
PROPERTY BOOK OPERATIONS HANDBOOK



PBO Handbook



**LOGISTICS TRAINING DEPARTMENT,
QUARTERMASTER SCHOOL, FORT LEE, VIRGINIA
OCTOBER 2021**

Preface

This publication is intended as a quick reference guide for commanders at all levels, appointed Accountable Property Officers (APO), and property management support personnel. Current regulations and local policies shall be adhered to.

References are currently under review with HQDA G4. AR 710-2, DA PAM 710-2-1, AR 735-5 and DA PAM 735-5 will be updated to AR 710-4.

For the purposes of this publication, Property Accounting Technicians, Accountable Property Officers, etc. will be referred to as Property Book Officers (PBO).

In order to refer to the most current property accountability system being utilized by an activity – to include but not limited to: Global Combat Support System - Army (GCSS-Army), Enterprise Business System - Convergence (EBS-C), Property Book Unit Supply Enhanced (PBUSE) and others – all will be referred to as Accountable Property Systems of Record (APSR).

TABLE OF CONTENTS

Introduction

Chapter 1. Property Book Officer Purpose and Duties

- 1-1. Property Book Officer Appointment
- 1-2. Command Relationship
- 1-3. Duties of Accountable Officers
- 1-4. PBO Core Competencies
- 1-5. Types of Accounts
- 1-6. Property Book System

Chapter 2. Property Book Officer Operations

- 2-1. The First 90 Days: Initial Assessment
- 2-2. Set Goals, Establish a Battle Rhythm and Develop the Team
- 2-3. Validation of Authorizations
- 2-4. BOIPs in FMSWeb
- 2-5. ModPaths in FMSWeb
- 2-6. Army Records Information Management System (ARIMS)

Chapter 3. Inventory Management

- 3-1. Sensitive items Inventory
- 3-2. Primary Hand Receipt Holder Annual/Cyclic Inventory
- 3-3. Change of Primary Hand Receipt Holder (PHRH) Inventory

Chapter 4. Global Combat Support System – Army

- 4-1. GCSS-Army PBO Overview
- 4-2. BI Launch Pad
- 4-3. Property Book Access Administrator (AA)

Chapter 5. Army Enterprise Systems Integrated Program (AESIP)

- 5-1. AESIP Overview
- 5-2. PBO Preferred Applications
- 5-3. AESIP SAP HUB Portal
- 5-4. Decision Support Tool
- 5-5. PBO Role within DST
- 5-6. Sourcing
- 5-7. Unit LIN Dashboard
- 5-8. User Defined

Chapter 6. Army Regionally Aligned Readiness and Modernization Model (ReARMM)

- 6-1. What is ReARMM?
- 6-2. Former Army Readiness Models
- 6-3. Army Sustainable Readiness Model
- 6-4. Army Regionally Aligned Readiness and Modernization Model (ReARMM)
- 6-5. Property Book Officer Actions per ReARMM Unit Life Cycle (ULC) Phases
- 6-6. Responsibilities of the PBO Concerning ReARMM

Chapter 7. Role of the PBO in Building Unit Readiness

- 7-1. Unit Readiness
- 7-2. Managing Equipment
- 7-3. Gaining Equipment
- 7-4. Substitute Equipment
- 7-5. In Lieu of (ILO) Equipment
- 7-6. Unauthorized Equipment
- 7-7. Losing Equipment
- 7-8. Equipment Reset
- 7-9. Reset Planning
- 7-10. DST Reset Planning Access
- 7-11. Force Registration Requirements
- 7-12. Equipping/Sustain
- 7-13. Depot Repair
- 7-14. PBO in Deployment/ Redeployment Contingencies
- 7-15. Using DODAAC Portability in Deployment/ Redeployment Contingencies

Chapter 8. Commander's Unit Status Report

- 8-1. Measured Areas
- 8-2. Reporting Requirements and/or Frequency
- 8-3. PBO Equipment Reporting Procedures
- 8-4. PBO Responsibilities for USR
- 8-5. Recommended Data Sources for USR

Chapter 9. Equipment Common Operating Picture (ECOP)

- 9-1. Operational Needs Statement (ONS) vs Equipment Sourcing Document (ESD)
- 9-2. ECOP Endorsements
- 9-3. Converting an ESD to an ONS
- 9-4. HQDA G-3 Timetable for Processing ONSs

Chapter 10. Property Book Office Training Development

- 10-1. Army Training Doctrine
- 10-2. Army Universal Tasks
- 10-3. Collective Tasks
- 10-4. 920A Critical Task List
- 10-5. Selection of Property Book Office Battle Tasks
- 10-6. Example of Property Book Office Battle Task List
- 10-7. Digital Training Management System (DTMS)
- 10-8. Additional Training

Chapter 11. Property Book Office Personnel Overview and Professional Development**Purpose**

- 11-1. Purpose
- 11-2. Army Leadership: Commissioned and Warrant Officers
- 11-3. 920A Warrant Officer Career Patterns
- 11-4. Unique Knowledge and Skills of a Quartermaster Warrant Officer
- 11-5. Warrant Officer Development Model
- 11-6. Warrant Officer Professional Development Training
- 11-7. Broadening Assignments
- 11-8. Additional Skill Identifiers (ASI)
- 11-9. Civilian Credentialing

Chapter 12. Property Book Office Team

- 12-1. Major duties and skill-level description (NCOs and clerks)
- 12-2. NCOs
- 12-3. PB NCO Duty Rating and Evaluation
- 12-4. Civilian Personnel: PBO Team (Logistics Management Specialist)
- 12-5. Defense Contractors: PBO Team (Logistics Management Specialist)

Chapter 13. Unique Considerations

- 13-1. Information Systems Security Program-Army (ISSP-A) Items
- 13-2. Special Operations Forces (SOF) Unique Systems

Final Thoughts**Glossary****Abbreviations****Department of Army Forms****Appendices**

- Appendix A - Classes of Supply
- Appendix B - Julian Date Calendars
- Appendix C - Equipment Readiness Code
- Appendix D - Logistics Control Code
- Appendix E - Demilitarization Codes
- Appendix F - Supply Condition Codes
- Appendix G - Unit of Issue
- Appendix H - GCSS-A Serial Number Profile
- Appendix I - GCSS-A Line Item Numbers (LIN)
- Appendix J - Controlled Inventory Item Code (CIIC)
- Appendix K - Property Book Identification Code (PBIC)
- Appendix L - Type Authorization Code (TAC)
- Appendix M - Useful Logistics Websites

Figures

- Figure 2-1. BOIP in FMSWeb
- Figure 2-2. ModPath in FMSWeb
- Figure 2-3. 710-2b Document Register
- Figure 2-4. 800d 1a: ORL
- Figure 2-5. ARMIS ORL Summary
- Figure 3-1. GCSS-A Sensitive Items Inventory Document
- Figure 3-2. GCSS-A Cyclic Inventory Document
- Figure 3-3. GCSS-A Position Template
- Figure 5-1. AESIP SAP Hub Portal
- Figure 5-2. PBID Query View
- Figure 5-3. Sample PBID Maintenance View
- Figure 6-1. Army Readiness Model Timeline
- Figure 6-2. ReARMM Unit Life Cycle Model
- Figure 6-3. Example ReARMM Unit Life Cycle (ULC) Actions per Phase
- Figure 7-1. Determining and Reporting Mandatory Substitutions
- Figure 7-2. DST-SM Main Menu- Reset Planning
- Figure 7-3. Reset Planning
- Figure 7-4. Proposed Sourcing Decisions under Reset Planning

Figure 7-5. DODAAC Deployment/Re-deployment Realignment Process

Figure 8-1. S-Level Comments within NETUSR

Figure 11-1. MOS 920A Professional Development Template

Figure 11-2. Sample DA Form 2166-9-2 (Part III)

Tables

Table 2-1. PBO Tasks Listing

Table 2-2. Validation Checklist

Table 10-1. Property Book Army Tactical Tasks

Table 10-2. Property Book Collective Tasks

Table 10-3. MOS 920A Critical Task List

Table 10-4. Example Battle Task List

Table 12-1. Civilian and Military Equivalency

Chapter 1

Property Book Officer Purpose and Duties

1-1 Property Book Officer Appointment

A PBO is the Accountable Property Officer for Army units and manages the accountability for all property book relevant on-hand government property within a unit until subsequently turned in, consumed, or transferred.

PBOs are required to be appointed by the commander for each property book at the level of authority established. The appointment memorandum will list all UICs for each property book managed by the appointed PBO. Normally, a PBO will not be assigned duties that will remove or separate him/her from their property account for an extended period of time.

An accountable officer may be—

- Any Department of Defense (DoD) commissioned officer or warrant officer. Army National Guard (ARNG) officers must be federally recognized.
- A DoD civilian employee, general schedule (GS)–07 or above, if determined by the appointing official to be properly qualified.
- A DoD enlisted person, in the grade of E–5 or above, when appointment is approved by the Army Command (ACOM), Army Service Component Command (ASCC), or Direct Reporting Unit (DRU) commander or the head of a HQDA agency, when the previous cited personnel not available. Within the ARNG, the unit supply sergeant will not be the PBO unless a traditional M-day officer is not assigned to the unit.
- An ARNG military technician employed under 32 USC 709, who—
 - When assigned to a modification table of organization and equipment (MTOE) unit, meets the criteria of AR 735-5, para. 2–10c(1) or para. 2–10c(3) based on their status as a unit member.
 - When assigned to a Table of Distribution and Allowance (TDA) activity, meets the criteria of AR 735-5, para. 2–10c (2) based on their technician status. ARNG military technicians appointed as PBOs in MTOE type organizations will not be appointed as a PBO in a TDA activity simultaneously.
- Foreign national employees of the Army, in overseas areas when approved by the ACOM, ASCC, DRU, or the command two levels above the organization for which the accountable officer is appointed and does not apply to accountable records maintained for communications security (COMSEC) equipment or controlled cryptographic items (CCIs) and cryptographic high value property (CHVP). COMSEC custodians maintaining accountable records for COMSEC equipment must be U.S. citizens per AR 380–40. Foreign nationals may not act as PBOs for COMSEC, CCI, or CHVP. Storage facilities that employ foreign nationals as PBOs are not approved for storage of CHVP, CCI, or COMSEC materiel.

Additional requirements for the ARNG: The State Adjutant General (AG) is the property book appointing authority for all ARNG units and activities. The State AG may delegate this authority

to division, brigade, group, or battalion level. Property books will not be established for the office of Active Army advisors to the ARNG. These offices are supported by a hand-receipt account from the unit of attachment.

Commanders at all levels will appoint a PBO for the rear detachment left behind equipment (LBE).

Persons will not perform the (dual) functions of stock record accountable officer, PBO, transportation officer, General Services Administration Government Purchase Card officer, or blanket purchase agreement ordering officer duties simultaneously. As an exception, PBOs within U.S. Recruiting Command may perform duties as an ordering officer simultaneously within specific limitations listed in current policies and procedures.

Accountable subsistence officers are appointed IAW AR 30-22, The Army Food Program.

1-2 Command Relationship

PBOs perform their duties on behalf of the commander ensuring that all property is accounted for in the APRS and properly receipted (issued) to the using unit.

1-3 Duties of Accountable Officers

The accountable officer will maintain a formal set of property accounting records that show, on a continuing basis, the item identification, gains, losses, on-hand balances, and the conditions and locations of all property assigned to the account.

The PBO oversees the commander's property book office team (personnel and equipment) and is personally responsible for the operation and efficiency of the commander's property book system.

Prior to assuming duties, the PBO will conduct a change of PBO inventory. They will make any necessary administrative corrections to property records. The PBO will sign and maintain a statement assuming direct responsibility for property in the quantity shown on each record of the property book. Direct responsibility is also accepted for property not issued on hand receipts (e.g., property or equipment pending issue to subordinate units).

The PBO will ensure that applicable installation and external operating requirements are identified and addressed to effectively operate the property book office such as duty appointment orders with signature cards on file with external agencies. PBOs will ensure they comply with regulatory requirements outlined in applicable publications when performing their duties.

1-4 PBO Core Competencies

- PBOs are the individuals who are appointed by proper authority to establish and maintain an organization's accountable property records and systems.
- Establishes accounting of all equipment that requires formal accounting IAW applicable regulations; Ensures the preparation and timely completion of monthly/quarterly sensitive item, cyclic/annual, and primary hand receipt inventories; maintains all supporting documents pertaining to assigned property accounts

- Management of PBO files reflecting valid transactions concerning property accountability data
- Management of Accountable Property System of Record; Validation of authorized equipment substitutions, LIN exemptions, and valid supply requisitions to fill authorization document LIN quantities required to maintain equipment readiness
- The concept of measuring and assessing effective property book performance standards (auditable accountability performance) against established Army accountability requirements and/or the performance of the supply system serve as the primary method to gauge the efficiency of property book operations. IAW the applicable regulation PBO reporting standards would include the data accuracy rate and timely completion of routine reports such as:
 - Basic load inventories
 - Processing time for document registers for supply requisitions, receipts, issues, due-ins, and turn-in
 - Document accuracy pertaining to property authorizations
 - Transactions affecting property book balances

1-5 Types of Accounts

The property book account is a formal set of property accounting records and files maintained at the user level. It is used to record and account for all nonexpendable and other accountable property issued to the activity.

The stock record account is a formally established set of records and files used to account for U.S. Army property being held for issue by a PBO.

1-6 Property Book System

Organizations and activities using an automated property book accounting system are not required to keep manual records that duplicate information available from the automated system. Property book records must provide a complete trail (suitable for audit) for all transactions.

Property book records will be established and maintained for all property when authorized or on hand, a few examples are:

- Property listed in the “required” and/or “authorized” column of the MTOE, deployable TDA
- Property authorized by Common Table of Allowance (CTA) 50-900 and CTA 50-909
- Organizational colors, national flags (except grave decorations and automobile flags), foreign flags, State flags, position colors, distinguishing flags, awards, streamers, guidons, and tabards authorized by AR 840–10
- On hand basic loads of Class 1 and 5 when authorized. When basic loads are not on hand, the PBO will enter the basic load authorization requirement into Defense Property Accounting System (DPAS)

- On hand books (individual or sets) having a unit value of \$100 or more (regardless of ARC) and not controlled by libraries established per AR 735–17
- Government furnished equipment in the hands of contractors having a unit cost greater than \$5,000, or CIIC of other than “U” or “7” and a reportable item control code (RICC) of other than “0” (zero) (DPAS users only)
- On hand information management processing equipment (IMPE), including leased information management processing equipment having a unit cost greater than \$5,000

Chapter 2

Property Book Officer Operations

2-1. The First 90 Days: Initial Assessment

Upon receipt of appointment orders as a PBO, prepare to execute an initial assessment of the new organization. An initial assessment could include:

- Contact the outgoing PBO to get an initial understanding of the organization.
- Make initial contact with key leadership and personnel you will be working with; Begin building relationships, develop an understanding of current experience levels and start the mentorship process.
- Review organizational documents to include authorization documents in FMSWeb, property books that you will be responsible for, inspection results to get a baseline of where the organization stands, current policy letters and unit standard operating procedures (SOPs).
- Request information on unit's Operation Tempo (OPTEMPO), upcoming mobilizations Combat Training Center rotations, special missions, New Equipment Fielding (NEF).

During this phase, upon arriving at a new organization, initial counseling/consultation from your direct supervisor is vital to success. Use the time to gain an understanding of your commander's intent and use it to shape your actions as the PBO.

A joint inventory between the outgoing and incoming PBO is required. Prior to review by an incoming PBO, the outgoing PBO will post all open property book transactions and make accessible all property book files. Incoming PBO will have 30 days to conduct a thorough review of all files and inventory any on hand property not currently issued on hand receipt. If the inventory cannot be completed in the allotted 30 days, the commander may grant up to two 15-day extensions.

Inventory Documentation:

- Primary Hand Receipts
- Outbound In-transit Hand Receipts
- Sensitive Items Listings
- Cyclic Listings
- Nonexpendable Hand Receipt (Shortage) Annex
- Filing System (ARIMS)
 - Property Book Supporting Documents
 - Signature Cards (DA Form 1687)
 - DD 2875 w/training certificates for all users with roles
 - Suspense Documents

Upon completion of the joint PBO inventory, submit findings to the commander in a memorandum for record format.

For PBOs operating under GCSS-Army, some helpful T-Codes include but are not limited to:

- Current Authorization Documents
 - FMSWEB (MTOE/TDA, Letter of Exemptions, Letter of Authorities)
 - Property Book Structure (ZPBOSTRUC)
 - Material Comparison Report (ZMATCOMP)
 - In Lieu of (ILO) Substitution (ZSUBILO)
 - Authorize Equipment (ZADDLIN)
- Primary Hand Receipts
 - Material Situation Report (/ISDFPS/DISP_MAT_SIT)
 - ARIMS Filing System (700A 710-2c, 710-2d)
- Excess/Shortage Report
 - Material Comparison Report (ZMATCOMP)
 - Total Asset Visibility-Report (TAV-R)
 - Commanders Actionable Readiness Dashboard (C@RD) Equipment On Hand (EOH).
- Reconciliation Documents
 - Display Purchase Orders (ZPROSTAT)
 - Display Purchase Requisitions (ME5A)
- Transaction History Documents/Document Registers
 - Daily Activity Register (DAR)
 - Material Document List (ZMB59)
 - Extended Document Flow (ZEDF)
 - Transactions Affecting/Not Affecting Property Book (ZPBTRANSRPT)
 - DA Form 2064 (as applicable)
 - ZPROSTAT (check statuses and due-ins, verify with LMR)
- Department of Defense Activity Address Code (DoDAAC)/SLOC Listings
 - Property Book Structure (ZPBOSTRUC)
 - Force Element Structure (ZFE)
 - Display Org/FE table (ZSPTX)

The individual assuming accountability will sign a statement after change of accountable property officer inventory and corrective actions required by the inventory have been accomplished. The signed statement, which will be filed with the property book, is as follows: "By authority of (indicate appointing document or assumption of command order and date), I

hereby assume property book accountability for the property in the quantity shown on each record of this property book file. I further assume direct responsibility for property not issued on hand receipt. (Signature and Date) (Signature Block of the PBO)”.

Once the commander receives the signed accountable officer accountability statement, the appointment order will be signed by the commander. The appointment order must identify each Unit Identification Code (UIC) that the appointed PBO will be responsible for.

2-2. Set Goals, Establish a Battle Rhythm and Develop the Team

After completing an initial assessment of the organization, establish goals based on findings from the Change of Property Book Officer inventory. These goals can include revisions of SOPs, improving the USR Rating, establishing an initiative to reduce excess equipment and conducting site visits to command and supply teams. Make goals known from the command team down to the unit supply teams so everyone impacted by decisions understand what your driving force is to improve the organizations readiness posture.

Provide initial counseling to the property book Noncommissioned Officer (NCO) that establishes expectations, provides a plan of action to develop their knowledge and growth as a leader within the organization and gives them the opportunity to provide feedback on their own goals and expectations. Take the time to understand each member of your team as an individual. Remember, people first.

Request to be added to any distribution lists, email groups and meeting reminders prior to arrival and no later than your first few days after arrival. This will help establish your day-to-day battle rhythm. When developing your day-to-day battle rhythm, account for the necessary flow of information to the commander so that information shapers can use the data you may provide in planning and operational development. Your battle rhythm will provide you, your office and your leadership an understanding of your focus on a day-by-day basis. Always be prepared to shift priorities based on commander’s intent and mission requirements but an outline of what your tasks will be when you walk into the office will help in staying on task. Table 2-1 provides a sample task listing to consider when developing your battle rhythm.

PBO Tasks Listing	
TASK DESCRIPTION	FREQUENCY
Document Purge	Annual
Review ILO LINs	Annual
Submit ILO Memorandum to CDR	Annual
Submit Reconciliation Memo to CDR	Annual
Pull GCSS-A/AESIP Reports	As Needed
Attend Staff Meetings	As Needed
New Equipment Fielding Coordination	As Needed
Change PHRH Preparation/Execution	As Needed
Admin Adjustments/SOC/FLIPLs	As Needed
GCSS-A Transactions	Daily
Reconciliations	Daily/Weekly/Monthly/Yearly
Shortage/Excess Review	Monthly
CSDP Review	Monthly
Team Building	Monthly
Supply Team Training	Monthly
Create/Review Cyclic/SI Inventories & PHR Update	Monthly(AD)/Quarterly(USAR/ARNG)
Unit Status Review (USR)	Monthly(AD)/Quarterly(USAR/ARNG)
DODAAC Review	Semiannual
Authorization Validation	Semiannual
SOP Review	Semiannual
Vetting Open PSD Review	Weekly
File Documents	Weekly/As Needed

Table 2-1. PBO Tasks Listing

2-3. Validation of Authorizations

Validation is the process of comparing authorized allowances identified on an authorization document such as an MTOE/TDA/JTA to the authorizations loaded into the APSR. The process includes the requisitioning of shortages, initiation of dispositions for excess and obsolete items, cross-leveling equipment across the battalion, brigade and/or division as well as identifying equipment that cannot be procured due to non-availability or only received through fielding.

Table 2-2 shows a sample validation checklist that can be utilized by PBOs to assist the process. PBOs should always use the Army Property System of Record (APSR) to compare the authorized balances versus the on-hand quantity of equipment at the unit. PBOs can use Unit LIN Dashboard/Asset Visibility in Decision Support Tool (DST) and/or the Unit Equipment Readiness Listing (UERL) in GCSS-A BI Launch Pad or Army Enterprise Systems Integration Program (AESIP) as additional tools to assist in the validation process.

For shortages, first ensure that the shortage is a true shortage. Identify that there are no authorized substitutes, in lieu of (ILO), or force modernization LINs on the property book that can be used in place of the short equipment. Note: If an ILO is being used, it must be approved in writing by the first O6 Commander and when authorized substitute items (SB 700–20, Appendix H) are on hand. Equipment to be replaced through force modernization action is an authorized substitute and will be retained until receipt of new equipment. If organic equipment is not available to fill the shortage, review approved/directed/vetting open incoming directives to identify if actions have already been taken to fill the shortage to include cross-leveling between units in the battalion, brigade, or division. If another unit within your managed UICs has the equipment available, initiate an approved PSD in DST and direct the unit supply sergeants to execute the transfer. Available equipment within the next higher echelons may be requested

from the BDE/DIV PBO/Asset Visibility Officer for cross-leveling. If these actions have been unsuccessful in filling the shortage, move on to procuring the equipment as a stock requisition. When procuring equipment, search for the LIN/NIIN in DST's Item Catalog. Review the available NIINs under the LIN and all information provided. Some key information to review is the Acquisition Advice Code (AAC), Material Category Code (MATCAT) and the notes provided by the material integrator. Army funded items can be ordered IAW with the item manager's instructions. Submit a request for funding in accordance with unit procedures from stock funded items, create a purchase requisition (T-Code ME51N). Once funding has been allocated, convert the PR to a Purchase Order (PO) to order (T-Code ME57). **NOTE: Unfunded requisitions will be parked according to unit's SOP.** If the shortage to be filled is a fielding only item, submit the information through the G-3/5/7 channels and request information on potential fielding timeframe.

Excess equipment should be reviewed and vetted in DST-LMI for disposition. If the equipment is not a valid SUB per SB 700-20, Appendix H, but can meet the needs of a shortage, submit for approval to the commander as an ILO item. If the item cannot be used internally to the owning unit, look across higher echelons for potential cross-level. If excess to your units, notify the PBO/Asset Visibility Officer at the next higher level and request disposition.

If the equipment is true excess, ensure to initiate a PSD. Upload the technical inspection documentation into DST and push to the next vetting level. Be sure to review vetting open PSDs regularly for any feedback that may require additional information before approval.

VALIDATION CHECKLIST	
Utilize ZMATCOMP and/or UERL in BI Launch Pad in GCSS-A to validate equipment on-hand (EOH) quantities; DST applications (e.g., Unit LIN Dashboard, Asset Visibility, etc.) to cross-level excess and shortages; or AESIP to conduct validation of substitutions and catalog data.	
SHORTAGES	
Is shortage a true shortage?	
	1. No SUBLIN, ILO, Force Modernization LIN on Property Book in place of shortage.
	2. No Approved/Directed/Vetting Open Incoming PSD.
	3. None available for cross-level within BN, BDE, DIV.
Is shortage available for procurement?	
	1. Search LIN in Item Catalog (DST).
	2. Review Notes/MI Notes for specific item information.
	3. PEMA (2nd digit of MATCAT a letter) funded item with available NIIN - Input Purchase Order (PO).
	4. Stock-Funded (2nd digit of MATCAT a numeral) funded item with available NIIN – Follow unit SOP for requisitioning stock funded items.
	5. Fielding items - RFI through chain of command to G-3/5/7 for fielding dates.
Equipment unavailable for procurement?	
	1. Equipment not available for near future or is planned to be removed from authorization document - submit Letter of Exemption through chain of command to G-3/5/7.
	2. Use MI Notes for USR comments. Review periodically for availability.

