



Procedures to Transfer Accountability of OCIE from Organizational Property Books (PBUSE) to Central Issue Facilities (ISM CIF)

27 February 2009

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Unit OCIE transfer to CIF

Moving OCIE from PBUSE to ISM?

Organizational Property Book Officers have receipted and accounted for fielded Organizational Clothing and Individual Equipment (OCIE) that would normally be accounted for by the Central Issue Facility (CIF).

These OCIE assets must be moved from the organization's Property Book Unit Supply Enhanced (PBUSE) property book to the Installation Support Module – CIF (ISM CIF) property book.

There are two types of transfers:

- **Personnel transfer: Soldier OCIE records and their accountability will be transferred from the Organization's PBUSE property book to the CIF's ISM CIF property book.**
- **Bulk asset transfer (lateral transfer): The OCIE equipment will be physically transferred from the Organization's PBUSE property book to the CIF's ISM CIF property book.**



Soldier Transfer from PBUSE to ISM

Personnel Transfer

Step 1 – (PBUSE) Unit Level (Supply Sergeant) tags the individual in the OCIE – Personnel Transfer process as a complete or partial transfer

Step 2 – (PBUSE) Property Book Level notified via Incoming Alert Messages

Step 3 – (PBUSE) Property Book accepts movement of individual assets in the Personnel Transfer Suspense process; system creates a ZRL(S) – visible in the Active Activity Register

Step 4 – (ISM CIF) Personnel detail through the two way interface between PBUSE and ISM populates the Holding area awaiting ISM acceptance.

Step 5 – (ISM CIF) Property Book accepts; Request for Issue or Turn-In, DA Form 3161 is automatically generated and the Individual Clothing Record and Property Book are adjusted accordingly.



Soldier Transfer from PBUSE to ISM

STEP 1

Personnel Transfer - Microsoft Internet Explorer provided by Northrop Grumman Corporation

https://199.10.244.137/personnelTransfer.gcscs?param=selectPersonnel&uic=WAWYTO

OCIE Maintenance

Personnel OCIE-1 | Issue/Reassign OCIE-2 | Personnel Transfer OCIE-3 | OCIE Clothing Record OCIE-4

UIC: WAWYTO Unit: HHB 1/43 ADA BN Transfer To: PBUSE Gaining UIC:

Complete Partial

SSN	Individual
3337	ISE, TEST3A
3338	EST3B
3350	
3421	

CIF Search

CIF:

- 8TH BRIGADE
- 98TH ASG - KITZINGEN
- ABERDEEN PROVING GROUND
- ANSBACH
- BABENHAUSEN
- BAMBERG
- BAUMHOLDER
- CAMP ALI AL SALEM
- CAMP ARIFJAN
- CAMP ATTERBURY

Transfer To: either PBUSE or CIF
If CIF is selected – the Gaining UIC will change to Gaining CIF with a list of ISM locations

Unit level is provided the capability to select for transfer individual soldier detail records upon deployment, PCS, etc. to another unit or back to a CIF

Done

Start | 3 Microsoft O... | C:\Documents ... | 3 Internet E... | 2 Microsoft O... | 3:06 PM



Soldier Transfer from PBUSE to ISM

STEP 2

The screenshot shows a web browser window displaying the PBUSE-Module interface. The browser title is "PBUSE-Module - Microsoft Internet Explorer provided by Northrop Grumman Corporation". The address bar shows "https://199.10.244.137/gcss/index_NOGIF.html". The page header includes "PBUSE" and "Build-SCP07--25 May 2007".

