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Maintenance of Supplies and Equipment
STANDARD ARMY MAINTENANCE SYSTEM (SAMS)

***This pamphlet supersedes Eighth U.S. Army Pam 750-2, dated June 2006.**

FOR THE COMMANDER:

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Summary. This document establishes policies, responsibilities and procedures to be followed for the execution of Standard Army Maintenance System (SAMS) operation procedures enabling an accurate and timely equipment maintenance data process.

Summary of Changes. This regulation has been substantially changed and a full review of its contents is required.

Applicability. This pamphlet applies to all Eighth Army SAMS-1E and SAMS-2E users. The policies and procedures contained in this pamphlet are in addition to the procedural guidance contained in user manuals AISM-25-L21-AHN-ZZZ-EM and AISM-25-L26-AHN-ZZZ-EM.

Supplementation. Supplementation of this pamphlet and establishment of command and local forms are prohibited without prior approval from G4 (EAGD), Eighth Army, Unit #15236, APO AP 96205-5236.

Forms. AK forms are available at

http://www-hr.korea.army.mil/Programs_Policy/Publication_Records_main.asp

Records Management. Records created as result of processes proscribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Record Information Management System website

http://www-hr.korea.army.mil/Programs_Policy/Publication_Records_main.asp

Suggested Improvements. Users of this pamphlet are invited to send comments and suggestions for improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to G4 (EAGD), Eighth Army, Unit #15236, APO AP 96205-5236

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Chapter 1 Introduction

1-1. Purpose

This document establishes policies, responsibilities and procedures to be followed for the execution of Standard Army Maintenance System (SAMS) operation procedures enabling an accurate and timely equipment maintenance data process.

1-2. References

- a. AISM-25-L21-AHN-ZZZ-EM, Standard Army Maintenance System Level 1 Enhanced (SAMS-1E) End User Manual.
- b. AISM-25-L26-AHO-ZZZ-EM, Standard Army Maintenance System Level 2 Enhanced (SAMS-2E) End User Manual.
- c. AR 750-1, Army Materiel Maintenance Policies.
- d. AR 700-138, Army Logistics Readiness and Sustainability.
- e. DA Pam 750-8, The Army Maintenance Management System (TAMMS) Users Manual.

1-3. Explanation of Abbreviations

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Eighth Army, G-4, will:

- (1) Provide command direction, policy guidance and operational procedures concerning SAMS operations.
- (2) Designate 19th ESC as the system administrator for overall SAMS system operations within this theater.

b. 19th Expeditionary Sustainment Command (ESC), Security Program Officer (SPO), as the 8th Army SAMS system administrator will:

- (1) Conduct staff assistance visits (SAV) to evaluate and assist users as required to ensure all systems are operated properly and in accordance with (IAW) command guidance and End User Manuals.
- (2) Coordinate resolution of problem reports or similar issues affecting mission performance with the appropriate support agency.
- (3) Provide feedback on all questions or related topics to 19th ESC, Sustainment Automation Support Management (SASMO), when appropriate.

c. 19th ESC, SASMO: Provides back-up support to organic SASMO assets in the Korean Peninsula and is responsible for the following in coordination with each supporting SASMO:

- (1) Assisting operators and supervisors in resolving functional problems and in the drafting of Engineering Change Proposals-Software (ECP-S) as required.

(2) Coordinating the receipt, testing, and implementation procedures of Interim Change Packages (ICPs), Software Change Packages (SCPs), and the Maintenance Master Data File (MMDF).

(3) Reviewing customer inquiries regarding system operations to determine if the problem reported is 'functional' or 'technical' in nature and recommending the correct support procedures IAW established life cycle support concepts.

d. All SAMS-1E & 2E Levels will:

(1) Ensure the system operators receive the appropriate level of training offered by the Logistics Training Team (LTT) within 90 days of being assigned.

(2) Ensure daily, weekly, monthly, and as-required procedures are followed as prescribed in this pamphlet or IAW the SAMS-1E End User Manual (EUM).

(3) Ensure each work order has at least one task assigned to process direct labor.

(4) Ensure maintenance forms and records are maintained IAW DA Pam 750-8 (TAMMS) and AR 25-400-2 (Army Records Information Management System).

(5) Notify the battalion/brigade SAMS-2E manager/supervisor and supporting SASMO of any discrepancies or malfunctions observed during normal operations.

(6) Print, study, and retain the Software Version Description (SVD) received with each SCP and ICP and ensure operators are notified of changes or enhancements to the baseline.

(7) Upon completion of SCP, ICP, or MMDF updates, observe system operations and functions for any degradation in operations or functionality and report immediately to 19th ESC, SASMO, personnel.

(8) Revise the internal Standing Operating Procedures (SOP) and continuity book as required to include screen prints and procedures necessary to enhance performance of daily operations and limit problems resulting from the high turnover of operators or unexpected operator absences.

(9) Ensure Preventive Maintenance Checks and Services (PMCS) are performed on the system IAW the internal SOP.

e. Battalion/Brigade SAM-2E Manager/Supervisor will:

(1) Ensure a positive tracking system is in place for collecting and processing the monthly Army Materiel Status System (AMSS) data from SAMS-1E (V1) units and notifying units of any data discrepancies within the same day.

(2) Coordinate all reports, actions, and interfaces between Standard Army Management Information System (STAMIS) platforms.

(3) Analyze reports to identify problems, required updates, and/or trends that lower production index, i.e., units not picking up repaired equipment or excessive jobs awaiting parts.

(4) Ensure the receipt and load of the any applicable SCP, ICP, or MMDF updates at all subordinate SAMS sites and modifying the MMDF as required to reflect all command designated

maintenance significant equipment and non-LOGSA list equipment or services that need maintenance and/or man hour tracking at the SAMS-2E level as required prior to distribution.

(5) Compile SCP, ICP, and MMDF load reports and telephonically reply to the 19th ESC, SASMO within 24 hours of each load completion.

(6) Ensure each subordinate unit has at least one manager/supervisor per work-center and two operators (one primary and one alternate) assigned per SAMS unless a waiver is requested and approved by the Eighth Army G4. The assigned SAMS operators and managers/supervisors are required to receive and complete the appropriate level of training offered by the Logistics Training Team (LTT) within 90 days of being assigned.

(7) Report any changes in support-to-supported relationships affecting reporting requirements, i.e. e., unit deployments, redeployments, activations, deactivations, and re-stationing to 19th ESC, SPO and SASMO.

(8) Ensure detailed SAMS reconciliation procedures are covered by each SAMS-2E/SAMS-1E SOP and require all units to perform a periodic reconciliation to ensure accurate maintenance data reporting.

(9) Coordinate resolution of problem reports or similar issues affecting mission performance with the supporting SASMO.

(10) Conduct a SAV in coordination with the supporting SASMO for their subordinate units' SAMS operations as required.

f. SAMS-1E (V2) Manager/Supervisor will:

(1) Conduct a weekly SAMS-1E PCN AHN-004 Customer Work Order (WO) reconciliation with customers and monthly SAMS-2E AHO-026 reconciliations with the Battalion Maintenance Officer (BMO), unit representatives, and supporting SAMS-2E.

