SUPPLY SUPPORT ACTIVITY OPERATIONS "HOW TO" REFERENCE HANDBOOK

LOGISTICS TRAINING DEPARTMENT, QUARTERMASTER SCHOOL, FORT LEE, VIRGINIA OCTOBER 2021

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PREFACE

As the Army continues evolving and adapting to new ways in fighting near peer threats, logistics, as part of the supply chain, remains the most vital part of any Armed Forces operations. One of the focal points in Army logistics is the Supply Support Activity (SSA), which is essential and serves as the linkage between wholesale and end user. This "How To" book is designed as a quick reference guide for company grade leaders in order to better and efficiently understand basic Supply Support Activity (SSA) Operations and its relationships along the supply chain pipeline.

We encourage everyone who reads this text to recommend changes to keep the text current and helpful.

CHAPTER 1

Introduction

1.1 Supply Support Activity (SSA) Operations

A. Purpose of SSA

1. SSA operations include the requisition, receipt, storage, issue, distribution, redistribution, and retrograde of supplies. SSA operations occur within the tactical level of war. SSAs enable brigade support battalions and combat sustainment support battalions to sustain the fight by providing CL I, II, III (P), IV, VII, and IX supply support to the brigade that they fall under. SSAs are primarily designed to carry hundreds and usually thousands of CL IX repair parts, some CL I, II, III (P), and IV to sustain operational endurance and overall readiness of its supported brigade's fleet and combat power. That variety of stocks stored by the SSA is called Authorized Stockage List (ASL).

2. Class I section of the Composite Supply Company (CSC) or Quartermaster Supply Company (QSC) tasked with Class I mission will build loads to support their customers.

3. See appropriate doctrinal publications for information about how to establish and operate supply operations; ATP 4-42, General Supply and Field Services Operations, ATP 4-42.2, Supply Support Activities Operations.

B. Stock Record Account Overview

1. The SSA is the hub where materiel is received into the supply system for proper accountability and distribution. Materiel on-hand at the SSA are accounted for in a form of a Stock Record Account (SRA). In accordance with AR 735-5, the SRA is a formally established set of records and files used to account for Army property being held for issue. The SRA displays by item, receipt and disposal of property, balance on hand, and a variety of stock control data. The SRA is assigned a DOD Activity Address Code (DODAAC) and identified by a Storage Location (SLOC).

2. The SRA is an Army Working Capital Fund–Supply Management, Army (AWCF–SMA) and primarily owned and governed by Army Materiel Command (AMC). AMC ensures that materiel maintained on SSAs are accounted for, cared for, and safeguarded.

3. SRA is operated by an Accountable Officer (AO), called a Stock Record Officer. Battalion Commanders hold command authority over the SSA and appoint the SRO/AO.

4. SROs/AOs hold direct responsibility over the SSA, which make them accountable for supplies being held for issue from time of receipt until issued, shipped, or dropped from

accountability. See appropriate doctrinal publications for information about appointment of an accountable officer and levels of responsibility; AR 735-5 Property Accountability.

C. Types of SSAs and their capabilities

1. Tactical SSA and Installation SSA (ISSA). The ISSA is a supply distribution activity that provides direct support of supply classes 1-5 (including maps), 7 (ORF), and 9 supplies directly to non-direct support system (DSS) units on a customer support basis. The ISSA provides general support to both DSS and non-DSS units (AR 710-2, Para. 4-2). The ISSA performs operations similar to the command directed retrograde return point (CRP). They support the SSA by providing packing/crating and R3D: retrograde, retention, redistribution, and disposal. On theother hand, tactical SSAs provide supply support to their supported brigade's units.

2. Every tactical SSA is unique. SSA ASLs are based on their supported units' requirements to maintain their combat power or Equipment Density List (EDL). AMC fosters units' equipment readiness by ensuring high-demand repair parts are stocked for each type of Brigade Combat Team (BCT); Infantry Brigade Combat Teams (IBCT), Stryker Brigade Combat Team (SBCT), Armored Brigade Combat Team (ABCT), Combat Aviation Brigade (CAB) and Patriot Air Defense Artillery (ADA). The ASL for each type of BCT is standardized across the Army. The standardization of the ASL is known as Common Core ASL (CCASL).

3. The Composite Supply Company (CSC) SSA falls under the Combat Sustainment Support Battalion (CSSB) and the Sustainment Brigade (SB). The CSC SSA provides area support on behalf of the SB. In addition to CSC SSA receives, stores, and **configures class I** stocks for distribution and receives, stores, and issues class II, III package, IV, VII, and IX.

D. Equipment Breakdown

1. Generalized SSA capabilities - Please refer to Appendix A for a detailed equipment breakdown by type of SSA.

2. **Logistics Information Systems required:** Line Item Number (LIN) C05074 (Computer System Digital: AN/TYQ-161 SSMS) and LIN C05070 (Computer System Digital: AN/TYQ-161 LOMAT). See Appendix A3 for snapshot of listed Logistics Information Systems.

3. **Material Handling Equipment (MHE):** Electric Forklifts, 5,000 lbs. Rough Terrain Forklift, 5,000 lbs. Light Capability Rough Terrain Forklift (LCRTF), All-Terrain Lifter Army System (ATLAS) 10,000 lbs., Rough Terrain Container Handler (RTCH) CSC SSA/CSSB only. Load Handling System (LHS), Palletized Loading System (PLS) trailer, Enhanced Container Handling Unit (ECHU), and Container Roll In/Out Platform (CROP).

4. **Storage:** Expeditionary Containerized Authorized Stockage List (ECASL). ECASL containers are specialized containers with drawers in them. These containers can haul organized stocks, prevent damages and losses, and provide at least 95% blocking and bracing. ECASL is used by most SSAs in the Army.

5. **Equipment Status and Operators:** It is imperative to ensure personnel are qualified operators on all equipment in order to complete the SSA's mission on a daily basis. Soldiers should be licensed on basic equipment (Electric Forklifts, 5,000 lbs. Rough Terrain Forklift, 5,000 lbs., HMMWV, LMTV) within the first 60 days of arrival to the unit. If SSA equipment becomes NMC, commanders should prioritize getting the equipment to FMC as early as possible. Longer waits for equipment repairs could lead to longer customer wait times to receive their material, retrograde backlogs, and SSAs not being able to provide accurate tactical logistics support.

Note: See Appendix A for equipment and personnel breakdown IAW https://fmsweb.fms.army.mil

1.2 SSA Key Personnel and Roles

A. **Below are the key players that influence and support SSA operations.**

1. **Commanders:** Must have a fundamental understanding of SSA operations and the amount of personnel and critical equipment required to successfully run a SSA that supports the readiness of its customer base. Commanders should set priorities for personnel management with the 1SG. SSA AOs and PLs need to have the full support of command teams.

2. **The SSA Accountable Officer (AO):** Supervises the overall SSA operation. AOs are directly responsible for the accountability of all assets in the SSA. They manage the receipt, storage, and issue of supplies in accordance with DOD and Army policies to ensure performance standards are achieved. AOs develop local accountability operating procedures; periodically reviews all operating procedures; and executes corrective actions. They instruct SSA personnel on supply systems and functional procedures. The AO communicates throughout his organization and with SSA customers to develop relationships with supported units, supporting activities and staff elements. They provide technical guidance to supported unit personnel and make recommendations for changes to the ASL through his participation on the Stock Determination Branch.

3. **SSA Stock Control Manager:** SSA stock control managers coordinates the functions of the stock control section. They develop and establish stock control procedures and guidance in coordination with the accountable officer. A stock control manager builds relationships with customers through guidance and assistance. Stock control managers establish, schedule,and supervise the conduct of inventories and determines actions to be taken as necessary. They prepare, reviews, and submits required reports for the accountable officer's approval. A stock control manager assists in developing/establishing an effective training program.

4. **Storage Manager and Storage Clerks:** Ensures that the storage types and bins are ready for storing goods until the prescribed time. Handles shipping, receiving, and packaging of items that flow through the warehouse. Along with storing items as part of their inventory. They maintain organization throughout the warehouse by reviewing and preparing required documents using the enterprise resource planning technology.

5. **NCOIC:** Responsible for day-to-day supervision and coordination to ensure mission

accomplishment. Making sure that the building and the supplies are safe from inclement weather, animals, or any other factors which may spoil the stock. Responsible for assigning duties and for planning and managing the functioning of the warehouse while ensuring that the health, safety requirements, and standards are being followed. They will implement the SSA policies, procedures, and priorities. Develops and implements plans of action to alleviate backlogs as necessary, along with SSA training to include cross training for all personnel. Prepares, reviews, and submits required reports for accountable officer's approval. Also assists the platoon sergeant as needed.

6. **Materiel Manager**: Materiel management solutions enable the projection of ground forces to forward operating locations to meet commanders' needs. Continued coordination with strategic partners also guides materiel management solutions for battlefield sustainment.

7. **Warehouse Supervisor:** The warehouse supervisor assists the warehouse NCOIC and platoon sergeant in establishing and implementing policies, procedures, and priorities established for the warehouse operation.

8. **Section NCOICs**: Assists the warehouse NCOIC and platoon sergeant in establishing, implementing and updating policies, procedures, and priorities for supply support activity operations.

9. **Platoon Sergeants**: Give recommendations to the warehouse NCOIC, accountable officer, and stock control officer on SSA policy and procedures. They are the primary liaisons with the company. Platoon sergeants review all training subjects, outlines, material, and location prior to conducting training.

10. **Platoon Leader**: Should be familiar with a variety of warehousing duties especially having a clear understanding of storage plans, policies and procedures. They should know the availability of critical parts/assemblies, the status/location of critical repair parts, requisition volume, and the workload and effectiveness of his SSA. The platoon leader should understand receipts and turn-ins and how to validate that accompanying documents are complete and accurate (e.g., item identification, quantities, documentation of component shortages). They are responsible for accountability of personnel and SSA assigned equipment. Most importantly, the platoon leader leads the platoon and is responsible for the overall mission success of the platoon to include the following:

    a. SSA site selection in accordance with the current operations order.

    b. Site occupation.

    c. Establishment of the SSA operations.

    d. Site security and defense.

    e. Establishment of communications to enable sustainment information systems to include CAISI and VSAT communications.

B. **External Key Stakeholder Roles.**

1. **Support Operations (SPO):** The SPO handles internal and external customer support related issues, identifies SSA's capabilities versus supported units' requirements, plans supply distribution operations, synchronizes support with maneuvering units' mission, coordinates support requirements with the sustainment brigade when requirements exceed organic capabilities.

2. **Maintenance & Unit Supply Personnel:** Maintenance and unit supply personnel are the supported customers. They communicate their unit's supply requirement and all related issues through the SSA. Maintenance personnel usually perform CL III (p) and IX transactions and unit supply personnel performs CL II, IV and non-expendable materiel when authorized by the property book office.

3. **Transportation Support:** The SSA receives deliveries of materiel through the commercial and military transportation sources, depending on the area's concept of support and available transportation assets.

4. **Class I Managers:** Class I managers are responsible for the operation of Class I points at all levels, to include operation of the class I management system (manual or automated) being used. They supervise inventories and recommend resupply levels. They supervise the transshipment of rations throughout the theater.

