

**Survival Guide
For
The New QM Warrant Officer One (WO1)
Supply System Technician**



“YOUR FIRST 90 DAYS”

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Fort Lee, Virginia
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I. INTRODUCTION

Congratulations Sir or Ma'am! Our hats are off to you. You have dared to become a warrant officer now and you are about to take on your first challenge. You are the epitome of three Army values; duty, integrity and courage. We all know that the first unit of assignment is a very exciting time in the career of an officer and Soldier; but it can be a scary one as well.

You have just been assigned to a unit as a new (WO1) Accountable or Staff Officer. The following information is what you need to focus on in order to have a successful first 90 days as the new Accountable or staff Officer.

You are about to embark on a new journey. One important thing to keep in mind is that a lot is expected of you even though you have just graduated from school. Your new command does not care about how much you know. You are the man or the woman to them, and they will come to you for all logistical issues even if it pertains to property book.

Our advice to you is not to lie no matter what. If you don't know, let them know you don't know and that you will get the right answer soon. One way to lose your credibility is to lie. Once you lose your credibility, you will also lose respect and trust of the command. These three entities always go together.

Try to spend some time in each of the sections of the warehouse to be familiar with the operations. You do not want your Soldiers to know more than you. Above all, you are supposed to be a trainer. There no is better way to learn than hands on training. You should gear yourself toward knowing how to operate each and every section within those ninety days.

This guide was not designed to make you an expert; nonetheless, it will help you make a good impression on your leaders. It will also show your leaders that you are setting yourself up for success by completing these tasks within your first 90 days on the job.

We do not claim this guide is perfect. If there is something in this guide that conflicts with an established Army or DOD regulation, then what is stated in that regulation takes precedence over the conflicting statement in this guide. We encourage you to print this guide and carry it to your new duty station.

Best regards,
WOAC Students:
CW3 Michel Julien
CW3 Peter Hart
CW2 Laurie Moore
CW2 Travis Byrd
CW2 Sonia Graves
CW2 Daryl Middlebrooks
CW2 Shedrick Jackson
CW2 Yenny Giusto
WO1 Diana Williams

II. MEETING THE COMMAND

As a newly arrived Warrant Officer, you are expected to report to your unit with enough information at your disposal to be an immediate mission contributor. Be prepared to integrate into the unit as soon as possible. The first few months may require more time on station to learn your new responsibilities. Investing the time now will pay off for you and your units. Being approachable as well as coachable will give your units the confidence needed to open the lines of trust and communication required for success.

1. Unit Adjutant (S1):

The Adjutant will probably be the first person to provide you with a unit orientation. The purpose of this meeting is to provide you an opportunity discuss your transition concerns. The Adjutant will provide you with your rating scheme and social roster information. The S1 will introduce you to the commander and all the primary staff members. The Adjutant can also provide command and staff times and locations.

A. Questions to the Adjutant:

- (1) Which company or staff position will I be assigned to?
- (2) Who currently holds that position?
- (3) How much transition time will we have?
- (4) Request ORB updates
- (5) Request rating scheme and social roster
- (6) Request an office call with the XO and Commander
- (7) Who do I have assigned to me?
- (8) Am I rating any of them?
- (9) If yes, when are their counselings due?
- (10) Of the soldiers working for me, are there any 90, 60, 30 day losses?
- (11) Are the losses key to my operation?
- (12) Who is my sponsor?

B. Request In-processing checklist:

- (1) Have enough copies of your orders on hand to meet local needs (don't give away your last copy)
- (2) Take notes, request directions, and specific instructions

2. Meet your Rater:

The Rater's goal is not to intimidate you, but to provide purpose, direction, and put you on the right path to improve the unit. They will provide you with guidance from a command perspective. A successful interview will depend on your ability to understand your logistics management officer mission. The rater should advise you of the performance standards as they recognize them. Be prepared to tell your new boss what you bring to the fight.

A. Receiving the Rater's intent and focus:

- (1) Set aside enough time to receive their intent
- (2) Request a copy of their support form
- (3) Request an azimuth to see how your efforts may benefit the command

3. Meet your Senior Rater:

The Senior Rater's goal is to witness your performance from an improved organizational perspective. They are very busy and won't have time to observe your greatness on a daily basis. Your ability to take on command issues, and provide measurable resolutions will be the best way to show your impact. Your Senior Rater should know you personally not by your words, but by your performance. You should expect to attend unit functions and support the command's priorities. Inform them of the importance of Warrant Officer continuing education and training. Remain active in the field of logistics, and maintain a current Logistical Network (LOGNet) account.

- A. Making your appointment and being prepared
- B. Set aside time to receive their intent (request a read ahead)
- C. Dress militarily for the date, have your pen and pad
- D. Be punctual, patient, prepared to listen, and take notes
- E. Note specific concerns, and dates that matter to them
- F. Ask about specific command concerns
- G. Request specific instructions for unit Logistical readiness improvement
- H. Request to be senior rated by the Commander, that appoints you at the Battalion (BN), Brigade (BDE) or Brigade Combat Team (BCT) level

4. Meet your supported units:

The Commands that you support deserve your best effort in everything you do. You are a highly professional Logistics Management Officer and if you don't make it happen then it will not happen. Establish your own set of tasks that support the commander's intent at all levels of command (BCT, BDE, BN, and Co) and always seek to improve their goals. The atmosphere you create is the one you must live in for your tenure in that command. Your initial presentation of your first products will carry you as a professional manager or a professional that must be managed.

- A. Travel to the unit area to become familiar with their location or setup a telephone conference
- B. Request a list of immediate support required
- C. Remain unbiased by opinions of other individuals
- D. Request a unit meeting schedule (Supply, Maintenance, and USR)
- E. Expect to meet the Battalion Commander and Executive Officer

5. Unit Security Manager (S2):

The unit security manager will expect you to turn-in a hand carried security packet from your previous command. This packet will inform them of your need to update your security clearance or what level access to grant you. They will brief you on the current and future threat levels. They will provide you with unit specific information on readiness trends and Unit Status Reporting dates.

A. Be prepared to complete the most current security application

- (1) Request Access Badges (Training and current mission brief access)
- (2) Request to be added to unit security access roster
- (3) Request operations security brief
- (4) Request enemy situation for upcoming deployment
- (5) Discuss your security clearance in order to ensure you are prepared for any upcoming exercises or deployments

6. Unit Plans and Operations Officer (S3):

When a new Officer enters the unit and comes to the S3 office, they will receive an orientation of the area. They will be introduced to all the different sections in the S3 shop. The Training NCO will discuss what each unit's training schedule contains for the next 4-6 weeks. The Master Driver will discuss current and future driver's training courses that are being conducted and update driver's license information. The Master Gunner will give a brief gun line orientation to discuss current and future ranges for the unit. The Operation's Sergeant will discuss daily operations and taskings of the unit. The Schools NCO will discuss any schools or travel issues.

- A. Discuss Commander's intent for organization
- B. Discuss unit Tactical SOP's and how it is used within the unit
- C. Discuss unit Mission Essential Task List (METL) and timeline for training on these tasks
- D. Extract all Tasks that impact Logistics or Individual Training requirements
- E. Discuss training calendar, training events and Weekly Battle Rhythm
- F. Request a list of Commander's Critical information Requirements (CCIR)
- G. Discuss current unit training timeline
- H. Discuss past training and go over short and long range training on the calendar
- I. Discuss weekly training meeting location and format
- J. Discuss what the S3 shop does for the unit to include: schools, training schedules, ranges, taskings, and driver's training.

7. Unit Logistics Officer (S4):

The Unit S4 Officer in charge will assist you in remaining on task with all logistics issues. They work closely with the Support Operations Officer (SPO). They also assist with the alignment of equipment based on guidance from the S-3. They may or may not rate you, but will be a key logistics link to the BN, BDE, and BCT Commander's support requirements. Your ability to

accept and respond to multiple information inputs is the key to your success. The ability to receive, prioritize, and execute task will benefit your supported units very much. Your active participation in all support units is an investment in your own stock. Your presence in the trenches gives credibility to your walk, and talk. You will be required to understand the mission of each of your supported units, and to devise a plan to support each unit's individual needs.

- A. Be prepared to attend all meetings where logistical readiness issues are discussed
- B. Request scheduled reporting dates and times
- C. Know who you are supporting
- D. Request a list of units by type
- E. Request a copy of previous months USR
- F. Request a copy of expected new equipment fielding dates
- G. Contract unit repair and utilities (R&U) representative for work area updates

8. Unit Automation Officer (S6):

The Unit Automations Officer is the commander's eyes, ears, and voice. They are responsible for enabling the commander to see and hear in near real time. They keep the Local Area Networks functioning, Blue Force Tracker systems, Mobile Tracking System, and the Command Post of the Future systems running. They provide computer imaging, establish accounts, conduct training, and oversee internet security validations.

- A. Request Email accounts for the Local Area Network
 - (1) SIPR (Secure)
 - (2) NIPR (Non-Secure)
- B. Request unit automation architecture brief
- C. Request training for unfamiliar communications systems
- D. Request unit basic briefing slides
- E. Request who Standard Army Management Information System (STAMIS) and Combat Service Support Automations Management Officer (CSSAMO) personnel are

III. OFFICER EVALUATION RECORD SYSTEM (OER)

There are few attributes that contribute to your appearance as a quality warrant officer that you must know and understand before arriving to your first unit assignment as a warrant officer. You need to remember that no matter what your circumstances, your greater limitation isn't the leader above you. It's the spirit within you.