The main content area is titled "PBUSE-Module Main Menu" and contains a red alert message: "You have alert messages. Please view the list below for details." Below this, there are two main menu sections:

- Administration**
- Catalog**
- Property Book**
- Hand Receipt**
- MILSTRIP / Order Item**
- Activity Register**
- Asset Visibility**
- Reports**
- Ammo**
- Interfaces**
- OCIE**

The **OCIE** section is expanded, showing the following items:

- Clothing Record Maintenance
- Personnel Data
- Personnel Issue/Reassign
- Personnel Transfer/Turn-in
- Personnel
- OCIE Suspend**
- Personnel Transfer Suspend**
- Holdings Area
- Reports
- Roll-up
- UL OCIE Asset Visibility

A red box highlights the "OCIE Suspend" and "Personnel Transfer Suspend" items. A yellow callout bubble points to this box with the text: "Property Book access to pending Individual Clothing Asset Transfers".

At the bottom, an "Alert Messages" section contains the following text: "1. The WAR's command code is missing for UICs that have ammunition on their property book. Please populate the WAR's command code for those UICs. Click here to view the list of UICs".

The Windows taskbar at the bottom shows the Start button, several icons, and open applications including "Inbox - Microsoft Outlook", "dmvai99802003", "C:\Documents and Setti...", "OCIE Functionality.ppt", and "PBUSE-Module - Mic...". The system clock shows "2:23 PM".



Soldier Transfer from PBUSE to ISM

STEP 3

Personnel Transfer Suspense - Microsoft Internet Explorer provided by Northrop Grumman Corporation

Address: https://199.10.244.137/personnelOutSuspense.gcss?param=showOutgoingSuspense&ocieSuspenseTabGroup=0

OCIE Suspense Screens

Personnel Transfer Suspense OCIE-5 Holding Area OCIE-6 Transfer Summary OCIE-9

UIC: WAWYTD Unit: HHB 1/43 ADA BN

Row	<input type="checkbox"/> Assign Doc Number	Gaining UIC/CIF	Destination	Personnel/Items	
1	<input type="checkbox"/>	FORT HOOD	ISM	Show/Hide Personnel	Show/Hide Items
				SSN 7727	Individual NAILL, REX

UIC: WAGPTD Unit: HHC 2-12TH CAV

Row	<input type="checkbox"/> Assign Doc Number	Gaining UIC	Personnel/Items			ECS	QTY
1	<input type="checkbox"/>	WAPG60	Show/Hide Personnel	Show/Hide Items			
			LIN	SubLIN	NSN	Nomenclature	
			B28123		8470014978595	BDY_ARMOR_OUTE	1
			B60315		8430015145148	BOOTS_COMBT_10	1
			C10345		8415015198510	COAT_ACU_M-R	1

Microsoft Internet Explorer

Doc Numbers assigned successfully for selected transfers. WAGPT071529400

OK

Buttons: Search Apply Refresh Undo Insert Delete Print Help... Version...

PBO views the person being transferred

- PBO ✓ (s) the Assign Doc Number block - clicks Apply
- System creates a ZRL(S) – visible in the Active Activity Register

or . . . views the items being transferred



Soldier Transfer from PBUSE to ISM

STEP 4

CIF Main Menu

Unit/Individual Transfer In

[Unit/Individual Transfer In from ISM CIF or Other](#)

[Unit/Individual Transfer In from PBUSE](#)



STEP 5

CIF Main Menu

104TH ASG-W - BAUMHOLDER Unit/Individual Transfer In from PBUSE > View Transfer from PBUSE

View Transfer from PBUSE

Document Number: BBB00088910201 Document Status: OPEN Document Type: SOLDIER TRANSFER IN FROM PBUSE

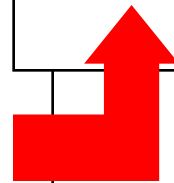
Transfer Date: 2007/10/15 Destination CIF: 104TH ASG-W - BAUMHOLDER

SSN/ID	Name	Status	STI Document Number
<input type="checkbox"/> 214-91-5401	DURDEN, TYLER M	CONFIRMED	YW91JMG72972009H
<input type="checkbox"/> 458-94-1298	SPARK, REMY A	PENDING ²	
<input type="checkbox"/> 885-94-1298	RAYMOND, RAY A	PENDING	

¹Cannot confirm transfer because clothing record contains non-transferable items. Select SSN/ID for more details.
²Cannot confirm transfer because person does not exist in ISM. Please add person.
³Clothing record contains items not stocked at current CIF.