5. The chart below depicts an organizational relationships between all the key players affecting the supply chain as well customers/units' readiness:
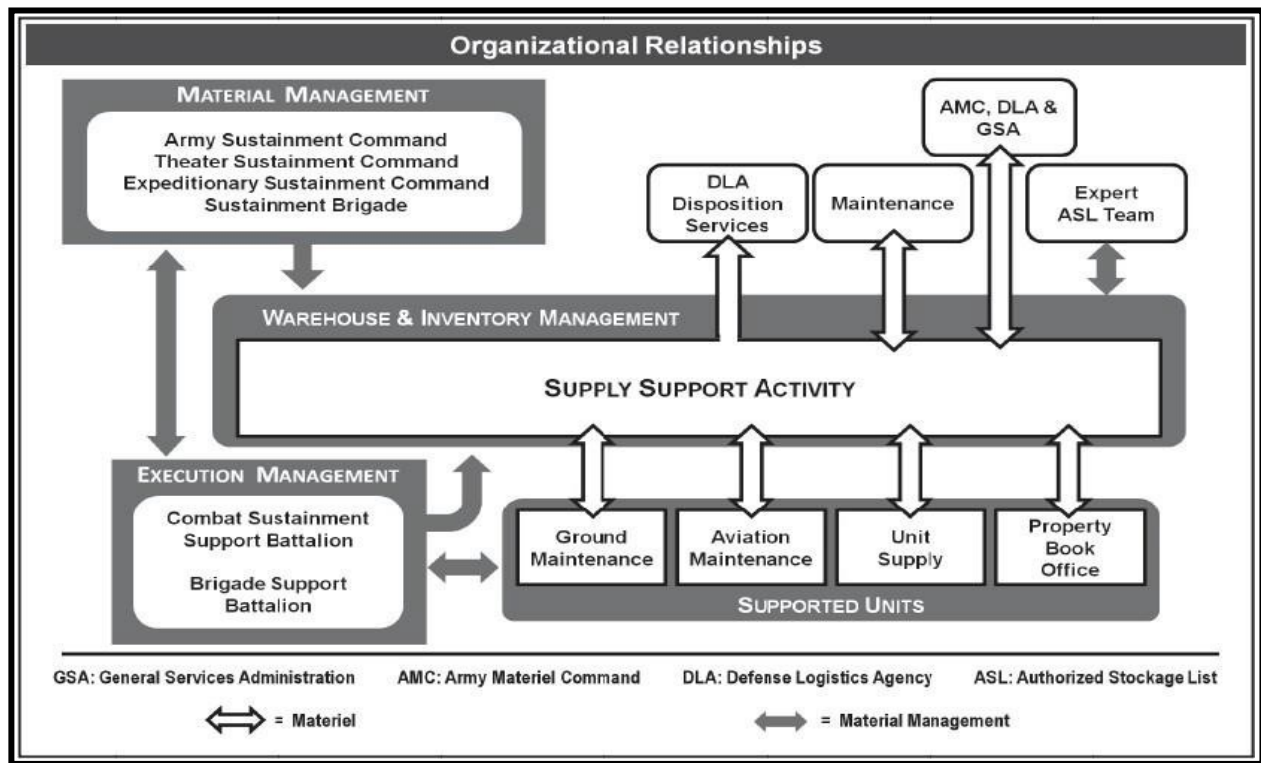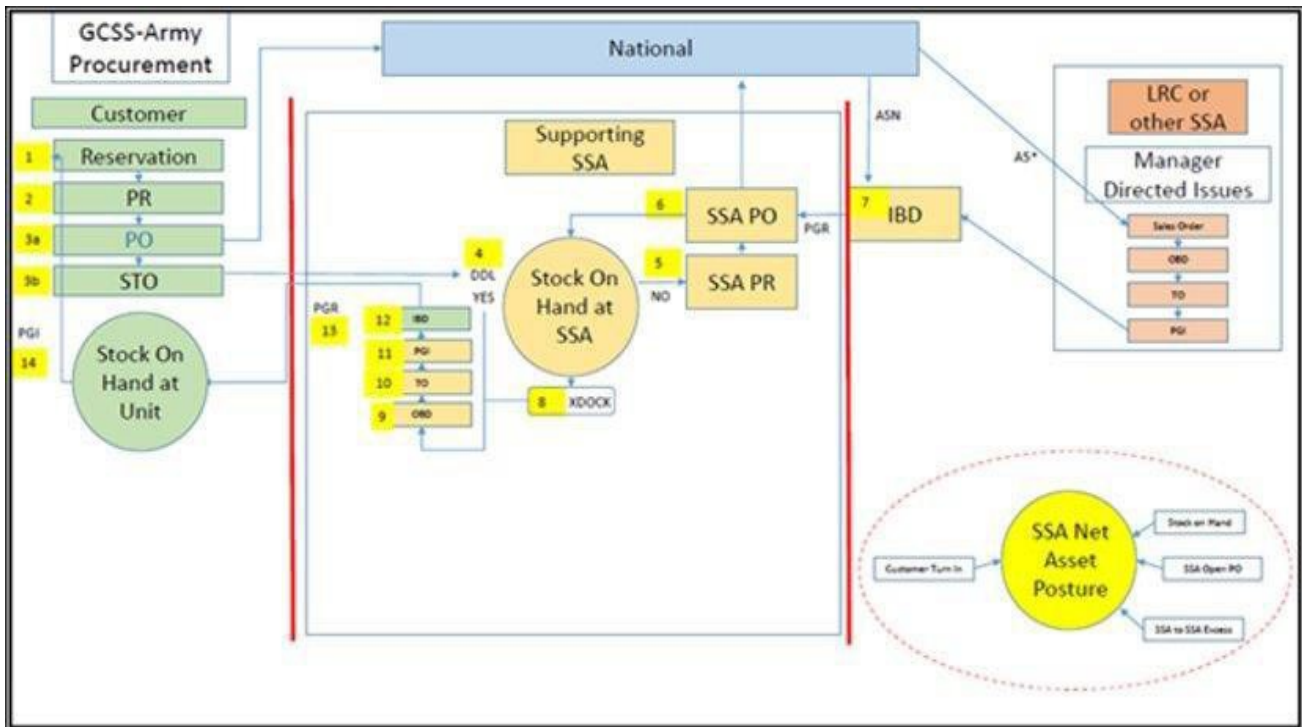

Source: ATP-4-42.2-SSA Operations

CHAPTER 2

SSA Operations

2.1 Material Requisitioning Flow

Customer Requisition

A. Material requisitioning flow depicts the step-by-step process from order creation until the material is post goods receipted at the SSA by the supported unit.

1. Reservation is created by supported unit at the Plant 2000.

2. Reservation turns into a Purchase Requisition PR (10xxxxxx). The PR gets parked in ZPARK and waited to be funded.

3. Two-part action:

   a. If order is dedicated, it goes directly to National/Vendor for issue and appears as a Purchase Order PO (45xxxxxx). When the order is release from vendor, it will be shipped to the SSA, and placed in the supported unit's bin for pick-up. **Note: See Appendix B for the flow chart.**

   b. If order is not dedicated, it creates a Stock Transfer Order STO (71xxxxxx) that carries the requirement to Plant 2001 (SSA) for stock availability check. **Note: See Appendix C for the flow chart.**

4. If the requested material is on-hand at the SSA, when the Delivery Due List (DDL) is running, the order will get filled from the SSA's ASL. From this point on, steps 9 through 15 will occur.

5. If the requested material is not on-hand at the SSA, the order will be sent to National, the supported unit's PR (71xxxxxx) will remain as is.

6. A PO (45xxxxxx) also known as the roll-over document number will be assigned once the Material Requirements Planning (MRP) gets executed for the day.

7. When the order is released from National, the Advance Shipment Notice (ASN) and Inbound Delivery (IBD) number are sent to the SSA indicating the material has been shipped. When the material physically arrives at the SSA, the receiving section will execute the Post Goods Receipt (PGR). Once the material is processed by the receiving section, the material will then be awaiting movement to the issue section.

8. Cross-dock (x-dock) process begins.

9. During the Cross-dock (x-dock) process, steps 9 through 12 occur:
   Outbound Delivery (OBD) and Transfer Order are created automatically to move the material out of the SSA to the customer. As soon as the material is accounted for at the issue section, a Post Goods Issue (PGI) of the transactions will take place to fully complete the x-dock. Upon completion of the PGI, an IBD is sent to the customer indicating that material is available for pick-up.

10. Step # 13 occurs when supported unit picks up the materials and execute the PGR to close the receipt.

11. Step # 14 shows the material on-hand at the supported unit's storage location, follow by a PGI of the material to close the reservation/work order.

2.2 Stock Control

A. **What Happens in Stock Control?** The stock control section assists the accountable officer in maintaining accountability for the stock record account. Stock control personnel manage inventory levels to avoid creation of excess. Stock control personnel perform, but are not limited to the following tasks:

1. Provide efficient and responsive customer support, validate and provide status on due-ins, and change order priority when needed.

2. Perform data entry, inventory adjustments, and files maintenance.

3. Track shipments and submit supply discrepancy reports on overdue/lost items.

4. Conduct and submit causative research of inventory discrepancies (inventory adjustment reports and supply discrepancy reports) to the accountable officer for accountability resolution.

5. Ensure all material movements are confirmed, all post goods issues are complete, and all open inventories are closed daily.

6. Ensure all reports and paperwork are properly filed by the end of each day.

7. Process high priority manual requests also known as "walkups".

8. Validate Signature Cards (DA Form 1687).

9. Manage Key Control log and issue keys as needed.

10. Will assist the other sections to conduct research.

11. Coordinate and execute scheduled inventories with storage section.

12. Print and record daily, weekly, and monthly reports.

B. **Reports Managed by Stock Control.** Customer's readiness and SSA's performance are measured daily, monthly, quarterly and annually. These reports assist the Accountable officer and Materiel managers to gather information and paint a better picture for any shortfalls throughout the supply chain. Below are some of these reports basis.

1. **Warehouse Activity Monitor.** The Warehouse Activity Monitor displays incomplete goods movements that have exceeded the minimum threshold of time of 4 hours. Each section should monitor this report throughout the day; however, Stock Control is responsible for managing the report and ensuing that all transactions are completed by close of business.

2. **Managing Overdue Deliveries (ZPODCHK).** Overdue deliveries can be monitored in transaction code ZPODCHK. This report displays orders that exceed the anticipated delivery timeline to the SSA. This could potentially impact the status critical equipment that are NMC awaiting parts.

3. **Supply Discrepancy Report (SDR).** After identifying overdue deliveries, stock control will conduct research, execute, and clear overdue deliveries in GCSS-Army. Part of this process is to input information about overdue transactions into a system called WebSDR. WebSDR is an access-controlled system that allows users to input supply discrepancy reports (SDR). Program management and SDR system experts work with customers to ensure requirements are satisfied.

4. **Customer Bin Management.** Stock Control sends out a customer pick-up tracker daily. This tracker is sent to a distro list that includes the SPO to show units that picked up and did not pick up. This report is normally organized by classes of supply CL II, IX, VII. The customer pick-up tracker encourages command emphasis on daily pick up of materiel from the SSA.

5. **Audits**. The SSA is subject to random audits handled by KPMG. The information is normally routed to the Audit teams at Division HQs and higher for Submission.

6. Samples are then provided to the Accountable Officer for submission along with additional forms by a given suspense date.

C. **Best Business Practices:**

1. Ensure the Stock Control Manager has in-depth knowledge of the operations of each section of the SSA.

2. Direct customer to Stock Control before conducting business with the other sections of the SSA.

3. Inspect customers' appointment orders and DA form 1687s (Notice of Delegation of Authority- Receipt of Supplies) every time they arrive to receive /turn-in materials and monitor the expiration dates from the form.

2.3 Receiving Operations

A. **What Happens in the Receiving Section?** All supplies enter the warehouse at the receiving point. Materiel receipts are supplies that are received from higher supply sources or other SSAs. The receiving section is responsible for receipt and unpacking of all inbound materiel. The SSA receives materiel through the Army post office mail, United States Postal Service, commercial transportation sources, military transportation sources, and from the local Logistics Readiness Center.

B. **Processing Flow.** Upon the arrival of materiel, the receiving clerk determines the necessary equipment needed for download. They will download/receive, sign for and verify all material from the delivery source.

1. Receipt and shipping documents should be accompanied with a Material Release Order (MRO), a shipping document that contains all information to process the materiel. The MRO provides quantity of items, document number associated with the transaction, material number, item nomenclature, total dollar amount, and "To" and "From" shipping information.

2. When non-expendable materials arrive for the Property Book Officer (PBO), they are secured, and immediate contact is made with the PBO for pick-up arrangement. These items, as they are sensitive, should be logged but may differ depending on local operating procedures.

3. Sometimes supplies are shipped to the wrong SSA. These items are considered mis-ships. Once the error is identified, the receiving SSA must take action to return the items to the correct unit. It is critical that the material gets to the right customer simply because the part may be a high priority part that is effecting the readiness of equipment.

4. The Receiving Section NCO ensures all receipts are processed daily and moved to appropriate sections i.e., storage, issue, or turn-in sections. All research for frustrated materiel should be completed daily. Section NCO is responsible for all actions pertinent to the section including workflow within section, proper filing procedures, and Soldier errors/ retraining.

Note: Department of the Army (DA) Standard for receipt processing is 24 hours. Reference: AR 710-2, para. 1-22.

C. **Best Business Practices:**

1. Organize materiel(s) in orderly fashion on a table or on the floor. Verify quantity on documentation against quantity physically received, document number, material number, and description. After thorough verification, receiving section clerk performs a Post GoodsReceipt (PGR) of materiel(s) from the AIT menu. Using the AIT menu to PGR will minimize mistakes when processing material.

2. Mass Post Goods Receipt (PGR). A new method, to help expedite processing time has been pushed to the field for testing. It is not regulatory guidance; it is Accountable Officer's preference base off the operational workflow. During this process, the receiving section can process in one of two ways.

   a. **Transportation Control Number (TCN)-** The receiving section clerk will receive paperwork from inbound shipments, to include multipack boxes and will process this material without verification of material number, quantity, and description of the material. Material will be processed in transaction code VL06I with a PGR using the Transportation Control Number all at once. **This action will process all documents that are packaged under that TCN.** The receiving section clerk will then break down material as necessary and match all MROs with correct QTY and description. Transfer orders for customer orders will be confirmed and PGI. Material for the section will receive put-away tickets and moved to storage for physical placement.

   b. **Multiple DOD Document number entry in VL06i-** The receiving section clerk will identify material that needs to be process and remove individual MROs from each package. The receiving clerks will input all DOD document numbers in VL06i and PGR. **This action will process all individual documents at once.** The receiving section clerk will then break down material as necessary and match all MROs with correct QTY and description. Transfer orders for customer orders will be confirmed and PGI. Material for the section will receive put-away tickets and moved to storage for physical placement.

2.4 Storage Operations

A. **What happens in the storage section?** The storage section is responsible for receiving, inspecting, stocking, safeguarding, inventorying, and maintaining the inventory consigned to the SSA Accountable Officer. The storage section performs stock replenishments, and picks and fill daily customer orders as needed.

B. **Importance of the storage section.** Very important section in the SSA due to itsimpact on the ASL accountability and supported unit's daily requirement. If the ASL is not correct,it will result in unnecessary materiel losses and denials on customer orders. Material losses and denials on customer orders impacts the ASL's ability to satisfy demands at the maximum rate. Thestorage section is responsible for protecting supplies from environmental damage.