(2) Load as required, any SCP, ICP, and MMDF received from the battalion/brigade manager/supervisor as directed from higher headquarters and report each load to the battalion/brigade system manager/supervisor no later than (NLT) 24 hours after completion.

(3) Provide assistance as needed to their customer SAMS-1E (V1) sites in the application of any SCP, ICP, or MMDF updates within the designated time frame and report compliance to their battalion/brigade system manager/supervisor NLT 24 hours after completion.

g. SAMS-1E (V1) Manager/Supervisor will:

(1) Ensure a reconciliation of the Maintenance Request Register (DA Form 5989-E) and SAMS-1E Customer Work Order Reconciliation Report (PCN AHN-004) is conducted on a weekly basis.

(2) Load as required, any SCP, ICP, and MMDF updates received from the supporting SAMS-1E (V2) as directed from higher headquarters and report each load through the supporting SAMS-1E (V2) to the battalion/brigade SAMS-2E manager/supervisor NLT 24 hours after completion.

(3) Revise the internal Standing Operating Procedures (SOP) and continuity book as required to include screen prints and procedures necessary to enhance performance of daily operations and limit problems resulting from the high turnover of operators or unexpected operator absences.

Chapter 2 Operations

2-1. SAMS-E Level of Operation

a. SAMS-1E (V1): Provides Unit Level Logistics System – Ground (ULLS-G) functionality and supports the Army’s maintenance transformation to a two-level maintenance system. SAMS-1E (V1) is used to manage field level maintenance at the organizational level across all Army components.

b. SAMS-1E (V2): Provides sustainment level maintenance management functionality formally known as direct support and previously managed by SAMS-1 (Rehost).

c. SAMS-2E (V2): Provides materiel maintenance management functions similar to the legacy SAMS-2 (Rehost) and is used at the support battalion level by the materiel officer or functional maintenance battalions and support groups in the corps, and echelons above corps (EAC).

2-2. Data Flow

a. Unit personnel will ensure that all requirements in the SAMS-1E and SAMS-2E EUM are understood and complied with. Instructions for preparation of maintenance request forms are contained in DA Pam 750-8.

b. The transfer and processing of data at each level will be IAW the applicable SAMS-E EUM and established theater timelines as described below. For more detailed information on the interface procedures and a list of files for receiving and sending between each level of SAMS-E, see Appendix A Para A-3h or SAMS-1E End User Manual, para 8.2.

c. The following guidelines are provided for clarification of input and output distribution in support of SAMS-E operations:

(1) SAMS-1E (V1):

(a) It is the responsibility of each SAMS-1E (V1) operator to submit Daily Inop data to their supporting SAMS-1E (V2) and parts requisitions to their Source of Supply (SOS) on a daily basis via removable media or secure file transfer protocol (SFTP) over the established local area network NLT 1600 daily.

(b) The Army Materiel Status System (AMSS) data (ASSETCONTROLRPT) file will be sent via removable media or SFTP to the designated SAMS-1E(V1) and then rolled up under their battalion unit identification code (UIC) where the AWAME130.DAT is produced and sent via removable media or SFTP to the support SAMS-1E(V2) monthly NLT the 16th day of each month. For a more detailed description of AMSS procedures, refer to Appendix B.

(2) SAMS-1E (V2):

(a) Will receive the WO/Inop, WO Transfer In, Daily Inop, and the AMSS AWAME130.DAT from unit level SAMS-1E (V1) and process as required. It will then generate and send the WO History, WO Transfer Out, Weekly WO, Daily Inop, Man-hour Accounting, MMDF, TCO Extract, and NMO Extract as required to lower or higher SAMS-1E(V1) or SAMS-2E respectively as the last transaction of the day NLT 1600 daily.

(b) Will process and forward the National Maintenance Office (NMO) Extract and Total Cost of Ownership (TCO) data file prior to the Weekly WO Transfer process.

(c) Review the Customer WO Reconciliation file AHN-004 for validity prior to sending it to SAMS-2E. Ensure man-hours for all closed work orders were captured properly for each Work Order Task.

(d) Will process the Weekly WO Transfer data every Wednesday after the Daily Inop Transfer, and NMO Extract process. It should be forwarded to reach the supporting SAMS-2E site NLT 1630 on Wednesday.

(e) The sequence of events to use when the Daily and Weekly Transfers occur on the same day is to run the following: daily backup, the necessary SAMS-1E reports, the Daily Inop Transfer, the Weekly NMO and TCO Extract, and followed by Weekly WO Transfer.

(f) Will process the monthly Man-hour Accounting Transfer on the first work day of each month to close the previous month's record. This process should not be run unless all expended man-hours have been posted in the maintenance process and indirect and non-productive man-hours have been posted in the personnel process. This transfer will be forwarded to the supporting SAMS-2E NLT 1630.

(3) Battalion/Brigade SAMS-2E will:

(a) Receive and process maintenance data required to support management control of workload, manpower, and supply.

(b) Forward the NMO Extract (AHN4CD) and TCO Extract (AHN4FD) files received from SAMS-1E (V2) sites to Logistics Support Activity (LOGSA) every Wednesday; CWO file (AHOD1F) every Wednesday, and AMSS data file (AHO16D) NLT 16th day of the month.

2-3. Reports

The unit SOP will cover the frequency of each required report to be generated. Many reports can be custom sorted and filtered to meet specific management criteria.

2-4. Backup & Restore

a. The backup process allows SAMS system managers/supervisors to save current data tables to another location. Several backup discs approved by unit commander or shop officer should be used to provide a backup history for added security. Backup the data table at the end of every processing day. Keep folders or media carefully stored and labeled.

b. A restore should be done under the guidance of the system administrator of SASMO.

2-5. Purge

Unwanted data files will be removed from SAMS-E on a regular basis. Prior to running a purge process, all clients will be logged off from system. Reports available from removable files will be made prior to the purge and maintained on file for management purposes at least one year after being purged. List of files which will be purged and reports available from removable files are shown on Appendix B.

2-6. System Security

a. System security is a means to prevent unauthorized access to the SAMS system.

b. The Commander or designated representative will set up the Unit Parameters and add users who will be able to perform maintenance or supply processes.

c. A workstation must never be left unlocked when unattended. It is the individual user's responsibility to lock the workstation before leaving it unattended.

2-7. Problems in SAMS

When a system does not function as intended, standard remedies may be used to correct the problem IAW the End User Manual. If the problem persists, report it to the battalion/brigade system manager/supervisor and the supporting SASMO.

a. Software Problems. If a software problem is suspected, the supporting SASMO will give telephonic or on-site assistance as required to correct the problem or elevate to the RASC. An Engineering Change Proposal Software (ECP-S), DA Form 5005-R, will be used to recommend improvement or report unsolvable problems with software.

b. Hardware Problems. If a hardware fault is suspected, the supporting SASMO through coordination with 19th ESC, SASMO, can direct system replacement between customer and supporting tactical computer exchange (TCX). The TCX will not accept any customer turn-in without an authorization from the supporting SASMO.

c. The unit SAMS manager/supervisor will contact their organic SASMO support immediately through their battalion/brigade manager/supervisor if any hardware or software problem cannot be resolved within one working day.

