

Department of the Army  
Pamphlet 700-142

Logistics

# **Instructions for Materiel Release, Fielding, and Transfer**

Headquarters  
Department of the Army  
Washington, DC  
25 June 2010

**UNCLASSIFIED**

# ***SUMMARY***

DA PAM 700-142

Instructions for Materiel Release, Fielding, and Transfer

This major revision, dated 25 June 2010--

- o Adds type classification procedures and process flow chart (chap 2).
- o Revises materiel release procedures and adds materiel release process flow chart (chap 3).
- o Replaces U.S. Army total package fielding offices figure with a new table 4-1 (chap 4).
- o Updates materiel release of software with new procedures to align with policy in AR 700-142 (app B).
- o Revise type classification materiel release, fielding, and transfer process checklist to synchronize with policy in AR 700-142 (app C).
- o Replaces figures D-1 through D-4 with new tables D-1 through D-4 (app D).
- o Updates materiel fielding plan distribution and copy requirements to reflect coordination points of contact (table E-1).
- o Adds Army acquisition logistician assessment 3-15 (app G).
- o Adds new figure information for Army Acquisition Logistician Assessment 3-15 (fig G-1 through fig G-5).

## Logistics


### Instructions for Materiel Release, Fielding, and Transfer

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By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a major revision.

**Summary.** This pamphlet explains prescribes procedures for the policy set forth in AR 700-142 relating to the Army's type classification, materiel release, and transfer processes.

**Applicability.** This pamphlet applies to the Active Army, the Army National Guard/Army National Guard of the United

States and the U.S. Army Reserve, unless otherwise stated. It also applies to all personnel involved in materiel acquisition, materiel release, and the fielding of new, product improved, or displaced materiel systems developed, acquired, or used by the Army. During mobilization, procedures in this publication may be modified to support policy changes, as necessary.

**Proponent and exception authority.** The proponent of this pamphlet is the Assistant the Secretary of the Army (Acquisition, Logistics and Technology). The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or

senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Assistant Secretary of the Army (Acquisition, Logistics, and Technology) (SAAL-LP), 300 Army Pentagon, Washington, DC 20310-0300.

**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/Army National Guard of the United States, and the U.S. Army Reserve.

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#### Contents (Listed by paragraph and page number)

#### Chapter 1

##### Introduction, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

Applicability • 1-4, page 1

Use of electronic forms/reports and coordination • 1-5, page 1

#### Chapter 2

##### Type classification instructions, page 1

Overview • 2-1, page 1

Process • 2-2, page 1

Type classification instructions • 2-3, page 2

Basis of issue plan deferment • 2-4, page 4

Type classification-limited procurement Instructions • 2-5, page 6

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\*This pamphlet supersedes DA Pam 700-142, dated 2 August 2004.

## **Contents—Continued**

Instructions for contingency/training/homeland defense items • 2–6, *page 7*

Type classification-obsolete instructions • 2–7, *page 7*

Special type classification instructions • 2–8, *page 7*

### **Chapter 3**

#### **Materiel release instructions, *page 8***

##### *Section I*

*Materiel Release Process, page 8*

General • 3–1, *page 8*

Materiel release process • 3–2, *page 8*

Materiel release process and responsibility • 3–3, *page 9*

Materiel release packages and initiation timeless • 3–4, *page 10*

Materiel release offices • 3–5, *page 10*

##### *Section II*

*Supporting Functional Authority instructions, page 11*

Safety office instructions • 3–6, *page 11*

Supportability instructions • 3–7, *page 11*

##### *Section III*

*Procedures, page 11*

Procedures for readiness for issue certification • 3–8, *page 11*

Procedures for follow-on conditional releases • 3–9, *page 12*

Procedures for urgent materiel releases • 3–10, *page 13*

##### *Section IV*

*Evaluation and assessments, page 14*

Explosive ordnance disposal supportability assessment • 3–11, *page 14*

Army Test and Evaluation Command assessment • 3–12, *page 14*

Test measurement and diagnostic equipment and automatic test equipment supportability assessment • 3–13, *page 15*

Transportability assessment • 3–14, *page 15*

Army acquisition logistician assessment • 3–15, *page 16*

### **Chapter 4**

#### **Materiel Fielding, *page 16***

##### *Section I*

*Introduction to Materiel Fielding, page 16*

General • 4–1, *page 16*

Objectives • 4–2, *page 16*

Materiel fielding plans • 4–3, *page 17*

Materiel fielding teams • 4–4, *page 18*

##### *Section II*

*Total Package Fielding, page 19*

The total package fielding process • 4–5, *page 19*

Materiel requirements list coordination • 4–6, *page 21*

Fielding program manager/Life cycle Management Command theater packaging equipment actions • 4–7, *page 22*

Gaining command total package fielding actions • 4–8, *page 24*

Supporting command total package fielding actions • 4–9, *page 25*

Defense Logistics Agency total package fielding support actions • 4–10, *page 25*

Logistics assistance office total package fielding support actions • 4–11, *page 25*

Requisitioning for total package fielding • 4–12, *page 25*

Processing total package fielding requisitions • 4–13, *page 29*

Materiel obligation validation process for total package fielding requisitions • 4–14, *page 29*

## Contents—Continued

Materiel consolidation and shipment for total package fielding • 4-15, *page 29*  
Diversion of total package fielding shipments • 4-16, *page 29*  
Logistics Information Warehouse records for total package fielding materiel • 4-17, *page 29*  
Defense automatic addressing system • 4-18, *page 30*  
Technical publications procedures for total package fielding • 4-19, *page 30*  
Materiel consolidation and staging for total package fielding • 4-20, *page 31*  
Depot workload projections and total package fielding package release • 4-21, *page 31*  
Unit materiel fielding point total package fielding procedures • 4-22, *page 32*  
Staging, deprocessing, and handoff requirements for total package fielding • 4-23, *page 32*  
Outside continental United States staging site procedures for total package fielding • 4-24, *page 32*  
Outside continental United States transportation for total package fielding • 4-25, *page 33*  
Items not centrally staged • 4-26, *page 33*  
Joint supportability assessment and call forward • 4-27, *page 33*  
Handoff procedures • 4-28, *page 33*

## Chapter 5

### Materiel Transfers and Displaced Equipment Fielding, *page 35*

#### *Section I*

*Materiel Transfer and Redistribution, page 35*

General • 5-1, *page 35*

Transfer within a command • 5-2, *page 35*

Transfer between using commands • 5-3, *page 35*

#### *Section II*

*Integrated Logistics Support Planning for Displaced Equipment, page 35*

Guidelines • 5-4, *page 35*

Documentation for displaced equipment fielding • 5-5, *page 36*

Displaced equipment training • 5-6, *page 36*

#### *Section III*

*Materiel Transfer Plan Procedures, page 36*

Supporting command materiel transfer plan procedures • 5-7, *page 36*

Losing command materiel transfer plan procedures • 5-8, *page 37*

Gaining command materiel transfer plan procedures • 5-9, *page 37*

#### *Section IV*

*Memorandum of Agreement Transfer Procedures, page 38*

Use of a memorandum of agreement for transfer • 5-10, *page 38*

Losing command memorandum of agreement procedures • 5-11, *page 38*

Gaining command memorandum of agreement procedures • 5-12, *page 39*

Supporting command memorandum of agreement procedures • 5-13, *page 39*

## Appendixes

**A.** References, *page 40*

**B.** Software Materiel Release Supporting Data Requirements, *page 42*

**C.** Preparation Instructions for Materiel Fielding Plans, *page 44*

**D.** Materiel Fielding Planning Factors, *page 45*

**E.** Total Package Fielding Customer Documentation Package Memorandum of Instruction, *page 49*

**F.** Army Acquisition Logistician Assessment, *page 59*

**G.** Materiel Release, Fielding, and Transfer Process Checklist, *page 67*

## Contents—Continued

### Table List

- Table 3-1: Get well plan issue categories, *page 10*  
Table 3-2: Materiel release offices, *page 11*  
Table 4-1: U. S. Army total package fielding offices, *page 20*  
Table B-1: Software materiel release supporting data, *page 43*  
Table C-1: Materiel field plan coordination listing, *page 45*  
Table D-1: Developmental materiel fielding planning actions prior to contract award, *page 46*  
Table D-2: Materiel fielding planning actions between contract award and first unit equipped date handoff, *page 46*  
Table D-3: C/NDI fielding planning actions prior to contact award, *page 48*  
Table D-4: Fielding actions between contract award and FUED/handoff, *page 48*

### Figure List

- Figure 2-1: Type classification process, *page 2*  
Figure 2-2: Sample of a MDA TC decision memorandum, *page 3*  
Figure 2-2: Sample of a MDA TC decision memorandum—Continued, *page 4*  
Figure 2-3: Sample of a BOIP deferral memorandum, *page 5*  
Figure 2-3: Sample of a BOIP deferral memorandum—Continued, *page 6*  
Figure 3-1: Materiel release process, *page 9*  
Figure 4-1: Sample format for total package fielding release message, *page 24*  
Figure E-1: Sample format for materiel fielding plans, *page 50*  
Figure E-1: Sample format for materiel fielding plans—Continued, *page 51*  
Figure E-1: Sample format for materiel fielding plans—Continued, *page 52*  
Figure E-1: Sample format for materiel fielding plans—Continued, *page 53*  
Figure E-1: Sample format for materiel fielding plans—Continued, *page 54*  
Figure E-1: Sample format for materiel fielding plans—Continued, *page 55*  
Figure E-1: Sample format for materiel fielding plans—Continued, *page 56*  
Figure E-1: Sample format for materiel fielding plans—Continued, *page 57*  
Figure E-1: Sample format for materiel fielding plans—Continued, *page 58*  
Figure E-1: Sample format for materiel fielding plans—Continued, *page 59*  
Figure F-1: Property Book Systems Documentation System: Standard Property Book System- Redesign, *page 60*  
Figure F-1: Property Book Systems Documentation System: Standard Property Book System- Redesign—Continued, *page 61*  
Figure F-1: Property Book Systems Documentation System: Standard Property Book System- Redesign—Continued, *page 62*  
Figure F-2: Class IX System Documentation System: Standard Army Retail Supply System-Objective (SARSS-O) narrative overview and instructions, *page 63*  
Figure F-2: Class IX System Documentation System: Standard Army Retail Supply System-Objective (SARSS-O) narrative overview and instructions—Continued, *page 64*  
Figure F-3: Organization level system documentation system: Unit Level Logistics System-round narrative overview and instructions, *page 65*  
Figure F-4: Field maintenance system documentation system: Standard Army Maintenance System—Level 1 (SAMS-1) narrative overview and instructions, *page 66*  
Figure F-4: Field maintenance system documentation system: Standard Army Maintenance System—Level 1 (SAMS-1) narrative overview and instructions, *page 66*  
Figure F-5: Maintenance system documentation: Standard Army Maintenance System—Table of Distribution and Allowances (SAMS-I/TDA) narrative overview and instructions—Continued, *page 67*  
Figure G-1: Sample format for logistics assessments (M145A High Mobility ), *page 68*  
Figure G-2: Sample format for logistics assessments (M145A High Mobility High Flying Low Cost Helicopter System (HMHFLCHS)), *page 69*

### Glossary

## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This pamphlet provides procedures for policy set forth in AR 700-142. It contains instructions, process flows, formats, reporting requirements, and schedules used to carry out the policies of the Army's type classification, materiel release, fielding, and transfer processes. These procedures are intended to ensure that materiel is acceptable for Army use prior to spending of procurement funds for full-rate production (FRP); Army materiel is safe, suitable, and supportable; and necessary coordination for and documentation of, the orderly and effective deployment and redeployment of Army equipment, including all necessary logistics support.

#### **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, chapter 1.

#### **1-5. Use of electronic forms/reports and coordination**

All forms, reports, and coordination included in this pamphlet may be electronically produced and distributed to reduce cycle times and costs.

## **Chapter 2**

### **Type classification instructions**

#### **2-1. Overview**

The Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA(ALT)) will—

- a.* Program and budget funds for the execution of the modification program.
- b.* Ensure PM/PEO reporting of applied modification work orders (MWOs) into the Modification Management Information System (MMIS).
- c.* The TC actions will be reviewed as part of the Working-level Integrated Product Team (WIPT) in accordance with AR 70-1.
- d.* Logistics control codes and definitions are prescribed in DA Pam 708-3.

#### **2-2. Process**

This section provides the process flowchart and related instructions for type classification.

*a.* All non expendable materiel authorized by modification tables of organization and equipment MTOE, CTA, and TDA will be type classified. The requirement for each type of authorizations. See AR 700-142, table 3-3 for TC requirements.

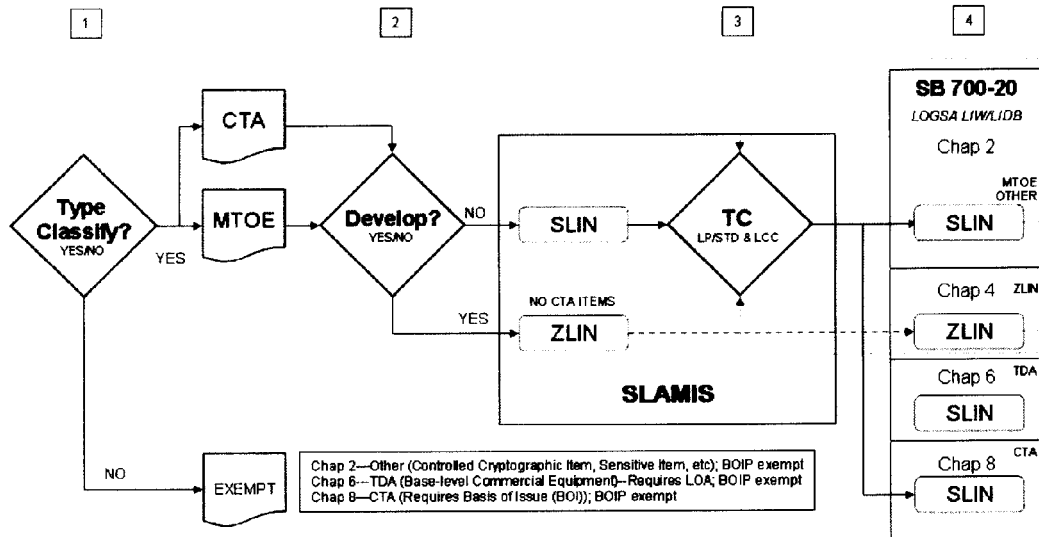
(1) The modification tables of organization and equipment (MTOE) authorized materiel requires a basis of issue plan (BOIP) in accordance with AR 71-32.

(2) The common table of allowances (CTA) authorized materiel requires a BOIP in accordance with AR 71-32.

(3) The TDA authorized materiel not previously listed in supply bulletin (SB) 700-20, chapter 2 or 8 requires a letter of authorization. This is normally base-level commercial equipment.

*b.* Figure 2-1 describes the process and relationship between types of authorizations to the type of classification and chapter of SB 700-20.

# Type Classification Process



Legend for figure 2-1;

CTA - common table of allowances

MTOE - modified table of operation and equipment

SLAMIS - Standard Study Number - Line Item Automated and Integrating System

ZLIN - developmental line item number

BOIP- basis of issue plan

LOA - letter of authorization

1 PM determines to Type Classification applicability and identifies how the item will be documented.

2 PM determines if materiel is a developmental of non developmental/commercial item.

3 PM documents type classification (TC) and associated logistics control code (LCC) using SLAMIS.

4 SB 700-20 reflects line item number (LIN) (ZLIN/SLIN) in appropriate chapter (2,4,6,8).

5 PM converts type classification - limited procurement (TC-LP) materiel (as required).

6 PM converts ZLIN (as required).

Figure 2-1. Type classification process

c. Other materiel (BOIP exempt) may include non expendable components of end items authorized on MTOEs. These items do not have their own basis of issue plan but must be called out on property books to ensure that monthly serial number inventories can be accomplished. Examples include controlled cryptographic items (CCI), sensitive items, and so forth. A letter of authorization will be used to type classify these items. The letter must reference the BOIP as well as statutory or regulatory requirements that necessitate a assignment of a SLIN.

d. The TDA exempt items are non expendable materiel that have not been previously listed in either chapter 2 or 8 and that are required to support a mission for a TDA activity. TDA exempt items are typically base-level commercial equipment such as a locomotive, non-tactical vehicle, and so forth.

e. Developmental LINs (ZLIN) will only be used for developmental materiel.

## 2-3. Type classification instructions

a. The item type classification standard (TC-STD) applies to those materiel items determined to be acceptable for the mission intended, capable of being supported in their intended environment and acceptable for introduction into the Army Inventory.

b. The PM will conduct required activities outlined in AR 700-142, table 3-3 during the course of concept refinement, technology development, system development, and demonstration phases to ensure proper integration



- (1) Prepare the TC package for consideration by working level integrated product team.
  - (2) Request approval by the Milestone Decision Authority (MDA).
  - (3) Assign the TC per AR 700-142, chapter 3.
  - (4) Ensure MDA approved assignment for TC is inserted as an enclose to the Acquisition Decision Memorandum (ADM).
- c. The PM will forward a copy of the TC documentation with the MDA memorandum approving TC decision to the supporting Life Cycle Management Command (LCMC).
- (1) Complete automated materiel status record (MSR) submission into SLAMIS for entry into SB 700-20. Include TC decision (standard, limited procurement) with appropriate LCCs, developmental LIN (ZLIN), national stock number (NSN), and supply class for type classified materiel and separately type classified components.
  - (2) Request is coordinated with SLAMIS through the appropriate stakeholders.
- d. Type classification is complete when the LCMC receives the SLAMIS generated e-mail notification with standard LIN (SLIN) assignment.

