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Pamphlet 700-142

Logistics

Instructions for Materiel Release, Fielding, and Transfer

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SUMMARY of CHANGE

DA PAM 700-142

Instructions for Materiel Release, Fielding, and Transfer

This revision--

- o Updates materiel release and total package fielding procedures based on policy changes in AR 700-142, Materiel Release, Fielding, and Transfer (throughout).
- o Updates organizational names (throughout).
- o Updates procedures for materiel release (para 2-4).
- o Updates information on explosive ordnance disposal (para 2-8).
- o Provides new guidance on independent evaluations (para 2-6), transportability (para 2-7), test measurement and diagnostic devices (para 2-8), readiness for issue certification (para 2-9), and follow-on conditional releases (para 2-10).
- o Adds guidance on displaced equipment fielding (para 4-5).
- o Updates list of Army-wide total package fielding offices (fig 3-1).
- o Updates instructions for the total package fielding customer documentation package (app F).

Logistics

Instructions for Materiel Release, Fielding, and Transfer

By order of the Secretary of the Army:

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used to carry out the policies and procedures of the Army's materiel release, fielding, and transfer processes.

Applicability. This pamphlet applies to the Active Army (AA), the Army element of the Special Operations Command (SOCOM), the Army National Guard (ARNG) and the U.S. Army Reserve (USAR). It applies to all Army personnel involved in materiel acquisition, materiel release, and the fielding and transfer of new, modified, or displaced materiel systems developed, acquired, or used by the Army.

Proponent and exception authority. The proponent of this pamphlet is the Assistant Secretary of the Army (Acquisition, Logistics, and Technology (ASA(ALT))), SAAL-ZL. ASA(ALT) has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. ASA(ALT) may

delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or civilian equivalent.

Suggested improvements. Users are invited to submit comments and suggested improvements to this regulation. Internet users may submit their comments and suggested improvements through the link to the electronic DA Form 2028 (Recommended Changes to Publications and Blank Forms) found within the individual Deputy Chief of Staff, G-4 regulation and pamphlet. Anyone without Internet access should submit their comments and suggested improvements on a DA Form 2028 directly to Deputy Assistant Secretary of the Army (Integrated Logistics Support), ATTN: SAAL-ZL, 103 Army Pentagon, Washington, DC 20310-0103.

Distribution. This publication is available in electronic media only and is intended for command levels D and E for the Active Army, the Army National Guard, and the U.S. Army Reserve.

History. This publication is a major revision.

Summary. This pamphlet explains the policies and procedures set forth in AR 700-142. It contains instructions, formats, reporting requirements, and schedules

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*This pamphlet supersedes DA Pam 700-142, 15 January 1998, and rescinds DA Form 5385-R, November 1987, and DA Form 5385-1-R, November 1987.

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Chapter 1 Introduction

1-1. Purpose

This pamphlet provides procedures based on policy set forth in AR 700-142. It contains instructions, formats, reporting requirements, and schedules used to carry out the policies and procedures of the Army's materiel release, fielding, and transfer processes. This information is intended to assure the necessary coordination for, and documentation of, the orderly and effective deployment and redeployment of Army equipment, including all necessary logistics support requirements. All forms, reports, and coordination included in this pamphlet may be electronically produced and distributed to reduce cycle times and costs.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this pamphlet are explained in the glossary.

1-4. Applicability

The guidance and procedures in this pamphlet apply to all materiel developed, acquired, used, and/or managed by the Army as defined in AR 700-142, paragraph 1-5.

Chapter 2 Materiel Release for Issue

2-1. General

This chapter outlines procedures used in the Army's management of the materiel release for issue process.

2-2. Materiel release applicability

Materiel release (MR) is the process by which a materiel system is released from the materiel developer to the user within the Army supply system. Materiel release applies to the materiel described in AR 700-142, paragraph 1-5.

2-3. Prerequisites for materiel release

The prerequisites for a materiel release are listed in AR 700-142, paragraph 3-5.

2-4. Procedures for materiel release

a. Materiel release approvals in accordance with AR 700-142, paragraph 2-9 and 3-3*a*. The types of and criteria for materiel release are listed in paragraph 3-7 of AR 700-142.

b. Materiel release packages. The MR packages for developmental systems should be initiated no later than 180 days (continental United States (CONUS)) or 270 days (outside the continental United States OCONUS)) before the scheduled first unit equipped date (FUED) or handoff date, so that approval is secured by 30 days (CONUS) or 120 days (OCONUS) prior to FUED. For commercial and non-developmental items (C/NDI), the MR request will be initiated no later than 120 days (CONUS) or 210 days (OCONUS) before FUED or handoff so that approval can be obtained 30 days (CONUS) or 120 days (OCONUS) prior to FUED.

c. Materiel release and integrated product teams (IPT). In order to assure that the prerequisites for materiel release have been met, the materiel developer (MATDEV) will coordinate with and include in the integrated product team effort, the supporting command (that is, the Army Materiel Command (AMC) major subordinate command (MSC)) for system sustainment and national maintenance control point support who will:

(1) Use the Material Release Report screen (replaced DA Form 5385) to begin forecasting each approaching MR using the Materiel Release Tracking System (MRTS) at <http://aeprs.ria.army.mil> in accordance with paragraph 3-8 of AR 700-142. The system will be listed on the forecast using the national stock number (NSN), official nomenclature, and model number.

(2) Provide a materiel release get-well plan for every system requiring a conditional release. Figure 2-1 gives an outline relating the MR process to the acquisition process. Issues in the get-well plan will be categorized on the basis of the following:

- (a) Category 1: Safety (major mission impact)
- (b) Category 2: Funding (minor mission impact)
- (c) Category 3: Readiness (any issue negatively affecting readiness).
- (d) Category 4: Performance (any issue negatively affecting performance).

(e) Category 5: Supportability (any issue negatively affecting supportability, that is, spares not located at prescribed levels; less than 90 percent NSN assignment; interim contractor support (ICS)).

(f) Category 6: Other

(3) Upon approval from the materiel release review board (MRRB), notify the user MACOM and other affected program participants whenever the get-well plans are revised, and post changes to the MRTS. The MATDEV must demonstrate to the MRRB that all issues were clearly articulated to the GC prior to formal MRRB notification.

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- Step 1** Eighteen months before FUED—MATDEV/PM identifies a new system fielding to AMC MSC. The MR coordinator gives MR process briefing to PM and begins forecasting the release.
 - Step 2** Nine months before FUED—MATDEV/PM establishes a sub IPT with the MSC MR coordinator as a member. The sub IPT defines objectives, assigns responsibilities, establishes timelines to support the MRRB, and seeks timely resolution of MR issues.
 - Step 3** Six months before FUED—Identify full, conditional, or training release and any issues to be resolved to attain the planned type of release. Make data call to inside and outside agencies to fulfill MR prerequisites. Prepare get-well plans if release is conditional, and request user acceptance and urgency of need statement from gaining MACOM. Prepare the summary portion of MR request package. (Note that OCONUS times should be longer than CONUS times, as shown in para 2–4b of DA Pam 700-142.)
 - Step 4** Two months before FUED—Send MR request to MR coordinator for review and scheduling of the MRRB.
 - Step 5** Fifty-five days before FUED—MR request is provided to MRRB members for evaluation. IPT meets weekly and documents evaluation of each MRRB member.
 - Step 6** Forty days before FUED—MRRB decisions are consolidated, and MRRB recommendation is processed. Resolution of any mistakes or misunderstandings.
 - Step 7** Thirty days before FUED—MSC commander provides approval.

Figure 2–1. Materiel release in the acquisition process

2–5. Materiel release review boards

a. The materiel release review board (MRRB) for all systems will be chaired by the commander of the supporting command (usually U.S. Army Materiel Command (AMC) (MSC)) or his or her designee. The MSC commander will develop an MRRB that fits the organizational structure. At a minimum, members will include senior-level representatives from logistics, quality, engineering, software, and safety. In addition, any other functional or support office, as determined by the MRRB chairman, such as the independent evaluator (the U.S. Army Test and Evaluation Command, (ATEC)), the Surface Deployment and Distribution Command (SDDC), U.S. Army Test Measurement and Diagnostic Equipment (TMDE) Activity (USATA), and the Combat Developer (CBTDEV), should be invited to participate, if required.

b. The MRRB is to ensure that all prerequisites for the type of MR requested have been met and certified before release approval. Before either a correspondence MRRB or an MRRB meeting, much prior coordination takes place. A pre-MRRB data call assures that all the needed documentation is completed. The MR coordinator will be a part of the appropriate IPT as early as necessary (that is, between milestone B and C) to ensure the planning, scheduling, and coordination of MR actions are an integral part of the program. Pre-MRRB activities can include:

(1) Providing information briefings on the materiel release process and a materiel release checklist, to assure all team members and outside players in the process are aware of the materiel release schedule and requirements.

(2) A data call to ensure that all certifications and support statements relative to type classification clearly state whether or not they will remain valid for the subsequent materiel release action.

(3) Early notification to those organizations (SDDC, Assistant Secretary of the Army (Acquisition, Logistics, and Technology) (ASA(ALT)), U.S. Training and Doctrine Command (TRADOC), CBTDEV, gaining MACOM, USATA, Army Test and Evaluation Command (ATEC), and so forth) that provide supporting documentation for MR, to give them adequate notice and time to perform their functions.

2-6. Procedures for independent evaluations

Listed below are the procedures for independent evaluation for first time procurements, and by joint agreement between the independent evaluator and the developing major subordinate command project manager (MSC/PM), for non-developmental items to be procured from a new producer initially procured from a different manufacturer.

a. The MSC or MATDEV will provide the information to ATEC regarding the program and schedule as early in the life cycle as possible (prior to milestone C) so that a system evaluation plan can be formulated and testing resources obligated. Once requirements are finalized, the fielding MATDEV will formulate an integrated product team (IPT) to coordinate test and evaluation activities in support of the production decision and materiel release. Prior to materiel release, the fielding MATDEV will send a memorandum to ATEC requesting a system evaluation report (SER) or system assessment (SA).

(1) ATEC will prepare an SER or SA, and supporting safety confirmation, to document evaluation results. The SER or SA will be provided with a memorandum that will present a position relative to the proposed materiel release and list the factors, if any, that would prevent a full release. The SER or SA will address the effectiveness, suitability and survivability of the system to include the following factors:

(a) The ability of the system, when fielded, to fulfill the requirements as stated in the approved requirements document and specification, from the standpoint of—

1. The performance of the system.
2. The reliability, availability, and maintainability of the system.
3. The logistics supportability aspects of the system, as exhibited by the system support package.
4. The adequacy of the system software.
5. The adequacy of the human factors engineering design and MANPRINT issues of the system.
6. The adequacy of system interoperability within the intended concept of operation.

(b) The degree to which the system complies with special directions or requirements (if any) issued by the decision review body at milestone C.

(c) The sufficiency of corrections to previously disclosed deficiencies, shortcomings, and problem areas.

(d) The safety assessment of the system's operating and maintenance procedures.

(2) The MSC/MATDEV will establish a date for receipt of the SER in coordination with ATEC.

(3) The following information is furnished to ATEC by the MSC/MATDEV as it becomes available prior to the materiel release action:

(a) Description of hardware/software design changes effected subsequent to the SER.

(b) Results of all contractor or government production systems-level testing not conducted by ATEC.

(c) Results of the milestone C production decision review.

(d) Approved system requirements documents (for example, initial capabilities document (ICD) or capability development document (CDD)).

(e) System level specifications used in contracts and approved changes to them that cover system-level testing.

(f) System supportability strategy (formerly integrated logistics support plan).

(4) Prior to the release action, the MSC/MATDEV will provide a written statement to ATEC attesting that all critical or major test incidents during Government or first-article testing have been resolved, or provisions have been made for their resolution.

b. ASA(ALT) (SAAL-ZL) will prepare an independent logistician assessment as soon as the MATDEV provides information on the program and schedule as early in the life cycle as possible. ASA(ALT) will be a member of the program IPT. The assessment will include an analysis of how the program supports the 10 ILS elements as outlined in AR 700-127 as well as the adequacy of the supportability strategy and the completeness of the logistics demonstration. For programs applying for a conditional release, the independent logistician assessment will validate each condition of the get-well plan and may make adjustments as necessary.

c. Explosive ordnance disposal: A statement of supportability for explosive ordnance disposal (EOD) procedures, publications, tools, and equipment, or a statement of non-applicability, from the AMC EOD Officer. This statement will verify that the final render safe procedures and disposal procedures will be available to field Army EOD units at least 30 days prior to materiel release and the class V item is fully supportable by EOD (that it includes an approved and updated EOD support plan, validated and verified; tested EOD procedures; EOD publications; necessary EOD tools

and equipment; and requisite training aids and items for Army EOD and Joint Service EOD schools). Joint mission items require that a joint TM 60-series EOD publication be distributed 30 days prior to release to non-Army and/or other services.

2-7. Transportability

A statement of transportability approval is a prerequisite to materiel release (see AR 700-142 para 3-5b(11)). The statements from SDDC Transportation Engineering Activity are for all modes of movement specified in the requirements document (AR 70-47, para 1-4e) for any equipment that meets the definition of a transportation problem item:

- a. The item is wheeled or tracked.
- b. The item overloads a designated transport medium.
- c. The item requires special handling or specialized loading procedures.
- d. The item has inadequate ramp clearance for ramp inclines of 15 percent.
- e. The item contains hazardous materiel.
- f. The item exceeds any of the following conditions:
 - (1) Length of 20 feet or 6.100 meters.
 - (2) Width of 8 feet or 2.438 meters.
 - (3) Height of 8 feet or 2.438 meters.
 - (4) Weight of 10,000 pounds or 4,535 kilograms.
 - (5) Weight per linear foot of 1,600 pounds or 726 kilograms.
 - (6) Floor contact pressure of 50 pounds per square inch (344.75 kPa).
 - (7) Maximum axle load (pneumatic tires) of 5000 pounds or 2268 kg.
 - (8) Maximum wheel load (pneumatic tires) of 2,500 pounds or 1,134 kg.
 - (9) Tire pressure of 90 psi (620.55 kPa), based on air transport limits given by MIL-HDBK-1791.

2-8. Explosive ordnance disposal

- a. A statement of supportability from the AMC EOD officer is required if the following items are involved:
 - (1) Small arms ammunition up to 20mm with or without explosive projectiles, depleted uranium penetrators, classified components, trainers and non-lethal munitions.
 - (2) Ammunition 20mm and larger; including artillery, missiles and rockets, recoilless rifle systems and rounds, demolition items, firing devices, signals, pyrotechnic devices, dropped, propelled, or thrown munitions, dispensers, clusters, launchers, explosive armor tiles, mines, scatterable munitions, channeling munitions, grenades, smoke generating ordnance items, components (classified or not) for munitions and explosive devices, fuzes, trainers, and non-lethal munitions.
 - (3) Army vehicles and systems with integral explosive components (for example, explosively activated ejection seats/cabins, explosively formed barrier shields, integral reactive armor, cutters, disrupters, and their components).
- b. The accomplishment and/or the availability of the following items are required to obtain a supportability statement from the AMC EOD staff officer:
 - (1) Validated and verified render-safe and disposal procedures and publications for the items involved will be available to Army EOD units at least 30 days prior to materiel release.
 - (2) Tools and equipment are on hand or will be fielded 30 days prior to materiel release to support the new items.
 - (3) Training aids and items to be fielded to the EOD units and EOD schools 30 days prior to materiel release to support the new items.
 - (4) Submission of the EOD publication and supporting data package to the U.S. Naval EOD Technology Division by the TACOM-ARDEC EOD Technology Division 90 days prior to the materiel release.
- c. See 2-10f, below, for coordination with the AMC EOD office.

2-9. Test measurement and diagnostic equipment (TMDE) and automatic test equipment (ATE)

- a. A statement of TMDE/ATE supportability is a prerequisite for materiel release (see AR 700-142, para 3-5a(5)). The TMDE supportability statement is provided by USATA for every system requiring materiel release. If the system requires no TMDE or ATE, USATA will provide a non-applicability statement.
- b. Coordination with USATA should begin as early as possible and include the following information:
 - (1) The supportability strategy (formerly known as the integrated logistics support plan (ILSP)).
 - (2) A complete listing of proposed TMDE and ATE.
 - (3) A DA Form 3758 (Calibration Repair Requirements Worksheet) for each item of TMDE and ATE, in accordance with AR 750-43, Army Test Measurement and Diagnostic Equipment Program.

2-10. Procedures for readiness for issue certification

An abbreviated materiel release action, readiness for issue certification (RFIC), can be used for items that will have follow-on releases of ammunition and small arms that undergo continuous testing in their production environment.

Matériel systems that are unchanged since the last full matériel release, with no degradation in performance, logistics support, quality, and safety, and that are produced by the same manufacturer may also use RFIC, provided that all the requirements below are met. Otherwise, a full matériel release process must be used.

a. Availability of matériel—the proponent must present evidence of availability of matériel. A minimum of three lots must be available for release. (Fewer than three lots can be released at the discretion of the MRRB chairman). The following documents are acceptable as evidence of availability of matériel:

- (1) Signed DD 250s (Material Inspection and Receiving Report).
- (2) A statement from the contracting officer or system item manager attesting to the availability of matériel.

b. Design activity certification—the proponent must present certification from the appropriate supporting design activity that the following statements are true:

(1) The item to be released does not represent a new design (in the event that items are procured using a performance specification). Otherwise, the RFIC procedure will not apply.

(2) There are no changes affecting form, fit, or function of the items since the last full matériel release.

(3) The design activity concurs with the RFIC action.

c. Safety certification—the proponent must obtain a safety certification from the supporting safety office that certifies the following:

(1) There are no safety issues associated with the item being released in its operational system configuration.

(2) New final hazard classifications have been obtained (in the event that items get broken out into sub-components).

(3) A new Army fuze safety review board certification is not required (in the event that items are procured using a performance specification).

(4) The safety office concurs with the RFIC action.

d. Configuration and reliability, availability, and maintainability (RAM) certification—the proponent must obtain a configuration and RAM certification from the supporting quality/system manager that certifies the following:

(1) There are no unresolved quality issues or deficiencies affecting the matériel release.

(2) Adequate test and evaluation was conducted and no deficiencies or shortcomings were identified in the process. The lots passed first article and lot acceptance testing. RAM requirements were met.

(3) The quality engineering office concurs with the RFIC action.

(4) The stockpile surveillance plans are adequate and in place, if applicable.

e. Logistics support certification—the proponent must obtain a logistics support certification from the supporting logistics support office that certifies the following:

(1) Required support equipment, including spare and repair parts, technical manuals and other publications, are either available and current within the wholesale supply system or will be available with the fielding of the item.

(2) There are no issues affecting integrated logistics support elements.

(3) There are no malfunction investigation files pertaining to the item being released.

(4) The logistics support office concurs with the RFIC action.

(5) Coordination and approval of the host nation are as required.

f. Explosive ordnance disposal (EOD) certification—the proponent must obtain an EOD certification from the supporting EOD office (AMSTA–AR–FSX, Building 91N, Picatinny Arsenal NJ 07806–5000. E-mail: amsta-ar-fsx@pica.army.mil. DSN 880–3868) at TACOM–ARDEC. The EOD office will certify the following:

(1) Required updates to EOD TM 60 series publications have been prepared and submitted to the Joint Service EOD Publications Activity (U.S. Naval EOD Technology Division, Indianhead, MD) for incorporation into the EOD TM 60 series publications.

(2) EOD tools and equipment are either available or will be available with the fielding of the item.

(3) There are no issues affecting the EOD supportability of the item.

(4) The TACOM–ARDEC EOD office concurs with the RFIC action.

g. Environmental supportability certification—the proponent must obtain an environmental supportability certification from the supporting environmental office. It must certify the following:

(1) There are no outstanding environmental concerns since the last full matériel release.

(2) All environmental documentation has been prepared and approved, in accordance with AR 200–1 and AR 200–2.

(3) The environmental office concurs with the RFIC action.

2–11. Procedures for follow-on conditional releases

An abbreviated MR process will be used for follow-on conditional releases that occur when there is an increase in quantity, a change in location, or application. It will use a “delta” supporting data package (SDP). The delta SDP requires:

a. The initial release approval memorandum.

- b.* Status of each issue on the materiel release get-well plan.
- c.* A user MACOM urgency of need and acceptance of conditions statement, signed by or for a general officer or designated representative.
- d.* Any available updated ATEC independent evaluation and HQDA independent logistician status on supportability issues.
- e.* Any updated MRRB recommendations.

Chapter 3 Materiel Fielding

Section I Introduction to Materiel Fielding

3–1. General

This section explains policies, outlines procedures, and gives instructions for the fielding of Army materiel systems. The fielding process officially begins with a materiel fielding memorandum of notification (MON) from a materiel developer (hereafter referred to as the fielding command (FC)) to a gaining MACOM, field operating agency, or to another Service, Federal agency, or a foreign government (hereafter referred to as a gaining command (GC)). The MATDEV, Army commodity commands, the Defense Logistics Agency (DLA), the General Services Agency (GSA), and other Armed Services and Federal agencies that provide materiel support but are not the fielding command, are hereafter referred to as supporting commands (SC).

3–2. Objectives

- The objectives of the fielding process are to ensure that the fielding, gaining, and supporting commands will—
- a.* Have sufficient time and advance information to plan, program, and budget for the necessary materiel, personnel, skills, and facilities to properly receive, use, maintain, and support new Army systems.
 - b.* Have sufficient time and advance information to plan, program for, transfer, and support displaced Army systems remaining in service with the United States or its allies.
 - c.* Provide, receive, and deploy materiel systems that are fully operational and supportable in the military environment.
 - d.* Encourage the use of electronic documents and signatures for staffing and acceptance of various materiel release and fielding information.
 - e.* Document all necessary information into the Materiel Release Tracking System (MRTS) in accordance with paragraphs 3-6*b-d*, 3-6*f*, 3-8*a*, and 3-8*b* and in the Total Army Fielding System (TAFS) in accordance with AR 700–142, paragraphs 2-12*c*, 2-13*s*, 4-4*a*, 4-12*b*, and 4-13*a*.

3–3. Materiel fielding plans

a. Description. The materiel fielding plan (MFP) serves as the single stand-alone document containing the detailed plans and actions the fielding and gaining commands will accomplish to successfully field and deploy a materiel system with training and personnel as an objective. The MFP will also address any system or materiel it replaces and describe how it will be transferred or retrograded. Much data in the MFP originates in other source documents, program documents, and the supportability strategy (SS, formerly called the ILSP). The MFP requires the most recent, complete, and accurate information concerning the system fielding. The materiel fielding agreement (MFA) and subsequent agreements from fielding coordination meetings will be appended to the MFP to keep it current and complete. The MFP will have an executive summary and at least nine sections, as listed below, and it will be prepared in accordance with the instructions and format in appendix E.

(1) Section 1, introduction, states the purpose of the document and lists the data sources and agreements relating to the system and the fielding.

(2) Section 2, system description, describes the physical and functional configuration of the system and all associated support, operational, and transport equipment for the system; it also describes the category of total package fielding and level of system complexity.

(3) Section 3, fielding and logistics support procedures, describes the logistics support and services the fielding command will provide before, during, and after handoff, including any new equipment training (NET). This section includes command and control procedures, available logistics assistance, depot support, contractor support, and coordination for defects, problems, and retrograde of replaced materiel. It includes the latest deployment schedules by unit, location, date, and quantity. (Classified information will be included in a separate classified annex.) Identification of fielding and gaining commands responsibilities for de-processing, inventory and handoff; the scope and duration of the services to be provided by fielding command before, during, and after fielding to ensure user satisfaction; and the

identification of requirements (facilities, personnel, transportation) and services the gaining command will be required to provide to accomplish de-processing, inventory, and handoff are all included in this section. When needed, a materiel fielding team (MFT) will be provided with each fielding, with a clear description of the scope of MFT assistance the team will provide.

(4) Section 4, system support details, has a minimum of 11 paragraphs that address the following:

(a) Maintenance plan. A description of the system's maintenance concept and support structure.

(b) Warranties. A description of applicable contractor warranties that includes the limitations, procedures, and responsibilities of contractors, mission assignees, and using commands. Warranty start and stop period is defined in detail for each GC. (Warranty claim actions are explained in DA Pam 738-750 and DA Pam 738-751, para 3-8c.)

(c) Support equipment and TMDE. A detailed description of the procedures to be used to arrange, coordinate, supervise, and control system support before, during, and after deployment. (Applicable project codes and their purpose are included. The final draft MFP identifies the project codes to be used for fielding.)

(d) Supply support. A transition plan for those systems fielded with an interim support measure instead of Army organic support. (These plans contain sufficient detail to provide for a smooth transition to Army organic support or life-cycle contractor support (LCCS).)

(e) Transportation and transportability. A detailed description of procedures and guidelines to be observed when transporting systems by the various modes.

(f) Packaging, handling, and storage. A detailed description of the procedures used for fielding to Army pre-positioned stocks (APS), to include de-processing actions, identification of handoff sites, and identification of the APS caretaker stocks the gaining unit will need to have on hand.

(g) Technical documentation (including security classification guides). A listing of all applicable publications (in DA Form 12-series and block detail) and items the fielding command plans to requisition for the gaining command as part of the TPF starter set of publications. A list of hazardous materials and equipment that are involved in the operation, maintenance, and disposal of the system and support equipment; items are identified by NSN and hazardous characteristic code (HCC). (See TM 38-410 for HCC definition and AR 700-141 for HCC assignment procedures.)

(h) Facilities. A detailed description of facilities required to operate, maintain, store, and train systems.

(i) Manpower and personnel. A detailed description of the resource impact on the gaining command in terms of additional manpower and MANPRINT (AR 601-2), facilities, and support costs for the new system.

(j) Training and training equipment, devices, and aids (to include institutional, unit, simulation, computer-based and distance learning and new equipment training).

(k) Computer resources and system software support. (When automated test equipment (ATE) is required for system support, the status of software development, the number of test program sets (TPS) required and their availability dates, and the projected ATE workload are provided.)

(l) Support requirements and initial sustainment funding. (First-year initial funding estimates will be provided to identify systems sustainment funding requirements needed by the GC to compute budget submissions. Support costs must include the cost to operate, maintain the system, and dispose of hazardous materiel and waste associated with the system.)

(m) Interoperability. A discussion of the description of the system interoperability and constraints that includes the standardization and interoperability initiatives of the materiel release program.

(5) Section 5, readiness reporting requirements, has provisions for operational phase data feedback on deployment effectiveness and system operation and support deficiencies.

(6) Section 6, sample data collection, in accordance with AR 750-1

(7) Section 7, support required from the gaining MACOM(s), is a listing of all items and publications the gaining command will be required to provide. It is the current mission support plan (MSP) provided by the gaining command.