EXCESS	
	Is equipment excess?
	1. Equipment cannot be used or not approved for use as a SUB/ILO for shortage in owning unit.
	2. Review BN/BDE/DIV for potential cross-level.
	3. Input disposition for cross-level if needed. Approve for owning level. Vet up to next level if needed outside managed UICs.
	Equipment not needed across BN/BDE/DIV
	1. Create turn-in disposition NLT 10 days following date of authorization document. Attach appropriate TI documentation.
	2. Vet disposition to next vetting level.
	3. Review feedback regularly and/or setup alert notification in DST.

Table 2-2. Validation Checklist

2-4. BOIPs in FMSWeb

This report provides a Basis of Issue Plans (BOIP) search function and BOIP header data (Figure 2-1). Information includes BOIP, Primary LIN, Title, System Date, link to TOEs which BOIP is applicable to, Proponent Code, Date Type Classified, SSN, NETP, Approval Level, RIC, CARDS, Milestone, and Date Approved.

Instructions

1. Enter a full or partial BOIP Number.
2. **Or** enter a full or partial Primary LIN
3. **Or** enter a full or partial BOIP/LIN Title
4. Select "Order By:" *BOIP* or *Sys Date*
5. Check "Show All BOIP Header Info." to view the header details.
6. Click [Submit]

BOIP	PRIMARY LIN	TITLE	SYSTEM DATE	SEARCH TOES FOR
B007AA	C11158	CARRIER ARMORED COMMAND POST: FULL TRACKED	1-DEC-94	B007AA
B017AB	C28796	MISSION EQUIPMENT PACKAGE: AIRBORNE COMMAND AND CONTROL	31-MAR-04	B017AB
B018AA	C67436	COMPTER SYSTEM DIGITAL: AN/PYQ-6C	30-JUN-05	B018AA
B018AB	C18641	COMPUTER SYST DIGITAL: AN/PYQ-12		B018AB
B022AA	C40996	COMMAND SYSTEM: TACTICAL		B022AA
B022AC	C61665	COMMAND SYSTEM: TACTICAL AN/TSQ-232 (V)		B022AC
C006AA	C78793	OBSOLETE NOT REPLACED	30-AUG-78	C006AA

7. Click the BOIP number in blue to view the BOIP Details Menu. Click here for instructions on reviewing the [BOIP Details Menu](#).
8. Click on the BOIP number in the "Search TOEs For" column to view the list of TOEs to which the selected BOIP is applicable.

BOIP (B017AB) Found in these TOEs				Sample List	
BOIP	APPROVAL LEVEL	EDATE	TOE NUMBER	TITLE	
B017AB	2	10/1/2005	ToE 01108G000	CMD AVN CO (UH-60)	
B017AB	2	10/1/2007	ToE 01108G000	CMD AVN CO (UH-60)	
B017AB	2	10/1/2006	ToE 01108G000	CMD AVN CO (UH-60)	
B017AB	2	10/1/2005	ToE 01207G100	ASSAULT TROOP (UH-60)	
B017AB	2	10/1/2007	ToE 01207G100	ASSAULT TROOP (UH-60)	
B017AB	2	10/1/2006	ToE 01207G100	ASSAULT TROOP (UH-60)	
B017AB	2	10/1/2006	ToE 01218G000	CMD AVN CO (UH-60)	

- Click on the TOE number in blue to view the TOE Document Details Menu. Click here for instructions on reviewing [TOE Document Details](#).

Figure 2-1. BOIP in FMSWeb

2-5. ModPaths in FMSWeb

The ModPath tool displays doctrinally sound groupings of one or more BOIPs representing materiel solutions for specific capabilities over time. The initial ModPath screen presents the path or sequence of modernization by BOIP/LIN over the life of the ModPath (all FYs) from least modernized to most modernized. The initial ModPath tool listing is not FY specific and only displays AL2 (HQDA Approved) ModPath data.

You may search by BOIP, LIN, Nomenclature or a specific ModPath code. If you click on the ModPath code link in the listing page, you will see the details for each BOIP including its sequence in the ModPath, the effective date (EDATE), the termination Date (TDATE), and the modernization level (base or objective).

Instructions

1. Enter a full or partial *ModPath* code.
2. Or enter a full or partial *BOIP* Number
3. Or enter a full or partial *LIN*
4. Or enter a partial *Nomenclature/Title*

(Note: when searching by Nomenclature/Title it's best to put in less information because you don't know how the information was entered (spelled out or abbreviated))



TIP
A BOIP/LIN may be found in multiple ModPaths.

5. Check *Incl Terminated* to view Modpaths who have terminated (TDATE passed)
6. Click *Submit*
7. The ModPath code, ModPath Title, and each BOIP/LIN/Nomenclature in the modernization path will be displayed from least modernized to most modernized

Figure 2-2. ModPath in FMSWeb

2-6. Army Records Information Management System (ARIMS)

The purpose of Army recordkeeping is to properly manage information from its creation through its final disposition. ARIMS is the system of use for records management throughout all levels of the Army. It enables users to create, update, and maintain labels, office record lists (ORL), and disposition instructions.

When requesting access to the ARIMS Portal, PBOs will select the Action Officer role which provides them with the following capabilities:

- Create a draft ORL to be maintained for each office symbol within a unit or organization

- Submit records to the Army Electronic Archives (AEA) or designated records holding facility
- Search for and request records in ARIMS
- View all records submitted to ARIMS internal to the unit
- Identify records as keep (K) (short term) or transfer (T)
- Register in ARIMS and submit e-records via the Electronic Capture and Store (ECS) Module

PBOs are required to maintain an ORL and the associated files for the Property Book Office IAW with the applicable regulation. These files are broken down from a main file into sub files. They are also split between different lengths of retention before the documents are moved to the records holding facility or destroyed. Please refer to the applicable regulation for a more detailed breakdown of disposition instructions.

When filing property book supporting documents such as DA Form 4949, DD Form 1348-A, and DA Form 3161 file in document number sequence and not separately by form. Documents can be split by UIC and year. Figure 2-3 and 2-4 are samples of 700 series and 800 series labels. Figure 2-5 is an ORL summary from the ARIMS website.

700A General Logistics, Equipment, Supplies, and Property Accountability

Commonly used 700 series labels:

- 710-2a Property Book and Supporting Documents
- 710-2b Document Registers
- 710-2c Hand Receipts

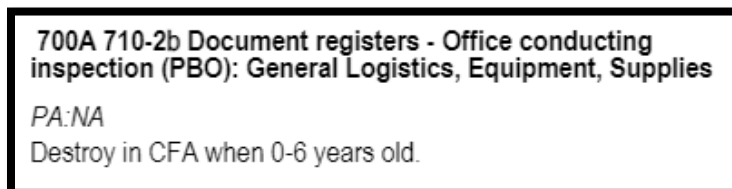


Figure 2-3. 710-2b: Document Register Label

800D Administration and Housekeeping

Commonly used 800 series labels:

- 800-1a Office Records List
- 800-1jj Reference Publications
- 800-1oo Policies and Precedents

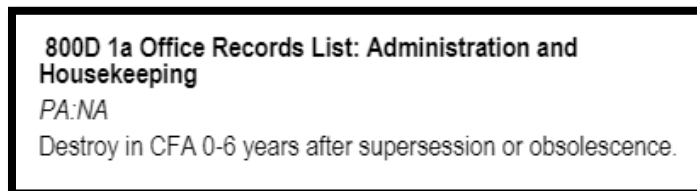


Figure 2-4. 800D 1a: ORL



Figure 2-5. ARIMS ORL Summary

Chapter 3 Inventory Management

3-1. Sensitive items Inventory

Sensitive items and unclassified CCI will be inventoried quarterly (no more than one quarter of a year between inventories). Explosives, ammunition, firearms, and hazardous items must be inventoried monthly. Sensitive items and CCI are identified with a CIIC of 1–6, 8, 9, N, P, Q, R, night vision devices (NVDs), and navigation systems (for example, global positioning systems). Conduct causative research for all inventory discrepancies.

PBOs are expected to establish the requirements for inventory documents whether in a policy memorandum signed by the commander, outlined in an SOP or both. It is recommended that Battalion/Brigade S4s vet inventories and the supporting documentation prior to submitting the final copies to the PBO office. Upon receipt, PBOs should vet the documents and notify S4s of discrepancies so they can be corrected in a timely manner. Figure 3-1 is a sample of how inventory documents should be completed.

Commander's Memorandum - Sensitive Items

The following inventory document(s) have been accounted for:

107959350 107959351 107959352

ALL SENSITIVE, EXPLOSIVE, AND HAZARDOUS ITEMS HAVE BEEN
 NO DISCREPANCIES WERE NOTED
 DISCREPANCIES HAVE BEEN REPORTED AND/OR ACCOUNTED FOR
 APPLICABLE REGULATIONS

Signature

LAST NAME, FIRST NAME, MI
PRINTED NAME

CPT
RANK

19 June 2020
DATE

Check the appropriate boxes. Two boxes will always be checked. If discrepancies are noted, take appropriate action in accordance with AR 710-2, AR 735-5, DA PAM 710-2-1

Commander digitally signs this block. NOTE: The date in digital signature should match date in the DATE block.

Page 5 of 22

Date Prepared: 4/16/20

SENSITIVE ITEM INVENTORY LISTING - Unrestricted Stock (Not Sub-HR to Individual User)

QTY ON HAND: 7 QTY IN MAINT: 13 QTY OTHER: 0

REMARK: 13 in Maint @ CSMS #2

R30343 000007972 014441219 RT-1523R(C)/U A /A EA 9 3

Serial / Equipment Number
026467; 027398; 088514

QTY ON HAND: 2 QTY IN MAINT: 0 QTY OTHER: 1

REMARK: 1 out via hand receipt

Provide remarks for any items not physically inventoried. If equipment is at maintenance, provide WO #s. This is an acknowledgement by the individual inventorying they've seen the documentation for items not OH. Remarks not required if all equip is present. Attach HRs and WOs to this inventory when submitted.

Inventoried QTY should reflect the total of current QTY physically inventoried and quantity on WO/HR to others. Total should match QTY under OH column on far right of description information.

Page 22 of 22

Date Prepared: 4/16/20

SENSITIVE ITEM INVENTORY LISTING - Unrestricted Stock (Not Sub-HR to Individual User)

ALL SENSITIVE, EXPLOSIVE, AND HAZARDOUS ITEMS HAVE BEEN INVENTORIED

NO DISCREPANCIES WERE NOTED

DISCREPANCIES HAVE BEEN REPORTED AND/OR ACCOUNTED FOR IN ACCORDANCE WITH

Check the appropriate boxes. Two boxes will always be checked. If discrepancies are noted, take appropriate action in accordance with AR 710-2, AR 735-5, DA PAM 710-2-1.

Signature

Individual who conducted inventory signs final page of the SII.

Figure 3-1. GCSS-A Sensitive Items Inventory Document

3-2. Primary Hand Receipt Holder Annual/Cyclic Inventory

The PHRH annual inventory is an inventory that ensures PHRH inventories 100-percent of property accounted for on their PHR and components on their component hand receipts at least once per year. The PHRH will ensure that the inventory is conducted. This inventory may be completed on a cyclical basis and is referred to as the cyclic inventory. Cyclic inventories can be completed on a monthly (10%), quarterly (25%) or semiannual (50%) basis of all items on

property book as directed by the PBO IAW DA Pam 710-2-1, para. 9-6b. If the cyclic option is chosen, the PBO will designate in writing the items to be inventoried and when. It is a good practice to build a balanced schedule for the units based on quantities and not just a set number of LINs per month.

Commander's Memorandum - Cyclic

The following inventory document(s) have been accounted for:

107959658	107959659	107959660	107959661	107959662
-----------	-----------	-----------	-----------	-----------

PROPERTY INDICATED ABOVE HAS BEEN INVENTORIED

NO DISCREPANCIES WERE NOTED

DIFFERENCES HAVE BEEN ACCOUNTED FOR IAW AR 735-5

Signature

Check the appropriate boxes. Two boxes will always be checked. If discrepancies are noted, take appropriate action in accordance with AR 735-5

Commander signs this block. If digitally signed, the date in digital signature needs to match date in the DATE block.

LAST NAME, FIRST NAME, MI	CPT	19 June 2020
PRINTED NAME	RANK	DATE

Date Prepared: 4/16/20 CYCLIC INVENTORY LISTING - Unrestricted Stock (Not Sub-HR to Individual User) Page 4 of 8

FE: [REDACTED] SLOC: [REDACTED] SUPPLY ROOM
 UIC: [REDACTED]
 Inv Doc Num: 107959660

LIN/DODAAC	MPO	NIIN	NOMENCLATURE	Batch/Lot	UI	CIIC	O/H
R20684	000009148	012221425	RADIAC SET AN/VDR-2	A	/A	EA	7 6
Serial / Equipment Number 09204C; 10005C; 13921C; 13961C; 13966C; 2450E							
INVENTORIED QTY:		6	REMARK: 09204C, 10005C, 13921C, 13961C, 13966C HAND RECEIPT TO UTES 3 (CALIBRATION)				
R30925	000004316	016012411	RADIAC SET	A	/A	EA	7 1
Serial / Equipment Number 1209000268							
INVENTORIED QTY:		1	REMARK: HAND RECEIPT TO UTES 3 (CALIBRATION)				
R31061	000007201	014071237	RADIAC ST AN/UDR-13	A	/A	EA	7 6
Serial / Equipment Number 74179C; 74180C; 74189C; 74199C; 74203C; 74208C							
INVENTORIED QTY:		6	REMARK: H				

Inventoried QTY should reflect the total of QTY physically inventoried and quantity on WO/HR to others.

Provide remarks for any items not physically inventoried. WO #s and HR information go in the remarks. This is an acknowledgement by the CDR that they've seen the documentation for items not OH.

Date Prepared: 4/16/20 CYCLIC INVENTORY LISTING - Unrestricted Stock (Not Sub-HR to Individual User) Page 8 of 8

PROPERTY INDICATED ABOVE HAS BEEN INVENTORIED
 NO DISCREPANCIES WERE NOTED
 DIFFERENCES HAVE BEEN ACCOUNTED FOR IAW AR 735-5

Check the appropriate boxes. Two boxes will always be checked. If discrepancies are noted, take appropriate action in accordance with AR 735-5

Signature

Commander signs this block. NOTE: The date in digital signature should match date in the DATE block on memorandum.

Figure 3-2. GCSS-A Cyclic Inventory Document

3-3. Change of Primary Hand Receipt Holder (PHRH) Inventory

When a PHRH is replaced, a joint inventory will be conducted between both the outgoing and incoming PHRHs; ensuring all equipment on the property book is inventoried for completeness down to the component level.

A valuable tool PBOs can utilize prior to Change of PHRH inventories is providing a thorough in-brief that includes all requirements for the inventory. When conducting Change of PHRH in-briefs key areas to highlight are pertinent personnel, sub-hand receipts, utilizing Bill of Materials (BOM) and most up to date publications for component inventories, shortage annexes, supporting documentation for equipment not physically present, outgoing and incoming Proposed Sourcing Decisions (PSD), adjustment documents and relief documents. Once the inventory has begun, PBOs should be readily available to support the incoming PHRH. At the conclusion of the physical inventory and all adjustments posted, both outgoing and incoming PHRH will confer with the property book office where the incoming PHRH will sign for the property and assume responsibility.

PHRHs must review their property books ensuring all administrative actions (if any) have been updated that may have affected the primary hand receipt during their monthly (AD)/quarterly (ARNG/USAR) reporting. PHRHs will sign and date property book after confirming changes are correct and no discrepancies exist. This process is often misunderstood as an inventory and PBOs should mentor PHRHs to ensure compliance and alleviate misunderstandings. When discrepancies are identified, they should be reported to the property book office for causative research.

Chapter 4

Global Combat Support System – Army

4-1. GCSS-A PBO Overview

GCSS-A is currently the most commonly used APSR for unit property book accounts. PBOs operating in GCSS-A manage property books, requisition equipment, access property accounting reports and manage personnel positions who have completed appropriate training. Transaction Codes (T-Codes) are utilized within GCSS-A to access functional areas in order to perform transactions.

Additional T-Codes not included in the Property Book Menu (ZPBMENU) that PBOs should know and may need to use are listed below:

- VL09 – Reverse Goods Movement. Used to reverse inbound/outbound delivery numbers for equipment that has been Post Good Issued (PGI) in ZPBOWKBH but requires reversal.
- VL03N/VL02N – Delete inbound/outbound delivery numbers for equipment items that have been reversed using VL09.
- VL01N/VL31N-Create outbound/create inbound delivery; used when orders are shipped to the unit without a delivery created in the system that is required to post goods receipt.
- ZSTOCKCHECK – Stock Check. Used to see if there is stock available for procurement to include the location of the equipment. Helpful to find equipment available at local SSA for order and immediate pickup.
- ZEQCHGS – S/N Equipment History Report. Used to pull a report of Serial and Equipment Number changes for Stock and Provisions. This report provides the document number for these changes as well as the ability to print an automated DA Form 4949.
- ZPBTRANSRPT – Property Book Transaction Report. T-Code used to pull transaction report that displays transaction information where document numbers were produced. Typically used to match with supporting documents for PBO Daily Reconciliations.

4-2. BI Launch Pad

Navigate to the BI Launch Pad from the GCSS-A SAP homepage which provides a large pool of report data commanders may need to make informed decisions. Commonly used reports by PBOs include the Total Asset Visibility Report (TAV-R) and the Unit Equipment Readiness Listing (UERL) referenced in the validation section of this handbook.

4-3. Property Book Access Administrator (AA)

The role of the AA is to manage personnel within the system. Below are some key responsibilities within the Assignments Maintenance Workbench (ZAMW) T-code in GCSS-A. Refer to the latest DUA Reference Guide posted within GCSS-A EUM+, Supplemental Training, EUM+ Portal, Decentralized User Administration (Annex N).

- **Create Personnel Substitutions (ZSUB1):** Creates a temporary personnel substitution between positions in GCSS-A
 - Must not conflict with primary position and a segregation of duties (SOD) analysis must be conducted via a help desk ticket
 - Individuals with SOD conflicts may be granted temporary substituted positions for 72 hours
 - Must be in an assigned position other than a military position
 - Substitution duration defaults to 30 days but can be extended up to 365 days
- **Maintain Substitutions (ZSUB2):** Access Administrators display, extend, or end temporary personnel substitutions
 - Extends a substitution by defining a new duration of up to 365 days
 - End a substitution by changing the End Date to the current date
- **Display Position (PO13D):** Display the details of a GCSS-A position
 - Used when determining whether a Substitute relationship (relationship type A-210) exists
 - Designates personnel to access roles associated with a position
- **Maintain Personnel Master Data (PA30):**
 - Correct typographical errors made during an on-board
 - Research personnel action history, such as previous transfers
 - Display or maintain contact information, such as an e-mail
 - Equipment operator's Personal Features
- **Personnel Actions (PA40):**
 - On-boarding - Creates a GCSS-A Personnel Master Data record
 - Transfer - Reassigns a Soldier, contractor, or civilian employee
 - Out-boarding - Deactivates the GCSS-A Personnel Master Data record when an individual departs the organization
 - Rehire - Reactivates the GCSS-A Personnel Master Data record when an individual has been out-boarded
- **Lock/Unlock User (ZLOCK):**
 - Locking the account deactivates it and prevents the user from logging into GCSS-A. Unlocking the account reactivates it and allows the user to resume access
 - Any user that has been unlocked has a limited time to run a transaction code before account relocks
- **Positions & Users: Reports (ZSEC1):**
 - User Report: displays all users within a Force Element (FE) or UIC, specific user group, last login date, position in GCSS-A, User ID, and Personnel ID.

- Structure/Position Report: displays FE, positions, user, user roles, current substitution assignments, and B290 relationships.
- Substitution Report: displays current personnel substitution assignments within a FE.
- **Scope of Operations (ZSOO)**
 - Review the relationship between the AA role and the organization.
 - B290 - grants functional access to subordinate organizations based on UIC.
 - ZA3 - grants an AA the ability to manage specific positions within specific organizations. If subordinate organizations are missing for any reason under the B290 relationship.
 - AAs must submit a new Position (POS) Template with corrections through the GCSS-A Help Desk (Figure 3-3). AAs must perform a Yearly Role Reaffirmation of all users that fall under the AA Scope of Operations pulled from this report.

HOW:

- 1 Update the POS for any structure that requires new builds or updates to structure, roles and permissions.
- 2 Highlight updates in green and deletions in red.

POS TEMPLATE: Element 2.3.1 as of 1/7/2015						
Unit Name	UIC	Activity/Position	B290	ZA3	ZA1	REMARKS
		SUP/ALL				
		DRV/DRV				
D CO, FWD SPT (RSTA) BSB (3/73)	WABHDC	CDR/REP				
		SUP/ALL				
		MNT/ALL	WH23AA, WH23A0, WH23B0, WH23C0, WH23T0			
		DRV/DRV				
E CO, FSC (127 BEB)	WABHE0	CDR/REP				
		SUP/ALL				
		MNT/ALL	WABAAA, WJYK80, WJYK00, WJYK00, WJYK00			
		DRV/DRV				
F CO, FWD SPT CO (FA) BSB (3/319)	WABHF0	CDR/REP				
		SUP/ALL				
		MNT/ALL	WABLAA, WABLA0, WABL80, WABLC0, WABLT0, WABHF0			

POS TEMPLATE: Element 2.3.1 as of 1/7/2015						
Unit Name	UIC	Activity/Position	B290	ZA3	ZA1	REMARKS
HHC 1st BDE	WABAAA	PBO/ALL	WAB/	CDR/REP & SUP/ALL Positions: WABSAA, WABTAA, WAB... WH23AA, WJYK...		
		SS4/ALL	WABSAA, WABTAA, WABLAA, WH23AA,	SS4/ALL Positio WABTAA, WAB... A, WJYK... A, WAZFAA		

Please ensure that you review all PBO ALL activity/positions that are listed. If you have multiple property books ensure all are included on the POS. If there are changes or updates please input the UIC and make annotations in the remarks

This example illustrates a B290 Relationship. This allows the PBO shop to perform transactions against every UIC within it's hierarchy by identifying the first 4 characters of the Parent Header UIC.

This example illustrates a ZA3 relationship. By providing this relationship to the PBO they will have the ability to onboard into the CDR/REP and Unit Supply Positions at the identified UICs.

LEGACY- Activity Description	GCSS-ARMY Activity/Position	Encompassed Positions
Property Book Office	PBO/ALL	Access Admin, PBO, PBO OIC/NCOIC, PBO CLERK
Property Book Office	PEM/ALL	Access Admin, PBO, PBO OIC/NCOIC, PBO CLERK, 2000 MGR, ZPARK
S4 Shop Office	SS4/ALL	Access Admin, S4 OIC/NCOIC, S4 CLERK,
Unit Supply Office	SUP/ALL	USE NCO, USE CLERK, USE Hand Receipt Holder
Unit Supply Office (National Guard)	SNG/ALL	Access Admin, USE NCO, USE CLERK, USE Supply Facility Manager
Unit Supply Office (Reserves)	SRC/ALL	Access Admin, USE NCO, USE CLERK, USE Sub Hand Receipt Holder
S4 Shop Office	SBD/ALL	Access Admin, S4 OIC/NCOIC, S4 CLERK, 2000 MGR, LOG ZPK
(Property Book, Maint, Unit Supply) View Only	DIS/ALL	Access Admin, PBO Display, S4 Display, Maint Display, SSA Display, FIN Display, Asset Vis Display
Maintenance Office	MNT/ALL	Access Admin, Maint MGR, Maint Supervisor, Parts Specialist
Master Drivers	DRV/ALL	Access Admin, Master Driver
Company Master Driver	DRV/DRV	Master Driver
Maintenance SPO Access Admin	MEM/ALL	Access Admin, Maint MGR, SPT OPS MGR, LOG ZPPK
Maintenance Supply Tech (National Guard/Reserves)	MAS/TEC	USE NCO, Master Driver, VPM Dispatcher, Parts Specialist
Asset Visibility Manager	VOA/AVM	Asset Visibility MGR
Command /XO	CDR/REP	Commander / XO
Unit Movement Officer	TRS/UMO	Unit Movement Officer

Figure3-3. GCSS-A Position Template

- Yearly Role Reaffirmation (ZYRR):**

- Generate a Yearly Role Reaffirmation Report for one or multiple AAs.
- AAs are provided 15-, 30-, and 60-day advance notification of the suspense date.
- Verify the required access documents are kept on file for a period of 24 months from the last action.
- After confirming all proper documentation is on hand or uploaded in GCSS-A, reaffirm roles by going to the ZAMW menu and selecting “Yearly Role Reaffirmation.” Once the report is pulled select the individual to be reaffirmed and click the Select to reaffirm button. Select the appropriate dropdown option.