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**DEPARTMENT OF THE ARMY**  
Sea Lift Systems Command  
2001 Boat Avenue  
Fort Eustis, Virginia 22306

DARZ-BOA

MEMORANDUM FOR Assistant Secretary of the Army, Acquisition, Logistics and Technology, ATTN: SAAL-ZS, Washington DC 20310-0300

SUBJECT: Type Classification Approval for the High Mobility Pontoon Boat (HMPB).

1. I have reviewed the recommendation from my staff that conducted an in process review on the HMPB on 21 December 2007. The recommendation presented to me states that the HMPB:

- a. Is acceptable for the mission intended
- b. Meets regulatory guidelines for entry into the Army inventory
- c. Is safe for all aspect of use
- d. Is logistically supportable in its intended environment
- e. Meets technical performance requirements
- f. Has an approved Basis of Issue Plan,

2. Based upon the recommendation provided, I approve the High Mobility Pontoon Boat to be Type Classified Standard and direct the assignment of a logistics control code of, "A".

3. Use the following detailed information for the type classification action:

- a. Nomenclature: High Mobility Pontoon Boat
- b. ZLIN Z00789
- c. NSN: 2450-01-900-0020
- d. RICC: 7
- e. Type Classification Standard
- f. LCC: A
- g. BOIPFD No: K24567

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**Figure 2-2. Sample of a MDA TC decision memorandum**

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DARZ-BOA  
SUBJECT: Type Classification Approval for the High Mobility Pontoon Boat (HMPB).

h. Requirement: High Mobility Pontoon Boat Capabilities Production Document (CPD), approved 22 June 2006.

4. This material replaces the Low Speed Row Boat, LIN S12360, NSN 2450-01-909-1800. Assign a logistics control code of, "B" to this material in conjunction with this action.

5. Identify the High Mobility Pontoon Boat as a major system in AR 700-138, Army Logistics readiness and Sustainability.

MILESTONE DECISION AUTHORITY:

Encl


  
PATRICK L. ATWATER  
MG, USA  
Program Executive Officer  
Sea Lift Systems Command

Figure 2-2. Sample of a MDA TC decision memorandum—Continued

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#### 2-4. Basis of issue plan deferment

Some programs, especially accelerated acquisition programs, may require deferment of HQDA approval of the BOIP prior to TC. This deferral does not eliminate the requirement for BOIP feeder data (BOIPFD) submission to U.S. Army Force Management Support Agency (USAFMSA).

a. Request for a BOIP deferral will be approved in writing by the MDA and included in the TC package. Figure 2-3 is a sample of a BOIP deferral memorandum.

b. The PM provides copies of the deferral to DCS, G-8 (DAPR-FD), DCS, G-3/5/7 (DAMO-FM), USAFMSA.

c. Deferral requests should include the following information:

- (1) The title of the approved capability document.
- (2) Catalog of Approved Requirements Documents System (CARDS) reference number.
- (3) LIN.
- (4) Justification for TC approval prior to BOIP approval.
- (5) Negative impacts (address support capability and training base).
- (6) BOIP deferral memorandum will be included in the SLAMIS request for TC.

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DEPARTMENT OF THE ARMY  
Sea Lift Systems Command  
2001 Boat Avenue  
Fort Eustis, Virginia 22306

DARZ-BOA

MEMORANDUM FOR Commander, U.S. Army Force Management Support Agency (USAFMSA), ATTN: MOFIFMR, 415 Sherman Avenue, Fort Leavenworth, KS 66027-2300

SUBJECT: Basis of Issue Plan (BOIP) Deferral for the High Mobility Pontoon Boat (HMPB)

1. Reference DA PAM 700-142, dated 26 August 2008.
2. The purpose of this memorandum is to coordinate my decision to defer the BOIP/QQPRI prior to type classification.
3. I request a deferral of the BOIP for the High Mobility Pontoon Boat (HMPB).
  - a. The title of the approved capabilities production document: High Mobility Pontoon Boat Capabilities Production Document (CPD), approved 22 June 2006.
  - b. Catalog of approved requirements documents (CARDS) reference number (s): FB00245.
  - c. Developmental line item number (ZLIN)/LIN: Z00789.
4. Justification to defer:
  - a. Awaiting HQDA approval of BOIP. USAFMSA states that the tentative approval date is 24 December 2008. This date does not support the necessity to field HMPBs to meet current operational requirements. The HMPB BOIPFD was originally submitted and accepted in March of 2005. The BOIP # is K24567.
  - b. TC and materiel release approval is required for the HMPB. The program management office needs to execute scheduled fielding's to Sea lift commands. The current Low Speed Row Boat (LSRB) will not support operational requirements. The manufacture for the LSRB has gone out of business and can no longer support parts necessary to keep the LSRB operationally feasible.
  - c. Key actions accomplished:
    - (1) Equipment and manpower requirements identified.
    - (2) All stakeholders identified.
    - (3) Manpower, special tools, ASL, COEI, TMDE identified and on hand to support fielding.

Figure 2-3. Sample of a BOIP deferral memorandum

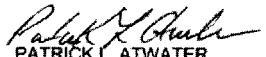
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DARZ-BOA  
SUBJECT: Basis of Issue Plan (BOIP) Deferral for the High Mobility Pontoon Boat  
(HMPB)

- (4) MARC/BOIP feeder date/ASIOE/AAL completed.
  - (5) Total Package Fielding (TPF) requirements identified and on hand.
  - (6) Gaining command budgeted for operation and maintenance
  - (7) Materiel Fielding Agreement (MFA) signed between PM, FORSCOM, USAR and National Guard Bureau.
  - (8) Materiel Fielding Plan (MFP) completed and accepted.
  - (9) DCS, G-8 has provided a HMPB distribution plan.
  - (10) Major commands will dispose of displaced equipment.
  - (11) No depot level maintenance planned.
  - (12) New Equipment Training (NET) is scheduled and included as part of TPF.
  - (13) Sustainment Training package completed.
5. My staff does not project any negative impacts to establish a support capability and training base prior to HQDA approval of the BOIP and QQPRI.
6. My point of contact for this action is Karen Johnson, HMPB logistician at (757) 567-9850 or email Karen.k.johnson8@us.army.mil.

MILESTONE DECISION AUTHORITY:

  
PATRICK L. ATWATER  
MG, USA  
Program Executive Officer  
Sea Lift Systems Command

CF:  
Assistant Secretary of the Army (Acquisition, Logistics and Technology), 103 Army  
Pentagon, ATTN: SAAL-ZS, Washington, DC 20310-0103  
HQDA DCS, G-3, ATTN: DAMO-FDR, Washington, DC 20310-0300  
USAFMSA-ADD, 9900 Belvoir Road, Suite 120, Fort Belvoir, VA 22060-5587  
USAFMSA-RDD, 415 Sherman Avenue, Fort Leavenworth, KS 66027-2300

Figure 2-3. Sample of a BOIP deferral memorandum—Continued

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## 2-5. Type classification-limited procurement Instructions

a. Items will only be TC-limited procurement (LP) in accordance with AR 700-142. The TC-LP is authorized for items required for low rate initial productions (LRIP) including initial quantities for operational test and evaluations, demonstrations and special use, to select commercial and nondevelopmental items to meet urgent operational needs, in specific quantities for a specified period of time.

b. Nondevelopmental items entering the life cycle at milestone C (LCC-P) (see DA Pam 708-2, table 3-22).

(1) TC-LP designation may be approved based on a performance specification(s) or a functional purchase description to select a manufacturer(s) and model number(s).

(2) Assign a NIIN once necessary data (manufacturer(s)), and model number(s), performance specifications, and so forth) is available.

(3) Type classify the capability as TC-LP (LCC-LP).

(4) Once the manufacturer is selected and all TC standard requirements are satisfied, the PM shall reclassify the item as TC-STD.

Note. These procedures alleviate the need for a developmental LIN (ZLIN). Use of standard LIN (SLIN) is excepted.

c. The LRIP (LCC-T) see DA Pam 708-2, table 3-22.

(1) The TC-LP is the minimum TC requirement for LRIP. The LRIP is used to establish the production base, ramp to production rate, and produce systems for initial operational test and evaluation (IOT&E).

- (2) Items type classified TC-LP must be reclassified as TC-STD NLT than full-rate production decision.
- d. Urgent operational needs (LCC-U) see DA Pam 708-2, chapter 3-22.
- (1) The TC-LP is the minimum TC requirement for any PM pushed urgent operational need item which is not already type classified.
- (2) Criteria for TC-LP of an item required for urgent operational use should include the following:
  - (a) Designated as an acquisition program prior direction to push to meet urgent operational needs.
  - (b) Maintain an approved JCIDS capabilities document.
  - e. Procedures- The recommendation for TC-LP must meet those requirements covered in the AR 700-142, table 3-1.
- (1) The PMs requesting TC-LP (LCC-T) should identify the plan for all materiel in the acquisition strategy.
- (2) The PM and LCMC will annually review all TC-LP materiel to reclassify materiel to TC-STD, extend the expiration date or eliminate the materiel.
- (3) It should be noted that the specified quantities of items procured under the TC-LP classification will not be obtained with the intent of additional procurement. However, additional quantities of TC-LP (LCC-U) items may be procured with the approval of DCS, G-3/5/7.

## **2-6. Instructions for contingency/training/homeland defense items**

- a. The MDA may designate a major item for contingency/training/homeland defense (LCC-F) that was previously type classified standard.
- b. Redesignation of a major item for contingency should not occur until the replacement item has been identified.
- c. Contingency will not be re-produced. Existing assets may be redistributed and are normally supported with repair parts and components on-hand in the supply system or by controlled substitution.
- d. Contingency items should not be overhauled without specific program approval by DCS, G-4 in coordination with the ASA(ALT). Exceptions are authorized for support of the approved international logistics programs.
- e. Contingency items are not documented on BOIPs/TOEs/MTOEs and TDAs. They may be treated as an authorized substitute (if in SB 700-20 as such) or an in-lieu-of item.

## **2-7. Type classification-obsolete instructions**

- a. A type classified item will be reclassified to obsolete (TC-OBS) when it is no longer required or acceptable for the intended mission, due to absence of requirement or authorization; it has been replaced by another STD item; or it has become too costly to repair and support and has been replaced by another STD item or no replacement is required.
  - (1) Reclassify materiel when no longer acceptable for the intended missions in preparation for TC obsolesce. Assign an LCC of S; Discontinued item when materiel is no longer acceptable as minimum mission warfighter equipment and issue disposition instructions for the retrograde or removal of materiel.
  - (2) Reclassify materiel to an LCC of O when all assets have been removed from active, ARNG, and Reserve components
  - (3) Submit a request for reclassification to SLAMIS.
- b. Once the automated MSR is received by LOGSA, the TC-OBS item (NSN level) is removed from SB 700-20.

## **2-8. Special type classification instructions**

- a. *Item modification.*
  - (1) An improved or modified item should be separately type classified when the modification or conversion involves one or more of the following:
    - (a) Necessitates special management because it incorporates or requires stockage of major components such as, circuit card assemblies, engines, or consumable items that are different from those required for the basic item (in other words, change in form, fit, or function or adds new capability that may require a new LIN, national stock number (NSN), or model number).
    - (b) Changes functional and physical characteristics affecting the quality of personnel and/or associated support items of equipment (ASIOE) required to support the end item.
    - (c) Negatively alters the safety or health characteristics.
    - (d) Causes personnel changes new military occupational specialties (MOS) are identified.
    - (e) Requires new BOIP per AR 71-32.
    - (f) Results from changes to the program's capabilities document (CPD).
    - (g) Changes in the configuration result in a change in transportability characteristics or requirements.
  - (2) The mission assignee agency, in coordination with the capability developer (CAPDEV) and the logistician, determines whether or not separate TC (as a distinct new item) is required for the modified item. The agency notes this in the documentation supporting the proposed modification.
  - (3) Type reclassification of sets, kit, and outfits (SKOTs).
    - (a) The SKOTs should be type classified as an entity and should be treated like any other type classified item of

equipment. The command or agency responsible for as SKOTs may replace components without reclassification action, provided the item continues to meet military requirements of the generic description of that LIN in SB 700–20 and the changes do not significantly affects safety or performance characteristics or require special management of the item. When component changes do not meet this criteria, replacements must be recorded in the automated MSR and changes submitted to update the supply catalog by the mission assignee agency. The circumstances, evaluations, and support considerations leading to the change should be explained in the record.

(b) All components of SKOs, including computer programs that are not separately authorized or issued, automatically assume the highest TC designation assigned to any SKO of which they are a component. Any SKO containing as a component a type-classified item will also be type classified.

(c) If an item is a component of more than one SKO, and is an item of separate issue, the item should be identified as having the highest TC designation awarded.

(d) When the need for an SKO no longer exists due to consolidation or end-item elimination, action should be initiated by the item manager to reclassify the SKO LIN as obsolete, and remove the supply catalog from DA Pam 25–30. Removal may be done by completing the same process required for TC–OBS.

(e) Items developed Jointly or by other military Services, government agencies when acquired for U.S. Army use require TC. Army TC standard requirements remain applicable to this materiel.

(f) Army testing should be limited to performance and supportability requirements not already demonstrated by prior developmental and operational testing.

(g) When applicable, use of other service/agency activity/documentation is encouraged. See AR 700–142.

*b. Commercial/non developmental items.* Many requirements for TC–STD may be satisfied by commercial activities (for example, environmental, quality, safety, catastrophic and critical hazards, and transportability evaluations). Additionally, testing requirements may be significantly reduced (tailored) prior to TC, based on contractor data and the CAPDEV surveys of user experience. The results of this data, to include surveys, are evaluated and addressed in the OMAR developed to support the MDA TC decision.

## **Chapter 3**

### **Materiel release instructions**

#### **Section I**

#### **Materiel Release Process**

##### **3–1. General**

This chapter outlines instructions, procedures and formats used in the Army’s management of the materiel release process. The Materiel Release process is intended to ensure that Army materiel is safe, operationally suitable, and is supportable before release of issue to users. The process is applicable to all materiel, except that which is exempt as identified in AR 700–142.

##### **3–2. Materiel release process**

Figure 3–1 describes the materiel release process including steps, activities, actions, and decisions.

*a.* The PM identifies a new system development (program) to the LCMC and initiates a MR package. MR coordinator gives MR process briefing to PM who begins forecasting the release.

*b.* The PM determines appropriate MR for materiel system.

*c.* The PM coordinates with functional authorities to determine necessary MR activities. The PM should propose which activities are applicable based upon the scope of the program and request concurrence of the functional authorities.

*d.* Functional authorities tailor MR requirements and provide a memorandum documenting necessary MR activities to PM with an information copy to the MRO.

*e.* The PM plans necessary MR activities in the acquisition program baseline, conducts necessary MR activities based upon tailored plan and provides documentation to the MRO when MR activities are complete. The Functional Authority provides assurance that certification requirements have been met to the PM.

*f.* The MRO verifies activities based upon documentation provided, assembles MR packet. The MR packet is forwarded to the MR authority with a recommendation.

*g.* The MR authority approves materiel release (full materiel release (FMR), conditional materiel release (CMR), training materiel release (TMR), or urgent materiel release (UMR). The MRO notifies PM of decision and enters decision into MRTS.

## MATERIEL RELEASE PROCESS

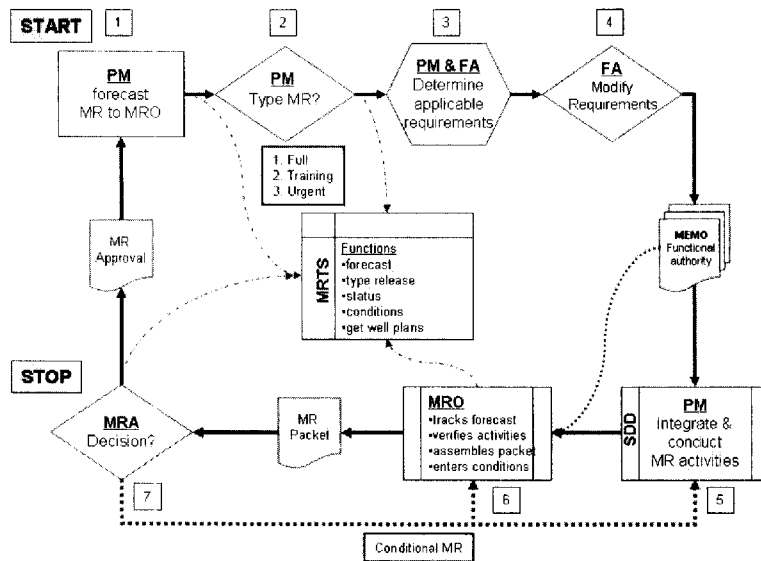


Figure 3-1. Materiel release process

### 3-3. Materiel release process and responsibility

To assure that the requirements for materiel release are met, the PM shall give careful consideration to MR requirements during all activities and proactively seek a material release decision prior to full rate production.

a. The PM will—

- (1) Analyze the program when developing the support strategy for the system and determine which MR requirements are necessary to achieve a FMR using AR 700-142, table 4-1.
  - (2) Obtain ASA (ALT) approval to work CMR.
  - (3) Propose MR activities to the functional authorities and seek their concurrence. When there is a nonconcurrence, seek to resolve.
  - (4) Plan MR Activities as part of the acquisition program baseline.
  - (5) Complete MR activities during the course of program development and submit documentation to the functional authorities to provide for a FMR decision.
  - (6) Notify the user (ACOM/ASCC/DRU) and other affected program participants whenever the get-well dates are revised, and post changes to the MRTS. The PM shall demonstrate that all issues were clearly articulated to the gaining command (GC) prior to formal notification.
  - (7) Provide a materiel release get-well plan for every system requiring a CMR. Use table 3-1 to categorize the issues in the get-well plan.
  - (8) When it is determined the projected get well date (GWD) will not be met, submit a detailed explanation for the failure to meet that date 30 days prior to its expiration. Request be submitted to the MRO for review and action to obtain approval/disapproval. If disapproved, the PM must schedule a meeting with the approving authority of this action. The request will include—
    - (a) Item name and date of release approval.
    - (b) Name of user, and quantities fielded to date.
    - (c) Description of the condition(s) preventing full release.
    - (d) Old and new GWD with impact(s).
    - (e) Reason for failure to achieve original GWD.
    - (f) Action taken to preclude recurrence.
    - (g) Updated get-well plan and status report in MRTS.
- b. The functional authorities will—

(1) Review materiel release activities proposed by the PM with emphasis on elimination of those activities that are not necessary for the materiel release of the system.