(8) Section 8, summary, includes detailed milestones to be accomplished by the fielding, gaining, and support commands. (See appendix D.) The milestones will cover the period before, during, and after the system fielding. Ensure the milestones include the materiel requirements coordination meeting, and the joint supportability assessments (JSA) within the fielding and gaining command DA Form 5681 (Coordination Checklist and Report).

(9) Section 9, appendixes, both required and optional, include plans and agreements on which the fielding is based.

b. Procedures. The following general procedures and instructions will be used in preparing and coordinating MFPs:

(1) The FC prepares and coordinates MFPs to a GC via a memorandum of notification (MON), for the first-time fielding of a system with a support impact. A system with little or no support impact may only require a MON. A MON or other accompanying document (that is, fielding circular or fielding bulletin) will address all areas required in a normal MFP, but in a much more abbreviated form and will include enough information to allow the GC to plan, budget, and execute the fielding of the system.

(2) Either a separate MFP will be prepared for each GC, or the FC will have separate appendixes that tailor the MFP to each GC. Initial fielding to the trainer or to Army pre-positioned stocks (APS) requires a separate MFP or an appendix tailoring the basic MFP.

(3) The draft MFP is provided by the FC at least 240 days prior to the production contract award for developmental

systems and 170 days or sooner, if possible, for commercial and non-developmental items (C/NDI). (See appendix D for the applicable milestones to help plan the fielding of Army systems.) The milestones proposed, adjusted, and agreed to in the MFP/MFA should be realistic and attainable. The milestones in appendix D are provided to help plan major steps in the process to assure successful fielding. Deviations from these milestones are acceptable as long as they are coordinated and agreed to by the FC and GC.

(4) Distribution of MFPs will be in accordance with table E-1 and the needs of the GC.

(5) The MFP will be finalized, and a signed MFA will be obtained as part of materiel release certification. Changes to the final draft MFP can be provided as change pages.

(6) Fielding of multi-service systems will require the MFP to be appended to the joint supportability strategy (JSS) (formerly called the joint ILSP).

(7) The MFP will provide information on security classification guides, and the information, physical, and operational security requirements of all items in the fielding effort.

(8) Appendix E contains detailed instructions for preparing MFPs.

c. The modification work order fielding plan (MWOFP). The MWOFP is the authorized document to develop a mutual agreement between the sponsoring command and using MACOMs for application of Department of the Army modification work orders (DAMWO) to fielded equipment (AR 750-10). If not previously completed, finalization of the MWOFP and modification work order (MWO) fielding agreement for application of a DAMWO will be attempted during the annual MWO workshop. The workshop is normally conducted the summer before the fiscal year in which the DAMWO becomes effective. The MWOFP will include all MWOs needed to upgrade the system, while attempting to minimize the downtime of each system. The negotiation of the MWOFP will not change the sponsoring command's responsibility for application of the MWO kits. The sponsoring command will provide for the applications of the MWOs, as agreed to in the MWOFP. Negotiation with the gaining MACOM will determine the extent of GC assistance.

3-4. Materiel fielding teams

a. Requirement for a materiel fielding team (MFT). The MFP and MFA will clearly identify any need for a MFT, and they will clearly describe the scope of the assistance to be provided by the MFT. The MFT will not perform GC functions, but will help to ensure an efficient and effective fielding operation. The makeup of the MFT is determined by the complexity of the system being fielded, by an assessment of the facilities to be used for the de-processing and handoff, and by the amount of assistance to be provided by the GC. The MFT will be involved in the materiel requirements list (MRL) coordination.

b. Functions of the MFT. As part of the MFP and MFA, the FC will coordinate and negotiate with all participants, including the GC, DLA, supporting command (SC), and contractors to ensure the skilled personnel, facilities, and materiel needed for consolidation, shipment, de-processing, inventory, handoff, and new equipment training (NET) are provided as planned for in the MFP and MFA. The MFTs functions will, as a minimum, include—

(1) De-processing and assembly needed to put all equipment in an operational condition.

(2) Complete operational check-out prior to handoff or NET.

(3) Joint inventory with the gaining units' property book officer (PBO).

(4) Providing a complete automated customer documentation package based upon information annotated in the materiel requirements list (para 3-6), including processing instructions and, in some cases, delivery of the documentation to the servicing supply support activity (SSA) and the gaining PBO.

(5) Appropriate processing of discrepancy reports, maintenance requests, warranty forms, quality deficiency reports, and equipment improvement recommendations.

(6) Preparation and submission of materiel fielding team after action reports.

c. The MFT after action report. The MFT will document all problems, shortages, and deficiencies encountered during the fielding operation to each unit. The MFT chief will submit a materiel fielding team after action report on DA Form 5680 (Materiel Fielding Team After Action Report) and provide it to the gaining unit within 30 days after completion of the fielding (handoff of the materiel to the gaining unit) and post it to the Total Army Fielding System (TAFS) Web site at <http://aeps.ria.army.mil>. When that is done, tpf@hqda.army.mil and amxls-ai@logsa.army.mil will be notified that a new report has been posted. DA Form 5680 or an electronic equivalent will be used.

d. Fielding to APS locations. The fielding to APS requiring a MFT will be accomplished at the APS location if practical. The fielding command will be responsible for de-processing at APS sites unless otherwise negotiated. Fielding of APS conducted at AMC staging sites will use de-processing by the staging site personnel when practical.

e. Contractor support. Contractor support of initial fielding (CSIF) operations under Army leadership or supervision, whether complete or partial, is an acceptable alternative to a fielding command MFT. However, the FC is responsible for ensuring that all assistance and support agreed to in the MFP and MFA is provided. The FC will coordinate and get approval for contractor personnel to work fielding actions in OCONUS areas through the host nation under Status of Forces Agreements (SOFAs).

Section II

Total Package Fielding

3–5. The total package fielding process

Total package fielding (TPF) is the Army's standard materiel fielding process designed to provide Army materiel systems to the using units as a coordinated package of end items, support items and technical documentation. This process has the fielding command, rather than the gaining command, budget for and order the new system and most of its initial issue support. The actions needed to accomplish TPF will vary based on the system complexity and the TPF category of fielding. A materiel fielding process checklist is provided in appendix C to help ensure thorough coordination. The MATDEVs maintain a TPF Web page containing the latest MON, MFP, fielding schedules, project codes, and other data needed to keep their customers informed. Each of the TPF Web pages can be accessed through the Army Electronic Product Support (AEPS) Web page at <http://aeprs.ria.army.mil>. The Army has a network of TPF support offices serving the PEO/PM and GC to help coordinate the TPF process. A list of these offices is provided in figure 3–1 and will be listed on the TPF Web site. The Web pages and TPF support offices are intended to keep everyone in the TPF process informed and coordinated.

Headquarters, Department of Army (HQDA)

U.S. Army TPF Policy Proponent
ATTN: SAAL-ZL, 500 Army Pentagon, Washington, DC 20310-0500
DSN 664-7450 Comm (703) 604-7450

Headquarters, U.S. Army Materiel Command (AMC)

USAMC TPF Program Manager
HQ AMC ATTN: AMCLG-LL, 5001 Eisenhower Ave. Alexandria, VA 22333-0001
DSN 767-5547 Comm (703) 617-5547

Headquarters, U.S. Army Training and Doctrine Command (TRADOC)

ATTN: ATBO-HS, 5 Northgate Rd, Suite 3C Ft. Monroe, VA 23651-1048
DSN 680-5163 Comm (757) 788-5163 Fax 5305

Headquarters, U. S. Army Forces Command

HQ FORSCOM, ATTN: AFLG-LER 1777 Hardee Ave, Ft. McPherson, GA 30330-1062
Chief Logistics Readiness Division DSN 367-6785 Comm (404) 464-6785
Branch Chief High Tech (AMCOM/CECOM) DSN 367-7255 Comm (404) 464-7255
Equipment Branch Chief (TACOM/SBCCOM) DSN 367-6773 Comm (404) 464-6773

Headquarters, U.S. Army Europe and Seventh Army

CDR USAREUR & 7A, ATTN: AEAGC-FMD-DE
Unit 29351, APO AE 09014
DSN 370-7331/6900 Comm 011-49-6221-577331/576900
DSN 370-7331/6900 Fax DSN 370-6603
DSN 370-7331/6900 Fax Comm 011-49-6221-576603

Headquarters, Eighth U.S. Army

CDR EUSA, ACofS G4, ATTN: EAGD-SO-MI
Unit 15236, APO AP 96205-0009
TACOM Items and SBCCOM (Chemical Defense Items)
DSN 315/723-4405 Comm 011-82-2-7913-4405 Fax 4436
AMCOM Items and SBCCOM (Troop Support Items)
DSN 315/723-4400 Comm 011-82-2-7913-4400
CECOM Items and TMDE Items
DSN 315/723-4401 Comm 011-82-2-7913-4401

U.S. Special Operations Command

CDR, USASOC, ATTN: AOFD-CD-F, Bldg E2929, Ft. Bragg, NC 28310
DSN 239-6144 Comm (910) 432-6144 Fax 1616

Headquarters, U. S. Army Pacific (USARPAC)

CDR, USARPAC, ATTN: APLG-MMS, Bldg T-101, Room 1106, Fort Shafter, HI 96858-5100
Fielding Team Leader (for all fieldings) DSN 315 438-8626 Comm (808) Fax 3763 or 1120
AMCOM, SBCCOM, STRICOM, TACOM-RI Items (CSS & Soldier Spt, Aviation and Weapons)
DSN 315 438-0870 Comm (808) Fax 3763 or 1120
TACOM Items, CE/MHE Items, Tactical, Construction, Engineer & Water Systems
DSN 315 438-8635 Comm (808) Fax 3763 or 1120
CECOM Items, Comm, Electronic, Radar, C4ISR
Ms. Maricela Olivio DSN 315 438-8624 Comm (808) 438-8624 FAX 3763 or 1120

Figure 3-1. U.S. Army total package fielding offices

U.S. Army Reserve Command

CDR USARC, ATTN: AFRC-FDO-S, 1401 Deshler St. SW, Fort McPherson, GA 30330-2000
DSN 367-8660/ 367-8664 Comm (404) 464-8068 Fax 8706

U.S. Army National Guard

National Guard Readiness Center, ATTN: NGB-ARL, NGB-ARF, and NGB-AIS,
111 George Mason Drive, Arlington, VA 22204-1382
NGB-ARL (703) 607-7401 NGB-ARF (703) 607-7842 NGB-AIS (703) 607-7674
Fax 8538

U.S. Army Military District of Washington

Deputy Chief of Staff for Operations, Plans and Security
ATTN: ANOP-OP
103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058
DSN 325-2636 Comm (202) 685-2636 Fax 2512

Headquarters, U.S. Army Materiel Command LSE-Europe (AMC LSE-E)

HQ AMC LSE-EUROPE ATTN: MFSEU-MS, Unit 29331, APO AE 09266
DSN (314)375-7807/3717/7708/3724 Comm 011-49-0621-487-7807 Fax Ext. 7100
Germersheim Site Manager—DSN (314) 378-3484 Comm 011-49-7274-58-3484
Seckenheim Site Manager—DSN (314) 375-8126 Comm 011-49-621-487-8126
Friedrichsfeld Site Manager—DSN (314) 375-7943 Comm 011-49-621-487-7943

Headquarters, USAMC FWD- FE, Depot Support Activity Far East (D-SAFE)

HQ D-SAFE ATTN: MFSSE-D, Unit 5599, APO AP 96205-0075
DSN 315 721-7782 Comm 011-822-720-7782 Fax 7580

Headquarters, U.S. Army Aviation and Missile Command (AMCOM)

HQ AMCOM ATTN: AMSMI-MMC-RE-SM, Redstone Arsenal, AL 35898-5230
DSN 897-1649 Fax (256) 313-1532
TPF for Fire Support Systems: DSN 746-7942 Comm (256) 876-7942
TPF for Aviation and Air Defense Systems DSN 746-4020 Comm (256) 876-4020

U.S. Army Communications and Electronics Command (CECOM)

HQ CECOM ATTN: AMSEL-LC-RE-FM, Ft. Monmouth, NJ 07703-5000
TPF for Communication Systems DSN 992-3700 Comm (732) 532-3700 Fax 0131
TPF for IEW Systems DSN 992-6445
TPF for CCS Systems DSN 992-7067
TPF Automation DSN 992-3916

U.S. Army Materiel Command Logistics Support Activity (LOGSA)

Director LOGSA ATTN: AMXLS-AI, Redstone Arsenal, AL 35898-7466
DSN 897-6139 Comm (256) 313-6139 or DSN 645-9921 Comm (256) 955-9886
TPF Project Code Assignment DSN 6459788 Comm (256) 955-9788

Headquarters, U.S. Army Soldier Biological Chemical Command (SBCCOM)

HQ SBCCOM, ATTN: AMSSC-SR, Kansas St. Natick, MA 01760-5052
TPF Soldier Systems DSN 256-6073 Comm (508) 233-6073
TPF for Biological and Chemical Systems
ATTN: AMSSC-HB(R), Rock Island Arsenal, IL 61299-7396
DSN 793-1945 Comm (309) 782-1945 Fax 8657

Figure 3-1. U.S. Army total package fielding offices—Continued

U.S. Army TACOM

ATTN: AMSTA-LC-CIFT, 6501 E. 11 Mile Rd, Warren, MI 48397-5000
DSN 786-6287/5456/7423 Comm (810) 574-6287/5456/7423 Fax 6286
HYPERLINK "mailto:Amsta-lc-cif@tacom.army.mil"
Amsta-lc-cif@tacom.army.mil

U.S. Army TACOM-RI

ATTN: AMSTA-LC-CIF, Rock Island IL 61299-7630
DSN 793-0765/1748 Comm (309) 782-0765/1748 Fax 0715

PM Test, Measurement, and Diagnostic Equipment (TMDE)

ATTN: SFAE-CSS-ME-T-TEMOD Redstone Arsenal, AL 35898-5000
DSN 645-6881 Comm (256) 955-6881 Fax DSN 897-2940

Figure 3-1. U.S. Army total package fielding offices—Continued

3-6. Materiel requirements list coordination

a. The materiel requirements list (MRL) coordination package will be developed using DA Form 5682 (Materiel Requirements List). Another automated form containing this information may be used if it is acceptable to the gaining MACOM.

b. The MRL will be negotiated between the FC and GC to clearly identify all items to be provided by the FC:

- (1) Primary system and associated basic issue items (BII)
- (2) Associated support items of equipment (ASIOE) and associated BII
- (3) Organizational support equipment (OSE) and deployable common table of allowances (CTA) (for unit activation and conversions)

- (4) Test measurement and diagnostic equipment (TMDE)
- (5) Special tools and test equipment (STTE)
- (6) Initial issue spare/repair parts
- (7) Special mission kits and outfits
- (8) Equipment technical publications (starter set)

c. The MRL will also identify all items to be requisitioned by the GC:

- (1) Equipment technical publications
- (2) Communications security (COMSEC) requirements
- (3) Conventional ammunition (class V)
- (4) Petroleum and chemicals (class III bulk and packaged)
- (5) Medical materiel requirements (class VIII)
- (6) Additional authorizations list (AAL) items
- (7) List of recommended direct support/general support/aviation intermediate maintenance (DS/GS/AVIM) reparable spares and related shop stock requirements to support the maintenance mission.
- (8) List of limited procurement (LP) items needed. The GC is responsible for acquiring these items unless specifically provided by the FC.

d. The FC will prepare an MRL for coordination and concurrence with the GC at the appropriate times prescribed in appendix D. This coordinated document will be an agreement to substantiate the legitimate fielding requirements and to determine fielding shortages. The GC will be provided a final copy of the agreed-upon MRL as part of the MRL coordination process.

e. A supplemental MRL will be developed by the FC when the modified tables of organization and equipment (MTOE) of the gaining unit changes between the signing of the initial MRL and day of handoff (as negotiated). Handoff of the materiel on the supplemental MRL will occur when the materiel becomes available.

f. Conventional ammunition (class V), bulk petroleum and chemicals (class III), and medical materiel requirements will be listed separately on the MRL and will be requisitioned by the GC in accordance with paragraph 4-20a(5) of AR 700-142.

g. Coordination will normally be accomplished by visit (mandatory for category I level 4 systems, TPF-A and TPF-C) or through written communication with the responsible GC personnel. The coordination meeting between FC and GC, when required, will be held 210 days prior to handoff date, or at a mutually agreeable time. A DA Form 5681

will be used for pre-fielding coordination. It is the function of the FC coordination action officer to submit this checklist to the GC point of contact and report at least 180 days prior to fielding and within 7 days of the coordination meeting.

h. The support for COMSEC materiel will be separately developed by U.S. Army Communications Security Logistics Agency (USACSLA) as a result of coordination with the FC and GC. COMSEC equipment will be provided in separate packages. Classified COMSEC materiel will only be shipped to a designated COMSEC account. However, controlled cryptographic items (CCI) are not to be shipped to COMSEC accounts. All CCI and other unclassified COMSEC materiel will be shipped to the gaining command staging area and be secured as sensitive materiel pending hand-off to the designated property book account.

3-7. Fielding command TPF actions

Actions to assure successful TPF include:

- a.* Requirements determination and coordination actions. Refer to AR 700-142, paragraph 4-20 and the following:
- (1) Coordinate with the gaining MACOMs semiannually on all planned fielding in the MACOM for at least the next 2 years.
 - (2) Coordinate with AMC LSE Europe or Depot Support Activity-Far East (D-SAFE (Korea)) and the GC to establish OCONUS staging sites. The FC will furnish disposition instructions for any TPF materiel on hand at the unit materiel fielding point (UMFP) or staging sites for more than 1 year. (This can be as simple as stating that all materiel under a given project code will be used for future fielding or a statement identifying materiel that can be returned to depot mission stock because the fielding is completed.)
 - (3) Request a DA project code from LOGSA and provide instructions to the UMFPs, staging sites, and the GC for the project code(s) that will apply to each TPF.
 - (4) The FC will provide a MRL to the GC 240 days prior to the first unit equipped date (FUED) and at least 30 days before a planned MRL coordination meeting. Include DA Form 5681 in the MRL package. Identify in the MRL a definitive listing of any needed APS caretaker stocks.
 - (5) After MRL "scrub" with the GC, inform DLA of package build and expected release dates.
 - (6) Requisition all end items, ASIOE, TMDE, STTE, class IX and the starter set of publications to be provided by the FC using the assigned TPF project code(s). Provide a copy of all class II and VII requisitions to the gaining unit property book officer within 30 days of requisitioning.
 - (7) Establish and maintain accountability and visibility records for all total package assets until handoff.
 - (8) Coordinate with USACSLA and the GC to ensure availability and arrange for COMSEC fielding as appropriate. Ensure a designated COMSEC account is established to receive any needed classified COMSEC materiel.
 - (9) Coordinate with the U.S. Army TMDE Activity (USATA) for load testing, calibration requirements, and NET personnel (as required). Medical NET personnel are coordinated through the USAMMA NET manager.
 - (10) Coordinate with the GC and appropriate commodity managers to ensure that adequate quantities of class V, bulk class III, and class VIII will be available.
 - (11) Conduct a joint supportability assessment (JSA) with the GC, at least 90 days before OCONUS fielding and 60 days for CONUS fielding. Advise the GC of the percent of fill for the packages, and identify backordered items and give their expected date of availability. Furnish a list of unavailable items and items requiring out-of-Department of Army Master priority List (DAMPL) for GC review and redistribution decisions. Obtain GC call forward concurrence prior to movement of materiel to a GC facility. Identify to the GC the scope and duration of the services to be provided by the FC before, during, and after fielding to ensure user satisfaction. Assemble an appropriate MFT to provide the agreed-on support and services.
 - (12) Provide the document number for all unavailable items to the GC and coordinate with DLA to assure free flow of those items to the GC if a follow-on package is not planned for.
 - (13) Verify handoff schedules, locations, and support needs with the staging sites and gaining units.
 - (14) Allocate space/resources for logistics assistance representative (LAR) and life-cycle software engineering center (LCSEC) field support personnel participation in NET operator and maintenance training, as appropriate. Provide the NET activity a NET support package to include end items, major assemblies, spare/repair parts, special tools and test, measurement, and diagnostic equipment (TMDE), and technical manuals (TMs). The NET package will support the NET plan (NETP) (AR 350-1) for timely and effective training.
 - (15) Provide shipping instructions to UMFPs, staging sites and storage depots, and contractors as appropriate. In the cases where systems must be installed, the FC will ship to the site of installation.
 - (16) Assure that materiel release is approved before signing equipment over to the gaining unit.
 - (17) Provide GC funding for class III and class VIII items needed for TPF fielding, and for second destination transportation in accordance with paragraph 4-20a(5) of AR 700-142.
- b.* De-processing, inventory, handoff, and NET.
- (1) The NET function is not a function of TPF, but it is most often done in close coordination with TPF actions.
 - (2) Accomplish de-processing to ensure that all materiel systems are operationally ready at the time of handoff.

(3) Conduct a joint inventory of all packages with the user before handoff, and document all shortage items owed to the customer.

(4) Prepare the customer documentation package in appropriate user system format. Provide assistance to the GC and supporting materiel management centers (MMCs) to ensure establishment of user receipt, asset accountability, and visibility records for all TPF materiel.

(5) Assure that TDRs, STRs, and RODs from receipt at staging or handoff sites are submitted through proper channels and are summarized in MFT after action reports.

(6) Prepare and submit through proper channels quality deficiency reports (QDRs) and equipment improvement recommendations (EIRs) resulting from de-processing, handoff, and NET, and summarize them in MFT after-action reports.

(7) Use DA Form 2407 (Maintenance Request) to request and document all repairs and fixes required during de-processing, handoff, and NET. Summarize the maintenance in the MFT after-action report. FC funds all repairs and fixes during de-processing, handoff, and NET.

(8) Provide a starter set of technical publications as negotiated with the gaining command and specified in the MRL. The FC will notify the Army Publishing Directorate (APD) of this action. The organization responsible for TPF fielding will use the TPF budget line item number (BLIN) in the appropriate procurement appropriation to fund locally reproduced equipment publications for the starter set when publications are not available in the normal publication supply channels.

(9) Track initial fielding discrepancies and deficiencies so they can be monitored, analyzed, and summarized by

(a) Receiving unit UIC and support unit DOD activity address code (DODAAC).

(b) End item national stock number (NSN).

(c) Fielding command and managing activity.

(d) Geographical area and gaining MACOM.

(10) Coordinate with the supporting and gaining commands to ensure the NET requirements for all systems involved in the fielding are coordinated and accomplished.

(11) Continue to track the status of TPF shortages until the shortage is filled or the gaining unit no longer requires the item. FC will:

(a) Revalidate all backordered TPF shortages with the gaining unit no later than 1 year after package handoff.

(b) Provide status of TPF shortages, in conjunction with the system manager, to the gaining unit at least annually until the shortage is filled.

(12) Provide limited procurement items as part of TPF handoff only when they are MTOE/TDA/CTA items that are system peculiar and are not commercially available on a limited procurement basis.

(13) Forward a copy of all materiel fielding after-action reports and DA Forms 5680 to the addressees provided in paragraph 4-12b, AR 700-142.

(14) Notify gaining units that are to receive a category I, level 1 or 2 TPF without a MFT, when shipment of the total package is directed. The FC and DLA will ensure that every TPF shipping directive and TPF shipping confirmation message has the gaining unit as an information addressee (see fig 3-2).

(15) The FC will include DA Form 5666 (Gaining Command Fielding Evaluation) as part of the fielding documentation.

c. Update the TAFS Web site at <http://aeps.ria.army.mil> as required.

TO: UMFP or staging site
FROM: Fielding command
INFO TO: Gaining MACOM and unit
Staging/handoff site

SUBJECT: TPF shipping directive (system name)

1. Project code and DODAAC of packages and end items to be released.
2. In the clear address, DODAAC and special mark for data.
3. Required delivery date or in-country due date, special handling, mode of shipment, signature services, and so forth.
4. Percent-of-fill of initial package.
5. Follow-on package information and instructions:
 - a. Number of lines.
 - b. Weight and cube.
 - c. Estimated shipping date.
6. Fielding command POC.

Figure 3–2. Format for TPF package release message

3–8. Gaining command TPF actions

The following actions by the GC (along with the functions identified in AR 700–142, paragraph 4–21) help assure successful TPF.

a. Requirements coordination actions.

(1) Validate the correct MTOE/TDA for gaining units at least 340 days prior to the FUED and assist the FC in determining end items authorized by the system fielding.

(2) Provide a complete and accurate DA Form 5106 (Mission Support Plan (MSP)) or equivalent automated form with supplementation, depicting the distribution of the end items and the GC maintenance and supply structure. Identify the UIC and DODAAC for the recipients of operational readiness float (ORF) assets.

(3) Requisition all needed items on the MRL identified to be requisitioned by the GC.

(4) Obtain DA certification that the weapon systems scheduled for TPF will not exceed limits of established or anticipated U.S. arms control agreements.

(5) Review the MRL coordination packages and sign DA Form 5681. Identify any items not needed or issues to be resolved before the JSA. Verify all DODAACs to receive end items and support packages and verify which type and version of retail accounting system is used by each DODAAC.

(6) Conduct a JSA with the FC and determine if the GC is prepared to go ahead with fielding.

b. De-processing, inventory, handoff, and NET.

(1) Provide soldiers (operators and maintainers) for NET classes as agreed in the MFP.

(2) Conduct joint inventory with the FC and sign DA Form 5684 (Joint Inventory Report).

(3) Process customer documentation provided by the fielding command to establish accountability for TPF items provided by the FC.

(4) Complete turn-in and redistribution of excess assets.

(5) Maintain technical publication accounts as outlined in paragraph 3–20*e*.

(6) Update the TAFS Web site at <http://aeprs.ria.army.mil>, as required.

3-9. Supporting command TPF actions

- a. Provide input to MFPs.
- b. Inform FC of supply availability for all managed items in support of fielding.
- c. Compute and transmit initial issue support lists to FC 280 days prior to fielding or within 30 days of request.
- d. Provide personnel for coordination meetings, new materiel introductory briefing teams (NMIBT), MFTs, or NET teams as required and planned for.
- e. Provide materiel in accordance with established procedures.

3-10. Defense Logistics Agency TPF support actions

- a. Assist the FC in determining UMFPs and shipping schedules to support TPF worldwide. This coordination will include identification of all package consolidation requirements projected for a 1-year period.
- b. Coordinate with the FC to assure that all work loading, package release messages, and release confirmation message procedures and requirements listed in paragraph 3-30 are planned for as necessary.
- c. Use workload projections and release dates to assure timely packaging, labeling, and release of shipments. Ensure TPF package release confirmation messages are provided to the fielding command in accordance with figure 3-3.