2-8. SCP, ICP, and MMDF

a. SCPs/ICPs are occasionally fielded when the US Army Logistics Center, Fort Lee, VA makes software changes based on information submitted to them on DA Form 5005-R or as a result of CCB approved software changes.

b. SCPs/ICPs are issued directly to all SAMS sites from their supporting battalion SAMS-2E site. All SAMS-1E sites will be notified via e-mail prior to receiving a SCP/ICP. When a unit doesn't receive its SCP/ICP, they should contact their supporting battalion SAMS-2E system manager/supervisor or supporting SASMO.

c. All SAMS SCPs or ICPs are accompanied by SVD explaining the software load procedures. It is important to obtain a copy of the SVD for review before the actual installation of the SCP or ICP. The cover letter which accompanies the software provides instructions for obtaining a copy. After studying the SVD and understanding what has to be done, resume installation. If any problems or errors occur, report them to their supporting battalion SAMS-2E system manager/supervisor. Keep the SVD on file for future reference.

d. The MMDF is modified to reflect command designated maintenance significant items, command identified local non-LOGSA listed equipment, and issued to all SAMS-1E sites from the supporting battalion SAMS-2E system manager/supervisor. Each SAMS-2E system manager/supervisor will compile MMDF load reports from their SAMS-1E and telephonically reply to the 19th ESC System Administrator within 24 hours of each load completion.

2-9. Training

a. The 19th ESC, SPO has a Logistic Training Team (LTT) which provides SAMS-E sustainment training to all units in Korea.

b. The LTT conducts classes at Camp Henry, Camp Humphreys, and Camp Casey on a scheduled basis.

c. Classes are allotted by a quota system and do accept students on a standby basis. Special classes for individual units may be arranged on a case-by-case basis.

The Unit can contact the LTT for more information at 764-4817 or visit the 19th ESC, SASMO, website at <https://8army.korea.army.mil/sites/19eSC/staff/spo/Log/ltt/default.aspx>

Appendix A

Army Materiel Status System (AMSS) Process in Korea

A-1. Overview

This Appendix is designed to assist Eighth United States Army personnel in successfully reporting equipment readiness through SAMS. It describes common reporting problems and other problems that affect the accuracy of equipment readiness data. It also suggests management controls to ensure accurate reporting and provides step-by-step procedures for key AMSS processes.

A-2. Regulatory Guidance

a. Reporting of AMSS data will occur by each SAMS-2E system assigned a DPI code to LOGSA on the 16th of each month regardless of the day of the week. Data will be submitted and reported in accordance with the ALARACT 269/2007 Materiel Status Data Flow Reporting Policy, DTG 161815Z NOV 07; the Automated Information System Manual 25-L26-AHO-ZZZ-EM, [Standard Army Maintenance System Level 2 Enhanced (SAMS-2E), 15 AUG 05] End User Manual; and the Automated Information System Manual 25-L21-AHN-ZZZ-EM, [Standard Army Maintenance System Level 1 Enhanced (SAMS-1E), 15 AUG 05]; End User Manual.

b. Army Regulation 700-138 (Army Logistics Readiness and Sustainability) prescribes policies and procedures for collecting and reporting the materiel status of Army equipment. Annex B of the regulation (as well as the Maintenance Master Data File) identifies equipment that is readiness reportable and provides configurations for systems and associated subsystems.

c. AR 700-138 requires units to submit readiness data to the U.S. Army Materiel Command Logistics Support Activity (LOGSA) by the first day of the month following the end of the report period. The report periods extend from the 16th of the previous month to the 15th of the current month.

A-3. General Reporting Instructions

a. AMSS automatically tracks maintenance and supply actions for equipment, once entered. Unit personnel manually enter and update maintenance faults associated with specific items using the SAMS-E. They also obtain status from their direct support units containing information on maintenance and supply actions at the direct support level. Unit personnel need to reconcile work orders and requisitions from the SAMS and the Standard Army Retail Supply System (SARSS), respectively, to the logistics system.

b. SAMS-E uses the Maintenance Master Data File (MMDF), a catalog file maintained and distributed by LOGSA, to identify reportable equipment for generation of readiness reports. The MMDF identifies reportable items, system configurations, and authorized substitutes as well as pertinent maintenance and supply information. SAMS-E has edit checks that restrict readiness reporting to only those items listed in the MMDF as reportable. Support Operations SAMS-2E systems will distribute the MMDF to supported units. It can also be obtained from the LOGSA website at <https://liw.logsa.army.mil/index.cfm?fuseaction=login.main>, NOTE: Unit SAMS-1Ev1 and V2 system will not update their MMDF file directly from LOGSA, all MMDF updates must come from the higher level SAMS-2E in the respective Material Status reporting data chain

c. Other options of how to obtain a current MMDF are as follows:

(1) Go to LIW/WEBLIDB Maintenance Menu, under reporting requirements sub Menu, Maintenance Master Data File Download screen

(2) Go to WEBLOG: <https://weblog.logsa.army.mil/mmdf/index1.htm>

(3) Go to the server at SFTP address 158.2.2.30

(4) If all else fails call MMDF POC: Mark Elliott, DSN 645-9748

d. Controls to Ensure Accurate Reporting: Commanders at all levels can ensure accurate reporting of readiness data through AMSS by establishing management controls within their organizations.

e. At the Company Level; Commanders and Supervisors should:

(1) Review system-generated AMSS reports. Pay special attention to the report period to make sure that the SAMS-E computer is set to the current period.

(2) Document the frequency for reviewing AMSS reports (and other SAMS-E reports) and the individuals responsible for reviewing these reports in the unit's SOP for SAMS-E or the unit's maintenance SOP. Ensure the SAMS-E operator is aware of these requirements.

(3) Have the unit Maintenance Officer/Maintenance Technician, the unit SAMS-E operator, and property book personnel periodically reconcile the SAMS-E Equipment Data File to the property book to make sure all reportable equipment is loaded in SAMS-E.

f. At the Brigade/Battalion Level; Commanders, S4s, Support Operation Officers and Supervisors should:

(1) Ensure units submit readiness data at the parent-unit level (AA) by only accepting one readiness file per battalion. Never accept readiness data from a separate company that is part of a battalion unless the UIC is authorized to report independently.

(2) Review AMSS readiness data received from units prior to sending to LOGSA. Ensure units report for the correct report period, at the parent-unit level ("AA" UIC level).

(3) Establish procedures for distributing the Maintenance Master Data File to units when file updates occur.

(4) Establish communication with unit POC during AMSS to ensure errors are corrected.

(5) Assist units in correcting problems and errors with the assistance of the SASMO.

(6) Provide feedback on readiness reporting (units that didn't report or didn't report correctly) to the supporting SASMO and the 19th ESC SPO.