The Officer Evaluation Record System (OER) is the primary vehicle for recording a quality officer's performance. It is the tool the Army uses to promote the right people like you and me and assign us where we can best be utilized. You can find excellent career information at the U.S. Army Human Resources Command (HRC) (<https://www.hrc.army.mil/indexflash.asp>) and the U.S. Army Warrant Officer Career Center (http://usawocc.army.mil/warrant_off/career.htm) web links. I will cover basic topics to help ease your transition into the officer and the warrant officer corps. Do not wait until the last minute to learn about your rating chain, evaluation process, types of reports, or your officer record brief. You can road map your success by influencing your career and learning how to become your own career manager.

1. Rating Chain- Be Proactive! As soon as you know your assignment or your sponsor contacts you, find out your rater and senior raters, ask your sponsor for their e-mails and phone numbers, and briefly introduce yourself. Your rating chain begins with you as the rated officer, followed by your rater and senior rater. You can effectively communicate and influence your raters by understanding the following responsibilities:

A. Rated Officer Responsibilities - You must prepare yourself to discuss duty description and performance objectives with your rater within 30 days. The warrant officer that you are replacing can assist and mentor you to accurately describe duties, objectives, and give you an example on how to record significant contributions at the end of the rating period on DA Form 67-9-1 and 67-9-1a. You can use a log or periodically update the significant contributions on the support form. Keep in mind to perform each assigned or implied duty. You can always go to your rater any time to revise and update objectives and duty description as they change during your rating period.

B. Rater Responsibilities - Your rater should provide you their and the senior rater's support form. If not, ask for it. Your rater will discuss your duty and performance scope within 30 days. Your rater is required to counsel you quarterly utilizing DA Form 67-9-1. If they do not, seek counseling by periodically reminding them. Remember you can always add value to the organization and can correct problems when they are known. It is too late to make corrections at the end of the rating period; therefore, with a solid rapport with the rater and senior rater is the key to ensure that you are on track with the commander's intent.

C. Senior Rater Responsibilities (SR) - Your senior rater will review your counseling record throughout the rating period. Your SR will approve your DA Form 67-9-1a developmental plan. At the end of the period, your SR will assess and evaluate your performance based on your support form, selection labeled Major Performance Objectives (Part IV b.) and Significant Contributions (Part IV c.). The time you spend on your support form will speak for you.

2. Evaluation Process - Your evaluation process start at the beginning of the rating period (day one in your unit). Therefore, you must become familiar with your rating chain direction and focus. The forms used below in the evaluation process can be found at the Army Publishing Directorate (<http://www.usapa.army.mil/>).

A. DA Form 67-9-1 (Officer Evaluation Report Support Form), Reference AR 623-3 and DA Pam 623-3 - Your support form is a wonderful tool to establish priorities, focus, and goals. Unfortunately, we are not formerly trained on how to complete one effectively and we usually rely on others to give us advice. Therefore, you must learn how to sell yourself on your support form on the following blocks:

(1) Duties and Responsibilities (Part IV a.) - Your rater should have a duty description for your position and cover this portion in your support form. If not refer to AR 623-3 to determine duty description or get with a senior warrant officer

(2) Major Performance Objectives (Part IV b.) - You should complete the next portion of the support form with the rater within 30 days of the rating period and adjusted throughout the rating period. Your rater should give you definite goals and/or projects that they would like to be completed during the rating period. Always keep in mind that if the goal is not achieved due to unforeseen circumstances, you can rewrite that portion of the support form as the rating period goes by to show what you achieved. You want to ensure your goals are attainable.

(3) Significant Contributions (Part IV c.) - In this section of the support form, you should give the rater and senior rater an idea of what you want written on your OER. I suggest that you write and highlight specific sentences that you want your rater and senior rater to see and make comments on your OER. You must sell yourself by clearly writing your contributions in a language that your rater and senior raters can understand.

B. DA Form 67-9-1a (Developmental Support Form), Reference AR 623-3 and DA Pam 623-3 - Your rater and senior rater uses this form as a tool to assist you as a junior officer to transition into the Army and leadership culture by institutionalizing the Army values. You just need to know what hat to put on and then enjoy the challenge. Being coachable and your attitude in learning is the key to succeed in the future.

C. DA Form 67-9 (Officer Evaluation Report), Reference AR 623-3 and DA Pam 623-3 - Your OER is done annually. It is one of the most important documents that promotion boards use for selecting officers for promotion. You must carefully review and ensure the administrative section of this form is correct, read the rater and senior rater's comments to ensure they touch key elements such as performance, potential, and promotion. You should receive a good OER if you do your job well, reflect Army Values in your actions and attitudes, and follow the process. This Human Resource Command (HRC) web link will provide you block-by-block instructions explaining the DA Form 67-9.
https://www.hrc.army.mil/site/Active/TAGD/OERS/oer_form/oerform.htm.

(1) Type of Reports- As you become familiar with the OER System you will learn that there are two types of reports: mandatory and optional. These are further divided into 90-calendar-day minimum rating period (Change-of Rater, Change of Duty, Annual, Departure on TDY or Special Duty, TDY and SD Supervisor's Evaluation, and Officer Failing Promotion Selection) and other than a 90-day requirement (Complete the Record, Senior Rater Option, Rater Option, Sixty-day Option, Relief for Cause, and HRC Directed).

D. Officer Record Brief (ORB) - Your ORB serves as your military resume (officer's resume), career history, training, and experience log. Your commander keeps a personal copy of the ORB on every officer in his or her command for easy reference. In addition, your commanders usually demand an ORB from every inbound officer on orders to their command. You need to maintain an accurate and up to date ORB, as it is always required for officers considered for nominative and special assignments. More importantly, your ORB is one of three documents (OER Evaluations and Photo are the other two) used by promotion boards. You can find the Officer Record Brief (ORB) Guide at <https://www.hrc.army.mil/site/protect/Active/opwod/orb/orbmain.htm> and you can View/Print your Officer Record Brief (ORB) at <https://isdrad16.hoffman.army.mil/SSORB> for Active Components, <https://www.hrc.army.mil/portal/> for the Reserve and <https://isdrad16.hoffman.army.mil/SSORB> for NG.

3. Summary- The support form, the developmental support form, and the officer evaluation report are tools to assist senior officers to develop future leaders. Mr. John C. Maxwell said in his book 360 Degree Leader, "You may not be a follower at the lowest level of the organization, but you are not the top dog either- yet you still want to lead, to make things happen, to make a contribution." All warrant officers should strive for the top of their game by reaching their full potential as leaders and technicians. Good Luck!

IV. REPORTS

It is recommended that you become familiar with how the Supply Support Activity (SSA) was running before you arrived as well as when you hit the ground. You should not make any changes until you know for sure how they work and how much they know about their job. Review the following reports and get a feel for what kind of SSA you are taking over. Please annotate your findings to use as a starting point. Do a memorandum for record so you may recall where you started. The following will be covered because you need them to do the accountability change over:

- Due in File
- Authorized Stockage Listing (ASL) Zero Balance (ZBAL) Report
- Due In from Maintenance
- Due in from Referrals
- Suspense File
- Material Release Confirmation
- Unknown List
- Customer Pick Up Suspense Report
- List of IP's that have access to the Standard Army Retail Supply System (SARSS)

1. Due In File (AJTH1F.DAT)

This file is very important. Recommend that you should know how many requisitions are in your SARSS1 and how many of them have been shipped. You want to do this because it will help lower your Customer Wait Time (CWT) and Requisition Wait Time (RWT) and increase your customer support.

To copy this file, type EXEC on the action line.

Type ajt/files then enter.

dosput ajth1f.dat a: then enter

then type exit and enter. This will bring you back to the regular SARSS screen.

After you copy the file on diskette, you can import the data to Excel and arrange the file anyway you want. You can take all the requisitions that have been shipped and do research on the ones that have an old shipping date but have not been received in the SSA. By monitoring the Due In Files, you can affect your ZBAL and gain knowledge of the requisitions that are open in SARSS1.

2. ASL Zero Balance Report (ZBAL) (PCN: AJT- 020)

It is very important that you review the ZBAL before you take over a SSA. You want to know your starting point and where you stand when you first take over. Remember that the ZBAL W/DO percentage can not be over 8%, which is the DA goal. If you are not meeting the standard, ensure you review this report and find out what is taking so long for the parts to get to your SSA. If the parts have been shipped and you still have not received them, ensure you do your research. Check ILAP for the current status. If the part has been shipped, you can take the TCN number and track it that way. If your research indicates that the part is lost, you must short

- ship the part and the customer will not need to re-order. Also ensure you are using the correct priority and Required Delivery Date (RDD). You can also call the item manager if your part has a long Estimated Shipping Date (ESD). The item managers will work with you most of the time. If not, get with your Logistical Assistant Representative (LAR) and they will help. Your Supply Due-In plus Due-Out must equal your Requisition Objective (RO). If this is not the case ensure you check out the line because your part is not on order. Recommend that you review your ZBAL at least once a week. Ensure that you teach your Stock Control to review the ZBAL just in case you or your NCOIC are not around; Stock Control should be able to take care of it in your absence.

3. Dues-In from Maintenance (DIFM) (PCN: AJT -029)

Please ensure your Turn In section conducts a Recon with the Maintenance Company to ensure the items in this report are accounted for. Sometimes the soldiers will send items to maintenance and they become lost or misplaced at the maintenance shop. This report can be obtained by typing DIFM on the action line.

4. SARSS1 Dues- In from Referral/ Retrograde Report (DIFR) (PCN AJT – 038)

This report affects your CWT. Review this report to find out how often your SSA is picking up referrals within post. I suggest you develop your own system and pick up referrals everyday. Ensure the soldiers are processing the referrals with the right suffix code; otherwise, your document will stay open.