(2) Document those activities (within their functional areas) necessary to achieve a FMR and provide the memorandum to the PM and MRO.

(3) Provide necessary documentation to the PM to render a MR decision.

c. The LCMC MRO will—

(1) Brief the PM on the MR process at program initiation, facilitate coordination between the PM and functional authorities and ensure that a timely materiel release decision is provided to the PM.

(2) Enter or approve the required information into the Materiel Release Tracking System (MRTS) at <http://aeprs.ria.army.mil> in accordance with AR 700–142, paragraph 4–13. The system will be listed on the MRTS forecast using the national stock number (NSN), official nomenclature, and model number.

(3) Process request for materiel release approval.

(4) Process get well date extension requests.

(5) Process closure of conditions of CMRs.

(6) Monitor CMRs until FMR achieved.

(7) Manage UMR in MRTS until closed.

**Table 3–1**  
**Get well plan issue categories**

Category	Description
1	Safety - Major mission impact
2	Funding - minor mission impact
3	Readiness - Issues negatively affecting readiness
4	Performance - Issues negatively affecting performance
5	Supportability - Issues negatively affecting supportability (shortfalls of spares; tools; test, measurement, and diagnostic equipment (TMDE); interim contractor support (ICS); and so forth)
6	Other - Includes any other pertinent issues

### 3–4. Materiel release packages and initiation timeless

A materiel release package consists of documentation provided to the materiel release authority to approve a materiel release decision. This documentation may include all or some documentation outlined in AR 700–142, table 4–1, a summary of the activities necessary to make the decision or a combination of both. Each LCMC MRO may tailor the MRA package to best serve the command. Joint PEO chemical and biological defense is the MR authority for all chemical and biological technology, materiel, and medicine for which they are the materiel developer. The package must at a minimum contain FA certifications defined in AR 700–142, table 4–1.

a. Developmental systems MR request should be initiated no later than 180 days before the scheduled first unit equipped date (FUED) or handoff date, so that approval is secured 30 days prior to FUED.

b. Commercial and non-developmental items (C/NDI), the MR request will be initiated no later than 120 days before FUED or handoff so that approval can be obtained 30 days prior to FUED.

### 3–5. Materiel release offices

Table 3–2 outlines coordination points of contact for each LCMC and separate organization.



**Table 3–2**  
**Matériel release offices**

Organization	Address	Phone	E-mail
AMCOM LCMC	Building 5400 Flower Rd Redstone Arsenal, AL 35898	(256) 842–2774 (256)842–9009	AMCOM.merts@amrdec.army.mil
CECOM LCMC	Bldg 1209, Fort Monmouth, New Jersey 07739	(732)532–7658	MONM–IrcleoMateriel@conus.army.mil
TACOM LCMC	Bldg 6501E, 11 Mile Rd, Warren MI 48397–5000	(586)574–5817	Dami_materiel@conus.army.mil
ARDEC	Bldg 62N, Picatinny, New Jersey 07806	(973)724–4924	PICA_Materiel_at_ARDEC@conus.army.mil
JM&L LCMC JMC	Bldg 350 Rock Island, IL 61229	(309)782–6501	ROCK–JMC–Materiel-Release@conus.army.mil
USA PEO STRI, SFAE–STRI–PS–Q	12350 Research Parkway, Orlando, FL 32826	407–384–3948	fernando.fuentes@us.army.mil

Notes:

<sup>1</sup> PMs are encourage to contact their supporting MR office at program initiation or as early as possible.

## Section II

### Supporting Functional Authority instructions

#### 3–6. Safety office instructions

The supporting LCMC safety office is responsible for formulating a safety position and certifying that the materiel is safe to the MRA.

- a. The PM will coordinate with the supporting LCMC safety office who will tailor the activities necessary to complete this certification, reference AR 700–142, table 4–1.
- b. The PM should provide the supporting safety office with the required documents or certifications that summarize these activities at the conclusion of the activity.
- c. The supporting safety office will provide a formal recommendation to the MRA that summarizes the documentation and may include such documentation as part of the MR package.

#### 3–7. Supportability instructions

The supporting LCMS is responsible for formulating a supportability position and certifying tha the materiel is supportable to the MRA.

- a. The PM will coordinate with the supporting LCMC safety office who will tailor the activities necessary to complete this certification, reference AR 700–142, table 4–1.
- b. The PM should provide the supporting LCMC with the required documents or certifications that summarize these activities at the conclusion of the activity. Emphasis will be placed on measuring the supportability of the program using the approve support strategy and integrated logistics support elements as outlined in AR 700–127.
  - (1) The supporting LCMC will tailor the requirements based upon the specifics of the program.
  - (2) An Army logistician assessment will be provided to the LCMC MRO for inclusion into the MR package. This assessment provides the MRA an independent evaluation of the program and its supportability.
  - (3) The Army logistician may request information from the LCMC that is working the supportability certification to help provide the assessment.
  - (4) The Army logistician may comment on other aspects of safety and suitability as part of their assessment if these aspects are relevant to the supportability of the materiel in the field.
- c. As the supportability FA, the supporting LCMC will provide a formal recommendation to the MRA that summarizes the documentation and may include such documentation as part of the MR package.

## Section III

### Procedures

#### 3–8. 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 that undergo continuous testing in their production environment. Materiel systems

that are unchanged since the last FMR, with no degradation in performance, logistics support, quality, and safety, may also use RFIC, provided that all applicable requirements below are met. Otherwise, a FMR process must be pursued.

*a.* Availability of materiel-the proponent must present evidence of availability of materiel. A minimum of three lots must be available for release. (Fewer than three lots can be released at the discretion of the MRA with strong rationale). The following documents are acceptable as evidence of availability of materiel.

(1) Signed DD 250s (Materiel Inspection and Receiving Report).

(2) A statement from the contracting officer or system item manager attesting to the availability of materiel.

*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 FMR.

(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 the certifies the following:

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

(2) Adequate test and evaluation were 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 both 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 unresolved 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 obtained as required.

(6) Explosive ordnance disposal (EOD) certification-the proponent must obtain an EOD certification from the AMC EOD Staff Officer, through the supporting EOD office (AMSRD-AAR-MEX, Building 91N, Picatinny Arsenal NJ 07806-6234) at ARDEC. A new EOD certification is required in those cases in which there have been design changes that will have any impact on EOD procedures. The AMC EOD Staff Officer will certify the following:

(7) 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.

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

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

(10) The AMC EOD staff officer concurs with the RFIC action.

*f.* Environmental supportability certification-the proponent must obtain an environmental supportability certification from the supporting environmental office in those cases in which there have been design changes that would have any impact on the environmental status of the item in question. It must certify the following:

(1) There are no outstanding environmental concerns since the last FMR.

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

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

### **3-9. Procedures for follow-on conditional releases**

An abbreviated MR process will be used for the follow-on conditional release that occur when there is an increase in quantity, a change in location, change in command or application. A follow-on conditional release may be approved at the LCMC MR Coordinator level as follow-on urgent materiel releases are in accordance with paragraph 4-10h(3). It will be 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 command urgency of need and acceptance of conditions statement, signed by or for a general officer or designated representative.
- d. Any available updated Army Test and Evaluation Command (ATEC) independent evaluation and Army logistician status on supportability issues.
- e. Any updated MRRB recommendations.

### **3-10. Procedures for urgent materiel releases**

a. *Step 1.* The DCS, G-3/5/7 will validate urgent requirements for additional capabilities identified by units in accordance with Operational Needs Statements (ONS) procedures. Equipment authorized by HQDA approved or validated MTOE, TDA, MEEL, ONS, or any DCS, G-3/5/7 approved authorization or validation memorandum, message, letter, or order, or HQDA sanctioned tests and demonstrations do not require additional validation of urgency to support the materiel release process. Materiel which is not a component of a program of record will only be authorized/sustained for the purpose of the military operation identified in the ONS except when additional DCS, G-3/5/7 guidance is issued. Upon mission completion or earlier if the Army Command/combatant commander determines there is no longer an operational need for the system/materiel, DAPR-FD will provide guidance to the PM to withdraw the system/materiel, close out the UMR and provide the appropriate disposition instructions to the field to regain control of the UMR system/materiel.

b. *Step 2.* A safety and health hazard assessment summarizing all known safety and health hazard issues and their mitigation plans will be conducted by the appropriate U.S. Army Materiel Command (USAMC) LCMC Safety Office and be coordinated with the U.S. Army Center for Health Promotion and Preventative Medicine (CHPPM) and ATEC for their input. This assessment will be revisited when configuration changes are made, when the operational mission profile is changed, when an operational safety incident occurs, or at least annually to assess any safety risk. These safety assessments will be tacked in MRTS and updated accordingly.

(1) The PM will notify the appropriate LCMC Safety Office on any configuration changes or safety incidents during operations to allow an update to the assessment. The reviews and any reassessment of safety will be coordinated with ATEC.

(2) The PM will track and identify safety hazards in a hazard tracking system.

c. *Step 3.* System and software requiring interoperability certification, such as Army Interoperability Certification (AIC) and joint interoperability certification by the Joint Interoperability Test Command (JITC), will undergo an initial interoperability analysis by the Army's Chief Information Officer (CIO)/G-6 to identify shortfalls and limitations. Approval for a UMR is not an exemption from the requirement to obtain AIC certification. The system's AIC certification requirement must be completed within one year of obtaining the UMR or the system will be subject to removal from the field. The AIC certification requirements will be tracked in MRTS and updated accordingly.

d. *Step 4.* Upon receipt of the DCS, G-3/5/7 validation documentation, Directed Requirement, the PM will request an acceptance statement from the gaining command/requestor. The PM's written request will notify the gaining command of the support strategy and all known equipment and supportability issues. This statement must include all known safety and health hazards, operational and support limitations, interoperability limitations, and user restrictions. The gaining command will provide an acceptance statement, signed by a general officer, or civilian equivalent, accepting the system/materiel with all known safety risks and supportability issues.

e. *Step 5.* Documentation required to support UMR action.

(1) The DCS, G-3/5/7 ONS validation decision or directed requirement to initiate the UMR procedure. DCS, G-3/5/7 validation will take the form of either an ONS validation memo or message traffic communication results of the Army Requirements and Resourcing Board (AR2B) process prepared by DAMO-CI. A HQDA generated requirement to acquire, field, and sustain capabilities will be documented in the Directed Requirement memorandum. However, DCS, G-3/5/7 validation is not required if the unit is already authorized the equipment on its MTOE.

(2) The HQDA AR2B ONS Tracking Database will specify the following information to facilitate coordination or the UMR action: required quantity, gaining unit, geographic location, application, and point of contact at the system/materiel's destination.

(3) A safety and health hazard assessment for the system/materiel prepared by the USAMC LCMC Safety Office summarizing all known issues and their mitigation plans.

(4) Airworthiness statement, if applicable.

(5) Explosive ordnance disposal (EOD) statement from the USAMC EOD Staff Officer confirming positive EOD support and/or coverage for the requested UMR action, if applicable.

(6) The PM's written request for acceptance statement from the gaining commander/requestor and the acceptance statement signed by a general officer or civilian equivalent.

(7) Once approved, UMR actions will be entered, by the appropriate MR coordinator at the supporting LCMC, into the MRTS. The PM will take action through their LCMC to enter the UMR system/materiel into the Standard Study

Number - Line Item Number Automated Management and Integrating System (SLAMIS) located at [www.slamis.army.pentagon.mil](http://www.slamis.army.pentagon.mil).

(8) Following approval of a UMR, ATEC, the LCMC safety Office, CHPPM, and the Survivability/Lethality Analysis Directorate of the Army Research Laboratory (SLAD/ARL) will recommend issues in need of further testing or assessment, to the PEO. Within restraints of materiel availability, the further assessment of testing shall be performed concurrent with UMR fielding.

*f. Step 6. Future requirements, broader applications.*

(1) The DCS, G-3/5/7 (DAMO-CI), in coordination with TRADOC and ATEC will determine if systems/materiel, including software, fielded to support urgent requirements have broader application within the U.S. Army. If there is broader application, DAMO-CI, will provide guidance to initiate or modify capability documentation, authorization documents, and acquisition strategies.

(2) The DCS, G-8 (DAPR-FD), will coordinate with the PM to take necessary steps to continue system development and move to type classification and FMR for materiel produced within acquisition programs, including new or modified acquisition programs initiated as a result of DCS, G-3/5/7 guidance.

(3) In some cases where an acquisition program will not be established, the DCS, G-8 shall type classify and materiel release equipment that remains in the Army inventory. Generally, the Army shall type classify and materiel release any materiel that—

(a) Remains a critical platform to maintain a required capability.

(b) Has been fielded to more than one brigade with a quantity of greater than 1000 units.

(c) Has a planned useful service life greater than 5 years.

(d) Has a support plan that will expire before the item is removed from the field.

(e) Conforms with the applicability outlined in AR 700-142.

*g. Step 7. Transfer of UMR Systems/Materiel.* The operational situation may dictate that UMR system/materiel in a unit must remain deployed as the unit rotates out and a new unit rotates in. This theater provided equipment (TPE) will be identified to the losing and gaining units by HQDA message (DAMO-CI). The PM will be an info addressee on these messages. Accountability for TPE equipment will transfer from losing to gaining unit as governed by AR 710-2. Other Inter-theater transfers of TPE equipment are prohibited unless approved by DCS, G-3/5/7. The PM will notify the appropriate MR coordinator of any change in ownership in order to update the MRTS database. However, a change in ownership does not constitute a new MR action.

## **Section IV**

### **Evaluation and assessments**

#### **3-11. Explosive ordnance disposal supportability assessment**

*a.* A statement of supportability from the AMC EOD Staff officer is required if the following items are involved:

(1) All ammunition below .50 caliber that contains explosives, depleted uranium, or reactive material (excluded are propellant charges and tracers).

(2) All ammunition .50 caliber 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, scatter able munitions, channeling munitions, grenades, smoke generating ordnance items, components (classified or not) for munitions, and explosive devices, fuzes, trainers, and nonlethal 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 Joint Service render-safe and disposal procedures and Joint Service publications for the items involved will be available to Army EOD units at least 30 days prior to materiel release.

(2) Training aids as specified by the EOD Technology Directorate, AMSRD-AAR-MEX.

(3) EOD unique tools and equipment (as appropriate), must be fielded 30 days prior to Materiel Release, as specified by the EOD Technology Directorate (AMSRD-AAR-MEX), to fulfill DODD 5160.62 and AR 700-142 responsibilities.

(4) Technical Source Data describing the munitions functioning characteristic, energetic constituents, physical configuration and recommended Render Safe Procedures as specified by the US Army, ARDEC EOD Technology Directorate (AMSRD-AAR-MEX).

#### **3-12. Army Test and Evaluation Command assessment**

The ATEC will evaluate and prepare an independent evaluation (see AR 73-1) using the following procedures:

a. The PM will provide program and schedule information to ATEC 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.

(1) Once requirements are finalized, the fielding PM will formulate an integrated product team (IPT) to coordinate test and evaluation activities in support of the production decision and materiel release.

(2) Prior to materiel release, the PM will send a memorandum to ATEC requesting a operational test agency evaluation report (OER) or operational test agency milestone assessment report (OMAR).

b. ATEC will prepare an OER or OMAR, and supporting safety confirmation, to document evaluation results.

(1) The OER or OMAR 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.

(2) The OER or OMAR 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 capability 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 manpower and personnel integration (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.

(3) The PM will establish a date for receipt of the OMAR/OER in coordination with ATEC.

(4) The PM will provide the following information the ATEC as it becomes available prior to the materiel release action:

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

(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) A system level specification used in contracts and approved changes to them that cover system-level testing.

(f) System supportability strategy (formerly integrated logistics support plan). Prior to completion of the materiel release action, the PM 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.

### **3-13. Test measurement and diagnostic equipment and automatic test equipment supportability assessment**

a. A TMDE/ATE statement of supportability is a requirement for materiel release (see AR 700-142, table 4-1) only when TMDE is applicable. The TMDE supportability statement provided by the U.S. Army TMDE Activity (USATA) for every system requiring materiel release that has TMDE. If the system requires no TMDE or ATE, then a TMDE supportability statement is not required.

b. Coordination with USATA should begin as early as possible and include the following information:

(1) The supportability strategy.