(7) Validate on a monthly basis the unit's reportable UIC tree for correct and accurate data visibility to LOGSA. This validation will be submitted to the 19th ESC SPO Data Collection section NLT the 5th of each month.

g. At the SASMO Level-

(1) Establish procedures for distributing new software change updates for SAMS-E to include Maintenance Master Data File updates.

(2) Provide technical assistance to units in correcting system problems and errors with their assigned STAMIS while reporting AMSS.

(3) If there are questions about SAMS-E, customers should first call their supporting unit SASMO. If there is a problem that the local SASMO cannot resolve, the supporting area 19th ESC SASMO representatives should be notified for telephonic, remote and on site assistance.

h. AMSS Reporting

(1) The 5W's-

WHO: All ARMY units not exempt from reporting.
WHAT: Reports equipment readiness data to LOGSA
WHERE: NMC DATA is primarily tracked in Work Order Register.
WHEN: Data is updated in SAMS-E with daily processes. (Reports must be run after the 15th of the month.)

WHY:

Manage Fleets:	Unit Readiness:	Budget:
YR MFR = age of fleet	NMC information	Usage generates need for \$
Miles/Hours = usage repairs etc...	Auth versus On Hand Quantities	To maintain equipment

(2) Equipment Readiness Codes - This is a one position, alpha code indicating an item's importance to the overall mission of the unit. A unit's assigned ERCs are found on the MTOE for the unit.

Code **Explanation**

A: Primary weapons and equipment essential to the unit's assigned mission.
B: Auxiliary equipment which supplements ERC A items or takes the place of ERC A items if they become inoperative.
C: Administrative support equipment that supports the assigned mission or operators.
P: Pacing item (found in MTOE).

i. SAMS-E Interfaces and Files for AMSS-

(1) ORG

(a) Receive

- Transactions – Receive Supply Status (AJTS7A)
- WO History – Receive from Higher (AHN4LD)
- AMSS – Transactions from Lower for Bn Rollup (ASSETCONTROLRPT)

(b) Send

- Daily Inop Send to Higher (AWAME125)
- AMSS - Transactions to Higher for Bn Rollup (ASSET CONTROLRPT)
- AMSS - Send End of Report Period to Higher (AWAME130 & AWAME131)

(2) SUPPORT/DSU

(a) Receive

- AMSS – Receive End of Report Period from Lower (AWAME130)
- Daily Inop from Lower (AWAME125)

(b) Send

- Daily Inop – Send to SAMS-2E (AHN4AD)

(3) Battalion

(a) Receive (DSU)

- Daily Inop from Lower (AHN4AD)

(b) Receive (ORG if AMSS is missing from DSU)

- AMSS – Receive End of Report Period from Lower (AWAME130)

(c) Send (LOGSA)

- AMSS – Send End of Report Period to Higher (AHO16D)

j. How to run AMSS as a Roll-up to BN

(TO BE RUN AFTER THE 15TH OF THE MONTH)

Important Notes

- Prior to starting the AMSS steps you should receive a status disk from SARSS and your Maintenance Support Site (AMSA). Receiving a status disk for your work orders and parts requests should not be considered part of AMSS. It should be done as often as possible (such as daily). At a minimum, receive status prior to starting the below steps to ensure you have the latest status. Note setting up SFTP will make receiving status from SARSS simple and easy.
- Battalion Indicator = N means:
 - The unit is a company and has equipment
 - Companies do not receive from lower
- Battalion Indicator = Y means:
 - The unit is a Battalion Staff Section and has no equipment
 - Battalions receive from lower

(1) Do a Backup: Complete a database backup PRIOR TO ANYTHING.

(2) Validate Unit Status-

(a) Verify that the BATTALION INDICATOR is set to "N".

- (b) Verify that the AMSS Report Date is the 15th of the current month.
- From the SAMS-E Main Menu, go to SYSTEM UTILITIES: UNIT PARAMETERS: Highlight Unit and UPDATE.
 - Enter CMDR's Password, and then go to UNIT PARM TAB. Ensure that the BATTALION INDICATOR is set to "N", and the AMSS report date is correct (15th of the current month). Click OK.
- (3) Send AMSS data to your Battalion-
- (a) From the SAMS-E MAIN MENU, go to INTERFACES: Click New interface next to the 4th one down called: AMSS Transactions to Higher for Bn Rollup (ASSETTCONTROLRPT)
- (b) Select correct UIC <ensure Interface Method is Diskette> and send.
- (4) Become the Battalion-
- (a) From the SAMS-E MAIN MENU, go to SYSTEM UTILITIES; UNIT PARAMETERS; highlight Unit and UPDATE.
- (b) Enter CMDR's Password, and then go to UNIT PARM TAB. Ensure that the BATTALION INDICATOR is set to "Y", and the AMSS report date is correct (15th of the current month). Click OK.
- (5) Receive Data from Lower Units (Derivative UIC's - as needed). Note: If the unit you are receiving this from is on the same system, skip this process!
- (a) Log into SAMS-E BN UIC and from the SAMS-E MAIN MENU, go to: INTERFACES: Click new interface next to the 3rd one down called: AMSS Transactions from Lower for Bn Rollup (ASSETTCONTROLRPT)
- (b) Select correct UIC <ensure Interface Method is Diskette> and process
- (6) Validate Data & Run Interim Reports-
- (a) Run all reports per MSC/RRC Instructions (If required)
- (b) Validate Data. From the SAMS-E MAIN MENU, go to: REPORTS: READINESS REVIEW: **NMC Rollup by UIC** (All UICs should show on bottom)
- (c) Validate all equipment reported. If okay, proceed to 7. If not, correct and start from beginning.
- (7) Run AMSS (as Battalion - Disk)-
- (a) From the SAMS-E MAIN MENU, go to: INTERFACES: Click new interface next to the 2nd one down called: AMSS Send End of Report Period to Higher AWAME130 & AWCAP131)
- (b) Select correct UIC <ensure Interface Method is Diskette>. Click OK to process. *Note: If you have not completed ALL operations listed on the WARNING screen or the AMSS date is incorrect, Click CANCEL, correct, and start from beginning.*

(c) This process will prompt you for two diskettes. These are your AWAME130.DAT and AWCAP131.DAT backups. Please email these diskettes to your Battalion or MSC.

(d) When complete, check the printouts for accuracy. If they are inaccurate, correct data and start from the beginning.

(8) Run AMSS (SFTP – If Required)-

(a) From the SAMS-E Main Menu, go to: INTERFACES: Click New interface next to the 2nd one down called: AMSS Send End of Report Period to Higher (AWAME130 & AWCAP131).

(b) Select correct UIC <ensure Interface Method is Telecommunications>. Click OK to process. At the WARNING Screen, ensure the AMSS REPORT DATE still has the 15th of the current month listed.

(c) System will SFTP the AWAME130.DAT to your DSU (SAMS). It will then prompt you for a disk for your AWCAP131.DAT.

(d) When complete, verify your printouts. If they are inaccurate, correct and start from the beginning.