Chapter 5

Army Enterprise Systems Integrated Program (AESIP)

5-1. AESIP Overview

Purpose: Enables integration among the Business Mission Area domains by linking business processes and data across existing IT investments. This integration optimized business processes and support enterprise level information requirements.

AESIP provides the Army near real-time maintenance and accounting data for equipment throughout the Army's footprint. It delivers a web-based solution for the creation and management of customer and vendor master data. It integrates an optimized messaging platform and serves as a hub for multiple systems by providing a central site for conducting support analytics.

AESIP LDAC provides the PBO a centralized location for PBOs to access systems to support their daily operations. These systems include but not limited to Property Book Identification Code (PBID) management, item catalog, Commander's Actionable Readiness Dashboard (CARD), DODAAC Readiness Analyzer (DRA), Army Readiness Common Operation Picture (AR-COP), parts tracker, DST, BI Launchpad, SB 700-20 Publication Query, and Component Listing/SKOT portals.

Data Capabilities:

- Vendor Master –Data records which contain the basic information for all vendors with which an organization conducts business. Vendor master data records include:
 - Commercial and Government Entity (CAGE) code
 - Routing Identifier Code (RIC)
 - Additional supporting reference data
- Customer Master –Data records which contain the basic information for all customers which an organization conducts business. Customer master data records include:
 - Unit Identification Code (UIC)
 - Department of Defense Activity Address Code (DODAAC)
 - Additional supporting reference data
- Material Master –Contains the data used to uniquely define an item by accepted parameters defining fit, form, and function. Examples of materials are components, assemblies, consumable items, and repair parts.
 - Defense Logistics Agency (DLA) source interface, queries, FEDLOG & EDMO syndication, GCSS-A interfaces
 - Theater Enterprise-Wide Logistics Systems (TEWLS) source interfaces, SB700-20 capability, and planning for additional standard and non-standard material process capabilities

Steps to Gain Access to the main portal:

- Copy link into new browser <https://enterprise.armyerp.army.mil>
- Click new user registration

PBO Recommended Roles:

- Under AESIP CVS dropdown:
 - AESIP Master Data End User-Customer (Job Function)-Authorized User
 - AESIP Warfighter-PBO (Job Function)-Authorized User
- Under AESIP PBID dropdown:
 - AESIP PBID PBO Coordinator (Job Function)-Authorized User
- Under AESIP CL/SKOTs dropdown:
 - AESIP CL/SKOTs Viewer (Job Function) - Authorized User
- Under AESIP Project Code dropdown:
 - AESIP Project Code User (Job Function) Authorized User
- Under AESIP MM dropdown:
 - AESIP MM Non-Standard Material Requestor (Job Function) - Authorized Use

5-2. PBO Preferred Applications

- Decision Support Tool (DST)
 - PSD management (Distribution/Turn-Ins)
 - Item Catalog
 - Unit Distribution View
 - Custom Reports
 - Auto Sourcing
- Army Common Operating Picture (AR-COP)
 - Provides tactical, operational, and strategic views of logistical information
 - Fleet readiness, maintenance, SSA data, and supply chain metrics
 - Create custom reports
- DODAAC Readiness Analyzer (DRA)
 - DODAAC/UIC research
 - Displays DODAAC manager
 - Identify deployment/DEPEX DODAACs (note: DEPEX is training DODAAC)
 - Update shipping location

5-3. AESIP SAP HUB Portal (See Figure 5-1)

- Customer Master (DODAAC)- AESIP Customer Vendor Master Solution serves as ARMY source system for storing and processing ARMY and Contractor DODAACs, ARMY RICs, CAGE and Federal Regulatory Codes, UICs and PB Warfighter
- Component List/SKOTs- up to date CLs and SKOs of major end items
- SB 700-20 Query- Authorized Substitutions for prime LIN/NIIN
- Property Book Identification Code (PBID) (Figures 5-2 and 5-3)
 - Transfer to gaining PBO (unit transferring from one BN to another)
 - Unit Transfer (if deploying)
 - Change of Accountable Officer
 - Update PBIDs reflecting PB38 PBID code

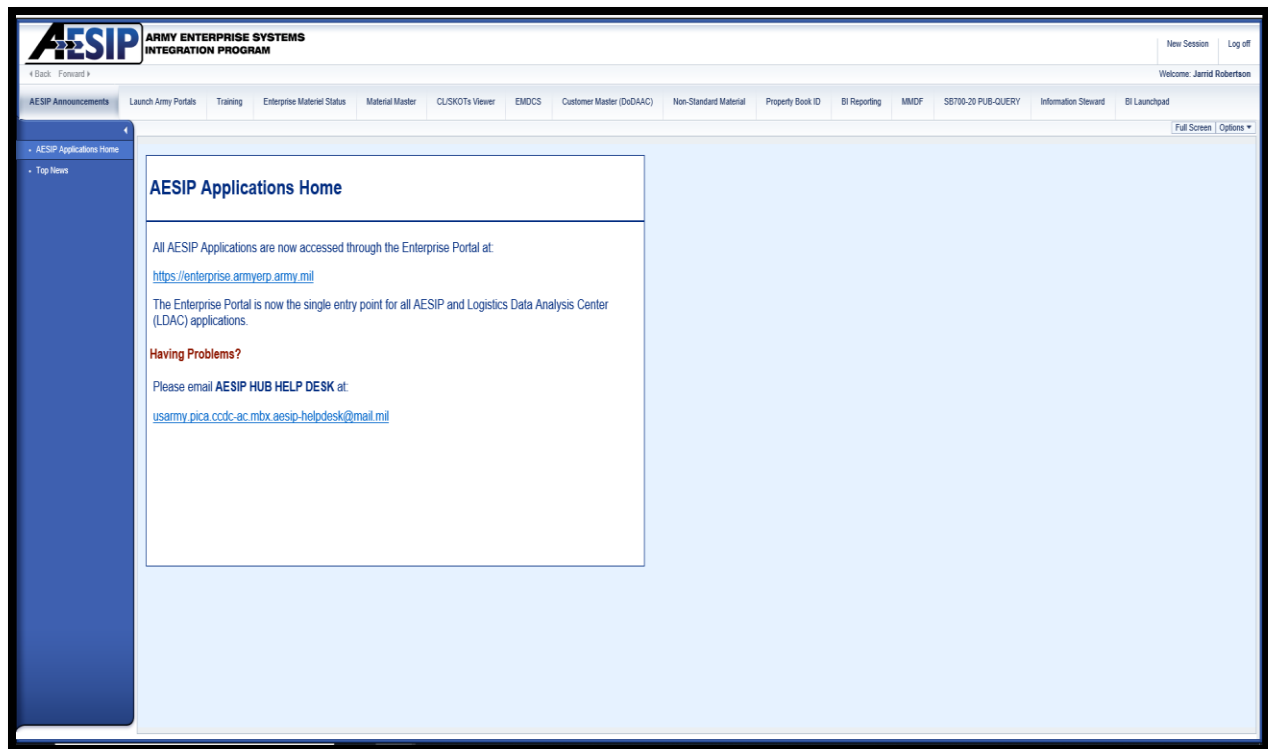


Figure 5-1. AESIP SAP Hub Portal

Figure 5-2. PBID Query View

Figure 5-3. Sample PBID Maintenance View

5-4. Decision Support Tool

DST provides an enterprise view of total Army material supply and demand over time. Demand is defined as a unit's equipment authorization. Available supply can come from a variety of supply sources including depots, unit excess, and other sources. DST uses authorization documents including MTOE and TDA to determine each unit's equipment requirements. It matches validated, prioritized equipment demands with Army inventory to create sourcing decisions. See Appendix O for transactional guidance.

5-5. PBO Role Within DST

The main role of a PBO in DST is the planner role. This role allows PBOs to review current and future shortages and excess within the organization based off MTOE and TDA authorizations. The planner can include the requisition, retention, and turn in of the units' equipment.

Distribution/Redistribution: When shortages are identified within the unit, a PBO can direct transfers within the UIC's they manage without the next higher-level vetting and creating a PSD. If the requisition needs to come from an outside command or agency the next higher echelon will review current excess and create a PSD to execute a lateral transfer.

Turn in: Once excess authorizations have been identified and cannot be redistributed within an organization, a PSD can be created. The next higher command will vet the PSD until there is no authorization that needs to be filled. At this stage, the responsible vetting level will convert the PSD into a turn in and then the PBO will execute the appropriate transaction-in GCSS-A.

Fencing: The process of keeping an item that is not authorized by MTOE/TDA but by special authorizations like memorandums, technical manuals, or publications. Once an item is fenced, it cannot be sourced for redistribution. Fenced items must be approved by ACOM/ASCC/DRU level command or ASC, not just the PBO.

Vetting Feedback: Is the use of comments on a PSD that allow stakeholders of the losing and gaining units to provide feedback on equipment. Some examples of feedback can include concur/non-concur, alternate suggestions, contact information, or general comments.

5-6. Sourcing

Auto Sourcing: Allows PBOs to source equipment excess/shortages to redistribute or turn in equipment under all UICs within their organization. The parameters for equipment shortages can be arranged by date but are defaulted to 45 days to assist with planning. These results will stay as a Course of Action (COA) Sourcing Decision (CSD) until converted to an approved PSD.

Distribution/Turn-in Screen: Provides users the ability to manually redistribute equipment from one unit to another or multiple sources. The Turn In Screen allows a user to select excess equipment for turn in and pushed forth for vetting and comments from the next higher echelon.

Proposed Sourcing Decision: Include decisions that originate outside of DST, as well as those created in DST, including Lateral Transfers or Turn Ins. PSDs can also be informational, such as equipment on hand updates that provides the on-hand quantity at each weekly data update.

5-7. Unit LIN Dashboard

Unit LIN Dashboard: Provides information on quantities for LIN/NSLIN Sets and Supply/Supply Sets within a given organization. PBOs can see a detailed or summary view of property book on hand equipment compared to the next two years' worth of authorizations. The dashboard also allows PBOs to view/create PSDs for shortages and excess.

5-8. User Defined

Alerts: Under the User Defined tab, users can create custom-tailored alerts that can be emailed as single or batch notification with a predetermined frequency or generated as a pop-up that appear in the lower right corner of the browser. The alert details provide PBO's with a quick reference for the defined data. The generated alerts can be sent in the following categories: Auto Source, Force Tree, LIN, NIIN, PSD, and Reset Planning.

Filter Sets: A predetermined set of data that the user can auto generate in aid of searching DST for desired PSD information. The data is broken down by LIN, Unit, Supply, Location, and NIIN Sets.

Chapter 6

Regionally Aligned Readiness and Modernization Model (ReARMM)

6-1. What is ReARMM?

The Regionally Aligned Readiness and Modernization Model (ReARMM) is a flexible, predictable force generation process that creates an Army that is regionally and functionally capable of supporting the Nation’s Defense Strategy (NDS).

6-2. Former Army Readiness Models

In the 1980s and until 2001, the Army employed a Tiered Readiness Model with units manned, equipped, and trained at different levels (tiers). The focus was on fighting potential overseas adversaries with Reserve Components (RC) (Army National Guard and U.S. Army Reserve) relegated largely to the role of strategic reserve (i.e., to be employed in the event of a crisis or emergency that exceeded the Regular Army's capacity). After September 11, 2001, and the subsequent wars in Afghanistan and Iraq, the Army adopted the Army Force Generation (ARFORGEN). ARFORGEN was designed to provide fully manned, equipped, and trained forces for the conflicts in Afghanistan and Iraq. (SRM) in FY17, and ReArmm beginning October 2021. See Figure 6-1.

1940's-1950's	1980's	1990's	2000's	ReARMM
<ul style="list-style-type: none"> RC Converts to Strategic Reserve Post-WWII Threat Based (Axis Powers/USSR) Urgency Unlimited Resourcing (WWII) Expanded Systems and Platform Development Concurrent Division Development (RA, NG, ORC) Austere budgets through 1950s Future Development: Pentomic Division, Reorganization of Objective Army Division (ROAD) 	<p><u>CAPSTONE / WARTRACE:</u></p> <ul style="list-style-type: none"> RC shifting to an Operational Reserve Threat Based (USSR) Comprehensive, Phased Integration Increased Budgeting (Reaganomics) Integration of New Systems and Platforms ('Big 5') Focus on Modernization of "Heavy" Units / Division 86 / Army of Excellence Creation of specialized units such as light divisions Future Development: High Technology Testbed Division (9ID) Aligned units against wartime TPFDD 	<p><u>Authorized Level of Organization (ALO) era</u></p> <ul style="list-style-type: none"> A Cold War concept that tiered resourcing and readiness Tiered Readiness: a specific portion of the force was maintained less than full readiness resulting in reduced levels of resourcing (man / train / equip) A concept that resourced first deploying units at higher levels and later deployers at lower levels of man / train / equip Aligned units against Major Regional Contingencies (MRCs) 	<p><u>ARFORGEN:</u></p> <ul style="list-style-type: none"> Known and emergent rotational requirements Progressive readiness manned at unit level by mission 1-3 year model which supported GFM and Army Synchronization and Resource Process (ASRP) <p><u>Sustainable Readiness:</u></p> <ul style="list-style-type: none"> Known, emergent and contingency requirements Progressive, sustained, borrow, buy and build readiness 4-6 year process which supports POM, TAA and is integrated with ASRP and GFM 	<ul style="list-style-type: none"> New Unit Life Cycle Model Drives fundamental institutional change Elasticity to meet demands of today and the future Creates predictability to modernize for known set of demands while guiding Army into the future Regionally-focused Operational Reserve Capabilities Based (LSCO / MDO) Stability and Predictability Potential for reduced resourcing Prioritization for systems development

Figure 6-1. Army Readiness Model Timeline

6-3. Army Sustainable Readiness Model

Sustainable Readiness (SR) - the Army's previous readiness doctrine, operated within and across the existing Force Generation phases and influenced decisions and resourcing at all levels, from strategic down to the tactical-level, through key inputs and forums at each level. SR enabled the Army to effectively prioritize force management and readiness resource decisions, allowing it to manage risk and prepare the Total Army Force to be ready and responsive over time. The process maximized opportunities to build and maintain decisive action readiness consistent with current resourcing levels.

- SR was built on the understanding that the requirements on the Army for a modern force necessitate building and maintaining readiness for both future known and contingency demands. SR provided the context and method to prepare Army forces to meet known and contingency joint requirements, while fulfilling the statutory requirement to train, equip, and man units for future conflicts.
- The Army's goal under SRM was to achieve two-thirds (66%) combat readiness for global contingencies for the Total Army by 2023. Unlike ARFORGEN, there were no fixed progressive cycles for regular Army units. The RC remained on a five-year cycle.

6-4. Regionally Aligned Readiness and Modernization Model (ReARMM)

ReARMM as the new unit life-cycle model, helps reduce OPTEMPO, increase predictability, sustain readiness, support the Joint force commander, and facilitate large-step modernization. ReARMM will provide Army units with a construct that will align units regionally to meet current Joint Force demand while preparing the force for the future. ReARMM also allows active-duty, Guard and Reserve forces to generate and project power during times of competition, crisis and conflict, all while simultaneously implementing change through scheduled modernization and training windows. Active-duty units will cycle through eight-month phases of modernization, training, and mission, Guard and Reserve units will have extended phases to match total requirements to personnel. In the modernization window, units may conduct a variety of activities including divestiture of older equipment; new equipment fielding and training; lateral transfers; Soldier touchpoints and experimentation with new systems; specialized training for Soldiers to build advanced capabilities; and block leave.

Advantages of ReARMM:

- Aligns Army units against regional priorities.
- Optimizes time available to plan, train and modernize.
- Creates predictable windows to field the modern capabilities necessary to build a multi-domain capable Army.
- Enables the Army to transform into a multi-domain force while providing a predictable supply of ready units—both for the Army and the Joint Force.
- Builds predictability for the Reserve Components, equippers and personnel managers.

UNIT LIFE CYCLE MODEL

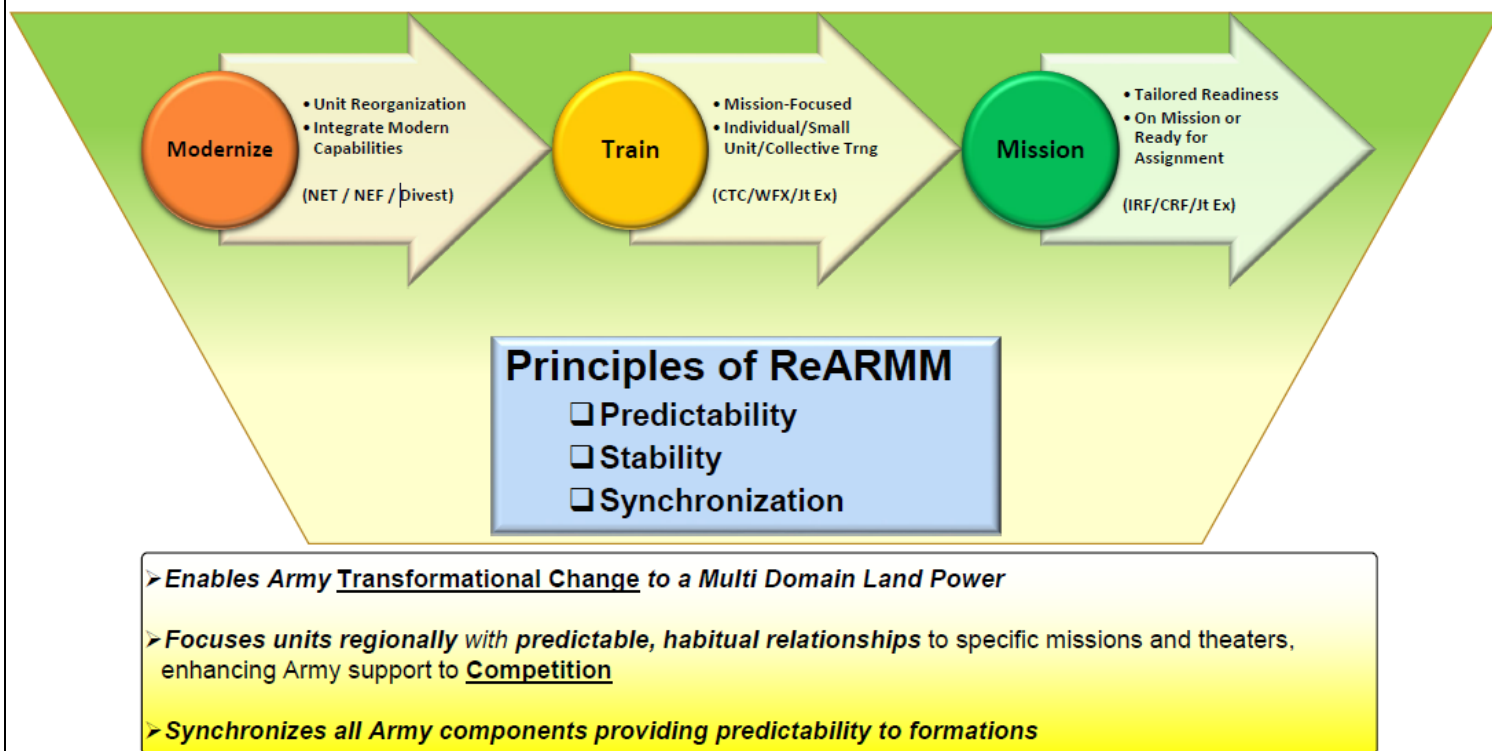


Figure 6-2. Unit Life Cycle Model

6-5. Property Book Officer Actions per ReARMM Unit Life Cycle (ULC) Phases:

PBO Role in the Modernization Phase

In the modernization window, units may conduct a variety of activities including divestiture of older equipment; new equipment fielding and training; lateral transfers; Soldier touchpoints and experimentation with new systems; specialized training for Soldiers to build advanced capabilities; and block leave.

- Coordinate acquisition of MTOE, TDA, or Joint Table Of Distribution And Allowances (JTDA) equipment through the supporting S-3/G-3/S-8/G-8 Force Modernization (FORCEMOD) and Mission Support Element (MSE) G-4/G-4 echelons of assistance
- Identify resource prioritization using the Dynamic Army Priority List (DARPL)
- Coordinate equipment lateral transfers and redistribution of available parent-level organizational equipment with the S-4/G-4 staff sections.
- Ensure coordination through equipment program managers and item managers (or analyst; i.e., direct communication with the PBO) must also include close planning with the parent level organization and staff (S-3, S-4, S-8, and the support operations officer [SPO])

- Ensure TPF coordination with equipment program managers (PBO- direct) includes planning with the organization's staff sections (S-3, S-4, S-8, SPO, etc.)
- PBO review unit/s prepared readiness reports to accurately anticipated cost associated with equipment equipping to influence the program objective memorandum (POM/ Funding plan) development.
- During the equipping reset stage the PBO reallocates and aligns the accounting system through new materiel fielding's, lateral transfers, and taking receipt of equipment to fill authorization document requirements
- PBO will ensure that special attention and focus is paid to validating property data in the following areas: equipment serial, registration, model, and national stock numbers (NSNs) as equipment and property is added to the property book and reported within the ERP system
- Identification and validation of applicable nonstandard commercial off the shelf (COTS) property book item data is also required to ensure valid movement, in-transit visibility (ITV), and accountability data by the unit during eventual deployment and redeployment reset procedures
- Applicable changes to the commander's property book are updated utilizing applicable supporting documentation (DA Form 3161, Request for Issue or Turn-In; DD Form 1348-1A, etc.) to facilitate the Army's enterprise-level TAV initiatives and USR EOH readiness reports

The supporting ERP system directly impacts the Army's depot repair process in regard to developing, forecasting, reporting, and tracking TAV data within the materiel enterprise, which functions upstream from the depot process and is required to generate valid materiel data in support of depot budgetary, operational, and contingency projection and planning capabilities

PBO Roles in the Training Phase

During the Training phase, the PBO ensures equipment is sourced for training, modernization and mission/contingency. Force development. During initial unit activation, PBO is essentially starting the Projected Readiness process from the point of reset.

This assessment enables the reallocation of resources early enough to minimize overall disruption to equipment sourcing. This further enables commanders to refine its planning factors for the SR, POM, and TAA process. This allows the PBO to more effectively assess the risks to equipment readiness caused by unforeseen changes to missions or operational conditions.

The following tasks must be dutifully planned, resourced, and executed by the supporting property book office team to successfully conduct PBO operations:

- Establish the commander's ERP system of record, to include utilization of the organization's permanent orders to properly establish the Authorized Level Of

Organization (ALO), Force Activity Designator (FAD), Urgency Of Need Designator (UND) (which produce the authorized scale of priority designators), document number series, and supply class type designations in regard to generating supply system requisitions

- Validate first USR EOH reporting date and verify ERP system asset visibility report accuracy in support of this process (on behalf of the commander)
- Validate that authorization document data is valid against the organization's permanent order and that it is being properly populated through the ERP system in terms of equipment authorization and requirement data from Logistics Support Activity (LOGSA) and U.S. Army Force Management Support Agency (USAFMSA) databases
- Assist in the development and training of the commander's Command Supply Discipline Program (CSDP)
- Reset encompasses the required actions that prepare forces for future deployments. Clear and concise communication is required throughout the command logistics channels to initiate and accomplish reset successfully (while in both garrison and deployed environments).

PBO Role in the Mission Phase

During Mission phase, the PBO develop courses of action to meet or exceed the Commander's intent and analyzes the mission objective(s). The PBO conducts causative research and compares known resources and systems.