C. **Shelf-life And Hazardous Materials.** Items that deteriorate at a known rate are assigned an expiration date by the manufacturer. Regardless of the time remaining, shelf-life material is issued by the first-in, first-out rule to ensure its use before the expiration date. There are two types of shelf-life items. Shelf-life periods that end after a specified date and Shelf-life periods that may be extended if certain conditions are met. Proper storage of hazardous materials is important as this can cause the SSA to fail environmental inspections and the organization to be fined for violations. All hazardous materials should be stored in its original or approved containers. All containers must be clearly labeled with the appropriate material safety data sheet information. Flammables and

corrosives should not be stored together.

D. **Storage Maintenance and Material Accountability.** The Storage Section conducts Locations Surveys/Maintenance on a regular basis. The purpose of a location survey is to determine the location and condition of material and to correct records and the cause of discrepancies. At a minimum, maintenance should be done daily in the ASL. Location maintenance entails removing trash and excess boxes out of the storage areas and BOHs containers and verifying that all materials in the bin locations are accurate and fits properly.

2.5 Issuing Operations

A. **What happens in the issue section?** In the Issue section, SSA Clerks distributes materiel to customers. They are responsible to verify all materiel for quantity and quality before issue. The section is responsible for the accountability and safeguard of all materiel pending pick-up by customers. Issue section personnel pick and place materiel in the correct customer bin, maintain signature cards, consolidate reports for the stock control section, inventory customer bins, and maintain record of active and inactive issue documents.

B. **Processing flow.** When supplies are received at the issue section, issue section clerks confirm the transaction and execute a PGI of the materiel to the customer after all verification steps are done. Items are normally placed in bins or a designated bulk location, depending on the size and packaging of the materiel. A copy of the MRO is affixed on the materiel for verification and identification purposes. Customers will pick up supplies from the SSA within 2 days of notification of availability. The goal of the SSA is to enforce supply pick-up within 24 hours of being available in customer bins to mitigate units' failure to meet the DA goal of 2 days. Units are required to perform the PGR process prior to leaving the SSA IAW HQDA EXORD 223-17.

C. **Management of sensitive items.** The Management and physical security of Controlled Cryptographic Items (CCI) and Sensitive items are especially important. All CCI and Sensitive items along with aviation AOG's parts are logged and put in a secured sensitive item container or cage with limited authorized access.

D. **Supported unit's responsibilities.** Customers must have a current signature card on file at the SSA. They are responsible for checking their bins daily using GCSS-Army transaction code VL06I to verify the supplies that are post goods issued in their bin at the SSA and plan accordingly. Wave-1 customers can call or check with the issue section in person to verify their bin. Customers are responsible to bring the right size vehicle to pick-up supplies, verify and confirm physical quantity against issue documents, perform PGR against all materiel physically received prior to leaving the SSA.

E. **Best Business Practice.** SSA's issue clerks provide a copy of the up-to-date issue list, also known as, the inbound delivery list (VL06i) to customers as they arrive, ensure the issue list/ inbound delivery list is empty prior to the customer leaving the SSA. Any missing items on the issue list must be researched immediately. Pick-up of property book items is limited to Property Book Officer (PBO), PBO NCOIC and PBO Clerk only unless other personnel are delegated to receive non-expandable materiel by the PBO.

2.6 Turn-in/Shipping Operations

A. **What happens in the turn-in/shipping section?** The SSA's turn-in section is responsible for receiving supplies returned to the supply system. These returns are known as turn-ins. Turn-ins include unserviceable authorized property, Found on Installation (FOI) materiel returned by the supported units and property book office (PBO) turned in by unit supply personnel with PBO authorization; unserviceable, recoverable repair parts; and all serviceable or unserviceable excess property.

   1. The turn-in section personnel also perform shipping functions. They ensure materiel are shipped to the right place and right time. They coordinate transportations, consolidate, and mark all outbound materiel, generate, and attached Radio Frequency Identification tags (RFID Tags) when needed, and ensure all shipping documents are IAW the transportation shipping office and defense travel regulations (DTR).

   2. Hazardous materials require special packing materials and specially trained personnel to process the supplies. These items may also require special instructions and shipping procedures.

B. **Processing Flow.** When units turn-in materiel, turn-in section clerks ensure thorough verification and inspection of every material, ensure all required documents are present, and validate the turn-in document number in the system. Thorough verification consists of checking the part number, material number, class of supplies, nomenclature, Serial Number, physical description of materials, and many other pertinent supply codes that affect the disposition process of the material. If a part is unidentifiable, more research must be done by the maintenance technical inspectors to ensure that the correct material description and material number is identified.

C. **Supported Unit's Responsibilities.** When supported units find found-on-installation items that would normally issue to them, they are responsible to turn them in to the SSA's turn-in section for proper supply accountability. An individual finding these items normally will turn them in to unit supply; however, an individual may turn items in directly to the SSA. This type of turn-in can be made without paperwork. See appropriate doctrinal publications for information about turn-ins AR 710-2 Supply Policy Below the National Level and DA Pam 710-2-2 Supply Support Activity Supply System: Manual Procedures.

   1. Maintenance personnel must ensure all documents are correct and in accordance with the SSA's local external operating procedures (SOP). Materiel must be cleaned, properly drained if required, properly packaged, and banded if required. Customers must ensure the right items are being turned-in and must have a current signature card on file at the SSA.

   2. Unit supply personnel must have authorization from the PBO to turn-in non-expendable materiel. They must ensure all documents are correct and in accordance with the SSA's local external operating procedures (SOP). Materiel must be cleaned, properly drained if required, properly packaged, and banded if required. Customers must have a current signature card on file at the SSA.

D. **SSA's Responsibilities.** Ensure thorough verification and inspection are conducted prior to accepting the turn-in, advise supported units of any discrepancies discovered during the process,

process materials immediately upon accepting the turn-in, educate supported units on any changes made to the local SOP.

E. Recoverable/Repairable and Excess Turn-ins.

1. A recoverable turn-in is associated with the issue of a recoverable items that contain a recoverability code of A, D, F, H, or L. All requests for items having a recoverability code require the turn-in of the unserviceable item.

2. Excess Turn-ins is when supported units turn-in their extra serviceable and unserviceable materiel to the SSA for disposition.

F. Relationship with Defense Logistics Agency-Disposition Services (DLA-DS), DLA Distribution (Serviceable Retrograde), LRC. It is extremely important that the SSAs maintain an acceptable customer relationship with outside agencies, DLA and LRC. They are the higher support channel. Disposition for serviceable and unserviceable turn-ins is set in the information system's parameter to automatically push materiel either through DLA-DS, DLA Distribution, or the LRC. SSA must always have an updated SOP for these agencies on-hand to ensure compliance and best support.

CHAPTER 3

Performance and reports

3.1 Evaluations / Audits

A. **Command Supply Discipline Program (CSDP).** The Command Supply Discipline Program is a commander's program that directs supply discipline throughout the Army. The CSDP is a compilation of existing regulatory requirements and the frequency in which it is conducted ranges from quarterly, semiannually, to annually depending on your organizational level. Commanders have the responsibility and authority to ensure proper supply discipline is exercised throughout their organization. Command appointed personnel at all levels throughout the division must ensure all supply support personnel are abiding by regulations and policies. This will allow the shaping and consistency of readiness across the unit.

Requirements and Evaluation Checklist can be found here:
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r710_2.pdf

B. **Army Aviation Resource Management System (ARMS)**. The Army Aviation Resource Management System program is designed to assist the commander in assessing the readiness and resource management of all assigned aviation units. The ARMS evaluates the resource management of unit aviation programs, provides staff assistance, and identifies internal and systemic issues for resolution. The evaluation is conducted by FORSCOM appointed personnel and is conducted is every 24 to 36 months; units may conduct more frequently if required by HQDA.

Requirements and Evaluation Checklist can be found here:
https://safety.army.mil/Portals/0/Documents/ON-DUTY/AVIATION/Standard/INSCOM-ARMS.docx?

C. **Command Logistics Review Program (CLRP).** Command Logistics Review Program is administered by the Assistant Secretary of the Army for Acquisition, Logistics and Technology. The program is directed toward in-depth logistics reviews of unit and installation logistics operations where analysis and assessments are used to identify and resolve problems adversely affecting readiness. The frequency in which this is conducted is every 36 months and assesses compliance and regulatory guidance of logistics and command driven maintenance programs.

Requirements and Evaluation Method can be found here:
https://www.ngbpmc.ng.mil/Portals/27/Publications/ngr/ngr%20750-52.pdf?ver=2018-11-09-131215-537

D. **Supply Excellence Award (SEA).** Supply Excellence Award program is a total Army program that is open to Active Army, Army National Guard, and Army Reserve units. The purpose of the SEA program is to enhance the logistical readiness and supply effectiveness of all Army organizations. QMS appointed team inspectors ensure the best of the best are identified across the

Army. Nominated groups will be scrutinized on CSDP in addition to system, area overview, and command involvement. The frequency of the evaluation is performed annually.

Requirements and Evaluation Method can be found here:
https://quartermaster.army.mil/ltd/supply_excellence_award_program.html

E. **Army Working Capital Fund (AWCF) Audit.** The Army working capital funds were established by Congress to more effectively control and account for the cost of programs and work performed in the Department of Defense. AWCF audits are generated by the Army Materiel Command. AMC randomly requests audit samples of DA 1687's from the materiel manager, audit samples are located at the supply support activity.

3.2 Standards and Reporting

A. **SSA Performance Standards:** SSA performance standards are reported and monitored at the tactical, operational, and strategic supply levels. These standards are management tools used to assess the effectiveness of supply performance. AR 710-2, 1-22 lists the following measures that all commanders should be aware of, along with the DA goal for each:

1. **Zero Balance with Due Outs**: Indicates the number of ASL lines at zero balance with due outs as a percentage of the total number of ASL lines. Stocks at zero balance can affect fill rates, customer wait times, and overall readiness. **DA Goal = 8%.**

2. **Material Release Denial Rate**: This reflects the number of material release denials (MRD) as a percentage of all material release orders. **DA Goal = 1%.**

3. **Inventory Accuracy**: This represents the fraction of ASL having no substantial difference (>$1,000) between the dollar value of inventory and the dollar value of stock record balance. **DA goal = 95%.**

4. **Receipt Processing**: The timeframe expressed in hours from the time supplies arrived at the SSA to posting of receipts to the stock record accounts formal accounting record. **DA Goal = 24 hours.**

5. **Request Processing**: The timeframe expressed in hours from the time the customer's request was received by the SSA to the time the request was processed for issue or passed to the higher supply source. **DA Goal = 24 hours**.

6. **Location Survey:** This indicates how well the inventory location records compared with actual physical location of assets. It is expressed as the percentage of all inventory locations surveyed that were correct. **DA Goal = 98%.**

7. **Inventory Adjustment Rate:** Total dollar value of inventory adjustments (both gains and losses) during the fiscal year should be within the established objective. **DA goal = 5% of RO dollar value.**

8. **Fill Rate:** This measures the performance of an SSA to satisfy a request from a supported customer. It is expressed as a percentage of the SSA's demand accommodation multiplied by demand satisfaction, divided by 100. **DA Goal = 35%.**

   a. **Demand Accommodation** (ASL Breadth): The percentage of all valid demands received which match the item on the ASL.

   b. **Demand Satisfaction** (ASL Depth): The percentage of all valid demands for ASL items that were filled to a level of at least 90%.

9. **MSP Fill Rate:** This measures the performance of an SSA to satisfy a request from a supported customer for maintenance significant parts (MSP). It is expressed as a percentage of the SSA's MSP demand accommodation multiplied by MSP demand satisfaction, divided by 100. **DA Goal = 60%.**

B. **Customer Wait Time (CWT).** This report measures the average number of days from order creation, until the receipt is processed by the customer at the SSA. The report allows managers visibility of the average customer wait time in the SSA, assists in determining trends or causes for the wait time, and ensuring regulatory guidance is met. The DA Goal for customer wait time is 10 days in CONUS and 15 days OCONUS.

   1. The five segments factored into the calculation of CWT are ZPARK, Release Strategy (RS), Outbound Delivery (OBD), Post Goods Issue (PGI) and Post Goods Receipt (PGR). Typically, OBD encompasses the longest segment within CWT.

      a. **ZPARK:** The average number of days the PR/PO/STO has been awaiting financial approval by the resource manager. This is a unit level managed segment that begins when requisition is created and ends when the resource manager has approved. Common business practice is < 1 day.

      b. **Release Strategy:** The average number of days the PR/PO/STO was awaiting release by the unit level execution manager. This is a unit level managed segment and begins once the requisition passes ZPARK and ends once the requisition is released by the execution manager. Common business practice is < 1 day.

      c. **Outbound Delivery (OBD):** The average number of days for materiel to arrive at the SSA once passed through release strategy. There are many factors that can affect OBD wait time, but primarily this is a function of processing and transportation from National. This time begins once a material passes release strategy and ends once it is received by the SSA.

      d. **Post Goods Issue (PGI):** The average number of days for the SSA to place the materiel into the customer's bin. This is a SSA level managed segment that begins once the materiel is PGR into the SSA and ends once it is PGI to the customer's bin. Common business practice is < 1 day.

e. **Post Goods Receipt (PGR):** The average number of days for the customer to pick up and PGR their materiel from the SSA. This is a unit level managed segment and begins once the SSA has PGI the material to the customer bin and ends once the customer PGR's the material in GCSS-Army. Common business practice is < 2 days.