5. Suspense File (SUS)

Recommend that you look in the suspense file in order to find out the work habits of your Stock Control. Look for Receipts pending interactive processing, items pending catalog build, or items needing Unit of Issue conversion. It is crucial that the suspense file is worked throughout the day. That way you don't have to accumulate the work at the end of the day. A receipt pending interactive processing means that there was either a typo when the Soldier was processing parts. You need to use DELREC to clear the suspense file for most cases. The same situation applies to the Catalog Build (CATB). If the Stock Control does not build the Catalog throughout the day, your customer's requisitions will not leave your SARSS box.

6. Material Release Confirmation (MRC)

This report is all of the Material Release Orders (MROs) that are awaiting confirmation from the issue section. It may be an indication that your Storage section are not pulling the MROs, the Issue section is not confirming them when the customers come to pick up parts, or the Turn in or shipping section are not confirming when they ship or turn in sensitive items. When you turn in weapons or sensitive items, you will have to print this report out for confirmation and confirm the document numbers and enter the serial numbers. You must look in your TI files to get the correct serial numbers. This is where you as the accountable officer needs to re-look at your processes and train your personnel on this report. Recommend that you do this report at least once a week if not daily because the list will grow.

7. Customer DODAAC List (CUSTDOD) (PCN: AJT – 019)

The Customer DODAAC list is helpful to identify how many customers you support and how many of them are Class II, IV, VII and IX. Use this report to check if all of them have valid Signature Cards. It does not matter if the customer does not use all of their DODAACs, you need to have a signature card for the Supply Excellence Award (SEA) inspection. If it is not used, you need to check with Property Book Officer (PBO) to see if you can get it deleted and tell them why you would like to delete it. The PBO is the one that knows for sure what is going on with the DODAAC.

8. Unknown Location List (LIST) (PCN: AJT -026)

You cannot account for a part you cannot find. It is very important that all parts have a location, especially before you conduct a 100% Inventory. This list must remain cleared at all times.

9. Customer Pick-up Suspense (MROC) (PCN: AJT-052)

Recommend that you print this report. This will give you an idea of all the parts that are supposed to be in the Customer Bins. Need to create every DODAAC that has any parts waiting to pick up. If there are any issues, you need the outgoing Accountable Officer to resolve it. This report is very important. Let's say that a Machine Gun Mount came to the SSA, but the customer never signed for it. A machine Gun Mount is recoverable; it was ordered by PBO for one of the customers; therefore, the receipt was dedicated. You can't deny a dedicated receipt and the only way you can close out this receipt is if the Customer signs for it. But we cannot expect the customer to sign for something they did not get.

10. List of IP's that have access to your SARSS

You can get a list of the IP's that have access to the SARSS system by going to the root and go to HOST.ALLOW. Please contact your Combat Service Support Automation Office (CSSAMO) to access the root. You can also look in the ACCESS part of your SARSS1 to see who has access to your system as well.

V. SSA ACCOUNTABLE OFFICER

1. Pre-inventory Procedures

Before conducting an inventory, the following guidance is recommended:

- Obtain a password to get in the system so you can initiate the survey.
- Choose the people that you want to go and perform the survey.
- The outgoing Accountable Officer does not have to be present during the survey.
- The purpose of the survey is to insure that the right item is in the right location.
- Make sure they do a good clean up as well.
- Reference DA PAM 710-2-2 chapter 9 pre inventory procedures

2. Inventory Procedures

You will randomly pick the counters and recorders. Do not let the outgoing Accountable Officer pick them for you. It is mandatory that you have one counter and one recorder per area. Make sure that the outgoing Accountable Officer sends a memorandum to the customers in reference to the inventory. Last thing you want is deterrence in the middle of a 100% inventory. The only customer support you have to allow is 02 walk-thrus, nothing else.

Before the inventory can officially start, the following tasks need to be accomplished:

- All MROs have to be printed and pulled from location.
- No TRANSIN, CUSTIN, request / receipt processes, close-out can be performed
- To prevent mistakes, tape a sign on every monitor with "DO NOT TOUCH" in big Bold letter.
- Recommend that you remove the keyboard from Stock Control until it is time to start posting the count.
- Stock control personnel will do the posting.
- Do not leave the area no matter what.
- Expect a second count for any sensitive item and item costing a thousand dollars or more for which a first count was recorded erroneously in the system.
- An Inventory Adjustment Report will be generated if the second count is still wrong.

Pay close attention to the unit of issue on the inventory. There have been problems with FT and PG. You also need to make sure that you have a tape measure available.

3. Inventory Adjustment Report (IARs)

All IARs must be researched, signed, closed, and filed by the outgoing Accountable Officer before taking over the account. The outgoing Accountable Officer must take the closeout IAR to the BN CDR before the transfer and change of accountability process is done.

There are two types of IARs: gain and loss. The following is a scenario: If the system shows a quantity of 5 in ABC, which will not be seen while the item is being inventoried, the count posted after the completion of the inventory should be 5. This way the system will not generate any IAR. But if the count recorded and posted is less than 5, the system will generate a loss IAR. When that happens, the incumbent Accountable Officer has to perform causative research to find out why the count is less. It can be a number of reasons, such as theft, item in wrong location, item misplaced just to name a few.

Once the cause has been determined, the outgoing Accountable Officer will sign the IAR and take it to the proper authority for signature. If the amount is equal to or less than \$ 2,500.00, the company commander will sign the IAR. If the amount exceeds \$ 2,500.00 but equal to or less than \$ 5,000.00, the battalion commander will sign the IAR. If the amount exceeds \$ 5,000.00 but equal to or less than \$ 10,000.00, the brigade commander will sign the IAR. The same formula applies for gain IARs as well.

If there are issues with the IAR, make sure a memorandum from the counter stating time, date, and circumstances, and the Count Control Documents (CCD) accompanies each IAR.

4. Change of Accountable Officer Orders (CAOO)

This document must be signed by the outgoing, incoming Accountable Officers, and by the Battalion Commander. It is an inspectable item, which will be posted in your office, not filed.

The following is a sample of a CAOO:

DEPARTMENT OF THE ARMY
226 QUARTERMASTER COMPANY
87TH CORPS SUPPORT BATTALION
FORT STEWART, GEORGIA 31315-00157

AFZB-QM

12 December 2006

MEMORANDUM FOR Record

SUBJECT: HMSC, Supply Support Activity, Stock Record Accounts Change of Accountable Officer

I attest that the balances shown on the stock record account, W33RBS, as of close of business, 12 December 2006, are true and correct to the best of my knowledge and belief, that my last Inventory Adjustment Report (IAR) was W33RBS-6134-0092. The property as of this date has been transferred to CW3 Julien.

SANDRA HALL
1LT, QM
Accountable Officer

I attest that I have received from 1Lt Hall, all property related to stock record account, W33RBS, for which my predecessor was accountable, plus all property charges against and less all authorized credits to that account at the time of the transfer, as of close of business, 12 December 2006. I have as of this date assumed accountability for the property pertaining to this document.

MICHEL JULIEN
CW3, QM
Accountable Officer

STEVE BROWN
LTC, QM
Commanding

5. Certificate of Transfer (CT)

This document must be signed by the Battalion Commander only. It is an inspectable item, which will be posted in your office just like the CAO, not filed.

The following is an example of a (CT):

DEPARTMENT OF THE ARMY
87 TH CORPS SUPPORT BATTALION
3RD SUSTAINMENT BRIGADE
FORT STEWART, GEORGIA 31315-00157

AFZB-HQ

12 December 2006

MEMORANDUM FOR RECORD

SUBJECT: Transfer of Accountable Officers

1. Effective 12 December 2006, the following individual, CW3 Julien Michel, 226th QM CO, is assigned the following duty:

Accountable Officer for CL IX (W33RBS) Supply Support Activity (SSA)

2. Authority: AR 710-2

3. Purpose: As specified in the above authority.

4. Period: From 12 December 06 until officially relieved or released from this appointment or assignment.

5. Special Instructions: None

BATTALION COMMANDER
LTC, QM
Commanding

6. Internal and External Standard Operating Procedures (SOP)

Review the internal and external Standard Operating Procedures (SOPs). Make corrections if needed. Both SOPs have to be signed by the appropriate authorities. For example, the internal SOP has to be signed by the Accountable Officer only, but the external SOP has to be signed by the Accountable Officer, the Company Commander, and the Battalion Commander. Once they are signed, file them within reach.

Customers are authorized to request both SOPs if they choose to do so. They may pick up hard copies of both SOPs in Sock Control or you may email copies to them. It is your customers' choice how they want their copies.

If for some odd reasons there is no SOP, you may go to the following web site to download both SOPs and tailor them to fit your SSA operations:

www.armytoolbag.com

When you get to the web site, double click on "SOP" from the top green icons. Once opened, double click on "SOPs", one of the yellow folders on the left hand side of the screen. Scroll down and double click on "Supply SOP". Save it to your desktop and tailor it to fit your SSA operations.

Or you may go to the Logistics Network (LOGNET) web site for the SOPs. A great deal of content is generated within the LOGNET communities as well, like SOP library.

To access LOGNET directly, go to:

<https://lognet.bcks.army.mil>

When prompted, just enter your **AKO Username** and **AKO Password** to log on. To participate on LOGNet, you must have an account. To create your account, just click the "**Become a Member**" button. Until you do so, you will not see anything but the "About" tab. Again, the Username to be entered is your AKO Username and the Password is your AKO Password.

Screening and approval of LOGNet account requests usually happen automatically or immediately after you provide your LOGNet profile information and click the "Become a Member" button.