(2) A complete listing of proposed TMDE and ATE.

(3) A DA Form 3758 (Calibration and Repair Requirements Worksheet) for each item of TMDE and ATE, in accordance with AR 750-43.

### **3-14. Transportability assessment**

A statement of transportability approval is a requirement for materiel release (see AR 700-142, table 4-1) only when the system meets the definition of a transportability problem in accordance with AR 70-47. The statements from SDDC Transportation Engineering Activity (SDDC TEA) 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) Tie pressure of 90 psi (620.55 kPa), based on air transport limits given by MIL-HDBK-1791.

### **3-15. Army acquisition logistician assessment**

The Deputy Assistant Secretary of the Army for Acquisition Policy and Logistics (DASA (APL) is the Army's Senior Acquisition Logistician. The ODASA APL (SAAL-LC) is responsible for providing an Army level position on Materiel Release for ACAT 1-III programs. The ODASA APL (SAAL-LC) appoints an Army Acquisition Logistician to prepare an Army Acquisition Logistician assessment in support of materiel release. The program manager provides the necessary information and required documentations to the ODASA APL (SAAL-LC) to facilitate the evaluation process in accordance with appendix G. It is essential that all requests for the Army Acquisition Logistician review be received not less than 60 days prior to a materiel release decision. 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. The assessment will be conducted in a timely manner that allows the logistician to identify any deficiencies and the PM to make necessary corrections. For programs applying for a conditional release, the Army acquisition logistician assessment will validate each condition of the get-well plan and may make recommendations to the program manager, as necessary. The ASA (ALT) (SAAL-ZL) will prepare an Army logistician assessment for the MRA at the request of the PM. This assessment is required by AR 700-142, table 4-1.

- a. The assessment will include an evaluation of the materiel with emphasis on the adequacy of the—
  - (1) Support strategy using the ILS elements outlined in AR 700-142.
  - (2) Logistics demonstration.
  - (3) Core logistics analysis, core depot assessment, and source of repair analysis. The MRO will provide the Army logistician the following certifications to aid in the formulation of the Army logistician assessment:
    - (a) Safety office certification
    - (b) ATEC OMAR/OER
    - (c) ATEC MR position
    - (d) Lead LCMC ILS certification.
- b. The Army logistician assessment will validate each condition of the draft get-well plan and may make adjustments as necessary when program has been approved as a CMR and/or training materiel release.

## **Chapter 4 Materiel Fielding**

### **Section I Introduction to Materiel Fielding**

#### **4-1. 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 fielding activity (PM/LCMC)) to a Gaining Command (GC), field operating agency, or to another Service, Federal agency, or a foreign government (hereafter referred to as a GC). The PM, 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).

#### **4-2. 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 3–6b-d, 3–6f, 3–9a, and 3–9b of this regulation and in the Total Army Fielding System (TAFS) in accordance with AR 700–142, paragraphs 2–12c, 2–13s, 4–4a, 4–12b, and 4–13a.

#### **4–3. Materiel fielding plans**

a. *Description.* The materiel fielding plan (MFP) serves as the single standalone 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 logistic support and services the fielding command will provide before, during, and after handoff, including any new equipment training (NET). These sections include command and control procedures, available logistics assistance, depot support. Contract support, and coordination for defects, problems, and retrograde of replaces 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 GCs responsibilities for deprocessing, 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 GC will be required to provide to accomplish deprocessing, 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 claims actions are explained in DA Pam 750–8 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 various modes.

(f) *Packaging, handling, and storage.* A detailed description of the procedures used for fielding to Army prepositioned stocks (APS), to include deprocessing 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 list of all applicable publications (in DA Form 12-series and block detail) and items the fielding command plans to requisition for the GC as part of the TPF starter set of publications. A list of hazardous materiel 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 GC in terms of additional manpower and MANPRINT (AR 601–2), facilities, and support costs for the new system.

(j) *Training and training equipment.* These devices, and aids (to include institutional, unit, simulation, simulators, 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. Additionally, will provide information of the interoperability limitations as identified during interoperability testing and follow-on efforts to correct/repair the previously identified deficiencies.

(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 GC(s), is a listing of all items and publications the GC will be required to provide. It is the current mission support plan (MSP) provided by the GC.

(8) Section 8, summary, includes detailed milestones to be accomplished by the fielding, gaining, and support commands. (See app 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 GC 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 PM/LCMC prepares and coordinates MFPs to a GC via 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 PM/LCMC 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 a appendix tailoring the basic MFP.

(3) The draft MFP is provided by the PM/LCMC 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 app 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 PM/LCMC 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) (formally 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. *Modification work order fielding plan.* The MWOFP is the authorize document to develop a mutual agreement between the sponsoring command and using Commands 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 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 GC will determine the extent of GC assistance.

#### **4-4. 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 deprocessing 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 PM/LCMC 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, deprocessing, inventory, handoff, and new equipment training (NET) are provided as planned for in the MFP and MFA. The MFT's functions will, as a minimum, include—

- (1) Deprocessing 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), commander, or designated individuals (see GC's DA Form 1687) using a Property Book Unit Supply Enhanced (PBUSE) generated DA Form 3161 transfer documentation.
- (4) Providing a complete automated customer documentation package based upon information annotated in the materiel requirements list (see 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, warrant forms, quality deficiency reports, and equipment improvement recommendations.
- (6) Preparation and submission of materiel fielding team after action report.
- (7) Equipment to be fielded will be placed into a PEO/PM PBUSE account at the time they are prepared for shipment the gaining command or forward fielding sites.
- (8) Follow-up with GC to ensure that the gaining PBO accepts the PBUSE transfer and assets are removed from the PEO/PMs PBUSE account.

*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://aeprs.ria.army.mil>. When that is done, [tpf@hqda.army.mil](mailto:tpf@hqda.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 deprocessing at APS sites unless otherwise negotiated. Fielding of APS conducted at AMC staging sites will use deprocessing 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 activity MFT. However, the PM/LCMC is responsible for ensuring that all assistance and support agreed to in the MFP and MFA is provided. The PM/LCMC 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**

#### **4–5. 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 GC, 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 PMs will coordinate with the TAFS administrator to maintain a TPF Web page containing the latest MON, MFP, fielding schedules, project codes, and other data needed to keep their customers informed. The TAFS is accessed through the Army Electronic Product Support (AEPS) Web page at <https://aeprs.ria.army.mil>. The Army has a network of TPF support offices table 4–1, serving the PEO/PM and GC to help coordinate the TPF process. A list of these offices is provided on the TAFS Web site. The TAFS is intended to keep everyone in the TPF process informed and coordinated.

**Table 4-1**  
**U. S. Army total package fielding offices**

Organization	Phone numbers
Headquarters, Department of Army (HQDA) U.S. Army TPF Policy Proponent (SAAL-LP) 2511 Jefferson Davis Hwy, Suite 1500, Arlington, VA 22202	(703) 604-7450 DSN 664-7450 Fax 6862
Headquarters, U.S. Army Materiel Command (AMC) Chief, Equipment Readiness and Integration Branch 931 Chapek Road Fort Belvoir, VA 22060	(703) 806-9656 DSN 656-9656
Headquarters, U.S. Army Training and Doctrine Command (ATBO-HS), 5F Northgate Rd. Room F306, Fort Monroe, VA 23651-1048	(757) 788-5163 DSN 680-5163 Fax 5305
Headquarters, U. S. Army Forces Command HQ FORSCOM, Chief Equipment Readiness Division (AFLG-LER), 1777 Hardee Ave Fort McPherson, GA 30330-1062	(404) 464-6785 DSN 367-6785
Headquarters, U.S. Army Europe and Seventh Army (AEAGC-FMD-DE) Unit 29351, APO AE 09014	011-49-6221-577974 DSN 370-7974
Headquarters Eighth U.S. Army CDR EUSA, ACofS G4 (EAGD-SO-MI) Unit 15236, APO AP 96205-0009	011-82-2-7913-4400/4405 DSN 315/723-4400/4405 Fax 4401
U.S. Army Special Operations Command CDR USASOC (AOFD-CD-F), Bldg E2929 Fort Bragg, NC 28310	(910) 432-6144 DSN 239-6475 Fax 1616
Headquarters, U. S. Army Pacific (USARPAC) (APLG-MMS), Bldg T-101, Room 1113 Fort Shafter, HI 96858-5100	(808) 438-8643 DSN 315 438-8643 Fax 3763 or 1120
U.S. Army Reserve Command (USARC) (ARRC-FDS-M), 1401 Deshler St SW Fort McPherson, GA 30330-2000	(404) 464-8669 DAN 367-8669
U.S. Army National Guard National Guard Readiness Center (NGB-ARQ) 111 South George Mason Drive Arlington, VA 22204-1382	(703) 607-7240 DSN 327-7240
U.S. Army Military District of Washington Deputy Chief of Staff, G-4 (ANSP) 103 Third Avenue, Fort Lesley J. McNair, Washington DC 20319-5058	(202) 685-6103 DSN 325-6103 Fax 3435
U.S. Army Field Support Brigade-Europe 405 <sup>th</sup> AFSB-EUR (MFSEU-MS) Unit 29331, APO AE 09266	011-49-621-487-7807 DSN (314) 375-7807/3717 Fax 7100
Army Field Support Brigade-Korea 403 <sup>rd</sup> S-4, Seoul SASKO-LG Unit 15599, APO AP 96205-5599	DSN (315) 721-7519
401 <sup>st</sup> Army Field Support Brigade-Southwest Asia Building 752 APO AE 09366-5000	DSN 318-430-6683
Headquarters, U.S. Army Aviation and Missile Command (AMCOM) (AMSMI-MMC-RE-SM) Redstone Arsenal, AL 35898-5230	(256) 313-1649 DSN 897-1649 Fax 6261
U.S. Army TMDE Activity (USATA) (AMSAM-TMD-LI) Redstone Arsenal AL 35898-5000	(256) 842-2700 DSN 788-2700

**Table 4-1**  
**U. S. Army total package fielding offices—Continued**

Product Director, Test, Measurement, and Diagnostic Equipment (PD, TMDE) (SFAE-CSS-JC-TM-TEMOD) Redstone Arsenal AL 35898-5000	(256) 313-2936 DSN 897-2936 Fax 2940
U.S. Army Communication-Electronics Life Cycle Management Command (CE LCMC) (AMSEL-LC-RE-FM) Fort Monmouth, NJ 07703-5000	(732) 532-7067 DSN 992-7067 Fax 0131
U.S. Army TACOM-LCMC (AMSTA-LC-LF), 6501 E. 11 Mile Road, Warren, MI 48397-5000	(586) 574-6287/6806/5456 DSN 786-6287/6806/5456 Fax 6286
U.S. Army Materiel Command Logistics Support Activity (LOGSA) Director LOGSA (AMXLS-AI) Redstone, AL 35898-7466	

#### 4-6. 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 GC.

*b.* The MRL will be negotiated between the PM/LCNC and GC to clearly identify all items to be provided by PM/LCMC—

- (1) Primary system and associated basic issue items (BII).
- (2) Associated support items of equipment (ASOIE) and associated BI&#304;.
- (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).
- (9) The MRL will also identify all items to be requisitioned by the GC.
- (10) Equipment technical publications.
- (11) Communication security (COMSEC) requirements.
- (12) Conventional ammunition (class V).
- (13) Petroleum and chemicals (class III bulk and packaged).
- (14) Medical materiel requirements (class VIII).
- (15) Additional authorizations list (AAL) items.
- (16) List of recommended direct support/general support/aviation intermediate maintenance (field/sustainment) reparable spares and related shop stock requirements to support the maintenance mission.
- (17) List of limited procurement (LP) items needed. The GC is responsible for acquiring these items unless specifically provided by the PM/LCMC.

*c.* The PM/LCMC 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.

*d.* A supplemental MRL will be developed by the PM/LCMC when the modified table 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.

*e.* 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 AT 700-14, paragraph 5-20*b*.

*f.* 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 PM/LCMC 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 PM/LCMC 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.

g. 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 PM/LCMC 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 GC staging area and be secured as sensitive materiel pending handoff to the designated property book account.

#### **4-7. Fielding program manager/Life cycle Management Command theater packaging equipment actions**

Actions to assure successful TPF include—

- a. Requirements determination and coordination actions. Refer to AR 700-142, paragraph 4-5 and the following:
  - (1) Coordinate with the GCs semiannually on all planned fielding in the command 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 PM/LCMC 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 PM/LCMC will provide a MRL to the GC 240 days prior 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 stock.
  - (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 starter set of publications to be provided by the PM/LCMC 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 U.S. Army Medical Agency 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) Coordinate a Joint supportability assessment (JSA) with the GC, at least 90 days before OCOUNS 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-Dynamic Army Resource Priority List (DARPL) (OOD) 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 PM/LCMC 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 (SEC) 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 the UMFPs, staging sites and storage depots, and contractors as appropriate. In cases where systems must be installed, the PM/LCMC 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 TFP fielding, and for second destination transportation in accordance with AR 700-142, paragraph 5-20a(6).
- 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 deprocessing to ensure that all materiel systems are operationally ready at the time of handoff.
  - (3) All equipment to be issued to the PEO/PMs PBUSE account in preparation cod issuing to the gaining unit.

- (4) Conduct a Joint inventory of all packages with the user before handoff, and document all shortage items owed to the customer.
- (5) Prepare the customer documentation package in appropriate user system format. Issue all end items and secondary end items using transfer process within PBUSE. 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.
- (6) Assure that transaction discrepancy report (TDR), suspect transaction report (STR), and report of discrepancy (ROD) from receipt at staging or handoff sites are submitted through proper channels and are summarized in MFT after action reports.
- (7) Prepare and submit through proper channels quality deficiency reports (QDRs) and equipment improvement recommendations (EIRs) resulting from deprocessing, handoff, and NET, and summarize them in MFT after-action reports.
- (8) Use DA Form 2407 (Maintenance Request) to request and document all repairs and fixes required during deprocessing, handoff, and NET. Summarize the maintenance in the MFT after-action report. PM/LCMC funds all repairs and fixes during deprocessing, handoff, and NET.
- (9) Provide a starter set of technical publications as negotiated with the GC and specified in the MRL. The PM/LCMC will notify the Army Publishing Directorate (APD) of this action. 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.
- (10) 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 GC.
- (11) Coordinate with the supporting and GCs to ensure the NET requirements for all systems involved in the fielding are coordinated and accomplished.
- (12) Continue to track the status of TPF shortages until the shortage is filled or the gaining unit no longer requires the item. PM/LCMC 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 unit shortage is filled.
- (13) 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.
- (14) Forward a copy of all materiel fielding after-action reports and DA Form 5680 to the addresses provided in AR 700–142, paragraph 5–20.
- (15) 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 PM/LCMC and DLA will ensure that every TPF shipping directive and TPF shipping confirmation message has the gaining unit as an information addressee.
- (16) The PM/LCMC will include DA Form 5666 (Gaining Command Fielding Evaluation) as part of the fielding documentation.
- (17) Update the TAFS Web site at <http://aeps.ria.army.mil> as required. See figure 4–1 for a sample TPF package release message.

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TO: UMFP or Staging Site

FROM: PM/LCMC

INFO: Gaining Command, IMCOM, and Unit Staging/Handoff Site

SUBJECT: TPF Shipping Directive (System Name)

1. Project Code and DODAAC of packages and materiel (end item) to be released
2. Address, DODAAC and special mark 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. PM or LCMC Point of contact.

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Figure 4–1. Sample format for total package fielding release message

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#### 4–8. Gaining command total package fielding actions

The following actions by the GC (along with the functions identified in AR 700–142, para 5–21) 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 PM/LCMC 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 in used by each DODAAC.

(6) Conduct a JSA with the PM/LCMC 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 PM/LCMC 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 PM/LCMC.

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

(5) Maintain technical publication accounts as outlined in paragraph 3–203.

(6) Update the TAFS Web site at <https://aeps.ris.army.mil>, as required.

(7) Request NET funding required to bring soldiers on T-32 ADOS orders (ARNG ONLY).

#### **4-9. Supporting command total package fielding actions**

- a. Provide input to MFPs.
- b. Inform PM/LCMC of supply availability for all managed items in support of fielding.
- c. Compute and transmit initial issue support lists to PM/LCMC 280 days prior to fielding of 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.

#### **4-10. Defense Logistics Agency total package fielding support actions**

- a. Assist the PM/LCMC 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 PM/LCMC 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 projects and release dates to assure timely packaging, labeling, and release of shipments. Ensure TPF package release confirmation messages are provided to the fielding PM/LCMC in accordance with figure 3-3. Format for release confirmation message.

#### **4-11. Logistics assistance office total package fielding support actions**

- a. As part of the Army Logistics Assistance Program (AR 700-4), the LAOs serve as the direct link between PM/LCMC and the GC units in their assigned area. They collect, assess, correlate, and provide logistics information to both the PM/LCMC and the GC. They identify and report through channels on all logistics functions that have an adverse impact on logistics readiness.
- b. The LAOs will receive both draft and final MFPs for all materiel systems to be fielded in their assigned command and will
  - (1) Review the MFPs, coordinate with gaining units (if identified), and submit comments, as appropriate.
  - (2) Coordinate with PM/LCMC 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 PM/LCMC and GC to facilitate complete, timely, and satisfactory fielding operations.
- c. Figure 4-1, provides guidance on the scope of logistics assistance information to be included in MFPs. The requirement to include LAOs in the distribution is also included in table E-1.