- PBO will ensure that formal accountability of equipment and property is accomplished within the ERP system
- PBO is required to ensure that his/her SOP are prepared to support the commander's Battle Tasks, mission statement, and anticipated requirements
- Upon order/notification of deployment operations, PBO will request DODAACs from the supporting DODAAC manager ensuring that deployable DODAACs are activated in a timely manner for the deploying units/UICs to utilize while deployed. Likewise, the realignment of the home-station DODAACs must be accomplished upon activation of the rear detachment prior to support associated with left behind equipment (LBE) and rear detachment supply discipline tasks (open requisition of component of end item and basic issue item shortage)
- PBOs will split property books between deploying/deployed UICs and rear detachment UICs
- The PBO will use the Army System of Record (ASR) to conduct UIC transfers prior to deployment.

PBOs validate:

- All open supply requisitions by UIC are cancelled (as applicable)

- Applicable component hand receipts and shortage annexes for nonexpendable items are completed (based on physical inventories)
- The gaining PBO has been provided with the roles and responsibilities to support the transferred UICs
- The rear detachment commander is aware of supporting PBO contact data
- The deploying command's Property Book Chain of Command (PBCC) tree data is valid and updated (prior to deployment) within the ERP system
- Their deploying ERP system roles and responsibilities have been updated and no longer include the rear detachment UIC access
- All PBO transactions have been effectively posted and filed (secured for future use/inspection) prior to deployment

6-6. Responsibilities of the PBO Concerning ReARMM

The Army is dependent on the PBO to develop and report accurate property accountability data within the GCSS-A system to build enduring readiness through the Army's equipping strategy (the plan to achieve equipment balance across the force while conducting worldwide operations) and readiness reporting goals. The commander's unit status report (CUSR) reflects the command readiness posture, to include reportable on-hand equipment data. In support of the commander, the PBO is required to assist the S-3 (USR officer/ NCO) and/or S-4 in developing and validating the organization's EOH report data as required. PBOs shall ascertain what the commander's priority MTOE equipment shortages are (e.g., based on unit training/mission requirements) and effectively resource them through the ERP system, tracking and reporting valid status data during each USR reporting period (or until items are received and posted to the unit's property book).

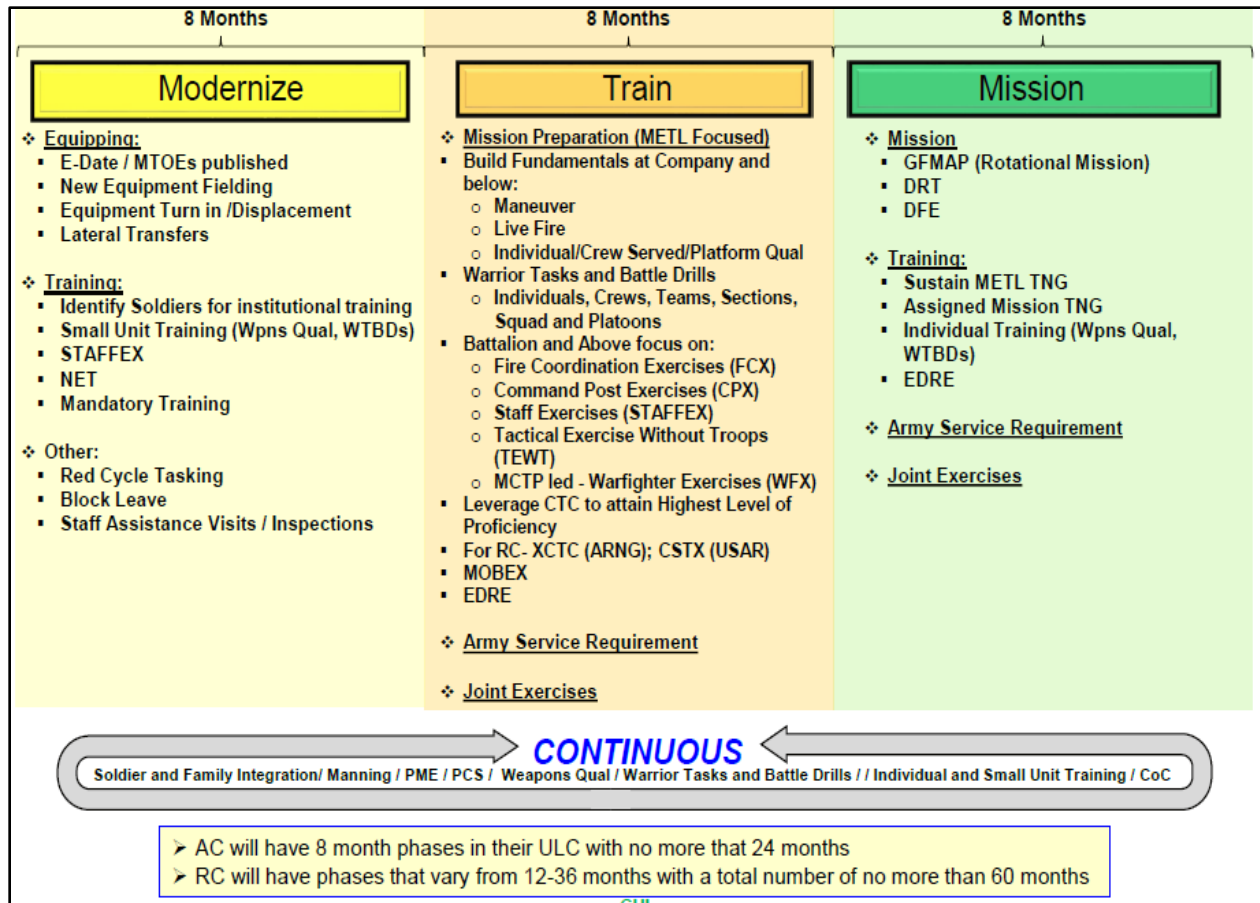


Figure 6-3. Example ReARMM Unit Life Cycle (ULC) Actions per Phase

Chapter 7

Role of the PBO in Building Unit Readiness

7-1. Unit Readiness

The PBO plays a key role in building and maintaining unit readiness. Progressive readiness is not readiness reporting; the objective comprises increasing unit capability levels and by both modernizing and acquiring authorized equipment to accomplish the unit's mission.

7-2. Managing Equipment

The management of equipment plays a significant role in ensuring unit readiness. The PBO ensures that all authorized equipment is on hand or has a sourcing solution. The PBO coordinates fieldings, coordinates transfers between units, and provides disposition for excess, unserviceable, or obsolete equipment.

7-3. Gaining Equipment

The Army prioritizes the equipping of deploying forces to meet assigned mission requirements first and building core capabilities second. Equipment will be managed to ensure units have the right types and amounts at the right times. The equipping function will focus on support to warfighter requirements first and building readiness second. The PBO will seek to cross level equipment before requisitioning equipment through the APSR. If a suitable pure LIN requisition is prolonged or infeasible due to constraints, substitutions and ILOs will be utilized at discretion of the command to satisfy mission requirements.

7-4. Substitute Equipment

- Class VII equipment items prescribed by HQDA IAW the provisions explained in DA Pam 708-3, *Cataloging of Supplies and Equipment, Army Adopted Items of Materiel and List of Reportable Items (SB 700-20)*, that, if currently on hand (available) in the unit, will be reported as on hand (available) in the CUSR in place of the Class VII equipment items required by authorization document (MTOE or TDA)
- SUBLIN approved
- Selected based on their ability to fulfill operational requirements established by the MTOE/TDA for the equipment item and logistical support ability
- PBOs are responsible to ensure that only authorized/valid item substitutions are utilized on the commander's property book. PBO support of the commander's Net-centric Unit Status Reporting (NETUSR) equipment data is also expected (at least annually) to ensure that authorized LIN data (and substitutions) are properly populated within NETUSR.

7-5. ILO Equipment

- ILO items are on-hand (available) equipment items, to include non-type classified items (NTCI) and nonstandard items that do not have a valid substitute relationship reflected in

SB 700-20, Appendix H; but that the commander wishes to report as on hand (available) in place of an equipment item required IAW the authorization document

- Must be approved in writing by the first O-6 in Chain of Command
- Items must be able to perform as required by the measured unit’s core functions/designed capabilities. Relevant factors affecting the suitability of an equipment item under consideration for designation as an ILO equipment item include the availability of trained operators, trained maintenance personnel, necessary repair parts, ammunition, and compatibility with other equipment.

The process for determining and reporting mandatory substitutions and in lieu of equipment items can be determined using the flowchart in Figure 7-1.

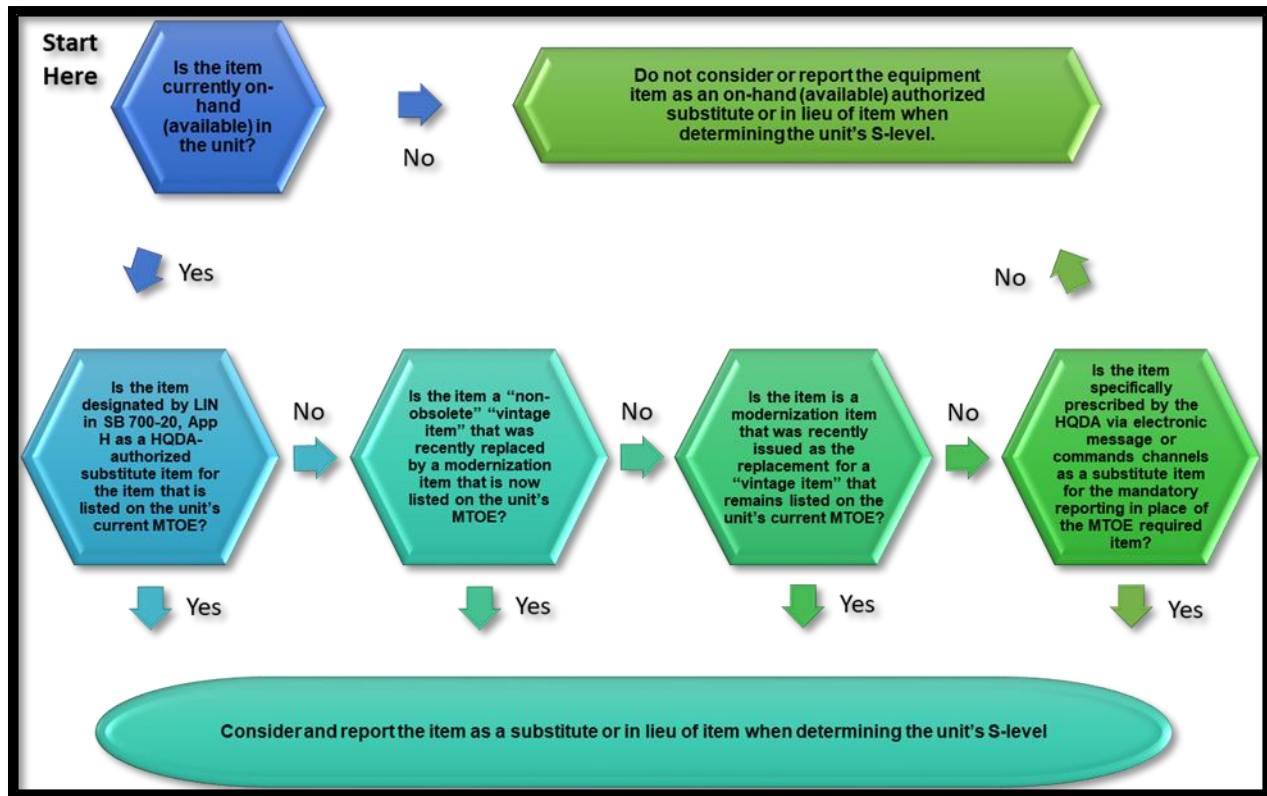


Figure 7-1. Determining and Reporting Mandatory Substitutions

7-6. Unauthorized Equipment

Army command (ACOM) commanders may grant authorization for retention of unauthorized equipment pending HQDA approval or disapproval (limited to a period not to exceed 180 days). Upon receipt of the HQDA decision, the ACOM authorization will be rescinded. If the materiel request (MR) is disapproved, the unit will turn in the excess equipment (approved MR = interim authorization).

7-7. Losing Equipment

The PBO maintains responsibility for guiding the disposition of equipment in the unit. Equipment may be disposed of for the following reasons: Excess/ non-authorized, unserviceable, and obsolete. Turn in procedures should be initiated for excess/ obsolete items within 10 days after the item is determined to be excess or unserviceable.

- The Army Authorization Documents System (TAADS)/USAFMSA is the official record for all approved formal requirement and authorizations documents (MTOE or TDA). Equipment not on authorization document and not on Letter of Authorities are deemed excess will be turned in by the direction of the PBO. Turn In procedures will be IAW DA Pam 710-2-1 Section 2, para. 3-5
- Unserviceable Equipment must be found not repairable by support maintenance before turn in. Turn In procedures will be IAW DA Pam 710-2-1 section 2, para. 3-5
- Obsolete Equipment are items that have been formally designated obsolete by TM 38-750. Obsolescence can be formally designated for equipment items by NSN or NSN. Obsolescence by NSN is designated when multiple NSNs apply to one LIN and all of the NSNs under the LIN have not been designated as obsolete. In this situation, the LIN remains valid and cannot be formally designated as obsolete until all of its NSNs have been formally designated as obsolete. See current supply regulations for further guidance

7-8. Equipment Reset

The primary driver in equipment reset operations is ensuring equipment reset is synchronized to establish the desired level of combat capability commensurate with a unit's future mission. Equipment reset restores equipment to a pre-deployment condition, where it can be maintained at the unit level. The Deputy Chief of Staff (DCS), G-8 establishes equipping policy in support of ReARMM.

- Equipment loss/washout: Upon formal notification from a life cycle system manager (Tactical Command [TACOM], Communications Electronics Command [CECOM], etc.) of an asset loss/washout in regard to non-return of equipment from the reset proponent, the PBO will ensure that proper property book adjustments are implemented with required supporting documentation (e.g., Department of Defense [DD] Form 1348-1A, *Issue Release/Receipt Document*). PBO will then ensure that effective replacement of the washout equipment is initiated (e.g., military standard requisitioning and issue procedures requisition) to support unit mission readiness (training, operation, and sustainment of necessary unit equipment)
- Distribute: Effective PBO performance within each ReARMM phase enables Army life cycle system managers to accurately develop materiel equipping and distribution data,

plans, resource requirements, and operations (based on ERP materiel data) in support of depot repair requirements; loss/washout status (replacement distribution demands); concurrent force development projections (e.g., activating, transforming, and inactivating units); and the available/projected materiel support for the ReARMM operating force.

7-9. Reset Planning

The Lead Materiel Integrator (LMI) Decision Support Tool (DST) subsumed the reset capability as part of the LMI process. To enable this, Logistics Data Analysis Center (LDAC) built the Reset Planning module within DST. To be able to create PSDs and match document numbers to completed PSDs, you must have the proper “Planner” permissions and access sets within DST. Under the permissions catalog in the Army Enterprise Systems Integration Program (AESIP) request access to “LMI DST RESET PLANNER”, submit the UIC(s) and a justification to gain access. PBO “Role” must be set to “Planner” or “Vetter” under the respective BDE/BN. PBO’s “Force Access Set” should be set to only the units that you manage. If your Force Access Set does not contain one of your unit’s UIC you will not be able to create or Vet any PSDs. This access provides the PBO with the ability to manage related disposition instructions to meet reset time line.

7-10. DST Reset Planning Access

- Logon to DST, under the main menu select “Reset Planning” (Figure 7-2)



Figure 7-2. DST-SM Main Menu- Reset Planning

- The main screen of Reset Planning consists of three panes. The Filter options pane, located on the left side of the screen, allows users to select the reset plans to view. The center pane will populate the Reset Plans and the lower pane provides a quick reference of the last 10 Reset Plans that you have viewed (Figure 7-3)

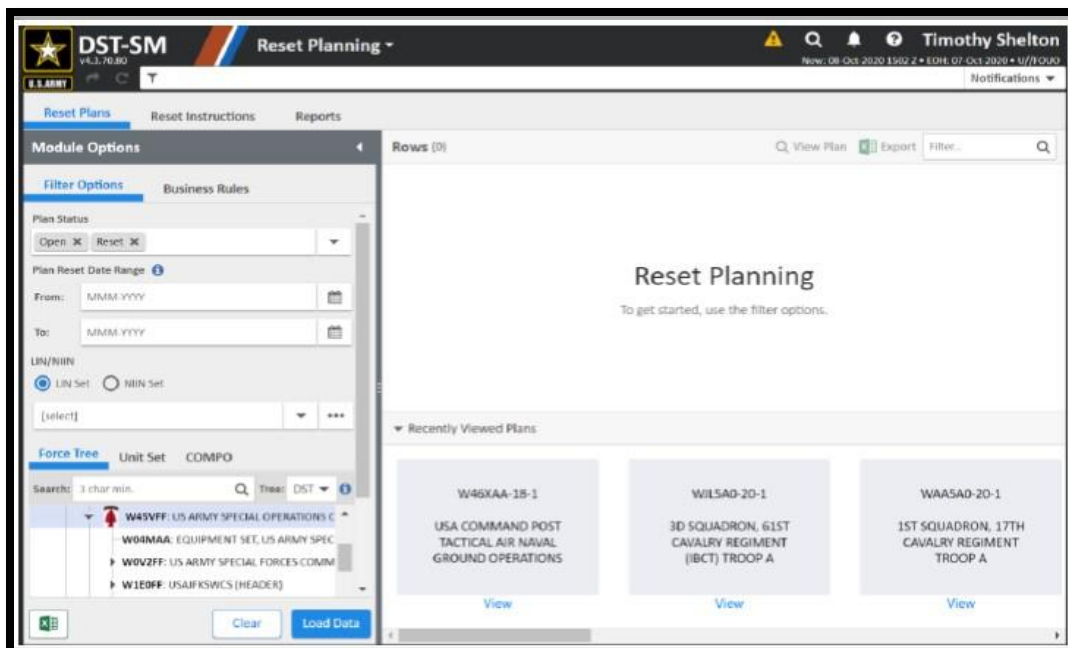


Figure 7-3. Reset Planning

- To load Unit's Reset Plan(s) for a given unit, use the filter options to select the Unit(s) (See Figure 7-3).
 - Plan Status: This default to the statuses of “Open” and “Reset.” However, you can also select “Pre-Open” or “Archived” statuses to view plans that are not yet open or are closed (archived)
 - Plan Reset Date Range: Allows you to view plans from a specified date range
 - LIN or NIIN Set: Allows you to view specific LINs or NIINs within Reset Plans
 - Force Tree or Unit Set: Use either to select which units reset plans load into the center pane of the Reset Plan screen
 - Once you have selected your filter options, click the “Load Data”

The Reset Plan screen consists of two panes. The upper pane displays all of the unit's equipment that is on the forward property books. Property on the Rear-D property book will not display within the Unit Reset Plan. The lower pane is a PSD screen that displays all of the PSD that are associated to the unit's plan or PSDs that are not associated to the plan. This allows the PBCC to view and associate existing PSDs to account for all of the unit's equipment being reset or otherwise directed. If a PSD is already associated to the plan it will populate in the upper pane (See Figure 7-4).

The screenshot displays the 'Reset Planning' interface for plan WAASAB-20-1. The main table lists several rows with columns for Plan Name, Plan Status, Complete, Serial Number, and US. Below this table, there is a section titled 'Proposed Sourcing Decisions' with a 'Reconcile' button.

Plan Name	Plan Status	Complete	Serial Number	US
WAASAB-20-1	Open	<input type="checkbox"/>		ASMT (1), ASMT (1)
WAASAB-20-1	Open	<input type="checkbox"/>	172863	D6730887501517...ASMT
WAASAB-20-1	Open	<input type="checkbox"/>	173256	D6730887501517...ASMT
WAASAB-20-1	Open	<input type="checkbox"/>		POWER G3, POWER G4
WAASAB-20-1	Open	<input type="checkbox"/>	00326	ASMS

Figure 7-4. Proposed Sourcing Decisions under Reset Planning

7-11. Force Registration Requirements

IAW AR 220-1 and current ALARACTs messages, commanders and PBOs must ensure:

- The geographical location of their units/UICs within the NETUSR include within 24 hours of a location change: permanent or deployment
- The accuracy of their PBCC, unit header record, UIC file, and installation interface code within the ERP system
- Such data is verified, updated, and included within the intent of their mandatory annual PBO reconciliation process

Failure to ensure the quality control of such critical data results in inaccurate Defense Readiness Reporting System-Army composite reporting data at HQDA levels and decrements achieving TAV and effective ReARMM equipping distribution within the Army materiel enterprise, and improvement of overall force-wide USR EOH readiness by command and geographic location.

PBO priorities and roles within the force phases of ReARMM include the following:

- Employ proactive thinking, formal planning, and implementation of aggressive supply discipline practices during each ReARMM phase to effectively support cyclical equipment readiness
- Effective equipment and property accountability is maintained, and that valid equipment readiness data is being generated within the ERP system (e.g., USR EOH feeder data) in direct support of equipping malleable forces
- Establish the commander's ERP system of record, to include utilization of the organization's permanent orders to properly establish the authorized level of organization (ALO), force activity designator (FAD), urgency of need designator (UND) (which produce the authorized scale of priority designators), document number series, and supply class type designations in regard to generating supply system requisitions
- Validate first USR EOH reporting date and verify ERP system asset visibility report accuracy in support of this process (on behalf of the commander)

- Validate that authorization document data is valid against the organization's permanent order and that it is being properly populated through the ERP system in terms of equipment authorization and requirement data from LOGSA and USAFMSA databases
- Assist in the enforcement and training of the commander's CSDP
- Coordinate acquisition of MTOE, TDA, or JTDA equipment through the supporting S-3/G-3/S-8/G-8 force modernization (FORCEMOD) and mission support element (MSE) G-4/G-4 echelons of assistance
- Ensure TPF coordination through equipment program managers and item managers (or analyst. i.e., direct communication with the PBO) must also include close planning with the parent level organization and staff (S-3, S-4, S-8, and the support operations officer [SPO])
- Coordinate equipment lateral transfers and redistribution of available parent organization equipment through the supporting S-4/G-4 staff sections. During organizational transformational processes (e.g., transforming a heavy BCT to a Stryker BCT), the PBO is essentially starting the ReARMM process from the point of "reset-plus" (with various MTOE items and essential personnel already on hand)

7-12. Equipping/Sustain

Upon completion of a unit's reset process (after completion of/return from a deployment), the PBO plays a vital role within the equipping/sustain process in regard to effectively developing, submitting, reporting, and tracking valid equipment and property data to the Army materiel enterprise through the supporting ERP system. The fidelity of the materiel data initiated by the PBO enables the Army life cycle system managers to objectively ascertain available materiel assets required to support Army force development, reset, train/ready, and the available demands of the operating force.

7-13. Depot Repair

The effectiveness and efficiency in which the PBO oversees and coordinates the turn-in and accounting of organization equipment and property (through the supporting ERP system) directly impacts the Army's depot repair process in regard to developing, forecasting, reporting, and tracking TAV data within the materiel enterprise, which functions upstream from the depot process and is required to generate valid materiel data in support of depot budgetary, operational, and contingency projection and planning capabilities.

7-14. PBO in Deployment/ Redeployment Contingencies

Commanders should strongly consider including their PBOs on the command's Pre-Deployment Site Survey (PDSS) process for the PBO to effectively assess, identify, and obtain theater-level PBO technical requirements regarding Army Prepositioned Stock (APS) and Theater Provided Equipment (TPE), if any; theater required accounts, and relief-in-place and transfer of authority procedures with the departing unit. PBO interface with the departing PBO, key theater-level logistic personnel, and supporting commands is critical to develop and ensure effective PBO subject matter expertise/operations while deployed.

PBO will ensure that applicable supporting DODAAC data requirements are identified and implemented through the ERP system based on the theater DODAAC coordinator's SOP (activating deployed DODAACs, aligning deployed DODAACs within ERP systems, verifying

Type of Address Code (TAC) DODAAC population within the ERP systems, delineating home-station DODAAC usage with rear detachment UIC elements, etc.). PBO will verify all DODAAC/ERP system requirements with the theater DODAAC coordinator and designated SSA accountable officer to ensure effective property book and unit supply section secure file transfer protocol (SFTP) connectivity/efficiency.

PBO will verify all DODAAC/ERP system requirements with the theater DODAAC coordinator and designated SSA accountable officer.

