt holder. It is also used between the hand-receipt holder and 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, alphabetical character used to classify materiel (ammunition). Condition codes identify the degree of serviceability, the condition, and the completeness of ammunition in terms of readiness for issue and use. They also can be used to identify actions under way to change the status of materiel.

Continuing Balance System-Expanded
A system that maintains Armywide Reportable Item Control Code 2 equipment balances by line item number/national stock number identified to the UIC level. This system provides accurate, timely, and auditable Armywide equipment data that can be used for procurement, distribution, and redistribution decisions.

DA Form 2064 (Document Register)
A form used to record all supply transactions that require a document number.

DA Form 3078 (Personal Clothing Request)
A form used to request personal military clothing for enlisted personnel.

Disposal
The act of getting rid of records, documents, and excess, obsolete, or surplus property under proper authority. Disposal may be accomplished by, but is not limited to, transfer, donation, sale, or abandonment, but does not include redistribution.

Disposition
The final settlement of a supply matter.

Dunnage
Any material on which supplies are stored; for example, boards, planks, blocks, or metal bracing.

Durable item
An item which is not consumed in use, is not classified as nonexpendable or expendable, and keeps its identity such as hand tools.

End item
Nonexpendable item of equipment or property that consists of more than one component (for example, a truck).

Established delivery date
The date a unit can expect to receive an item.

Expendable item
An item consumed in use or that loses its identity (such as paint, cleaning materials, office supplies).

Follow-up
A document used to request status on open or incomplete supply requests. This request is sent to the SSA.

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 (Request for Issue or Turn-In).

Maintenance category
The level of maintenance to be applied; for example, 0 for organizational maintenance; C for operator/crew; F for direct support maintenance; H for general support maintenance; D for depot maintenance.

malfunction
Failure of an item to function in accordance with the its expected performance or functioning of the explosive components during a nonfunctional test. A critical malfunction is one which may cause a hazard under the circumstances described above. For purposes of clarity, malfunctions do not include accidents and incidents resulting from negligence, malpractice, or implication in such situations as vehicular accidents, fires, and so on. However, malfunctions do include abnormal or premature function of explosive ammunition items during normal handling, maintenance, storage, transportation, and tactical deployment. Includes cook off, hangfire, misfire, and so on.

Nonexpendable item
Items which are not consumed in use, keep their original identity during the period of use, and require that accountability be maintained throughout the life of the item.

Organization clothing and equipment record
A form used to record military-type clothing for which the organization commander is responsible. It is rotated among using individuals as required.

Organizational-level repairs
Repairs authorized for the performance of maintenance at the organizational level.

Post
To make all the required entries on a document; for example, to post transactions to the property book.

Property book
A record book kept in a unit to control all nonexpendable property of the unit. The property book contains a record of all tables of organization and equipment, tables of distribution and allowances, and common tables of allowances items. Items of individual clothing and equipment are not recorded in the property book.

Serviceability code
See condition code.

Soldier's Manual
An STP listing of critical tasks for each SL in a particular MOS.

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

Summary of issue/turn-in
A document used to post an increase or a decrease of organization clothing and equipment to the property book.

Supply support activity (SSA)
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.

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References

Required Publications

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

Army Regulations

AR 1-201	*Army Inspection Policy*. 4 April 2008
AR 25-50	*Preparing and Managing Correspondence*. 3 June 2002
AR 25-400-2	*The Army Records Information Management System (ARIMS)*. 2 October 2007
AR 71-32	*Force Development and Documentation-Consolidated Policies*. 3 March 1997
AR 190-11	*Physical Security of Arms, Ammunition and Explosives*. 15 November 2006
AR 190-13	*The Army Physical Security Program*. 30 September 1993
AR 220-1	*Unit Status Reporting*. 19 December 2006
AR 500-3	*U.S. Army Continuity of Operations Program Policy and Planning*. 18 April 2008
AR 700-138	*Army Logistics Readiness and Sustainability*. 26 February 2004
AR 710-2	*Supply Policy Below the National Level*. 28 March 2008
AR 735-5	*Policies and Procedures for Property Accountability*. 28 February 2005

Department of Army Forms

DA forms are available from the APD website at http://www.apd.army.mil/.