#### **4-12. Requisitioning for total package fielding**

- a. The PM/LCMC 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, and class VIII in accordance with AR 700-142, paragraph 5-20a(6).
- b. The classes of supply provided by PM/LCMC will include the following:
  - (1) The primary system, including all component end items and 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 PM/LCMC, the GC will requisition with funding received from the PM):
  - (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 prefielding coordination meeting between the PM/LCMC and GC.

*e.* All transactions in the TPF customer documentation package provided by the PM/LCMC 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 app 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) Property Book Unit Supply Enhanced (PBUSE).
- (2) Defense Property Accounting System (DPAS).
- (3) Manual property book.
- (4) Standard Army Retail Supply System (SARSS).
- (5) Standard Army Maintenance System Enhanced (SAMS–E).
- (6) Standard Army Maintenance System Level E.
- (7) Standard Army Maintenance System–installation/Table of Distribution and Allowances (SAMS–I/TDA).

*g.* To properly close out the receipt in the Logistics Information Warehouse (LIW) (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), paragraph 9–2a(5)(a) 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, go to <https://liw.logsa.army.mil> , and click on the LOGSA homepage under queries and reports use the “SB 700–20 Search.” 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, they 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 LIW.

*(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.

*(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 DODAA 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. The PBO posts all transactions using the TPF document number provided.

(2) 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. 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).

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

(3) 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.

(4) 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 PM/LCMC assigned document number.

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

(6) 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. 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 DODACC 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 Supplementary-Address 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 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 1348-1 (DOD Single Line Item Requisition System Document) for items received and initiate Standard Form (SF 364) Report of Discrepancy (ROD). Quantity discrepancies will also be annotated on the applicable DD Form 1348-1.

(3) The PLL authorized quantity for items already on 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 data 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 transaction 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 (SAM-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 1348-1 for items received and initiate an SF364 (ROD) for any quantity discrepancy. Quantity discrepancies will also be annotated on the applicable DD Form 1348-1.

(3) The shop stock list (SSL) requisitioning objective (RO) for items already on SSL file will be the current RO plus the quantity received. The SSL RO for items not currently on them 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 require catalog date 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 processes 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 1348-1 for items received and initiate SF 364 (ROD) for quantity discrepancies. Quantity discrepancies will also be annotated on the applicable DD Form 1348-1.

(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 DADAAC in the supplementary address field.

#### **4-13. Processing total package fielding 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 PM/LCMC accountable record. These assets will not be released to satisfy other requirements.

#### **4-14. Materiel obligation validation process for total package fielding 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 canceled during the MOV process.

#### **4-15. Materiel consolidation and shipment for total package fielding**

a. The PM/LCMC 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.

#### **4-16. Diversion of total package fielding shipments**

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

b. A TPF change notice, DIC X8T, will be prepared by the PM/LCMC 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 prepositioned 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 PM/LCMC and enter them into the Logistics Information Warehouse (LIW).

#### **4-17. Logistics Information Warehouse records for total package fielding materiel**

a. *Visibility.* LOGSA provides visibility of TPF packages via the LIW in the Pipeline data area. This information is available to the DA logistics community at <https://liw.logsa.army.mil>.

b. *Project codes.* Information is provided by project code and DODAAC in position 45-50. The PM/LCMC provides the project code and DODAAC combinations to LOGSA and they are established in the LIW prior to requisitions being submitted to the wholesale supply system. Pipeline data reports provide visibility from requisitioning to materiel receipt by the gaining units.

c. *Pipeline reports.* LOGSA provides recurring reports for all materiel moving through the supply and transportation pipelines. The pipeline 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 pipeline data can provide summary and detailed line-item reports as shown below, as well as provide for special analysis of TPF. All below reports are available through the web on LIW.

(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 UMPFs 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-This report summaries, by DODAAC and source if 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.
- (2) Aging backorder - This report identifies backordered items, including partial quantities for a given project code and DODAAC.
- (3) Status code report (other than backorder) - 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 LIW.
- (4) In-transit from depot - This report identifies those items that are in transit from depot to a UMFP.
- (5) UMFP on hand - This report identifies those items and quantities and gives the package percent of fill at the UMFP.
- (6) Transportation control number (TCN) in-transit visibility - This report identifies those items and quantities in-transit from a UMFP to OCONUS staging sites.
- (7) Status report - This report provides the overall status of each requisition submitted, from requisitioning to materiel receipt by the gaining unit.

#### **4-18. 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.

#### **4-19. Technical publications procedures for total package fielding**

*a. Starter sets.* The PM/LCMC 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, field, or sustainment 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 on only those publications needed at their level of operation. The publications for the starter set to each DODAAC will be indicated on the MRL. Starter sets may be either packaged separately or over-packed with a units equipment. 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, -20P, -24, -24P, -34, -34P, or commercial manuals, as appropriate.

*b. Publication requirements.* Each PM/LCMC 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 PM/LCMC 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 command 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 PM/LCMC will request the EPCO to obtain the needed copies through local reproduction services.

(3) In forecasting requirements for C/NDI TPF, each PM/LCMC 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 PM/LCMC will prepare or procure the required technical publications that meet the appropriate military specifications. (See AR 25-30 for provisions on commercial manuals.)

*c. Army Publishing Coordination.* The APD activities will integrate the TPF requirements into their gross requirements to provide the projected required publication support to the Army. The 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 PM/LCMC requesting the publications. The list will serve as authorization for the PM/LCMC to use local reproduction to satisfy the TPF starter set requirements.

*d. Unit materiel fielding point consolidation.* The UMFPs will receive the DODAAC/project code publication packages from the APD activities and PM/LCMC, and ship them along with the appropriate parts packages.

*e. Gaining command 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 APD, via the DA 12-series forms. Publication requisitions can be submitted via the APD Web site, [www.apd.army.mil](http://www.apd.army.mil), and the status of the requisition is automatically provided.

#### **4-20. Materiel consolidation and staging for total package fielding**

*a. Defense Logistics Agency.* The HQ DLA provides the overall control, operation, funding, and work loading of UMFPs. The PM/LCMC 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, (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 PM/LCMC, the consolidated TPF packages are then shipped to the designated staging or handoff sites.

*b. Staging sites.* The staging, deprocessing, 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 sites 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, deprocessing 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 PM/LCMC on a reimbursable basis.

(1) Located in Germany is the Seckenheim Staging Activity (SSA). As a part of the SSA and collocated with HQ Army Field Support Brigade-Europe on Hammond Barracks is the central hand-off site for COMSEC and other selected items. A few miles away from Hammond Barracks is the large, modern, all-purpose staging activity. A third site for fielding vehicles and weapons is located at Germerheim, Germany.

(2) In Korea, Army Field Support Brigade Far East (AFSB FE) 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.

(3) Annual workload projections should also be provided to and coordinated with the AFSBs.

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

#### **4-21. Depot workload projections and total package fielding 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) Field/Sustainment initial issue packages-line, weight, cube.
- (6) Unit level initial issue packages-lines, weight, cube
- (7) End item-weight, cube.
- (8) ASIOE-weight, cube.
- (9) Projections-1<sup>st</sup> year, monthly; 2<sup>nd</sup> year, quarterly.
  - (a) Number of end items.
  - (b) Number of ASIOE.
  - (c) Number of Field and Sustainment 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 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 4-1. Upon release of TPF shipments, the transportation officer will provide the PM/LCMC, staging, and handoff sites, and the GC will provide a message within 24 hours containing the shipping information.

#### **4-22. Unit materiel fielding point total package fielding 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 PM/LCMC 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 PM/LCMC.

*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 PM/LCMC, the materiel will be selected, and 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 PM/LCMC and LOGSA to reflect shipment of the packages. (See fig 4-1 for TPF release message format.)

(2) The transportation officer will provide transportability and shipping information to the PM/LCMC, staging site (if applicable), and to the gaining unit.

(3) Assets received will be compared to the appropriate PEO/PM PBUSE account records and discrepancies noted and updated by the PEO/PM PBUSE representative.

*d. Coordination.*

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

(2) Unless otherwise directed by the PM/LCMC, 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.

#### **4-23. Staging, deprocessing, and handoff requirements for total package fielding**

*a.* The PM/LCMC 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, deprocessing, and handoff requirements.

*b.* After the GC determines the central staging and fielding requirements, all requirements for the staging sites should go directly to the staging sites. For USAREUR fielding's, send the request to Commander, USAMC AFSB-Europe (AMXLS-AFSB-E), Unit 29331, APO AE 09266. To coordinate your staging workload in Europe e-mail to craig.simonds@afsbeurope.army.mil. For staging support in Korea, send the request to Commander, USAMC Army Field Support Brigade - Far East (SFSFE-S4), APO AP 96205-5599. To coordinate your staging workload in Korea e-mail to fred.chapin@korea.army.mil.

#### **4-24. Outside continental United States staging site procedures for total package fielding**

*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 PM/LCMC 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, deprocessing, 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, PM/LCMC, of 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 4-4c unless specifically exempted.

#### **4-25. Outside continental United States transportation for total package fielding**

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 1 schedules transportation from ports of entry to the staging site offloading facilities. Transportation may consist of rail, barge, or tractor trailer. In USAREUR, the 1<sup>st</sup> Theater Movement Control Agency (TMCA) arranges transportation support, and in Korea, the 25<sup>th</sup> 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. The USAREUR units provide transportation for all classes of materiel from the staging site to the unit unless otherwise previously provided for. The PM/LCMC 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.

#### **4-26. 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 PM/LCMC resources the transportation costs to hand-off sites, regardless of location.

#### **4-27. Joint supportability assessment and call forward**

a. In TPF, the PM/LCMC 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 pipeline reports from the LIW, previous coordination checklists and reports, and subsequent corrective and preparatory actions will be used to determine total system supportability.

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

#### **4-28. Handoff procedures**

a. *Procedures.* Handoff procedures will vary based on the level of system complexity and category of TPF. The PM/LCMC 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 PM/LCMC and GC. The entire handoff process will often have three distinct steps; deprocessing, inventory, and actual handoff.

b. *Deprocessing.*

(1) Many items will not require any deprocessing other than taking them out of a container, verifying their identity, and signing for receipt. No explanation is necessary.

(a) The team will consist of personnel required to deprocess 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 deprocessing and handoff, the new equipment training team coordinates with the fielding team. When central staging is used, the PM/LCMC will arrange with the staging site for needed deprocessing, inventory, handoff by staging site, or contractor personnel, as required. When staging site facilities and personnel are used, the staging, deprocessing, and handoff requirements will be identified and coordinated. In these cases, the staging site will furnish the tools and materiel for deprocessing unless otherwise agreed on. When decentralized staging is used, the MFT or GC personnel will accomplish deprocessing.

(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 PM/LCMC 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 PM/LCMC provides requisition documents numbers to the gaining PBO/SSA accountable officer in order to establish valid due-in for all inventory shortages. The PM/LCMC 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.

(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 deprocessing coordinated with staging site/unit personnel.

(3) Items with extensive deprocessing requirements due to either complexity or density will generally be deprocessed by a MFT, either Government or contracted personnel. The PM/LCMC determines and provides for the necessary personnel, skills, facilities, equipment, tools, and materiel needed for the task. Generally, the deprocessing will take place before the GC arrives for the inventory and actual handoff. If a central staging site or GC facility is needed for the deprocessing, 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.

(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 PM/LCMC.

*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 PM/LCMC, 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 DA Form 5684 are signed and when end items and secondary end items are accepted using PBUSE by the gaining PBO that will decrease the equipment from the PEO/PMs PBUSE account. 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 4–6. 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 deprocessing, 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.

(e) A list of any transfers that have not been accepted by the gaining PBO.

(2) A copy of the MFT after action report will be provided to the GC and the PM/LCMC. The report will also be posted on the TPF Web site and the following organizations will be notified. for fielding in Europe the Commander, AMC LSE–Europe (MFSEU–MS), Unit 29331, APO AE 09266, and for fielding to USARPAC, the Commander,



USARPAC (APLG–MMS), Fort Shafter, Hawaii, 96858–5100 will be notified when the after action reports are posted to the TAFS Web site (contact information for these organizations is given in fig 4–1).

## **Chapter 5**

### **Materiel Transfers and Displaced Equipment Fielding**

#### **Section I**

##### **Materiel Transfer and Redistribution**

##### **5–1. General**

Materiel transfers or redistribution covers a wide range of situations, such as intra- and inter- command including Army commands (ACOM), Army Service Component Command (ASCC), and Direct Reporting Unit (DRU) that will be referred to as, “command” throughout this chapter, transfer of end items governed by AR 700–142, paragraph 6–1, and redistribution of excess and replaced end items governed by AR 710–2, paragraph 2–13*b*. It can also include fielding of a major weapon system and all its support from one command to another command 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 the DCS, G–8, national inventory control point and between the losing and gaining commands.

##### **5–2. Transfer within a command**

When displaced equipment is transferred within a command, the command will direct the transfer from the losing unit to the gaining units. The command 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 are done within the command. 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 command will also coordinate internal command transfers with HQDA in accordance with AR 710–1.

##### **5–3. Transfer between using commands**

*a.* A MOA between the losing command (LC) and gaining commands will be used to plan the transfer of displaced equipment when either of the following conditions exist:

- (1) The gaining command 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 PM/LCMC/system manager, and coordinated with the losing and gaining commands, 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 command to a different using command 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 command 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 command in accordance with AR 710–1.

#### **Section II**

##### **Integrated Logistics Support Planning for Displaced Equipment**

##### **5–4. 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 PM/LCMC, in 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 PM/LCMC, 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.

#### **5-5. Documentation for displaced equipment fielding**

*a.* As with new system fielding, displaced equipment fielding (DEF) will use the MON and MFP process. Transfer between using commands will be planned and coordinated with HQDA, the system manager, and the command through an MOA or MTP as stated in paragraph 5-3. 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 (see 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.

#### **5-6. 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 CCAPDEVs 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**

#### **5-7. Supporting command materiel transfer plan procedures**

*a.* When displaced equipment is to be transferred from one command to another command that has not been 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 commands, 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. All systems requiring an MTP will have milestone schedules as in new system fielding (app 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 national 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.

#### **5-8. Losing command materiel transfer plan procedures**

a. When displaced equipment is transferred using an MTP, the losing command will appoint a displaced equipment manager. This manager will plan and coordinate the transfer in conjunction with the PM/LCMC 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 command 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, deprocessing, and handoff requirements have been coordinated with the PM/LCMC, 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.

#### **5-9. Gaining command 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 PM/LCMC and GC. However, the LC will also be directly involved and will affect the schedule, condition of materiel, and procedure 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 or 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 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 the transfer procedures.

## Section IV Memorandum of Agreement Transfer Procedures

### 5-10. 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 command 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.

### 5-11. Losing command memorandum of agreement procedures

*a.* When a MFP for a new system is received, making a system available for displacement or transfer, the losing command 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 command, then the transfer within the command will be planned, programmed, budgeted for, and controlled within the command. Normal logistics support channels and methods will be used. However, if the system is to be transferred to another command, an MOA will be initiated by the LC to plan, coordinate, and affect the transfer to the GC.

*c.* The losing command 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.* When a specific end item is replaced or displaced from a MTOE/TDA (AR 710-2), there are tools available to identify the repair parts that are unique to the end item being displaced and no longer needed by the organization. These tools can be found in the WEB Logistics Information Database (WEBLIDB) which can be accessed from LOGSA's home page using the LIW interface.

(1) Within WEBLIDB, the required functionality can be found in the support item requirements module. Specifically, under the parts commonality grouping, there are the common/unique and common/unique with authorized stockage list (ASL) (formerly called reverse SLAC) reports which identify the unique repair parts. Further, the second process 11 (common/unique with ASL) will also provide a list of matching ASL parts that are no longer needed and a listing of candidate parts that could experience fewer demands for which reduced stockage might be warranted. Specific data requirements are identified on the input templates.

(2) Any WEBLIDB user can develop these products. However, if you are not a WEBLIDB user, you can send an Email request to CSRL@logsa.army.mil, and we will develop the product for you. For LOGSA to respond to your request, you must identify—

*(a)* End item NIIN being displaced.

*(b)* All remaining end item NIINs (plus end items being gained, if known).

*(c)* NIINs in the ASL supporting the equipment.

*(d)* Point of contact and phone number of the person making the request.

(3) To become a WEBLIDB user, you can go to the LOGSA home page ([www.logsa.army.mil](http://www.logsa.army.mil)) and complete a systems Access Request (SAAR).

(4) If the Common/Unique report is not appropriate for your needs, you may want to use the Common/Peculiar Report which compares the spare/repair parts between two different end items and displays the repair parts peculiar to each and common to both.

(5) LOGSA can be contacted as DSN 645-7716 or commercial (256) 955-7716 or toll free at 1-866-211-3367.

(6) 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:

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

*(b)* Identify needed DET requirements and coordinate and schedule them in coordination with the designated DET trainers and the GC (see para 5-6).

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

*(d)* 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.

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

*(f)* Achieve agreed-upon equipment transfer standards, and document any standards deviating from AR 750-1 transfer standards. Format to request Reverse SLAC or Peculiar Item Report.

## **5-12. Gaining command memorandum of agreement procedures**

*a.* When a command is informed that it will receive displaced equipment from another using command 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 5-5c. The GC will determine all the training, personnel, facilities, materiel, and supply 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 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 command 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.