(9) Become the Unit-

(a) From the SAMS-E MAIN MENU, go to: From the SAMS-E Main Menu, go to SYSTEM UTILITIES: UNIT PARAMETERS: highlight Unit and UPDATE.

(b) Enter CMDR's Password, and then go to UNIT PARM TAB. Ensure that the BATTALION INDICATOR is set to "N", and the AMSS report date is correct (15th of the current month). Click OK.

(10) Run AMSS (as Unit – to Purge)-

(a) From the SAMS-E Main Menu, go to: INTERFACES: Click New interface next to the 2nd one down called: AMSS Send End of Report Period to Higher (AWAME130 & AWCAP131)

(b) Select correct UIC <ensure Interface Method is Diskette> Click OK to process. At the WARNING Screen, ensure the AMSS REPORT DATE still has the 15th of the current month listed.

(c) This process will prompt you for two diskettes. These diskettes will only contain the equipment for the Unit you are logged in as and SHOULD NOT be submitted for AMSS. When process is complete, the unit parameters should be ready for the next months AMSS.

k. How to Run AMSS as "AA" Unit

(TO BE RUN AFTER THE 15TH OF THE MONTH)

Important Notes

- Prior to starting the AMSS steps you should receive a status disk from SARSS and your Maintenance Support Site (AMSA). Receiving a status disk for your work orders and parts requests should not be considered part of AMSS. It should be done as often as possible (such as daily). At a minimum, receive status prior to starting the below steps to ensure you have the latest status. Note setting up SFTP will make receiving status from SARSS simple and easy.
- Battalion Indicator = N means:
 - The unit is a company and has equipment
 - Companies do not receive from lower
- Battalion Indicator = Y means:
 - The unit is a Battalion Staff Section and has no equipment
 - Battalions receive from lower

(1) Do a Backup: Complete a database backup PRIOR TO ANYTHING.

(2) Validate Unit Status-

(a) Verify that the BATTALION INDICATOR is set to "N".

(b) Verify that the AMSS Report Date is the 15th of the current month.

(c) Process WO History from DSU.

(d) Receive and process Supply Status-

- From the SAMS-E Main Menu, go to SYSTEM UTILITIES; UNIT PARAMETERS: highlight Unit and UPDATE.
- Enter CMDR's Password, and then go to UNIT PARM TAB. Ensure that the BATTALION INDICATOR is set to "N", and the AMSS report date is correct (15th of the current month). Click OK.
- From the SAMS-E Main Menu, go to Interfaces; and select a new interface for: WO History - Receive from Higher (AHN4LD). Get/Process any incoming WO Status from the DSU.
- From the SAMS-E Main menu go to Interfaces; and select a new interface for: **Transactions – Receive Supply Status (AJTS7A).**
- If you received Status files (AJTS7A), repeat step D. until you have process all Status files.

(3) Run AMSS (SFTP – If Required)-

(a) From the SAMS-E Main Menu, go to: INTERFACES: Click New interface next to the 2nd one down called: AMSS Send End of Report Period to Higher (AWAME130 & AWCAP131)

(b) Select correct UIC <ensure Interface Method is Telecommunications> Click OK to process. At the WARNING Screen, ensure the AMSS REPORT DATE still has the 15th of the current month listed.

(c) System will SFTP the AWAME130.DAT to your DSU (SAMS). It will then prompt you for a disk for your AWCAP131.DAT.

(d) When complete, verify your printouts. If they are inaccurate, correct and start from the beginning.

(e) AWAME130.DAT AMSS FILE SAMPLE

DIC	WEAPON UIC	SERIAL EIC	EIC	NUMBER	RPT DATE	AUTH QTY	POSS OH	SUP DAYS	ORG NMCS	SUP NMCS	ORG NMCM	
XMF	WV4LAA	BBK5CH	064883	07258030	009D							A
XMF	WV4LAA	AVGV		0725800000	01D							A
XMF	WV4LAA	5CH		0725801001	18D							A
XMF	WV4LAA	BBK		0725802401	16D							A
XMF	WV4LAA	5FH		0725802402	24D							A
XMF	WV4LAA	CBC5FH		0725802400	4D							A
XMF	WV4LAA	CDB5FH		0725800000	05D							A
XMF	WV4LAA	CDD5FH		0725800000	4D							A
XMF	WV4LAA	BBK		0725800600	6D	00031	100000	000000	000000	000000	000260	0000000000A

DIC	UIC	EIC	YR	SERIAL MFG	RPT NUMBER	DATE	NSN	REGISTRATION NUMBER	USAGE	
XMH	WV4L88	BBK880	05	1270	0725823200	11467193	193	NG22WZ	M038649	J
XMH	WV4L88	BBK880	06	4883	0725823200	11467193	193	NG36WU	M003494	J
XMH	WV4L88	BBK880	06	5081	0725823200	11467193	193	NG3CZM	M010894	J

Figure A-1. Sample AMSS File

(4) SAMS-1E (v2) DSU AMSS Processing-

(a) Ensure you have a back-up for the day prior to AMSS reporting, if not complete a back-up select Data, Adhoc, and Interfaces to back-up.

(b) Bring up Interfaces, Review "View Awaiting Interfaces".

(c) As you receive Customers AMSS data annotate on your AMSS Cust List, who has sent you their AMSS DATA.

(d) When you've accounted for all you Customer Daily Inop and AMSS Data, accomplish another Back-UP.

(e) Process the Daily Inop files from your customers.

(f) After the back-up is complete, you are ready to send to higher-

- Bring up "Interfaces".
- Select "New Interface" – "Daily Inop- Send to SAMS-2E" (AHN4AD).
- Select Higher SAMS-2E to send to, "Interface Method" should be
- "Telecommunications".
- Send transmission.
- After you've sent the "Daily Inop- Send to SAMS-2E successfully via SFTP.
- Go back to "Interface".
- Select "Previous Interface" on "Daily Inop- Send to SAMS-2E (AHN4AD).
- Select the same SAMS-2E you just sent to.
- Change "Interface Method" to Diskette.
- Select the most recent AHN4AD file to send.
- Process and allow files to be copied to Diskette.
- E-Mail this file to your POC at the Higher SAMS-2E.

(g) E-mail your completed "AMSS Cust List to the next Higher SAMS-2E POC.

(h) Do another BACK-UP.

(5) SAMS-2E Battalion AMSS Processing-

(a) At start of day before processing ensure you have a back-up for the day prior to AMSS reporting, if not complete a back-up. Select Data, Adhoc, and Interfaces to back-up.