While deployed PBO will:

- Update PBO team battle tasks to reflect the commander's revised mission statement, training guidance, and the theater CSDP policy
- Be prepared to execute additional task force operations while deployed. The merger of additional UICs, to include detachment-, company-, or battalion-level property book-level data, must be planned for (contingency)
- Ensure that applicable theater DODAAC entrance/clearance procedures are effectively identified and implemented within the ERP system
- Determine the applicable USR EOH reporting requirements while deployed (e.g., USR short report format). PBO data management contributions will be identified and maintained during the duration of the deployment (e.g., valid LIN exemptions, LIN substitutions, and redistribution of excess equipment)
- Ensure that when an element of the unit deploys, separate property book records for property accompanying the element will be established and accompany the deploying unit. It is strongly recommended that commanders require sub-hand receipt accountability for each geographically dispersed element of their organization/task force
- On arrival at the location of the contingency/war, units will receive property book support from the task force PBO (identified during PDSS)
- On termination of the contingency/war, accountability for property will be returned to the owning unit for return to their home station. This applies to both the active Army and the Army Reserve Component (RC)

Upon notification of redeployment to home station, the PBO will repeat the interface and coordination process with the replacement PBO.

Upon return to home station, the PBO will:

- Repeat the transfer of UIC property book data with the supporting PBO (a reverse process of task force split and remerging of UIC tree data/alignment through the ERP system)
- Ensure that the reversal of unit DODAAC alignment, activation, and inactivation processes are completed
- Ensure that ERP system interface requirements with the SSA are achieved upon completion of the transfer process
- Specific attention must be paid to component hand receipt and shortage annex documentation received from LBE, rear detachments, and external units (incoming

equipment lateral transfers) to identify, mitigate, and effectively manage potential reports of constraint that may decrement stock-funded budget capabilities during reset (requisitions for Class II, III, VII, and IX items)

- Determine and report to the BDE/BCT/Special Forces group/ regimental-level commander whether or not company commanders are performing the mandatory physical joint supply discipline inventories required to achieve effective supply discipline success

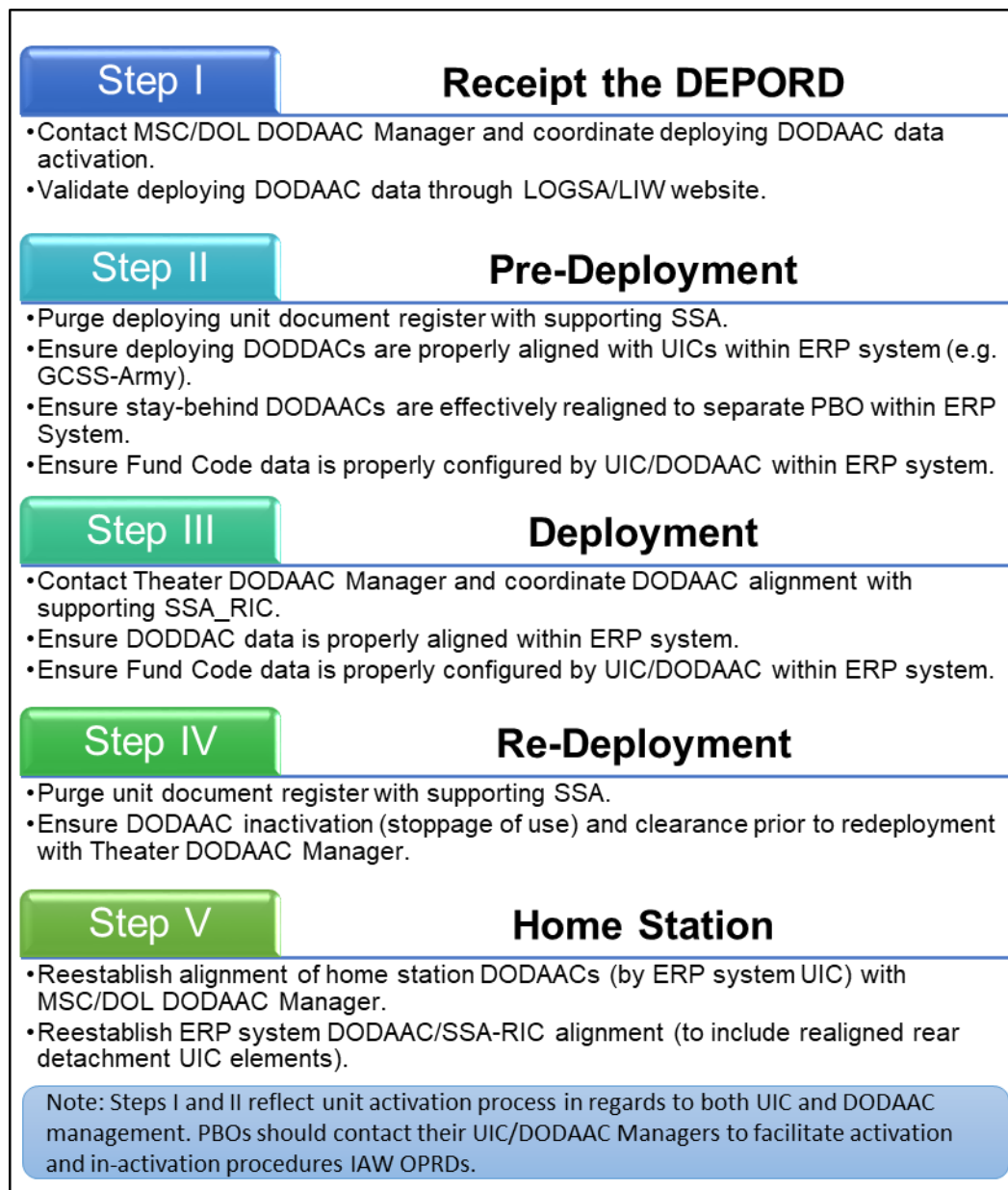


Figure 7-5. DODAAC Deployment/Re-deployment Realignment Process

During unit inactivation, the PBO will initiate the redistribution process of the command's equipment and property assets IAW provided command channel guidance/orders. The following actions must be dutifully planned, resourced, and executed to successfully conduct unit inactivation operations:

- Obtain the permanent order reflecting the inactivation effective date of the UIC
- Validate the last USR EOH reporting date of the organization
- Advise the commander that existing CSDP controls, standards, and accountability requirements remain in effect throughout the process
- Coordinate disposition of organization equipment through the supporting S-4/G-4 echelon for assistance
- Coordinate equipment lateral transfers and redistribution of available equipment within the parent organization utilizing DST
- Ensure that all GCSS-A system sub-hand receipts, component hand receipts, and open supply requisitions are cancelled and/or deleted from the associated UIC prior to the final inactivation date
- Ensure that all PBO files are disposed of IAW AR 25-400-2, ARIMS
- Ensure that the supporting UIC and DODAAC managers are contacted upon the final inactivation date and advised that unit data requires inactivation within the Logistics Integrated Warehouse (LIW) maintained by LOGSA

PBO will ensure that applicable supporting DODAAC data requirements are identified and implemented through the ERP system based on the theater DODAAC coordinator's SOP (activating deployed DODAACs, aligning deployed DODAACs within ERP systems, verifying type of address code [TAC] DODAAC population within the ERP systems, delineating home-station DODAAC usage with rear detachment UIC elements, etc.).

7-15. Using DODAAC Portability in Deployment/ Redeployment Contingencies

DODAAC Portability's success requires normal coordination among the PBO, maintenance officer, and materiel manager. PBOs will transfer property between the commander's home station and deployable structures. Materiel managers will execute their current deploy/redeploy procedures to move in and out of an area of responsibility. Using the Move it Workbench, the sustainment manager will set the conditions for the unit supply sergeant and maintenance manager to identify and move open documents.

Chapter 8

Commander's Unit Status Report

Commander's Unit Status Report (CUSR) or Unit Status Report (USR) is a reporting system used for determining and reporting the readiness of military forces to conduct their assigned missions.

The intent of this report is to allow commanders the opportunity to provide a snapshot of the unit's overall readiness that is reportable to the DoD and Joint Staff. It will be prepared by the commander of the unit, organization, or installation or by the designated representative and routinely submitted through ADCON channels to HQDA (DAMO-ODR) via NETUSR input software. The ACOM/ASCC/DRU exercising ADCON over the registered unit and/or the DARNG, when applicable, review the CUSR to ensure that the reports are accurate, timely, complete, and comply with regulatory requirements and command guidance. The CUSR is intended to convey the commander's concerns and personal assessments to the chain of command and Army resource managers. CUSR is not a performance report card and should not be used as a tool to evaluate or compare the accomplishments of organizations or those of their commanders.

8-1. Measured Areas

- Personnel (P) - Army measured units will measure personnel readiness using three metrics for personnel fill percentages that are based on the unit's strength requirements for its core functions/assigned capabilities
- Equipment and Supplies on-hand/availability (S) - Determining by LIN the on hand/availability status of designated critical equipment items (pacing items) and the on hand/ availability status of the other mission essential equipment items (ERC A) that are listed on the unit's MTOE or TD
- Equipment and Readiness/Serviceability (R) - Measure the operational readiness or serviceability of the critical equipment items that are in their possession, under their control or available to them within 72 hours, and that are designated by HQDA via the Maintenance Master Data File (MMDF) as reportable for maintenance
- Unit Training Proficiency (T) - Report the training status of their units based on the percentage of the unit's METs trained to standard/MET proficiency assessments associated with the unit's core functions/assigned capabilities

8-2. Reporting Requirements and/or Frequency

Active Army

- Regular reports - Active army units will report on a monthly basis
- Validation reports - Not required for Compo 1
- Change reports - as required (Status change, mission update)
- Deployed reports - report monthly while deployed

ARNG & USAR

- Regular reports - Quarterly (Jan, Apr, Jul, and Oct)
- Validation reports - Feb, Mar, May, Jun, Aug, Sep, Nov & Dec
- Change reports - as required
- Deployed reports - N/A ***All Compos report monthly while deployed in a combat zone***

8-3. PBO Equipment Reporting Procedures

All equipment on a measured unit's formal requirements and authorizations document (MTOE or TDA) is reportable in the Commander's Unit Status Report (CUSR). However, CUSR S-level calculations include the on-hand (availability) status of two categories of mission-essential equipment items: equipment readiness code (ERC) P (pacing item) and ERC A (all other items). Refer to the MTOE to determine the category of each item of equipment and the required quantity. ERC P equipment items (pacing items) are determined by HQDA (DAMO-FMF) using the guidance and procedures explained in the NETUSR user's guide and user help screens. FMSWeb is the authoritative listing of pacing items.

Army Enterprise-Level Total Asset Visibility Process (TAV) is a capability that improves a manager's ability to obtain and act on information about the location, quantity, condition, and movement of assets. In addition to individual item visibility, TAV provides information about force structure development/FORCEMOD, BOIP, and equipment authorizations (TOE/MTOE/TDA), enabling management of assets.

PBO utilization of GCSS-A develops and sustains materiel enterprise-level TAV accountability transactions that encompass equipment readiness reporting, capital dollar value computations and reporting, and cradle-to-grave life cycle documentation for organizational property and equipment worldwide. Effective PBO team operations empower the Army to accurately assess and sustain critical TAV data elements, such as LIN BOIP requirements, on-hand CTA item obsolescence status, LIN catalog error data, subsystem identification and accountability status, and TPF requirements.

Equipment that is not on site but remains under the control of the unit will be considered "available" if the unit commander has both the authority and the resources to transport or move the equipment to rejoin the unit at its current location in 72 hours or less to meet operational requirements.

PBO will validate that accurate equipment data is being reported through the APSR, to include the reporting of transactions involving equipment with:

- Reportable Inventory Item Codes (RICC) - determines reportable items such as ERC A and ERC P
- Controlled Cryptographic Item Serialization Program
- CBRN capabilities

On-hand (available) equipment items/systems considered for ILO designation by the unit commander for CUSR purposes must be evaluated on a system-for-system, function-for-

function, or capability-for-capability basis. The unit commander's decision to report in the CUSR on-hand (available) equipment items ILO the required and documented equipment items must be approved at the O-6 command level.

Additionally, the following criteria will be used when determining suitability of an item for reporting as ILO in the CUSR:

- Item must have the same characteristics as the authorized item and cannot be formally designated as obsolete by HQDA.
- Item can be used in conjunction with other items (for example, a tractor can haul an ILO trailer).
- Item is supportable and required repair parts must be available. Repair capability must be within the unit/organizational scope or available through other means (in-theater contractor support or direct support maintenance team). A source of supply for replacement of the major end item must be available.
- Item will be deployed with the unit to accomplish the core functions/ designed capabilities if the required item is not available.
- Any nonstandard item reported as an ILO must be registered in AESIP with a LIN or NSLIN.
- If a modernization item of equipment or system is added to a requirements and authorization document to replace a current vintage item of equipment and the new item (or an authorized substitute from SB 700-20) is not fielded, the unit commander will designate the older item/system as ILO the new item for CUSR purposes if it meets the above criteria.
- If a modernization item of equipment or system has not been added to a requirements and authorization document and SB 700-20 has not been updated to include the item as an authorized substitute, but the new item has been fielded to replace the current vintage item of equipment, then the commander will designate the modernization item as ILO the vintage item for CUSR purposes.

8-4. PBO Responsibilities for USR

Main area of concern is the S-Level:

- Validate EOH against shortages and available equipment
- Ensure substitutions and ILOs are properly allocated
- Updates could include the below information or documents:
 - Document/PO number, if on order
 - Approved PSD verified in DST
 - Pending fielding (Equipment, Date, and Location)

S-Level Remark

Equipment On-Hand

S Level: Total Unit Required Cost: \$: Capitalization Ratio: %
 Reason Not Level 1: S27 - Shortage-major end item

A&P LINS

S-Level Remark box

Pacing Item Level

B&C LINS

S Level 1	
S Level 2	
S Level 3	
S Level 4	
Total:	

Remark Format:

Unit is currently a S#. Unit is expected to reach S# by ENTER DATE (DD-MMM-YY). The reason my unit is not a S1 is because of S# we are short # LINS out of ## LINS....

We are short # PACING items

We are short # Authorized items

Of the # of LINS we are short we have # on valid LT, # ordered, and # that are "USARC ASSIST" items

List all Shortages LIN/Nomenclature/Doc #/ Status

1. B38672
 BURNER UNIT/MTOE
 123456 /Valid Requisition 5EA

S-Level Reason Code Remark box

Remark Format:

1. What specific shortages affect your mission? List LIN/Nomenclature/Doc #/ Status to get to next level

Example: B38672
 BURNER UNIT/MTOE
 123456 /Valid Requisition 5EA

2. If TDA, list equipment that should be reportable in USR

Figure 8-1. S-Level Comments within NETUSR

8-5. Recommended Data Sources for USR:

- Accountable Property System of Record (APSR) - Run reports that assist in validating EOH and requisition status (i.e., GCSS-Army, PBUSE, etc.)
- Decision Support Tool (DST) - Used to synchronize material distribution throughout the army
- FMSWeb - Review equipment and personnel authorization along with requirement documents.

Chapter 9

Equipment Common Operating Picture (ECOP)

The ECOP is a HQDA computer system that provides a “start to finish” web-based database to request, track, and source Operational Needs Statements or Equipment Sourcing Documents for both deployed and deploying units. ECOP was designed to simplify requests, consolidate existing sources of information, and significantly speed the approval process while providing situational awareness to all levels involved. AR 71-9 Force Management Warfighting Capabilities Determination provides ONS/ECOP policy guidance.

PBOs should be familiar with the ECOP process prior to unit deployment to in order to facilitate the processing of ONS and ESD supporting contingency/deployment requirements. The ECOP also allows the submitting unit’s chain of command to staff the endorsement and provide validation and resourcing of requests.

Under ECOP, Units and their Chain of Command can:

- Check the endorsement, validation, and sourcing status of an ONS or ESD at any time using Equipment Common Operating Picture (ECOP) via SIPRNet
- Read detailed execution instructions in the ECOP library
- Receive automatic notification of shipping status of equipment to requesting units
- Action open items until unit confirms receipt of equipment in ECOP

Who can access the ECOP?

- Individuals having a SIPR email address
- Other services if working on an Army project or in a deployed or deploying joint task force
- CENTCOM staff are authorized
- Other COCOM Joint Staff are authorized
- Contact the ECOP Help Desk if you have a valid business need to access ECOP, but are not in any of the previous four groups

9-1. Operational Needs Statement (ONS) vs Equipment Sourcing Document (ESD)

An Operational Needs Statement (ONS) is a request for a materiel solution to an operational requirement that is not otherwise authorized:

- Correct a deficiency
- Improve an existing capability
- Procure a new/emerging capability
- Required for mission accomplishment

An Equipment Sourcing Document (ESD) is a request for filling an equipment shortage that has already been validated/authorized by HQDA:

- MTOE
- Baseline Equipment Document (BED)
- TDA

ESDs can be submitted either separately or with an ONS submission. ONS requires the approval of an O-6 Command or higher. Since an ESD does not require validation, users can submit with O-5 approval or the approval of individuals with a DIV equivalent or higher who have ESD submission authority for their command/division.

Submit an ONS if the item is:

- COTS equipment not authorized by regulation, Army type classified, or found in one of the standard Army supply channels
- An additional quantity required above the approved TDA or MTOE
- HQDA controlled equipment for which a unit does not have authorization/ validation (i.e., Force Feasibility Review (FFR))
- Any Army Material Command (AMC), DLA, General Service Administration (GSA), or program manager-managed equipment requiring additional authorization
- Standard Army equipment with a valid LIN and NSN, and the requested equipment is not in a validated BED
- Standard Army equipment and the quantity requested is above the BED authorized quantity
- Equipment listed in a validated BED, but the specific item requested either is in lieu of the BED item or is a newer version not specified in the BED
- For a new capability not reflected in MTOE or BED
- Unit ONS submissions should be based on a capability gap and capability required versus specific equipment (i.e., LIN/NSN/Model)

Submit an ONS request if an urgent need for a materiel solution to correct a deficiency, improve a capability, or request HQDA to procure a new/emerging capability that enhances mission accomplishment. An ONS is a request for HQDA validation/authorization and sourcing of a perceived requirement. An ONS is not used to request equipment already having an HQDA authorization document.

Submit an ESD if the request is:

- A request for sourcing an equipment requirement that has already been validated/authorized by HQDA within 1 year of deployment
- MTOE/TDA, BCT or Basis of Issue Plan (BOIP) shortage
- A BED (authorized for use by ARCENT G-3) shortage
- A HQDA pre-validated equipment shortage
- A request for sourcing only (authorization and validation not required)
- Equipment that is already HQDA validated, pre-approved, and authorized

When NOT to submit an ONS/ESD:

- A request for Class V (i.e., ammunition, explosives, and flares)
- A request for Foreign Military Sales
- A request for contractual services or support or for additional personnel
- A request for any item that cannot be added to the MTOE. For example, do not submit a request through ECOP for the following:
 - Information Technology (IT) infrastructure
 - Permanent power generators that need to be added to a Forward Operating Base (FOB)
- A battle loss:
 - Damaged vehicles by accident or destroyed in battle will not qualify to be replaced
 - Submit these through the normal operations and logistics channels

The six-step process to create a draft ONS/ESD includes:

- (1) Identify the unit in need of equipment
- (2) Enter the submitting unit's contact data (O-6 commander's data)
- (3) Enter the endorsement chain of command data.
- (4) Enter dates for key premobilization, mobilization (MOB), and post-MOB activities
- (5) Enter the unit being replaced and "ILO" mission data. (Note: Until the ECOP portrays TPE data, Step 5 is partially functional)
- (6) Add equipment and provide shipping data

9-2. ECOP Endorsements

ECOP provides the ONS endorsement levels, which begin at Division and continue through HQDA G-4 (Note on "hard stops": The ECOP allows Divisions and Corps seven days in which to endorse an ONS or ESD. After seven days, the ONS/ESD defaults and automatically moves to the next higher level in the chain of command [application of the "silence implies consent" rule]. However, a hard stop is not subject to the seven-day default. An ONS/ESD remains at a hard stop indefinitely pending endorsement. Hard stops are identified below).

The ECOP endorsement chain of command:

- Division (7 days allowed for endorsement, override at 14–21 days)
- Corps (7 days allowed for endorsement, override at 14–21 days)
- National Guard Bureau/U.S. Army Reserve Command/Office of the Chief Army Reserve (hard stop)
- ACOM/supporting ASCC/DRU (hard stop)
- Army Forces (ARFOR) (hard stop)
- Multi-National Forces-Iraq (hard stop)

- Supported ASCC (hard stop)
- HQDA G-3, G-8/Army Materiel Command, G-4

Commands/organizations at each level of endorsement authority have one or more individuals who are granted ONS endorsement authority. Also at each level, a local ECOP system administrator is appointed. The local administrator is given administrator permissions by the HQDA ECOP help desk. Before the endorser can begin making ONS endorsements, the local ECOP system administrator must grant each endorser appropriate ECOP system endorsement permissions.

It should also be noted that the ECOP does not overrule, and is supportive of, whatever business rules or procedures have been set up by that command/organization as part of their ONS endorsement responsibilities.

If an ECOP administrator determines that an ONS should instead be an ESD (if it is determined that the request is for the sourcing of a requirement that has already been validated/authorized by HQDA), the administrator may use the following procedures to convert an ONS to ESD:

- Use the editing steps outlined above.
- Once the line item is open for editing, use Step 6, ONS Edit Panel.
- Change the shortage type that describes the equipment. From the pull-down list, select the appropriate ESD shortage type. If the shortage is a BED shortage, identify the specific BED from a separate pull-down BED list.
- Make required changes to Step 3, Chain of Command.
- Go back up to the line item record and select UPDATE button on the ECOP menu.
- Repeat steps above for each line item being converted to ESD.
- When completed, save all screen changes in the middle of the edit screen on the ECOP menu.

9-3. Converting an ESD to an ONS

Once an ESD is formally submitted, it cannot be converted to an ONS. If it is determined that an ESD should be an ONS, an administrator must veto the ESD and a new ONS is submitted using "Create ONS/ESD" from the ECOP home page. This conversion is not allowed for three important reasons:

- An ONS requires approval at the O-6 or higher level, while an ESD may be submitted at the O-5 level.
- An ONS requires a justification letter, while an ESD does not.
- The ESD bypasses HQDA G-3 staffing and approval and goes directly the HQDA G-8 for resourcing.

9-4. HQDA G-3 Timetable for Processing ONS

- ONS for units currently deployed in support of a named operation are given the highest priority.

- The goal of the requirements staff officers at HQDA G-3/5/7 is to have a decision regarding the validation of the ONS within 14 days of receipt and assignment.
- Endorsement of ONSs for deployed units is required by ARFOR before going to U.S. Army Forces, U.S. Central Command, and HQDA G-3.
- ONSs for units non-deployed/deploying or units deployed in support of homeland security — disaster relief where a capability gap has been identified that cannot be bridged without a materiel solution — HQDA G-3 will provide an interim response to the ONS within 120 days of receipt. The Army Requirements and Resourcing Board (AR2B) authorizes the execution of the approved sourcing solution.
- HQDA G-4 remains in contact with the receiving unit by email and phone until the equipment is received after shipment.
- An ONS is completed when the equipment is picked up on the appropriate unit property book/TPE hand receipt within Army Property System of Record (APSR).

The ONS should be limited to three pages. It may include descriptive backup data and attachments if desired. The basic format includes:

- UIC
- Ship-to address: Directs where a resource will be shipped to support the unit. ECOP allows the user to change the shipping address while the ONS is in process.
- Problem: Define the capability gap in general terms. State the portions of the mission that cannot be met with the current organization and equipment.
- Justification: Reason for urgency; immediate impact to mission accomplishment of not having the requested capability. State deployment dates and other target dates requiring this capability. The justification letter should be written with a focus on the mission, include the name of the equipment and quantities requested and clearly articulate why the mission would be hampered if the ONS was not approved.
- System characteristics: Pertinent operational, physical, and logistical requirements. This paragraph should address all shortfalls stated above.
- Operational concept: State how the capability will be employed. Note if it will replace any current item of equipment. State whether the system is to meet an operational requirement or for evaluation purposes only.
- Organizational concept: State who will employ the system and at what organization level. Also, state how the unit will reorganize to operate the capability. For items of the same capability, state the basis of issue for each Soldier.
- Procurement objective: State the total quantity of each item requested.
- Support requirements: List the associated items of equipment envisioned to support the requested capability.
- Availability: If known, indicate whether commercial or other service equipment, foreign or domestic, is available for off-the-shelf procurement.
- Recommendation: Recommend a course of action to resolve the problem.