## **5-13. Supporting command memorandum of agreement procedures**

*a.* When a MOA is used to transfer displaced equipment from one using command to another command 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 maintenance depots will play a central role and determine if some or all 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 para 5-11g) 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 item.

*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 command in achieving transfer standards may be required on a reimbursable basis.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 71–32**

Force Development and Documentation Consolidated Polices (Cited in paras 2–2, 2–8.)

#### **AR 700–127**

Integrated Logistics Support (Cited in paras 3–7, 3–15.)

#### **DA Pam 708–3**

Cataloging Supplies and Equipment, Army Adopted Items of Materiel and List of Repairable Items (SB 700–20) (Cited in para 2–1.)

### **Section II Related Publications**

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

#### **AR 25–1**

Army Knowledge Management and Information Technology

#### **AR 25–2**

Information Assurance

#### **AR 25–30**

The Army Publishing Program

#### **AR 70–1**

Army Acquisition Policy

#### **AR 70–47**

Engineering for Transportability

#### **AR 73–1**

Test and Evaluation Policy

#### **AR 75–15**

Policy for Explosive Ordnance Disposal

#### **AR 200–1**

Environmental Protection and Enhancement

#### **AR 220–1**

Army Unit Status Reporting and Force Registration–Consolidated Policies

#### **AR 350–1**

Army Training and Leader Development

#### **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 700-138**

Army Logistics Readiness and Sustainability

**AR 700-141**

Hazardous Materials Information Resource System

**AR 700-142**

Type Classification, Materiel Release, Fielding, and Transfer

**AR 710-1**

Centralized Inventory Management of the Army Supply System

**AR 710-2**

Supply Policy Below the National Level

**AR 710-3**

Inventory Management Asset and Transaction Reporting System

**AR 725-50**

Requisition, 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

**DA Pam 12 Series**

Security Assistance and International Logistics

**DA Pam 25-30**

Consolidated Index of Army Publications and Blank Forms

**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 750-8**

The Army Maintenance Management System (TAMMS) User's Manual

**DA Pam 738-751**

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

**EM 0007 FEDLOG (formerly SB 700-20)**

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

**MIL-HDBK-1791**

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

**MIL-STD 129P**

Military Marking for Shipment and Storage (Available at <http://dodssp.daps.mil/adodssp.htm>.)

**SB 700-20**

Reportable Items Selected for Authorization

**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](http://www.usapa.army.mil)); DD Forms are available from the OSD Web site ([www.dior.whs.mil/ICDHOME/DDEFORMS.HTM](http://www.dior.whs.mil/ICDHOME/DDEFORMS.HTM)).

**DA Form 5680**

Materiel Fielding Team After Action Report (Prescribed in para 4-4.)

**DA Form 5681**

Coordination Checklist and Report (Prescribed in paras 4-3, 4-8.)

**DA Form 5682**

Materiel Requirements List (Prescribed in para 4-6.)

**DA Form 5684**

Joint Inventory Report (Prescribed in para 4-8.)

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

Maintenance Request

**DA Form 3328**

Property Record

**DA Form 3758**

Calibration Repair Requirements Worksheet

**DA Form 5106**

Mission Support Plan

**DA Form 5666**

Gaining Command Fielding Evaluation

**DD Form 1348-1A**

Issue Release/Receipt Document

**SF 364**

Report of Discrepancy

**SF 368**

Product Quality Deficiency Report

**Appendix B****Software Materiel Release Supporting Data Requirements**

Product offices responsible for software undergoing software materiel release should coordinate with the appropriate Materiel Release approval authority to determine comprehensive supporting data requirements. Those data requirements should be tracked throughout the materiel release process, from the initial needs statement through Full Materiel Release. Development of a software materiel release supporting data checklist, such as shown in the table below, is one means to track the status of supporting data products to the materiel release approval authority. Supporting data



requirements for the software safety, suitability, and supportability statements for FMR, CMR, and urgent materiel release (UMR) include, but may not be limited to:

**Table B-1  
Software materiel release supporting data**

Category	Data requirements
Software safety certification	<ol style="list-style-type: none"> <li>1. Impact on safety.</li> <li>2. Software contributions to known system hazards, identified, controlled, and verified. Residual risks assessed and accepted, as applicable, in accordance with AR 385-10.</li> <li>3. Software contributions to known system hazards that have not been adequately controlled and verified have implemented approved alternative design solutions, TTPs, and/or had residual risks accepted pending implementation of get well plan, approved by the safety office.</li> <li>4. Applicable Safety Review Board approvals/recommendations, as required, to include the following as examples: Weapons System Safety Review Board, Software System Safety Technical Review Panel MR approval/recommendation, Army Fuze Safety Review Board (AFSRB), Certification and Ignition System Safety Review Board (ISSRB) certification.</li> <li>5. Conditions and limitations to address safety shortfalls have been coordinated and approved by the safety office.</li> <li>6. ATEC/DTC safety assessment concurrence with software materiel release and identified deficiencies addressed (for example, safety confirmation).</li> <li>7. Safety procedures have been incorporated into the TMs and approved by safety.</li> <li>8. MATDEV Safety Recommendation (for example, executive summary).</li> </ol>
Software Suitability Software Suitability Statement  (Items that may be covered in the suitability statement)	<ol style="list-style-type: none"> <li>9. End item nomenclature, version number, vendor/developer of the software/firmware being fielded.</li> <li>10. Summary of new system functionality provided by the software. This maybe covered by the PM in another section of the materiel release package. If this is an update to a previously fielded system just the new capabilities should be addressed. This may also be covered in another section of the materiel release package.</li> <li>11. Extent of software changes if applicable. List total software lines of code (SLOC) and percent of SLOC change.</li> <li>12. Summary of testing, both developmental and operational.</li> <li>13. Summary of independent verification and validation (IV&amp;V) testing (and/or data analysis) to include results and recommendation.</li> <li>14. Resolution of all major/critical test incident reports, quality deficiency reports, and software trouble reports and any recommendations.</li> <li>15. Results of a functional configuration audit if one was held on the software being fielded.</li> </ol>
General Suitability Considerations Many data requirements support the quality statement	<ol style="list-style-type: none"> <li>16. Signed IATO/ATO/ DIACAP certification statement (see AR 25-2); all security requirements are approved for the system.</li> <li>17. CIO/G-6 Army Interoperability Certification (AIC) statement (based upon AIC completion) (see AR 25-1).</li> <li>18. DCS, G-3/5/7 software authorization letter for fielding the version of software.</li> <li>19. Certificate of networthiness (CoN) (see AR 25-1).</li> <li>20. Air worthiness release (AWR) for the system, as applicable.</li> <li>21. Quality, reliability, availability, and maintainability of the system from the lead system engineering activity.</li> </ol>
Supportability	
Training	<ol style="list-style-type: none"> <li>23. TRADOC statement of adequacy of institutional training support and new equipment training.</li> <li>24. Description and status of user training package (for example, training documentation, training aids, training devices, simulators and simulations).</li> </ol>
System level integrated logistics support (ILS) elements	<ol style="list-style-type: none"> <li>25. Validated and verified technical manuals.</li> <li>26. Authenticated technical manuals and/or interactive electronic technical manuals.</li> <li>27. Materiel fielding plan or memorandum of notification.</li> <li>28. Adequate spares are available.</li> <li>29. Impact on field and depot maintenance.</li> <li>30. Impact on built-in-test equipment and other TMDE</li> <li>31. Impact of special installation equipment on initial and follow-on releases.</li> <li>32. Distribution process (mail, no return, exchange, contact field team).</li> <li>33. Summary of logistics demonstration.</li> </ol>

**Table B-1**  
**Software materiel release supporting data—Continued**

Software Configuration Management and Supportability	34. Software supportability statement. 35. Capture of the software architecture and bi-directional documentation fully delineating traceability of requirements to software design, source code, test cases, and test documentation. 36. Existence and verification of the software engineering data package (software production baseline) established through conduct of software physical configuration audit. 37. Existence, availability, knowledge of use, and documentation of the software support environment. 38. Software build procedures exist; they are documented and verified to produce tested version of software. 39. At a minimum government purpose use rights for all delivered software and the explicit identification of any data rights limitations and licensing agreements. 40. Formal configuration management of all software related product. 41. Availability of materiel to be released.
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## **Appendix C**

### **Preparation Instructions for Materiel Fielding Plans**

#### **C-1. Preparation instructions for materiel fielding plans**

Prepare the materiel fielding plan (MFP) in one of 2 ways; either a separate one for each gaining command or a single MFP covering multiple gaining Commands.

- a. For both preparation methods use the instructions in this appendix.
- b. When a MFP is being prepared to cover multiple gaining commands, place gaining command peculiar information in identifiable paragraphs 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. If necessary, expand the MFP sections to meet the needs of the system, gaining Command, 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.
  - (2) 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.
  - (3) 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.
  - (4) Base MFP detail and length on such factors as complexity, cost, and military essentiality of the system, gaining command support capability and limitations, required fielding command support, geographical dispersion, deployment schedules, and any unusual logistics support procedures required for deploying the system.
  - (5) Do not restate standard supply, maintenance, packaging, or packing procedures unless needed for special emphasis.
  - (6) 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.
  - (7) Identify gaining Commands, installations, and units in the MFP by DODAAC and UIC.
  - (8) When an MFP paragraph requires data that is 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.
  - (9) Cover all levels of support and maintenance that will be performed by the gaining command.
  - (10) Keep the MFP and MFA concise.
  - (11) See figure E-1 for the recommended format for an MFP.

#### **C-2. Materiel fielding plan 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. 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.
  - (2) Some staffing requirements will vary based on the type of system and acquisition strategy. As a minimum, the

coordination list 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.

(3) Coordination need not be made to any Army user command not scheduled to deploy the materiel system.

b. Table C-1 is a recommended coordination list.

**Table C-1**  
**Materiel field plan coordination listing**

Addressee

ASA (ALT) (SAAL-ZL), 103 Army Pentagon, Washington DC 20301-0103

HQDA, OCAR (DAAR-LO), Washington, DC 20310-2414

National Guard Bureau (NGB-ARQ-S), Washington, DC 20310-0400

USAMEDCOM (DASG-LOZ) 5109 Leesburg Pike, Falls Church, VA 22041

CDR, USAMC, AMCOPS, 9301 Chapek Road, Ft. Belvoir, VA 22060-5527

CDR, USTAPA (AHRC-PLO-OP), EP 200 Stovall, Alexandria, VA 22332-0400

CDR, USALAO, FORSCOM (AMXLS-F), Ft. McPherson, GA 30330-6000

CDR, USALAO-Europe (AMXLS-E), Unit 29331, APO AE 0926

USAMC LSE-Far East (AMXLS-K), Unit 15293 APO AP 96205-0066

CDR, USALAO-Pacific (AMXLS), Ft. Shafter, HI 96858-5400

CDR, FORSCOM (AFOP-F), Ft. McPherson, GA 30330-5000

CDR, USAREUC (AEAGC-FMD), Unit 29351, APO AE 09014

CDR, AMC LSE-Europe (AMXEU-LM), Unit 29351, APO AE 09266

CDR, USACEGEUR (AERCE-S), APO AE, 09166

CDR, USARSOUTHCOM, Ft. Clayton, Panama APO AA 34004

CDR, EUSA (G4-EAGD-SO-MI), APO AP 96205-0009

CDR, USARPAC (APLG-MMS), Ft. Shafter, HI 96858-5100

CDR, USARPAC (APMCP-FMD), FT Shafter, HI 96858-5100

CDR, TRADOC (ATBO-HE), 5 Northgate Road, Suite A204, Ft. Monroe, VA

CDR, SDDC (MFPAL-LO), 200 Stovall Street, Alexandria, VA 2231

CDR, SDDC TEA (MTTE-DPE), 720 Thimble Shoals Blvd, Suite 130, Newport News, VA 23606-2574

CDR, USAMMA (MCMR-MMT-E), Fort Detrick, MD 21707-5001

CDR, USACE (CELD), 441 G Street NW, Washington, DC 20314-100

DIR, DCSC (DCSC-O), 3990 E. Broad Street, Columbus, OH 43215

USATA (AMXTM-LA/LF/GA/GB/GC/GP), Redstone Arsenal, AL 35898-5400

CDR, AFSC (AMSIO-LS), Rock Island, IL 61299-6000

CDR, USAFMSA (MOFI-FMA-SD), 9900 Belvoir Rd, Suite 120, Ft. Belvoir, VA 22060-5578

Defense Logistics Agency, J-3, 8725 John J. Kingman Rd, Stop 6233, Ft. Belvoir, VA 22030-6221

Defense Logistics Agency, J-3, 8725 John J. Kingman Rd, Stop 6233, Ft. Belvoir, VA 22030-6221

## **Appendix D**

### **Materiel Fielding Planning Factors**

#### **D-1. Materiel system fielding**

The formal materiel fielding process spans two phases of the life cycle.

a. The early planning takes place in the system development and demonstration phase of the life cycle, leading to a production decision and contract award during production and deployment phase. Table D-1 describes planning timelines and actions prior to contract award.

**Table D-1**  
**Developmental materiel fielding planning actions prior to contract award**

Fielding planning timeline	Actions
240 days (8 months before contract award)	1. PM sends MON and initial draft MFP to gaining commands (GC). 2. CAPDEV validates and updates BOIP/TDA/TOE. 3. PM coordinates Training Resource Model cost factors for funding.
190 days (6 1/3 months prior to contract award)	GC replies to MON, provides POCs and comments on subsequent milestones.
120 days (4 months prior to contract award)	1. GC provides initial MFP comments to PM and provided proposed MSP. 2. GC provides instructions for subsequent staffing.
60 days (2 months prior to contract award)	1. PM makes appropriate adjustments to the production contract. 2. PM request project code assignment.
0 Days (contract award date)&#9;	PM awards contract

b. Table D-2 describes planning timelines and actions conducted after contract award that 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 table D-2, the materiel fielding planning timeline should be adjusted accordingly.

**Table D-2**  
**Materiel fielding planning actions between contract award and first unit equipped date handoff**

Fielding planning timeline	Actions
510 days (17 months before FUED/handoff)	1. PM provides GC updated draft MON/MFP/MTP and current distribution plan. 2. PM identifies project codes to GC and UMFP.
420 days (14 months before FUED/handoff)	1. GC provides MON/MFP/MTP comments and current MSO to PM. 2. PM establishes project codes and provides to LOGSA and UMFPs.
380 days (12 2/3 months before FUED/handoff)	1. PM provides draft MON/MFP/MTP, current distribution plan, and MFA (for signature) to GC. 2. PM provides deprocessing statement of work to performing activity.
360 days (12 months before FUED/handoff)	PM establishes follow-on fielding/handoff actions.
340 days (11 1/3 months before FUED/handoff)	1. GC provides final MSP and signed MFA to PM 2. GC publishes updated MTOE/TDA and verifies end items required.
310 days (17 1/3 months before FUED/handoff)	1. FC verifies end item fielding requirements and request initial support lists from supporting commands (SC). 2. FC establishes fielding requirements data base header records.
270 days (9 months before FUED/handoff)	1. SC provides initial support lists. 2. PM SIPT defines objectives, responsibilities, and establishes timelines to complete MR process.
250 days (8 1/3 months before FUED/handoff)	1. PM completes fielding requirements database. 2. PM provides final MON/MFP/MTP, approved MFA, and coordinates total materiel requirements list (MRL).
240 days (8 months before FUED/handoff)	GC reviews total MRL, MON/MFP/MTP and MFA.
210 days (7 months before FUED/handoff)	PM and GC conduct MRL coordination meeting.
190 days (6 1/3 months before FUED/handoff)	1. GC indicates which MRL items are already stocked and not needed. 2. MRL coordination is completed and MSP is verified.
180 days (6 months before FUED/handoff)	1. PM provide DODAACs and project codes to UMFPs. 2. PM requisitions appropriate MRL items.
150 days (5 months before FUED/handoff)	1. GC requisitions bulk class III, class V and class VIII items. 2. LOGSA provides status reports. 3. PM provides class II and VII document numbers to GC.

**Table D-2**  
**Materiel fielding planning actions between contract award and first unit equipped date handoff—Continued**

Fielding planning timeline	Actions
90 days (3 months before FUED/handoff)	<ol style="list-style-type: none"> <li>1. PM and GC make Joint supportability assessment for OCONUS fielding.</li> <li>2. Handoff date is verified.</li> <li>3. PM and GC verify all DODAACs for the fielding.</li> <li>4. GC provides call forward for OCONUS fielding.</li> </ol>
85 days (2 5/6 months before FUED/handoff)	<ol style="list-style-type: none"> <li>1. OCONUS shipping directives (surface) are received at UMFP.</li> </ol>
60 days (2 months before FUED/handoff)	<ol style="list-style-type: none"> <li>1. PM and GC supportability assessment for OCONUS fielding.</li> <li>2. Handoff date is verified.</li> <li>3. PM and GC verify all DODAACs for the fielding.</li> <li>4. GC provides call forward for CONUS fielding.</li> </ol>
55 days (1 5/6 months before FUED/handoff)	<ol style="list-style-type: none"> <li>1. OCONUS shipping directive (air) is received at UMFP.</li> <li>2. CONUS shipping directive (surface) is received at UMFP.</li> </ol>
30 days (1 month before FUED/handoff)	<ol style="list-style-type: none"> <li>1. Final supportability assessment (if necessary).</li> <li>2. All materiel at staging site.</li> <li>3. Customer documentation verified.</li> <li>4. Final coordination for inventory and handoff.</li> <li>5. Deprocessing begins.</li> </ol>
0 days (FUED handoff)	<ol style="list-style-type: none"> <li>1. FUED/handoff date.</li> <li>2. PM/GC Joint inventory and handoff.</li> <li>3. GC documentation posted.</li> <li>4. PM/GC completes DA Forms 361, 364 and 368.</li> <li>5. PM provides list of I.O.U. materiel.</li> <li>6. PM/GC sign Joint inventory report, DA Form 5684.</li> </ol>
30 days (1 month after FUED/handoff)	<ol style="list-style-type: none"> <li>1. GC submits DA Form 5666 for fielding evaluation to their HQ, LOGSA and PM.</li> <li>2. PM MFT after action report, DA Form 5680, and draft lessons learned submitted to PEO and LOGSA.</li> </ol>

Notes:

<sup>1</sup> Failure to complete these required actions will cause an appropriate slippage in the FUED/handoff date.