(b) Note do this before you process any files at the start of the day-

- Go to “Interfaces”.
 - Select “AMSS” – Send end of Report Period to Higher (AHO16D).
 - Select the next Higher SAMS-2E or LOGSA it doesn’t matter.
 - Change transmission to diskette.
 - Process data to diskette.
- (c) Go to ADHOC and select “AMSSTRANSFER”
- The “AMSSTRANSFER” table will be Blank. This table clears when you process AMSS- Send to Higher (AHO16D).
 - This table will build with Customer information as you start process the “Inop” Files from SAMS-2E Lower or the ORG Unit SAMS-1E AWAME130 files.
- (6) SAMS-2E Battalion AMSS Processing from ORG Unit-
- (a) Once the Unit has sent you their AMSS data directly, bring up the “Interface” menu
 - (b) To process, Put a check in “AMSS Receive End of Month Report from Lower”
 - (c) Select Unit and Transmission method (Telecom or Diskette).
 - (d) Allow the system to process.
 - (e) Check the “AMSSTRANFER” table under “ADHOC”.
 - (f) Check for the Unit data you just processed.

**NOTE* A unit can send their AMSS data (AWAME130.DAT) directly to the SAMS-2E in their reporting chain if necessary.*

AMSS Data Flow

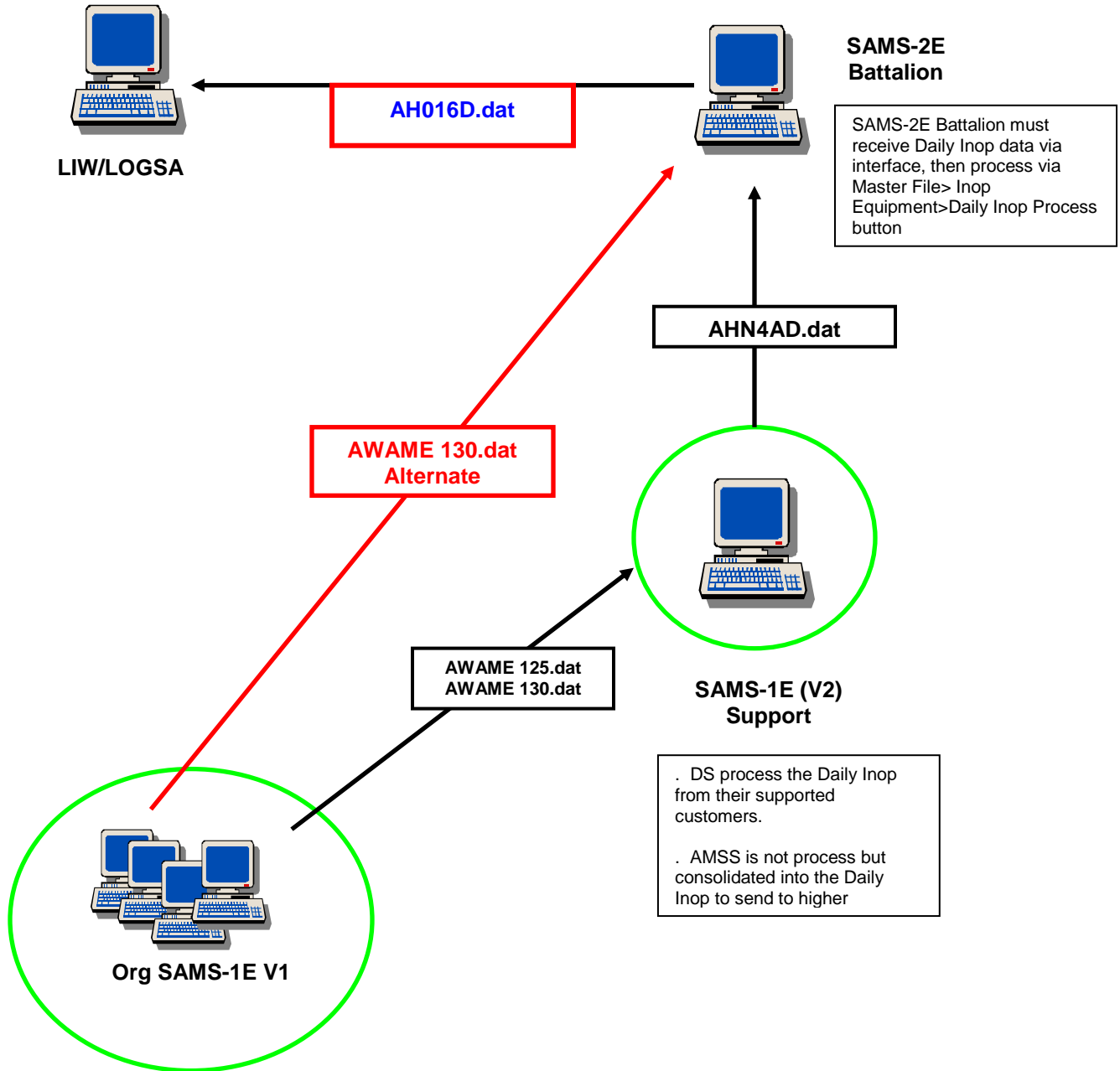


Figure A-2. AMSS Data Flow

A-4. LIW AMSS Feedback Reports

a. The feedback reports provide the status of ground, missile, and aviation readiness transactions plus aviation usage transactions that have been submitted. If any errors are generated in an AMSS format or by the Installation Materiel Condition Status Reporting System (IMCSRS), they should be corrected by resubmitting all readiness transactions for that UIC instead of just the lines with errors. This is because what is resubmitted will overwrite all previous submissions for that UIC. Resubmission of the whole UIC does not apply to ground/missile usage transactions or to any aviation submissions by other than ULLS-A format.

b. AMSS Feedback reports can be obtained from WEBLIDB on LIW's weblink at <https://liw.logsa.army.mil/index.cfm?fuseaction=login.main>. *NOTE* Users may need to submit a System Access Request (SAR) in order to gain access. Once inside WEBLIDB, users must select the RIDB option; then executive summary under feedback reports. Specific instructions can be obtained by selecting the "HELP" function.

c. Questions pertaining to the feedback reports can be directed to logsa.readiness@conus.army.mil or to one of the following readiness POCs:

(1) AA/APS Ground/Missile and AA/APS Readiness Executive Summary: Mr. Benjamin Sanders, DSN 645-9668, e-mail address: ben.sanders2@us.army.mil; or Mr. Ned Simms, DSN 645-9690, e-mail address: gary.simms@us.army.mil.

(2) All Aircraft: Ms. Annette Reaves, DSN 645-9713, e-mail address: annette.j.reaves@us.army.mil; or Ms. Martha Sanders-Ross, DSN 645-9670, and e-mail address: martha.sandersross@us.army.mil.

(3) NG Ground/Missile and NG Readiness Executive Summary: Mr. Frank McCrary, DSN 645-9684, e-mail address: frank.mccrary@us.army.mil; or Mr. Dave Lampkin, DSN 645-9710, e-mail address: d.lampkin@us.army.mil.

(4) USAR Ground/Missile, USAR Readiness Executive Summary: Mr. Thomas Young, DSN 645-9727, e-mail address: thomas.young1@us.army.mil.

(5) IMCSRS: Mr. Benjamin Sanders, DSN 645-9668, e-mail address: ben.sanders2@us.army.mil. Branch Chief: Ms. Angela Beatty, DSN 645-0533, e-mail address: angela.beatty@us.army.mil.