TO: Fielding command
Gaining MACOM/unit

FROM: UMFP or staging depot

INFO TO: Gaining unit
HQAMC, AMCSM-SIM
Staging and handoff site

SUBJECT: TPF Shipping Confirmation System (name)

1. Project code and DODAAC of packages/end items shipped.
2. Shipping information, including the ship-to address. If shipping date is unavailable, provide estimated shipping date.
3. POC for the shipping action.

Figure 3-3. Format for release confirmation message

3-11. Logistics assistance office (LAO) TPF support actions

- a. As part of the Army Logistics Assistance Program (AR 700-4), the LAOs serve as the direct link between FC and the GC units in their assigned area. They collect, assess, correlate, and provide logistics information to both the FC and the GC. They identify and report through channels on all logistics functions that have an adverse impact on logistics readiness.
- b. LAOs will receive both draft and final MFPs for all materiel systems to be fielded in their assigned MACOM and will—
 - (1) Review the MFPs, coordinate with gaining units (if identified), and submit comments as appropriate.
 - (2) Coordinate with FC and GC personnel to ensure that the plans are complete and the schedules and milestones are realistic. Comments will be provided through channels when problems are anticipated.
 - (3) Monitor the progress of the fielding coordination and actions for all new systems coming into their assigned area.
 - (4) Provide advice, assistance, and guidance, as required, to both the FC and GC to facilitate complete, timely, and satisfactory fielding operations.
- c. Figure 3-1, section 3.2, provides guidance on the scope of logistics assistance information to be included in MFPs. The requirement to include LAOs in the distribution of MFPs is also included in table E-1.

3-12. Requisitioning for total package fielding

a. The FC will requisition the following classes of supply to support TPF:

- (1) Class II and VII end items.
- (2) Class IV construction materiel.
- (3) Class IX spare/repair parts, kits, and assemblies.
- (4) Special mission kits or equipment such as blackout kits or arctic kits.
- (5) Class III bulk items, class V, and class VIII in accordance with paragraph 4-20a(5) of AR 700-142.

b. The classes of supply provided by the FC will include the following:

- (1) The primary system, including all component end items and basic issue items (BII).
- (2) ASIOE and BII.
- (3) COMSEC materiel in accordance with USACSLA.
- (4) STTE.
- (5) TMDE, including automatic test equipment (ATE) and test program sets (TPS).
- (6) Computed/authorized initial issue spare/repair parts.
- (7) A starter set of equipment technical publications. The GC will requisition any additional copies required (see glossary).

c. The GC will requisition the following classes of supply to support TPF (if not provided by the FC, the GC will requisition with funding received from the MATDEV):

- (1) Class II and VII end items
- (2) Class III petroleum products and chemicals (bulk).
- (3) Class V conventional ammunition.
- (4) Class VIII medical materiel
- (5) Equipment publications.

d. Specific identification, as to who requisitions what, will be agreed to during MRL coordination and the pre-fielding coordination meeting between the FC and GC.

e. All transactions in the TPF customer documentation package provided by the FC will contain an AMC serial number and Julian date. The serial number will have an alpha character (A-F) in position 40. This alpha character identifies it as a TPF document. Under no circumstances will the Julian date and serial number be changed by the receiving unit.

f. A memorandum of instruction containing documentation guidance for all situations will accompany all TPF shipments (see appendix F). The TPF customer documents are tailored to the customer's retail system (see figs F-1 through F-4) and will be one of the following:

- (1) Standard Property Book System-Redesign (SPBS-R).
- (2) Defense Property Accounting System (DPAS).
- (3) Army Medical Department Property Accounting System (AMEDDPAS).
- (4) Manual property book.
- (5) Standard Army Retail Supply System (SARSS).
- (6) Unit Level Logistics System-Ground (ULLS-G).
- (7) Standard Army Maintenance System Level 1 (SAMS-1).
- (8) Standard Army Maintenance System-Installation/Table of Distribution and Allowances (SAMS-I/TDA).

g. The procedures for SPBS are as follows: To properly close out the receipt in the logistics intelligence file (LIF) and pick up the assets in CBS-X, the property book officer (PBO) must follow the provided instructions precisely. Failure to do so can adversely affect the CBS-X balances and the unit's CBS-X compatibility rating.

(1) The property book officer conducts a receipt and issue of property inventory in accordance with SPBS-R End Users Manual (EUM), page 9-2, paragraph 9.2.a (5)(a)1.through 3. and DA Pam 710-2-1, paragraph 9-2.

(2) The PBO acknowledges receipt of supplies by signing his/her name and entering the Julian date in the appropriate block of the issue document provided by the fielding team or appropriate documentation received with the asset via mail or direct delivery. At the time of handoff, if the asset does have a valid SB 700-20 catalog record, the PBO goes to step 4. (*Note: To gain access to the SB 700-20 catalog record, go to EM 0007-FEDLOG on the WEBLOG Web site—<http://weblog.logsa.army.mil/index.shtml> and use either the "SM 700-20 Search" in the Items Module or download the entire document in the Warehouse Module. First time users must register with LOGSA at the module provided in the Web site.*)

(3) If the asset is not on the SB 700-20, the PBO must process the necessary catalog transactions to establish a catalog record in accordance with the following procedures:

(a) If the LIN is not on the catalog, the PBO processes a ZRB transaction using procedures contained in the SPBS-R EUM, paragraph 7.2.

(b) If a LIN was not assigned and a NSLIN has to be established, but the item *does* have a valid NSN, the PBO must do the following: Using the procedures in SPBS-R EUM paragraph 7.3, he or she must process a ZRC

transaction to pick up the NSN in the SPBS-R catalog file. It is important not to assign an MCN. By assigning the actual NSN from the AMDF, the SB 700-20 (B06ALJ) update process will be able to identify the NSN and proper LIN relationship when it is eventually assigned a standard LIN and added to the SB 700-20.

(4) The next step is to process an authorization for the unit receiving the asset. If an authorization has not previously been established, a ZRN transaction must be processed in accordance with procedures contained in SPBS-R EUM paragraph 8.3.

(5) Prior to processing the following request and receipt transactions, the PBO must check the unit file to ensure the UIC receiving the assets is coded as a direct support unit (DSS code equals D). This is critical to ensuring a D6S will be output for forwarding through your SSA to DAAS. Units coded as Non-DSS (DSS code blank) do not output D6S transactions for output to the SSA. The unit's DSS code can be verified by checking the DSS code field in the unit file. If the DSS field is blank, process a ZRE change transaction to enter a D in the DSS code field.

(6) Once the authorization has been established and the DSS code determined, the next step is to establish a due-in by processing an AOA (suppress) request for issue transaction. The following procedures for processing the AOA transaction are critical in establishing the due-in. Following these instructions will allow the receipt to post the asset(s) to the appropriate hand receipt and generate the receipt transaction to close the in-transit in DAAS and LIF.

(a) The receiving unit's DODAAC must be entered in record positions 30-35. The document number from the AMC issue document will be placed in 36-43; do not alter that number. The AMC document number is also recorded with the unit's DODAAC, and LOGSA and DAAS will be able to identify receipt of the asset and close the in-transit record.

(b) By entering the AMC document number containing an alpha character in record position 40 (the alpha character indicates the specific fielding command), the transaction will be reflected on PCN: ALV-511, Active Trans History/Doc Register, as Type: Exception. This is valid since the unit did not request the item with their document number. Note: Only total package fielding documents are authorized to contain an alpha character in the document number.

(c) Enter a suppress code in the PBIC field of the AOA transaction. The help screen behind the PBIC data field provides the appropriate codes for suppressing the AOA transaction.

(d) Additional procedures for processing an AOA can be found in the SPBS-R EUM, paragraph 9.2., or the help screens behind the data elements in the AOA screen.

(7) The final step is to process the D6S transaction to receipt for the asset. Procedures for processing the receipt can be found in the SPBS-R EUM paragraph 9.3. The following exceptions are provided:

(a) Enter the DODAAC of the unit receiving the asset in position 30-35 of the D6S.

(b) Enter the AMC document number in record positions 36-43.

(c) Enter the RIC of the AMC fielding activity in record position 67-69.

(8) If the asset has been redirected without AMC taking action to generate new documentation, the original DODAAC designated to receive the equipment must receipt using the above instructions. The unit may then transfer the equipment using the ZRL transaction (if both units are accounted for on the same SPBS-R box). If the units are not accounted for on the same box, a ZRI (decrease for losing UIC) and ZRI (increase for gaining UIC) must be processed to move the asset to the proper UIC.

h. The procedures for AMEDDPAS are as follows:

(1) The PBO conducts a receipt and issue of property inventory in accordance with DA Pam 710-2-1, paragraph 9-2.

(2) The PBO posts all transactions using the TPF document number provided.

(3) The fielding command creates D6S (materiel receipt) using the TPF document numbers provided and takes it to the supply support activity (SSA) for processing and subsequent reporting to the continuing balance system-expanded (CBS-X).

i. The procedures for manual property books are as follows:

(1) The PBO conducts a receipt and issue of property inventory in accordance with DA Pam 710-2-1, paragraph 9-2.

(2) The PBO acknowledges receipt of supplies by signing his or her name and entering the Julian date in block 7 of the document identifier code (DIC) AOA, or in block 22 and 23 respectively, on DD Form 1348-1A (Issue Release/Receipt Document).

(3) When an MFT is present, the MFT will take copies of the document and D6S documentation to the SSA for processing and subsequent reporting to CBS-X.

(4) When an MFT is not present, the central receiving point (CRP) or direct support unit (DSU) will take copies of the receipt document and D6S documentation to their SSA for processing.

(5) The AMC document number will be entered in the document number block of the DA Form 3328 (Property Record). The unit will not assign another document number to cross-reference the FC assigned document number.

(6) A separate and distinct TPF document register will be maintained to support property book entries and the supporting document files.

(7) A separate supporting document file folder will be prepared for TPF receipts. The signed receipt document will be filed in the supporting document file in document number sequence.

j. The procedures for SARSS are as follows:

(1) A customer documentation package is provided by AMC at the time of handoff of the equipment. This documentation is furnished the receiving/supporting SARSS-1 via diskette. It contains catalog transactions (DIC YC1/YC2) and status transactions (DIC AE_) for each item in the package.

(2) The diskette containing the TPF transactions must be processed into the SARSS-1 Transaction-In Process prior to processing any TPF receipts. Actions occurring when the diskette is processed are as follows:

(a) Transaction-in will route catalog transactions to a TPF Catalog Process and status transactions to the Status Process. The TPF Catalog Process will build catalog records, if none exist, as indicated below:

1. Build a complete catalog record and pass a YC1 and YC2 to SARSS-2A when a DIC YC1 is received with a matching YC2.

2. Build a skeletal catalog record and pass a YC1 to SARSS-2A when DIC YC1 is received with no matching YC2.

3. Write a message, "Require catalog build," to a Manager Error Listing when a DIC YC2 is received with no matching YC1. NOTE: These should be built prior to processing receipt.

(b) The Status Process will take the following actions:

1. Build a due-in record when there is no matching document number on the Activity Due-in file, Duplicate Document File.

2. Build/increment a stockage level with a quantity equal to DIC AE_ quantity when the supplementary address DODAAC is the DODAAC of the processing SARSS activity. NOTE: This occurs only when there is no matching due-in record and the status code is "BB".

3. Format DIC YEB and output to SARSS-2A whenever a stockage level is established/incremented.

4. When the Supplementary Address is not the processing SARSS DODAAC, a DIC AE_ status transaction is output to the Suppl-Adrs DODAAC. If the item is a property book item and the Suppl-Adrs DODAAC is not a property book DODAAC, The AE_ will be routed to the units supporting SPBS.

(c) TPF receipts can be processed in the normal receipt process. The operator will enter the document number from the DD 1348-1A and the due-in, which was established when the diskette was processed, will appear and allow normal processing. The D6S transactions are contained on the TPF diskette for SSA processing. If a free flow (receipt without the document package) is received and there is no due-in record, the system will still process the receipt. However, this will require the operator to manually input the receipt data including the supplementary address. When the supplementary address is the SARSS DODAAC, the system will build/increment the stockage level by the receipt quantity.

k. The procedures for ULLS-G are as follows:

(1) A joint inventory will be conducted to ensure all items are present.

(2) The receiving unit will sign all DD Forms 1348-6 (DoD Single Line Item Requisition System Document) for items received. Quantity discrepancies will be annotated on the applicable DD Form 1348-6.

(3) The PLL Authorized Quantity for items already on the PLL will be the quantity currently authorized plus the quantity issued. The PLL Authorized Quantity for items not currently on the PLL will be the quantity issued.

(4) Processing the receipts for items already on the PLL will require the following actions.

(a) Using the Modify PLL process, change the Authorized Quantity to the current authorized quantity plus the issued quantity.

(b) Change the On Hand Quantity to the current quantity on hand plus the quantity received.

(c) Change the Date Established to the current date.

(d) Change the Stockage Code to RI.

(5) Processing the receipts for items not currently on the PLL will require the following actions.

(a) Using the Add PLL Record process, enter the NIIN of the item to be added.

(b) Enter the quantity received as the Authorized Quantity.

(c) Enter the quantity received as the On Hand Quantity.

(d) Enter the current date as the Date Established.

(e) Enter RI for the Stockage Code.

(6) The receipt transactions must be taken to the supporting SSA and entered into the SARSS receipt process. If the receipts are not processed in SARSS-1, the record will stay open at wholesale and the LIDB. The receipt will process in SARSS-1 even though there is no due-in. The receipts must be processed using the wholesale document number assigned with the receiving unit DODAAC in the Supplementary Address field.

l. The procedures for the Standard Army Maintenance System-Level 1 (SAMS-1) are as follows:

(1) A joint inventory will be conducted to ensure all items are present.

(2) The receiving unit will sign all DD Forms 1348-6 for items received. Quantity discrepancies will be annotated on the applicable DD Form 1348-6.

(3) The Shop Stock List (SSL) Requisitioning Objective (RO) for items already on the SSL file will be the current RO plus the quantity received. The SSL RO for items not currently on the SSL will be the quantity received.

(4) Processing the receipts for items already on the SSL will require the following actions.

(a) Using the Shop Stock List Process, change the RO to the current RO plus the quantity received.

(b) Quantity on hand (Qty OH) plus the quantity received. Change the Qty OH to the current.

(5) Processing the receipts for items not already on the SSL will require the following actions.

(a) Using the Shop Stock List Process, attempt to add the item to the SSL. If the NSN is on the Repair Part Master List (RPM), the system will extract the catalog required catalog data elements. If the NSN is not on the RPM, the system will allow you to enter the required catalog data elements.

(b) The RO will be the quantity received.

(c) The Qty OH will be the quantity received.

(6) The receipt transactions must be taken to the supporting SSA and entered into the SARSS receipt process. If the receipts are not processed in SARSS-1, the record will stay open at wholesale and the LIDB. The receipt will process in SARSS-1 even though there is no due-in. The receipts must be processed using the wholesale document number assigned with the receiving unit DODAAC in the Supplementary Address field.

m. The procedures for the Standard Army Maintenance System-Table of Distribution and Allowances (SAMS-I/TDA) are as follows:

(1) A joint inventory will be conducted to ensure all items are present.

(2) The receiving unit will sign all DD Forms 1348-6 for items received. Quantity discrepancies will be annotated on the applicable DD Form 1348-6.

(3) The Shop Stock List (SSL) Requisitioning Objective (RO) for items already on the Shop Stock File (SSF) will be the current RO plus the quantity received. The RO for items not currently on the SSF will be the quantity received.

(4) Processing the receipts for items already on the SSF will require the following actions.

(a) Using the Shop Stock List Maintenance Process, change the RO to the current RO plus the quantity received.

(b) Change the Qty OH to the current Qty OH plus the quantity received.

(5) Processing the receipts for items not already on the SSF will require the following actions.

(a) Using the Shop Stock List Maintenance Process, attempt to add the item to the SSF. If the NSN is on the Catalog File (CATF), the system will extract the required catalog data elements. If the NSN is not on the CATF, the system will allow you to enter the required catalog data elements.

(b) The RO will be the quantity received.

(c) The Qty OH will be the quantity received.

(6) The receipt transactions must be taken to the supporting SSA and entered into the SARSS receipt process. If the receipts are not processed in SARSS-1, the record will stay open at wholesale and the LIDB. The receipt will process in SARSS-1 even though there is no due-in. The receipts must be processed using the wholesale document number assigned with the receiving unit DODAAC in the Supplementary Address field.

3-13. Instructions for requisitioning

a. Submitting requisitions. At least 7 workdays in advance of submitting requisitions, the FC will broadcast the system project codes and customer DODAAC to commands supporting TPF. This will include the DLA UMFP where the materiel will be sent; LOGSA, for inclusion in the LIF; and the applicable staging and handoff sites. Requisitions will be prepared in accordance with AR 725-50, appendix E, and submitted through the defense automatic addressing system (DAAS) to the wholesale source of supply. Only valid NSNs or part numbers will be requisitioned. Enter the appropriate information by following the additional instructions for TPF requisitions shown below:

(1) Media and status code "O" in position 7.

(2) FC unique UMFP or staging site DODAAC in position 30-35.

(3) Alpha character A-F in position 40.

(4) Demand code "N" in position 44.

(5) DODAAC of receiving unit (customer) in position 45-50 (as listed on MSP).

(6) Signal code in position 51.

(a) "A" when item is reimbursable.

(b) "D" when item is free issue.

(7) Fund code in position 52-53.

(a) Numeric in position 52 to identify fiscal year for reimbursable issues, "G" for free issue.

(b) Enter 1 in position 53 for reimbursable issues; "A" for free issue.

(8) Distribution code of FC in position 54 for receipt of status.

(9) Weapons/equipment system designator code (W/ESDC) from MFP in position 55-56 for repair parts, type requirements code in position 55-56 for MTOE/TDA items.

(10) "I" series project code in position 57-59 from MFP.

(11) Priority 05 in position 60–61.

(12) Extended required delivery date (RDD) to UMFP/staging site in position 62–64.

(13) Advice code 2A or 2L as applicable in position 65–66.

b. Providing document numbers to the GC. The FC will send the document number for all MTOE, TDA, or CTA items requisitioned to the GC within 30 days of submitting the requisitions. There will be no requirement or assistance needed from the GC with these requisitions.

c. Requisitioning by the GC. The GC will submit requisitions only for the items needed for the TPF that are not to be provided by the FC. All requisitions will be submitted in accordance with established requisitioning procedures. The GC will not requisition the end items authorized that are to be provided by the FC.

3–14. Processing TPF requisitions

a. The supply source will process TPF requisitions according to the uniform materiel movement and priority system (UMMIPS) and furnish the normal supply and shipment status indicated by the media and status code.

b. Assets requisitioned for TPF will be shown in ownership code 1 on the FC accountable record. These assets will not be released to satisfy other requirements.

3–15. Materiel obligation validation process for TPF requisitions

a. When Army Integrated Materiel Management Centers (IMMC) create DIC AN transactions as the source of supply, the DIC AN will be suppressed for TPF requisitions. Procedures will be used to assure that TPF requisitions are not canceled during the MOV process.

b. If a DIC AN for a TPF requisition is received, the recipient will immediately generate a DIC AP response back to the activity which generated the DIC AN. This will ensure that TPF requisitions are not cancelled during the MOV process.

3–16. Materiel consolidation and shipment for TPF

a. The FC will coordinate with DLA, assigned UMFPs, and staging sites for the consolidation, packaging, shipment, staging, and handoff of all TPF materiel.

b. Materiel release notification for TPF shipments will be accomplished within the timeframes prescribed in appendix D. Deviations from the established timeframes will be justified in the materiel release notification.

c. Surface transportation will be used for initial support packages.

d. Follow-on packages that can be expected to reach the handoff site in time for the initial handoff may be shipped by air. Other follow-on packages will use surface transportation.

3–17. Diversion of TPF shipments

a. When it becomes necessary to divert TPF packages or items from one recipient to another, the FC is responsible to notify all activities concerned. Approval to divert the items will be obtained from HQDA or the appropriate authority at the MACOM HQ or the FC.

b. A TPF change notice, DIC X8T, will be prepared by the FC and submitted to the UMFP or staging site through DAAS. The DAAS will furnish an image to LOGSA.

c. The DIC X8T will cause all outstanding pre-positioned materiel receipt documents to be canceled and reestablished at the UMFP and LOGSA.

d. When single line errors exist or less than a total package needs changing, it will be accomplished with a DIC X8T for each document number to be changed. The UMFP will then process deletes and adds and send them to the FC and enter them into the LIF at LOGSA.

3–18. Logistics intelligence file records for TPF materiel

a. Visibility. LOGSA provides visibility of TPF packages on the logistics intelligence file (LIF). This information is available to the DA logistics community through remote terminals by direct dial-up and defense data network (DDN). Remote terminal data are updated daily.

b. Project codes. Information is provided by project code and DODAAC in position 45–50. The FC provides the project code and DODAAC combinations to LOGSA and they are established in the LIF prior to requisitions being submitted to the wholesale supply system. LIF reports provide visibility from requisitioning to materiel receipt by the gaining units.

c. LIF reports. LOGSA provides recurring reports for all materiel moving through the supply and transportation pipelines. The LIF reports provide visibility of materiel and percent of fill data for packages being consolidated at UMFPs. These data are used to determine package status, to coordinate package and end-item shipments, and to show fielding supportability prior to materiel movement to CONUS or OCONUS staging or handoff sites. The LIF data can provide summary and detailed line-item reports as shown below, as well as provide for special analysis of TPF data.

(1) Project code summary by DODAAC.

(2) Project code summary by source of supply

- (3) Backordered items and quantities.
- (4) Unshipped, non-backordered items and quantities.
- (5) Items and quantities in-transit from depots.
- (6) Items and quantities in-transit from UMFPs to OCONUS staging sites.
- (7) Items and quantities on hand and percent of fill at UMFPs.
- (8) Overall status of items, from requisitioning to receipt of materiel.

d. Report descriptions. The established recurring TPF reports are listed and described below.

(1) Project code summaries—P9883. This report summarizes, by DODAAC and source of supply within a project code, the total number or requisitions for the gaining unit by a given "I" series or other designated DA project code. This report is available by remote inquiry.

(2) Aging backorder—P9881. This report identifies backordered items, including partial quantities for a given project code and DODAAC. This report is available by remote inquiry.

(3) Status code report (other than backorder)—P9998. This report identifies unshipped, non-backordered requisitions by quantity that have no materiel release order, have been canceled or rejected, or have no status posted in the LIF. This report is available by remote inquiry.

(4) UMFP bypass—P9774. This report identifies items shipped direct from depots or have otherwise bypassed the UMFP. This report is available on remote terminal.

(5) In-transit from depot—P9879. This report identifies those items that are in transit from a depot to a UMFP. The microfiche product identifies all items, while the remote inquiry will display those items with excessive in-transit times compared to the UMMIP timeframes as outlined in AR 725–50.

(6) UMFP on hand—P9718. This report identifies those items and quantities and gives the package percent of fill at the UMFP. This report is available by remote inquiry.

(7) Transportation control number (TCN) in-transit visibility—P9829. This report identifies those items and quantities in-transit from a UMFP to OCONUS staging sites. This report is available by remote inquiry.

(8) Status report—P9887. This report provides the overall status of each requisition submitted, from requisitioning to materiel receipt by the gaining unit. This report is available by remote inquiry.

3–19. Defense automatic addressing system

a. The Defense Automatic Addressing System (DAAS) will pass DIC BAY, BAZ, B8S, and X8T transactions to the routing identifier code (RIC) in position 4–6.

b. The DAAS will furnish an image of DIC BAY, BAZ, B8S, and X8T transactions to LOGSA.

c. The DAAS will suppress all status on TPF requisitions destined for position 30–35 and 45–50, but it will provide status to the distribution code in position 54.

3–20. Technical publications procedures for TPF

a. Starter sets. The FC will provide a starter set of publications as part of the TPF. The starter set is a one-time issue of two copies of each publication needed at the user level (unit) and at each support level, DS, GS, AVUM, AVIM, or SRA involved. The starter set will only be provided for the end items in the TPF that have not been previously used or supported by the gaining units. This means that each DODAAC receiving a tailored package will receive two copies of only those publications needed at their level of operation. The publications for the starter set to each DODAAC will be indicated on the MRL. For a simple system, the starter set may just be a commercial manual or an instruction sheet. For a complex system the set could include:

- (1) Operator's manual and/or a crew checklist.
- (2) Lubrication order.
- (3) Supply catalog and/or repair parts and special tools list (RPSTL).
- (4) Hand receipt.
- (5) TM–10, -20, -30, -40, -24, or -34 or commercial manuals, as appropriate.

b. Publication requirements. Each FC will make a yearly survey of publications required to support planned TPF. These requirements, and timely ordering of tailored DODAAC/project code packages of publications, will be coordinated with the Army Publishing Directorate (APD).

(1) The FC will provide any needed draft equipment publications using local reproduction services, coordinated through the appropriate equipment publications control officer (EPCO). This will be done only if the EPCO determines the publications cannot be validated, verified, and printed in time to meet the required FUED for the first MACOM to be fielded. (See AR 25–30 for provisions and restrictions on printing.)

(2) When an official DA publication exists but is not available from APD, the FC will request the EPCO to obtain the needed copies through local reproduction services.

(3) In forecasting requirements for C/NDI TPF, each FC will assure in advance of fielding that the manufacturer's publications are usable and adequate to support the C/NDI. If manufacturer's manuals are not adequate, the FC will

prepare or procure the required technical publications that meet the appropriate military specifications. (See AR 25–30 for provisions on commercial manuals.)

c. APD coordination. APD activities will integrate the TPF requirements into their gross requirements to provide the projected required publication support to the Army. APD activities will package and label the TPF publication orders by DODAAC/project code combination. They will package the orders on a fill or kill basis (no backorders) and immediately provide a list of the unavailable publications to the FC requesting the publications. The list will serve as authorization for the FC to use local reproduction to satisfy the TPF starter set requirements.

d. UMFP consolidation. The UMFPs will receive the DODAAC/project code publication packages from the APD activities and FC, and ship them along with the appropriate parts packages.

e. GC actions. The gaining units still need to submit publication requisitions. The primary way to obtain DA publications, including initial issue quantities for new systems, along with updates and changes, is through the Army Publishing Directorate (APD), via the DA 12-series forms. Publication requisitions can be submitted via the APD Web site, www.apd.army.mil, and the status of the requisition is automatically provided.