After you become a member, go to the web site. Look on the right hand side of your screen and find "BCKS Explorer". Scroll down until you see "SOP Examples Library". Click on the plus sign in front of it. Look for "Supply". Double click on it. Once opened, double click on "Knowledge", scroll down to find SSA SOPs.

VI. SSA PERFORMANCE STANDARDS

1. Metrics

Metrics portray the status of an organization in terms of processes, results, and initiatives needed to improve the processes. Supply chain metrics (or measurements) will be used to track supply chain performance. Supply chain metrics will cover many areas, including procurement, production, warehousing/distribution center, distribution of materiel, and customer response. Tracking metrics will allow for benchmarking, viewing performance over time, identifying problem areas, and optimizing the supply chain. This regulation addresses two types of metrics: supply chain and logistics performance.

2. Warehousing/distribution centers

Warehousing functions include receiving, storage and handling, order selection, packing, issuing, and preparing materiel for shipment. Warehousing/distribution centers will act as buffers to minimize the effects of variability in the supply chain. The demands of the supply chain system require that warehousing/distribution centers serve customers in a timely fashion during peaks in demand or to ensure a steady supply of materiel. Warehouse/distribution center performance must be consistent and dependable. Warehousing, as a part of the total supply chain, will support the objectives of reducing costs and improving customer service. Managers will perform a warehouse operations assessment. It is recommended that Accountable Officers be included when performing such assessments. The warehouse operations assessment is a process that evaluates several categories of performance, including, but not limited to, customer service, inventory accuracy, space utilization, facility layout, automation equipment utilization, general housekeeping, and safety. AR 710–2, table 1–3 establishes objectives for this process.

3. Demand Satisfaction or Net Availability

This process is the percentage of all valid demands for ASL items that were filled to a level of at least 90 percent. It is a function of ASL depth (measuring the quantities stocked for any given ASL line). The following is a formula for normal ASL demand satisfaction:

Valid ASL demands completely filled, divided by total valid ASL demands, times 100, equals the percentage of demand satisfaction.

4. Zero balance(s) with dues-out

This balance indicates the ASL lines at zero balance with dues-out (DO) as a percentage of the total number of ASL lines. It does not necessarily reflect performance of the supply activity, but may indicate a condition within the overall supply system. The formula for zero balance with dues-out is (ASL zero balance lines w/DO, divided by total ASL lines, times 100, equals the percentage of zero balance(s) w/DO) (performance objective).

5. ASL mobility index

This standard applies to Direct Support Units (DSUs) and their subordinate elements. When measured, it reflects their ability to move essential (essentiality codes (ECs) A and C) ASL cube in a single trip with the organization's vehicles. ASL items that can be stored in bins must be truck- or van-mounted. Direct Support Unit (DSU) forward elements supporting a brigade must be able to move their ASL cube in accordance with section 1, of their Modified Table of Organization and Equipment (MTOE) based on the Table of Organization and Equipment (TO&E)/Modified of Table Distribution and Allowances (MTDA) (manual or automated management tool).

6. Inventory Accuracy

This process represents the fraction of ASL lines having no substantial difference between the dollar value of inventory and the dollar value of the stock record balance. A substantial difference is an overage or shortage with an extended line value greater than \$1,000. The formula for inventory accuracy is (total lines without substantial difference, divided by total lines inventoried, times 100), equals the percentage of inventory accuracy (Performance Objective).

7. Inventory Adjustment Rate

The total dollar value of inventory adjustments (both gains and losses) during the fiscal year should be within the established objective (Performance Objective).

8. Materiel Release Denial Rate

This reflects the number of Materiel Release Denials (MRDs) as a percentage of all Materiel Release Orders (MROs). The formula for Materiel Release Denial rate is (MRD, divided by total MRO, times 100), equals the percentage of MRD rate (Performance Objective).

9. Location Accuracy Index

This index indicates how well the inventory location records compared with actual physical location of assets. It is expressed as the percentage of all inventory locations surveyed that were correct. The formula for location accuracy is (number of correct locations, divided by the total locations surveyed, times 100), equals location accuracy. (Performance Objective).

10. Receipt processing time

This processing is the timeframe expressed in hours from the time supplies arrived at the SSA to posting of receipts to the stock record account's formal accounting record. This processing applies to all supplies received by the SSA except for those supplies received without documentation or requiring item identification where research must be conducted. (Performance Objective).

11. Request processing time

This processing is the timeframe expressed in hours from the time the customers' request was received by the SSA to the time the request was processed for issue or passed to the higher supply source. Rejections are not included. This process applies to all customer requests regardless of priority (Performance Objective).

12. Fill Rate

Fill rate measures the performance of an SSA to satisfy a request from a supported customer. It is expressed as a percentage of the SSA's demand accommodation multiplied by demand satisfaction. (Performance Objective).

13. Demand Accommodation

Demand accommodation is the percentage of all valid demands received, which match the item on the ASL (manual or automated management tool).

14. Supply chain metrics

They integrate and measure the interdependent logistics process of customer response, inventory planning, warehouse management, transportation, and supply and maintenance. For example, CWT measures the speed of the supply chain by integrating each interdependent process as it contributes to satisfying a requisition.

15. Customer Wait Time (CWT) Report

CWT is the Army's supply chain performance metric that measures the complete cycle time necessary for satisfying supply requirements at the end user level. The Army's goal is to begin CWT once the requirement is established in ULLS/Standard Army Maintenance System (SAMS)/SPBS-R or other sources and end when customers record receipt acknowledgement. At the moment, due to technical limitations, the Army measures the end of the CWT process using the date supplies are issued to the customer.

16. Requisition Wait Time (RWT) Report

RWT is the Army supply chain metric that measures the time required to satisfy a SSA requisition that must be sourced from either wholesale or the referral process from the perspective of the SSA.

17. RIC Fill Rate Report

The RIC Fill Rates report provides fill rate information down to the RIC_Stor for the report level and date range selected by the user. The key fields in this report are the total number of demands (Dmd), the counts of demands accommodated (Dmd_A) and demands satisfied (Dmd_S), the demand accommodation rate (Dmd_A_Rate) and demand satisfaction rate (Dmd_S_Rate), and the fill rates (Fill Rate) for normal and high priority (HP) demands.

18. Process Matrix

The process matrix shows the relationship between the process and procedures that are used in daily warehouse operations and the effect of that process on performance measures. The matrix identifies the area or areas that may directly affect a particular metric and a brief description on systemic causes that will adversely affect the performance metric. There are two broad areas in the metric that have been identified that contribute to poor performing SSA. They are:

A) Warehouse Process- Warehouse process performance are those processes that are controlled by the warehouse manager and when improved can positively affect performance metrics. For example, when the storage section prints and pulls Material Release Orders (MROs) and forwards them to the Issue section in a timely manner, this will help reduce customer wait time.

B) ASL Process- ASL performance measures and the performance metrics that monitor success have a direct relationship to the development of an ASL that supports the customer needs. Conducting an ASL Review Board/Dollar Cost Banding analysis on a regular basis and involving your customer during the review process is contributing factor in creating an ASL that is tailored for your customers. The ASL zero balance is a good indicator of the ASL review board process. A high zero balance rate can be an indication that ROs and Reorder Points (ROPs) were not set high enough to meet customer demands and can have a direct effect on your customers mission readiness.

19. LIDB (Logistics Integrated Data Base)

The LIDB is a performance metric tool where report can be generated as required but usually on a monthly basis and can project a great snap shot of the supply pipeline and the performance at every segment given in a quantifiable manner. The LIDB can be accessed at the Logistics Information Warehouse website, "<https://www.liw.logsa.army.mil/>" then click the WEBLIDB link. The WEBLIDB function requires special permission to access, but it's not difficult to get; and in most cases, access can be granted within 24 to 48 hours.

The LIDB report shows the reportable segments (see below report) of the supply pipeline from the time the requisition is generated at the SARSS1 to the time it gets established at wholesale, pulled, packed, shipped, received, and processed by the Supply Support Activity. This report helps the warehouse manager to identify any bottlenecks in the supply pipeline and help guide him/her decisions in streamlining any processes if necessary. The following is an example:

<u>PPI Name</u>	<u>Total Records</u>	<u>Avg Days</u>	<u>Avg Days (H:M)</u>	<u>50%</u>	<u>75%</u>	<u>95%</u>
RQN PROC	1823	.3	7:12	0	0	1
NICP PROC	1300	2.55	61:10	2	3	10
DEPOT PROC	1017	1.93	46:15	2	2	4
INTRANS TO CRP	372	2.54	61:04	3	3	5
CRP PROC	375	0	0:00	0	0	0
INTRANS TO SSA CONUS	372	2.54	61:04	3	3	5
SSA PROC	21	1.14	27:25	0	2	2
TOTAL RWT ALL	379	12.06	289:23	9	14	30
TOTAL INSTALL PROC	9	2.67	64:00	2	2	10
DEPOT TO MIRP ALL	356	5.67	136:10	3	8	20

There are drill down reports that can be generated from the LIDB pipeline report, which provide an excellent source for review and analysis. Drill-down reports are available from some report columns. To run a drill-down report, click any bolded item appearing in a report column. A pop-up menu displays and lists the available drill-down reports from that report column. On the pop-up menu, click the drill-down report you want to run.

20. Pipeline Process Indicator Report (PPI)

The PPI report show the total sample used to generate the report and displays the distribution of the sample in the range for that particular report. For example, the below report shows the requisition-processing sample of 1,832 records for this particular warehouse facility. By looking at this report you can easily see that of the 1,832 records sampled a majority, 1,371 were processed in less than one day and is well within the DA standard of 24 hours.