C. **Excess Management Report.** This report is used to manage excess and determine what materials to retrograde or retain. It is reviewed by material to make the decision to retrograde or retain the excess quantity. The decisions are made IAW local guidance for Forecast Based Planning (VV), Mandatory with Safety Stock (ZM) & Provisional with Safety Stock (ZP) lines. Material Requirements Planning (PD) lines should be systematically retrograded to the supply system. This report can be found on GCSS-Army using Transaction Code (T-code) ZMD07X.

D. **Reparable and Recoverable Report:** This report is used to manage overaged recoverable/reparable materials due to be turned into the SSA. The materiel on this report could have corresponding funding credits that are due back to the customer. Additionally, this material is needed back into the supply chain and failure to return could result in material shortages throughout the supply system.

Note: All reports can be found in Commander's Actionable Readiness Dashboard (C@RD)

Access C@RD training using the below link. Also see Appendix I for additional C@RD information.
https://gcss.army.mil/Training/c@rd/C@RD%20Access%20Options/story.html

3.3 Authorized Stockage List (ASL) Review

A. **Purpose:** The purpose of an ASL review is to determine the required ASL to support operational readiness. This promotes unit readiness by ensuring high-demand repair parts are stocked at the SSA to support its customers.

1. All ASL reviews are initiated by the Stockage Determination Branch (SDB) and are conducted annually for both CONUS and OCONUS and can also be completed as needed based on an SSA's performance. Performance based ASL reviews can be requested when an SSA has not performed to DA Standards in the last 3-4 months. The review is a 6-week, end to end process.

2. The review is usually conducted at the Brigade level and is normally chaired by the Brigade Support Operations Officer (SPO). Other attendees critical to a successful ASL review includes: Brigade XO, supported Maintenance Officer(s), Installation Supply Representative (ISR), and the SSA Accountable Officer. Command emphasis is important in ASL reviews due to the impact to supported unit readiness. Review boards, command inspections, and readiness reviews should be placed on commander's calendars.

B. **Types**

   1. **Standard ASL Review:** In a standard ASL review, each SSA will identify consumption and demand needs based off the supported unit requirements. The review will use 24 months consumption data and the SSAs will have 20 working days from the time the review is received to return to SDB.

   2. **Common ASL Review (CASL):** The common ASL review is specific to like SSAs such as Armored/ Stryker/Infantry Brigade Combat Teams (ABCT, SBCT, IBCT). CASL an analysis is done on all the BCTs to determine if the changes will be made. The review will use 24 months demand data and the SSAs will have 20 working days from the time the review is received to return to SDB.

C. **Requirements, Execution & Validation.**

   1. At 60 and 30 days prior to the ASL review being conducted the SDB will email an ASL questionnaire, review schedule, SDB external SOP, and ASL Review Decline Form to the SSA Accountable Officer. The intent of this is for the SSA to indicate any special considerations based on unit/mission requirements, capabilities, constraints, and to decline the review (if applicable). These forms must be returned to the SDB no later than the 20th of the month prior to the scheduled ASL review.

   2. After the review date has been confirmed, the SDB will send the SSA Accountable Officer and ISR a copy of the ASL Review instructions, the ASL review file, and an ASL change approval form.

   3. The ASL Review board will review the recommended changes proposed by the SDB. Any changes to the recommendations in the form of additions or deletions will need to be captured on a letter of justification (LOJ) signed by the first O5 in the command.

   4. Upon completion of the review board, the ASL change approval form, review file, and any LOJ's will need to be returned to the ISR/SDB for review, approval, and implementation.

Chapter 4

Materiel Management

4.1 What is Materiel Management?

A. **Roles and Responsibilities**. Materiel Managers provide continuous situational understanding, planning, and execution of supply and maintenance capabilities to anticipate, synchronize, and direct all classes of supply to maximize combat power, and enable freedom of action in accordance with the supported commander's priorities.

B. **Areas of Focus and Levels.** Materiel managers identify, plan, resource, and implement management actions to ensure that all classes of supply are available for distribution. Materiel managers engage in detailed, methodical planning, synchronized with the supported operation and across all warfighting functions.

   1. Materiel Management (MM) Level I performs duties at the operational supply level at the Sustainment Brigade (SB). MM level I provides oversight for all SSAs within their area of responsibilities. MM Level I is the most critical in the supply chain due to its direct involvement at the tactical level SSAs. SSAs rely on Materiel Managers to conduct research on materiel at the wholesale level to enable continuous flow of supplies. They are the bridge between the SSA and the national level.

   2. At the strategic level, Materiel Management (MM) Level II and Level III performs duties at the ESC and TSC respectively. MM Level II and Level III focuses on determining realistic, supportable resource requirements; acquiring, packaging, managing, and positioning of supplies; and coordinating movement of materiel into, within and out of the theater. Coordinates with strategic partners such as Defense Logistics Agency (DLA), U.S. Army Materiel Command (USAMC), and U.S. Transportation Command (USTRANSCOM) to link supplies between the tactical and operational level.

C. **Best Practices.** Working Groups (Monthly), SAV (monthly), Bridge gaps between LRC, G4 Supply and Services, and ISR, Liaison for SSA Techs.

4.2 Materiel Management (MM) Functions

Common functions of MM include:

A. **Asset Reporting**: A critical part of management oversight. Reports to higher ensure SSAs can support the troops in mission.

B. **Asset Visibility**: The oversight of what is on hand and where it is at.

C. **Distribution:** Integrates the transportation and supply to move product.

D. **Funds Management**: Overseeing, controlling, and/or releasing funds in support of mission requirements.

E. **Procurement:** The process of obtaining supplies to meet operational requirements.

F. **Redistribution:** Returning excess materiel to the supply system to support other missions/troops in theater.

G. **Requirements Determination**: Deciding who gets what – first, to support the mission. It applies to supply, maintenance, transportation, and distribution.

H. **Requirements Validation**: Ensuring requested items are actually needed in the quantities ordered. It includes prioritizing what is available against what is requested making sure units are not stocking excess (spares above their normal stock amounts).

I. **Retrograde:** Returning excess materiel back to the Army supply system for redistribution/use elsewhere.

J. **Stock Control**: The process of properly placing, identifying, and maintaining serviceable materials in storage.

K. **Supply Functions**: Providing items, in every class of supply, necessary to equip, maintain, and operate a military command.

L. **Supply Planning**: A management process of forecasting and establishing supply stock levels at each support echelon to meet mission requirements.

M. **Resupply:** obtaining supplies to meet operational requirements through acquisition, the requisition process, cross-leveling, contracting, and local purchase.

N. **Inventory:** There are two types of inventory that is conducted at the SSA. **Special Inventory** is conducted when there is a change to the stock record account holder, annually, and for causative research. A wall to wall inventory is when 100% of stock is counted in the SSA. ALL SSA personnel are needed to complete this task in a timely manner. **Continuous Inventory** is conducted on a scheduled basis. For example, every month 10% of the SSA's inventory will be counted and posted in the automated system of record. Quarterly sensitive items inventory is also in the category of a continuous inventory.

4.3 Key Logistical Processes

In support of MM activities, these key processes are required:

A. **Material Requirement Planning (MRP):** The process to review and forecast items needed daily and for upcoming missions as well as the consumption rate of stock on hand.

B. **Release Strategy**: The approval or rejection of open requisitions that are held pending review in the system due to the eight business rules.

C. **Excess Management**: Ensuring SSAs are returning non-authorized or excess stock on hand to the supply system.

D. **Overdue Deliveries**: Ensuring SSAs are monitoring orders exceeding the planned delivery time (PDT). Common business practice are overdue delivers of 30 days CONUS and 45 days OCONUS.

E. **Fill Rate Management**: Monitoring SSAs ability to meet DA fill rate standards.

F. **Overage Reparable**: Assist organizations with their open and expected credit against pending turn-ins of recoverable CL IX repair parts.

G. **Management Oversight**: Encourage subordinate units' adherence of good supply discipline through the enforcement of the CSDP.

H. **Execute Materiel Directives at the TSC and ESC levels**: Communicating priorities from the strategic level and support implementation of new processes, procedures, and policies.

Chapter 5

Deployment

5.1 Pre-Deployment Operations

A. **Considerations and Mission Analysis.** It is important to note that every deployment is different, and every site is different. It is imperative to get the Accountable Officer or knowledgeable representative as a member of the PDSS team, and then additionally on TORCH.

   1. SSA Pre-Deployment Considerations / Mission analysis:

     a. Type of Access Code (TAC 1,2,3, & 4) including APO.

     b. MRP Area (RIC/DODAAC) or Force Element (FE) UIC to assigned SSA.

     c. Surface Deployment and Distribution Command (SDDC) routing plan

     d. Type of cargo (pure or mix)

     e. Location of break bulk point (BBP)

     f. Project Code

     g. Location of APOD, APOE, SPOD, SPOE

     h. Number of personnel and equipment to support operation.

     i. Date & time of deployment

     j. Ground support structure

     k. Current organization as point of contact in deployment

     l. Coordination for transportation of critical ASL moving forward (hazmat, weight)

     m. Pull ASL Posture for mission analysis.

     n. Identify supporting SSA activity to support internal and mission requirements after SSA is turned off until SSA is reactivated in deployed location.

     o. Will the rear SSA close or will there be split operations?

     p. Transportation Requirements

B. Sequence of Events (Checklist).

Ensure that the SSA Accountable Officer and CoC are following sequence of events checklist. Pay Special attention to:

1. PDSS.

2. Have 30 days of CL II on hand and packed.

3. If going OCONUS pack power converters.

4. DODAAC Validation.

5. Identify Communications.

6. Level I MM Data Scrub.

7. Customer transfer for unit staying behind.

8. Confirm transaction dates for transactions to be processed.

9. Pack Out of SSA.

C. Key Players/ Partners

1. Sustainment Automation Support Management Office point (SASMO).

2. Sustainment Brigade (SBDE) and Theater Sustainment Command (TSC) Support Operations (SPO) Materiel Management-Level I & II.

3. Transportation.

4. Unit Movement Officer

5. Army Field Services Battalion (AFSBn) Installation Supply Support Activity (ISSA)

6. Installation Service Representative (ISR).

7. Brigade S4

5.2 Deployment Operations

A. **Developed and Undeveloped Terrain**. It is important to know the potential site's dimensions to establish approximate locations for the stock. Seldom will logistics base locations contain the ideal mixture of desired characteristics. Site selection tasks include assessment of:

1. Available space.

2. Site layout to ensure proper land use.

3. Soil conditions for proper draining.

4. Road networks for traffic ability.

5. Existing facilities for usage.

6. Existing terrain for protection.

B. When deployed, the SSA will issue supplies to the supported unit from either a developed or an undeveloped location.

1. A developed location will have an infrastructure (roads, buildings) and undeveloped location will lack that infrastructure. Consider safety, security and natural terrain while planning the SSA field layout.

2. Knowledge of the terrain is critical to planning. If possible, send someone with the advance party to conduct a site survey and assess the potential of the selected space to establish the supply point.

3. Identify hazards that can result in injury, illness, or death of personnel. A hazard can lead to damage, loss, or destruction of equipment and other assets. Hazards can also result in degradation of capabilities or mission failure. Hazards can be associated with enemy activity, accident potential, weather or environmental conditions, health, sanitation, and equipment.

4. Hazards exist in combat operations, stability operations, base support operations, training, garrison activities, and off-duty activities. Consider hazard impacts on mission and non-mission related aspects of the supply point.

5. Enterprise resource planning technology requires establishing satellite communications as soon as possible when moving into a new undeveloped site.

6. When assuming responsibility for an established SSA in a mature and developed theater the first priority is to review applicable enterprise resource planning management reports to determine stock status.

7. Always do a wall-to-wall inventory with the departing accountable officer. Ask questions about scheduled reporting times and types for this SSA. It is of utmost importance that work schedules are maintained during the transition.

8. Review the Organizational Structure/Force Element to identify how many customers the SSA supports. If necessary, compile a list of supported units by type in order to gain a clear picture of the SSA's customers.

9. Go out and meet supported units whenever possible because face-to-face contact promotes customer service by establishing relationships.

10. Utilize internal and external SOP to ensure that the SSA provides prompt service to its supported units. SOPs contain valuable information that is particularly useful to commanders, customers, supply officers, and production control officers.

C. A good SOP covers the following functions:

1. Establishing and maintaining records, such as ASL, inventory, material control, accounting, and supply reports.

2. Reviewing and verifying quantities received against bills of lading, contracts, purchase requests, and shipping documents.