3–21. Materiel consolidation and staging for TPF

a. Defense Logistics Agency. HQ DLA provides the overall control, operation, funding, and work loading of UMFPs. The FC will provide annual workload projections to the UMFPs using the guidance in paragraph 3–30. The DLA runs three UMFPs for the Army: the Defense Distribution Depot, Susquehanna, PA (DDSP); the Defense Distribution Depot Red River, TX (DDRT); and the Defense Distribution Depot San Joaquin, CA (DDJC). These three UMFPs consolidate the initial issue support items into DODAAC level packages to support TPF worldwide. When directed by the FC, the consolidated TPF packages are then shipped to the designated staging or handoff sites.

b. Staging sites. The staging, de-processing, and handoff requirements will be coordinated as required with both CONUS and OCONUS staging sites. CONUS staging sites will be selected based on the area being supported. Other Army depots and installations will be used as necessary to accommodate fielding and storage requirements.

c. OCONUS staging. To support TPF OCONUS, AMC operates three central staging sites in Europe, and any other temporary site as necessary, and two sites in Korea. These OCONUS staging sites play a vital role in keeping track of materiel shipped overseas and have reduced "lost" items significantly. Besides reducing the risk of materiel loss, the staging operations can also provide administrative support for MFTs and new equipment training teams (NETT). They can provide office space, training classrooms, secure storage, de-processing facilities and services, including MWO kit fielding and/or applications, and delivery to units, as well as the normal receive, store, and issue functions. These services are provided to the FC at very reasonable rates.

(1) In Germany, co-located with HQ AMC LSE–Europe on Hammond Barracks is the Seckenheim Staging Activity (SSA), which is the central handoff site for COMSEC and other selected items. A few miles away, in Friedrichsfeld, is the large, modern, all-purpose Friedrichsfeld Staging Activity (FSA). A third site for fielding vehicles and weapons is located at Germersheim, Germany.

(2) In Korea, AMC runs D–SAFE, which has two staging sites. One staging site is at Camp Market in the North near Inchon, and in the South, the Pusan Support Facility serves as the other central staging site. In addition, D–SAFE manages the depot support mission for the Republic of Korea, performing MWO application for the PEOs/PMs and AMC MSCs and contracting with the industrial base for depot level repair programs. Although any post, camp, or station can also serve as a staging site when that is more efficient, it is highly recommended that the AMC staging sites be utilized to maintain security and control for OCONUS TPF and MWO applications.

(3) Annual workload projections should also be provided to and coordinated directly with the staging sites. The OCONUS sites are run on a fee-for-service basis and are dependent on customer funding for their existence.

(4) The staging, deprocessing, and handoff sites in USARPAC vary and must be coordinated individually due to the limited availability and constant use by active, reserve, and National Guard units.

3–22. Depot workload projections and TPF package release

a. A 1-year workload projection will be provided to the assigned UMFP and staging site for each TPF system. The following items will be included (for items 5 and 6, include the special tools, ground support, TMDE, and manuals packaged at the UMFP):

- (1) System nomenclature, model number, and NSN.
 - (2) Project code.
 - (3) Assigned UMFP.
 - (4) Assigned staging site.
 - (5) DS/GS initial issue packages—lines, weight, cube.
 - (6) Unit level initial issue packages—lines, weight, cube.
 - (7) End item—weight, cube.
 - (8) ASIOE—weight, cube.
 - (9) Projections—1st year, monthly; 2nd year, quarterly.
- (a) Number of end items.

- (b) Number of ASIOE.
- (c) Number of DS and GS packages.
- (d) Number of unit packages.
- (10) Special handling requirements.
 - (a) Signature service.
 - (b) Radioactive.
 - (c) Classified and controlled.

b. Under TPF procedures, incremental packages will be released from UMFPs and staging sites early enough to transport materiel to CONUS or OCONUS and in accordance with established fielding milestones. The initial package release for surface shipments to OCONUS locations will be 85 days prior to scheduled handoff and 55 days for CONUS surface shipments. Follow-on package shipments by air will be 55 days for OCONUS and 25 days for CONUS locations. The format for package release message is shown in figure 3–2. Upon release of TPF shipments, the transportation officer will provide the FC, staging, and handoff sites, and the GC will provide a message within 24 hours containing the shipping information. Figure 3–3 shows the format for a release confirmation message.

3–23. Unit materiel fielding point TPF procedures

a. Receiving.

(1) Materiel will be received at the unit materiel fielding point (UMFP) and inspected for damage, quantity discrepancies, and proper documentation or identification in accordance with local standard procedures. A "BAY" transaction will be transmitted by DAAS to the FC and LOGSA when the materiel is posted to record.

(2) Damaged materiel will not be posted to UMFP records. The materiel will be routed to central receiving and posted to mission stock to await disposition instruction from the FC.

b. *Storage.* The materiel will be stored by project code and DODAAC in locations designated for each package. It will not be commingled with other mission stock.

c. Shipping.

(1) Upon notification from the FC, the materiel will be selected, then packed in accordance with AR 746–1. Marking and labeling will be in accordance with MIL–STD 129P. A "BAZ" transaction will be transmitted by DAAS to the FC and LOGSA to reflect shipment of the packages. (See fig 3–2 for TPF release message format.)

(2) The transportation officer will provide transportability and shipping information to the FC, staging site (if applicable), and to the gaining unit. (See fig 3–3 for TPF release confirmation message format.)

d. Coordination.

(1) UMFPs will inform the FC immediately upon realizing that requested shipment timeframes cannot be met.

(2) Unless otherwise directed by the FC, the UMFPs will assure that materiel shipped via surface transportation will be received at the OCONUS staging or handoff site not later than 55 days after release notification and not later than 25 days after release notification for CONUS surface shipments.

3–24. Staging, de-processing, and handoff requirements for TPF

a. The FC will identify, in coordination with DLA, the appropriate UMFPs, project codes, staging sites, and handoff sites. This coordination will include identification and verification of all staging, de-processing, and handoff requirements.

b. After the GC determines the central staging and fielding requirements, all support for the staging sites should go directly to the staging sites. For USAREUR fieldings, send the request to Commander, USAMC LSE–Europe, ATTN: AMXLS–LSE–E, Unit 29331, APO AE 09266. To coordinate your staging workload in Europe call DSN (314) 375–7807 or 3717 or Comm 011–49–0621–487–7807, FAX 7100 or e-mail to craig.simonds@hq.amceur.army.mil . For staging support in Korea, send the request to Commander, D–SAFE, ATTN: SDSFE–RPC, APO AP 96205. To coordinate your staging workload in Korea call DSN (315)721–7080 or Comm 011–822–720–7080, FAX 7549 or e-mail to wheelerd@usfk.korea.army.mil.

3–25. OCONUS staging site procedures for TPF

a. Receiving.

(1) Perform all functions and tasks related to unloading, moving, locating, palletizing, packing, sorting, and segregating all incoming TPF materiel.

(2) Offload all materiel from commercial and Government carriers within 24 hours of arrival at the staging site and sign the transportation control and movements documents.

(3) Report physical damage to the FC or MFT chief within 24 hours of receipt. Fill out and promptly submit all appropriate discrepancy reports (SF Form 361 (Transportation Discrepancy Report) or SF Form 364 (Report of Discrepancy)), through channels.

(4) Verify the bill of lading, inventory the multi-pack containers, and repack. Count will be to unit pack (NSN against packing list and package).

b. Storage, de-processing, and issue of materiel.

- (1) Store packages by project code and DODAAC and provide status to MFT chief. The packing list will be provided to the MFT chief.
- (2) Issue packages at the direction of the MFT chief, FC, or GC, as applicable.
- (3) Conduct or assist with processing for handoff to put end items in "ready for use" condition as previously agreed to in statements of work.
- (4) Inventory, receipt, storage, and issue records will be maintained by line item and locations assigned by package to conform to transition to war planning agreements between AMC and USAREUR.
- (5) When staging site personnel serve as the MFT, they will submit after action reports as outlined for MFTs in paragraph 3–5 unless specifically exempted.

3–26. OCONUS transportation for TPF

a. Receipt and transportation of all classes of supply from OCONUS ports of entry to USAMC staging sites will follow standard transportation policy. Transportability information is in the MFP.

b. The SDDC identifies inbound cargo to the theater traffic manager who arranges and schedules transportation from ports of entry to the staging site offloading facilities. Transportation may consist of rail, barge, or tractor trailer. In USAREUR, the 1st Theater Movement Control Agency (TMCA) arranges transportation support, and in Korea, the 25th Transportation Center arranges the transportation support. The SDDC coordinates with the theater traffic manager who notifies the staging site of receipt of inbound cargo and coordinates an estimated delivery date.

c. USAREUR units provide transportation for all classes of materiel from the staging site to the unit unless otherwise previously provided for. The FC resources the first destination transportation cost, CONUS to AMC LSE–Europe staging facility. The USAREUR, G–3–FMD, programs and funds the second destination transportation costs from the AMC LSE–Europe staging sites to gaining units.

3–27. Items not centrally staged

Non-centrally staged end items will be scheduled with SDDC and shipped to gaining units under standard transportation policy. OCONUS shipments require notification to SDDC 6 months prior to movement. Coordination with the gaining units is required to assure proper receipt and accountability of TPF end items that are shipped directly to the units. An agreed on consolidation point for joint inventory and handoff will be used for receipt of packaged items (class IX, publications). Actual locations for consolidation may vary based on commodity and end item. Locations may vary from AMC staging sites to GC SSA. The FC resources the transportation costs to hand-off sites, regardless of location.

3–28. Joint supportability assessment and call forward

a. In TPF, the FC and GC will coordinate not later than 90 days before FUED for OCONUS fielding and 60 days for CONUS fielding and agree on the final fielding/handoff schedule, before packages and end items are shipped to a staging site or gaining unit. The coordination is called a joint supportability assessment (JSA) and will address all problems or issues identified during the MRL coordination meeting at 210 days prior to the scheduled fielding. Both commands will report on their readiness to conduct the fielding and will mutually agree that the projected package percent of fill, end item availability, personnel, and facility support is either adequate or inadequate to conduct the fielding as scheduled. Either the final schedule will be agreed on or a new fielding date and JSA date will be scheduled.

b. The JSA will address all materiel, personnel, facility, publications, and training requirements needed for the fielding. The reports from the LIF, previous coordination checklists and reports, and subsequent corrective and preparatory actions will be used to determine total system supportability.

c. Final details for de-processing, inventory, and handoff will be agreed on prior to moving the materiel to staging or handoff sites.

3–29. Handoff procedures

a. Procedures. Handoff procedures will vary based on the level of system complexity and category of TPF. The FC and GC will coordinate the MFP and agree on the fielding command MFT requirement (if MFT is required or not). Subsequent coordination will specify the detailed materiel, personnel, and facility requirements to be provided by the FC and GC. The entire handoff process will often have three distinct steps; de-processing, inventory, and actual handoff.

b. De-processing.

- (1) Many items will not require any de-processing other than taking them out of a container, verifying their identity, and signing for receipt. No explanation is necessary.
- (2) Other items will be received at a unit or central staging site, be inspected, be given a complete operational check, and then be accepted by signature. Instructions will be included and the method of de-processing coordinated with staging site/unit personnel.

(3) Items with extensive de-processing requirements due to either complexity or density, will generally be de-processed by a MFT, either Government or contracted personnel. The FC determines and provides for the necessary personnel, skills, facilities, equipment, tools, and materiel needed for the task. Generally, the de-processing will take place before the gaining command arrives for the inventory and actual handoff. If a central staging site or GC facility is needed for the de-processing, all the arrangements must be coordinated, agreed on, and documented in the MFP/MFA or other pre-fielding coordination. Typical MFT composition and actions are listed below.

(a) The team will consist of personnel required to de-process the end items involved and conduct a joint inventory of all materiel provided to each unit DODAAC. If NET is planned in conjunction with the de-processing and handoff, the new equipment training team coordinates with the fielding team. When central staging is used, the FC will arrange with the staging site for needed de-processing, inventory, and handoff by staging site or contractor personnel, as required. When staging site facilities and personnel are used, the staging, de-processing, and handoff requirements will be identified and coordinated. In these cases, the staging site will furnish the tools and materiel for de-processing unless otherwise agreed on. When decentralized staging is used, the MFT or GC personnel will accomplish de-processing.

(b) The MFT will perform a joint inventory with the GC PBO/SSA accountable officer or a designated representative to account for all items provided in the fielding. Both the FC and GC representatives will sign the DA Form 5684. The joint inventory report will be included in the MFT after action report.

(c) The MFT and staging site personnel will fill out any necessary discrepancy reports for missing, damaged, or defective items discovered before or during the handoff. The FC provides requisition document numbers to the gaining PBO/SSA accountable officer in order to establish valid due-in for all inventory shortages. The FC will fill out the forms on-site and ensure that the missing, defective, or damaged items are provided to the customer at no cost. All discrepancies will be included on DA Form 5684, be reported on the appropriate forms (SF Form 361, SF Form 364, SF Form 368 (Product Quality Deficiency Report), or DA Form 2407), and be promptly submitted through channels.

(4) When central staging is not used and no MFT is used for fielding, the GC will fill out and process all necessary discrepancy documentation and submit it through established channels.

(5) If deprocessing costs are incurred, they will be funded by the FC.

c. Inventory.

(1) When MFTs are not used, the GC PBO/SSA accountable officer will process the customer documentation provided with the materiel and process appropriate discrepancy documentation for any missing, damaged, or defective materiel.

(2) When an MFT is used, a joint inventory of all materiel will be provided. Arrangements for the inventory and handoff will be coordinated between the FC, MFT or staging site personnel, and the GC personnel.

(3) The inventory will be just prior to or in conjunction with the handoff. Inventory of the total package materiel is conducted in the following manner:

(a) Class II and VII end items will be individually inspected to assure all BII and major components and on-board spares are included.

(b) All packaged materiel (class IX, technical manuals, special tools, and other packaged support items) will have the outer package opened, and the packing list will be compared to the status reports and the included customer documentation. Any discrepancies will be annotated on the packing list to be checked against the actual contents of the package. The individual packages will be removed, counted, and verified against the packing list.

(c) The inventory will be complete when all shortages, damages, or defects are listed on the DA Form 5684, and the report is signed. How the additional items will be provided should be clearly documented, indicate whether follow-on mini-packages or free flow of the items can be expected.

d. Completion of handoff.

(1) Handoff of the materiel is complete when all receipt documents and the DA Form 5684 are signed. Accountability for the fielded system and its support package will be transferred to the GC PBO/SSA/Unit accountable officer at that time. The GC PBO/SSA/Unit accountable officer processes the customer documentation provided to establish proper accountability for all materiel received. Within 30 days, the GC will fill out a DA Form 5666 and submit it in accordance with paragraph 3–7. The MFT or central staging site personnel serving as the handoff team will prepare an MFT after action report within 30 days after completion of the joint inventory and handoff. This report will include the following:

(a) A list of all materiel and services still owed to the GC that are required as a result of fielding deficiencies.

(b) Copies of the DA Form 5666 submitted by the GC.

(c) A summary of the discrepancy reports, warranty claims, EIRs, and maintenance requests used during de-processing, inventory, handoff, or new equipment training (if part of MFT function).

(d) Answers to all fielding checklist statements listed in the MFT after action report.

(2) A copy of the MFT after action report will be provided to the GC and the FC. The report will also be posted on the TPF Web site and the following organizations will be notified. The Commander, USAMC LOGSA ATTN: AMXLS–AIP, Redstone Arsenal, AL 35898–7466, for fielding in Europe the Commander, AMC LSE–Europe, ATTN: SOSFS–E–MS, Unit 29331, APO AE 09266, and for fielding to USARPAC, the Commander, USARPAC, ATTN:

APLG–MMS, Fort Shafter, Hawaii, 96858–5100 will be notified when the after action reports are posted to the TPF Web site (contact information for these organizations is given in figure 3–1).

3–30. Customer documentation procedures for TPF

a. A special feature of TPF is the customer documentation prepared and provided by the FC for each item of materiel to be handed off. The documentation package of transactions is tailored to each DODAAC receiving materiel as part of a TPF. The documents are prepared in the specific format of the retail accounting system at each receiving DODAAC. A memorandum of instruction (MOI) will accompany each document package to help assure the documents are processed in the right cycle and in the needed sequence to establish proper accountability and audit trail of all materiel received. The FC is responsible for providing instructions for the processing of the customer documentation (see appendix F).

b. When a MFT is present, the MFT will take copies of the receipt documents and D6S transactions to the SSA for stockage level adjustment, on-hand balance adjustment and subsequent reporting of Reportable Item Condition Code (RICC) 2, A, B, and C items to CBS–X. Receipt documents and D6S transactions need to go the SSA only for CL IX items for which they will be responsible. CL VII items processed by SPBS–R will have the receipts (D6S) produced by the property book system and output to the SSA for processing and passing to wholesale.

c. When no MFT is present for a TPF, the documentation provided will be processed for all materiel received in accordance with the accompanying instructions. Any documents for materiel not received will be retained and processed when the materiel is received unless new documentation is provided by the FC.

d. See appendix F for customer documentation preparation instructions and formats for each retail accounting system.

Chapter 4 Materiel Transfers and Displaced Equipment Fielding (DEF)

Section I Materiel Transfers and Redistribution

4–1. General

Materiel transfers or redistribution covers a wide range of situations, such as intra- and inter-major Army command (MACOM) transfer of end items governed by paragraph 5–1 of AR 700–142, and redistribution of excess and replaced end items governed by AR 710–2, paragraph 4–37*b*. It can also include fielding of a major weapon system and all its support from one MACOM, to another MACOM that has never used the system, or displaced (cascaded) equipment fielding using TPF methods. This can be more complicated than new system fielding. See appendix C for a materiel transfer process checklist to aid in the planning of transfers. Transfers require coordination with ASA(ALT) (SAAL–ZL) as well as the national inventory control point and between the losing and gaining commands.

4–2. Transfer within a MACOM

When displaced equipment is transferred within a MACOM, the MACOM will direct the transfer from the losing unit to the gaining units. The MACOM may delegate authority for directing the transfer to the Directors of Logistics (DOL) at the losing and gaining installations. The planning, programming, and budgeting, as well as the coordination and reallocation of resources is done within the MACOM. Supporting commands (SC), wholesale managers will provide disposition instructions as necessary, as well as logistics support, data, or other assistance when requested. Assistance requiring travel by depot or national maintenance point (NMP) personnel may be provided on a reimbursable basis. The MACOM will also coordinate within MACOM transfers with HQDA in accordance with AR 710–1.

4–3. Transfer between using MACOMs

a. A MOA between the losing MACOM and gaining MACOMs will be used to plan the transfer of displaced equipment when either of the following conditions exist:

- (1) The gaining MACOM presently uses and supports the displaced equipment.
- (2) The displaced equipment is self-contained, such as power generators, trailers, or vans, which will not have a significant resource impact on the GC.

b. A formal Materiel Transfer Plan (MTP) will be prepared by the displaced equipment FC/system manager/PM, and coordinated with the losing and gaining MACOMs, SC, depot planners, and other ILS participants when either of the following conditions exist:

- (1) The displaced equipment is to be transferred directly from one using MACOM to a different using MACOM that has not previously used or supported the system.
- (2) The displaced equipment is to be transferred to a depot level activity for refurbishment in conjunction with

fielding the system to a MACOM that has not previously used or supported the system. Under these circumstances, a tailored TPF will be used to field the system.

c. All transfers of displaced equipment will be coordinated with HQDA by the losing MACOM in accordance with AR 710-1.

Section II

Integrated Logistics Support Planning for Displaced Equipment

4-4. Guidelines

a. The principles and techniques of integrated logistics support (ILS) management will be applied to plan, track, and evaluate the transfer of displaced equipment. The ILS planning and preparation of the MOA or MFP will be conducted in conjunction with the MFP for the new or improved system causing the displacement. The goal of displaced equipment planning is to provide delivery of a complete, supportable system to a well prepared gaining command.

b. All systems requiring a MTP will use the following procedures:

(1) Displaced equipment managers will be designated in the FC, in the losing command (LC) and the GC.

(2) All ILS elements except design interface will be addressed in the MTP.

(3) Transfer procedures and schedules will be established by the FC, LC, and GC and be included in the MTP. Displaced equipment transfer and fielding coordination meetings and checklists will be used and documented to assure that all participants understand their responsibilities and can support the schedules for the transfer/fielding. Use the coordination checklist and report (DA Form 5681) as a guide to identify and coordinate all requirements.

(4) Displaced equipment may, with advance planning, programming, and funding be routed through depot level activities for refurbishment, planned overhaul, application of needed modifications or conversions prior to fielding.

4-5. Documentation for displaced equipment fielding

a. As with new system fielding, displaced equipment fielding (DET) will use the MON and MFP process. Transfer between using MACOMs will be planned and coordinated with HQDA, the system manager, and the MACOM through an MOA or MTP as stated in paragraph 4-3. A displaced equipment MON will accompany or precede the MTP or MOA. The content of the MOA or MTP will be adapted to the complexity and condition of the system, its resource impact on the GC, and the specific needs and capabilities of the GC. The GC will provide comments on the MOA or MTP to define their requirements and will provide an MSP to fully describe the maintenance and supply support structures. Just as in new system materiel fielding, a formal materiel transfer agreement (MTA) will be required for transfers.

b. The MTP will contain all the same sections as an MFP (app E) used for a new system. Milestones for the MTP system will be established just like for new system fielding.

c. Whether a MOA or MTP is used to transfer or field the system, the following areas will be addressed:

(1) Command, control, and coordination data, schedules, and procedures.

(2) Total system description including all associated and supporting equipment.

(3) Transfer or fielding logistics procedures.

(4) Maintenance support.

(5) Supply support.

(6) Transportation and handling.

(7) Technical data and publications.

(8) Facilities (mobile and fixed).

(9) Training, training devices, and materiel.

(10) Computer resources and software support.

(11) Other logistics support.

4-6. Displaced equipment training

a. The extent of, and need for displaced equipment training (DET) will be determined by the Army's designated DET trainers; TRADOC, FORSCOM, U.S. Army Pacific Command, (USARPAC), the National Guard Bureau (NGB), and the GC (AR 350-1). The existing training base will be used to the maximum extent possible. When a formal DET plan is necessary, it will be an appendix in section 9 of the MTP or appended to the MOA. When no formal DET plan exists, the extent of training, schedules for, and the materials, devices, aids, and equipment needed to train the staff planners, trainers, support personnel, and users will be documented in the MTP or MOA.

b. TRADOC and the other CBTDEVs will initiate DET plans and conduct DET for active component units. FORSCOM and USARPAC will plan and conduct DET for USAR units, while the NGB will establish plans and conduct DET for ARNG units (AR 350-1).

Section III Materiel Transfer Plan Procedures

4-7. Supporting command materiel transfer plan procedures

a. When displaced equipment is to be transferred from one MACOM to another MACOM that has not used or supported the system, the system manager will plan and direct the transfer using an MTP. An MTP will also be used if that system is to be cycled through a depot level activity and then be fielded to the GC via TPF.

b. The MTP will be coordinated with the losing and gaining MACOMs, SC, depot planners, and other ILS participants, and will be prepared and staffed in conjunction with the MFP for the new or improved system causing the displacement.

c. All systems requiring an MTP will have milestone schedules as in new system fielding (appendix D).

d. Through MTP coordination with the LC, GC and SC, the documentation affirming the following will be required to complete the plans for transfer:

- (1) Adequate DET planning has been accomplished.
- (2) Facilities requirements are available or planned.
- (3) Personnel requirements are identified and planned.
- (4) Appropriate LAOs have been included in the coordination actions.
- (5) All materiel requirements have been identified. This includes:

(a) The items that will be provided by the LC, the GC, and the wholesale level SC.

(b) An indication of how materiel will be transferred; materiel will go directly from the LC to the GC, or the materiel will be cycled through a depot level facility. If all the materiel will be accumulated at the depot level, TPF methods will be used to field the system to the GC.

(c) Established transfer standards and methods for all end items, support items, and repair parts. The LC, GC, and SC need to agree on the planned procedures for transfer of all materiel.

(d) A determination of how initial support for each end item will be computed (that is, SC computations, or based on present support stockage in another unit).

(6) Need for a materiel fielding team has been identified. Required skills, personnel, and their source have been identified.

(7) Schedules have been developed that will not conflict with other planned operations needing the same personnel or facilities.

(8) System managers have been appointed in the LC, GC, and SC.

4-8. Losing MACOM materiel transfer plan procedures

a. When displaced equipment is transferred using an MTP, the losing MACOM will appoint a displaced equipment manager. This manager will plan and coordinate the transfer in conjunction with the FC responsible for the MTP and the managers of the new system causing the displacement. The appropriate LAOs will be coordinated with their input and assistance.

b. The LC will provide direct input to the MTP and be a signatory for the MTA.

c. The input to the MFP will cover all areas of system support and may include the latest actual support costs and support procedures for the displaced equipment. The latest current and projected condition and status of the displaced equipment and all support equipment and materiel will be reported. This information will be used in determining what can be transferred directly to the GC and what will need to be refurbished or what items will be supplied from Army wholesale stocks. This information will also be vital to establishing milestones and schedules for the DEF.

d. For transfers accomplished by MTP, the losing MACOM will execute the following procedures:

(1) Identify the needed DET requirements and coordinate and schedule them with the DET trainers, the GC, and the appropriate SC.

(2) Assure the timely change to MTOE/TDA authorizations allowing for the expedited turn-in of the displaced equipment and its related support equipment and materiel.

(3) Coordinate and document the specific transfer procedures and responsibilities in a displaced equipment checklist and report.

(4) Assure the timely turn-in and transfer of the system and its related support as specified in the MFP.

(5) Achieve agreed-upon equipment transfer standards. Inform the SC and GC immediately of all shortages or condition deficiencies of materiel planned to be transferred.

(6) Ensure all staging, de-processing, and handoff requirements have been coordinated with the FC, UMFP, staging site, and LC.

(7) Package and ship all displaced systems and support items to the GC, depot or staging site in accordance with the MTP.

4-9. Gaining MACOM materiel transfer plan procedures

When a MTP is used to transfer displaced equipment, the coordination between the system manager responsible for the MTP and the GC will be that of a FC and GC. However, the LC will also be directly involved and will affect the schedule, condition of materiel, and procedures to achieve a successful transfer. The GC will assure that their information going into the MTP results in a clear and complete description of their present and projected personnel, facility, and materiel assets. This information will result in the determination of, and planning for, all additional resources that will be needed in each gaining unit to receive, operate, maintain, and support the displaced equipment. The following procedures will help assure a successful transfer:

- a.* Appoint a displaced equipment manager for the planning, coordination, and execution of the transfer and for coordinating with the appropriate LAO.
- b.* Assure the MFP is prepared in accordance with appendix E.
- c.* Assure that a fielding checklist is used (DA Form 5681). A materiel transfer process checklist is included in appendix C.
- d.* Assure the DET and personnel requirements are coordinated and planned for in accordance with AR 350-1.
- e.* Plan, program, and budget for the receipt, operation, maintenance, and support of the displaced equipment.
- f.* Establish authorization documentation (MTOE/TDA) in a timely manner.
- g.* Provide MSPs identifying the using, maintenance, and supply support units/environment.
- h.* Identify any unusual support considerations that should be considered in the coordination of the MFP or for the transfer procedures.