<u>PPI</u>	<u>0 Days</u>	<u>1 Days</u>	<u>2 Days</u>	<u>3 Days</u>	<u>4 Days</u>	<u>5 Days</u>	<u>6-10 Days</u>	<u>11-15 Days</u>	<u>16-20 Days</u>	<u>21-30 Days</u>	<u>31-60 Days</u>	<u>>60 Days</u>
01	1371	422	5	10	0	5	7	1	2	0	0	0

21. Outlier Report

The outlier report is another good analytical tool that can be used to identify those requisitions that fall outside the normal sample and which may cause a particular segment to reflect a metric higher than the standard. There are three levels of this report that can be created from the LIDB: 50, 75 and 95 percentile.

The 95-percentile report (shown below) is the most common; it shows those requisitions that that did not fall into 95 percent of those requisitions sampled. These are the documents that need to be researched to determine at what point the hold up occurs. Was it the SSA or perhaps wholesale? By further researching these documents, you can determine the cause. For example, if the 95th percentile is 100, then 95% of the process times are 100 or less and 5% are above 100. Note: The 50th percentile is the median.

<u>DODA</u> <u>AC</u>	<u>DOC</u> <u>D</u>	<u>SERL</u>	<u>Consigne</u> <u>e</u>	<u>PRI</u>	<u>NICP</u>	<u>DEPO</u> <u>T</u>	<u>NSN</u>	<u>ESTB</u>	<u>MROD</u>
W33TLB	6298	0518	W33TLB	05			6135997609742	06299	
W33TLB	6299	0024	W33TLB	05			1650011532314	06300	
W33TLB	6299	0005	W33TLB	05			4120013029578	06300	
W33TLB	6299	0033	W33TLB	12			1270014089015	06300	

VII. CODES

The following codes are just a few that you need to be aware of during your first 90 days. The codes will help you better support your customers when they are having issues trying to order parts and the parts are being rejected. The codes will also help you understand the ASL stockage and requisitions status issues.

1. Demand Code (DC)

This code is important to maintain your Authorized Stockage List. (ASL), when determine what should be added or deleted from the ASL you will have to know, how often the units you are support are ordering this items. The DC codes will provide you with this information

2. Advice Codes (AC)

When the customer request parts the AC codes are use to ensure that the customer receive the exact item they are ordering. These codes also provide the customer with an explanation that they have exceeded the normal ordering demands. And there parts were canceled because of this action.

3. Acquisition Advice Code (AAC)

This code indicates how and under what restriction an item can be procured. The three basic methods of acquiring supplies are requisition, fabrication or assembly and local purchase. These codes are very important for the Supply Technician and for the supporting units. To ensure that the supply transaction move smoothly.

4. Status/Rejection Codes

These codes are use to provide supply or rejection information to the requester. The Accountable Officer should ensure that the customers are educated on the status's to have a clear understanding of the supply systems.

5. Stockage List Code (SLC)

There are four Codes that represent what type of demand and how long the items can remain on the ASL. These codes are very important to the Accountable Officer to help understand and manage the ASL.

6. Document Identifier Code (DIC)

This code Enables personnel to recognize the data and then perform the appropriate process. It is a mandatory entry on all requisitions and related products entering any supply system under the Military Standard Requisitioning and Issue System (MSRIS).

VIII. ENHANCED DOLLAR COST BANDING

As a WO1, you might have to conduct an Enhanced Dollar Cost Banding at your unit during the first ninety days, depending on when the unit conducted their last DCB. The key players that need to be involved are the following: Support Operations Officer (SPO), Accountable Officer, Maintenance Officers, Army Material Command (AMC) Installation Supply Representative, and Supply Managers.

1. Already established ASL

The SPO will request the work file from the Supply Managers. The Supply Managers request by memorandum to ILAP for their supporting RICs, which could take 6-24 hrs to process, then forwards the data to Accountable Officer.

The SSA performs location survey to determine warehouse storage capacity, reviews the ASL work file, and reviews current ASL metrics which are: ASL extended dollar value (RO x unit price), ASL zero balance with dues-out, CWT, RWT, and fill rate.

The Supply Managers will run the ASL review process and distribute it to Accountable Officer. The Accountable Officer will then do the following: distribute list for review and recommendations and set short suspense to get the feedback from the maintenance Officers so you can compile the information together. Support Operations Officer (SPO) conducts recommendation meeting with key players and obtains command approval with memorandum.

It is recommended that you accept recommendations for EC A (item is essential) and C (mission essential) low dollar value (<\$1,000) and focus your attention on items >\$1,000 net investment.

You will run the SARSS ABF update process with the excess flag turned off prior to initiating Dollar Cost Banding (DCB) to ensure the ABF information is accurate. When you complete the DCB and have the recommendations, you should run them in the following order: Deletes, Decreases, Adds, Increases. Once you are finished inputting the information, you need to save the work and email to CTASC for input to SARSS1.

Then you need to prepare your SSA for excess MRO's and incoming parts by ensuring all MROs are pulled for the deletion/ decrease candidates; all incoming parts need to have locations made when they are processed.

2. Newly Activated ASL

The following are steps that you can do to set up newly activated ASL. You can do this using the following methods:

A) Comparison:

-An initial ASL for any class of supply may be created by using demand data obtained from a similar SSA supporting like customer units or missions.

B) Computation:

- An initial ASL for any class of supply (except class IX) may be created by using authorization documents and the supported troop density.
- An initial ASL for class IX supplies may be created by using equipment density lists and technical manuals.

C) Request:

- An initial ASL for class IX supplies may be requested from the wholesale level by memorandum.

When the comparison method is not feasible, a unit may request an initial recommended ASL from AMC LOGSA. This service is designed for the consolidation of units or a unit undergoing a change in mission and is not to be used for new equipment fielding. Send the request to Executive Director, USAMC Logistics Support Activity, Redstone Arsenal, AL 35898-7466. The request must contain the following information:

- Unit identification code (UIC) of the requesting unit
- Level of maintenance, that is, unit, intermediate or direct support (IDS), or intermediate general support (IGS)
- Days of supply (DOS) required in 15-day increments
- End item NSN for aircraft, helicopters, and generators with multi-application engines. Furnish the end item NSN and the engine NSN. For power units, furnish the end item NSN, the engine NSN, and the truck/trailer NSN.
- Line item number (LIN) for each end item
- Quantity on hand
- Point of Contact (name, rank, and telephone number)

Computer printouts listing items recommended for stockage will be returned. A magnetic tape containing skeleton A0A or Z44 records may be supplied on special request. The listing will identify the repair part by National Stock Number (NSN) and the recommended stockage quantity for the item.

Upon receipt of the recommended peacetime ASL data, take the following actions:

- Review the listing for changes, quantity reductions, or deletions.
- Request initial stockage of selected ASL items. The requested support items are subject to MACOM, managing Major Subordinate Command (MSC), and AMC approval.

IX. ILAP MANAGEMENT TOOLS

Reference the following website: <https://www.ilap.army.mil/>

The screenshot displays the Logistics Information Warehouse (LIW) Main Page. The page features a header with the LOGSA logo and the title "Logistics Information Warehouse (LIW) Main Page". Below the header, there is a navigation bar with links for Home, Logout, Links, My Profile, System Access Request, Support, and Help. A central banner states "Your account has access to the following LIW products:". The main content area is divided into three sections: Applications, References, and a User Favorites List. The Applications section lists various tools such as AQAP, Army ILAP, ETMS Online, FEDLOG, LOGS11, LOGSA DBT, Tailored mtnSN, Parts Tracker, PBLSE Maint Tools, PBLN Magazine, PBOC, BPS, RPA Tools, Get's Site Outfits Online, and WebUICB. The References section lists links for LIW Help, WebUICB to LIW Roadmap, Documentation, ILAP Documentation, Official Publications, and Downloads. The User Favorites List section is currently empty. Annotations with red arrows point to specific elements: "Selection Options 'Home' & 'Log Out'" points to the navigation bar; "Applications available" points to the Applications section; "References - to assist users publications may be viewed on screen or downloaded for later use" points to the References section; and "Access to other ILAP Sites" points to the bottom right corner of the page.

Logistics Information Warehouse (LIW) Main Page

Selection Options "Home" & "Log Out"

Applications available

References - to assist users publications may be viewed on screen or downloaded for later use

Access to other ILAP Sites

Home | Logout | Links | My Profile | System Access Request | Support | Help

Your account has access to the following LIW products:

Applications

- AQAP
- Army ILAP
- ETMS Online
- FEDLOG
- LOGS11
- LOGSA DBT
- Tailored mtnSN
- Parts Tracker
- PBLSE Maint Tools
- PBLN Magazine
- PBOC
- BPS
- RPA Tools
- Get's Site Outfits Online
- WebUICB

References

- LIW Help
- WebUICB to LIW Roadmap
- Documentation
- ILAP Documentation
- Official Publications
- Downloads

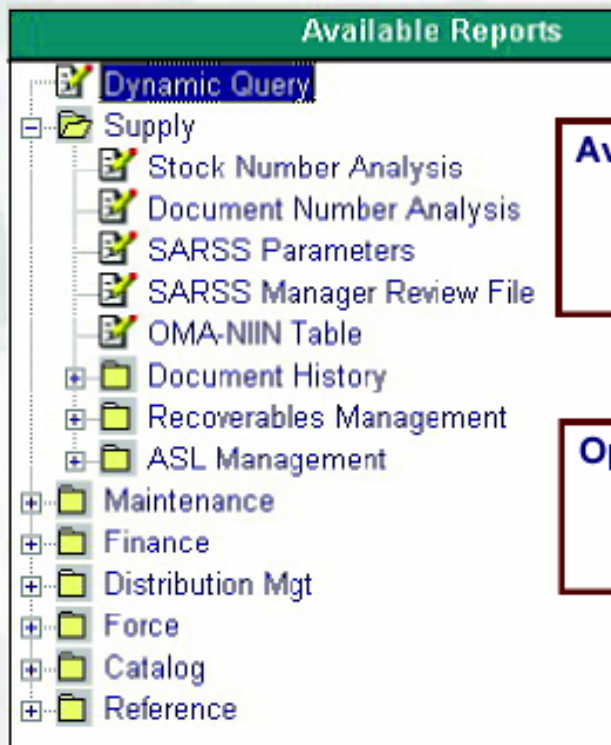
User Favorites List: [Update]