Chapter 10

Property Book Office Training Development

10-1. Army Training Doctrine

A battle-focused unit trains selectively. It cannot train to standard on every task at once, whether due to time or other resource constraints. Each commander has to determine what is essential and then assign responsibility for accomplishment. The concept of Mission Essential Tasks (METs) provides the commander a process to provide the unit its battle focus. A MET is a collective task on which an organization trains to be proficient in its designed capabilities or assigned mission. Each MET aligns with the collective tasks that support it, as well as the individual tasks that support the collective tasks. A comprehensive cross-walk of supporting collective and individual tasks can be found at the Army Training Network website (<https://atn.army.mil>). A Mission-Essential Task List (METL) is a tailored group of mission-essential tasks. All company and higher units have a Mission-Essential Task List (METL). In this way, the Commander assigns the priority to which collective tasks the unit must be proficient at, and by implication, the supporting collective and individual tasks.

Platoon, sections, and lower echelons do not have METs or a METL. A battle task is a collective task on which a platoon, section, or lower echelon trains that supports the higher echelon's MET's and METL. A battle task can include any associated supporting collective tasks. Battle tasks are approved by the unit commander. With this in mind, the Property Book Office will develop a list of battle tasks that supports their unit's METL while simultaneously balancing the need meet policy requirements in support of the Army's property accountability standards and the Army materiel enterprise.

In the development and selection of Property Book Office battle tasks, a wide array of references and resources should be considered. Below is a listing of some of the primary references and resources, but the list below is not all-inclusive nor can it anticipate every scenario a Property Book Office may encounter. It is highly encouraged to work with the unit S-3/G-3/J-3 to identify appropriate references for each unit's individual mission and METL.

- Property Book Office related tasks outlined in ADRP 1-03, The Army Universal Task List, Chapter 4
- Property Book Office and sustainment related tasks found at the Army Training Network, <https://atn.army.mil>
- DA Form 7768, CSDP Checklist
- Techniques and procedures found in Army Techniques Publication (ATP) 4-42, Materiel Management, Supply, and Field Services Operations
- Requirements in Department of the Army DA Pam 600-3, Officer Professional Development and Career Management
- Current MOS 920A critical task list (CTL) tasks

10-2. Army Universal Tasks

The Army Universal Task List (AUTL) consists of Army Tactical Tasks (ARTs) that describe what the Army contributes to the joint force. The AUTL is primarily for the institutional force, specifically personnel performing capability development, integration functions, and training development. Generally, the Property Book Office will utilize collective and individual tasks created by the Quartermaster proponent, but should be familiar with the AUTL and how it links to the Universal Joint Task List (UJTL). Some Property Book Offices may need to utilize joint tasks when operating as part of a joint or multinational force.

ARTs that may apply to the Property Book Office would include (but are not limited to) the following:

Army Tactical Task (ART)	Title
ART 4.1	Provide Logistics Support
ART 4.1.3	Provide Supplies
ART 4.1.3.7	Provide Major End Items (Class VII)
ART 4.1.3.10	Provide Supplies for Civilian Use (Class X)
ART 4.1.3.15	Provide Supply Management
ART 4.1.3.15.1	Request Supplies
ART 4.1.3.15.2	Receive Supplies
ART 4.1.3.15.3	Procure Supplies
ART 4.1.3.15.4	Issue Supplies
ART 4.1.3.16	Salvage and Retrograde Materiel
ART 4.1.3.17	Prepare Configured Loads
ART 4.1.6.2	Provide In-Transit Visibility or Asset Visibility

Table 10-1. Property Book Army Tactical Tasks

10-3. Collective Tasks

Quartermaster collective tasks that may apply to the Property Book Office would include (but are not limited to) the following:

Task Number	Task Name
10-TM-4103	Maintain Property Accountability of Retrograde Material
10-SEC-4103	Maintain Non-Expendable Property Accountability
10-BN-4103	Perform Property Book Operations
10-EAC-4103	Manage Class VII Property Book Operations
10-BDE-4104	Conduct Class VII Asset Management
10-EAC-4104	Conduct Class VII Asset Management
10-EAC-5605	Provide Theater Class VII Asset Visibility (Property Book) (Brigade- Echelons Above Corps)

10-BN-6009	Manage Property Book Operations for Contingency Deployment
10-BN-6012	Manage Property Book Operations for Contingency Re-Deployment
10-BN-0001	Coordinate Class II, IV, VII, and IX Support
10-BDE-4027	Coordinate Class II, III (P), IV, VII, and IX Support

Table 10-2. Property Book Collective Tasks**10-4. 920A Critical Task List**

Task Number	Task Title	Location	Level
101-20A-6000	Manage Basic Loads	WOBC WOAC	W1-W2
101-20A-6001	Direct Property Adjustment Actions	WOBC WOAC	W1-W2
101-20A-6002	Validate Unit Equipment On-Hand Status for Unit Status Report	WOBC WOAC	W1-W2
101-20A-6003	Coordinate Request for Property	WOBC WOAC	W1-W2
101-20A-6004	Coordinate Receipt of Property	WOBC WOAC	W1-W2
101-20A-6005	Coordinate Issue of Property	WOBC WOAC	W1-W2
101-20A-6006	Coordinate Disposition of Property	WOBC WOAC	W1-W2
101-20A-6007	Validate Unit Equipment Authorizations	WOBC WOAC	W1-W2
101-20A-6008	Conduct Change of PBO Inventory	WOBC WOAC	W1-W2
101-20A-6009	Manage Property Book Operations For Contingency Deployments	WOBC WOAC	W1-W2
101-20A-6010	Monitor Supply Operations Through The CSDP	WOBC	W1-W2
101-20A-6011	Prepare For Change Of Primary Hand Receipt Holder (PHRH) Inventory	WOBC WOAC	W1-W2
101-20A-6012	Manage Property Book Operations For Contingency Redeployments	WOBC WOAC	W1- W2
101-20A-7000	Monitor Property Adjustment Actions	WOAC	W3
101-20A-7001	Analyze Unit Equipment On-Hand Status for Unit Status Report	WOAC	W3
101-20A-7002	Manage Disposition of Assets	WOAC	W3

Table 10-3. MOS 920A Critical Task List

10-5. Selection of Property Book Office Battle Tasks

The selection of battle tasks for the Property Book Office is a necessary process that mirrors portions of the Military Decision Making Process. A mission analysis must be conducted, possible COAs considered, and ultimately, the commander should approve the proposed list of tasks chosen. As an example, as part of mission analysis, is the supported unit a deployable unit or a non-deployable TDA? Where is the unit in the Sustainable Readiness Model process? What are the commander's training priorities and the unit's METL? The Property Book Office must weigh these questions, and others, alongside the policy and regulatory requirements that every office must meet.

By carefully selecting a manageable number of battle tasks to focus training on, the Property Book Office places a priority on the collective tasks that best support the commander's intent and unit's METL. By analyzing the Training & Evaluation Outline (T&EO) that is provided for each collective task, the Property Book Office can understand what supporting collective tasks and individual tasks are nested underneath, and therefore implied, as training that leads to proficiency in the chosen battle task.

There will never be enough time or resources to train every task to complete proficiency. By the analysis and selection of battle tasks, the Property Book Office identifies the most critical collective tasks that support the unit's mission, and once the commander approves and validates the battle tasks, the commander accepts the risk for tasks which may not be trained and executed to the highest level of proficiency. It is then the responsibility of the Property Book Office to ensure they meet the level of proficiency expected in the selected battle tasks. It is worth noting that although these tasks should be trained, executed, and assessed in tactical training scenarios (such as CTC rotations), the results of an external inspection (such as a CSDP inspection) would also be considered a valid assessment of the related portions of some collective tasks.

10-6. Example of Property Book Office Battle Task List

In the example below, the scenario is for the Property Book Office of a deployable Engineer BN in the Global Response Force (GRF).

Task Number	Task Name	Expected Proficiency
10-TM-4103	Maintain Property Accountability of Retrograde Material	P
10-SEC-4103	Maintain Non-Expendable Property Accountability	T
10-BN-4103	Perform Property Book Operations	T
10-BN-6009	Manage Property Book Operations for Contingency Deployment	T
10-BN-0001	Coordinate Class II, IV, VII, and IX Support	T

Table 10-4. Example Battle Task List

10-7. Digital Training Management System (DTMS)

DTMS is the Army's database of record for unit training information. It provides the ability to digitally develop, record, and coordinate training plans within organizations as well as record training assessments, training completion, and training readiness. Once the commander has approved the battle tasks selected by the Property Book Office, the tasks should be recorded in DTMS. After the tasks are trained, the training assessment should be recorded in DTMS. External assessments of collective training, recorded in DTMS, are the basis for T-level data generated in the USR. Users can access DTMS through ATN at <https://atn.army.mil>.

10-8. Additional Training

In order to perform their duties, members of the Property Book Office will have to receive additional training to gain access to and work inside various Army enterprise software systems. These requirements will vary based on location, local policies, and changing software requirements, but some examples are listed below:

- GCSS-A Web-Based Training (WBT) - Common Core, Property Book, TDA PHR Manager, and Decentralized User Administration modules
- General Fund Enterprise Business System (GFEBS) - GFEBS Essentials, other modules as required (PBOs may require Level 3 Approver access)
- Decision Support Tool (DST) - training as required for Planner access to DST
- Wide Area Work Flow (WAWF) and Procurement Integrated Enterprise Environment (PIEE) - online training as required for Acceptor role in WAWF

Property Book Officers working at different levels or positions in their organization may have varying requirements for software roles and access.

Chapter 11

Property Book Office Personnel Overview and Professional Development Purpose

11-1. Purpose

The purpose of providing professional development data references for property book office team personnel is intended to serve as a commander's and leader's tool to:

- Identify the Army's performance and development standards for MOS 920A officer evaluation reports, support forms, junior officer support forms, professional schooling requirements, recommended duty positions, awards, professional development training opportunities, and civil educational goals
- Identify the Army's performance and development standards for MOS 92Y NCO evaluation reports, support forms, counseling statements, awards, professional schooling requirements, recommended duty positions, awards, professional development training opportunities, and civilian educational goals
- Identify the Army's performance and development standards for Army civilian corps evaluation reports, support forms, counseling statements, awards, professional schooling requirements, recommended job positions, awards, professional development training opportunities, and civil educational goals
- Empower commanders and leaders with the relevant opportunity to identify and effectively develop the most experienced and qualified property accountability technicians within the current and future materiel enterprise

11-2. Army Leadership: Commissioned and Warrant Officers

When the Army speaks of Soldiers, it refers to commissioned officers, warrant officers, NCOs, and enlisted Soldiers. The term commissioned officer refers to officers serving under a presidential commission in the rank of chief warrant officer 2 through general. An exception is those appointed as a Warrant Officer 1 (WO1) who serves under a warrant issued by the Secretary of the Army.

Commissioned Army officers hold their grade and office under a commission issued under the authority of the president of the United States. The commission is granted on the basis of special trust and confidence placed in the officer's patriotism, valor, fidelity, and abilities. The officer's commission is the grant of presidential authority to direct subordinates and, subsequently, an obligation to obey superiors.

Warrant officers possess a high degree of specialization in a particular field, in contrast to the more general assignment pattern of other commissioned officers. Warrant officers command aircraft, maritime vessels, special units, and task-organized operational elements. In a wide variety of unit and headquarters specialties, warrants provide quality advice, counsel, and solutions to support their unit or organization. They operate, maintain, administer, and manage the Army's equipment, support activities, and technical systems. Warrant officers are competent and confident warriors, innovative integrators of emerging technologies, dynamic teachers, and developers of specialized teams of Soldiers. Their extensive professional experience and

technical knowledge qualifies warrant officers as invaluable role models and mentors for junior officers and NCOs.

Warrant officers fill various positions at company and higher levels. Junior warrants, like junior officers, work with Soldiers and NCOs. While warrant positions are usually functionally oriented, the leadership roles of warrants are the same as other leaders and staff officers. They lead and direct Soldiers and make the organization, analysis, and presentation of information manageable for the commander. Senior warrants provide the commander with the benefit of years of tactical and technical experience.

As warrant officers begin to function at the higher levels, they become “systems-of-systems” experts, rather than specific equipment experts. As such, they must have a firm grasp of the joint and multinational environments and know how to integrate systems they manage into complex operating environments.

Technical knowledge relates to equipment, weapons, and systems- everything from a gun sight to the computer that tracks personnel actions. Since direct leaders are closer to their equipment than organizational and strategic leaders, they have a greater need to know how it works and how to use it. Direct leaders are usually the experts called upon to solve problems with equipment. They figure out how to make it work better, how to apply it, how to fix it, and even how to modify it. If they do not know the specifics, they will know who knows how to solve issues with it. Subordinates expect their first-line leaders to know the equipment and be experts in all the applicable technical skills. That is why sergeants, junior officers, warrant officers, wage-grade employees, and journeymen are the Army’s technical experts and teachers.

11-3. 920A Warrant Officer Career Patterns

The development of the professional attributes and technical capabilities of the Army warrant officers to meet the needs of the Army is accomplished through proponent-designed professional development models for each AOC/MOS. These professional development guides describe schooling, operational assignments, and self-development goals for warrant officers in each grade.

11-4. Unique Knowledge and Skills of a Quartermaster Warrant Officer

Quartermaster warrant officers are expert technicians and warfighters who are technically able to manage and maintain Army property accounting systems. They are self-aware and adaptive quartermaster technical experts, leaders, trainers, and advisers who must maintain the proper balance between their technical skills and the ability to understand and apply appropriate tactical skills at the right moment. Through progressive levels of expertise in assignments, training, and education, quartermaster warrant officers administer, manage, maintain, operate, and integrate quartermaster systems and equipment across all levels within the Army.

11-5. Warrant Officer Development Model

The warrant officer development model focuses on the quality and range of experience rather than the specific gates or assignments required to progress (See Figure 11-1).

Professional Development Model 920A - Property Accounting Technician																				
WO1			CW2			CW3			CW4			CW5								
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20-21-30
PME WOBC			WOAC			WOILE/ QM Follow-on						WOSSE/ QM Follow-on								
DEVELOPMENTAL ASSIGNMENTS																				
BN Property Book Officer CHEM BN INF BN EN BN EOD BN OD BN QM BN SIG BN MP BN MI BN TRANS BN CSSB			BDE Property Book Officer CHEM BDE FA BDE IBCT EN BDE MED BDE CAB EOD GRP TRANS BDE SIG BDE MP BDE MI BDE EXP MI BDE SUST BDE			Property Book Officer ABCT SFAB SBCT CJTF-Bravo 11 th ACR Space BDE ADA BDE HHBn, Corps HHBn, ASCC ASG-Kuwait TF Sinai			CLVII Prop Manager ESC TSC			Asset Visibility Manager Division AAMDC 1 st Army 8 th Army			Cmd Prop Acct Advisor Corps Army Sustainment Cmd USARPAC USASOC					
BN Property Book Officer Ranger BN 160 th SOAR BN CA BN SF BN			BDE/GRP PBO MISOG CA BDE			GRP/RGT PBO SF GRP Ranger RGT USASWC			Sr Prop Acct Advisor 20 th CBRN CMD CIMT Cadet CMD NETCOM Armor School EN School CM School INSCOM			Property Book Officer 1 st SF CMD USASOC TSOC			Sr Prop Acct Tech 160 th SOAR USASOC TSOC 1 st SF CMD SOCOM					
MOS BROADENING ASSIGNMENTS																				
Property Administrator Contracting Spt BDE BDE PBO/ OC/T 1 st Army Property Book Officer 706 th MI GRP S4 Officer FA BN (Fires CoE)			WOBC Instructor Army Log University BOLC/ CCC Instructor Army Log University FA School			Sr Prop Acct Tech Army Sust Cmd (ASC) NATO Futures CMD Centers of Excellence (Fires, Maneuver, Sust, Mission Spt)			WOAC Instructor Army Log University SEA Evaluator QM School Training Developer CASCOM Capabilities Developer CASCOM Futures Command			Assignment Officer HRC Detailed IG HQDA IG Training Evaluator CAC, Log Exer & Sim Cntr			QM Training Director Army Logistics University Chief, SEA Team Quartermaster School QM WO Proponent Quartermaster School QM Corps CWO Quartermaster School					
OTHER BROADENING ASSIGNMENTS																				
WO Career College TAC Officer			USAREC WO Recruiter			WO Career College CDR, 1 st WOC CDR, HHC WOC Instructor TRADOC Detailed IG			Combined Arms Center Instructor USAREC CDR, WO Recruiting Co			WO Career College Logistics/S4 Academics Branch Training Dept Lead Deputy Cmdr Army Log University Dean, Tech Log College CASCOM CCWO								
ADDITIONAL MILITARY TRAINING / EDUCATION																				
Air Assault Airborne			Operational Contract Support Support Operations Course Joint Logistics Course GCSS-Army Middle Managers Crs			Capabilities Development Force Management Theater Sust Planners Course														
CIVILIAN EDUCATION (recommendations)																				
Associates Degree			Professional Certifications						Baccalaureate Degree						Masters Degree					

Figure 11-1. MOS 920A Professional Development Template

11-6. Warrant Officer Professional Development Training

The warrant officer professional development courses provide warrant officers with performance based certification and qualification training. The training trains and develops warrant officers for complex assignments.

- Warrant Officer Basic Course (WOBC) – The purpose of WOBC is to certify warrant officers as technically and tactically competent to serve as warrant officers in a designated specialty. WOBC is the first major test a newly appointed officer must pass to continue serving in the Army as a warrant officer, as WO1 appointments and award of a warrant officer MOS are contingent upon successfully completing WOBC. WOBC prepares newly appointed officers for their first duty assignments and all subsequent assignments as WO1s/CW2s. This course is proponent (branch) developed and administered to all warrant officers upon completion of Warrant Officer Candidate School (WOCS)
- Warrant Officer Advanced Course (WOAC) – The WOAC focuses on advanced technical training and common leader development subjects designed to prepare officers for assignment in CW3 level positions. This course is proponent developed and

administered. The basic focus is to provide progressive technical training augmented by progressive common-core leader development training

- Warrant Officer Intermediate Level Education (WOILE) – The WOILE is a resident 5-week, MOS immaterial, professional military education course preceded by a Distance Learning (DL) phase. The WOILE provides CW3s with the intermediate level education and influential leadership skills necessary to integrate their technical expertise in support of leaders as staff officers, trainers, managers, systems integrators, and leaders at the tactical and operational levels of Army, Joint, Interagency, Intergovernmental, and Multinational (JIIM) organizations executing Unified Land Operations (ULO) thru Decisive Action
- Warrant Officer Senior Service Education Course (WOSSE) – The WOSSE is a resident 4-week, MOS-immaterial, professional military education course preceded by a DL phase. The WOSSE provides senior CW4s and new CW5s with the senior level education, knowledge, and influential leadership skills necessary to apply their technical expertise in support of leaders on strategic level JIIM organizations executing ULO thru Decisive Action

11-7. Broadening Assignments

Broadening assignments offers warrant officers a glimpse into the cultures of other services and industry practices. The assignment allows the warrant officer to gain knowledge and skills that complement those they have already acquired. It provides key developmental experiences to warrant officers as they continue to serve in different levels of responsibilities.

- Training, Advising, and Counseling (TAC) Officer – TAC Officers coach, counsel, and mentor our future warrant officers and provide insight on their leadership qualities. They are responsible for coaching warrant officer candidates for 17 branches and 67 warrant officer specialties in warrant tasks and officer attributes for the Army's premier Warrant Officer School. A TAC Officer will normally be a senior CW2 or a CW3.
- Small Group Leaders (SGLs) – SGLs are full time instructor, curriculum developer, trainer and maintainer to support the development, execution and sustainment of training in all phases and modules for the warrant officer's developmental courses.

11-8. Additional Skill Identifiers (ASI)

ASIs show extra skills, training and qualifications a soldier may possess. These skills are in addition to the warrant officer MOS. The Army offers ongoing training to improve skills to include technical, physical tactical and leadership development opportunities. Any soldier that has an eligible MOS designation may elect to attend the ASI school.

11-9. Civilian Credentialing

ArmyIgnitED.com helps soldiers find information on certifications and licenses related to their jobs. This resource offers information on civilian credentials and occupations related to the warrant officer MOS.

Chapter 12

Property Book Office Team

12-1. Major duties and skill-level description (MOS 92Y Unit Supply Specialist - NCOs and Clerks)

Major duties for MOS 92Y personnel include supervising or performing duties involving request, receipt, storage, issue, accountability, and preservation of individual, organizational, installation, and expendable supplies and equipment. Those serving in the enlisted property book office roles will be required to be proficient in the duties listed below.

- Property Book Clerk/NCO (E1–E5). MOS 92Y10-92Y20. Receives and inspects documents for accuracy. Navigates all nine functions in ZPBMENU. Communicates using the Business Workplace (SBWP). Prints hand receipts using /N/ISDFPS/DISP_MAT_SIT. Creates purchase requests, lateral transfers, turn-ins, and property adjustments (statement of charges/FLIPL) using ZPBOWKBH. Checks the status of inbound/outbound deliveries using VL06I/VL060. Generates sensitive and cyclic inventories using ZMI31. Verify open requisitions using ZPROSTAT. Performs minor property book adjustments using IE02. Posts transactions to the property book and process found on installation (FOI). Navigates ZPBOSTRUC for organizational structure/personnel/material. Coordinates property accounting activities.
- Property Book Senior NCO (E6-E-7). MOS 92Y30-92Y40. Performs supervisory and management roles in addition to duties shown at preceding level of skill and provides guidance to junior grade personnel. Advises supply personnel in establishing supply and inventory control management functions. Analyzes statistical data and reports to ascertain trends, conformance to standard and directives, and efficiency of operations. Coordinates property accounting activities with other logistical staff elements, supply and service, and maintenance units. Assists S4 with CSDP evaluations to ensure compliance. Assists with CSDP training within the brigade

12-2. NCOs

NCOs conduct the daily operations of the Army. The Army relies on NCOs who can execute complex tactical operations, making intent-driven decisions, and who can operate in joint, interagency, and multinational scenarios. They must take the information provided by their leaders and pass it on to their subordinates. Soldiers look to their NCOs for solutions, guidance, and inspiration. Soldiers can relate to NCOs, since NCOs are promoted from the junior enlisted ranks. They expect them to be a buffer, filtering information from commissioned officers and providing them with day-to-day guidance to get the job done.

12-3. PB NCO Duty Rating and Evaluation

The PBO serves as the rater of the PB NCO in Charge (and PB personnel). NCOs are rated IAW AR 623-3, Evaluation Reporting System, using DA Form 2166-9, within the Electronic Evaluation System (EES) NCO Evaluation Report (See Figure 11-2).

PART III – DUTY DESCRIPTION <i>(Rater)</i>	
a. PRINCIPAL DUTY TITLE Brigade Property Book NCOIC	b. DUTY MOSC 92Y40
c. DAILY DUTIES AND SCOPE <i>(To include, as appropriate, people, equipment, facilities, and dollars)</i> Serves as the X/XX BCT, Brigade Property Book Non-Commissioned Officer in Charged; supports seven battalions 19 MITT teams for an Organizational Property Book worth over 2 billion dollars; responsible for requisitions, distribution and accountability of equipment for the SBCT; oversees transactions and communicates consistently with Theater Provided Equipment (TPE); responsible for the welfare, and training of three soldiers; processes and resolves unit level property accounting issues on a daily basis; ensures property listings are accurate and commanders hand receipts are updated monthly.	

Figure 11-2. Sample DA Form 2166-9-2 (Part III)

12-4. Civilian Personnel: PBO Team (Logistics Management Specialist)

The Army Civilian Corps is an integral part of the Army team. Members belong to the executive branch of the federal government. They fill positions in staff and sustaining base operations that would otherwise be filled by military personnel. They provide mission-essential capability, stability, and continuity during war and peace.

The major roles and responsibilities of Army civilians include establishing and executing policy; managing Army programs, projects, and systems; and operating activities and facilities for Army equipment, support, research, and technical work.

While most civilians historically support military forces at home stations, civilians also deploy with military forces to sustain theater operations (e.g., theater provided equipment PBO teams).

While serving as a PBO, U.S. Army civilian personnel are required to follow the same policy and regulatory procedures and outlines as military service personnel.

Civilian grades, differing from the military classification system, are established based on the duties and responsibilities of the position. Table 12-1 provides basic guidance on how civilian grades generally relate to military rank. Always adhere to local policy when dealing with U.S. Army civilian personnel.