Section IV

Memorandum of Agreement Transfer Procedures

4-10. Use of a memorandum of agreement for transfer

A memorandum of agreement (MOA) between the LC and GC will be used to plan the direct transfer of displaced equipment if the gaining MACOM already uses and supports the system. Also, direct transfer of a self-contained system such as power generators, trailers, or vans with no significant resource impact will be effected using an MOA.

4-11. Losing MACOM memorandum of agreement procedures

a. When a MFP for a new system is received, making a system available for displacement or transfer, the losing MACOM will determine if the replaced system uses the redistribution procedures of AR 710-1, AR 710-2, or AR 750-1.

b. If the system will continue to be used in the MACOM, then the transfer within the MACOM will be planned, programmed, budgeted for, and controlled within the MACOM. Normal logistics support channels and methods will be used. However, if the system is to be transferred to another MACOM, an MOA will be initiated by the LC to plan, coordinate, and effect the transfer to the GC.

c. The losing MACOM must identify the condition and quantity of the system and its support equipment available for transfer. The condition, remaining tube life, component replacement, and overhaul schedules will be reviewed to determine if it will be necessary to route all or part of the system and its support equipment to a repair or overhaul facility prior to transfer to the GC. Coordination with SC may be necessary to make the identification of all related support equipment and spare/repair parts to be included in the transfer.

d. The Reverse SLAC process is used when all of a specific end item is replaced or displaced from an MTOE/TDA (AR 710-2, paras 4-9*f* and 4-10*f*, and table B-1). The Reverse SLAC Report identifies "unique items" (those parts used on the replaced end items but not on the replacing end items or unit's other on-hand end items). The "common items" are those parts used on the replaced end item and at least one of the replacing or remaining on-hand end items in the unit. To obtain Reverse SLAC assistance, e-mail AMXLS-MLB@logsa.redstone.army.mil or call DSN 645-9622/9623. The request must contain the following information:

- (1) NSN of the replaced or displaced end item(s).
 - (2) NSN of the replacing end item(s).
 - (3) NSN of all remaining move, shoot, and communicate equipment on the MTOE/TDA that the unit will continue to use, repair, or support. For all aircraft and generators, include the NSN of the engine as well as the end item NSN.
 - (4) UIC of the requesting unit.
 - (5) Point of contact, name, rank, return mailing address, and telephone number (both DSN and commercial).
- e.* The Reverse SLAC process compares all the spare/repair parts applicable to the replaced end item(s) to all the parts used on the other end items in the unit. Therefore, each Reverse SLAC request must include all NSNs of the similar end items on the MTOE/TDA. Upon receipt of the Reverse SLAC Report, the unit can determine what stock will become excess by matching the "unique items" list against the on-hand class IX stock. When the replaced end items are turned in, the "unique items" will no longer be needed. A comparison of the "common items" list to the stock on hand will indicate which items will be likely to experience fewer demands.
- f.* If the Reverse SLAC Report is not appropriate, another product is available, the Peculiar Items Report. The report

compares the spare/repair parts used on one end item or family of end items, to those parts used on another end item. It identifies which parts are peculiar (to one end item or family of end items) and which parts are common (used on both and items being compared). It does not recommend excess of any support items, but only identifies the commonality of use between the end items in the comparison.

g. Call LOGSA, DSN 645-9739/9678/9567 or commercial (256) 955-9739 prior to submitting your request. Submit the Reverse SLAC Request in the format shown at figure 4-1.

h. After the determination is made that displaced equipment will be transferred directly to a GC that uses and supports the system, the LC will take the following steps:

(1) Jointly formulate, coordinate, and execute a displaced equipment's MOA with the GC addressing all the areas of paragraph 4-5c.

(2) Identify needed DET requirements and coordinate and schedule them in coordination with the designated DET trainers and the GC (paragraph 4-6).

(3) Assure the timely change to MTOE/TDA authorization documents allowing expedited turn-in of the displaced equipment and related support equipment and materiel.

(4) Coordinate and document the requirements and responsibilities of the transfer in a displaced equipment checklist (DA FORM 5681). A materiel transfer process checklist is included in appendix C.

(5) Assure timely turn-in and transfer of the system and related support equipment and materiel as specified in the MOA.

(6) Achieve agreed-upon equipment transfer standards, and document any standards deviating from AR 750-1 transfer standards.

(Letterhead)

OFFICE SYMBOL (MARKS NUMBER)

Memorandum for: Executive Director, USAMC LOGSA, ATTN: AMXLS-MLB,
Redstone Arsenal, AL 35898-7466

SUBJECT: Request for a Reverse SLAC or Peculiar Items) Report

1. Request a () Report to be generated for the following end item(s) NSNs:

<u>LIN &</u>	<u>LIN &</u>	<u>LIN &</u>
<u>Replaced NSNs</u>	<u>Replacing NSNs</u>	<u>Remaining onhand NSNs</u>
<u>XXXXXX</u>	<u>XXXXXX</u>	<u>XXXXXX</u>
<u>XXXX-XX-XXX-XXXX</u>	<u>XXXX-XX-XXX-XXXX</u>	<u>XXXX-XX-XXX-XXXX</u>
<u>XXXXXX</u>	<u>XXXXXX</u>	<u>XXXXXX</u>
<u>XXXX-XX-XXX-XXXX</u>	<u>XXXX-XX-XXX-XXXX</u>	<u>XXXX-XX-XXX-XXXX</u>
<u>XXXXXX</u>	<u>XXXXXX</u>	<u>XXXXXX</u>
<u>XXXX-XX-XXX-XXXX</u>	<u>XXXX-XX-XXX-XXXX</u>	<u>XXXX-XX-XXX-XXXX</u>
<u>XXXXXX</u>	<u>XXXXXX</u>	<u>XXXXXX</u>
<u>XXXX-XX-XXX-XXXX</u>	<u>XXXX-XX-XXX-XXXX</u>	<u>XXXX-XX-XXX-XXXX</u>
<u>XXXXXX</u>	<u>XXXXXX</u>	<u>XXXXXX</u>
<u>XXXX-XX-XXX-XXXX</u>	<u>XXXX-XX-XXX-XXXX</u>	<u>XXXX-XX-XXX-XXXX</u>

2. My UIC is XXXXXX, and I support the following UICs: XXXXXX, XXXXXX, XXXXXX, and XXXXXX.

3. Point of contact for this request is CPT John Doe, DSN XXX-XXXX, commercial (XXX) XXX-XXXX.

4. I am/am not providing a magnetic tape of my ASL/PLL. The tape specifications are identified on the attached DA Form 200, Transmittal Record. Please mail the report(s) to:

Commander
Ready Battalion
ATTN: AAAA-GO
Fort Readiness, AL XXXXX-XXXX

Figure 4-1. Format to request Reverse SLAC or Peculiar Items Report

4-12. Gaining MACOM memorandum of agreement procedures

a. When a MACOM is informed that it will receive displaced equipment from another using MACOM and they already use and support that system, an MOA will be used to transfer the system from the LC to the appropriate GC units. The MOA will address all the areas called for by paragraph 4-5c. The GC will determine all the training, personnel, facilities, materiel, and support equipment needed to support the system in the gaining units. Then, based on present or projected personnel, facilities, and assets, they will determine what additional resources are needed to use, maintain and support the system.

b. Through MOA coordination with the LC, the DET trainers, and supporting commands, the following information will be required to complete the plans for the transfer.

- (1) Materiel and assistance provided by the LC.
- (2) The additional skills and training needed and their source.
- (3) The condition and quantities of materiel provided by the LC.
- (4) Status of additional requirements to be provided, and their source.
- (5) Documentation that each end item coming will have initial support from one of the following: mandatory parts list, an approved computed initial support list, or a recommended list based on the stockage from another unit already supporting the same end items and the source for these parts.
- (6) Application of the maintenance and transfer standards in accordance with AR 710-2.
- (7) Scheduling of a transfer coordination meeting to develop and agree on a displaced equipment checklist similar to the fielding checklist (DA Form 5681).
- (8) Transfer schedule and location and approval of coordination.
- (9) A list of SC functions and responsibilities in the transfer.
- (10) A list of primary POCs for the transfer in the LC, GC, and in the gaining units.

c. The gaining MACOM will also need to—

- (1) Assure timely establishment of authorization documents (MTOE/TDA).
- (2) Provide MSPs to the SC and LC to show the using, maintenance, and supporting units for the displaced equipment. The proper distribution for the ORF assets will be designated, if applicable.
- (3) Identify personnel and training requirements for each gaining unit. Plan and coordinate DET in accordance with AR 350-1.
- (4) Identify and program for additional or special facility requirements of the displaced equipment.
- (5) Plan, program, and budget for the receipt, operation, and maintenance of the system.

4-13. Supporting command memorandum of agreement procedures

a. When a MOA is used to transfer displaced equipment from one using MACOM to another MACOM that already uses and supports the system, the SC (wholesale managers of the system or its support equipment) will be involved as required. In some cases the LC and GC will need little help in determining supportability and materiel requirements, information and guidance will be provided as requested. In other cases, the wholesale managers and maintenance depots will play a central role and determine if some or all of the displaced equipment and its support equipment will be cycled through maintenance activities prior to transfer to the GC.

b. In all cases, the wholesale managers (including the NMP) will plan, program, and budget for the continued support of the displaced equipment.

c. On request, the SC will identify the displaced equipment peculiar and related ASIOE, components, class IX, and other support materiel. In some cases, this may be accomplished with direct assistance from equipment specialists and managers; while in other cases, use of the Reverse SLAC process (see paragraph 4-11d-g) may be appropriate. The needed initial support may be specifically identified by the supporting commands. Initial support requirements may be an established and authorized computed list, or even stockage based on another unit already supporting the same end items.

d. Based on coordination with the LC and GC, depot level refurbishment will be accomplished when deemed necessary and economical. This can involve needed MWOs, conversions, or overhauls as appropriate.

e. Special assistance to the losing MACOM in achieving transfer standards may be required on a reimbursable basis.

Appendix A References

Section I Required Publications

AR 700–142

Materiel Release, Fielding, and Transfer (Cited in paras 1–1, 1–5, 2–2, 2–4 and 2–4c(1), 2–6c, 2–7, 2–9a, 3–2e, 3–3c, 3–6f, 3–7a, 3–7a(17), 3–8, and 3–12a(5), 4–1; and appendix C)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 25–1

Army Information Management

AR 25–30

The Army Publishing Program

AR 40–10

Health Hazard Assessment Program in Support of the Army Materiel Acquisition Decision Process

AR 40–60

Policies and Procedures for Acquisition of Medical Materiel

AR 70–1

Army Acquisition Policy

AR 70–47

Engineering for Transportability

AR 73–1

Test and Evaluation Policy

AR 75–15

Responsibility and Procedures for Explosive Ordnance Disposal, Department of Defense Directive 5160.62, Single Manager Responsibility for Military Explosive Ordnance Disposal Technology and Training (EODT&T): ARDEC Pamphlet 70–3, The ARDEC Explosive Ordnance (EOD) Division—A Guide for Weapon System Developers

AR 200–1

Environmental Protection and Enhancement

AR 200–2

Environmental Effects of Army Actions

AR 220–1

Unit Status Reporting

AR 350–1

Army Training and Education

AR 350–38

Training Device Policies and Management

AR 385–16

System Safety Engineering and Management

AR 601-2

Army Promotional Recruiting Support Programs

AR 602-2

Manpower and Personnel Integration (MANPRINT) in the System Acquisition Process

AR 700-4

Logistics Assistance

AR 700-127

Integrated Logistics Support

AR 700-138

Army Logistics Readiness and Sustainability

AR 700-139

Army Warranty Program Concepts and Policies

AR 700-141

Hazardous Materials Information Resource System

AR 710-1

Centralized Inventory Management of the Army Supply System

AR 710-2

Supply Policy Below the Wholesale Level

AR 710-3

Asset and Transaction Reporting System

AR 725-50

Requisitioning, Receipt, and Issue System

AR 750-1

Army Materiel Maintenance Policy

AR 750-10

Army Modification Program

AR 750-43

Army Test, Measurement, and Diagnostic Equipment Program

DA Pam 700-28

Integrated Logistics Support Program Assessment Issues and Criteria

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures)

DA Pam 738-750

The Army Maintenance Management System (TAMMS)

DA Pam 738-751

Functional Users Manual for the Army Maintenance Management System, Aviation (TAMMS-A)

DODD 5000.1

Defense Acquisition <http://dod5000.dau.mil>

DODI 5000.2

Operation of the Defense Acquisition System <http://dod5000.dau.mil>

EM 0007 FEDLOG (formerly SB 700-20)

Army Adopted/other Items Selected for Authorization/List of Reportable Items <http://weblog.logsa.army.mil/index.shtml>

MIL-HDBK-1791

Designing for Internal Aerial Delivery in Fixed Wing Aircraft <http://dodssp.daps.mil/adodssp.htm>

MIL-STD 129P

Pack Marking for Shipment and Storage http://www.dscp.dla.mil/contract/notices/notice_mil-std-129p.htm

TB 9-1300-385

Munitions Restricted or Suspended

TB 380-41

Security Procedures for Safeguarding, Accounting for, and Supply Control of COMSEC Materiel

TM 38-410

Storage and Handling of Hazardous Materiel

Section III**Prescribed Forms**

Except where otherwise indicated below, the following forms are available as follows: DA forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the APD Web site (www.usapa.army.mil); DD Forms are available from the OSD Web site (www.dior.whs.mil/ICDHOME/DDEFORMS.HTM).

DA Form 5106

Mission Support Plan (Prescribed in para 3-8a(2) and appendix C)

DA Form 5385

Materiel Release Forecast (Prescribed in para 2-4c(1)) (available in the Materiel Release Tracking System at <http://aeps.ria.army.mil>)

DA Form 5666

Gaining Command Fielding Evaluation (Prescribed in paras 3-7b(15), 3-29d(1), and 3-29d(1)(b), and appendixes C and E)

DA Form 5680

Materiel Fielding Team After Action Report (Prescribed in paras 3-4c and 3-7b(13) and appendix D)

DA Form 5681

Coordination Checklist and Report (Prescribed in paras 3-3a(8), 3-6g, 3-7a(4), 3-8a(5), 4-4b(3), 4-9c, 4-11h(4), and 4-12b(7) and appendix C)

DA Form 5682

Materiel Requirements List (Prescribed in para 3-6a and appendix C)

DA Form 5684

Joint Inventory Report (Prescribed in paras 3-8b(2), 3-29b(3)(b), 3-29b(3)(c), 3-29c(3)(c), and 3-29d(1) and appendixes C and D)

Section IV**Referenced Forms****DA Form 2407**

Maintenance Request

DA Form 2408-9

Equipment Control Record

DA Form 3328

Property Record

DA Form 3758

Calibration Repair Requirements Worksheet

DD Form 250

Materiel Inspection and Receiving Report

DD Form 1348-1A

Issue Release/Receipt Document

DD Form 1348-6

DoD Single Line Item Requisition System Document

Standard Form 361

Transportation Discrepancy Report

Standard Form 364

Report of Discrepancy

Standard Form 368

Product Quality Deficiency Report

Appendix B**Materiel Release of Software****B-1. Supporting data requirements**

Supporting data requirements to be included in the software suitability and supportability statement, for software initial or follow-on release. Supporting requirements are as follows:

- a. End item nomenclature and brief description of the fielded operational and support system.
- b. Background summary of software changes including those not requiring release.
- c. Summary of current software changes comparing updated system capability to previous capability.
- d. Extent of change in mission, function, capability, and performance parameters.
- e. Extent of software change (percent of software lines of code change).
- f. Impact of change on hardware.
- g. Impact of change to logic flow, interfaces, and so forth.
- h. Testing of changes and compatibility with system.
- i. Software and software support testing.
- j. Extent of software testing (including configuration, criteria, results, and so forth).
- k. Documentation of software testing (include independent verification and validation).
- l. System performance and system support.
- m. Extent of system performance testing.
- n. Documentation (summary) of performance test data.
- o. System tests (for example, development test).
- p. System Evaluation Report, including independent safety assessment, confirmation, or statement.
- q. Functional configuration audit and physical configuration audit.
- r. Actions needed as a result of the post deployment software support demonstration.
- s. Maintainability, reliability, and supportability status.
- t. Achievement of requirements.
- u. Deficiencies and shortcomings.
- v. Resolution of test incident reports, QDRs, and software trouble reports.
- w. Impact on system safety.
- x. Safety confirmation.
- y. MATDEV Safety Certification.
- z. System Safety Risk Assessment (SSRA), if applicable.

- aa.* Cumulative effect of changes—include cumulative software lines of change since the last release.

B-2. Impact on integrated logistics support

Plan for implementation of changes (for example, schedule for field retrofit) and replication, distribution, installation, and training for software. Identify any special installation equipment required for follow-on software/firmware releases. Plan (summary) for verification and validation activities (for example, validation and certification of field retrofits). Verification and validation results of field retrofits.

- a.* Impact on spare parts.
- b.* Impact on publications (for example, technical manuals).
- c.* Impact on training. Describe training requirements for initial, DELTA, follow-on, or update training as applicable. What will be source and composition of training team if needed?
- d.* Impact on maintenance and supportability.
- e.* Field maintenance impact.
- f.* Software support needs to include replication, distribution, installation, and training (RDIT).
- g.* Impact on built-in test equipment and other TMDE.
- h.* Impact of special installation equipment on follow-on releases.
- i.* Status of performance specifications or technical data packages for both hardware and software.
- j.* Status of software configuration management.
- k.* Availability of materiel to be released.
- l.* Distribution process (mail, no return, exchange, contact field team).
- m.* Software interoperability requirements.
- n.* Software communication and communications security requirements.
- o.* Software support environment.
- p.* Name, address, and telephone number of approval authority for the software revision.
- q.* Completion of all document requirements (for example, user and technical manuals).
- r.* FCA/PCA results.
- s.* A statement of interoperability for all systems requiring digital interoperability with other Army, joint, and/or coalition systems will be submitted and approved by the G-3 ADO (DCS, G-3, ATTN: DAMO-ADO, 400 Army Pentagon, Washington, D.C. 20310-0400)

Appendix C Materiel Release, Fielding, and Transfer Process Checklists

C-1. Overview

The formal release, fielding, and transfer processes span four phases of the life-cycle management model; the engineering and manufacturing development, production and deployment, operations and support, and disposal phases. The following checklist serves as a guideline for the materiel release, fielding, and transfer processes.

C-2. Materiel release process guide

The following checklist serves as a guideline for the materiel release, fielding, and transfer processes.

- a.* Does the materiel being considered for release fall within the release process? (See AR 700-142, paras 1-5, 3-5, 3-6, 3-8, and 3-9).
- b.* If an ACAT I-III materiel acquisition program is being considered for release, has the program been identified for release in the Materiel Release Tracking System (MRTS)? (See AR 700-142, paras 3-4 and 3-8.)
- c.* Have the materiel release prerequisites been met and documented and have copies been provided to appropriate participants? (See AR 700-142, para 3-5.)
- d.* Have the criteria for full release been met? (AR 700-142, para 3-6).
- e.* If a conditional release is requested, has a get-well plan addressing each condition been prepared, been posted to the MRTS and been provided to all participants? (See AR 700-142, para 3-6*b.*)
- f.* If a conditional release is requested, are the interim means of support and control acceptable to the GC? Has the gaining MACOM provided a user acceptance statement and an urgency of need statement signed by a general officer? (AR 700-142, paras 3-5*b*(13) and 3-7*e*(3)).
- g.* Were serious deficiencies in get-well plans of conditionally released materiel resolved in a timely manner (within 3 years or within 1 year of scheduled get-well date, whichever is sooner)?
- h.* Does the get-well plan describe the circumstances of the deficiency, the interim support measures, and the projected date of correction?
- i.* If the release is for training only, have the conditions been met for a training release (AR 700-142, para 3-6*f*)?

- j.* Is Army Modernization Reference Data available for the system being fielded (AR 700–142, para 4–2a(1))?
- k.* Has the Memorandum of Notification (MON) for the system been prepared and provided to the gaining MACOM (AR 700–142, para 4–3)? Was it timely (appendix D)?
- l.* Does the MON identify the system being replaced (AR 700–142, para 4–3c)?
- m.* Was the MON accompanied by a draft MFP (AR 700–142, para 4–3e)?
- n.* If a MFP is not necessary, has the gaining MACOM concurred to waive the requirement for a MFP?
- o.* Has the MFP been prepared in accordance with para 3–3, appendix E, and figure E–1?
- p.* Has the MFP been fully coordinated in accordance with table E–1?
- q.* Have milestones for the fielding been tailored and agreed to by the FC and GC (para 3–6 and app D)?
- r.* Have systems for the Eighth U.S. Army (EUSA) been coordinated with AMC LSE–Far East, (AR 700–142, para 4–4b(3))?
- s.* Have systems for USAREUR been coordinated with AMC LSE–Europe, (AR 700–142, para 4–4b(3))?
- t.* Have systems for the U.S. Army Reserve been coordinated with that command (AR 700–142, para 4–4b(3))?
- u.* Has a Mission Support Plan been submitted by the GC? Does it contain all the information required by AR 700–142, para 4–6? Has DA Form 5106 been used? Is the MSP timely (appendix D)?
- v.* Has a MFA been signed by all required signatories (AR 700–142, para 4–7a)?
- w.* Has the MRL been coordinated with the GC using DA Form 5682 (para 3–8)?
- x.* Is it timely?
- y.* Does the MFA document the agreed-upon plans, responsibilities, and schedules (AR 700–142, para 4–1a)? Does the MFP/MFA document services to be provided before, during, and after the handoff (paras 3–3 and 3–4)?
- z.* Is there NET, and will a new equipment training support package (NETSP) be provided (paras 3–3a(3) and 3–7a(1))?
- aa.* Are the LAOs being included in the fielding coordination, documentation, NET, and handoff activities (para 3–11 and table E–1)?
- bb.* Have the UMFPs and staging sites been engaged to support the fielding process (paras 3–16, 3–20, 3–21, 3–22, and 3–23)?

C–3. Materiel fielding team guide

The following list is a fielding team guide.

- a.* Is the materiel fielder providing a MFT (para 3–4)?
- b.* Does the MFP/MFA clearly detail the services to be provided by the MFT (para 3–4b)?
- c.* Are the MFT functions limited to the fielding, de-processing, and handoff procedures agreed upon (para 3–4)?
- d.* Does the MFP/MFA provide detailed information on the support to be provided to the MFT by the gaining command (para 3–3)?
- e.* Was the MFT involved in the MRL coordination and did they provide the GC with DA Form 5681 (paras 3–4 and 3–6)?
- f.* Has the MFT prepared a complete Materiel Fielding After Action Report, DA Form 5680, and provided it to the required participants (AR 700–142, para 4–12)? Does it contain a summary of discrepancy reports, warranty claims, and shortages, and actions taken to overcome any deficiencies or problems (para 3–29d)?
- g.* Has the gaining command completed DA Form 5666?
- h.* Was it provided to the required participants, and in a timely fashion (AR 700–142, para 4–11)? Has the fielding command taken action to validate and correct shortcomings reported on DA Form 5666?

C–4. Total package fielding guide

The following is a total package fielding guide.

- a.* Are the fielding documentation, schedule, and all points of contact listed on the TAFS Web site (<http://aeps.ria.army.mil>)?
- b.* Is the TPF category and system level of complexity identified in the MFP/MFA (para 4–13, AR 700–142)?
- c.* Has the fielding command coordinated with DLA (paras 3–10, 3–12, and 3–13), the staging sites (paras 3–21 and 3–25) and the gaining command for all facility and support requirements (para 3–8)?
- d.* Have the total materiel requirements been computed (per para 4–13, AR 700–142), identified and coordinated on an MRL using DA Form 5681 (para 3–6), and were DODAAC verified for each unit to receive materiel?
- e.* Have the requirements for ammo and COMSEC materiel (paras 4–13 and 4–16, AR 700–142), technical publications (para 3–20) all been coordinated and does the GC know which items from the MRL they are responsible to requisition (para 3–12)?
- f.* Was the MRL coordination done in a timely manner (app D) or as mutually agreed upon)?
- g.* Was DA Form 5681 used (para 3–6)?

- h.* Has the gaining command established its MTOE/TDA documents and submitted a final MSP 340 days before FUED or as agreed upon (para 3–8)?
- i.* Does the MFP/MFA clearly detail the GC responsibilities in NET, staging, de-processing and handoff (para 3–3)?
- j.* Is the item being fielded a modification work order (MWO) and was an MWO fielding plan coordinated (paras 3–3c, 3–21, and 4–13 of this PAM and para 4–14 of AR 700–142, and the entire MWO program in AR 750–10)?
- k.* Was a joint supportability assessment conducted in a timely manner and did it address any outstanding problems and issues about the materiel, personnel, training, facilities, publications, or other requirements of the fielding (paras 3–3, 3–7, and 3–28)? Were all DODAAC for the gaining units verified?
- l.* Has the final date and location been agreed on for the NET, de-processing and handoff of the system and all its support packages?
- m.* Was the DA Form 5684 signed by both the fielding and gaining commands (paras 3–8 and 3–29)?
- n.* Were all discrepancies noted?
- o.* Was it agreed on how each discrepancy will be handled and each shortage item provided (para 3–29)?

C–5. Materiel transfer process guide

The following is a materiel transfer process guide.

- a.* Will the system be transferred? Will displaced equipment fielding be required (para 4–3 and 4–5, and AR 700–142, para 5–1)?
- b.* Is there AMRD available for the system (para 4–2, AR 700–142)?
- c.* Has a MTP been coordinated among the gaining and losing MACOMs, the supporting commands, depot planners, and other ILS participants by the displaced equipment fielder (paras 4–3b, 4–4, 4–7, 4–8, and 4–9)?
- d.* Did a MON accompany the MTP (para 4–5 and AR 700–142, para 4–3)?
- e.* Has funding been planned to route the system through a depot (para 4–3b and AR 700–142, para 5–3)?
- f.* Can a MOA be used to transfer the displaced equipment (paras 4–3a and 4–10)?
- g.* Does the system require displaced equipment training and if so, who will provide it (para 4–6)?
- h.* What spare/repair parts can be transferred with the displaced equipment (paras 4–5, 4–7, and 4–8d)?
- i.* What tools and test equipment should be transferred with the displaced equipment (paras 4–5 and 4–7)?
- j.* Does the system meet AR 710–2 transfer standards (paras 4–1, 4–11, 4–11d, and 4–12b(6) and AR 700–142, para 5–1b)?
- k.* Has the transfer been coordinated with HQDA, have disposition instructions been provided by the National Inventory Control Point, and has coordination been made with the gaining command (paras 4–1, 4–2 and 4–3).
- l.* Has DA Form 5681 been used to coordinate between the players (para 4–4b)?
- m.* Has a MFA or MOA been signed (para 4–5a)?