Feedback | Site Access

11 Logistics Information Warehouse (LIW) version 1.00 on liw.logsa.army.mil
LIW Support email: helpdesk@logsa.army.mil
Toll Free 1-855-211-3367 | COMUS DSN: 645-7716 | OCONUS DSN: 312-645-7716



Available Reports



Available Reports Folder

- Menu Hierarchy
- + / - Symbols expand or contract report tree

Opening a Report

- Double Click on the Report icon or Report Title

The Manager Review File sub-report displays the manager review data for documents associated with the specified NIIN initially entered on the Stock Number Analysis report. It allows managers at the division level to review the daily log of transactions in error for a specified Document Number or NIIN. This report allows the assigned manager to review transaction restrictions, analyze why the transaction erred out, correct the transaction or review, and approve corrections to the transaction. When the transaction is no longer in error, it is resubmitted into the SARSS 2AC system. Review Manager Error Listing (AJT-015) daily and reconcile by comparing against this report. This report will make you aware of any problems so you can act promptly.

Reconciling the due-in from Maintenance Listing (DIFM AJT-029) using the open DS jobs sub-report enables the user to review records from the open Direct Support Work Order file (SAMS-5) compiled by Unit-ILAP from SAMS data. The open DS jobs sub-report provides information on end item repair parts and components that are being repaired.

SARSS1 Unit Unique Parameter File must be checked periodically to ensure SSA information is current at LOGSA. Match it to your SARSS1 to ensure accuracy.

When running reports, use filters to tailor reports for specific needs (i.e. briefs, information to commander).

X. DEPLOYMENT/ REDEPLOYMENT

The following lists below are a quick checklist of what you should consider for deployment and redeployment.

1. Deploying to an Immature Theater

A) Do a site survey if possible and make sure you are talking to your SPO at all times. During this time, try to get a physical address so you can load it in the SARSS box.

B) Do 100% inventory of SSA prior to loading it on aircraft, boat, or trucks.

C) Transfer customers that are not deploying to another SSA that will be providing support one month out from deploying (CUSTRAN). Ensure you keep the print out and do face-to-face with the other SSA to ensure that not customer support is lost and that they received all the information that was sent to them. Your command will want to know.

D) Contact GSO and make sure they are tracking with CTASC and you have a phone number, email address, and IP address that you will be connecting to.

E) Contact CSSAMO to see if they are sending people with you. If not, request a class on your SARSS1 in case it breaks down along with CASSI and VSAT. You may not know how to set them up all together.

F) Find out what the method will be to send your SSA equipment, then pack all containers IAW shipping standards.

G) Do not pack your SARSS box. Hand carry it on the plane to include sever and one work station, printer and MRO printer, cables, paper, manuals, power strips, VSAT, and CASSI. Make sure that the command knows that you need to do this so they may accordingly plan for room on board. You will be expected, once you hit ground, to setup and start requisitioning. If you don't, the command will be highly discouraged and will lose confidence in you.

H) Try to obtain TAC address for your new area of operation to be loaded prior to leaving.

I) Pack tables, chairs, multipack boxes, pallet jacks, fork lifts, and mission essential equipment needed to perform daily SSA task: REC, ISS, STO, TI, shipping material. You need to remember to pack the bags, MRO paper, regular paper, packing list, markers, and shrink-wrap. Pack tents, cots, concertinas wire and gloves, copy machine, scanner, and transformers.

J) Find a descent area to locate your SSA, CL I site, and in-and-out route. Upon arrival, you need to be included on where every one is going to be located. If possible, go with the advance party and tell them this is where you want to be set up. You need to have a one way in and one way out. If you do not, you will get stuck in a bad location and will not be friendly to

your customers or forklifts.

K) Set up computers, PDCDs, CASSI, and VSAT.

L) Make sure you send a Basic load of CL I, II, IV, and V. Get a good inventory to see what you are going to get prior to leaving.

M) Find out who is your next level of support in theater.

N) Establish a SOP (Internal and External) to conform with AO. Recommend that you visit the TDC, and DRMO and ask about their operations. By doing this, it will help them help you and your customers by processing the requirements the right way the first time and saving lives and unnecessary time on the roads because of mistakes. Hazmat TI, damaged vehicles, and batteries are a big problem.

O) Once ASL gets on ground, do another 100% inventory to make sure nothing got stolen if you are separated from it.

P) Ensure all unit DODAACs have been assigned and loaded through your supporting CTASC. Also make sure that they are valid in LOGSA.

Q) Keep Commander informed...NO SURPRISES!

R) Send the right personnel on the Pre-deployment Site Survey (PDSS).

S) Be familiar with the OPORD process.

T) Do not be afraid to ask for help or ask questions if you do not understand what is expected of you.

U) Communication is a must at all levels.

2. Deploying to a Mature Theater

A) Check the reports that the Accountable Officer that you are replacing is doing prior to taking over.

B) Do 100% inventory with the outgoing Accountable Officer.

C) Look at SOP and make changes if needed.

D) Make contact with you supported customers.

E) Make contact with who is going to supply you and where your supplies are coming from.

F) Do some research through ILAP on the SSA you are taking over (0 Bal, D/I, D/O, Stock Status, CWT, RWT, etc.)

3. LTT/ STL (Long Term Transfer/ Short Term Loan/ old SBE)

Long term is up to one year; short term is up to 90 days. All of this is unit-to-unit transfer. Any thing over a year has to be DA approved. Don't forget to do the following:

A) Find out what equipment is going to stay behind and try to set up a consolidated area if possible.

B) Find out who is going to sign for your equipment that is staying behind and have it put on their hand receipt.

4. TPE (Theater Provided Equipment)

Find out what equipment will be provided by the theater (see installation PBO for this information)

5. Redeploying (Immature or being replaced by other branches)

A) Do 100% Inventory

B) Print out the COOP list just in case that your SARSS box is packed and the maintenance personnel need to get a part that they need to fix a major deadline so it can fly back or get on the boat. Once you get to your home station process, the document number so that you will not mess up your inventory.

C) Print out your qty. On the action line type EXEC, then ESC. Then type ajt/files and hit enter. Then type dosput ajtd2f. dat a: and then enter. The file will be copied and then you will open the file in notepad/wordpad or import to excel.

D) Contact CTASC to do mass cancellation on all doc# open

E) Change Tactical Address Code (TAC) address to home station/ home station DODAAC as early as 15 days out.

F) Have units change ULLS box back to home station DODAAC 15 days out.

G) Cancel all open doc# on your DUE IN OUT FILE- 15 days prior to leaving theater.

H) Pack your non-essential equipment into your containers and have them ready for customs to inspect.

XI. GENERAL, JOINT, BRIGADE, AND BATTALION POSITIONS

With the recent transformation of our army and under the new modular concept, many Supply Systems Technicians (920B) are being assigned to the most demanding logistical assignments as primary staff/action Officers. While assigned to these high visibilities, stressful and demanding positions, you may be depended upon to provide subject matter expertise on a wide range of logistical areas that will require you to “think outside of the box”. Your professionalism, competence, and commitment to sustain the war fighter will be your pillars for success. In this chapter of our battle book you will find some key information that may assist you in preparing for your tasks at hand as well as what you should expect upon your arrival.

1. Key Assignments

- Logistics Directorates (G4, J4, C4)
- Battalion S4
- Support Operations (SPO)

2. G4/J4/C4

Provide senior level strategic and operational oversight that will enhance Soldier logistics readiness by providing integrated policies and programs to maintain a ready Army that can be sustained in a joint operating environment. The oversight you will be asked to provide will effect the Distribution Management (DM) on all classes of supply. Your duty position/titles may vary (based on MTOE or Joint Manning Document) from a General Supply Officer (GSO) to Supply and Services Officer (SSO). At the joint level, you will be assigned to work with service members of our other armed forces and possibly our coalition allies. Those other United States Armed Forces may include the US Air Force, Navy, and Marine Corp.

Examples of these assignments are HQ Army G4, JFCOM J4, CENTCOM C4, CFLCC C4, etc.