3. Unloading and storing incoming supplies and equipment.

4. Maintaining stock locator system and administering document control procedures.

5. Processing requests and turn-in documents.

6. Preparing, annotating, and distributing shipping documents.

7. Operating material handling equipment.

8. Customer service information.

9. Hours of operation.

10. Unit Clearance Procedures

*Example SOPs can be found on the Command Supply Discipline & Property Accountability portal on milSuite. https://www.milsuite.mil/book/community/spaces/sustainnet/quartermastercommunity/propertyaccountability/command-supply-discipline-program-property-accountability-knowledge-center
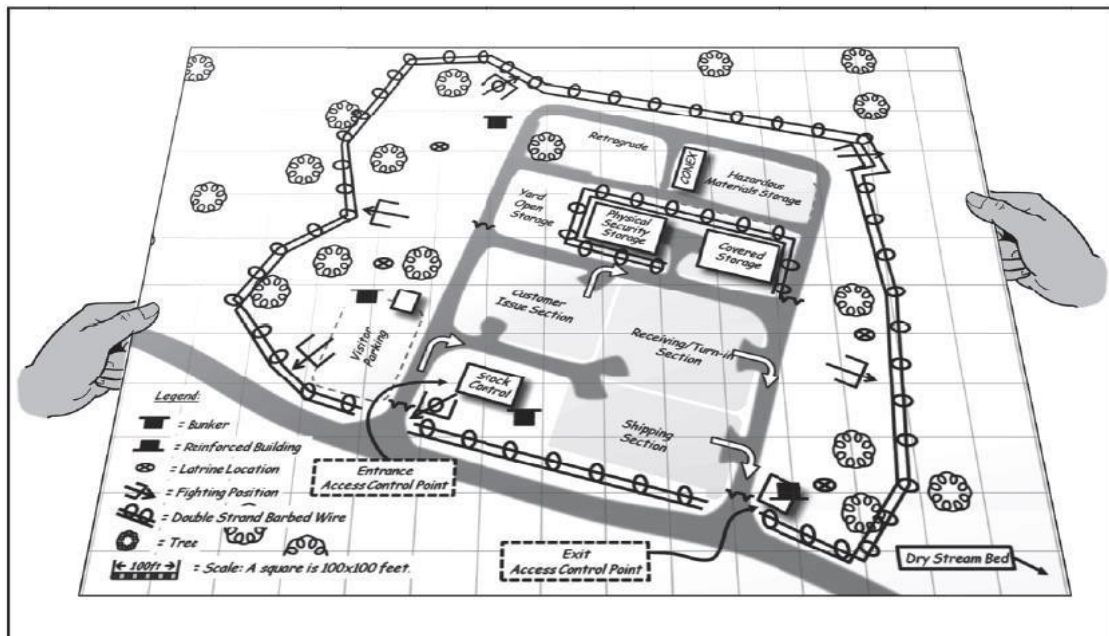
Source ATP 4-42.2 SSA Operations

D. **Key Stakeholders/Partners**

1. Sustainment Automation Support Management Office point (SASMO).

2. Sustainment Brigade (SBDE) and Theater Sustainment Command (TSC) Support

   Operations (SPO) Materiel Management-Level I & II.

3. Transportation.

4. Unit Movement Officer.

5. Army Field Services Battalion (AFSBn) for regional support in forward locations.

6. Installation Supply Support Activity (ISSA) in garrison.

7. ISR.

8. Sustainment Brigade S4.

9. Army Materiel Command/Stockage Determination Branch.

5.3 Re-Deployment Operations

A. **Considerations and Mission Analysis:**

1. SSA Redeployment Responsibilities:

   a. Conduct a 100% wall to wall inventory.

   b. Change Tactical Address Code (TAC) address to home station MRP Area (DODAAC) as early as 15-30 days

   c. Coordinate with supported units to have LIS ready at home station 15 days

   d. Consolidate and secure all non-essential equipment

2. Receive redeployment notification, this will usually be generated at a TSC, ESC, and Sustainment Brigade and below and then given to lower echelons to implement.

3. Lower echelons receive Operation Order removes irrelevant details, provide essential details focused on what and how to submit and implement in the higher level OPORD.

4. Re-deployment phase shall be a maximum of three months or to a known termination date. This shall be defined as the 'redeployment period'. This period may be less in circumstances based on the OPORD.

5. Pre-deployment and redeployment activities is the second phase in the deployment and redeployment process. The activities are functions deploying/redeploying planners and unit commanders must accomplish to successfully complete their movement to the POE.

6. A successful redeployment requires the planning and execution of the "*prepare the force activities*" used in deployments.

7. Preparation for pre-redeployment will not mirror deployment activities due to the operational environment, available resources, and the force structure of the redeploying units.

8. Customer Notification: Responsibility for notifying customer's redeployment lies above the Accountable Officer initially, with the members of battalion staff.

9. Any extensions to the redeployment period shall be by exception or insinuating circumstances.

B. **Sequence of Events (Checklist):** Ensure that the SSA Accountable Officer and CoC are following sequence of events checklist. Pay Special attention to:

1. DODAAC Clearance.

2. Level I MM Data Scrub

3. Customer transfer for unit staying behind.

4. Confirm transaction dates for transactions to be processed.

5. Pack Out of SSA

C. **Key Players/ Partners**

1. Sustainment Automation Support Management Office point (SASMO).

2. Sustainment Brigade (SBDE) and Theater Sustainment Command (TSC) Support Operations (SPO) Materiel Management-Level I & II.

3. Transportation.

4. Unit Movement Officer.

5. ISR.

6. Brigade S4.

Appendix A - Equipment and Personnel Breakdown

Appendix A1 - Equipment Breakdown

Equipment	SBCT	ABCT	IBCT	CAB	ADA	CSC
ECASL	3	-	-	-	-	-
VSAT	1	1	1	1	1	1
CAISI	5	5	5	5	1	3
LOMAT	5	5	5	5	2	4
SHELTER EXPANDABLE	2	1	2	-	-	-
RTFL 5K	1	1	1	2	1	-
TRUCK FL 10K VR	5	4	4	4	1	4
LHS	7	11	4	2	-	8
LHS W/ECHU	1	1	1	1	-	-
TRAILER PLS	8	12	5	3	-	5
CROP	16	24	10	6	-	
TRUCK TRACTOR	5	4	5	7	7	3
SEMI TRAILER LOW BED	5	4	5	2	5	3
SEMI TRAILER VAN	-	-	-	6	4	-

Equipment Breakdown IAW https://fmsweb.fms.army.mil

Appendix A2 – Personnel Breakdown

Personnel	SBCT	ABCT	IBCT	CAB	ADA	CSC
O2	1	1	1	1	-	1
W2	1	1	1	1	1	1
E7	1	1	1	2	1	1
E6	1	2	2	2	3	6
E5	8	9	7	5	4	10
E4	12	10	10	12	9	17
E3	13	10	9	15	13	16
TOTAL	**37**	**34**	**31**	**38**	**31**	**52**

Personnel Breakdown IAW https://fmsweb.fms.army.mil

Appendix A3 – Logistics Information Systems

Tactical Enterprise Logistics System (TELS) User Hardware

SSMS

Supply Support Management System (SSMS)
NSN 7010-01-593-2292
Designator: AN/TYQ-161(V3)
LIN: C05074

Notebook Dell E6520 1 ea

Lexmark E462DTN or MS510DN 1 ea

Transit Case 1 ea Per Notebook

TABLET PC

REPLACES:
SARSS -1 Server (LIN C78827)

Tethered Bar Code imaging Device

ARUBA **WIFI**
CONTROLLER
WAPS
TDA ONLY

RFID SUITE

AAI ITEMS
External Monitor   External Keyboard   TABLET PC   Tethered Scanner

Tactical Enterprise Logistics System (TELS) User Hardware

LOMAT V1

Log Operations and Management Access Terminal (LOMAT V1)
NSN 7010-01-593-3998
Designator: AN/TYQ-161(V1)
LIN: C05070

Notebook Dell E6520

Lexmark E462DTN or MS510DN

Notebook Transit Case 1 ea

REPLACES:
• PBUSE V1 (S4/ASSET VIZ)

• PBUSE V2 (LIN C27775)

• SAMS-2E V2 (LIN C27906) in part

• SARSS-1 WS (LIN C18684)

• SARSS Materiel Management Workstation (LIN C78554)
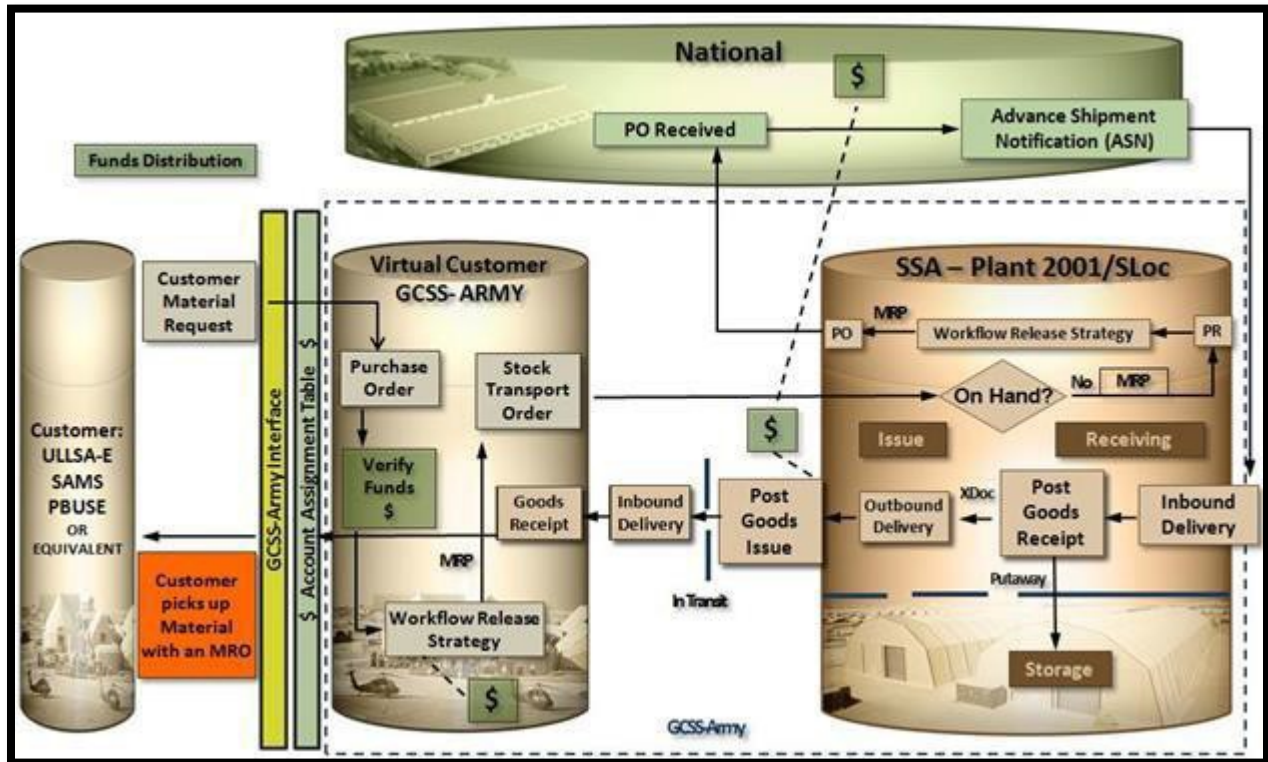
AAI ITEMS
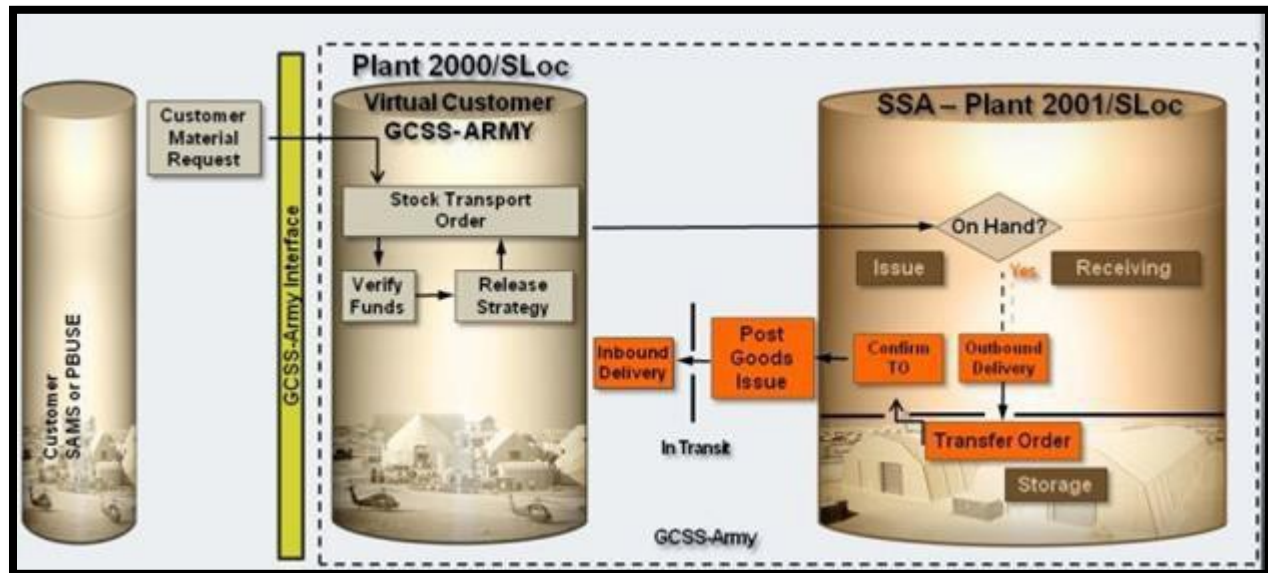External Monitor   External Keyboard