Appendix D Materiel Fielding Milestones

Section I Developmental System Fielding

D–1. Materiel system fielding

The formal materiel fielding process spans two phases of the life cycle. The early planning takes place in the engineering and manufacturing development phase of the life cycle, leading to a production contract award. Therefore, those milestones required before contract award are keyed to the scheduled contract award date as prescribed in figure D–1. Those milestones after contract award are keyed to the scheduled first unit equipped date (or handoff date for follow-on fielding). When the time between contract award and FUED is different from the 18 months or 540 days prescribed in figure D–2, the milestone dates should be adjusted accordingly. However, the final MON/MFP/MTP and MFA should be completed and integrated as early as possible.

Fielding milestone: 240 days (8 months before contract award).

- a. Fielding command (FC) sends MON and initial draft MFP to gaining command (GC).
- b. CBTDEV validates and updates BOIP/TDA/TOE.
- c. MATDEV coordinates Training Resource Model and Funding.

Fielding milestone: 190 days (6 1/3 months before contract award).

Action: GC replies to MON, provides POCs and comments on proposed subsequent milestones.

Fielding milestone: 120 days (4 months before contract award).

- a. GC provides initial MFP comments to FC and provides proposed MSP.
- b. GC provides instructions for subsequent staffing.

Fielding milestone: 60 days (2 months before contract award).

- a. FC makes appropriate adjustments to the production contract.
- b. FC requests project code assignment

Fielding milestone: 0 days (contract award date).

Action: FC awards production contract.

FC begins forecasting materiel release

Figure D-1. Developmental item fielding milestones prior to contract award

Fielding milestone: 510 days (17 months before FUED/handoff).

Action:

- a. FC provides GC updated draft MON/MFP/MTP and current distribution plan.
- b. FC identifies project codes to GC and UMFP

Fielding milestone: 420 days (14 months before FUED/handoff).

Action:

- GC provides MON/MFP/MTP comments and current MSP to FC.
- FC establishes project codes and provides to LOGSA and UMFPs.

Fielding milestone: 380 days (12 2/3 months before FUED/handoff).

Action:

- FC provides final draft MON/MFP/MTP, current distribution plan, and MFA (for signature) to GC.
- FC provides deprocessing statement of work to performing activity.

Fielding milestone: 360 days (12 months before FUED/handoff).

Action:

- FC establishes follow-on fielding/handoff milestones.

Fielding milestone: 340 days (11 1/3 months before FUED/handoff).

Action:

- GC provides final MSP and signed MFA to FC.
- GC publishes updated MTOE/TDA and verifies end items required.
- Note: Failure to meet this milestone will cause a proportionate slippage in the FUED/handoff date.

Fielding milestone: 310 days (10 1/3 months before FUED/handoff).

Action:

- FC verifies end item requirements and requests initial support lists from supporting commands (SCs).
- FC establishes fielding requirements data base header records.

Fielding milestone: 270 days (9 months before FUED/handoff).

Action:

- SC provides initial support lists.
- FC I PT defines objectives, responsibilities and establishes timelines to complete MR process

Fielding milestone: 250 days (8 1/3 months before FUED/handoff).

Action:

- FC completes fielding requirements database.
- FC provides final MON/MFP/MTP, approved MFA, and coordinates total materiel requirements list (MRL).

Fielding milestone: 240 days (8 months before FUED/handoff).

Action:

- GC reviews total MRL, MON/MFP/MTP, and MFA.

Fielding milestone: 210 days (7 months).

Action:

- FC and GC conduct MRL coordination meeting.

Figure D-2. Fielding milestones between contract award and FUED/handoff

Fielding milestone: 190 days (6 1/3 months).

Action:

GC indicates which MRL items are already stocked and not needed.

MRL coordination is completed and the MSP is verified.

FC makes MR data call to internal and external agencies, request acceptance and urgency of need for conditional release.

Fielding milestone: 180 days (6 months before FUED/handoff).

Action:

FC provides DODAACs and project codes to UMFPs.

FC requisitions appropriate MRL items.

Fielding milestone: 150 days (5 months before FUED/handoff).

Action:

GC requisitions bulk class III, class V, and class VIII items.

LOGSA provides status reports.

FC provides class II and VII document numbers to GC.

Fielding milestone: 90 days (3 months before FUED/handoff).

Action:

FC and GC make joint supportability assessment for OCONUS fielding.

Handoff date is verified.

FC and GC verify all DODAACs for the fielding.

GC provides call forward for OCONUS fielding.

Fielding milestone: 85 days (2 5/6 months before FUED/handoff).

Action:

OCONUS shipping directives (surface), are received at UMFP.

Fielding milestone: 60 days (2 months before FUED/handoff).

Action:

FC and GC joint supportability assessment for CONUS fielding.

Handoff date is verified.

FC and GC verify all DODAACs for the fielding.

GC provides call forward for CONUS fielding.

FC provides complete MR package to MR coordinator for review.

Fielding milestone: 55 days (1 5/6 months before FUED/handoff).

Action:

OCONUS shipping directive (air) is received at UMFP.

CONUS shipping directive (surface), is received at UMFP.

MRRB evaluates MR package.

Fielding milestone: 30 days (1 month before FUED/handoff).

Action:

FC gets materiel release approval

Final supportability assessment (if necessary).

All materiel at staging site.

Customer documentation verified.

Final coordination for inventory and handoff.

Deprocessing begins.

Figure D-2. Fielding milestones between contract award and FUED/handoff—Continued

Fielding milestone: 0 days (FUED/handoff).

Action:

- FUED/handoff date.
- FC/GC joint inventory and handoff.
- GC documentation posted.
- FC/GC completes DA Forms 361, 364, 368.
- FC provides list of I.O.U. materiel
- FC/GC sign joint inventory report, DA Form 5684.

Fielding milestone: 30 days (1 month after FUED/handoff date).

Action:

- GC units submit DA Form 5666 for fielding evaluation to their MACOM HQ, LOGSA, and FC.
- FC MFT after action report, DA Form 5680, and draft lessons learned submitted to FC HQ and LOGSA

Figure D-2. Fielding milestones between contract award and FUED/handoff—Continued

D-2. Materiel system key fielding milestones

The milestones shown in figures D-1 and D-2 depict the major actions and coordination needed to successfully field Army materiel systems. When program schedules do not fit into these guidelines, the adjusted schedules will be coordinated and concurred in by both the fielding and gaining commands. Any agreed-upon schedule deviating from the guidelines will be documented.

Section II

Compressed Fielding Milestones for Commercial and Non-developmental Item Fielding

D-3. C/NDI fielding milestones

The formal materiel fielding process for C/NDI will be accomplished within a compressed milestone schedule. Specific planning and milestones will be accomplished before the production contract award and will be keyed to the scheduled contract award date in figure D-3. The coordination and milestones after contract award will be keyed to the scheduled FUED (or handoff date for follow-on fielding) as prescribed in figure D-4. This milestone schedule provides guidelines for a program allowing only 12 months (6 months to contract award and 6 more months to FUED). These milestones should be adjusted accordingly for schedules allowing more time. Any milestones should be accomplished ahead of schedule when possible. Just as with the milestones for developmental systems, the milestones may be tailored to each specific system fielding as long as the GC and FC agree on them.

D-4. Key milestones in C/NDI fielding

The milestones shown in figures D-3 and D-4 depict the major actions and coordination needed to successfully field Army C/NDI materiel systems. When program schedules do not fit into these guidelines, the adjusted schedules will be coordinated and concurred in by both the fielding and gaining commands. Any agreed-upon schedule deviating from prescribed guidelines will be documented.

Fielding milestone: 180 days (6 months before contract award).

Action:

- a. C/NDI buy decision (program approval).
- b. MR forecast begins.

Fielding milestone: 170 days (5 2/3 months before contract award).

- a. FC sends MON with proposed milestones and initial draft MFP to GC.
- b. FC requests project code assignment.
- c. FC includes MR coordinator in IPT.
- d. FC defines MR objectives, assigns responsibilities, and establishes timelines for MR objectives to be met.

Fielding milestone: 90 days (3 months before contract award).

- a. GC replies by message to MON, provides POCs, comments on proposed milestones and MFP, and provides an MSP.
- b. GC publishes updated MTOE and agrees on end items required.

Fielding milestone: 60 days (2 months before contract award).

- a. FC makes appropriate adjustments to the production contract.
- b. FC requests initial support lists from SC.

Fielding milestone: 30 days (1 month before contract award)

Action: SC provides support lists to FC

Fielding milestone: 0 days (Contract award).

Action:

- a. FC awards production contract.
- b. FC makes MR data call for internal and external evaluators.

Figure D-3. C/NDI fielding milestones prior to production contract award

Fielding milestone: 150 days (5 months before FUED/handoff).

- a. FC provides final draft MFP to GC.
- b. FC forwards MFA to GC.
- c. FC provides total MRL to GC.
- d. FC identifies project codes to GC.

Fielding milestone: 120 days (4 months before FUED/handoff).

- a. GC provides comments on final draft MFP.
- b. GC returns signed MFA and final MSP with verified DODAAC.
- c. FC/GC MRL coordination meeting, agreement on requirements.
- d. GC returns validated MRL to FC for Level I & II systems that do not require a formal coordination meeting.
- e. FC provides DODAAC and project codes to UMFPs.
- f. FC begins requisitioning.
- g. GC requisitions Class III, V, and VIII.

Fielding milestone: 100 days (3 1/3 months before FUED/handoff).

Action: FC provides final MFP to GC.

Fielding milestone: 90 days (3 months before FUED/handoff).

- a. FC provides Class II and VII document numbers to GC.
- b. FC and GC make joint supportability assessment for OCONUS fielding.
- c. Handoff date is verified.
- d. FC and GC verify all DODAAC for the fielding.
- e. GC provides call forward for OCONUS fielding.

Fielding milestone: 85 days (2 5/6 months before FUED/handoff).

Action: OCONUS shipping directives (surface) received at UMFP.

Fielding milestone: 60 days (2 months before FUED/handoff).

- a. FC and GC makes joint supportability assessment for CONUS fielding.
- b. Handoff date is verified.
- c. FC and GC verify all DODAAC for the fielding.
- d. GC provides call forward for CONUS fielding.
- e. FC provides complete MR package to MR coordinator.

Fielding milestone: 55 days (1 5/6 months before FUED/handoff).

- a. CONUS shipping directive (surface) received at UMFP.
- b. OCONUS shipping directive (air) received at UMFP.
- c. MRRB receives MR package for evaluation.

Fielding milestone: 30 days (1 month before FUED/handoff).

- a. FC obtains MR approval
- b. Final supportability assessment (if necessary).
- c. All materiel at staging site.
- d. Customer documentation verified.
- e. Final coordination for inventory and handoff.

Figure D-4. C/NDI fielding milestones between contract award and FUED/handoff

Fielding milestone: 0 days (FUED/handoff).

- a. FUED/handoff date.
- b. FC/GC joint inventory and handoff.
- c. GC documentation posted.
- d. FC/GC completes DA Forms 361, 364, 368.
- e. FC provides list of I.O.U. materiel
- f. FC/GC sign joint inventory report, DA Form 5684-R.

Fielding Milestone: 10 days after handoff.

All serial numbers for small arms must be reported to the DOD Central Registry (in accordance with AR 710-3.)

Fielding milestone: 30 days (1 month after FUED/handoff date).

- a. GC units submit DA Form 5666-R for fielding evaluation to their MACOM HQ, LOGSA, and FC.
- b. FC MFT after action report, DA Form 5680-R, and draft lessons learned submitted to FC HQ and LOGSA.

Figure D-4. C/NDI fielding milestones between contract award and FUED/handoff—Continued

Appendix E

Preparation Instructions for Materiel Fielding Plans

E-1. Preparation instructions for materiel fielding plans

Prepare the materiel fielding plan (MFP) in one of two ways; either a separate one for each gaining MACOM or a single MFP covering multiple gaining MACOMs.

- a. For both preparation methods use the instructions in this appendix.
- b. When a MFP is being prepared to cover multiple gaining MACOMs, place gaining MACOM peculiar information in identifiable subparagraphs as shown in figure E-1.
 - (1) Use all the sections shown in figure E-1 in each MFP. Provide best estimates available when finalized information has not been processed. If a section, paragraph, or subparagraph is not applicable, enter the statement, *NOT APPLICABLE*, along with supporting remarks. For example, 4.2.1 Special Tools and Tool Sets (*NOT APPLICABLE*). No special tools or tool sets are required.
 - (2) If necessary, expand the MFP sections to meet the needs of the system, gaining MACOM, or unique circumstances surrounding the specific fielding operation. Additional sections, paragraphs, and subparagraphs can be added. In the case of a system being fielded to FORSCOM where Reserve Component units, in addition to Active Army units, will support the using units, then USARC unique impacts can be identified in a separate paragraph.
 - (3) Use the MFP to describe the total system. Do not prepare separate MFPs or MFPs for lower indenture subsystems or components, unless special requirements exist.
 - (4) Include any data that originates in other documents; such as the repair parts and special tools list (RPSTL), NETP, qualitative and quantitative personnel requirements information (QQPRI), supportability strategy (SS) (formerly the ILSP), technical publications, and the AMRD, that is required to make the MFP a stand-alone document.
 - (5) Base MFP detail and length on such factors as complexity, cost, and military essentiality of the system, gaining MACOM support capability and limitations, required fielding command support, geographical dispersion, deployment schedules, and any unusual logistics support procedures required for deploying the system.
 - (6) Do not restate standard supply, maintenance, packaging, or packing procedures unless needed for special emphasis.
 - (7) Make maximum use of lists, tables, diagrams, charts, and illustrations to present a complete picture of the system and logistics support structure. Use narrative descriptions only when the topic does not lend itself to a graphic or tabular presentation.
 - (8) Identify gaining MACOMs, installations, and units in the MFP by DODAAC and UIC.
 - (9) When an MFP paragraph requires data that are classified, place the classified data in a separate appendix in section 9. Make reference to the classified appendix in the paragraph requiring the classified data. Examples of possible

classified data are system characteristics and performance data, deployment dates and quantities, and FUE and initial operational capability (IOC) dates.

- (10) Cover all levels of support and maintenance that will be performed by the gaining MACOM.
- (11) Keep the MFP and MFP concise. Do not measure the quality of an MFP by its thickness.

Section 1

Introduction

a. Cover page. Identify the type of plan (MFP), the date prepared, the date approved, and the system being fielded or transferred. Give the name of the fielding command and the name of the gaining MACOM and/or losing MACOM. Stamp the cover page appropriately with, FIRST DRAFT, SECOND DRAFT, FINAL DRAFT, FINAL. Changes must be identified in a similar manner; for example, First Draft Change 1, Final Draft Change 3. Any updated draft should clearly state the version and date of the draft being superceded.

b. Preface.

(1) Give the names, addresses, and telephone numbers of the responsible action officers for the fielding command, the gaining MACOM(s), and/or losing MACOM(s).

(2) Include information on the distribution of updates.

(3) List separately issued MFPs or MFPs for concurrent or prerequisite DA modification work orders (DAMWO) for "use with" items, multi-use systems, or TMDE, and training equipment that will support the operation and maintenance of the system for which the MFP is being prepared and which is being fielded or transferred concurrently for the first time.

c. Table of contents. List the contents by section (a minimum of nine sections as described below will be included), paragraph, subparagraph, and title. List each appendix contained in section 9.

d. List of illustrations. List each figure and table by number and title.

e. Body of the MFP (with paragraphs numbered sequentially as below).

1.1. Purpose. State the purpose of the MFP.

1.2. Data

1.2.1. Data sources. List and include data sources used including the dates of their issuance or publication. For example, AMRD, NETP, displaced equipment training plan (DETP), BOIP, QQPRI, and SS). Be sure to include number and date of each data source.

1.2.2. Limits of data. Describe any limitation or qualifications that apply to data used.

1.3. Agreements. Place a listing of all MFPs or MFAs (for displaced equipment also) and other applicable agreements in this section. Append the actual agreements in section 9.

1.4. Fielding and logistics support concept. Indicate the fielding and logistics support concept. List any special factors or considerations. Identify the fielding method, TPF, or DEF. Identify any interim contractor support (ICS), contractor logistics support (CLS), or other nonstandard logistics support planned for, during, or after the fielding. If the fielding replaces other major items, how will the displaced equipment be retrograded?

Section 2

System Description

2.1. Functional and physical configuration. Briefly describe the functional and physical configuration of the system. Also state the category of TPF and level of system complexity (AR 700-142, paragraph 4-13d). If the system is composed of multiple end items, identify each end item in the system and summarize the functional and physical characteristics. Provide photographs and drawings as appropriate. Include the functional configuration information contained in the MWO advance information letter when the MFP covers fielding of an MWO.

2.2. Associated equipment.

2.2.1. Operational equipment. List all separately authorized associated equipment required to operate the system. Include the AMRD number, nomenclature, NSN, LIN, model number, source of supply, quantities required, and authorizing document.

2.2.2. Transport equipment. List all separately authorized associated equipment required to transport the system. Include the AMRD number, nomenclature, NSN, LIN, model number, source of supply, quantities required, and authorization document.

Figure E-1. Format for materiel fielding plans

2.3. Operational requirements document (ORD). Briefly summarize the ORD plan. Include the mission scenario and operational duty cycle, projected mission and duty cycle duration, annual usage rate, and any other pertinent information. This information, updated as necessary, is supplied by the combat developer.

2.4. Deployment schedules. Identify and summarize the basis of issue by dates and quantities for initial and follow-on deployment within the gaining MACOM. Include a deployment schedule by unit and location (based on gaining MACOM input) in the earliest draft possible. Identify APS deployment by date and quantity. Any changes to fielding dates or deployment schedules will be coordinated between the FC and GC and published as a modification to the MFP. Outline plans and responsibilities for retrograde of all equipment being replaced by the new system fielding.

Section 3

Fielding and Logistics Support Procedures

3.1. Command and control procedures.

3.1.1. Describe the command and control procedures to be used by the fielding command in managing and executing the materiel fielding and associated transfer of displaced equipment. Identify the personnel, telephone numbers, and addresses, and propose the subsequent places, schedules, and procedures for additional coordination and staffing. Outline the type of fielding, TPF or displaced equipment fielding (DEF) and all subsequent coordination projected to assure a successful fielding of new and old equipment. Identify subsequent site inspections, NMIBT, materiel requirements coordination meetings or staffing, NET, materiel fielding team(s), staging, de-processing, inventory, handoff, fielding evaluation action and retrograde of old equipment that will be needed.

3.1.2. Gaining MACOM command and control procedures. Describe the command and control procedures to be used by the gaining MACOM(s) or subordinate commands in managing and executing the materiel fielding or transfer effort, to include APS. Identify personnel, places, schedules, and procedures for subsequent coordination and staffing. Identify constraints such as field exercises and training dates and places which must be considered in planning future coordination. Identify all special and specific needs of each gaining unit.

3.2. Logistics assistance. Include a standard reference to AR 700-4 to describe the Army Logistics Assistance Program (LAP). Coordinate the MFP with the LAOs in accordance with paragraph 3-11 and table E-1. Describe the types of logistics assistance to be provided to the gaining command including assistance teams like NMIBT, NETT, and MFTs. Identify the LARs and contractor personnel to be stationed within the gaining command as well as any special liaison offices. Identify the type of assistance to be offered, identify who will provide it and when it will be available. LAP contractor interface must be specifically addressed and delineated in field service contracts, MFPs, logistics support agreements, and other agreements with gaining commands.

3.2.1. The USAMC LAP. The Commanding General, AMC, provides, manages, and controls the USAMC worldwide LAP. Execution of this program is accomplished by the following organizational elements:

(1) There is a network of LAOs at key locations throughout the supported MACOMs, which are under the command and control of the AMC Logistics Support Elements (LSE). The Deputy to the Commander, LSE, is the Chief of the LAO for the LSE area of operation.

(2) AMC major subordinate commands. See chapter 4, AR 700-4 for details of the LAO program.

3.2.1.1. Worldwide support. This is executed through four geographic LAOs such as LAO CONUS, LAO Europe, LAO Far East, and LAO Pacific (table E-1). Include the addresses and telephone numbers of the applicable geographic LAOs in this section or list them in a separate appendix. (See chapter 5, AR 700-4 for details for the LAOs.)

Figure E-1. Format for materiel fielding plans—Continued

3.2.1.2. The Readiness Directorate of the fielding command will provide assistance in preparing this section of the MFP. Additional assistance or questions about the LAP should be addressed to LOGSA, ATTN: AMXLS-LL, Redstone Arsenal, AL 35898.

3.2.2. Other MACOM logistics assistance. Provide information similar to that in 3.2.1, above, for the logistics assistance POCs from other MATDEVs, fielding commands, gaining commands, or supporting commands, as appropriate. Enter NOT APPLICABLE if no other logistics assistance is planned for or available.

3.3. Depot level or contractor support.

3.3.1. Organic support. When organic depot level support is planned, identify the depot(s) designated by HQ Operations Support Command (OSC) to support the system. Include points of contact.

3.3.2. Contractor support. When contractor support is used, identify any special procedures necessary to return unserviceable items, such as "ship to" and "mark for" instructions. If the unserviceable items are to be consolidated at a depot prior to shipment to the contractor, identify the depot designated by HQ OSC to provide the support.

3.3.3. Interim contractor support. Describe any ICS that is planned for the system, the condition which necessitates ICS, and the basis of decision for the use of ICS (for example, in-process review). Describe the scope and duration of the support and identify the operational, supply, and maintenance echelons that will be affected. Give the projected date when the transition to organic support will be completed. Also include the number of contractor support personnel to be in the gaining MACOM area, support that must be provided to these personnel, and provisions for continuation of essential logistics support in the event of hostilities. (MFPs will contain a transition plan for those systems fielded with an interim support measure instead of planned Army organic life cycle support. This plan will contain enough detail to provide for a smooth transition to organic Army support.) The use of ICS requires a conditional materiel release.

3.3.4. Contractor logistics support. Describe any CLS planned for the system. Provide information on the provisions for continuation of logistics support in the event of hostilities.

3.3.5. Contractor support for initial fielding. Describe all contractor support and any planned-for emergency logistics support requirements due to schedule slippage or acceleration, or a funding shortfall in the availability of support equipment, spares, trained personnel, facilities, data or other logistics resources (AR 700-127).

3.4. Material defects correction. Describe the methods to be used for prompt identification, reporting, and correction of material defects and user problems. Include all information not given in paragraph 4.2, below, dealing with warranties.

3.5. Coordination. Indicate planned coordination with the gaining MACOM to ensure complete understanding and agreement on logistics support procedures. Assure that transportation and necessary training requirements are included when executing the coordination phase. All coordination for maintenance and transportation requirements must be detailed and specific.

Section 4

System Support Details

4.1. Maintenance plan. Describe the specific maintenance plans, procedures, required skill levels, methods, and actions that drive the logistics planning and support for the system.

4.1.1. Maintenance reporting requirements. State whether the system is reportable on DA Form 2408-9 under the provisions of AR 710-3 or under the provisions of DA Pam 7380-750. When the system is reportable on DA Form 2408-9, cite the paragraph, appendix, and table where the distribution and reporting instructions are found.

4.2. Warranties and licenses. Identify all warranties and software and intellectual property licenses in effect at the time of fielding or transfer (AR 700-139). Describe how each warranty or license will be administered, to include the responsibilities of the manufacturer, fielder, warranty

Figure E-1. Format for materiel fielding plans—Continued

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- or license coordinator, and user. Include the following data for each item having a warranty:
- a. Nomenclature of item.
 - b. NSN.
 - c. Commodity office, address, and telephone number.
 - d. Level of warranty claim actions related to the maintenance allocation chart.
 - e. Warranty or license duration, and extension or exchange options.
 - f. Warranty or license usage and operation limits.
 - g. Publication and date.
 - h. Extended storage allowances.
 - i. Special storage requirements.
 - j. Contract number.
 - k. Commercial and Government entity code.
 - l. Listing of servicing dealers (name, address, telephone number).
 - m. Warranty or license data plate location (description or pictorial) with explanation of abbreviated or condensed data.
 - n. Components with different warranty or license parameters (list each difference in data elements "A" through "M" format for warranties).
 - o. Identify either DA Pam 738-750 or DA Pam 738-751 (or the appropriate DA documentation for licenses or intellectual property must be identified here) as the publication applicable to warranty records and claims.
- 4.3. Support equipment and TMDE.
- 4.3.1. Computer resources support. Identify the following in this section:
- a. The Lifecycle Software Support Center(s) for the system(s).
 - b. The hotline telephone number for software support.
 - c. The method to be used to change, replicate, distribute, install, and train for software updates.
 - d. The downloading methods and media to be used for software changes.
 - e. The MOS/personnel to perform the downloading and installation of software changes.
 - f. The frequency of change expected.
- 4.3.2. Special tools and tool sets. List all required special tools and tool sets by nomenclature, LIN, and NSN. Specify required quantity for each level of maintenance to be performed by the gaining MACOM. Identify the authorizing document.
- 4.3.3. Common tools and tool sets. List all required common tools and tool sets by nomenclature, LIN, and NSN. Specify the required quantity for each level of maintenance to be performed by the gaining MACOM. Identify the authorizing document.
- 4.3.4. Special TMDE (to include special calibration equipment). List all special TMDE required by nomenclature, LIN, and NSN. Specify the required quantity for each level of maintenance to be performed by the gaining MACOM. Identify the authorizing document. Identify calibration requirements for each item of equipment and level of maintenance.
- 4.3.5. Test program sets (TPS) for special TMDE. List all TPS for special TMDE. Include projected availability dates and maintenance requirements.
- 4.3.6. Common TMDE (to include calibration equipment). List all common TMDE required by nomenclature, LIN, and NSN. Specify the required quantity for each level of maintenance to be performed by the gaining MACOM. Identify the authorizing document. Calibration requirements for each item of equipment and level of maintenance must also be identified.
- 4.3.7. Test program sets for common TMDE. List all TPS for common TMDE. Include projected availability dates and maintenance requirements.
- 4.3.8. Performance monitoring and maintenance indicators. Identify all performance monitoring and maintenance indicator devices, such as gauges, meters, and built-in test equipment (BITE), that are built into the system.
- 4.3.9. Special purpose kits. List all special purpose kits, such as communications equipment, installation kits, winterizing kits, and fording kits, by nomenclature, LIN, and NSN. Specify the

Figure E-1. Format for materiel fielding plans—Continued

required quantity and authorizing documents. Identify requisitioning procedures and special support requirements. Include associated technical publications in paragraph 4.7.

4.3.10. Other support equipment. Identify any support equipment not otherwise listed under one of the above that is required for maintenance of the system. Include such special purpose equipment as maintenance stands and shelters. Identify the publications that authorize their use and requisition. Do not duplicate associated equipment and end items that are identified previously.