3. Battalion S4

Provide unit level oversight for all organic logistics internal to a battalion as a brigade support element in support of organic subordinate units. The battalion S4 is responsible for providing ammunition, fuel, food, water, maintenance, and transportation services to the battalion’s organic companies. As a 920B, you may be assigned to the battalions S4 section because of logistics background as Supply & Services Officer. Your duties may include but not limited to:

- Providing staff supervision over all theater PERSCOM logistical activities in the areas of supply, maintenance, transportation, services, facilities, contracting, and command inspections.
- Managing or assisting in the management of a property book (in the absence of a 920A)
- Providing staff supervision in the areas of property accountability, reports of survey, cash collections, and statements of charges (in the absence of a

- senior 92Y Noncommissioned Officer or a 920A)
- Supervising the command maintenance program, to include vehicles, weapons, generators, tentage, chemical defense equipment, calibration, and the Army Material Management System
- Coordinating transportation for the battalion
- Supervising real property management, space allocation, and facilities (as necessary)

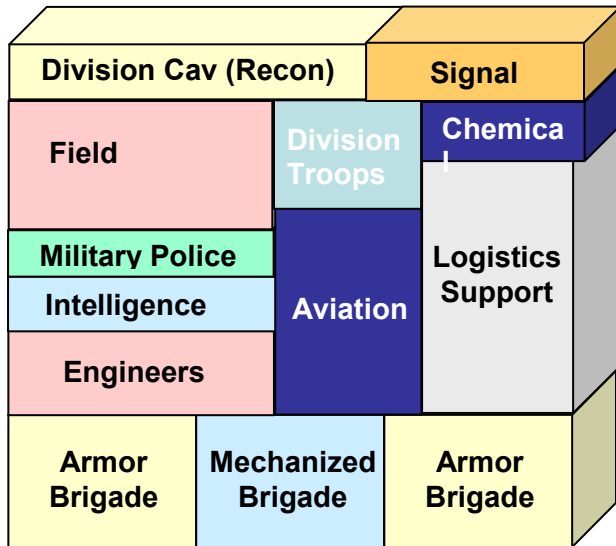
5. Support Operations (BCT, ASC and TSC)

The SPO is responsible for all external logistics and coordination's as a Brigade Support Battalion (BSB), Area Support Command (ASC), Theater Support Command in support of a Brigade Combat Team (BCT), or theater Area of Operations (AOR) under the new modularity concept. As a 920B, some of your duties may include but not limited to):

- Assisting SSA Accountable Officer with planning and conducting ASL Review
- Reviewing all Inventory Adjustment Reports (IARs)
- Establishing and reviewing all internal/external Standard Operating Procedures (SOP) if necessary
- Reviewing SSA Performance Reports
- Monthly review and analysis
- AIMI/AOG Tracking
- Parts Tracking/Referral management
- Working the Manager Review File (MRF)
- Overseeing and providing guidance on Repairable Management process and unit interfaces
- Managing the Suspense File
- Overage Shipment Process
- Referral Management
- SDR Management
- Interactive Status
- Error Reports
- Local Purchase
- Parameter/DODAAC Maintenance
- Manage Control Degree Settings
- ABF Ups/ Clean ups
- Building Local Catalog
- Contracting Officer Representative (COR)
- Field Ordering Officer (FOO)

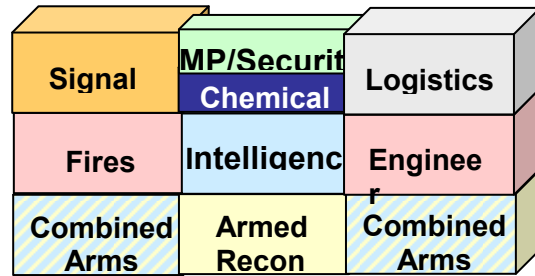
Under the new modularity concept SPO sections have grown considerably. Their roles and responsibilities have greatly increased as well. Below is a diagram that will show the increased responsibilities in the areas of Logistics Support:

Division Level (Modularity)



Increased Logistics Support

BCT Level (Modularity)



Increased Logistics Support

The Army Logistics Management College (ALMC) located at Fort Lee, Virginia offers a wide range of academic courses that may assist junior level Warrant Officer in their preparations to work at a senior and primary staff levels. These courses are designed to enhance your officer professional development. They will also assist in the transformation of a junior 920B into a multi-faceted logistician with the attributes to become a value added member to any primary staff section. Some of the ALMC courses offered are:

- Army Logistics Introductory Course (ALMC-AX)
- Joint Course on Logistics (ALMC-JC)
- Multi-National Logistics Course (ALMC-NL)
- Contracting Officer's Representative Course (ALMC-CL)

Additional ALMC courses that may be helpful can be found at <http://www.almc.army.mil/ALMC>.

XII. TSC/ASC SARSS2A/C MANAGEMENT

The following information are just a few items that you might be subjected to during your first 90 days if you are stationed in one of these areas. These items will also help you understand how the SARSS1 is controlled and what the management does for your SSA and customers. The following areas will be covered:

- Parameter/DODAAC Management
- Referral Management
- Funds Control Module
- Work the Manager Review File (MRF)
- Manage Control Degree Settings
- Assist in (MRF) and RIC-ALL
- Repairable Management
- Oversee repairable management (Cleaning File)

1. DODAAC Parameters

DODAAC Parameters tell the SARSS system what to do and affect the Army logistics system at all levels. Certain parameter to be concerned with is the Single Stock Fund Indicator Parameter, which tells the user or customer whether or not they are using Single Stock Fund. Certain instances or conditions will require that the CLIX Manager turn off or on the SSF switch.

A) Single Stock Fund Indicator (SSF-IND)

- ‘N’ = Not SSF (O&M)
- ‘Y’ = SSF activity RON-DON off
- ‘R’ = SSF activity RON-DON on

B) The Type Unit Code (TYP-U-Cd) Parameter tells the Manager what kind of STAMIS System that the DODAAC uses. This must also be matched with the classes of supply supported from this type of system.

C) New Typ-U-Cd of ‘0’ for the designated OMA-RICs

D) The Fund Source Code (FD-SRC) is a parameter that tells the Manager who is funding the item. For many National Guard and Reserve STAMIS Systems, this code presented a problem because no one was quite sure what to put. Set to ‘6’ for all SSF sites (tactical and non-tactical)

E) The MAINT-TBL-RUN SARSS2AC/B Unit Unique Parameter contains the date of the annual MWF release to SARSS (yyddd) - normally 1 Oct of each year and should be maintained so that all customers are working on a current Master Work File.

F) The Map Location (MAP-LOC) parameter is used to build OMA NIIN File activities on the same installation (must have same MAP-LOC). It is used in DS repair making decisions (must be in same MAP-LOC) and identifies a customer’s assigned location/ installation.

2. Referral Management

A) SARSS2AC will not issue referrals to Installation non-tactical AWCF SARSS1, except for non-ABAC “2” (MROs are issued by CCSS). The SARSS2A controls tactical SSA referrals (Referral Priority Support Table) and can re-refer within OMA as necessary.

B) Referrals refused/denied by tactical SSAs at CTASC for AWCF assets will not be re-referred, refusals/denials are passed to CCSS (CCSS will satisfy requisition).

C) SARSS2AC uses F -K, and CCSS/LMP uses L through 9. SARSS will not refer AWCF requisitions to OMA RIC (controlled by the OMA NIIN File).

3. Referrals of OMA NSNs

The OMA-RIC Parameter tells the Manager/Customer what Routing Identifier Code (RIC) that the reparable parts are going to for repair by NSN. Due to contract changes or the incoming of supporting units without certain repair capabilities that previous units had, you will need to have these RIC realigned in order for your customers to get the proper support.

OMA to OMA (for NSNs on OMA NIIN File)
AWCF to AWCF (for NSNs not on OMA NIIN File)
Corps 2A will attempt referrals within the installation/theater
OMA to OMA
OMA to AWCF
AWCF to AWCF

SARSS will not send referrals to the non-tactical/installation AWCF. AWCF referrals previously refused or denied will not be re-referred and will not use the Referral Priority Support Table in conjunction with OMA NIIN table.

4. Funds Control Management

The funds check are controlled by the FIN-SW parameter at SARSS2A, in which is a command decision. The AWCF SARSS1 will pass O&M customer requests to SARSS2A for funds check and approval prior to processing if FIN-SW = Y. Approved requests will post in Document History with a “BP” status from 2AC/B. The Fund Reject Designator on the SARSS2A/2B UUP (PUNTQ Cmd) controls whether the request for insufficient funds is rejected “CM” or sent to the MRF.

5. SARSS1 OMA-RIC funds check

If requested, an item is placed on the OMA NIIN File; the SARSS Referrals Process performs a funds check against the OMA DODAAC and RIC of the requesting AWCF SARSS1. This is done before initiating referral action, passing request to CCSS, and passing request to Local Purchase. This check is not parameter controlled and cannot be turned off.

SARSS1 will output files to SARSS2AC/B as a stand- alone process. It is recommended that the recon be done at least monthly ICW the financial reconciliation.

ajth1f (ACTIVITY DUE-IN HEADER FILE)
ajth2f (ACTIVITY DUE-IN SUFFIX FILE)
ajth3f (ACTIVITY DUE-OUT FILE)
ajth4f (ISSUE/RELEASE CONFIRMATION FILE)
ajtg1f (DUP DOCUMENT NUMBER FILE)

SARSS2A will need to coordinate with SARSS1. SARSS1 operators, using the TRANS- out menu, can interactively output recon files to SARSS2AC/B. SARSS2A Managers can execute the recon process as required for multiple RICs and outputs reports for SARSS2A manager's review, coordination, and corrective action. Output reports for manager review are listed below:

1 = OPEN ON DOC HISTORY CLOSED AT SARSS1
2 = OPEN ON DOC HISTORY NOT ON SARSS1-DIC = A0, AT, AM, AE
3 = OPEN SARSS1 NOT ON ACTIVE DOC HIST
4 = QTY ACTIVE DIFFERENCE BETWEEN SARSS2B AND SARSS1
all = Create ALL Reports (RPT 1, RPT 2, RPT 3, RPT and 4)
p = Print Reports and Send Reports to MBOX
r = Review Results Of Report Processing
q = Return To Previous Menu

6. Manager Review File

SARSS assigns a Manager Code (MGR-CD) and Reason Referred (REA-REF) Code to transactions written to the MRF. The MGR - CD indicates which manager is responsible for processing, fixing, or rejecting these transactions.