<sup>2</sup> The final MON/MFP/MTP and MFA should be completed and integrated as early as possible.

**D-2. Materiel system key fielding actions**

The planning timelines 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.

**D-3. C/NDI fielding**

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

**Table D-3**  
**C/NDI fielding planning actions prior to contract award**

Fielding planning timeline	Actions
180 days (6 months prior to contract award)	C/NDI buy decision (program approval)
170 days (5 2/3 months prior to contract award)	1. PM sends MON with proposed milestones and initial draft to GC. 2. PM request project code assignment.
90 days (3 months prior to contract award)	1. GC replies by message to MON, provides POCs, comments on proposed milestones, and MFP and provides MSP. 2. GC publishes updated MTOE and agrees on end items required.
60 days (2 months prior to contract award)	1. PM makes appropriate adjustments to production contract. 2. PM request initial support lists from SC.
30 days (1 month prior to contract award)	SC provides support list to PM.
0 days (contract award)	PM awards contract.

**Table D-4**  
**Fielding actions between contract award and FUED/handoff**

Fielding planning timeline	Actions
150 days (5 months before FUED/handoff)	1. PM provides draft MFP to GC. 2. PM forwards MFA to GC. 3. PM provides total MRL to GC. 4. PM identifies project codes to GC.
120 days (4 months before FUED/handoff)	1. GC provides comments to draft MFP. 2. GC returns signed MFA and final MSP with verified DODAAC. 3. PM/GC MRL coordination meeting, agreements on requirements. 4. GC returns validated MRL to FC for level I & II systems that do not require a formal coordination meeting. 5. PM provides DODAAC and project codes to UMFPs. 6. PM begins requisitioning. 7. GC requisitions Class III, V and VIII.
100 days (3 1/3 months before FUED/handoff)	PM provides final MFP to GC.
90 days (3 months before FUED/handoff)	1. PM provides Class II and VII document numbers to GC. 2. PM and GC make Joint supportability assessment for OCONUS fielding. 3. Handoff date is verified 4. PM and GC verify all DODAAC for the fielding. 5. GC provides call forward for OCONUS fielding.
85 days (2 5/6 months before FUED/handoff)	OCONUS shipping directives (surface) received at UMFP.
60 days (2 months before FUED/handoff)	1. PM and GC makes Joint supportability assessment for CONUS fielding. 2. Handoff is verified. 3. PM and GC verify all DODAAC for the fielding. 4. GC provides call forward for CONUS fielding.
55 days (1 5/6 months before FUED/handoff)	1. CONUS shipping directive (surface) received at UMFP. 2. OCONUS shipping directive (air) received at UMFP.
30 days (1 month before FUED/handoff)	1. Final supportability assessment (if necessary). 2. All materiel at staging site. 3. Customer documentation verified. 4. Final coordination for inventory and handoff. 5. Deprocessing begins.
0 days (FUED/handoff)	1. FUED/handoff date. 2. PM/GC Joint inventory and handoff. 3. GC documentation posted. 4. PM/GC completes DA Forms 361, 364, and 368. 5. PM provides list of I.O.U. materiel. 6. PM/GC sign Joint inventory report, DA Form 5684.
(10 days after handoff)	1. All serial numbers for small arms must be reported to the central DOD registry (in accordance with AR 710-3).

**Table D-4**  
**Fielding actions between contract award and FUED/handoff—Continued**

Fielding planning timeline	Actions
30 days (1 month after FUED/handoff)	1. GC units submit DA Form 5666-R for fielding evaluation to their ACOM/ASCC/DRU, LOGSA and PM. 2. PM MFT after action report, DA Form 5680-R, and draft lessons learned submitted to PEO and LOGSA.

## Appendix E

### Total Package Fielding Customer Documentation Package Memorandum of Instruction

#### E-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 end items and major secondary items received as part of a TPF must be transferred from the PEO/PM PBUSE account to the gaining unit's property book using the PBUSE lateral transfer procedure.

#### E-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 circumstances. The DODAAC will be 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 4-8, 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 AC/ASCC/DRU, and logistics assistance office. See figure F-1 for narrative overview and instructions and a sample Property Book Systems Documentation System: Standard Property Book System- Redesign (SPBS-R).

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## **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 PM/LCMC and the name of the gaining command and/or losing command. 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 superseded.

### **b. Preface**

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

(2) Include information on the distribution of updates.

(3) List separately issued MFPs or MFPs for concurrent or prerequisites. 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 FP 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). 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

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Figure E-1. Sample format for materiel fielding plans

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NMIBT, NED, 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 commands, 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 AR 700-4 for details for the LAOs.)

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

3.2.2. Other command logistics assistance. Provide information similar to that in 3.2.1, above, for the logistics assistance POCs from other PM/LCMCs, 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 Army Sustainment Command 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 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 where the transition to organic support will be completed. Also include the number of contractor support personnel to be in the gaining command 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

Figure E-1. Sample format for materiel fielding plans—Continued

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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 command 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 750-8. 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 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.

**Figure E-1. Sample format for materiel fielding plans—Continued**

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- 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 750-8 or DA Pam 738-751 (or the appropriate 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 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 command. 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 command. 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 command. 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 command. 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 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

Figure E-1. Sample format for materiel fielding plans—Continued

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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 issued by the PM/LCMC 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 PM/LCMC will provide a MSL to the gaining command 240 days prior to the FUE or handoff date. The SL will list computed initial support quantities, in whole numbers, for the needed spare repair arts, 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 PM/LCMC 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

Figure E-1. Sample format for materiel fielding plans—Continued

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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.

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 MON 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 command. 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

Figure E-1. Sample format for materiel fielding plans—Continued

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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 command.

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 command. 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 in 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 command 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.

**Figure E-1. Sample format for materiel fielding plans—Continued**

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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 command.

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 command. Include specific required personnel skills needed to support the fielding or handoff operation. Identify if gaining command, PM/LCMC, 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 command 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.)

4.9.2.5. Information contained in the 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 PM/LCMC 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, NED, 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 command. Include the source of supply.

Figure E-1. Sample format for materiel fielding plans—Continued

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- 4.10.1.2. Training data. Identify field manuals, commercial literature, extension training material, trainer guides, the skill qualification test (SOT), the Army training and evaluation program to be available in the gaining command. Include training materials to be left by the new equipment training team (NET) or displaced equipment training team (DET). 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 command. 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 HODA (DALO-PLR and DAMA-ODR), cite the DA letter or message authority.
- 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 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 Command(s)**

**Figure E-1. Sample format for materiel fielding plans—Continued**

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Define the administrative and operational support required from the gaining command 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 command during de-processing and checkout, such as labor, facilities, utilities, fuel, and equipment. Identify any reports which the gaining commands must submit, such as the Gaining Command Fielding evaluation (DA Form 5666) (paragraph 4-8), 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 PM/LCMC actions to be taken relative to the planning, shipment, de-processing, checkout, training, and handoff of the system.
- 9.5. Gaining command checklist. Provide a checklist of planned, time-sequenced gaining command actions to be taken relative to the planning, shipment, de-processing, checkout, training, and handoff of the system.

**Figure E-1. Sample format for materiel fielding plans—Continued**

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## **Appendix F Army Acquisition Logistician Assessment**

### **F-1. General**

a. The Army's Logistician's Assessment is initiated when the Program Management submits a memorandum to the Office of the Deputy Assistant Secretary of the Army for Acquisition, Policy and Logistics (ODASA (APL)) (SAAL-LC) requesting a Logisticians Assessment of the program in support of materiel release. The memorandum should be formatted in accordance with figure F-1 of this appendix and forwarded to the ODASA-APL for action. It is essential all requests for the Army acquisition logistician review be received not less than 60 days prior to a Materiel Release decision. The request will include the following documents:

- (1) The LCMC Safety Office's Full Materiel Release Recommendation Memorandum the Safety and Health Data Sheet, assessment and recommendation for MR (see fig F-2).
- (2) The LCMC Safety Office's Certificate of Materiel Release with attached Safety and Health Data Sheet and any other safety assessment (see fig F-3).
- (3) The LCMC Integrated Logistics Support (ILS) Center or ILS Directorate Certificate of Materiel Release with attached supportability assessment performed by the LCMC (see fig F-4).
- (4) The ATEC memorandum recommending the type MR with attached OMAR or OER (see fig F-5).
- (5) Capability production document.
- (6) The acquisition strategy.
- (7) The supportability strategy (SS).

b. Within 3 working days of receipt of the request the ODASA (APL) will respond by acknowledging receipt, designating an Army acquisition logistician and projecting a timeline to complete the assessment. In an effort to standardize the review process, it is mandatory to follow the formats identified in the figures, above. Any modification of these documents will not be allowed unless coordinated with the Army acquisition logistician processing your request.

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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 L1F/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 OSS field will be blank on the unit header. Only units coded as DSS create output O6S transactions. Herefore if the UIC does not have a D in the OSS 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.

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**Figure F-1. Property Book Systems Documentation System: Standard Property Book System- Redesign**

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**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.

**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.

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**Figure F-1. Property Book Systems Documentation System: Standard Property Book System- Redesign-Continued**

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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.

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Figure F-1. Property Book Systems Documentation System: Standard Property Book System- Redesign-Continued

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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 from 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.

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

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

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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 FEOL OG 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 ROIP, 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, OO 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-round narrative overview and instructions**

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Total package fielding receipt transactions cannot be processed directly into SAMS-IITDA, 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>

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Figure F-4. Field maintenance system documentation system: Standard Army Maintenance System—Level 1 (SAMS-1) narrative overview and instructions

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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.

D. When all items received have been picked up through the SSL Maintenance Process, the receipt transactions, DO 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 L1F at LOGSA.

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Figure F-4. Field maintenance system documentation system: Standard Army Maintenance System—Level 1 (SAMS-1) narrative overview and instructions

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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>

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

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## **F-2. Assessment**

A thorough assessment of the documentation provided will be conducted to determine an Army level assessment of suitability, supportability and safety. The results of the Army logistician assessment will be provided to the DASA (APL), subsequently a memorandum with this position in support of MR will be forwarded to the PM concluding the process.

## **Appendix G Materiel Release, Fielding, and Transfer Process Checklist**

### **G-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. See figures G-1 and G-2 for a sample of the format for logistics assessments.

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G1a

REPLY TO

ATTENTION OF

SFDR-BSS-TP-L

21 JUNE 2015

MEMORANDUM FOR Deputy Assistant Secretary of the Army for Acquisition Policy and Logistics, ATTN: SAAL-LC, 103 Army Pentagon, Washington, DC 20310-0103

SUBJECT: Request for Logistics Assessment for the M145A High Mobility High Flying Low Cost Helicopter System (HMHFLCHS).

1. Request the Acquisition Logistician's assessment in support of Full Materiel Release for the M145A High Mobility High Flying Low Cost Helicopter System (HMHFLCHS) scheduled for fielding 4QFY15.

2. The HMHFLCHS is a high altitude aircraft that operates on very low fuel levels over long periods of time and distances. It is capable of reaching speeds in excess of 500 miles per hour and can evade radar detection based on its sleek body design. The HMHFLCHS has an effective range of 2000 miles without refueling making it the most advanced aircraft ever assembled. The HMHFLCHS will be employed at Special Operation units.

3. The following documents are provided to assist the Acquisition Logistician with making subject assessment:

- a. The LCMC Safety Office's Safety and Health Data Sheet, assessment and recommendation for MR (Enclosure 1).
- b. The LCMC Certification for Supportability and Recommendation for MR with attached assessment (Enclosure 2).
- c. The ATEC OMAR or OER and a memorandum recommending the type MR (Enclosure 3).
- d. Capability Production Document (Enclosure 4).
- e. Acquisition Strategy (Enclosure 5).
- f. Supportability Strategy (Enclosure 6).

4. The point of contact for this action is Ms. Susie Queue, System Acquisition Manager, HMHFLCHS, DSN: 123-4567, Commercial: (123) 456-7899.

5 Encls

John Smith  
MAJ, LG  
Product Manager  
HMHFLCHS PM, Force Projection  
PM, Force Projection

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Figure G-1. Sample format for logistics assessments (M145A High Mobility )

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**DEPARTMENT OF THE ARMY**  
**TANK AND AUTOMOTIVE COMMAND**  
**LIFE CYCLE MATERIEL COMMAND SAFETY OFFICE**  
6553 CLEAR NICK STREET  
WARREN, MICHIGAN 20310-0103

REPLY TO

ATTENTION OF

SFDR-BSS-TP-L

21 JUNE 2015

**MEMORANDUM FOR:** Product Manager, High Mobility High Flying Low Cost Helicopter System (SQU-BCD-HEL)

**SUBJECT:** Full Materiel Release Recommendation and Certification for the M145A High Mobility High Flying Low Cost Helicopter System (HMHFLCHS).

1. Attached is the TACOM LCMC Safety Office System Safety Assessment for the Full Materiel Release and Certification of the M145A High Mobility High Flying Low Cost Helicopter System (HMHFLCHS).
2. This office recommends that the M145A HMHFLCHS be granted a Full Materiel Release.
3. The POCs for this action is Mr. Ruban Stafford, CRLNDEC Safety Engineer, at DSN 123-4567, and Mr. Paddy Tandem, TACOM LCMC Lead Safety Engineer, at (123) 456-7890.

GEORGE G. GEORGE  
TACOM LCMC Safety Director

**Figure G-2. Sample format for logistics assessments (M145A High Mobility High Flying Low Cost Helicopter System (HMHFLCHS))**

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## **G-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, 4-5, 4-6, and 4-13).
- 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 4-2 and 4-13.)
- c.* Have the materiel release requirements been met and documented and have copies been provided to appropriate participants? (See AR 700-142, para 4-5.)
- d.* Have the criteria for full release been met? (See AR 700-142, para 4-6.)
- e.* If a conditional release is requested, has AAE approval to proceed to full rate production been granted, a get-well plan addressing each condition been prepared and posted to the MRTS and been provided to all participants? (See AR 700-142, paras 4-4 and 4-8.)
- f.* If a conditional release is requested, are the interim means of support and control acceptable to the GC? Has the gaining ACOM/ASCC/DRU provided a user acceptance statement and an urgency of need statement signed by a general officer? (See AR 700-142, para 4-8.)
- 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? (See AR 700–142, para 4–11.)
- j.* Is Army modernization reference data available for the system being fielded? (See AR 700–142, para 5–2a(1).)
- k.* Has the memorandum of notification (MON) for the system been prepared and provided to the gaining ACOM/ASCC/DRU? (See AR 700–142, para 5–3)? Was it timely? (See app D.)
- l.* Does the MON identify the system being replaced? (See AR 700–142, para 5–3c.)
- m.* Was the MON accompanied by a draft MFP? (See AR 700–142, para 5–3e.)
- n.* If a MFP is not necessary, has the gaining ACOM/ASCC/DRU concurred to waive the requirement for a MFP?
- o.* Has the MFP been prepared in accordance with paragraph 4–3, appendix E, and figure E–1?
- p.* Has the MFP been fully coordinated in accordance with table E–1?
- q.* Have planning actions for the fielding been tailored and agreed to by the PM and GC? (See para 4–6 and app D.)
- r.* Has a Mission Support Plan been submitted by the GC? Does it contain all the information required by AR 700–142, paragraph 5–6? Has DA Form 5106 been used? Is the MSP timely? (See app D.)
- s.* Has a MFA been signed by all required signatories? (See AR 700–142, para 5–7a.)
- t.* Has the MRL been coordinated with the GC using DA Form 5682? (See para 5–8.)
- u.* Is it timely?
- v.* Does the MFA document the agreed-upon plans, responsibilities, and schedules? (See AR 700–142, para 5–1a.) Does the MFP/MFA document services to be provided before, during, and after the handoff? (See paras 4–3 and 4–4.)
- w.* Is there NET, and will a new equipment training support package (NETSP) be provided? (See paras 4–3a (3) and 4–7a(1).)
- x.* Are the LAOs being included in the fielding coordination, documentation, NET, and handoff activities? (See para 4–11 and table E–1.)
- y.* Have the UMFPs and staging sites been engaged to support the fielding process? (See paras 4–16, 4–20, 4–21, 4–22, and 4–23.)
- z.* Is the materiel fielder providing a MFT? (See para 4–4.)
  - aa.* Does the MFP/MFA clearly detail the services to be provided by the MFT? (See para 4–4b.)
  - ab.* Are the MFT functions limited to the fielding, deprocessing, and handoff procedures agreed upon? (See para 4–4.)
  - ac.* Does the MFP/MFA provide detailed information on the support to be provided to the MFT by the gaining command? (See para 4–3.)
  - ad.* Was the MFT involved in the MRL coordination and did they provide the GC with DA Form 5681? (See paras 4–4 and 4–6.)
  - ae.* Has the MFT prepared a complete materiel fielding after action report, DA Form 5680, and provided it to the required participants? (See AR 700–142, para 5–12.) Does it contain a summary of discrepancy reports, warranty claims, and shortages, and actions taken to overcome any deficiencies or problems? (See para 4–29d.)
  - af.* Has the gaining command completed DA Form 5666?
  - ag.* Was it provided to the required participants, and in a timely fashion? (See AR 700–142, para 5–11.) Has the fielding command taken action to validate and correct shortcomings reported on DA Form 5666?