4.3.11. Interim substitute support equipment. When items required to support the system are scheduled to be delivered 6 months or more after the FUE or handoff date, identify the items to be substituted during the interim by nomenclature, LIN, NSN, and model number. Describe procedures to be used when the equipment is delivered.

4.3.12. Local fabrication requirements. Identify any requirements to locally fabricate support items such as tools, stands, and fixtures, to include materiel, manpower, and funding requirements.

4.4. Supply support. A result of determining supply support is a total materiel requirements list. The MRL identifies every item and quantity to be provided as initial issue by the fielding command to each receiving unit in the TPF, by DODAAC and project code. It will also list all items and quantities which have been requisitioned for them and all items and quantities needed by the gaining command which they are to requisition if they do not already have them to support the fielding.

4.4.1. Master support list (MSL). For non-TPF systems, the fielding command will provide a MSL to the gaining command 240 days prior to the FUE or handoff date. The MSL will list computed initial support quantities, in whole numbers, for the needed spare/repair parts, special tools, and new TMDE required by class of supply. Quantities will be listed by stockage point listed on the MSP. A cover letter will identify the MSL by number and date. The fielding command POC for the MSL will be identified by name, office symbol, and DSN number. TPF systems will include these requirements on the MRL.

4.4.2. Components of end item (COEI) list. Identify all end items with COEI lists in this area. Include the COEI lists as an appendix in section 9. The COEI list will include, as applicable, the LIN and NSN of each component listed.

4.4.3. Basic issue items list. Identify the end items with BII in this paragraph. Include the BII lists as an appendix in Section 9. The BII list will include the nomenclature and NSN of each item.

4.4.4. Additional authorizations list items. Identify all AAL items in this paragraph or provide an AAL appendix in section 9 and refer to it for TPF systems. AAL items will be identified and listed on the MRL.

4.4.5. Float quantities. Specify operational readiness float and repair cycle float factors and quantities (if applicable). Describe resource requirements necessary to maintain float requirements; that is, personnel, facilities, and support items. For TPF system, these requirements will be part of the MRL.

4.4.6. Basic sustainment materiel (BSM).

4.4.6.1. Petroleum, oils, and lubricants (POL). Identify the POL requirements by type, estimated annual consumption rate, and by unit of operation of equipment for both peacetime (training) and wartime. Wartime requirements will be based on an approved doctrine and operational mode summary. For TPF systems these requirements will also be on the MRL.

4.4.6.2. Other bulk supplies. Identify bulk supplies such as wire, rope, hose and fittings, tubing, gasket material, batteries, and paper. For TPF systems, these requirements will be identified on the MRL.

4.4.6.3. Ammunition requirements. Identify ammunition by type and amount (initial issue, training, 30-day theater war reserve), estimated annual consumption rate, and by unit of operation of equipment for both peacetime (training) and wartime. Wartime requirements will be based on approved doctrine and operational mode summary. Describe storage facility requirements in paragraph 4.8.4. For TPF systems these requirements will also be listed on the MRL.

Figure E-1. Format for materiel fielding plans—Continued

4.4.7. Plans for all replaced and displaced equipment and materiel. Identify the unit's authorization documents (that is, MTOE, TDA, CTA) and actions required to properly identify, turn in (especially large quantity turn-in to DRMO), and redistribute or dispose of materiel that will become excess as a result of the fielding. Clearly state if a formal MFP or MOA will be required and coordinated to effect timely turn-in and redistribution. Assure plans for turn-in are in accordance with AR 710-2, paragraph 2–13.

4.4.8. Evacuation procedures. Describe requirements for evacuation of unserviceable materiel.

4.4.9. Method of distribution. Identify the fielding as TPF or another method and clearly describe how initial issue materiel will be obtained and provided. Identify applicable project codes, schedules, and coordination needed before initial distribution. Also describe supply procedures for system -peculiar items and any specially controlled items. Identify any nonstandard supply procedures such as those relating to a contractor operated national inventory control point or national maintenance point.

4.5. Transportation and transportability.

4.5.1. Transportability guidance and procedures (AR 70-47). Based on transportability engineering analyses, provide guidance addressing unique requirements, procedures, and problems. State the specific condition, limitations, and scope of the transportability approval. Include transportation considerations for strategic (inter-theater) and tactical (intra-theater) movements. Completed transportability analyses and approvals should be appended in section 9.

4.5.2. Security in transit. Describe security-in-transit requirements.

4.6. Packaging, handling, and storage.

4.6.1. Packaging. Describe special or unique packing and packaging information. For APS identify special or unique packing and packaging information. For ammunition, describe any limiting factors such as size, the requirement for double door magazines, and return requirements for containers upon downloading.

4.6.2. Handling. Describe special procedures for off-loading, receiving, de-processing, security, and issue.

4.6.3. Storage. Describe special storage instructions. Include security requirements. Describe special storage requirements for APS and theater reserve, including materials needed to care for systems in storage such as APS caretaker stocks the gaining command should obtain and have on hand.

4.6.4. Identify any electrostatic discharge (ESD) precautions for both transportation and storage.

4.7. Technical documentation.

4.7.1. Technical manuals (TM), electronic TMs (ETM), and interactive ETMs (IETM). Identify TMs, ETMs, and IETMs, to include repair parts and special tool lists and lubrication orders (LO), for each level of maintenance to be performed by the gaining MACOM. Include TM number and title, date published or to be published, whether advance copy manuals will be used, and method of distribution. For NDIs that are not supported by DA TMs, list the commercial manuals and applicable summary data required for the system. An index of all applicable publications should be appended in section 9. Coordinate to determine which TMs will require starter set in TPF. All MFPs will list all applicable security classification guides for any of the systems in the fielding not already used and supported by the gaining command. Information will also be provided on the physical, informational, and operational security requirements of all equipment, materiel, or documentation involved in the fielding.

4.7.2. Supply manuals and bulletins. Identify supply manuals and bulletins. Include method of distribution and projected availability date. Identify those in the starter set.

4.7.3. Camouflage painting requirements. Provide camouflage painting requirements in accordance with AR 750-1.

4.7.4. Instruction cards and placards. List instruction cards and placards provided with the system and those to be prepared by the gaining MACOM.

Figure E-1. Format for materiel fielding plans—Continued

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- 4.7.5. Inspection, test, and calibration procedures. List any inspection, test, and calibration procedures that are to be used on the system. Clearly state each inspection, test, or calibration procedure required before equipment is put into operation, and identify how, when, and where it will take place.
- 4.7.6. End item/weapon system environmental effects (AR 200-1). Describe the environmental effects in accordance with AR 200-1.
- 4.7.7. Modification work orders. List and describe all MWOs to be applied by the gaining MACOM. Reference all MWOs that have expired and were not applied.
- 4.7.8. Transportability and transportation guidance TMs. List all transportability and transportation guidance TMs. Include the method of distribution and availability dates.
- 4.7.9. Demilitarization (DMIL) and explosive ordnance demolition (EOD). List any applicable DMIL and EOD procedures.
- 4.8. Facilities.
- 4.8.1. Mobile and fixed facilities. Describe requirements for maintenance, training, supply, and storage facilities, to include any security requirements. Provide a reference to the Support Facility Annex of the supportability strategy (formerly ILSP), if available. Include all requirements for MFT support prior to, during, or after handoff.
- 4.8.2. Environmental controls. Describe the environmental requirements of the facilities; for example, temperature, humidity and clean room.
- 4.8.3. Site activation and preparation. Identify the requirements for foundations, runways, hard pads, revetments, bunkers, buildings, fences, shelters, towers, utilities, stationary equipment, and so forth.
- 4.8.4. Ammunition storage. Define ammunition storage requirements to include quantity and distance requirements and other special requirements such as climate control and security, if applicable.
- 4.9. Manpower and personnel requirements.
- 4.9.1. Manpower and personnel.
- 4.9.1.1. Tables of organization and equipment (TOEs) and TDAs. List TOEs or TDAs of all using and supporting units. State when TRADOC will complete the update of appropriate TOEs or TDAs to allow the gaining MACOM to prepare an MTOE. Provide the projected date that the consolidated TOE update will be available. Assure the MTOE or TDA is established 340 days prior to the scheduled FUE or handoff date.
- 4.9.1.2. Manpower requirements. State annual operator, crew, and direct productive annual maintenance man-hour requirements by military occupational specialty (MOS) for each level of maintenance to be performed by the gaining MACOM.
- 4.9.1.3. Personnel requirements. List personnel skill level requirements by MOS and grade for each level of maintenance to be performed by the gaining MACOM. Include specific required personnel skills needed to support the fielding or handoff operation. Identify if gaining command, fielding command, or contractor personnel will be required.
- 4.9.2. Training.
- 4.9.2.1. Training courses.
- 4.9.2.2. Service school training. List and describe resident and correspondence operator and maintenance instruction courses in TRADOC and other Service schools. Include requirements, school locations, and course start dates. Clearly distinguish between the minimum required training for each MOS and identify subsequent additional training.
- 4.9.2.3. Training site training. List and describe training to be available from the gaining MACOM training site, such as FORSCOM regional maintenance training sites.
- 4.9.2.4. New equipment training. Identify the NET to be provided. Include the NETP as an appendix in section 9. Include presentation dates and locations. If an MFP is being prepared for displaced equipment, NOT APPLICABLE will be entered, and paragraph 4.9.2.5. will apply. (A copy of the NETP should be appended to the MFP in section 9.) Information contained in the

Figure E-1. Format for materiel fielding plans—Continued

NETP is the latest available at the time the MFP was staffed. The NETP are dynamic, living documentation that are subject to change, even after the MFA is signed. The most current information concerning NET can be verified through the Army Modernization Training Automation System or by contacting the NET managers. (The training location should not be shown if the equipment's security classification guide indicates that it is classified). When the location is classified, this paragraph should indicate the classified document in which the information will be listed.

4.9.2.5 When ASIOE is being fielded to a gaining command for the first time or when the fielding is a unit activation, the fielding command will assure that training requirements for those items of equipment have been considered.

4.9.2.6. Displaced equipment training. Identify the DET to be provided. Include the DETP as an appendix in section 9. Include presentation dates and locations. If a MFP is being prepared for the fielding of a new system, NOT APPLICABLE will be entered, and paragraph 4.9.2.4. will apply.

4.9.2.7. Follow-on equipment training. Identify sources of additional training, if required, after NET or DET.

4.9.2.8. Training assistance. Describe the training assistance, other than NET or DET, to be provided. In many cases, LARs will require training on new systems being fielded. This may be included in the instructor and key personnel training or scheduled along with the training for the MFT, NETT, or the gaining units. In all cases, include a clear statement either requiring such training or stating that no LARs will need the training.

4.10. Training equipment, devices, and aids.

4.10.1. Training materials.

4.10.1.1. Training aids. List and describe all training aids required within the gaining MACOM. Include the source of supply.

4.10.1.2. Training data. Identify field manuals, commercial literature, extension training material, trainer guides, the skill qualification test (SQT), the Army training and evaluation program to be available in the gaining MACOM. Include training materials to be left by the new equipment training team (NETT) or displaced equipment training team (DETT). Include the method of distribution and projected availability dates.

4.10.1.3. Training devices. List all training devices to be available in the gaining MACOM. Include the source of supply and projected availability dates.

4.10.1.4. Training equipment. When operational equipment is to be used for training, state the purpose and details of use and time period involved. Information should provide sufficient detail by which gaining units can adequately plan the use of equipment and not interfere with the use of equipment for NET.

4.11. Computer resources and software support. Identify computer hardware and software resources support required during the initial fielding. Address post deployment software support procedures, requirements, and responsibilities.

4.11.1. Identify computer program materials to be provided at fielding (for example, type of media, computer program identification number, or version number).

4.11.2. Describe the process for loading and acceptance of software during the initial fielding, and identify personnel support from the gaining unit for the initial processing.

4.11.3. Describe the process and procedures required to obtain replacement media and a POC and telephone number for help with software problems.

Section 5

Readiness Reporting Requirements

5.1. Reporting requirements. State whether or not the system is readiness reportable. If the system is designated as not readiness reportable by HQDA (DALO-PLR and DAMA-ODR), cite the DA letter or message authority.

Figure E-1. Format for materiel fielding plans—Continued

5.2. Readiness reporting data (AR 220-1 and AR 700-138). If the system is designated as readiness reportable, complete the following subparagraphs. If the system is not readiness reportable, enter NOT APPLICABLE in this and the following subparagraphs.

5.2.1 Pacing item. State whether or not the system is to be designated a pacing item in AR 220-1.

5.2.2. AR 220-1 or AR 700-138 reportable. State whether or not the system is reportable under the provisions of these regulations. Cite the appropriate references for the readiness rating criteria and reporting instructions.

5.2.3. Equipment readiness code (ERC). Show the ERC for the system for each TOE listed in paragraph 4.9.1.

Section 6

Sample Data Collection

State whether or not the system is to have a sample data collection (SDC) effort under the provisions of AR 750-1. If an SDC is required, include the SDC concept paper as an appendix in section 9.

Section 7

Support Required From the Gaining MACOM(s)

Define the administrative and operational support required from the gaining MACOM to accommodate system deployment and stationing of materiel fielding personnel (include DET team personnel) during the materiel fielding or transfer effort. Include the number, type, duration, and location of personnel and requirements for clearances. Identify the billeting, transportation, communications, office space, supplies, and other support needed by the materiel fielding personnel. Specify operational support required from the gaining MACOM during de-processing and checkout, such as labor, facilities, utilities, fuel, and equipment. Identify any reports which the gaining MACOMs must submit, such as the Gaining Command Fielding Evaluation (DA Form 5666-R) (paragraph 3–8), within 30 days after the FUE or handoff date.

Section 8

Summary

Summarize the status of logistics support for the system. Highlight major accomplishments, weaknesses, and any significant issues to be resolved. Include any general comments considered necessary and any milestone schedules to resolve open issues. Identify the command POC for each outstanding issue to be resolved.

Section 9

Appendixes

Include the following appendixes in all MFPs/MTPs:

9.1. Agreements. MFAs or MTA and final scrubbed Materiel Requirements List.

9.2. Key correspondence. Provide a listing of key correspondence (messages, letters, memorandums for record, and so forth) with only enough information to accurately identify the originator, recipient(s), the subject, and the security classification.

9.3. Associated plans. Provide a copy of all associated plans (for example, the SDC plan or concept paper, the Computer Resources Life Cycle Management Plan (CRLCMP), the NETP, and the DETP).

9.4. Fielding command checklist. Provide a summary checklist of the planned, time-sequenced fielding command actions to be taken relative to the planning, shipment, de-processing, checkout, training, and handoff of the system.

9.5. Gaining MACOM checklist. Provide a checklist of planned, time-sequenced gaining MACOM actions to be taken relative to the planning, shipment, de-processing, checkout, training, and handoff of the system.

Figure E-1. Format for materiel fielding plans—Continued

- 9.6. Warranties and licenses. Required as an appendix by paragraph 4.2.
- 9.7. Components of end-item lists. Required as an appendix by paragraph 4.4.2.
- 9.8. Basic issue item lists. Required as an appendix by paragraph 4.4.3.
- 9.9. Additional authorizations list. Required as an appendix by paragraph 4.4.4.
- 9.10. Transportability analyses and approval. Required as an appendix by paragraph 4.5.1.
- 9.11. Technical manuals. Required as an appendix by paragraph 4.7.1.
- 9.12. Related MFPs. MFPs of lower indentured components or end items should also be appended to the MFP of the system being supported.
- 9.13. SDC concept paper. Required as an appendix by section 6.
- 9.14. Classified information. Provide classified information. Always make this the last appendix so it can be detached to allow the basic MFP to be unclassified.

Note: Other appendixes may be added as needed.

Figure E-1. Format for materiel fielding plans—Continued

E-2. MFP distribution requirements

a. Coordination.

(1) All MFPs need to be staffed with all ILS participants to assure complete and coordinated planning well in advance of initial fielding of a materiel system.

(2) The MFP staffing will be accomplished in accordance with fielding milestones in appendix D as appropriate, or the specific agreed-upon milestones set up for the system fielding.

(3) Some staffing requirements will vary based on the type of system and acquisition strategy. As a minimum, the distribution list and copy requirements listed in table E-1 should be followed unless direct coordination with the organization or their headquarters deletes the requirement and unless there are other known requirements.

(4) Distribution need not be made to any Army user MACOM not scheduled to deploy the materiel system.

b. Distribution list and copy requirements. The distribution list and copy requirements are shown in table E-1. As the Army moves to a paperless environment, one digital copy to each organization will suffice.

Table E-1 MFP distribution list and copy requirements			
Addresses	1st draft	2nd draft	Final draft
ASA (ALT),ATTN: SAAL-ZL, 103 Army Pentagon, Washington DC 20301-0103	3	1	1
USAMEDCOM, ATTN: DASG-LOZ 5109 Leesburg Pike, Falls Church, VA 22041	1	1	1
HQDA, OCAR, ATTN: DAAR-LO, Washington, DC 20310-2414	1	1	1
HQDA, National Guard Bureau, ATTN: NGB-ARL-S, Washington, DC 20310-0400	4	4	4
CDR, USTAPA, ATTN: TAPC-PLO-OP, EP 200 Stovall, Alexandria, VA 22332-0400	3	1	1
CDR, USAMC, AMCOPS, 9301 Chapek Road, Ft. Belvoir, VA 22060-5527.	2	2	1
CDR, USALAO, FORSCOM, ATTN: AMXLS-F, Ft, McPher- son, GA 30330-6000	2	2	2
CDR, USALAO-Europe, AMXLS-E, Unit 29331, APO AE 09266	1	1	1
CDR, USAMC LSE-Far East, ATTN: AMXLS-K, Unit 15293 APO AP 96205-0066	1	1	1

Table E-1 MFP distribution list and copy requirements—Continued			
CDR, USALAO-Pacific, ATTN: AMXLS-, Ft. Shafter, HI 96858-5400	1	1	1
CDR, FORSCOM, ATTN: AFOP-F, Ft. McPherson, GA 30330-5000	15	4	1
For Systems Fielded to FORSCOM			
CDR, USAREUC, ATTN: AEAGC-FMD, Unit 29351, APO AE 09014	5	3	1
CDR, AMC LSE-Europe, ATTN: AMXEU-LM, Unit 29351, APO AE 09266	2	1	1
CDR, USACEGEUR, ATTN: AERCE-S, APO AE, 09166	1	1	1
CDR, USARSOUTHCOM, Ft. Clayton, Panama APO AA 34004	1	1	1
CDR, EUSA, ATTN: G4 EAGD-SO-MI, APO AP 96205-0009	2	2	2
CDR, USARPAC, ATTN: APLG-MMS, Ft. Shafter, HI 96858-5100	15	15	15
CDR, TRADOC, ATTN: ATBO-HE, 5 Northgate Road, Suite A204, Ft. Monroe, VA	7	1	1
TRADOC/Proponent School/TSM/Major Subordinate Cmd/CAC/CASCOM determined by TRADOC	1	1	1
CDR, SDDC, ATTN: MFPAL-LO, 200 Stovall Street, Alexandria, VA 22314	1	1	1
CDR, SDDC TEA, ATTN: MTTE-DPE, 720 Thimble Shoals Blvd, Suite 130, Newport News, VA 23606-2574	1	1	1
CDR, USAMMA, ATTN: MCMR-MMT-E, Fort Detrick, MD 21707-5001	1	1	1
CDR, USACE, ATTN: CELD, 441 G Street NW, Washington, DC 20314-1000	1	1	1
DIR, DCSC, ATTN: DCSC-o,3990 E. Broad Street, Columbus, OH 43215	1	1	1
CDR, USATA, ATTN: AMXTM-LA/LF/GA/GB/GC/GP Redstone Arsenal, AL 35898-5400	10	10	10
CDR, AFSC, ATTN: AMSIO-LS, Rock Island, IL 61299-6000 (And 1 ea to assigned Maintenance depot)	2	2	2
Participating USAMC MSCs	3	3	3
Chief, USACE, ATTN: CEMP-IP (CRST), 441 G Street NW, Washington DC 20314-1000	1	1	1
CDR, 200th TAAMC, ATTN: AERLA-MMC-C, Unit 23203, APO AE 09263	2	2	2
CDR, USARC ATTN: AFRC-FDI-S 3800 N. Camp Crk Pkwy SW Atlanta, GA 30331-5099	1	1	1
CDR, USAFMSA ATTN: MOFI-FMA-SD, 9900 Belvoir Rd, Suite 120, Ft. Belvoir, VA 22060-5578	1	1	1
CDR, DLA, ATTN: Doug Walker, J-3314, Defense Logistics Agency, J-3, 8725 John J. Kingman Rd, Stop 6233, Ft. Belvoir, VA 22030-6221 CDR, DLA, ATTN: Fred Baille, J-37, Defense Logistics Agency, J-3, 8725 John J. Kingman Rd, Stop 6233, Ft. Belvoir, VA 22030-6221	1	1	1
CDR, USARC ATTN: AFRC-FDOS-S1401 Deshler Street SW, Ft. McPherson, GA 30330	20	20	20

Table E-1 MFP distribution list and copy requirements—Continued			
DIR, USAEC ATTN: CSTE-AEC-ILS Bldg 4120, Susquehanna Ave APG, MD 21005-3013	1	1	1
Notes: ¹ Electronic notification to each organization of MFP availability and posting the MFP to the TPF Web page at http://aeps.ria.army.mil can fulfill the MFP distribution requirements. ² This list is not all-inclusive for all system fieldings, but it is the core or basic coordination that should be accomplished for all MFPs unless otherwise directed. Be sure to include the appropriate TRADOC schools and integrating centers and all ILS participants. All systems with support facility requirements (a support facility annex in the SS) will include the COE on their MFP distribution. Upon initial staffing, be sure to verify all subsequent staffing requirements with all participants. ³ Notify the appropriate regional, area, or installation LAO where systems are scheduled to be fielded.			

Appendix F Total Package Fielding Customer Documentation Package Memorandum of Instruction

F-1. Overview

The customer documentation package memorandum of instruction (MOI) accompanies a package of transactions tailored to a retail supply system. The transactions in this package will establish records and allow posting of receipts for materiel received under TPF. All materiel received as part of a TPF must be recorded by the gaining unit, using the documentation provided by the USAMC fielding command.

F-2. Instructions and procedures

a. If a USAMC MFT is present, the MFT will provide documentation to the supply support activity (SSA) and to the PBO for processing, and team members will provide assistance in processing the documentation. If no fielding team is provided, the gaining command PBO/SSA Accountable Officer will process the customer documentation provided with the materiel, and process appropriate discrepancy documentation as necessary.

b. All transactions provided by the USAMC fielding command will contain a document number assigned by USAMC. The Julian date and serial number will not be changed under any circumstances. The DODAAC will assigned per instructions below.

c. To process transactions in the automated systems, the document number will be formatted as follows:

(1) Position 30-35, Unit DODAAC or AMC DODAAC (PBO will post the DODAAC of the unit receiving the equipment, SSA will post the AMC DODAAC).

(2) Position 36-39, Julian date of the USAMC requisition.

(3) Position 40-45, USAMC TPF serial number, position 40 will be an alpha character a-f.

d. DIC D6S, Materiel Receipt Transaction must be processed promptly in accordance with requisitioning policies for TPF, paragraph 3-8, and appropriate system users' manuals.

e. Figure F-1 lists the transaction DICs that may need to be processed in the Property Book system to establish the LIN, the authorization, and post the asset to the property book.

f. Documentation for the class IX system listed in figure F-2 will be included with the MOI. Except for receipts, transactions should be on diskette. Receipt transactions, DIC D6S, will be furnished for the organization authorized stockage list (ASL) support items, if any are provided. Each package will be accompanied by a list of items still due in at handoff.

g. The MOI will contain information about the logistics assistance representative(s) in the area, to include, name, telephone number and mailing address. The MOI will include information about the USAMC fielding command (for example, the POC, name, DSN telephone number, and mailing address). Copies of the MOI will be furnished to the HQ, gaining MACOM, and logistics assistance office.

Total package fielding customer documentation for the Property Book is not automated. The current SPBS-R baseline will not accept input via diskette to be processed in a batch mode. Should the fielding team provide a diskette with the transactions, the PBO must print the file contained on the diskette to determine the AMC document numbers and necessary transactions required to account for the assets.

What may accompany the fielding will be DD 1348-1s or a computer generated listing annotated with the AMC document numbers. It is imperative that the PBO follow the appropriate steps to account for the assets with the AMC document numbers provided.

The following DICs represent the possible transactions required to establish the LIN, authorization, and post the asset to the Property Book.

DIC: ZRE:

Name: Unit Header

Remarks: A change to the unit header record may be required to ensure the D6S transaction(s) are output from SPBS-R to close out the open requisition in LIF/CBS-X. This can be determined by conducting an inquiry of the Unit File or printing the Unit File and checking all UIC(S) receiving equipment. If the unit is coded as Non-Direct Support (DSS) the DSS field will be blank on the unit header. Only units coded as DSS create output D6S transactions, therefore if the UIC does not have a D in the DSS field, process a ZRE change transaction and type a D in the DSS field.

DIC: ZRB

Name: NSLIN Catalog Header

Remarks: Nonstandard Line Item Number (NSLIN) header.

This transaction will only be required for an item not in the current SB 700-20.

DIC: ZRC

Name: NSN/MCN Catalog Transaction

Remarks: Required to add an NSN record for items not listed in current SB 700-20. If the asset requires serial number tracking, enter the appropriate SRRC to allow reporting to UIT. The help screen behind the SRRC field in the ZRC provides the allowable entries.

When establishing the NSN/MCN, it is imperative the valid NSN be entered. The reason this must occur is that when the LIN is assigned to this NSN in a future SB700-20, the NSN on the Property Book will be matched to the NSN and new LIN in the SB700-20 Catalog. If it finds a match the update process will automatically reassign the asset to the appropriate LIN. A CBS-X Beginning Inventory transaction will also be created during the catalog update for any reportable assets.

LOGSA also has visibility of the NSN as an in-transit and will be updating with the SB700-20. Failure to assign the correct NSN in the Property Book will prevent the above actions to occur and create an imbalance between the Property Book and the LOGSA CBS-X database.

DIC: ZRN

Name: Authorization data

Remarks: This transaction is required to establish an authorization for the LIN/NSLIN if not previously entered by the PBO or received and processed in a Logistics The Army Authorization Document System (LOGTAADS) update. The authorization must be entered before the request can be entered.