MILITARY GRADE GROUPS	SENIOR EXECUTIVE SERVICE	GENERAL SCHEDULE/MERIT	FEDERAL WAGE SYSTEM (FWS)
0-7 THRU 0-10	SES-1-SES-6		
06		GS/GM-15	WS-19, WS-17, WS-16, WS-15, WL-15, WS-14 WS-14 THRU WS-19; WL-15
05		GS/GM-13 & 14	
04		GS-12	
CW5, 03		GS-10 & 11	
02, W-4, W-3		GS-8 & GS-9	WG-15, WG-14, WL-14, WG-13, WL-13
0-1, W-1, W-2		GS-7, Interns (GS-5)	WS-13, WG-12, WL-11, WS-11, WL-10, WS-10, WL-9, WL-8 WS-8, WL-7, WL-6
E-7 THRU E-9		GS-6	WG-11, WG-10, WG-9, WS-7, WS-6, WS-5, WL-5 WS-4, WL-4, WS-3, WL-3, WS-2, WL-2, WS-1, WL-1
E-5 AND E-6		GS-5	
E-4		GS-4	WG-8 THRU WG-1
E-1 THRU E-3		GS-1 THRU GS-3	

Table 12-1. Civilian and Military Equivalency

U.S. Army civilian personnel are rated IAW DOD Instructions 1400.25, Volume 431, DOD *Civilian Personnel Management System: Performance Management and Appraisal Program*, using DD Form 2906, *Department of Defense Civilian Performance Plan, Progress Review and Appraisal*.

The U.S. Army Quartermaster Corps recruits future civilian leaders through the Department of the Army Civilian Logistics Career Management Office (CLCMO). Further information regarding CLCMO may be found at <http://www.cascom.army.mil/CLCMO>.

12-5. Defense Contractors: PBO Team (Logistics Management Specialist)

A subset of the Army team is contractor personnel. Contractors fill gaps in the available military and Army civilian work force. They also provide services not available through military means, to include essential technical expertise to many of our newly fielded weapon systems. Contractor personnel can focus on short-term projects, such as maintaining equipment and aircraft for already overtasked units.

Managing contractors requires a different leadership approach, since commanders at all levels must understand they do not have the same command authority over contractor personnel as they do military members. Contractor personnel are managed through the terms and conditions set forth in their contract.

Depending on the circumstances, the Uniform Code of Military Justice (UCMJ) may also apply to contractors. Always check with your Staff Judge Advocate if you have any questions on UCMJ authority over contractor personnel.

It imperative that leaders ensure that a strong contractor management system exists to maximize contractor potential (see ATP 4-1, *Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support*, for more information).

The functions below in support of the accountable officer are contractible for stock control operations, property control, Subsistence Supply Management Office (SSMO), Self-Service Supply Center (SSSC), Central Issue Facility (CIF), and Clothing Initial Issue Point Operations, which includes the following:

- Cataloging
- Receiving operations (does not include Government certification of acceptance, which authorizes payment for goods received from commercial vendors or contractors)
- Storage operations
- Issue operations
- Data conversions, files, document control, and inventory and adjustment (except that the individual with final approval authority will be a government employee)
- Item management, material management, and similar accounting functions, except those with final approval authority for discretionary actions, such as determining requirements and authorizing disposal

The following accountable officer functions are governmental and cannot be performed by contractors for the Army:

- Procurement management certifying the acceptance of goods received from commercial vendors or contractors, which authorizes the payment for goods received.
- Those individuals with final approval authority as cited above on the immediate staff of the accountable officer.

Contractors may be appointed as COMSEC custodians for COMSEC accounts designated as “contractor maintenance COMSEC accounts.” All other COMSEC custodians are considered accountable officers, and therefore their positions and responsibilities are not contractible. Any exceptions to this policy must be sent through Headquarters, Department of the Army (HQDA) Deputy Chief of Staff (DCS), G-2 (DAMI-CHS) to HQDA DCS, G-4 (DALO-SMP).

Chapter 13

Unique Considerations

13-1. Information Systems Security Program-Army (ISSP-A) Items

Several mission critical items, to include MTOE authorizations, require the use of Information Systems Security Program-Army (ISSP-A) for ordering purposes. These items include but are not limited to Crypto Transfer Units (SKLs, TKLs), Encryption-Decryption Devices (KG-250s, KGV-72s, ect.), and COMSEC management systems. PBOs are encouraged to have an active ISSP account and know who their COMSEC managers are.

The following is a walkthrough of creating a request for a Simple Key Loader in ISSP and is intended to provide an initial familiarization with using ISSP. (*Instructions applicable on 13 August 2021. Processes update regularly*) Take the following steps to request direct exchange for SKLs (LIN C05002):

- 1) Losing unit will identify faulty SKLs and submit a list of serial numbers and faults to the Mission Command Support Center help desk at dod.mcsc@mail.mil. Include UIC, location, and POC information. This can be done at the unit level or by the PBO.
- 2) Help desk will create a ticket number (not to be confused with the return material authority number (RMA) discussed later) and a technician will contact the identified POC in order to troubleshoot the SKLs.
- 3) For any SKL that cannot be fixed through troubleshooting, the technician will issue a return material authority number (RMA). The RMA will be needed to create the request in ISSP.
- 4) The PBO or COMSEC manager should then create a COMSEC Requirement through the ISSP website at <https://issp.army.mil>.
 - a) From the launch page, select the first drop down menu (COMSEC Requirements) and from the list select 'Create a new Requirements
 - b) Click the continue button (thumbs up icon)
 - c) Ensure your organization is correct
 - d) Make requirement type 'Urgent
 - e) SubType: Sustainment/Direct Exchange
 - f) Item: Simple Key Loader (SKL), AN/PYQ-10 w/ KOV 21
 - g) Filter items by Category: leave blank
 - h) Fund Source: PD Funded (FPMC)
 - i) Related System/Program: Select the major end item that needs crypto
 - j) Suspense Date: Select a date 30 days out
 - k) Justification: Replacements required for mission essential equipment (RMA # _____)
 - l) Authorization Document Type: MTOE or TDA (whichever is applicable)
 - m) Authorization Document Number: Enter your MTOE or TDA number from FMSWeb

- n) Authorization Document Date: Effective date of current MTOE
 - o) Qty Authorized: MTOE or TDA Authorized quantity
 - p) Qty On-hand: Quantity on-hand minus exchange numbers
 - q) Qty Requested: Exchange quantity
- 5) Press the continue button (thumbs up)
 - 6) From here, you will have a draft requirement and you will need to create a disposition. The system will open a new window with several data requirements
 - a) FedEx Account Number: Leave Blank
 - b) COMSEC Account Number: Comes from the COMSEC manager
 - c) Authorization DoDAAC: DX Unit DoDAAC
 - d) UIC: DX Unit UIC
 - e) Shipping DoDAAC: SSA DoDAAC
 - f) UIC: DX Unit UIC again
 - g) Click the 'Verify DoDAAC Address'
 - h) Verify the SSA address and select
 - i) Mark for Name: Identify the person to receive the SKLs (supply sergeant, PBO rep)
 - j) Quantity to fill: Same as quantity requested
 - k) CAM Data should populate after the COMSEC Account Number is entered
 - l) PBO data: self-explanatory
 - 7) Click Save Disposition Information (floppy disk icon)
 - 8) A disposition number should populate, and the requirement can be forwarded using the Forward this Requirement button (thumbs up icon)
 - 9) Order will be forwarded, and the requester will wait for the ISSP help desk to approve and/or provide additional instructions.
 - 10) Faulty SKLs can be turned in through the unit's servicing SSA by using the follow-on RIC of BL4. A proof of turn-in (signed DA Form 1348) may be required to finalize processing by ISSP
 - 11) The requester will receive an email from ISSP once the disposition is approved. ISSP will require a DOD Document number from the property book DODAAC for the unit in order to release the order.
 - 12) The property book office will need to generate an order in the APSR (GCSS-Army will be used for the purpose of this walkthrough). Use ME51N to create a Purchase Requisition
 - 13) ISSP Staff will develop a requirement response request in the system. The PBO will select to respond to the requirement and enter the document number in the applicable block.

13-2. Special Operations Forces (SOF) Unique Systems

Special operations units have access to additional resources for equipping. PBOs assigned to these units will need access to additional systems in order to manage some of the additional requirements. The following are NIPR systems that are used to manage SOF assets:

Joint Force and Asset Search Tool (JFAAST) provides near "Real Time" Asset Visibility, can be used from anywhere a NIPR Internet connection is available, provides capability to filter and view data by designated Task Force and/or specific operation, and is capable of supporting Joint Operations. JFAAST is used to manage directives (lateral transfers and turn-ins) for SOCOM managed items. PBOs in SOF units should have access to JFAAST in order to track incoming and outgoing equipment. SOCOM directives are also tracked in JFAAST.

Defense Logistics Agency-Special Operations Equipment (DLA-SOE) Tailored Logistics Support Program (TLSP) has been designed by the Construction and Equipment Directorate of the DLA Troop Support to provide responsive, high quality products at fair and reasonable prices. This is accomplished by promoting competition between qualified vendors for commercial items. This program provides a streamlined approach to acquiring commercial-off-the-shelf (COTS) equipment. PBOs assigned to SOF units will need to ensure that property acquired through DLA-SOE is reviewed for accountability requirements.

Special Operations Forces Acquisition, Technology, and Logistics (SOF AT&L)
Established in 1991, the Special Operations Forces Acquisition, Technology, and Logistics (SOF AT&L) Center is responsible for all USSOCOM research, development, acquisition, procurement, and logistics. SOF AT&L works closely with government, academia, and industry in meeting its mission to provide rapid and focused acquisition, technology, and logistics support to Warfighters, delivering the most effective capabilities to our Special Operations Forces.

Final Thoughts

Effective employment of property book office team personnel serves the best interest of the Army and Commanders at all levels to assist in realizing supply discipline management and combat readiness equipping goals.

The PBO can be a powerful asset to the Army and commanders when utilized effectively. An effective PBO can:

- Improve readiness through effective materiel equipping and reporting
- Save on and/or recapitalize equipment and other resources
- Mitigate fraud, waste, and abuse of Army assets and resources
- Develop Soldier and leader skill-set capabilities in supply management
- Serve as a major contributor to the success of commanders at all levels

Effective utilization of this publication will empower the Army to:

- Assist with supply discipline and property accountability practices at the tactical level
- Identify the purpose and role of the PBO
- Ensure that the Army's materiel enterprise total asset visibility objectives are being fully supported at the PBO level

Glossary

Army Property

All property under DA control, except property accounted for as owned by an NAF activity. "Government property" and "Army property" are used synonymously with "property".

Basic Load

Supplies kept by using units for use in combat (for other than ammunition). The quantity of each item of supply in a basic load is related to the number of days in combat the unit may be sustained without resupply

Basis of Issue Plan (BOIP)

A requirements document that allows for the incremental modernization of Army units. It identifies planned placement of quantities of new equipment and Associated Items of Equipment and Personnel

Causative Research

An investigation of variances in transactions. The investigation consists of a complete review of all transactions since the last inventory or last reconciliation between custodial and inventory control point (ICP) accountable records. Hard copy supporting documentation, catalog changes, shipment discrepancies, and unposted or rejected documentation also are reviewed. The purpose of causative research is to assign a cause to a variance so that corrective action may be taken. Causative research ends when the cause of the variance has been determined; or when, after review of transactions back to the last inventory or reconciliation, no conclusive findings were possible.

Command Responsibility

The obligation of a commander to ensure that all Government property within his or her command is properly used and cared for, and that proper custody and safekeeping of Government property are provided. Command responsibility is inherent in command and cannot be delegated. It is evidenced by assignment to command at any level and includes— a. Ensuring the security of all property of the command, whether in use or in storage. b. Observing subordinates to ensure that their activities contribute to the proper custody, care, use, and safekeeping of all property within the command. c. Enforcing all security, safety, and accounting requirements. d. Taking administrative or disciplinary measures when necessary.

Components

Items identified in technical publication as part of an end item. (Items troop installed or separately authorized, and special tools and test and support equipment are not components. b. Components of assemblages. Items identified in a supply catalog component listing (SC/CL) as a part of an SKO, or other assemblage.

Consumable Supplies

Supplies consumed in use, such as ammunition, fuel, cleaning and preserving materials, surgical dressings, and drugs, or supplies that lose their separate identity in use, such as repair parts and building materials.

Controlled Cryptographic Items

CCIs are described as secure telecommunications or information handling equipment, associated cryptographic components, or other hardware items which perform a critical COMSEC function. Items so designated are unclassified but controlled and will bear the designation "controlled cryptographic item" or "CCI."

Controlled Inventory Items

Items that require quarterly inventory with characteristics that require special identification accounting, security, or handling to ensure their safeguard.

Date of Last Action

A statement of time, the Date of Last Activity (DLA) designates the last date on which the On-Hand Quantity was changed (identified by Julian date).

Direct Responsibility

Obligation of a person to ensure that all Government property for which he or she has received for, is properly used and cared for, and that proper custody and safekeeping are provided. Direct responsibility results from assignment as an accountable officer, receipt of formal written delegation, or acceptance of the property on hand receipt from an accountable officer. Commanders and/or supervisors will determine and assign in writing the individuals who will have direct responsibility for property.

Discrepancy

Disagreement between quantities or condition of property on hand and that required to be on hand, as shown by an accountability record of the property. It is usually a disagreement between quantities or condition of property actually received in a shipment and that recorded on the shipping document.

Disposal

All practices and actions associated with removing materiel from an organization's inventory and accountability. The materiel is normally considered as having expended its usefulness to the organization.

Due In

The number or amount of an item on request from the SSA or other sourcing agency.

Durable Property

Durable property is personal property that is not consumed in use, does not require property book accountability, but because of its unique characteristics requires control when issued to the user. It is an item of Army property coded with an ARC of "D" in the AMDF contained in FEDLOG.

Equipment

Articles needed to outfit an individual or organization. Clothing, tools, utensils, vehicles, weapons, and similar items are articles of equipment. It is synonymous with "supplies" and "materiel."

Excess

The quantity of items over and above the authorized quantity.

Expendable Items

Expendable property is property that is consumed in use, or loses its identity in use. It includes items not consumed in use, with a unit cost of less than \$300 and having a controlled item inventory code of "U" or "7" assigned. It is an item of Army property coded with an ARC of "X" in the AMDF contained on FEDLOG. See appropriate Army Regulation for a description of various property items code expendable and the accounting requirements for expendable property.

Financial Accounting

Maintaining accounting records in terms of dollars, without regard for quantity of items.

Financial Liability

Personal, joint, or corporate statutory obligation to reimburse the U.S. Government for Government property lost, damaged, or destroyed because of negligence or misconduct. (Misconduct includes wrongful appropriation.)

Financial Liability Investigation of Property Loss (FLIPL)

Method of recording circumstances concerning Loss Damage or Destruction of Army property. It serves as a property relief method and helps reestablish accountability of property. It also serves to determine any question of responsibility (financial or otherwise) for any damaged destroyed or lost property.

Formal Accountability

Obligation to maintain property book or stock record property accounts, commissary accounts, or Troop Issue Subsistence Activity (TISA) sales accounts. All property is subject to formal accountability unless specifically exempted by regulation or specific instructions of Headquarters Department of the Army (HQDA).

Generic Nomenclature

The nomenclature is the family name of an item or a group of items. These items have physical characteristics and functional capabilities common enough to meet the same operational needs. Supply operations treat them as a group. The nomenclature consists of the Federal Item Name and only that additional information needed to express functional capability. It distinguishes between items that are not functionally interchangeable. Generic nomenclature has a maximum of 51 spaces for listing in authorization documents, the AMDF, the SB 700-20, and other publications and reports prepared from that file.

Hand Receipt

A signed document acknowledging acceptance of and responsibility for items of property listed thereon that are issued for use and are to be returned.

Hand Tools

Any hand-held devices either manually operated or power driven that are portable, light weight, and small enough to be used by a craftsman in accomplishing his trade. They include such items as wrenches, screwdrivers, hammers, chisels, pliers, saws, impact wrenches and such other small devices that are normally held in a toolbox.

Inbound Delivery

Inbound delivery: Inbound deliveries are created from purchase orders and stock transport orders as a notification and record that an item has been shipped.

Installation Property

Non-deployable property issued to a unit under authority of a CTA or other HQDA-approved or NGB authorization documents, except expendable items and personal clothing.

Installation Property Book

Record of property issued under an authorization document other than an MTOE, deployable TDA, and deployable CTA items.

Inventory (POL)

An inventory is a physical count of property on hand. Components are inventoried when the end item is inventoried.

Inventory Accounting

Establishment and maintenance of accounts for materiel in storage, in manufacturing process, on hand, in transit, or on consignment in terms of cost or quantity. The accounting process includes maintenance of supporting records and rendition of reports when required. Specific types of inventory accounting are detail, summary, financial, and item accounting.

Inventory

Bulk tankage (stationary or mobile) contents measured to current product level.

Item Accounting

Method of accounting that expresses credit and debit (loss or gain) entries in terms of quantity of items transacted without regard for dollar value of the materiel. May be performed in either detailed or summary manner.

Logistics Control Code

A one-position, alphabetic code assigned to Army adopted items. Also assigned to other items of materiel authorized (LIN related items) that provide a basis for logistical support decisions. These decisions involve procurement, overhaul, repair parts provisions, requisitioning, distribution, etc. This code is compatible with items listed in SB 700-20.

Line Item Number

A Six-Position, Alphanumeric or Numeric-Alpha Identification of a Generic Nomenclature. The Line Item Number Identifies Nonexpendable And Expendable or Durable Items of Equipment During Their Life Cycle Authorizations.

Local Purchase

Authorized purchase of supplies requested by an SSA for its own use or for issue to a supported activity in lieu of requisitioning through the supply distribution system.

Loss

Loss of, damage to, or destruction of property of the U.S. Government under control of the Army. Includes loss from Government accountability. Property is considered lost when it cannot be accounted for by the person responsible for it.

Material

Property necessary to equip, maintain, operate, and support military activities. May be used either for administrative or combat purposes.

Material Category Data Code

Information and data that is used in inventory Management. Category groupings and sub-groupings are used to collect and report data. The code tells the requisitioner whether funds are needed to requisition the item and shows the type of funds required to procure the item locally. This code can also be a quick reference for reparability, reason for stockage, and stage in the life cycle of an item.

Negligence

There are 2 types of negligence; simple negligence and gross negligence. Simple negligence. The failure to act as a reasonably prudent person would have acted under similar circumstances. Gross negligence. An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.

Non-consumable Supplies

Supplies not consumed in use and retaining their original identity during the period of use, such as weapons, machines, tools, furniture, and fixtures.

Non-Standard Line-Item Number

Alpha-numeric Line-Item Number with one alpha character reserved for use in the Common Table of Allowance (CTA).

Nonexpendable Items

Nonexpendable property is personal property that is not consumed in use and retains its original identity during the period of use. Nonexpendable property is accounted for at the user level using property book records and responsibility assigned using the property book record and/or hand receipts.

Nonstandard Item

The item has no NSN assigned based on research of catalog data.

Nonstock Item

The item is not listed in the current AMDF contained on FEDLOG.

NSN Nomenclature

A condensed form of item identification that contains basic noun and identifies make, model, size, and related information applicable to each NSN/MCN that distinguishes it from items associated with the same generic nomenclature.

On-Hand

The number or amount of an item currently retained in inventory.

Operational Load

A quantity of supplies (in a given supply class) kept by using units for use in peacetime operations, based on various authorizations.

Organizational Property

Property authorized to a unit or organization under an MTOE or deployable TDA authorization document and all CTA property which deploys with the unit.

Organizational Property Book

Record of property issued under an MTOE or deployable TDA authorization document. CTA items of equipment that are mission-related to all TOE units Army-wide are considered organizational property.

Outbound Delivery

Army process that allows a manager to view all Outbound Deliveries. Outbound Deliveries are goods placed into customer bins for pickup or staged for delivery.

Parent Organization

May be either a TOE or TDA organization. For TOE, a numbered organization of battalion or equivalent level; or company, battery, troop, platoon, detachment, or team not an organic element of a battalion or other parent organization. For TDA, any TDA organization assigned a unique TDA number.

Unit Identification Code

The UIC specifically associated with a parent organization and from which other UICs may be derived. Designator of a parent UIC is AA; in the case of TDA augmentations to TOE organizations, 90 through 99.

Personal Responsibility

The obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all Government property in his or her possession. Applies to all Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt.

Personnel

The terms "personnel," "military personnel," "Service member," and "civilian employee" mean DA members, ARNG members or technicians, or DA civilian employees, unless otherwise stated.

Primary Hand Receipt

Hand receipt between an accountable officer and the person receiving the property and assuming direct responsibility for it.

Primary Hand Receipt Holder

A person who is hand-receipted property directly from the accountable officer.

Property

The terms "Government property," "Army property," and "property" include all property under DA control except property accounted for as owned by an NAF activity.

Property Book

A formally designated set of property records maintained to account for organizational and installation property in a using unit.

Property Records and Property Account

General terms referring to any record of property. This includes not only formal SRAs maintained in item or monetary terms by accountable officers, but also organizational property books, installation property books, and individual clothing and equipment records, or any other organized files of property records.

Purchase Requisition

A material request initiated in GCSS-A system using T-Code ME51N.

Purchase Order

A dedicated order sent from vendor and drop-shipped to the Supply Request Point (SRP) or Supply Support Activity (SSA) or Customer location.

Reconciliation

A comparison of the supply records of separate activities to ensure their compatibility. The term reconciliation includes the corrective actions necessary to bring the two record sets into agreement.

Request

A supply request initiated by the using unit.

Requisition

A supply request initiated by the SSA in a MILSTRIP format or a unit supply request converted to a MILSTRIP format by the SSA for submission to the next higher source of supply.

Responsibility

The obligation of an individual to ensure that Government property and funds entrusted to his or her possession, command, or supervision are properly used and cared for and that proper custody and safekeeping are provided. There are four types of responsibility as defined in this glossary: a. Command responsibility. b. Direct responsibility. c. Supervisory responsibility. d. Personal responsibility.

Reset

Transforming and re-stationing forces.

Statement of Charges

Method to obtaining relief from responsibility for property when service members and civilians employees of the Active Army or U.S. USAR, or ARNG admit negligence, and financial liability and offer cash, check, or payroll deduction payment in an amount not to exceed the person's monthly basic pay.

Stock Number

A number used to identify an item of supply. Types of numbers used are: a. NSN or NATO stock number. b. Commercial and Government Entity Code. c. Management control number. d. DODAC. e. Army commercial vehicle code. f. Any other identifying number when one of the types in (1) through (5) above has not been assigned.

Stock Record Account

Formal basic record showing, by item, receipt and disposal of property being held for issue, balance on hand, and other identifying or stock control data. The account is prepared on prescribed forms. It is maintained by, or under supervision of, an accountable officer. It may be maintained manually, by accounting machine methods, or by ADPE.

Sub-Hand Receipt

A hand receipt between a primary hand receipt holder and a person subsequently given the property for use. It does not transfer direct responsibility for property to the sub-hand receipt holder.

Sub-Hand Receipt Holder

A hand receipt for property from a primary hand receipt holder or a sub-hand receipt holder to a person subsequently given the property for care, use, safekeeping or further issue. It does not transfer direct responsibility for the property to the sub-hand receipt holder, but does transfer personal responsibility

Supplies

Items needed to equip, maintain, operate, and support military activities. Supplies may be used for administrative, combat, or general plant purposes, they include food, clothing, equipment, arms, ammunition, fuel materials, and machinery of all kinds. For planning and administrative purposes, supplies are divided into 10 classes.

Training Equipment

Items developed, authorized, issued, or procured primarily for training and learning.

Unit Price

The standard price of the item as shown in SB 700-20, FEDLOG, other source documents, or estimated.

Validation

The review of open requisitions by the requestor to affirm the continued need for the material and quantity on requisition.

Voucher

Document attesting to, or serving as, evidence of a specific property transaction. Credit vouchers, such as signed receipts, support a reduction of on hand balance shown on the property record. Debit vouchers, such as receiving reports, support an increase in recorded on hand balance.