Appendix B - Customer Request Process

Appendix B1 - Material not on-hand at the SSA Flow chart

Appendix B2 - Material on-hand at the SSA Flow chart

Appendix C - Command Supply Discipline Program (CSDP) Checklist

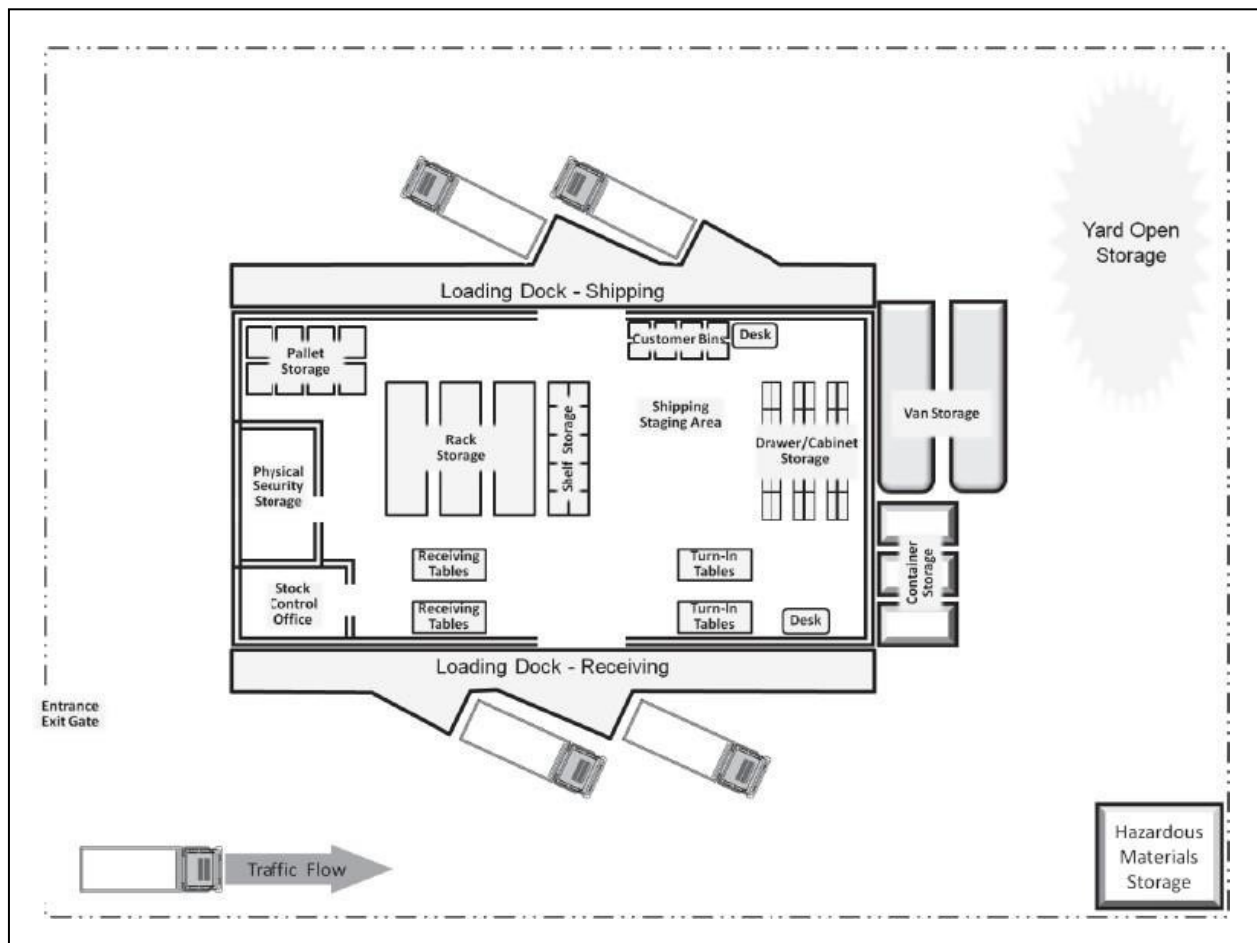## Command Supply Discipline Program (CSDP) Checklist

CSDP Checklist.XLSX

Unit Name	Proponent	Effective Date of Checklist:	
INSPECTION CHECKLIST			
Functional Area	**Inspector**	**Telephone**	Page 1 of 7
Supply Support Activity (SSA)			
Unit Evaluated:	**Unit POC:**	**Telephone**	**Inspection Date**

References	Date
a) AR 11-2, MANAGERS' INTERNAL CONTROL PROGRAM	4-Jan-10
b) AR 71-32, FORCE DEVELOPMENT AND DOCUMENTATION	1-Jul-13
c) AR 190-11, PHYSICAL SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES	5-Sep-13
d) AR 200-1, ENVIRONMENTAL PROTECTION AND ENHANCEMENT	13-Dec-07
e) AR 710-2, SUPPLY POLICY BELOW THE NATIONAL LEVEL	28-Mar-08
f) AR 735-5, PROPERTY ACCOUNTABILITY POLICIES	10-May-13
f) AR 750-1, ARMY MATERIEL MAINTENANCE POLICY	12-Sep-13
g) DA PAM 710-2-1, USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)	31-Dec-97
h) DA PAM 710-2-2, SUPPLY SUPPORT ACTIVITY SYSTEM MANUAL PROCEDURES	30-Sep-98
i) TM 38-410, STORAGE AND HANDLING OF HAZARDOUS MATERIALS	13-Jan-99
j) GLOBAL COMBAT SUPPORT SYSTEM-ARMY (GCSS-ARMY) CHECKLIST	1-May-14

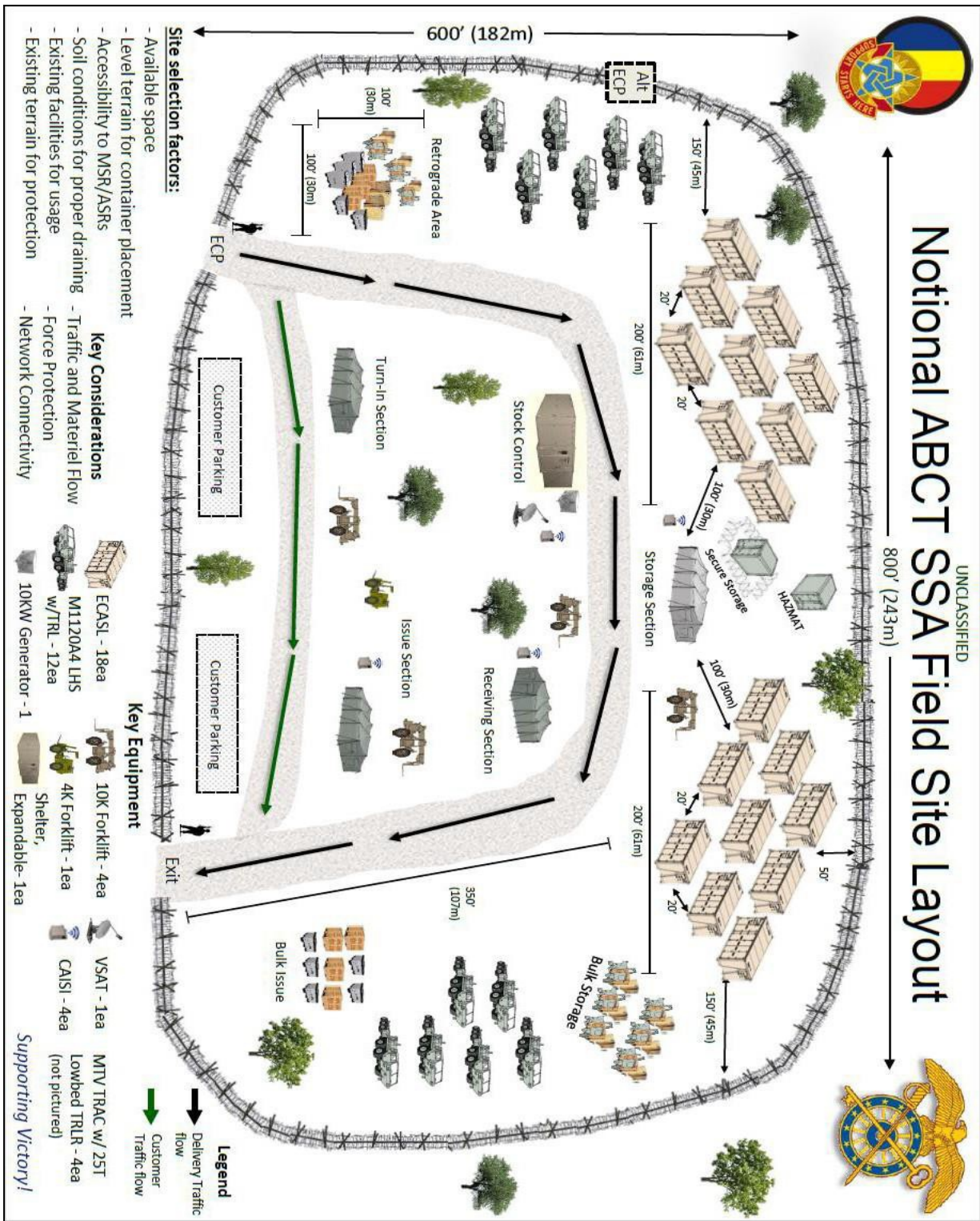| Standards	Compliance			Level of Inspection
	Yes	**No**	**N/A**	**DIV**
1. GCSS-Army SSA Battle Rhythms: Daily, Weekly, and Monthly Log				
1. Is the Display Transfer Orders by Warehouse (LT23) being managed daily? AR 710–2, Para 1–20. GCSS-Army, EUM+ Warehouse Operations.	X			
2. Is the Stock/Requirement List or Display Purchase Order (MD04/ ME23n) being managed daily? AR 710–2, Para 1–20. GCSS-Army, EUM+ Warehouse Operations.	X			
3. Is the Outbound Delivery Monitor (VL06o for Goods Issue) being managed daily? AR 710–2, Para 1–20. GCSS-Army, EUM+ Warehouse Operations.	X			
4. Is the Outbound Delivery Monitor (VL06o picking) being managed daily? AR 710–2, Para 1–20. GCSS-Army, EUM+ Warehouse Operations.	X			
5. Is the Warehouse Activity Monitor (LL01) being managed daily? AR 710–2, Para 1–20. GCSS- Army, EUM+ Warehouse Operations.	X			
6. Is the Physical Inventory Overview (LX22) being managed daily? AR 710–2, Para 1–20. GCSS- Army, EUM+ Warehouse Operations.	X			
7. Is the WM Stock by Material (LX02) being managed daily? AR 710–2, Para 1–20. GCSS-Army, EUM+ Warehouse Operations.	X			
8. Is the Excess Inventory Report (ZMD07X) being managed weekly? AR 710–2, Para 1–20.	X			
9. Is the Display Material Document List (ZMB59) being managed weekly? AR 710–2, Para 1–20. GCSS-Army, EUM+ Warehouse Operations.	X			
10. Is the Purchase Order Status and Late Delivery Report (ZPODCHK) being managed weekly? AR 710–2, Para 1–20. GCSS-Army, EUM+ Warehouse Operations.	X			
11. Is the Supply Discrepancy Report (ZPODRPT) being managed weekly? AR 710–2, Para 1–20. GCSS-Army, EUM+ Warehouse Operations.	X			
12. Is the Bin status report (LX03) being managed weekly? AR 710–2, Para 1–20. GCSS-Army, EUM+ Warehouse Operations.	X			
13. Is the Inbound Delivery Monitor (VL06i) being managed weekly? AR 710–2, Para 1–20. GCSS- Army, EUM+ Warehouse Operations.	X			
14. Is the Warehouse Inventory Record (ZLX26) being created monthly? AR 710–2, Para 1–20. GCSS-Army, EUM+ Warehouse Operations.	X			
15. Is the MRP Area Data (ZMMRP) being monitored? AR 710–2, Para 1–20. GCSS-Army, EUM+ Warehouse Operations.	X			**100%**

Sample Checklist

Appendix D - SSA Layouts

Appendix D1 - Notional Garrison SSA Layout

Source – ATP 4-42.2 – SSA Operations

Appendix D1 - ABCT SSA Layout

Notional ABCT SSA Field Site Layout

UNCLASSIFIED

600' (182m)

800' (243m)

Site selection factors:
- Available space
- Level terrain for container placement
- Accessibility to MSR/ASRs
- Soil conditions for proper draining
- Existing facilities for usage
- Existing terrain for protection

Key Considerations
- Traffic and Materiel Flow
- Force Protection
- Network Connectivity

Key Equipment

ECASL - 18ea	10K Forklift - 4ea
M1120A4 LHS w/TRL - 12ea	4K Forklift - 1ea
10KW Generator - 1	Shelter, Expandable - 1ea
	VSAT - 1ea
	CAISI - 4ea
	MTV TRAC w/ 25T Lowbed TRLR - 4ea (not pictured)

Legend
- Delivery Traffic flow
- Customer Traffic flow

Supporting Victory!

Retrograde Area
ECP
Alt ECP
Customer Parking
Turn-In Section
Stock Control
Issue Section
Receiving Section
Storage Section
Secure Storage
HAZMAT
Bulk Storage
Bulk Issue
Exit

100' (30m)
150' (45m)
200' (61m)
100' (30m)
350' (107m)
150' (45m)
20'
50'

Appendix E - Unit METL

Mission Essential Task List (METL) is a list of tasks that a unit must accomplish in combat. The METL is a written requirement of wartime missions.