Figure F-1. Property Book Systems Documentation System: Standard Property Book System-Redesign (SPBS-R) narrative overview and instructions

DIC: AOA

Name: Request for issue

Remarks: The PBO must process an AOA transaction to establish a due-in transaction for the AMC document number by entering the following data:

1. This AOA must contain the DODAAC of the unit receiving the equipment in record positions 30-35.
2. The date and serial number from the AMC issue document (containing an alpha character in the first position of the serial number) will be recorded in record positions 36-43. The alpha character (A-F) indicates the AMC activity fielding the equipment. Under no circumstances are alpha characters authorized for use in document numbers other than a total package fielding.
3. Place the UIC of the unit receiving the equipment in record positions 45-50. Place a suppress code in the PBIC field (H equals PBIC 8 and Y equals PBIC 4). You may refer to the help screen behind the PBIC field to ensure you are entering the appropriate code. This allows the transaction to set up a due-in and suppresses the output to SSA.

DIC: D6S

Name: Materiel receipt acknowledgement

Remarks: The next step is to process the receipt document. The receipt document number must match the AOA processed to establish the due-in. Follow normal procedures with the exceptions below.

1. Enter the DODAAC of the unit receiving the asset in record positions 30-35.
2. Enter the DODAAC of the AMC fielding activity in record positions 45-50.
3. Enter the AMC date and serial number in record positions 36-43.
4. Enter the RIC of the AMC fielding activity in record positions 67-69.

DIC: ZRG

Name: Serial registration number transaction

Remarks: Adds or deletes serial registration record; serial number; record data. This screen will automatically be presented for any item that the catalog record contains an SRRC that indicates serial number accountability.

1. Complete the transaction with the serial number(s) of the assets received.
2. Enter a TRAC code of R to indicate receipt of a shipment outside of the installation.
3. If the weapon system has components with serial number reportable assets, enter a Y to the query "DO YOU WANT TO ADD A SYSNO TO THIS END ITEM NSN (Y/N). This will allow you to pick up the reportable components in the SPBS-R component file and create output serial number data for UIT or ARMS reporting.

Figure F-1. Property Book Systems Documentation System: Standard Property Book System-Redesign (SPBS-R) narrative overview and instructions—Continued

The total package fielding (TPF) process handles the initial provisioning to stock when a new weapon or end item is introduced into the Army. A total package is developed that identifies the system/end item and all the related repair parts, test equipment, special tools and publications to support the new item. The document numbers assigned to the items in the package will have AMC document numbers with the first position of the document serial number equal to A–F. The supplementary address will contain the DODAAC of the ultimate user unit or SARSS activity.

A customer documentation package is provided by AMC at the time of handoff of the equipment. This documentation is furnished the receiving/supporting SARSS-1 via diskette. It contains catalog transactions (DIC YC1/YC2) and status transactions (DIC AE_) for each item in the package. All ASL stockage being provided at time of fielding will be accompanied by a receipt document.

The diskette containing the TPF transactions must be processed into the SARSS-1 transaction-in process prior to processing any TPF receipts. Actions occurring when the diskette is processed are as follows:

- a. The transaction-in process will route catalog transactions to a TPF catalog process and status transactions to the status process.
 1. The TPF catalog process will build catalog records, if none exist, as indicated below:
 - (a) Build a complete catalog record and pass a YC1 and YC2 to SARSS-2A when a DIC YC1 is received with matching YC2.
 - (b) Build a skeletal catalog record and pass a YC1 to SARSS-2A when DIC YC1 is received with no matching YC2.
 - (c) Write a message "Require catalog build" to a Manager Error Listing when a DIC YC2 is received with no matching YC1. NOTE: These should be built prior to processing receipt. If not built, the receipt will not process.
 2. The status process will take the following actions:
 - (a) Build a due-in record when there is no matching document number on the activity due-in file or duplicate document number file.
 - (b) Build/increment a stockage level with a quantity equal to DIC AE_ quantity when the supplementary address DODAAC is the DODAAC of the processing SARSS activity.
NOTE: This occurs only when there is no matching due-in record and the status code is "BB".
 - (c) Format DIC YEB and output to SARSS-2A whenever a stockage level is established/incremented.
 - (d) When the Supplementary Address is not the processing SARSS DODAAC a DIC AE_ status transaction is output to the Supplementary Address DODAAC. If the item is a property book item and the Supplementary Address DODAAC is not a property book DODAAC, The AE_ transaction will be routed to the units supporting SPBS.
- b. TPF receipts can be processed in the normal receipt process. The operator will enter the document number from the DD 1348-1A. Information from the due-in, which was established when the diskette was processed, will appear and allow normal processing. If a free flow receipt (receipt without the document package) is received and there is no due-in record, the system will still process the receipt. However, this will require the operator to manually input the receipt data including the supplementary address. When the supplementary address is the SARSS DODAAC the system will build/increment the stockage level by the receipt quantity. The operator will also be required to build a catalog record, if none exists.

Figure F–2. Class IX System Documentation System: Standard Army Retail Supply System–Objective (SARSS-O) narrative overview and instructions

Total package fielding receipt transactions cannot be processed in ULLS-G, as the logic will not allow processing of a receipt for which there is no due-in, nor can you build a due in with a wholesale DODAAC in the document number.

Repair parts received, as a result of total package fielding must be picked as additions to the prescribed load list (PLL).

The items to be added to the PLL could be totally new to the PLL, meaning they are not on the current PLL, or they could be on the current PLL, meaning they are increases to existing levels and quantities.

- A. If an item is not on the PLL, it must be added using the Add PLL Record process.
 1. From the ULLS-G main menu, scroll down to PLL Management, or type in "C" and press <ENTER>.
 2. From the PLL Process menu, scroll down to Add A PLL Line, or type in "6" and press <ENTER>.
 3. The system will display the Add PLL Record screen.
 4. The next screen will ask for the Stockage code of the NIIN to be added. Enter Stockage Code "RI" to indicate the NIIN may not be demand supported but a level is required and press <ENTER>.
 5. The next screen will ask for the NIIN of the item to be added to the PLL.
 - a. If the NIIN is not on the catalog, a message will be displayed indicating the NIIN is not on the Catalog File and ask you to insert ARMYLOG disk 1 (disk 3 of FEDLOG set).
 - i. Put disk 3 of FEDLOG in the CD drive and press <ENTER>.
 - ii. The system will extract the required data elements form FEDLOG, build the catalog record, and continue with the PLL add process.
 - iii. If the NIIN is not on FEDLOG, the system will display a message indicating the NIIN is not on the catalog and that it must be added. When you press <ENTER>, the system will ask if you want to add the NIIN. Enter "Y" and the system will display the Catalog Add Screen. Add the required data elements based on information provided by the fielding team, or from documentation provided. Continue with the PLL Add Process in (b).
 - b. If the NIIN is on the catalog, the system will continue with the PLL add process.
 - i. Enter the Authorized Quantity, which will be the quantity received.
 - ii. Enter the On Hand Quantity, which will be the same as the quantity received.
 - iii. Enter the Location for the NIIN added and press <ENTER>.
 6. The system will add the PLL record and return to the PLL Add screen. Enter the NIIN of the next record to be added, or press <ESC> to exit the process.
- B. If an item is already on the PLL, the quantity received must be added to the PLL record using the Update A PLL Line process.
 1. From the ULLS-G main menu, scroll down to PLL Management, or type in "C" and press <ENTER>.
 2. From the PLL Process menu, scroll down to Update A PLL Line, or type in "7" and press <ENTER>.
 3. Enter the NIIN of the item received and press <ENTER>.
 4. Change the Stockage Code to "RI".
 5. Enter the new Authorized Quantity, which will be the current Authorized Quantity plus the quantity received.
 6. Enter the On Hand Quantity, which will be the current ON Hand Quantity plus the quantity received.

Figure F-3. Organization Level System Documentation System: Unit Level Logistics System—Ground narrative overview and instructions

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7. Change the Date Established to the current date.
 8. Insure the location is correct. If changed, correct the location on the screen and press <ENTER>.
 9. The system will modify the PLL record and return to the Modify PLL Record screen.
Enter the NIIN of the next record to be modified or press <ESC> to exit the process.
- C. When all items received have been picked up through the PLL Add or PLL Modify Processes, the receipt transactions, DD Form 1348-1, MUST be taken to your supporting SSA for entry into the SARSS-1 Receipt Process. SARSS-1 will accept the receipt transactions even though there are no dues-in established, and based on the unique serial number, process them as TPF receipts and pass them to higher. If the receipts are not processed, the records will remain open at the wholesale NICP and in the LIF at LOGSA.

Figure F-3. Organization Level System Documentation System: Unit Level Logistics System—Ground narrative overview and instructions—Continued

Total package fielding receipt transactions cannot be processed in SAMS-1, as the logic will not allow processing of a receipt with a wholesale DODAAC in the document number.

Repair parts received, as a result of total package fielding must be picked as additions to the shop stock list (SSL).

The items to be added to the SSL could be totally new to the SSL, meaning they are not on the current SSL, or they could be on the current SSL, and will be increases to existing levels and quantities.

- A. If an item is not on the SSL, and not on the repair parts master (RPM) file, it must be added to both files using the Shop Stock List Process.
 1. From the SAMS-1 main menu, select Supply, Shop Stock and press Ctrl-F1.
 2. Enter the ID and the NSN and press <ENTER>.
 3. The system will display a message that the number was not found on the RPM.
 4. Press Ctrl-F1 to add NSN to the RPM.
 5. Enter the required catalog information from FEDLOG or documentation provided by the fielding team and press Ctrl-F1 to update.
 6. Press Ctrl-F4 to end and the system will display the shop stock list screen.
 7. Enter all data applicable to the NSN entered. The requisitioning objective (RO) will be the quantity received. The quantity on hand (QTY OH) will be the quantity received.
 8. Press Ctrl-F1 to update the file and Ctrl-F4 to end the process.
- B. If an item is not on the SSL but is on the RPM, it must be added to the SSL using the Shop Stock List Process.
 1. From the SAMS-1 main menu, select Supply, Shop Stock and press Ctrl-F1.
 2. Enter the ID and the NSN and press <ENTER>.
 3. Enter all data applicable to the NSN entered. The requisitioning objective (RO) will be the quantity received. The quantity on hand (QTY OH) will be the quantity received.
- C. If an item is already on the SSL, you will need to update the RO, the ROP, and the QTY OH.
 1. From the SAMS-1 main menu, select Supply, Shop Stock and press Ctrl-F1.
 2. Enter the ID and NSN of the item to be updated and press <ENTER>
 3. The system will display the function keys. Press <F7> to update quantity.
 4. Change the RO to be the current RO plus the quantity received. Change the ROP to the ROP suggested by the fielding team.
 5. Press Ctrl-F1 to update.
 6. Press Ctrl-F4 to end.
 7. From the SAMS-1 main menu, select Supply, Receipts, Non-Requisitioned Receipts, and press Ctrl-F1.
 8. Press F3, SSL receipt.
 9. Enter the ID and NSN of the item received and press <ENTER>
 10. Enter the quantity received and press <ENTER>.
 11. Press Ctrl-F1 to update and Ctrl-F4 to exit. The quantity received will be added to the QTY OH.
- D. When all items received have been picked up through the SSL and/or Receipt Process, the receipt transactions, DD Form 1348-1, **MUST** be taken to your supporting SSA for entry into the SARSS-1 Receipt Process. SARSS-1 will accept the receipt transactions even though there are no dues-in established, and based on the unique serial number, process them as TPF receipts and pass them to higher. If the receipts are not processed, the records will remain open at the wholesale NICP and in the LIF at LOGSA.

Figure F-4. Direct Support Maintenance System Documentation System: Standard Army Maintenance System-Level 1 (SAMS-1) narrative overview and instructions

Total package fielding receipt transactions cannot be processed directly into SAMS-I/TDA, as there are no dues-in established in the automated system for the document numbers created by the fielding command.

Repair parts received, as a result of total package fielding must be picked up as additions or modifications to the shop stock list (SSL).

The items to be added to the SSL could be totally new to the SSL, meaning they are not on the current SSL, or they could be on the current SSL, and these items will be increases to existing levels and quantities.

- A. If an item is not on the SSL, and not on the catalog file (CATF), it must be added to both files using the Shop Stock List Maintenance Process.
 1. From the Master Menu, select Supply Stockage Maintenance and Shop Stock List Maintenance and press <ENTER>.
 2. Enter the SSID, ID and the NSN and press <ENTER>.
 3. The system will check the catalog file and when not found, display a catalog add screen.
 4. Enter the required catalog information from FEDLOG or documentation provided by the fielding team and press F4 to add.
 5. When the catalog record is added, the system returns to the Shop Stock Process. The Shop Stock List Maintenance screen is displayed with an ADD function key set (F4).
 6. Complete entry of all data applicable to the NSN entered. The Requisitioning Objective (RO) will be the quantity received. The quantity on hand (QTY OH) will be the quantity received.
 7. Press F4 ADD to add the record.
 8. To add another record, press <F2> (CANX). To exit the process, press <F9> (Finish).

- B. If an item is not on the SSL but is on the catalog file (CATF), it must be added to the SSL using the Shop Stock List Maintenance Process.
 1. From the Master Menu, select Supply Stockage Maintenance and Shop Stock List Maintenance and press <ENTER>.
 2. Enter the SSID, ID and the NSN and press <ENTER>.
 3. The Shop Stock List Maintenance screen is displayed with an ADD function key set (F4).
 4. Enter all data applicable to the NSN entered. The Requisitioning Objective (RO) will be the quantity received. The quantity on hand (QTY OH) will be the quantity received.
 5. Press <F4> to add the record.
 6. To add another record, press <F2> (CANX). To exit the process, press <F9> (Finish).

- C. If an item is already on the SSL, you will need to update the RO, the ROP, and the QTY OH.
 1. From the Master Menu, select Supply Stockage Maintenance and Shop Stock List Maintenance and press <ENTER>.
 2. Enter the SSID, ID and NSN of the item to be updated and press <ENTER>
 3. The system will display the SSL Maintenance Modify/Delete screen.
 4. Press <F5> (Modify)
 5. Change the RO to be the current RO plus the quantity received. Change the ROP to the ROP suggested by the fielding team.
 6. Press <F5> (Modify) to confirm.
 7. Press <F3> (Adjust Quantity). The system will display a window from the shop stock list location file (SSLOCF).
 8. Highlight the record to be changed and press <F5> (Modify).
 9. Change the quantity to the current QTY OH plus the quantity received.
 10. Press <F5> (Modify) to confirm.
 11. Press <F9> to exit.

Figure F-5. Maintenance System Documentation: Standard Army Maintenance System–Table of Distribution and Allowances (SAMS-I/TDA) narrative overview and instructions

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- D. When all items received have been picked up through the SSL Maintenance Process, the receipt transactions, DD Form 1348-1, **MUST** be taken to your supporting SSA for entry into the SARSS-1 Receipt Process. SARSS-1 will accept the receipt transactions even though there are no dues-in established, and based on the unique serial number, process them as TPF receipts and pass them to higher. If the receipts are not processed, the records will remain open at the wholesale NICP and in the LIF at LOGSA.

Figure F-5. Maintenance System Documentation: Standard Army Maintenance System—Table of Distribution and Allowances (SAMS-I/TDA) narrative overview and instructions—Continued

Glossary

Section I Abbreviations

AAL

additional authorizations list

ABF

asset balance file

ACAT

acquisition category

AFSC

Army Field Support Command

APD

Army Publishing Directorate

AEC

U.S. Army Evaluation Center

AEPS

Army Electronic Product Support

AMC

U.S. Army Materiel Command

AMDF

Army Master Data File

AMEDDPAS

Army Medical Department Property Accounting System

AMRD

Army Modernization Information Memorandum

APD

Army Publishing Directorate

APS

Army pre-positioned stocks

ARNG

Army National Guard

ASA ALT

Assistant Secretary of the Army (Acquisition, Logistics, and Technology)

ASIOE

associated support items of equipment

ASL

authorized stockage list

ATE

automatic test equipment

ATEC

U.S. Army Test and Evaluation Command

AVIM

aviation intermediate maintenance

AVUM

aviation unit maintenance

BII

basic issue items

BITE

built-in test equipment

BOIP

basis-of-issue plan

C/NDI

commercial and non-developmental items

CBS-X

Continuing Balance System—Expanded

CBTDEV

combat developer

CCI

controlled cryptographic items

CDD

capability development document

CIDC

U.S. Army Criminal Investigation Command

CLS

contractor logistics support

C/NDI

commercial and non-developmental items

COE

Chief of Engineers

COEI

components of end item

COMSEC

communications security

CONUS

continental United States

CSIF

contractor support of initial fielding

CSLA

Communications Security Logistics Agency

CTA

common table of allowances

CTU
consolidated TOE update

DA
Department of the Army

DAAS
defense automatic addressing system

DAMPL
Department of the Army Master Priority List

DAMWO
Department of the Army Modification Work Order

DDJC
Defense Distribution Depot, San Joaquin, California

DDN
defense data network

DDRT
Defense Distribution Depot, Red River, Texas

DDSP
Defense Distribution Depot, Susquehanna, Pennsylvania

DET
displaced equipment training

DETT
displaced equipment training team

DIC
document identifier code

DLA
Defense Logistics Agency

DMIL
demilitarization

DOD
Department of Defense

DODAAC
DOD activity address code

DOL
Director of Logistics

DS
direct support

D-SAFE
Depot Support Activity - Far East

DSS
direct support system

DSU

direct support unit

EIR

equipment improvement recommendation

EOD

explosive ordnance disposal

EOH

equipment on hand

EPCO

equipment publications control officer

ERC

equipment readiness code

ESD

electrostatic discharge

EUSA

Eighth U.S. Army

FC

fielding command

FORSCOM

U.S. Army Forces Command

FSA

Friedrichsfeld Staging Activity

FUE

first unit equipped

FUED

first unit equipped date

GC

gaining command

GS

general support

GSA

General Services Administration

HCC

hazardous characteristic code

HQAMC

Headquarters, U.S. Army Materiel Command

HQDA

Headquarters, Department of the Army

ICD

initial capabilities document

ICS

interim contractor support

ILS

integrated logistics support

IMMC

Integrated Materiel Management Center

INSCOM

U.S. Army Intelligence and Security Command

IOC

initial operational capability

IPT

integrated product/process team

JILSP

joint integrated logistics support plan

JSA

joint supportability assessment

JSS

joint supportability strategy (formerly JILSP)

LAO

logistics assistance office

LAP

Logistics Assistance Program

LAR

logistics assistance representative

LCCS

life-cycle contractor support

LCSEC

life-cycle software engineering center

LIF

logistics intelligence file

LIN

line item number

LOGSA

U.S. Army Materiel Command Logistics Support Activity

LP

limited procurement

MACOM

major Army command

MANPRINT

manpower and personnel integration

MATDEV

materiel developer

MEDCOM

U.S. Army Medical Command

MFA

materiel fielding agreement

MFP

materiel fielding plan

MFT

materiel fielding team

MOA

memorandum of agreement

MOI

memorandum of instruction

MON

memorandum of notification

MOS

military occupational specialty

MOV

materiel obligation validation

MR

materiel release

MRL

materiel requirements list

MRRB

materiel release review board

MRTS

Materiel Release Tracking System

MSC

major subordinate command

MSL

master support list

MSP

mission support plan

MTOE

modified tables of organization and equipment

MWO

modification work order

MWOFP

modification work order fielding plan

NET

new equipment training

NETP

new equipment training plan

NETT

new equipment training team

NGB

National Guard Bureau

NMIBT

new materiel introductory briefing team

NMP

national maintenance point

NSLIN

nonstandard line item number

NSN

national stock number

OCONUS

outside continental United States

ORF

operational readiness float

OSC

U.S. Army Operations Support Command

OSE

organizational support equipment

PBO

property book office(r)

PEO

program executive office(r)

PLL

prescribed load list

PM

program/product/project manager

POC

point of contact

POL

petroleum, oils, and lubricants

QDR

quality deficiency report

QQPRI

qualitative and quantitative personnel requirements information

RDD

required delivery date

RDIT

replication, distribution, installation, and training

RIC

routing identifier code

RO

requisitioning objective

ROP

reorder point

RPSTL

repair parts and special tools list

SA

system assessment

SAMS-I/TDA

Standard Army Maintenance System-Table of Distribution and Allowances

SAMS-1

Standard Army Maintenance System-Level 1

SARSS-O

Standard Army Retail Supply System-Objective

SC

supporting command

SDC

sample data collection

SDDC

Surface Deployment and Distribution Command

SDDC TEA

SDDC Transportation Evaluation Agency

SDP

supported data package

SER

system evaluation report

SLAC

support list allowance computation

SOFA

Status of Forces Agreement

SPBS-R

Standard Property Book System-Redesign

SQT

skill qualification test

SRA

specialized repair activity

SS

supportability strategy (formerly ILSP)

SSA

supply support activity

SSRA

System Safety Risk Assessment

STTE

special tools and test equipment

TAEDP

The Army Equipment Distribution Plan

TAFS

Total Army Fielding System

TCN

transportation control number

TDA

table of distribution and allowances

TMDE

test, measurement, and diagnostic equipment

TOE

table of organization and equipment

TPF

total package fielding

TPF-A

total package fielding-unit activation

TPF-C

total package fielding-unit conversion

TPS

test program sets

TRADOC

U.S. Army Training and Doctrine Command

UIC

unit identification code

ULLS-G

Unit Level Logistics System-Ground

UMFP

unit materiel fielding point

UMMIPS

uniform materiel movement and issue priority system

USACSLA

U.S. Army Communications Security Logistics Agency

USAFMSA

U.S. Army Force Management Support Agency

USAMC

U.S. Army Materiel Command

USAMMA

U.S. Army Medical Materiel Agency

USARC

U.S. Army Reserve Command

USAREUR

U.S. Army Europe

USARPAC

U.S. Army Pacific Command

USASOC

U.S. Army Special Operations Command

USATA

U.S. Army TMDE Activity

W/ESDC

weapon/equipment system designator code

Section II**Terms****Caretaker stocks**

Any materiel needed for the care, preservation, and periodic checkout of APS equipment. This can include expendable supplies and materiel, spare/repair parts, and common or special purpose tools, test, and support equipment.

Displaced (cascaded) equipment

Army equipment redistributed within a MACOM or between MACOMs, as a result of the Army modernization process. Most of this equipment is identified by DAMO-FDR (G-3) on the Force Development (FD) Managed Line Item Number (LIN) List.

Displaced equipment training

Training provided to users and supporters of displaced equipment in the operation, maintenance, and support of displaced equipment.

Equipment-in-place

Fixed station, non-tactical, communications-electronics systems, air traffic control, or navigational aids equipment fixed in place or attached to real property.

Fielding command

The MATDEV, subordinate command, PM, agency, or activity responsible for the fielding of a materiel system.

Fielding requirements data base

A commodity command standard system database designed to provide management data, requisitioning capability, and asset visibility for total package fielding materiel.

First unit equipped date

The first scheduled date for fielding or handoff of a materiel system within a given MACOM.

Gaining command

The MACOM, subordinate organization, or field operating agency designated to receive a materiel system being fielded.

Gaining MACOM

Major Army command (CONUS and OCONUS), other Services or agencies scheduled to receive materiel systems, support items, and other logistics support. The gaining MACOMs include: FORSCOM, TRADOC, AMC, CIDC, USAREUR, the Eighth U.S. Army, USARPAC, USASOC, ARNG, INSCOM, and USAR. Other users and gaining commands include the other U.S. Forces, Federal Agencies, and security assistance customers.

Handoff

The entire process of preparing, inventorying, and issuing new materiel systems to gaining units.

Handoff date

The date scheduled for any unit in a MACOM to receive a new system.

Handoff site

The area or facility selected for a gaining command/unit to receive a system being fielded. Under TPF, this can include a joint inventory by the fielder and gaining unit. This is where the transfer of custody and accountability for the items being fielded takes place.

Handoff team

A team established by the fielding command to accomplish fielding under TPF procedures.

Initial operational capability

The first attainment by the MTOE unit of the capability to operate and support effectively in their operational environment a new, improved, or displaced Army materiel system.

In-process review

Review of a project or program at critical points to evaluate the status and make recommendations to the decision authority.

Mandatory parts list

A published list of spare/repair parts which must be stocked by designated units to support specific end items.

MANPRINT

The entire process of integrating the full range of human factor engineering, manpower, personnel, training, health hazard assessment, system safety and soldier survivability throughout the materiel development and acquisition process to ensure optimum total system performance.

Materiel requirements list

A comprehensive list prepared by the fielding command identifying all materiel and technical publications needed to support the fielding of a materiel system. The list will distinguish between those items to be provided by the FC and those the GC must requisition for themselves.

Memorandum of agreement

An agreement between the losing and gaining MACOM used to plan the actions and schedules to transfer a displaced equipment not requiring an MFP.

New equipment training

The identification of personnel, training, and training aids and devices, and the transfer of knowledge from the MATDEV to the trainers, users, and maintainers of new Army equipment.

New equipment training plan

The plan to coordinate the resources and schedule for training of staff planners, testers, trainers, users, and LARs. The NETP is part of the SS.

New equipment training team

A team of experts organized to conduct training of designated units or personnel on the operation and maintenance of new equipment at specified locations.

Replaced system

An Army end item being replaced by a new or product improved system. These systems are redistributed, declared excess, turned in, transferred, or disposed of in accordance with AR 710–2, and AR 750–1 and other applicable guidance when not specifically designated by HQDA as a displaced equipment needing special management and control.

Staging site

The area, facility, or location where TPF materiel is received and held pending release for handoff to the gaining command.

Starter set of publications

A feature of TPF which is a one-time issue of two copies of each publication needed at the user level (unit) and each support level involved in the TPF. The publications required will only be for the TPF system and any end item or component included in the fielding which the gaining unit has not used or supported before the fielding.

Support items

A generic term used to refer to the various classes of supply which encompass the ASIOE, TMDE, ATE, TPS, tools, TMs, training devices, and spare/repair parts used with or on a materiel system.

Support list allowance computation

The process used by the FC to compute tailored lists of needed initial issue spare/repair parts.

Supportability strategy

Formerly the integrated logistics support plan, this living document highlights the supportability concerns, constraints, and plans guiding an acquisition program from cradle to grave.

Supporting command

Army MATDEVs, commodity commands, DLA, GSA, other armed services and Federal agencies that provide materiel support but are not the fielding command.

Testers and evaluators

Testers are individuals in a command or agency that plan, conduct, and report on results of Army developmental or operational tests in accordance with AR 73–1. Evaluators are individuals in a command or agency, independent from the MATDEV and the user, that conduct overall evaluations of a system's effectiveness, suitability, and survivability in accordance with AR 73–1.

Total package fielding

The Army's standard fielding method used to provide Army units a new/product improved materiel system and all its related support materiel at one time. The materiel is consolidated in unit level packages and the handoff of the end items and related support materials is coordinated.

Unit materiel fielding point

One of the DLA depots used to receive and consolidate TPF materiel into unit level (DODAAC/project code) packages pending a coordinated release and shipment to a staging site, handoff site, or receiving unit.

Section III**Special Abbreviations and Terms**

This section contains no entries

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