### **G–3. 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://aeprs.ria.army.mil>)?
- b.* Is the TPF category and system level of complexity in the MFP/MFA?
- c.* Has the PM coordinated with DLA? (See paras 4–10, 4–12, and 4–13), the staging sites (See paras 4–21 and 4–25) and the gaining command for all facility and support requirements? (See para 4–8.)
- d.* Have the total materiel requirements been computed (See AR 700–142, para 5–13), identified, and coordinated on an MRL using DA Form 5681 (See para 4–6), and were DODAAC verified for each unit to receive materiel?
- e.* Have the requirements for ammo and COMSEC materiel (see AR 700–142, paras 5–13 and 5–16), technical publications (see para 4–20) all been coordinated and does the GC know which items from the MRL they are responsible to requisition (see para 4–12)?
- f.* Was the MRL coordination done in a timely manner (see app D) or as mutually agreed upon)?
- g.* Was DA Form 5681 used? (See para 4–6.)
- h.* Has the gaining command established its MTOE/TDA documents and submitted a final MSP 340 days before FUED or as agreed upon? (See para 4–8.)
- i.* Does the MFP/MFA clearly detail the GC responsibilities in NET, staging, deprocessing and handoff? (See para 4–3.)

*j.* Is the item being fielded a modification work order (MWO) and was an MWO fielding plan coordinated (see para 4-3c, 4-21, and 5-13 of this publication and AR 700-142, paragraph 5-14, 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? (See paras 4-3, 4-7, and 4-28.) Were all DODAAC for the gaining units verified?

*l.* Has the final date and location been agreed on for the NET, deprocessing and handoff of the system and all its support packages?

*m.* Was the DA Form 5684 signed by both the fielding and gaining commands? (See paras 4-8 and 4-29.)

*n.* Were all discrepancies noted?

*o.* Was it agreed on how each discrepancy will be handled and each shortage item provided? (See para 4-29.)

*p.* Has the gaining PBO accepted the PBUSE transfer of the PEO? PM issued assets and the equipment no longer contained on the PEO/PMs PBUSE account?

#### **G-4. Materiel transfer process guide**

The following is a materiel transfer process guide.

*a.* Will the system be transferred? Will displaced equipment fielding be required (see paras 5-3 and 5-5, and AR 700-142, para 6-1)?

*b.* Is there AMRD available for each system (AR 700-142, para 5-2)?

*c.* Has a MTP been coordinated among the gaining and losing ACOM/ASCC/DRUs, the supporting command, depot planners, and other ILS participants by the displaced equipment fielder (see paras 5-3b, 5-4, 5-7, 5-8, and 5-9)?

*d.* Did a MON accompany the MTP (see para 5-5 and AR 700-142, para 5-3)?

*e.* Has funding been planned to route the system through a depot (see para 5-3b and AR 700-142, para 6-3)?

*f.* Can a MOA be used to transfer the displaced equipment (see para 5-3a and 5-10)?

*g.* Does the system require displaced equipment training and if so, who will provide it (see para 5-6)?

*h.* What spare/repair parts can be transferred with the displaced equipment (see paras 5-5, 5-7, and 5-8d)?

*i.* What tools and test equipment should be transferred with the displaced equipment (see paras 5-5 and 5-7)?

*j.* Does the system meet AR 700-142, paragraph 6-1b?

*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 (see para 5-1, 5-2, and 5-3)?

*l.* Has DA Form 5681 been used to coordinate between the players (see para 5-4b)?

*m.* Has a MFA or MOA been signed (see para 5-5a)?

*n.* Is the equipment visible on the gaining unit's accountable property records?

## **Glossary**

### **Section I Abbreviations**

**AAL**

Additional authorization list

**ABF**

Asset balance file

**ACAT**

acquisition category

**ACOM**

Army command

**ADM**

acquisition decision memorandum

**AFSB**

Army Field Support Brigade

**AFSC**

Army Field Support Command

**AEC**

U.S. Army Evaluation Center

**AEPS**

Army Electronic Product Support

**AETC**

U.S. Army Test and Evaluation Command

**AIC**

Army interoperability certification

**AMC**

U.S. Army Materiel Command

**AMCOM**

Aviation and Missile Command

**AMDF**

Army Master Data File

**AMEDDPAS**

Army Medical Department Property Accounting System

**AMRD**

Army Modernization Information Memorandum

**ANCMP**

Army net-centric configuration management plan

**APD**

Army Publishing Directorate

**APS**

Army pre-positioned stocks

**ARDEC**

U.S. Army Armament, Research, Development and Engineering Center

**AR2B**

Army requirements and resourcing board

**ARNG**

Army National Guard

**ATO**

Army technology objective

**ASA (ALT)**

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

**ASC**

Army Sustainment Command

**ASCC**

Army Service Component Command

**ASIOE**

associated support items of equipment

**ASL**

authorized stockage list

**ATE**

automatic test equipment

**AWR**

air worthiness release

**BII**

basic issue items

**BITE**

built-in test equipment

**BLIN**

budget line item number

**BOI**

basis of issue

**BOIPFD**

basis of issue plan feeder data

**CARDS**

Catalog of Approved Requirement Documents

**CATF**

Catalog file

**CBS-X**

Continuing Balance System-Expanded

**CAPDEV**

capability developer

**CCI**

controlled cryptographic items

**CDD**

capability development document

**CDR**

commander

**CECOM**

U.S. Army Communications Electronics Command

**CHPPM**

U.S. Army Center for Health Promotion and Preventive Medicine

**CIDC**

U.S. Army Criminal Investigation Command

**CJCSI**

Chairman of the Joint Chiefs of Staff instruction

**CLS**

contractor logistics support

**C/NDI**

commercial and non-developmental items

**CMR**

conditional materiel release

**COE**

Corps of Engineers

**COEI**

components of end item

**COMSEC**

communications security

**CONUS**

continental United States

**CoN**

certificate of networthiness

**CPD**

capabilities production document

**CRLCMP**

computer resources life cycle management plan

**CRP**

central receiving Point

**CSIF**

contractor support of initial fielding

**CSLA**

Communications Security Logistics Activity



**CTA**

common table of allowances

**CTU**

consolidated TOE update

**DA**

Department of the Army

**DAAS**

defense automatic addressing system

**DARPL**

Dynamic Army Resource Priority List

**DAMWO**

Department of the Army Modification Work Order

**DCSC**

Defense Construction Supply Center

**DDSP**

Defense Distribution Susquehanna, PA

**DDJC**

Defense Distribution Depot, San Joaquin, California

**DDN**

defense data network

**DDRT**

Defense Distribution Depot, Red River, Texas

**DDSP**

Defense Distribution Depot, Susquehanna, Pennsylvania

**DEF**

Displaced equipment fielding

**DET**

displaced equipment training

**DETP**

displaced equipment training plan

**DETT**

displaced equipment training team

**DIACAP**

Department of Defense Information Assurance Certification and Accreditation Process

**DIC**

document identifier code

**DIR**

Director

**DLA**

Defense Logistics Agency

**DMIL**

demilitarization

**DOD**

Department of Defense

**DODAAC**

DOD activity address code

**DOL**

DPAS

**DPAS**

Defense Property Accounting System

**DRU**

direct reporting unit

**DS**

direct support

**DSS**

direct support system

**DTC**

Development Test Command

**EIR**

equipment improvement recommendation

**EOD**

explosive ordnance disposal

**EOH**

equipment on hand

**EPCO**

equipment publications control officer

**ERC**

equipment readiness code

**ESD**

ETM

**ETM**

electronic technology manual

**EUSA**

Eighth U.S. Army

**FA**

Functional authority

**FC**

fielding command

**FD**

force development

**FEDLOG**

Federal Logistics

**FMR**

full materiel release

**FORSCOM**

U.S. Army Forces Command

**FP**

functional proponent

**FRP**

full rate production

**FUE**

first unit equipped

**FUED**

first unit equipped date

**GC**

gaining command

**GS**

general support

**GSA**

General Services Administration

**GWD**

get well date

**HCC**

hazardous characteristic code

**HQAMC**

Headquarters, U.S. Army Materiel Command

**HQDA**

Headquarters, Department of the Army

**IATO**

interim approval to operate

**ICD**

initial capabilities document

**ICS**

interim contractor support

**IETM**

interactive electronic technical manual

**ILS**

integrated logistics support

**IMMC**

Integrated Materiel Management Center

**INSCOM**

U.S. Army Intelligence and Security Command

**IOC**

initial operational capability

**IOT&E**

Initial Operational Test & Evaluation

**IPT**

integrated product/process team

**IV&V**

independent verification and validation

**JILSP**

Joint integrated logistics support plan

**JITC**

Joint interoperability

**JM&L**

U.S. Army Joint Munitions & Lethality Command

**JSA**

Joint supportability assessment

**LAO**

logistics assistance office

**LAP**

Logistics Assistance Program

**LAR**

logistics assistance representative

**LC**

logistics command

**LCC**

Logistics control code

**LCCS**

life-cycle contractor support

**LCMC**

Life Cycle Management Command

**LCSEC**

life-cycle software engineering center

**LIDB**

Logistics integrated database

**LIF**

logistics intelligence file

**LIN**

line item number

**LIW**

Logistics Information Warehouse

**LOA**

letter of authorization

**LOGSA**

U.S. Army Materiel Command Logistics Support Activity

**LP**

limited procurement

**LP/STD**

Limited Procurement/Standard

**LRIP**

low rate initial production

**MANPRINT**

manpower and personnel integration

**MATDEV**

materiel developer

**MDA**

milestone decision authority

**MEDCOM**

U.S. Army Medical Command

**MFA**

materiel fielding agreement

**MFP**

materiel fielding plan

**MFT**

materiel fielding team

**MMC**

material management center

**MOA**

memorandum of agreement

**MOI**

memorandum of instruction

**MON**

memorandum of notification

**MOS**

military occupational specialty

**MOV**

materiel obligation validation

**MR**

materiel release

**MRA**

materiel release authority

**MRL**

materiel requirements list

**MRO**

materiel release office

**MRRB**

materiel release review board

**MRTS**

Materiel Release Tracking System

**MS C**

milestone C

**MSL**

master support list

**MSP**

mission support plan

**MSR**

Materiel Status Record

**MTA**

materiel transfer agreement

**MTOE**

modified tables of organization and equipment

**MTP**

Mission training plan

**MWO**

modification work order

**MWOFP**

modification work order fielding plan

**NED**

new equipment design

**NET**

new equipment training

**NETP**

new equipment training plan

**NETT**

new equipment training team

**NGB**

National Guard Bureau

**NICP**

National Inventory Control Point

**NMIBT**

new materiel introductory briefing team

**NMP**

national maintenance point

**NSLIN**

nonstandard line item number

**NSN**

national stock number

**OCAR**

Office of the Chief, Army Reserve

**OCONUS**

outside continental United States

**OEF**

Operation Enduring Freedom

**OER**

operational test agency evaluation report

**OIF**

Operation Iraqi Freedom

**OMAR**

operational test agency milestone assessment report

**ONS**

operational needs statement

**ORF**

operational readiness float

**ORD**

operational requirements document

**OSS**

Objective Supply System

**OSE**

organizational support equipment

**PBO**

property book office(r)

**PBUSE**

Property Book Unit Supply Enhanced

**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

**RAM**

Reliability, maintainability, availability

**RDD**

required delivery date

**RFIC**

readiness for issue certification

**RIC**

routing identifier code

**RICC**

reportable item condition code

**RO**

requisitioning objective

**ROD**

report of discrepancy

**ROP**

reorder point

**RPM**

repair part master

**RPSTL**

repair parts and special tools list

**SA**

system assessment

**SAMS-1E**

Standard Army Maintenance System-Level 1

**SAR**

Standard Army Maintenance System Installation/Enhanced

**SARSS**

system access request

**SARSS-O**

Standard Army Retail Supply System

**SBE**

Standard Army Retail Supply System-Objective



**SC**  
stay behind equipment

**SDC**  
supporting command

**SDD**  
sample data collection

**SDDC**  
System Development and Demonstration

**SDDCTEA**  
Surface Deployment and Distribution Command

**SDP**  
supporting data package

**SEC**  
software engineering center

**SKO**  
sets, kits, and outfits

**SLAC**  
support list allowance computation

**SLAD**  
Survivability/Lethality Analysis Directorate

**SLAMIS**  
Social Security Number Line Item Number Automated Management and Integrating System

**SLOC**  
software lines of code

**SLIN**  
standard line item number

**SOFA**  
Status of Forces Agreement

**SQT**  
skill qualification test

**SS**  
supportability strategy (formerly ILSP)

**SSA**  
supply support activity

**SSF**  
single stock fund

**SSL**  
shop stock list

**SSRA**  
System Safety Risk Assessment

**STD NLT**

standard no later than

**STR**

software test report

**STTE**

special tools and test equipment

**TACOM**

Tank-Automotive and Armament Command

**TAEDP**

The Army Equipment Distribution Plan

**TAFS**

Total Army Fielding System

**TC**

type classification

**TCN**

transportation control number

**TDA**

table of distribution and allowances

**TDR**

Transaction Discrepancy Report

**TDR**

training device requirement

**TLCSM**

Total life cycle system manager

**TMCA**

Theater Movement Control Agency

**TM**

technical manual

**TMR**

transportation movement release

**TMDE**

test, measurement, and diagnostic equipment

**TOE**

table of organization and equipment

**TMR**

Training Materiel Release

**TPE**

theater provided equipment

**TPF**

total package fielding

**TPS**

test program sets

**TRAC**

Training and Doctrine Command Analysis Command

**TRADOC**

U.S. Army Training and Doctrine Command

**TTP**

tactics, techniques, and procedures

**UIC**

unit identification code

**UMFP9**

unit materiel fielding point

**UMMIPS**

uniform materiel movement and issue priority system

**UMR**

urgent materiel release

**USACE**

U.S. Army Corps of Engineers

**USACSLA**

U.S. Army Communications Security Logistics Agency

**USAFMSA**

U.S. Army Force Management Support Agency

**USAMC**

U.S. Army Materiel Command

**USAMEDCOM**

U.S. Army Medical Command

**USAMMA**

U.S. Army Medical Materiel Agency

**USARC**

U.S. Army Reserve Command

**USAREUR**

U.S. Army Europe

**USAR**

U.S. Army Reserve

**USAREDCOM**

U.S. Army Readiness Command

**USARSOUTH**

U.S. Army Southern Command

**USTAPA**

U.S. Total Army Personnel Agency

**USARPAC**

U.S. Army Pacific Command

**USASOC**

U.S. Army Special Operations Command

**USATA**

U.S. Army TMDE Activity

**WEBLIDB**

Web logistics information database

**W/ESDC**

Weapon/equipment system designator code

**ZLIN**

developmental line item number

**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 command or between AC/ASCC/DRUs, 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 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 activity**

The PM/LCMC subordinate command, 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 command.

**Gaining command**

The ACOM/ASCC/DRU, subordinate organization, or field operating agency designated to receive a materiel system being fielded. The gaining commands 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 process of preparing, inventorying, and issuing new materiel systems to gaining units.

**Handoff date**

The date scheduled for any unit in an a command 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 1**

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

**Decision authority**

Mandatory parts list

**MANPRINT**

A published list of spare/repair parts which must be stocked by designated units to support specific end items.

**Materiel requirements list**

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.

**Memorandum of agreement**

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 them.

**New equipment training**

An agreement between the losing and gaining command used to plan the actions and schedules to transfer displaced equipment not requiring an MFP.

**New equipment training plan**

The identification of personnel, training, and training aids and devices, and the transfer of knowledge from the PM/LCMC to the trainers, users, and maintainers of new Army equipment.

**New equipment training team**

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.

**Replaced system**

A team of experts organized to conduct training of designated units or personnel on the operation and maintenance of new equipment at specified locations.

**Staging site**

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, AR 750-1, and other applicable guidance when not specifically designated by HQDA as a displaced equipment needing special management and control.

**Starter set of publications**

The area, facility, or location where TPF materiel is received and held pending release for handoff to the gaining command.

**Support items**

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 list allowance computation**

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.

**Supportability strategy**

The process used by the PM/LCMC to compute tailored lists of needed initial issue spare/repair parts.

**Supporting command**

Formerly the integrated logistics support plan, this living document highlights the supportability concerns, constraints, and plans guiding an acquisition program from cradle to grave.

**Testers and evaluators**

Army PM/LCMC, DLA, GSA, other armed services and Federal agencies that provide materiel support but are not the fielding command.

**Total package fielding**

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 PM/LCMC and the user, that conduct overall evaluations of a system's effectiveness, suitability, and survivability in accordance with AR 73-1.

**Unit materiel fielding point**

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.

**DLA**

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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