**Appendix B
Purge Processes Available From File Utility**

B-1. SAMS-1E

Name of Table/Files	Purge Description	Frequency Summary	(Recommended) Retention (Default)	Reports
AMSS	The AMSS files will automatically be purged on completion of the AMSS End of Report Period transfer process.	Following End of report Period	0	AHN-007 (WO Register Status Closed-Purged)
APPLOG	The APPLOG purge will purge the Mobile Solution Transfer Log.	(null) dictated by unit	(null) dictated by unit	None
CATALOG	The CATALOG files will automatically be purged on the first working day of the year (only records that are user created).	Annually	365	None
DISPATCH	The DISPATCH files will Automatically be purged on the first working day each month.	Monthly	60	DA Form 5982-E (Dispatch Control Log-Purge)
DOCREG	The Document Control Register files will automatically be purged the first working day each month.	Monthly	365	AHN-008/009/010 (DCR Listing-Purged Record)
MNHACC	The Manhour Accounting files will automatically be purged on completion of the Manhour Transfer process.	Every Transfer	60	AHN-035 (Man-hour Accounting Transfer Rpt by WC/SS)
PREVINT	The previous interface will be purged from the hard drive.	(null) dictated by unit	(null) dictated by unit	None
SHOPAUDIT	The Shop Supply Audit file will Automatically be purged when the Shop Supply Count Listing report is printed	Every printing	365	AHN-017 (Shop Supply Audit File Purge Listing)
WKLYWO	The Maintenance (Work Order) Files will automatically be purged on completion of the Weekly Work Order Transfer process	Weekly	365	AHN-012 (Work Order Register-Closed)

B-2. SAMS-2E

Purge ID	Purge Description	(Recommended) Retention Days	Last Purge Date	Reports
MNHACC	The Manhour Accounting files will automatically be purged on completion of the Manhour Transfer process.	365	(null until performed)	AHO-044/045 (Manpower/ Personnel Utilization Report)
PREVINT	Purge all of the previous interface files from the hard drive.	Null	(null until performed)	None
ORF	Only purge ORF Qty Demanded, ORF Qty Issued, ORF TAT from the ORF File.	365	(null until performed)	AHO-040/041 (Monthly Float Usage/ORF Status and Utilization)
WKLYWO	Purges records older than 31 days from the Completed Work Order file.	60	(null until performed)	AHO-004 (Completed Work Order Summary)

B-3. SAMS-E BASIC INTERFACES and DATA FLOW

a. Unit Level Interfaces

SAMS-1EV1	UNIT LEVEL SAMS-1EV1	Qualifier	Process Frequency
SEND			
AMSS	AMSS - Transactions to Higher for BN Rollup (ASSETCONTROLRPT)	non-AA Units	16th of month
AMSS	AMSS - Send End of Report Period to Higher (AWAME130.DAT & AWAME135.DAY)	REQUIRED ALL	16th of month
SAMS2/No Support	Daily Inop - Send to SAMS-2E (AHN4AD)	No Support in Data Chain	Daily
SAMS2	Manhour Account - Send to Higher (AHN4GD)	REQUIRED ALL	End of month
Maintenance	Daily Inop - Send to Support (AWAM125)	Support in Data Chain	Daily
Maintenance	Evacuated WO - Send to Higher (AHN4MD)	REQUIRED ALL	As needed
Supply	Transactions - Requisitions Send to SOS (AWACE255)	REQUIRED ALL	As needed
Contacts	Equipment - Transfer Out	As needed	As needed
Contacts	Unit - Transfer Out (SAMS1E)	As needed	As needed
RECEIVE			
AMSS/BN	AMSS - Transactions from Lower for NB Rollup (ASSETCONTROLRPT)	BN Roll-up	16th of month
SAMS2/Maintenance	MMDF - Receive from SAMS-1E/SAMS-2E (AHO01D/AHO15GND)	REQUIRED ALL	As needed
Maintenance	WO History - Receive from Higher (AHN4LD)	REQUIRED ALL	As needed
Supply	Transactions - Receive Supply Status (Receive from Higher) (AJT7SA)	REQUIRED ALL	Daily
Supply	Catalog Load/Update (AJTS7S)	REQUIRED ALL	As needed
Contact	Equipment - Transfer In	As needed	As needed
Contact	Unit- Transfer In	As needed	As needed

b. Support Level Interfaces

SAMS-1EV2	SUPPORT LEVEL SAMS-1EV12		
SEND			
SAMS2	TCO Extract - Send to Higher	REQUIRED ALL	Weekly
SAMS2	NMO Extract - Send to Higher	REQUIRED ALL	Weekly
SAMS2	Weekly W/O Send to Higher (AHN4BD)	REQUIRED ALL	Weekly
SAMS2	Daily Inop - Send to SAMS-2E (AHN4AD)	REQUIRED ALL	Daily
SAMS2	Manhour Accounting - Send to Higher (AHN4GD)	REQUIRED ALL	End of Month
Supply	Transactions - Requisitions Send to SOS (AWACE225)	REQUIRED ALL	As needed
Lower Contacts	MMDF - Send to Lower	REQUIRED ALL	As needed
Lower Contacts	WO History - Send to Lower (AHN4LD)	REQUIRED ALL	As needed
Equal Contacts	Evacuated WO - Send to Higher (AHN4MD)	As needed	As needed
Equal Contacts	WO History - Send to Lower (AHN4LD)	As needed	As needed
Contact	WO - Transfer Out	As needed	As needed
RECEIVE			
SAMS2	MMDF - Receive from SAMS-1E/SAMS-2E	REQUIRED ALL	As needed
Supply	Transactions - Receive Supply Status (Receive from Higher) (AJT7SA)	REQUIRED ALL	Daily
Supply	Catalog Load/Update (AJTS7S)	REQUIRED ALL	As needed
Lower Contact	AMSS - Receive End of month Report From Lower (AWAME130.DAT)	REQUIRED ALL	16th of month
Lower Contact	Daily Inop - Receive from Lower (AWAME125.DAT)	REQUIRED ALL	Daily
Equal Contacts	WO History - Receive from Higher (AHN4LD)	As Needed	As needed
Contact	WO - Transfer In	As Needed	As needed