MAT	MGR	MAT	MGR	MAT	MGR	MAT	MGR
CAT	CD	CAT	CD	CAT	CD	CAT	CD
B 002	C 003	D 004	E 005
F 006	G 007	H 008	J 010
K 011	L 012	M 013	P 016
Q 017	R 018	S 019	T 020
U 021	X				

The Reason Referred Code is a two-digit alphanumeric code that explains why the transaction was written to the MRF. The MRF holds records that did not process normally and require manager action and should be cleared daily.

Transactions written to this file will remain there until processed by the SARSS2A Managers. SARSS2A Managers will use the SMC - STATISTICS FOR ALL/SELECTED MANAGER CODES <SUMMARY MGR CD> to manage MRF Statistics and Reports. The SMR - STATISTICS ON REA-REF FOR SELECTED MANAGER CODE <SUMMARY MGR

CD AND REASON REFERRED CODE> is used to manage MRF Managers and measure performance.

7. Control Degree Process

The Control Degree Process allows the manager to control stock issue at all or selected supported SARSS1 Sites. Things like Gerber knives, laptops, gortexes, other CIF items, Plasma TV's, and other nice to take home items should be strictly managed. Many of your customers will try to order these nice to have items and never put them on the property book, thus losing visibility and accountability of the item. You may assign Control Degree Codes to certain stock numbers in order to help you and your managers to manage and enforce rules for acquiring these items. Some of the rules enforced can be to designate a stock number that requires local purchase or to limit the stock issue at directly supported SARSS1 Sites. The following codes should be applied:

CONTROL DEGREE CODE 0: REMOVES THE CURRENT CODE (NO CONTROL).

CONTROL DEGREE CODE 1: DO NOT ISSUE BELOW THE REQUISITIONING OBJECTIVE (RO).

CONTROL DEGREE CODE 2: A SARSS1 SITE CAN ISSUE TO REORDER POINT (ROP).

CONTROL DEGREE CODE 3: SARSS1 SITE CAN ISSUE TO SAFETY LEVEL (SL).

CONTROL DEGREE CODE 4: DO NOT ISSUE WITHOUT SARSS2A MANAGER APPROVAL.

CONTROL DEGREE CODE 5: SOURCE OF SUPPLY IS LOCAL PURCHASE.

CONTROL DEGREE CODE 6: DO NOT LOCAL PURCHASE.

8. Overage Reparable Items Listing

The Overage Reparable Items Listing summarizes overaged reparable records on the reparable control file. The manager uses this report with the unit(s) to reconcile delinquent matching transactions (issues and turn-in). Manager will use this report to purge records after research. Some of the transactions edited are as follows:

A5_ - MATERIAL RELEASE ORDER

A6_ - MATERIAL RELEASE DENIAL

D6A- MATERIAL RECEIPT FROM TURN-IN

D6S- MATERIAL RECEIPT FROM WHOLESALE

D4S- MATERIAL RECEIPT FROM PROCUREMENT

D6K-MATERIAL RECEIPT FROM SARSS

After completion of the edit process, the system will attempt to match each issue with a turn-in, based on the stock number, group, and DODAAC to determine the net receipt. The system will search for issue transaction and turn-in match by conducting the following:

- Writing to print for the reparable items matched listings
- Purging input transaction from reparable control file
- Deleting from reparable control file

If no match, the system will write unmatched transactions to the reparable control file and generates the following report listings:

- Reparable Items Matched List
- Overaged Reparable List Unmatched

9. Manage Reparable Process (MREP)

The Manage Reparable Process allows the managers to interactively match or purge Overage Reparables from the SARSS. The SARSS2A Manager will match or purge interactively if items have been approved by the commander's signature or authorized representative. Managers should ensure that this is strictly enforced in order to manage the Army's property. All supporting documentation should also accompany the ORIL before purging from the system.

XIII. WEBSITE RESOURCES

Warrant Officer Recruiting Information – It is very important to keep up with the latest changes to recruiting Warrant Officers. The following websites will help you direct candidates to get information about the Corp. Keep in mind as a leader, you should be looking for that Soldier to replace you.

http://www.usarec.army.mil/hq/warrant/	Warrant Officer Recruiting Command
http://usawocc.army.mil/	Warrant Officer Career Center
http://www.penfed.org/usawoa/index.html	US Army Warrant Officer Association

Logistics Management Tools

http://finglogonline.com/	Finlog
http://www.logtool.net/	Web Base Tools
https://WEBTAADS.belvoir.army.mil/	TDA / MTOE / CTA / JTA
https://aeps.ria.army.mil/aepspublic.cfm	US Material Command
http://www.amc.army.mil	Army Material Command
http://www.gsa.gov	GSA General Services Admin
https://www.ilap.army.mil/	Logistics Information Warehouse
https://www.daas.dla.mil/daashome/	Defense Automatic Addressing System
https://www.logsa.army.mil/	Logistics Support Activity
http://www.dtic.mil/	Defense Technical Information Center
http://www.slamis.army.pentagon.mil	SSN-LIN Automated Management & Integrating
http://wegal.ogden.disa.mil/mrostatus/	J6U MRO Tracking System
http://web1.deskbook.osd.mil/jsp/default.jsp	AT&L Knowledge Sharing System

Equipment

http://peosoldier.army.mil/	Program Executive Office Equipment
http://asc.army.mil/default.cfm	Acquisition Support Center
https://forums.bcks.army.mil/	LOGNet
http://www.forscom.army.mil	Forces Command

Training

http://www.atsc.army.mil/	Army Training Support Center
https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm	Distance Learning
https://www.atrrs.army.mil/atrrscc/	Army Training Requirements & Resources System
http://www.dau.mil/index.asp	Defense Acquisition University

Army National Guard

http://www.arng.army.mil	Federal and State Mission Information
https://gko.ngb.army.mil	Army Guard Information

Army Reserve

http://www.armyreserve.army.mil/arweb/	Army Reserve Organization and Units
http://reims.xotech-llc.com/	Lateral Transfers, Turn In,
http://usarc.intranet	USARC, G4

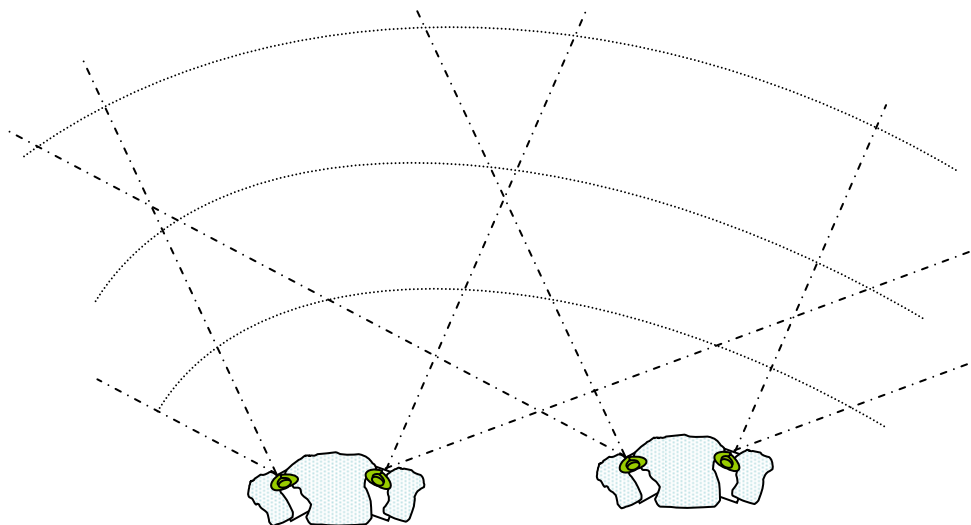
XIV. PUBLICATIONS

- AR 190-11. This deals with security of arms and ammunition, which is a *major* Responsibility.
- AR 190-51. This deals with security of equipment and supplies as well as unit key control
- AR 220-1. This deals with Unit Status Reporting
- AR 700-84 Deals with issue of personnel clothing to Soldiers. It is a must, especially if you are in the USAR or ARNG.
- AR 710-1
- AR 710-2. Deals with inventory and supply management policy. It is often the last word in disputes.
- AR 735-5. Dealing with lost, damage, destroy, and battle loss equipment, which is a constant headache and this regulation is the regulation which covers how to handle these matters.
- CTA 50-909 (Field and Garrison Furnishings and Equipment)
- CTA 50-970 (Expendable/Durable Items)
- CTA 8-100 (Army Medical Department Expendable/Durable Items)
- DA Pam 710-2-1
- DA Pam 710-2-2.
- DA Pam 750-8. This deals with unit equipment maintenance. It also shows you how to set up a unit equipment maintenance program and manage it. Your unit level maintenance lives and dies by this Pam!
- SARSS EUM- AD5M 18 L1Y AJT ZZZ EM
- SARSS UM- AD5M 18 L1Y AJT ZZZ UM
- DLA Handbook
- ILAP Reference Guide

XV. SUMMARY

In Summary, Use the fighting position analogy:

- Begin with a hasty if there is little time for preparation.
- Dig armpit deep with your analysis for added preparation and success.
- Don't forget your grenade sumps (backup plans for unexpected issues).
- Ensure you have some good field-grade top cover.
- Ensure your sector interlocks fire with the other staff Officers in your unit's perimeter.
- Prepare and engage the fifty-meter targets first and work your way beyond.
- Fire to the oblique in support of your command when your unit really needs something but the system hinders.
- Trust your senior level Warrant Officers as good sector stakes to help you control your direction of fire.
- Ensure your senior NCO is on the other side of your foxhole, covering your flank.
- Strategically Place your Crew served weapons (Trained Soldiers) and your Claymores (Soldier and Equipment Readiness).



**Survival Guide
For
The New QM Warrant Officer One
(WO1)
Supply System Technician**



“YOUR FIRST 90 DAYS”

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