High-Speed Printer Laser Printer

Confirm Print



CIF Main Menu

104TH ASG-W - BAUMHOLDER Unit/Individual Transfer In from PBUSE

Unit/Individual Transfer In from PBUSE

SSN:

Person ID:

Last Name:

PBUSE UIC:

Destination CIF: EU0500 - 104TH ASG-W - BAUMHOLDER

Search Clear

Document Number	Created Date	Destination CIF
BBB00078910601	2007/10/15	104TH ASG-W - BAUMHOLDER
BBB00078910201	2007/10/15	104TH ASG-W - BAUMHOLDER
XYZ00078910212	2007/10/03	104TH ASG-W - BAUMHOLDER
XYZ00078910888	2007/10/18	104TH ASG-W - BAUMHOLDER

- **PENDING** – Soldier designated for transfer by PBUSE, but transfer is not yet confirmed for arrival by ISM CIF.
- **CONFIRMED** – Soldier’s transfer has been confirmed by ISM CIF; arrival has been confirmed.
- **CANCELED** – Soldier’s transfer has been canceled by PBUSE.



Bulk Transfer from PBUSE to ISM

Bulk Transfer

Step 1 – (PBUSE) Property Book Level generates an Outgoing Lateral Transfer To: CIF

Step 2 – (ISM CIF) The bulk transfer, through the two way interface between PBUSE and ISM, populates the Holding area awaiting ISM acceptance.

Step 3 – (ISM CIF) Property Book accepts; Request for Issue or Turn-In, DA Form 3161 is automatically generated and the Individual Clothing Record and Property Book are adjusted accordingly.



Bulk Transfer from PBUSE to ISM

STEP 1

Microsoft Internet Explorer provided by Northrop Grumman Corporation

Address: https://199.10.244.137/gcss/jsp/LateralTransferJSP_html/MainLateralTransfer.jsp

Lateral Transfer

Material Items LATT-1 Outgoing Suspense Actions LATT-2 Incoming Suspense Actions LATT-3

Losing UIC: WAWYTD Find Transfer To: PBUSE Gaining UIC: Page 1 of 39 Go

LIN	SUBLIN	PBIC	NSN	CS	Nomen
00028A		8	452001Z010037		PROPANE HEATERS
00038A		8	667001Z970192		SCALE, AXLE PORT VEH
00041A		8	611601Z970198		FUEL CADDY
00044A		0	693001Z970224		TENDO SYS CONTL DK
00052A		8	107301Z000070		FLOOR JACK

Item(s) selected

Delete	LIN	SUBLIN	PBIC

Buttons: Search... Apply... Refresh Undo Insert... Delete Print... Help... Version...

CIF Search

CIF: Go

- 8TH BRIGADE
- 98TH ASG - KITZINGEN
- ABERDEEN PROVING GROUND
- ANSBACH
- BABENHAUSEN
- BAMBERG
- BAUMHOLDER
- CAMP ALI AL SALEM
- CAMP ARIFJAN
- CAMP ATTERBURY
- CAMP BAGRAM
- CAMP BUEHRING
- CAMP CARROLL, KOREA
- ANNEXURE
- ANNEXURE
- ANNEXURE, KOREA ANNEXURE
- ANNEXURE, KOREA
- ANNEXURE, KOREA
- ANNEXURE, KOREA

Transfer To: either PBUSE or CIF
If CIF is selected – the Gaining UIC will change to Gaining CIF with a list of ISM locations

Done Internet 3:43 PM



Bulk Transfer from PBUSE to ISM

STEP 2

CIF Main Menu

104TH ASG-W - BAUMHOLDER [Lateral Transfer In > Manage Lateral Transfer In](#)