c. SAMS-2E BDE & BN Level Interfaces

SAMS-2E MMC	SAMS-2E MMC		
SEND			
Contact/LOGSA	TCO Extract - Send to Higher (AHN4FD)	REQUIRED ALL	Weekly
Contact/LOGSA	NMO Extract - Send to Higher (AHN4CD)	REQUIRED ALL	Weekly
Contact/LOGSA	CWO - Send to LOGSA (AHOD1F)	REQUIRED ALL	Weekly
Contact/LOGSA	AMSS - Send End of Report Period to Higher (AHO16D)	REQUIRED ALL	16th of Month
Lower Contacts	MMDF - Send to Lower (AHO01D/AHO15GND/AHO15AVI)	REQUIRED ALL	As needed
Contacts	Inop - Unit Transfer (AHOD1B)	As Needed	As needed
RECEIVE			
Contact/LOGSA	MMDF - Receive from LOGSA (MRSAMMDF)	REQUIRED ALL	As needed
Contact/Support	TCO Extract - Receive from Lower (AHN4FD)	REQUIRED ALL	Weekly
Contact/Support	NMO Extract - Receive from Lower (AHN4CD)	REQUIRED ALL	Weekly
Contact/Support	Weekly WO - Receive from Lower (AHN4BD)	REQUIRED ALL	Weekly
Contact/Support	Daily Inop from Lower (AHREAD15/AWAM125/AGR4AD/AHN4AD)	REQUIRED ALL	Daily
Contact/No Support Org	Daily Inop from Lower (AHREAD15/AWAM125/AGR4AD/AHN4AD)	As Need	Daily
Lower Contact	ManHour Account - Receive from lower (AHN4GD)	REQUIRED ALL	End of Month
Lower Contact	AMSS - Receive End of Report Period from Lower (AWAME130)	As Need	16th of Month
Contact	Inop - Unit Transfer (AHOD1B)	As Need	As needed

d. SAMS-E Basic Data Flow

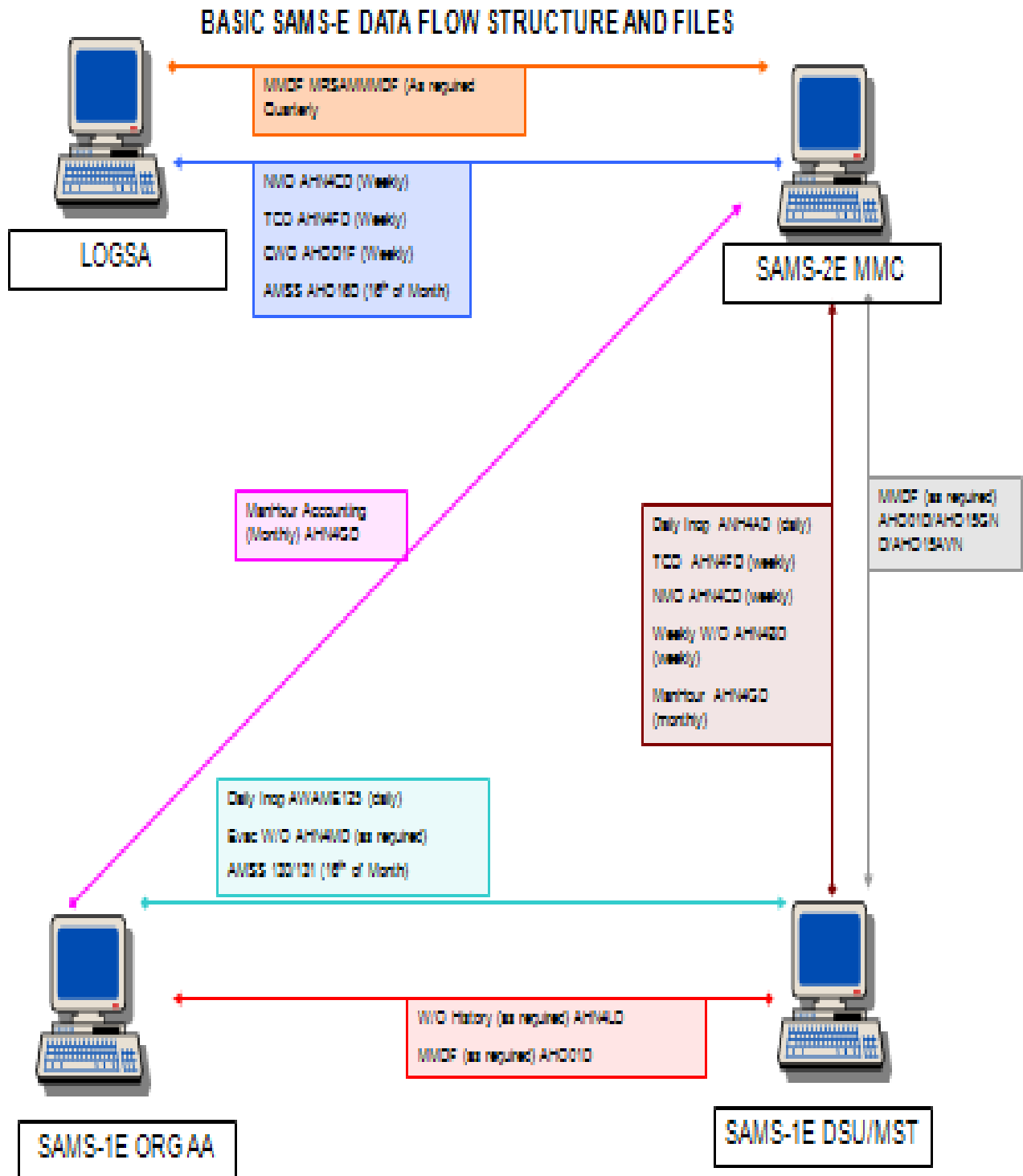


Figure B-1. SAMS-E Basic Data Flow

Glossary

Section I. Abbreviation

AMSS	Army Materiel Status System
AR	Army Regulation
ESC	Expeditionary Sustainment Command
EUM	End User Manual
ICP	Interim Change Packages
LOGSA	Logistics Support Activity
LTT	Logistics Training Team
MMDF	Maintenance Master Data File
NMO	National Maintenance Office
SARSS	the Standard Army Retail Supply System
SAMS	Standard Army Maintenance System
SASMO	Sustainment Automation Support Management
SCP	Software Change Package
SFTP	secure file transfer protocol
SOP	Standing Operating Procedures
SPO	Security Program Officer
STAMIS	Standard Army Management Information System
SVD	Software Version Description
TCO	Total Cost of Ownership
TCX	tactical computer exchange
UIC	unit identification code
WO	Work Order

Section II. Terms

Software Change Package (SCP). The scheduled update edition of software itself.

Interim Change Package (ICP). An emergency change to an SCP.

Software Version Description (SVD). All data necessary to install the software package furnished as either SCP or ICP.

Master Maintenance Data File (MMDF). A periodic download provided by Logistics Support Activity (LOGSA). MMDF lists equipment by model or series, system, subsystem, and weapon system and established possible reportable systems that may be installed on Army equipment. These systems are identified by End Item Code (EIC) and their respective subsystem identified by Weapons Systems EIC (WS EIC). Additionally, the MMDF contains information regarding warranty, Operational Readiness Float (ORF), service, technical data, and reportability.

National Maintenance Office (NMO) Extract Process. A feed of all SAMS-1 work Orders (WOs), WO parts, and its Document Register to be sent to LOGSA.

Integrated Logistics Analysis Program (ILAP). The standard management tool used by the Army that collect, integrates, and displays logistics and financial data.

Engineering Change Proposals-Software (ECP-S). Proposed engineering change and the documentation by which the change is described and suggested.

SAMS Manager/Supervisor. The individual at the SAM-1E or SAMS-2E site designated to be a single point of contact for all problems and changes in the SAMS system (software or hardware).