Training prepares a unit for combat. The METL, as a list of combat tasks, describes the end-state of training. All training must be battle-focused on the METL.

Combined Arms Training Strategies (CATS) - CATS are the Army's overarching strategy for focusing on near term unit training or on identifying future unit training strategies and requirements. The authoritative source for accessing CATS is through the Digital Training Management System (DTMS). Because DTMS users must have approval for access, DTMS CATS data can also be pulled by the Army Training Network (ATN). For additional information for specific METL and Task List by unit type (i.e. BSB, ABCT, SBCT, etc.) please follow link [Army Sustainment Resource Portal (ASRP) - Combined ArmsTraining Strategies (CATS)](https://cascom.army.mil/asrp/cats.html) (https://cascom.army.mil/asrp/cats.html).

Please below METL for a *Quartermaster Supply Company - (TO&E - 10470K000)*

Number	Name
10-CO-4701	Conduct Supply Company Operations
10-CO-0715	Manage Supply Support Activity (SSA) Operations
10-CO-4002	Provide Class I, II, III (PKG), IV, VII, and IX Supplies
10-PLT-0001	Conduct Retrograde Operations at the Supply Support Activity (SSA)
10-PLT-0404	Provide Class I Subsistence Support
10-SEC-0776	Perform Packing and Crating
43-CO-4552	Perform Field Maintenance
71-CO-5100	Conduct Troop Leading Procedures
55-CO-4830	Conduct Expeditionary Deployment Operations
10-CO-4804	Perform Predeployment Supply Activities
43-CO-4805	Perform Predeployment Maintenance Activities
55-CO-4803	Perform Predeployment Training Activities
55-CO-4806	Prepare Equipment for Deployment
55-CO-4828	Plan Unit Deployment Activities Upon Receipt of a Warning Order
71-CO-0004	Prepare Personnel for Deployment for Companies
71-CO-5100	Conduct Troop Leading Procedures
63-CO-0727	Conduct Unit Defense
05-PLT-3003	Camouflage Equipment
08-CO-0003	Treat Casualties
08-CO-0004	Evacuate Casualties
71-CO-5100	Conduct Troop Leading Procedures

Please below METL for a *Distribution Company, BSB (IBCT) - (TO&E – 63038K200)*

Number	Name
63-CO-4518	Establish Company Headquarters
71-CO-5100	Conduct Troop Leading Procedures
07-CO-9014	Occupy an Assembly Area
71-CO-5250	Maintain Continuity of Command and Control
71-CO-0050	Establish a Company Command Post in an Operation Environment
63-CO-4023	Conduct Hasty Displacement
55-CO-4557	Manage Transportation Operations
55-CO-4573	Transport Palletized and/or Containerized Medium General Cargo
63-CO-4519	Transport Supplies, Equipment , and Unit Personnel
71-CO-5100	Conduct Troop Leading Procedures
55-PLT-0012	Transport Palletized Loads of Ammunition
55-PLT-0015	Transport Potable Water in Load Handling System Compatible Water Tank Racks (HIPPO)
09-TM-0125	Provide Ammunition Transfer/Holding Point (ATHP) Support
09-PLT-0116	Receive Ammunition Turn-in
09-PLT-0119	Process Receipts (Ammunition)
09-PLT-0123	Conduct Inventories (Ammunition)
09-PLT-0124	Operate Stock Control Accounts (Ammunition)
09-SEC-0001	Employ General Ammunition and Explosives Safety
09-CO-0121	Issue Ammunition
71-CO-5100	Troop Leading Procedures
10-CO-0717	Direct Distribution Company Supply Operations
10-CO-4514	Receive Resupply by Airdrop
10-PLT-4006	Conduct Class I, II, III,(Packaged), IV, VII and IX Supply Operations
43-CO-4391	Prepare Items for Storage/Shipment
63-CO-4546	Conduct Logistics Package (LOGPAC) Support
63-CO-4573	Provide Palletized and Slingload Resupply Support
63-CO-7331	Conduct Bulk Water Storage for a Distribution Company
71-CO-5100	Conduct Troop Leading Procedures
10-CO-0237	Conduct Bulk Petroleum Distribution Operations
03-CO-0339	Perform Forward Arming And Refueling Point (FARP) Procedures
10-CO-0236	Manage Bulk Petroleum Accountability
10-CO-7000	Conduct Refuel –On-The-Move Operations
55-CO-0041	Transport Bulk Petroleum
71-CO-5100	Troop Leading Procedures
63-CO-0727	Conduct Unit Defense
03-CO-9201	Implement CBRN Protective Measures at Company Level
05-CO-3003	Employ Camouflage, Concealment, and Deception (CCD) Techniques
05-CW-3009	Prepare Crew-Served Weapons Fighting Positions
08-CO-0004	Evacuate Causalities
55-CO-4006	Defend Convoy Elements
63-CO-4017	Maintain Comminutions
71-CO-5100	Troop Leading Procedures

55-CO-4830	Conduct Expeditionary Deployment Operations
10-CO-4804	Perform Predeployment Supply Activities
43-CO-4805	Perform Predeployment Supply Activities
55-CO-4801	Perform Deployment Alert Activities
55-CO-4803	Perform Predeployment Training Activities
55-CO-4806	Prepare Equipment for Deployment
55-CO-4826	Conduct Staging Activities
71-CO-5100	Troop Leading Procedures

Appendix F - SSA Terrain Walk

The SSA Terrain Walk video library and multimedia section provide a short overview of the roles and responsibilities of each section in the Supply Support Activity.

https://train.gordon.army.mil/webapps/SSA-multimedia-package/story.html

Source – CASCOM – SSA Terrain Walk

Appendix G – VSAT / CAISI Set up

CUSTOMER SUPPORT DIAGRAM

A CO — 192.168.254.201
Peer CBM
192.168.254.25
192.168.254.26
192.168.254.27
GCSS-ARMY

35 Miles

B CO — 192.168.254.202
Peer CBM
192.168.254.35
192.168.254.36
192.168.254.37
ACN

35 Miles

C CO — 192.168.254.200
Root CBM
192.168.254.45
192.168.254.46
192.168.254.47
MC4

282 ASB
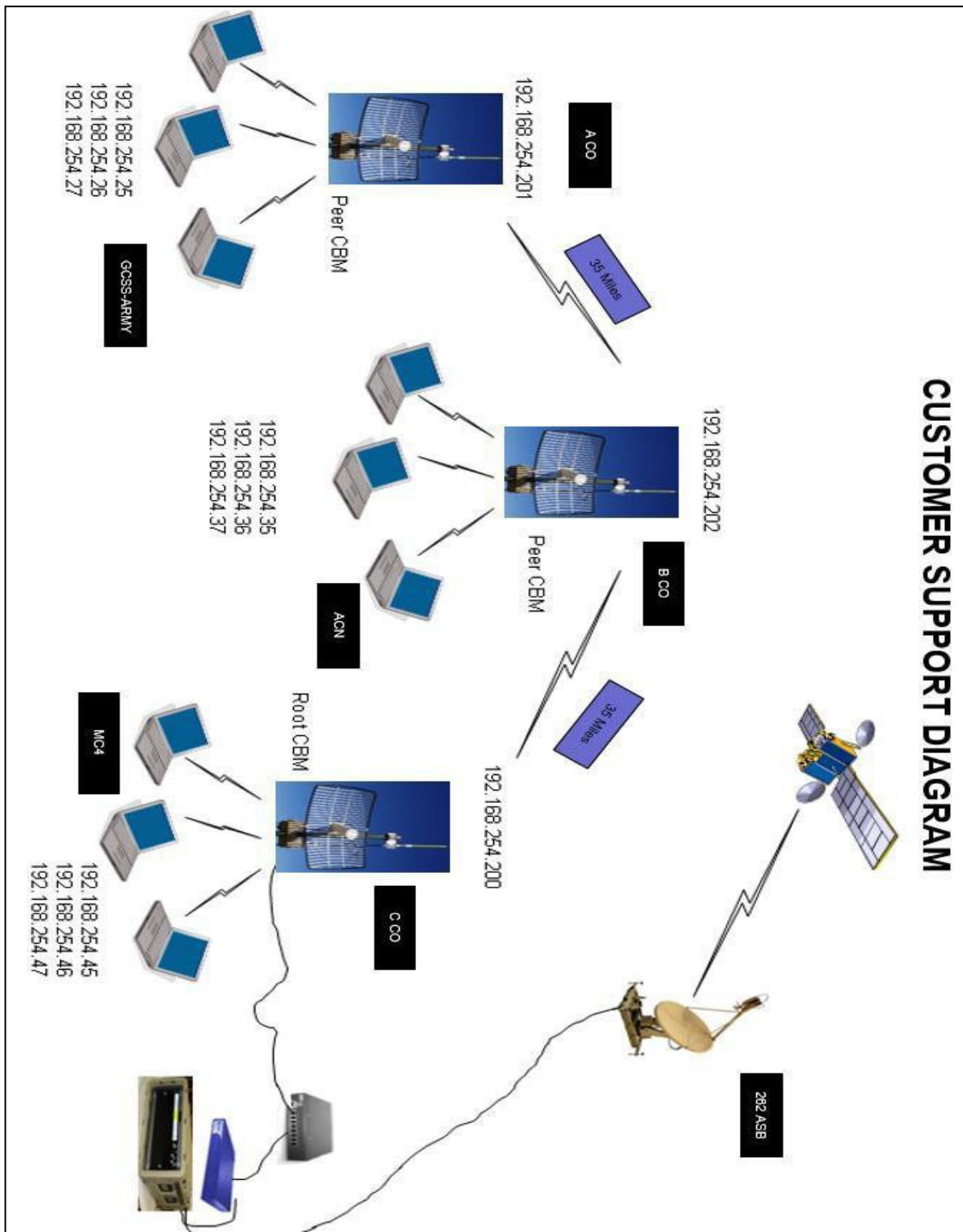
Appendix H – Leader Checklist

- ✓ **Define operational and tactical requirements (or obtain assistance defining unit unique requirements) to facilitate the delivery of services**

- ✓ **Review the external SOP and follow established policies and procedures**

- ✓ **Maintain open communication and dialogue with the Accountable Officer and Support Operations**

- ✓ **Request meeting / terrain walk (OPD) at the SSA for an overview of SSA operations**

- ✓ **Complete and return RECONS within the established timeline (Where appropriate)**

- ✓ **Pick-up parts daily and follow scheduled turn-in appointments**

- ✓ **Ensure the PGR process is completed once items are received (This will reduce the CWT stats for the unit)**

Supported Customers' Checklist

Purpose: To assist company grade officers in their interaction with the Supply Support Activity

	Chapter	Service Provided	Customers' Actions
1	Key Players and Roles	General Knowledge	Understand/Know/Familiarize personnel with: • GCSS-Army Common Terms • Movement Types • Equipment Category Codes • Shop Material Availability • Key Transaction Codes (T-Codes) • Plant Maintenance Notifications • Work Required/System Condition Codes • Materiel Release Planning (MRP) Types • Equipment User Status • Equipment Operational Status • Equipment Technical Status • Equipment User Status • Acquisition Advice Codes • Advice Codes • MIGO Movement Types GCSS-Army Reference Data.xlsx
			Know where to obtain information • Portal: https://www.gcss-army.army.mil/ • GCSS-Army: http://www.gcss.army.mil • EUM+: https://www.gcss-army.army.mil/gcss-army/lessonportal.html
2	SSA Operations	Requisitioning (Manual requests)	a. Know the SSA's Standard Operating Procedure(SOP) b. Maintain a list of key players, roles and functions that influence and support the SSA. c. Define operational and tactical requirements (or obtain assistance defining unit unique requirements) to facilitate the delivery of services to include transportation/distribution of materiel. d. Provide information and collaborate with SSA personnel to plan/prepare/execute COAs to satisfy unique requirements due to conditions such as (but not limited to): • Inbound shipments (large quantities or dimensions • Temporary address delivery address changes (i.e. FTXs, deployments, missions, temporary tasks, etcetera) • New requirements due to mission changes e. Validate material information/order priority/quantity and ensure that approving authority certifies manual requisitions (walk-up) or requests for cancellation documents prior to submitting to the SSA. c. Schedule periodic visits to the SSA to pass/receive, or update information (Appointment Orders, Notice of Delegation of Authority-Receipt Supplies); as applicable. f. Maintain awareness of your supporting SSAs' capabilities/capacities (Information Systems/Prime Movers/