Manage Lateral Transfer In

PBUSE Doc No: TTB0007247104R Transfer Date: 2007/10/22 Sending UIC: WYBKT1

LIN	NOMENCLATURE	NSN	OH QTY	TRANSFERABLE
70210N	COMPUTER, MICRO LAP-TOP PORTABLE AC	7010-01-C01-1422	25	YES
B15825	BAG CLOTHING WTRPROOF	8465-00-261-6909	50	YES

1Item not available in ISM. If item is available in Catalog, FSA has been notified that this item should be made available in ISM. Cannot generate voucher.
2Item not available in Catalog. Cannot generate voucher.
3Item available in Catalog, but item's LIN is empty or not available in Catalog. Cannot generate voucher.
4Item not stocked at current CIF. Cannot generate voucher.



CIF Main Menu

104TH ASG-W - BAUMHOLDER [Lateral Transfer In > Manage Lateral Transfer In](#)

Manage Lateral Transfer In

Document No: TTB0007247104R Status: SHIPPED Status Date: 2007/10/25 Created Date: 2007/10/25
Voucher No: W804NG72982008H Canceled: eSigned(Losing): No eSigned(Gaining): No
Sending CIF/UIC: WYBKT1 (PBUSE) Name/Rank:
Receiving CIF/UIC: EU0500 Justification:

NSN/MCN	LIN	SIZE-CIC	NOMENCLATURE	SENT QTY	RECD CC A	RECD CC B	DUE-IN QTY
7010-01-C01-1422	70210N	6-6	COMPUTER, MICRO LAP-TOP PORTABLE AC	25	0	0	25
8465-00-261-6909	B15825	NONSD	BAG CLOTHING WTRPROOF	50	0	0	50

- If shipment in contains any non-transferable items, cannot generate voucher number.
- PBUSE can cancel transfer after it is shipped but before ISM CIF generates a voucher number .



Bulk Transfer from PBUSE to ISM

STEP 3

CIF Main Menu

104TH ASG-W - BAUMHOLDER [Lateral Transfer In](#) > Post Receipt

Post Receipt

Document No: TTB0007247104R **Status:** SHIPPED **Status Date:** 2007/10/25 **Created Date:** 2007/10/25
Voucher No: W804NG72982008H **Canceled:** **eSigned(Losing):** No **eSigned(Gaining):** No
Sending CIF/UIC: WYBKT1 (PBUSE) **Name/Rank:** **Justification:**
Receiving CIF/UIC: EU0500

NSN/MCN	LIN	SIZE-CIC	NOMENCLATURE	DUE-IN QTY	RECD CC A	RECD CC B
7010-01-C01-1422	70210N	6-6	COMPUTER, MICRO LAP-TOP PORTABLE AC	25	0	25
8465-00-261-6909	B15825	NONSZ-D	BAG CLOTHING WTRPROOF	50	0	50

[Add Item\(s\)](#)



CIF Main Menu

104TH ASG-W - BAUMHOLDER [Lateral Transfer In](#) > Manage Lateral Transfer In


Manage Lateral Transfer In

Document No: TTB0007247104R **Status:** CLOSED **Status Date:** 2007/10/25 **Created Date:** 2007/10/25
Voucher No: W804NG72982008H **Canceled:** **eSigned(Losing):** No **eSigned(Gaining):** No
Sending CIF/UIC: WYBKT1 (PBUSE) **Name/Rank:** **Justification:**
Receiving CIF/UIC: EU0500


NSN/MCN	LIN	SIZE-CIC	NOMENCLATURE	SENT QTY	RECD CC A	RECD CC B	DUE-IN QTY
7010-01-C01-1422	70210N	6-6	COMPUTER, MICRO LAP-TOP PORTABLE AC	25	0	25	0
8465-00-261-6909	B15825	NONSZ-D	BAG CLOTHING WTRPROOF	50	0	50	0

- **After shipment accepted by ISM CIF, document status changes to CLOSED.**

How Can We Help?



ANTICIPATE



INNOVATE



ADAPT



ALWAYS READY