DA Form 17	*Requisition for Publications and Blank Forms*
DA Form 1659	*Financial Liability Investigation of Property Loss Register*
DA Form 1687	*Notice of Delegation of Authority - Receipt for Supplies*
DA Form 2028	*Recommended Changes to Publications and Blank Forms*
DA Form 2062	*Hand Receipt/Annex Number*
DA Form 2063-R	*Prescribed Load List (LRA)*
DA Form 2064	*Document Register for Supply Actions*
DA Form 2404	*Equipment Inspection and Maintenance Worksheet*
DA Form 2406	*Materiel Condition Status Report*
DA Form 2407	*Maintenance Request*
DA Form 2765-1	*Request for Issue or Turn-In*
DA Form 3078	*Personal Clothing Request*
DA Form 3161	*Request for Issue or Turn-In*
DA Form 3318	*Records of Demands - Title Insert*
DA Form 3643	*Daily Issues of Petroleum Products*
DA Form 3644	*Monthly Abstract of Issues of Petroleum Products and Operating Supplies*
DA Form 3749	*Equipment Receipt*
DA Form 3853-1	*Innage Gage Sheet (Using Innage Tape and Bob)*
DA Form 4604	*Security Construction Statement*
DA Form 4702-R	*Monthly Bulk Petroleum Accounting Summary (LRA)*
DA Form 4949	*Administrative Adjustment Report*

DA Form 5164-R	*Hands-On Evaluation (LRA)*
DA Form 5165-R	*Field Expedient Squad Book*
DA Form 5513	*Key Control Register and Inventory*
DA Form 7531	*Checklist and Tracking Document for Financial Liability Investigations of Property Loss*

Department of Army Pamphlets

DA PAM 710-2-1	*Using Unit Supply System (Manual Procedures).* 31 December 1997
DA PAM 710-2-2	*Supply Support Activity Supply System: Manual Procedures.* 30 September 1998
DA PAM 735-5	*Financial Liability Officer's Guide*, 9 April 2007
DA PAM 750-8	*The Army Maintenance Management System (TAMMS) Users Manual.* 22 August 2005

Department of Defense Forms

DD forms are available from the OSD website at
http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm.

DD Form 200	*Financial Liability Investigation of Property Loss*
DD Form 314	*Preventive Maintenance Schedule and Record*
DD Form 362	*Statement of Charges/Cash Collection Voucher*
DD Form 448	*Military Interdepartmental Purchase Request*
DD Form 448-2	*Acceptance of MIPR*

Department of Defense Publications

DoD Financial Management Regulations (FMRs) are available from the DLMSO website at
http://www.defenselink.mil/comptroller/fmr/

| DoD 7000.14-R | *DoD Financial Management Regulation* |

Field Manuals

FM 1-06	*Financial Management Operations.* 21 September 2006
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 10-27	*General Supply in Theaters of Operations.* 20 April 1993
FM 10-27-4	*Organizational Supply and Services for Unit Leaders.* 14 April 2000
FM 25-4	*How to Conduct Training Exercises.* 10 September 1984
FM 25-5	*Training for Mobilization and War.* 25 January 1985

Other Product Types

CTA 8-100	*Army Medical Department Expendable/Durable Items*. 17 December 2004
CTA 50-900	*Clothing and Individual Equipment*. 1 September 1994
CTA 50-909	*Field and Garrison Furnishings and Equipment*. 1 August 1993
CTA 50-970	*Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items)*. 28 January 2005
FAR	*Federal Acquisition Regulation*. FARs are available at http://www.defenselink.mil/comptroller/fmr/
FEDLOG	Federal Logistics
GCSS-A/T PBUSE EM	*Property Book Unit Supply Enhanced Module (PBUSE Module)*. PBUSE End User Manual is available from the PBUSE website at https://pbuse.us.army.mil/gcss/index_NOGIF.html
LOCAL SOP	Local SOP

Supply Bulletins

SB 700-20	*Army Adopted/Other Items Selected for Authorization/List of Reportable Items*. 1 December 2001

Related Publications

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

Army Regulations

AR 70-12	*Fuels and Lubricants Standardization Policy for Equipment Design, Operation, and Logistic Support*. 1 May 1997

Department of Army Pamphlets

DA PAM 25-30	*Consolidated Index of Army Publications and Blank Forms*. 1 January 2007

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