Abbreviations

AAC	Acquisition Advice Code
AESIP	Army Enterprise Systems Integration Program
AMC	Army Material Command
AR-COP	Army Readiness Common Operation Picture
ARIMS	Army Records Information Management System
ARNG	Army National Guard
ASCC	Army Service Component Command
ASI	Additional Skill Identifier
ASRA	Army Strategic Readiness Assessment
ASRP	Army Strategic Readiness Plan
CCI	Controlled Cryptographic Items
CIIC	Controlled Inventory Item Code
COA	Course of Action
COMSEC	Communication Security
CTA	Common Table of Allowance
CI	Cyclic Inventories
DA	Department of the Army
DoD	Department of Defense
DPAS	Defense Property Accounting System
DRA	DODAAC Readiness Analyzer
DRU	Direct Reporting Unit
DST	Decision Support Tool
ECOP	Equipment Common Operating Picture
EOH	Equipment On Hand
ERP	Enterprise Resourcing Planning
ESD	Equipment Sourcing Document
FAD	Force Activity Designator
FLIPL	Financial Liability Investigation of Property Loss
GCSS-A	Global Combat Support System-Army

GOSC General Officer Steering Committees
GS General Schedule
IMPE Information Management Processing Equipment
JTA Joint Table of Allowance
LBE Left Behind Equipment
LIN Line Item Number
MATCAT Material Category Code
MFR Memorandum For Record
MTOE Modification Table of Organization and Equipment
NEF New Equipment Fielding
ONS Operational Needs Statement
OPTEMPO Operation Tempo
PBIC Property Book Identification Code
PBO Property Book Officer
PD Priority Designator
PHRH Primary Hand Receipt Holder
PO Purchase Order
PR Purchase Requisition
POM Program Objective Memorandum
PSD Proposed Sourcing Decision
ReARMM Regionally Aligned Readiness and Modernization Model
RICC Reportable Item Control Code
SHR Sub-Hand Receipt
SHRH Sub-Hand Receipt Holder
SII Sensitive Items Inventory
SOC Statement of Charges
SOD Segregation of Duties
SOP Standard Operating Procedures
SRM Sustainable Readiness Model
SRU Strategic Readiness Update
TAC Type Authorization Code
TDA Table of Distribution and Allowances

UIC Unit Identification Code

UND Urgency of Need Designator

USR Unit Status Report

Department of Army Forms

All forms are available through the APD Web site (<http://www.apd.army.mil>)

DA Form 67-10-1

Company Grade Plate(O1-O3;WO1-CW2) Officer Evaluation Report

DA Form 67-10-1A

Officer Evaluation Report Support Form

DA Form 67-10-1

Field Grade Plate(O4-O5;CW3-CW5) Officer Evaluation Report

DA Form 444

Inventory Adjustment Report (IAR)

DA Form 1659

Financial Liability Investigation of Property Loss Register

DA Form 2823

Sworn Statement

DA Form 3078

Personal Clothing Request

DA Form 3161

Request for Issue or Turn-in

DA Form 4137

Evidence/Property Custody Document

DA Form 4170

Statement of Gains and Losses

DA Form 4949

Administrative Adjustment Report

DA Form 7531

Checklist and Tracking Document for Financial Liability Investigations of Property Loss

DD Form 200

Financial Liability Investigation of Property Loss

DD Form 250

Material Inspection and Receiving Report

DD Form 361

Transportation Discrepancy Report (TDR)

DD Form 362

Statement of Charges/Cash Collection Voucher

DD Form 1149

Requisition and Invoice/Shipping Document

DD Form 1155

Order for Supplies or Services

DD Form 1348-1A

Issue Release/Receipt Document

DD Form 1354

Transfer and Acceptance of DoD Real Property

SF 364

Report of Discrepancy (ROD)

SF 368

Product Quality Deficiency Report (PQDR)

SF 44

U.S. Government Purchase Order-Invoice-Voucher

Appendix A

Classes of Supply

Class I - Subsistence (food), gratuitous (free) health and comfort items.

Class II - individual equipment, tentage, organizational tool sets and kits, hand tools, unclassified maps, administrative and housekeeping supplies and equipment.

Class III - Petroleum, Oil and Lubricants (POL) (package and bulk): Petroleum, fuels, lubricants, hydraulic and insulating oils, preservatives, liquids and gases, bulk chemical products, coolants, deicer and antifreeze compounds, components, and additives of petroleum and chemical products, and coal.

Class IV - Construction materials, including installed equipment and all fortification and barrier materials.

Class V - Ammunition of all types, bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and associated items.

Class VI - Personal demand items (such as health and hygiene products, soaps and toothpaste, writing material, snack food, beverages, cigarettes, batteries, alcohol, and cameras—nonmilitary sales items).

Class VII - Major end items such as launchers, tanks, mobile machine shops, and vehicles.

Class VIII - Medical material (equipment and consumables) including repair parts peculiar to medical equipment. (Class VIIIa – Medical consumable supplies not including blood & blood products; Class VIIIb – Blood & blood components (whole blood, platelets, plasma, packed red cells, etc).

Class IX - Repair parts and components to include kits, assemblies, and subassemblies (repairable or non-repairable) required for maintenance support of all equipment.

Class X - Material to support nonmilitary programs such as agriculture and economic development (not included in Classes I through IX).

Appendix B
Julian Date Calendars

JULIAN DATE CALENDAR

(PERPETUAL)

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30

**JULIAN DATE CALENDAR
FOR LEAP YEARS ONLY**

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

Appendix C
Equipment Readiness Code (ERC)

This is a code that identifies equipment for unit readiness reporting purposes.

Code	Definition
A	Primary weapons and equipment essential to and employed directly in accomplishing assigned operational mission and tasks. Class A – Abbreviation PWE.
B	Auxiliary equipment that supplements primary equipment or takes the place of primary equipment should the primary equipment become inoperative. Class B – Abbreviation AE.
C	Administrative support equipment – Supportive to the performance of assigned operational missions and tasks. Class C – Abbreviation ASE.
M	Multiple ERC Indicator – Indicates LIN contains authorization quantities for more than one of the above ERC.
P	Pacing item of equipment by unit type (TOE).
CBRN	Chemical, Biological, Radiological, and Nuclear.
Blank	None of the above

Appendix D
Logistics Control Code (LCC)

A one-position, alphabetic code assigned to Army adopted items.

Code	Definition
A	Items/systems acceptable for the intended mission (standard A).
B	Items/systems acceptable for the intended mission that normally are being replaced through modernization (standard B).
D	Items/systems undergoing developments that have not qualified for type classification (DEVELOPMENTAL).
F	Mission essential contingency items (MECI) for reserve components only.
N	Is entered only if items have not been separately type classified for non-developmental items that are being qualified for type development (listing in SB 700-20, per AR 700-55, AR 71-6, and AR 310-49).
O	Obsolete items.
R	Non-LIN related items not appearing in SB 700-20.
S	Contingency items, other than mission essential contingency items, suitable for training.
T	Items classified as "Limited Procurement" to provide quantities for test (limited priority test).
U	All items type classified for limited procurement.

Appendix E

Demilitarization Codes

DEMIL CODES

What is a DEMIL Code? A DEMIL Code is a code assigned to an item by the Item Manager that identifies the required demilitarization. See DOD 4160.28-M Vol. 2

DEMIL Code	Description
G	USML or CCL Military Items – DEMIL required – ammunition and explosives (AE). This code applies to both unclassified and classified AE items.
P	USML Items – DEMIL required. Security classified items
F	USML or CCL Military Items – DEMIL required. Item managers, equipment specialists, or product specialists must furnish special DEMIL instructions.
D	USML or CCL Military Items – DEMIL required. Destroy item and components to prevent restoration or repair to a usable condition.
C	USML or CCL Military Items – DEMIL required. Remove or demilitarize installed key point(s) items as DEMIL code "D."
E	DoD DEMIL Program Office reserves this code for its exclusive-use only. DEMIL instructions must be furnished by the DoD DEMIL Program Office.
B	USML Items – Mutilation (MUT) to the point of scrap required worldwide.
Q	Commerce Control List Item (CCLI) – MUT to the point of scrap required outside the United States. Inside the United States, MUT is required when the DEMIL integrity code (IC) is "3" and MUT is not required when the DEMIL IC is "6."
A	Items subject to the Export Administration Regulations (EAR) in parts 730-774 of Title 15, Code of Federal Regulations (CFR) (CCLI or EAR99) and determined by the DoD to present a low risk when released out of DoD control. No DEMIL, MUT, or end use certificate is required. May require an export license from DOC.
The Defense Demilitarization Manual can be accessed online at http://www.esd.whs.mil/Directives/issuances/dodm/ .	

Appendix F

Supply Condition Codes

Supply condition codes are used to classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel. When materiel is determined to be in excess of approved stock levels and/or no longer serviceable, Supply Condition Codes A through H, Q and S will be utilized to reflect materiel condition prior to turn-in to a DLA Disposition Services Field Office). (See DLM4000.25-2 AP2.5, or DLM 4000.25, Volume 2, AP2.5.)

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
A	Serviceable (Issuable without Qualification)	New, used, repaired, or reconditioned materiel which is serviceable and issuable to all customers without limitation or restriction. Includes materiel with more than 6 months shelf-life remaining.
B	Serviceable (Issuable With Qualification)	New, used, repaired, or reconditioned materiel which is serviceable and issuable for its intended purpose, but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes materiel with 3 through 6 months shelf-life remaining.
C	Serviceable (Priority Issue)	Items which are serviceable and issuable to select customers, but which must be issued before Supply Condition Codes A and B materiel to avoid loss as a usable asset. Includes materiel with less than 3 months shelf-life remaining.
D	Serviceable (Test/Modification)	Serviceable materiel which requires test, alteration, modification, technical data marking, conversion, or disassembly. This does not include items which must be inspected or tested immediately prior to issue.
E	Unserviceable (Limited Restoration)	Materiel which involves only limited expense of effort to restore to serviceable condition and which is accomplished in the storage activity (SA) where the stock is located. May be issued to support ammunition requisitions coded to indicate acceptability of usable condition E stock.
F	Unserviceable (Reparable)	Economically reparable materiel which requires repair, overhaul, or reconditioning; includes reparable items which are radioactively contaminated.
G	Unserviceable (Incomplete)	Materiel requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable (Condemned)	Materiel which has been determined to be unserviceable and does not meet repair criteria; includes condemned items which are radioactively contaminated; Type I shelf-life materiel that has passed the expiration date; and Type II shelf-life materiel that has passed expiration date and cannot be extended. (NOTE: Classify obsolete and excess materiel to its proper condition before consigning to the DLA Disposition Services Field Office. Do not classify materiel in Supply Condition H unless it is truly unserviceable and does not meet repair criteria.)
I	Not Assigned	Reserved for future DOD assignment.

J	Suspended (In Stock)	Material in stock which has been suspended from issue pending condition classification or analysis, where the true condition is not known. Includes shelf-life Type II materiel that has reached the expiration date pending inspection, test, or restoration.
K	Suspended (Returns)	Material returned from customers or users and awaiting condition classification.
L	Suspended (Litigation)	Material held pending litigation or negotiation with contractors or common carriers.
M	Suspended (In Work)	Material identified on inventory control record but which has been turned over to a maintenance facility or contractor for processing.
N	Suspended (Ammunition Suitable for Emergency Combat Use Only)	Ammunition stocks suspended from issue except for emergency combat use.
O	Not Assigned	Reserved for future DOD assignment.
P	Unserviceable (Reclamation)	Material determined to be unserviceable, uneconomically repairable as a result of physical inspections, teardown, or engineering decision. Item contains serviceable components or assemblies to be reclaimed.
Q	Suspended (Product Quality Deficiency)	Potential and confirmed product quality deficiency related materiel which is prohibited for use within DOD and prohibited for reutilization screening. Includes product quality deficiency exhibits returned by customers/users as directed by the IMM due to technical deficiencies reported by the Product Quality Deficiency Report. Exhibits require technical or engineering analysis to determine cause of failure to perform in accordance with specifications. Includes PQDR material identified by SF 368, Product Quality Deficiency Report; DD Form 1225, Storage Quality Control Report; SF 364, Supply Discrepancy Report (Security Assistance Only); or authorized electronic equivalent.
R	Suspended (Reclaimed Items Awaiting Condition Determination)	Assets turned in by reclamation activities which do not have the capability (e.g., skills, manpower test equipment) to determine the materiel condition. Actual condition will be determined prior to induction into maintenance activities for repair/modification.
S	Unserviceable (Scrap)	Material that has no value except for its basic materiel content. No stock will be recorded as on hand in Supply Condition Code S. This code is used only on transactions involving shipments to DLA Distribution Services Field Offices. Materiel will not be transferred to Supply Condition Code S prior to turn-in to DLA Distribution Services Field Offices if materiel is recorded in Supply Condition Codes A through H at the time materiel is determined excess. Materiel identified by NSN will not be identified by this supply condition code.

Appendix G

Unit of Issue

The unit of issue (U/I) is a two-letter designation that indicates the count, measurement, container or form of an item of supply. It is the minimum quantity of the item that may be ordered. Like the National Stock Number (NSN), the U/I must be used on all MILSTRIP and FEDSTRIP requisitions.

A	AM	Ampoule	G	GL	Gallon	Q	QT	Quart										
	AT	Assortment		GP	Group		R	RA	Ration									
	AY	Assembly		GR	Gross			RL	Reel									
B	BA	Ball	H	HD	Hundred	RM	RM	Ream										
	BD	Bundle		HK	Hank		RO	Roll										
	BE	Bale		I	IN		Inch	S	SD	Skid								
	BF	Board Foot	SE			Set												
	BG	Bag	J			JR			Jar	SF	Square Foot							
	BK	Book								SH	Sheet							
	BL	Barrel								K	KG	Kilogram	SK	Skein				
	BO	Bolt	KT	Kit	SL	Spool												
BR	Bar	KZ	Kilowatt-hour	SO	Shot													
BT	Bottle			SP	Strip													
BX	Box	K7	Kilowatt	SV	Service													
C	CA	Cartridge	L	LB	Pound	SX	SX	Stick										
	CB	Carboy							LG	Length	SY	SY	Square Yard					
	CD	Cubic Yard												LI	Liter	T	TD	Twenty-four
	CE	Cone	LT	Lot	TE	Ten												
	CF	Cubic Foot	M	MC	Thousand	TF	TF	Twenty-five										
	CK	Cake							ME	Meal	TN	TN	Ton					
	CL	Coil												MM	Milimeter	TO	TO	Troy Ounce
	CM	Centimeter							MR	Meter	TS	TS	Thirty-six					
	CN	Can																
	CO	Container	T9	Megawatt-														
	CS	Case			hr													
		CY	Cylinder	O	OT	Outfit	V	VI	Vial									
		CZ	Cubic Meter							OZ	Ounce							
	D	DR	Drumr	P	PD	Pad	Y	YD	Yard									
		DZ	Dozen							PG	Package	Z	ZF	Dekatherm				
E	EA	Each	PM												Plate			
	F	FT	Foot												PR	Pair		
		FV	Five							PZ	Packet							
		FY	Fifty															

Appendix H
GCSS-A Serial Number Profiles (SNP)

A group of data, summarized by a four-digit identification code, that defines the conditions and business procedures involved when assigning serial numbers to items of material.

PROFILE	DESCRIPTION	ACTION
GA01	Systems/Structure	Serial # Required
GA02	Systems/wo Structure	Serial # Required
GA03	Structure-RPT	Serial # Required
GA04	No Structure-RPT	Serial # Required
GA05	Other End Items-RPT	Serial # Required
GA06	Structure Non-RPT	Serial # Required
GA07	REG-NON-RPT	Serial # Required
GA08	Other EICs NON-RPT	Serial # Required
GA09	Materials such as tool kits, tents, lights etc	Optional
GA10	CLASS IX	Optional
GA11	TMDE	Serial # Required
GANO	No SN Profile	None Req

Appendix I
GCSS-A Line Item Number (LIN)

A six-position, alphanumeric or numeric-alpha identification of a generic nomenclature.

Category	Definition
ZLIN - Z00001 thru Z99999	Assigned to items under development and included in authorization documents for planning purposes only.
Standard LIN (SLIN) - A00001 thru Y99999 (except Y99990)	Assigned to all National Stock Numbered items - nonexpendable and type classified expendable/durable items having the functional capability expressed by the generic nomenclature. Authorization documents contain these items.
Nonstandard LIN (NSLIN) - 00001A thru ZZ9999	Used to treat collectively nonexpendable items having the functional capability expressed by the generic nomenclature. Also used to authorize items not otherwise eligible for an SLIN. These numbers are frequently in CTA and assigned by the catalog monitor for other non-SB 700-20 items.
Substitute Line Item Number (SUBLIN)	The assigned LIN of an SB 700-20 item on hand or due in to a unit or activity substituting for the authorized item.

Appendix J
Controlled Inventory Item Code (CIIC)

A one-position, alphanumeric code that identifies the security classification.

CI_	Description
1	HIGHEST SENSITIVITY (CATEGORY I) - NON-NUCLEAR MISSILES AND ROCKETS
2	HIGH SENSITIVITY (CATEGORY II) - ARMS, AMMUNITION, AND EXPLOSIVES"
3	MODERATE SENSITIVITY (CATEGORY III) - ARMS, AMMUNITION, AND EXPLOSIVES"
4	LOW SENSITIVITY (CATEGORY IV)-ARMS, AMMUNITION, AND EXPLOSIVES
5	ARMS, AMMUNITION, AND EXPLOSIVES WITH A PHYSICAL SECURITY CLASSIFICATION OF SECRET
6	ARMS, AMMUNITION, AND EXPLOSIVES WITH A PHYSICAL SECURITY CLASSIFICATION OF SECRET
7	ITEM ASSIGNED A DEMILITARIZATION CODE OTHER THAN A, B, OR Q
8	HIGH SENSITIVITY (CATEGORY II) - ARMS, AMMUNITION, AND EXPLOSIVES
9	CONTROLLED CRYPTOGRAPHIC CODE IDENTIFIES AN ITEM AS A CCI.
A	CONFIDENTIAL - FORMERLY RESTRICTED DATA
B	CONFIDENTIAL- RESTRICTED DATA
C	CONFIDENTIAL
D	CONFIDENTIAL - CRYPTOLOGIC
E	SECRET-CRYPTOLOGIC
F	SECRET - CRYPTOLOGIC
G	SECRET - FORMERLY RESTRICTED DATA
H	SECRET - RESTRICTED DATA
I	AIRCRAFT ENGINE EQUIPMENT AND PARTS
J	PILFERAGE CONTROLS MAY BE DESIGNATED BY THE CODING
K	TOP SECRET - FORMERLY RESTRICTED DATA
L	TOP SECRET - RESTRICTED DATA
M	HAND TOOLS AND SHOP EQUIPMENT
N	FIREARMS
O	STORE AND HANDLE IN A MANNER THAT WILL PREVENT UNAUTHORIZED ACCESS TO THIS MATERIAL.
P	AMMUNITION AND EXPLOSIVES.AND EXPLOSIVES
Q	SENSITIVE ITEMS REQUIRING LIMITED ACCESS STORAGE"
R	SELECTED SENSITIVE ITEMS REQUIRING STORAGE IN A VAULT OR SAFE"
S	SECRET
T	TOP SECRET.
U	UNCLASSIFIED.
V	INDIVIDUAL CLOTHING AND EQUIPMENT.
W	OFFICE MACHINES.
X	PHOTOGRAPHIC EQUIPMENT AND SUPPLIES.
Y	COMMUNICATION/ELECTRONIC EQUIPMENT AND PARTS.
Z	VEHICULAR EQUIPMENT AND PARTS.

Appendix K

Property Book Identification Codes (PBIC) and Type Authorization Code (TAC)

The PBIC is a one position code that identifies the type of property contained in a property book or hand receipt.

The TAC identifies the type of authorization for items recorded on the property book.

P	ABC indicator text
/	MED components
0	MED components
1	Basic load (Class I)
2	OCIE Org Clothing
3	Supplemental Sec III
4	TDA property
5	Basic Load Ammo
6	Lease rental equipt
7	Installation reserve
8	Deployable
9	InstallationProperty
A	USSOCOM (USTEDA)
B	Pending req MTOE chg
C	Pending disposition
D	Awaiting Turn-In
E	FMS - Disposition Ins
F	OperationalReadiness
G	Oper. Load Munitions
H	LTT- Act. Army Owned
I	VSO-Villige Stab. Op
J	Joint Oper Stock JOS
K	Peace Keeping Operat
L	Army Eq Hand Rcpt
M	Medical Contingency
N	TPE-ActiveArmyOwned
O	GFP
P	TPE-National Guard
Q	TPE-ArmyReserveCom
R	Statemt of Requiremt
S	Internal Use Softwar
T	TPE-ArmyPrePosStock
U	Project MgrOwnedEq
V	TPE-Auth and Procure
W	WeaponSysReplOp
X	LBE - not w/ unit
Y	LTT-US Reserve Owned
Z	LTT-Nat. Grd Owned

TAC Code	Plnt	Name
1	2000	TOE/MTOE authorization quantity
2	2000	TDA/MTDA authorized quantity
3	2000	Authorized by CTA
4	2000	Auth. reserve comp units at ECS/MATES
5	2000	Authorized Stockage Level
6	2000	Operational Readiness Float
7	2000	Maintenance Exchange Items
8	2000	Unauthorized item
9	2000	Authorized by TM, AR, DA/MACOM/Command
A	2000	USTEDA (Special Op Peculiar (SO-p) Equip
B	2000	Pending request change of TOE/MTOE/TDA
C	2000	Awaiting disposition instructions
D	2000	Awaiting turn-in. Disp Inst. Received
E	2000	Disposition Instr's-hold pending FMS/DEA
F	2000	Force Mod / Total Package Fielding
G	2000	LBE - Left Behind Equipment
H	2000	TPE - Theater Provided Equipment
J	2000	ONS - Operational Need Statement
K	2000	LTT - Long Term Transfers
L	2000	GFP
M	2000	DA PAM 350-38

Appendix M

Useful Logistics Websites

Logistics Management Tools

- <https://FMSWeb.fms.army.mil/> (authorization documents, MTO&E, CTA's)
- <https://login.aesip.army.mil> (DST, AR-COP, DoDAAC information, serial # tracking, automated DA Form 2408-9, item management, computer-based training, maintenance management, AOAP, much more)
- <https://battleweb.army.mil> (LTT/APS equipment visibility for OEF/OEF)
- <https://www.gcss.army.mil> (GTRAC training, DODAAC load forms)
- <https://www.milsuite.mil/book/community/spaces/sustainnet/quartermastercommunity/propertyaccountability/command-supply-discipline-program-property-accountability-knowledge-center/overview> Command Supply Discipline Program and Property Accountability Knowledge Center

Publications

- <http://www.apd.army.mil> (AR, DA Pam, and Circulars, DA Forms, DA Directives and Technical Manuals)
- <https://www.esd.whs.mil/directives/forms> (DoD Forms)
- <https://www.esd.whs.mil/Directives/issuances/dodd> (DoD Directive)
- <https://www.esd.whs.mil/Directives/issuances/dodm> (DoD Manuals and Publications)
- <https://www.osha.gov/hazcom> (Hazard Communication)
- <https://www.dla.mil/Customersupport/Resources/Communications> (request hardcopy of DLA Handbook containing logistics reference codes, POCs, sources of supply)
- <https://armymedicine.health.mil/Publications> (Army Medical publications)

Equipment

- <https://www.dla.mil/TroopSupport/ClothingandTextiles> (Resources relates to Tents, OICE, Uniforms)
- <https://www.peosoldier.army.mil/Equipment/> (Personal equipment fact sheets and new personal equipment under development)

Authors

The revisions for this publication were conducted by the below ALU students:

WOBC Class 003-21

WO1 Bertotti, Anthony
WO1 Bloome, Dawn
WO1 Dianga, Nashon
WO4 Hughes, Alan
WO1 Jarmon, Nathan
WO1 Kim, David
WO1 Long, Lorenzo
WO1 Lundy, William
WO1 Luquis-Amado, Robert
WO1 Peoples, Adam
WO1 Pitz, Nicholas
WO1 Poteau, Ernest
WO1 Rivera, Ernest
WO1 Robertson, Jarrid
WO1 Rogers, Brandon
WO1 Stewart, Timothy
WO1 Tasler, Chelsea
WO1 Wells, Bryan

WOAC Class 005/006-21

CW3 Grabill, Eric
CW2 Bills, Katrina
CW2 Botchway, Bright
CW2 Camarillo, Eric
CW2 Dupree, Tiffany
CW2 Gonzalez, David
CW2 Hunter, Nathan
CW2 Loffland, Bryan
CW2 Maxwellcrudup, Vernicka
CW2 Mitchell, Terry
CW2 Moore, Eric
CW2 Nuñez, Lexis
CW2 Ortega, Jorge
CW2 Riley, Shiketha
CW2 Scott, Alex
CW2 Solomon, Ericquanda
CW2 Starkie, Pamela
CW2 Vargas, Noe
CW2 Ventura, Jorge
CW2 Vest, Kyle
CW2 Xue, Yang

POINT OF CONTACTS

LOGISTICS TRAINING DEPARTMENT DIRECTOR: (804) 734-3396

LOGISTICS TRAINING DEPARTMENT CSM: (804) 734-3226

SUPPLY EXCELENCE AWARD TEAM CHIEF: (804) 765-7670