			Materiel and Container Handling/ Transportation/Distribution/Storage/Assigned personnel).
		Issuing (Customer Bin Management)	Schedule periodic visits to the SSA to pick up • Use GCSS-Army transaction code VLO6I to identify supplies awaiting pick up. • Complete the Post Goods Receipt (PGR) process validating all materiel physically received from the SSA (this is the last segment of the "Customer Wait Time") • Ensure that the SSA has issued all the customer's parts received and validated that all parts received have been posted as such using the PGR process to help reduce the amount of financial de-obligations. Use the PO Status and Late Delivery Report (ZPODCHK) to manage the status of purchasing documents and to identify overdue deliveries. • Request updates/action from the SSA for of items with a BA (Items processed for release) status that exceed 30-45 days. Failing to track these items may increase equipment down times. [PDF icon] PO Status and Late Delivery Report (ZPO
		Turn In / Shipping (Retrograding/Redistributing)	Schedule periodic visits to the SSA to return materiel to the supply system(excess or damaged) or to retrograde reparable material • Use the GCSS-Army transaction code MM03 to facilitate all applicable materiel information for the part(s) scheduled for turn in • As applicable, provide missing parts statement, damage statement, drainage statement, TM, and toe-tag with the turn-in. Ensure familiarization and execution of the early turn-in process and how it relates to the turn-in of Depot Level Repairable (DLR) items (SSA may not know about this process) • GCSS-Army automatically creates a return (ZRL) Purchase Requisition (PR) when a recoverable/reparable material is post goods issued (PGI) to the Customer bin storage location (SLoc) at the SSA/LRC. • GCSS-Army automatically creates a return PR for a dedicated (ZRX) customer purchase order when an Advanced Shipping Notification (ASN) is received from National for a recoverable/reparable material. In GCSS-Army, the unexpected material must exist in the Unit's SLoc inventory. Users must create a return (ZXS) PR to initiate the process for returning the material to the SSA/LRC. An unexpected material return is created and processed for any of the following: • Excess material • Materials found on installation (FOI)

			• Material turn-ins that have long lead times where the material has been requested but not yet received from the SSA 📄 PDF Process for Turn-In of Provisions.pdf Become an expert in managing the Overage Reparables Report (ZOAREP) to ensure items are prepared for turn-in within a timely manner.
3	Performance & Reports	Command Supply Discipline Program (CSDP).	Understand "how" evaluations, assessments, and audits affect the ability of the SSA to provide customer support. Know the supported customer roles and responsibilities in support of: CSDP (see AR 710–2, 28 March 2008 at https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r710_2.pdf Tables B-1 to B-6) Focusing on: • How to request regulatory guidance from higher HQs • How to request deviation from supply policy • Reporting supply constraints – the inability to submit request or requisitions for items in supply Classes 2-9 • Information required with request for services, purchase orders, or purchase requests
		Army Aviation Resource Management Survey (ARMS).	ARMS (https://safety.army.mil/Portals/0/Documents/ON-DUTY/AVIATION/Standard/INSCOM-ARMS.docx? ; also see AR 95-1., and ATP 3-04.7. dtd. 20 OCT 2020) Command Logistics Review Program (CLRP). Supply Excellence Award (SEA).
		Standards & Reporting	Familiarize personnel with the following SSA reporting: • Fill Rate: Demand Accommodation and Demand Satisfaction • Maintenance Significant Parts (MSP) Fill Rate • Customer Wait Time (CWT) - Post Goods Receipt (PGR): The average number of days for the customer to pick up and PGR their materiel from the SSA. This is a unit level managed segment and begins once the SSA has PGI the material to the customer bin and ends once the customer PGR's the material in GCSS-Army. Common business practice is < 5 days. • Excess Management Report • Reparable/Recoverable Report
		Authorized Stockage List (ASL) Review	Understand the ASL review process and the SSA supported customers roles/responsibilities which include but are not limited to: • Formalize collaboration (add the event to the Commander's Calendar) • Facilitate information such as anticipated equipment fielding(s) • Prognosticate requirements or additional resources due to events such as FTXs, deployments, unit unique missions, etc.

			• Additional supply requirements due to increase on maintenance operations or changes on equipment use/utilization
4		Materiel Management (MM)	Facilitate/share information to enable the synchronization of supply and maintenance operations to help increase the Reliability, Availability, and Maintainability (RAM) of assigned equipment. Customers actions include: • Periodically (weekly/monthly) interact with/share supported commander's priorities to help SSA and MM personnel facilitate the continuous flow of supplies.
		Materiel Management (MM) Functions	Understand MM functions/roles/responsibilities such as: • Asset Reporting/Visibility • Distribution/Redistribution/Retrograde • Procurement/Funds Management • Requirements Determination/Validation • Supply Planning/Supply Functions/Resupply • Stock Control Familiarize personnel with MM Logistical Processes: • Material Requirement Planning (MRP) • Release Strategy • Excess Management • Overdue Deliveries • Fill Rate Management • Overage Reparable • Management Oversight • Execute Materiel Directives at the TSC and ESC levels:
5		Deployment Support – Mission Analysis	Consider the need to include the Accountable Officer or knowledgeable representative as a member of the PDSS team to facilitate mission analysis. Understand "how" the deployment of the SSA affects supported customers before, during and after. Familiarize personnel with the SSAs deployment sequence of events checklist
		Deployment Operations	Know the SSAs Concept of Support for deployment operations Understand roles/responsibilities related to: • Issuing of supplies • Receiving supplies ((Is the SSA distributing to customers Or customers picking up from the SSA) • Return excess (Turn in process) • Retrograding damaged, serviceable, or unserviceable material (reparable spare parts)
		Redeployment Operations	As necessary, assist SSA personnel to help bring back all materiel and personnel to their home station.

Appendix I – Commander's Actionable Readiness Dashboard (C@RD)

C@RD is Bringing Data Analytics to the Army

The Commander's Actionable Readiness Dashboard (C@RD) is a suite of data analytic tools that facilitates rapid understanding of tactical logistics information derived from Global Combat Support System (GCSS)-Army data in near-real time. Army logistics data exists in one of two modes: historical and live. Historical data allows commanders and other leaders, for example, to determine operational readiness (OR) rates for monthly reporting periods. Live data allows leaders to understand how many tanks, howitzers, Bradleys, etc. can cross the line of departure right now. Both are extremely important and necessary, and C@RD tracks and analyzes both.


BI Report: "Reparable and Recovery PM Report"

Logistics trends are determined using historical data. Trend analysis allows leaders to examine andadjust their posture and processes for increased efficiency. C@RD provides historical business intelligence (BI) reports that have been part of GCSS-Army since its initial fielding.

C@RD also contains dashboards that display live logistics data which can be used to make decisions at the moment of need. Currently there are dashboards for equipment readiness, shop stock, fleet management, ZPARK, and obligation adjustment.
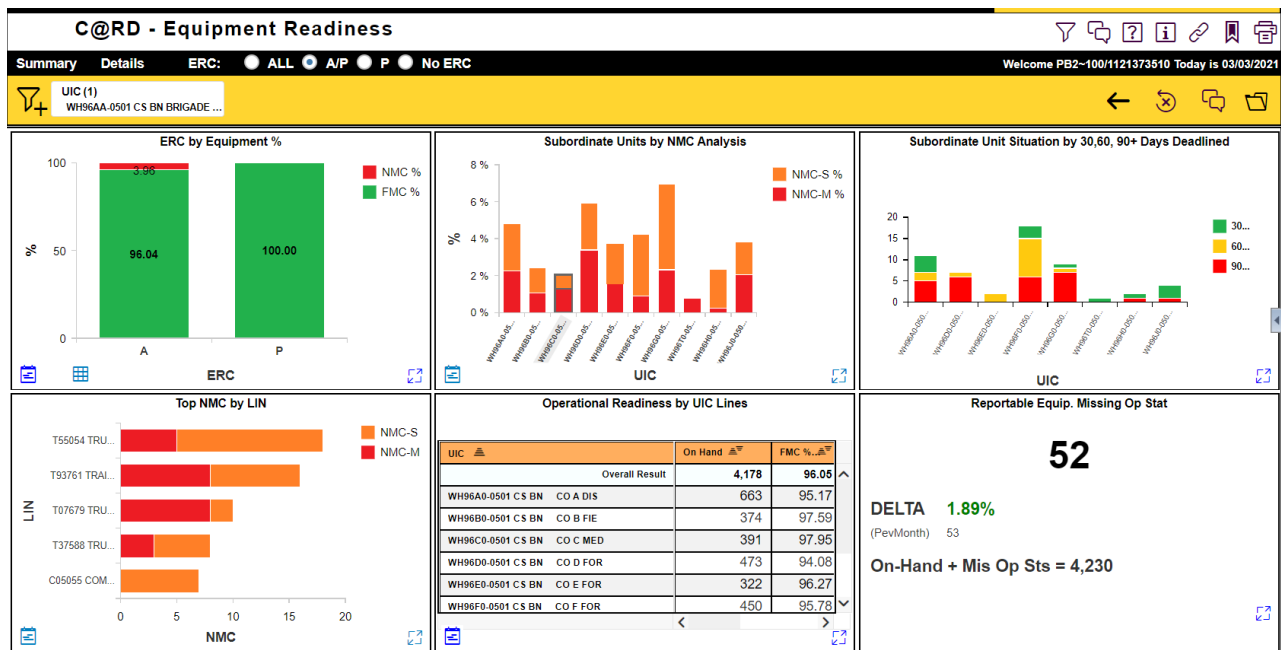
C@RD Dashboard: "Equipment Readiness"

There is also a materiel search engine. These dashboards reveal current work orders, status of requisitions, financial holds, etc. By using C@RD, organizations can identify structure misalignment, reduce excess, identify underfunded programs, and cross level material. Monthly readiness reviews (MRR) or logistics readiness reviews (LRR) data can also be captured in a matter of moments and presented while still current.

Many new dashboards are currently in development. Dashboards for equipment on hand (EOH) and DoDAAC portability are in beta testing and will be available very soon. Up next after that is a dashboard for reparables (ORIL).

Access

User access to C@RD is available through the GCSS-Army portal for active users and to non- GCSS-Army users through the AESIP: Army Enterprise Portal. There is no special license required and you willnever be locked out. This open access is ideal for commanders, staff officers, and analysts who do not normally access GCSS-Army. For instructions on how to access C@RD and all other C@RD training material, go to:

https://gcss.army.mil/Training/c@rd/C@RD%20DASHBOARD/Launch%20Dashboard.html

Acceptance

C@RD usage is increasing rapidly. Users per month, between November 2019 and November2020, increased from 2,000 hits to over 13,000. That is nearly a 700% increase! Not only that, but C@RD users are submitting requests for new key performance indicators (KPI) and additional features all the time. Because of this demand from the field, the CASCOM C@RD team has developed a network of stakeholders that we rely upon for feedback during dashboard development and ideas for future dashboards. Our goal is to elevate this informal stakeholder group into a community of interest that meets regularly throughout the year to shape the ongoing development of C@RD with the users in the spotlight.

Way Ahead

Big data and data analytics are the future, not just in the military but across all sectors of society, from business to medicine and beyond. Coupled with advancements in predictive analysis, artificial intelligence and self-service, the Army will use applications like C@RD to tackle the complex challenges and thorny problems it faces now and will confront in the 21st century. But the key is first to determine and define the problems that need solving. The Enterprise Systems Directorate, Combined Arms Support Command, can't do this without input from the field.

If you have questions about C@RD, would like to become part of the community of interest have suggestions on enhancements or thoughts on better ways to define the problems that drive our development efforts, email us at:

usarmy.lee.tradoc.mbx.cascom-bi-inc2-cdr-dashboard@mail.mil

References

AR 710-2

Inventory Management Supply Policy Below the National Level

DA PAM 710-2.2

Supply Support Activity Supply System: Manual Procedures

AR 735-5

Property Accountability Property Accountability Policies

ATP 4-42

Materiel Management, Supply, and Field Services Operations

ATP-4-42.2

Supply Support Activity Operations

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 190-51

Security of Unclassified Army Resources (Sensitive and Non-Sensitive)

ATP 4-41

Army Field Feeding and Class I Operations

GCSS-Army EUM+: https://www.gcss-army.army.mil

AESIP (Army Enterprise Systems Integration Program): https://www.liw.logsa.army.mil

Force Management System Website: https://fmsweb.fms.army.mil

SSA Terrain Walk: https://cascom.army.mil/g_staff/g3/TDD/QM/SSA-Multimedia-

package/story_html5.html

Acronyms

CROP- Container Roll/Out Platform

CAISI-Combat Service Support Automated Information System Interface

ECASL-Expeditionary Common Authorized Stockage List

ECHU-Enhanced Container Handling Unit

LHS-Load Handling System

PLS- Pallet Loading System

RLS- Rail Loading System

RTFL-Rough Terrain Forklift

VR-Variable Reach

VSAT-Very Small Aperture Terminal

POINT OF CONTACTS

LOGISTICS TRAINING DEPARTMENT DIRECTOR: (804) 734-3396

LOGISTICS TRAINING DEPARTMENT CSM: (804) 734-3226

92A DIVISION CHIEF: (804) 734-3477

92A DIVISION CHIEF INSTRUCTOR: (804) 734-4077

92A PLANT MAINTENANCE BRANCH CHIEF: (804) 734-3308

92A WAREHOUSE BRANCH CHIEF: (804) 734-7575

GTA 00-00-000

SUPPLY SUPPORT ACTIVITY (SSA) SMART BOOK

Version 1. 29 April 2021

11300 Grant Ave.
Fort Lee Va, 23801

Distributed by: Logistical Training Department

Distribution Restricted: Approved for Public Release: distribution unlimited

RESOURCES

ARMY PUBS: (AR, DA PAMS, DA FORMS)

SHARE POINT- LOGISTICAL TRAINING DEPARTMENT

INSTRUCTIONAL VIDEOS:

92A JOB DUTIES:


SSA OPERATIONS

ATP 4-42.2

The SSA is part of that complex of facilities, methods and procedures designed to receive material into the supply system, issue the material to customers, and eventually dispose of the material. Every SSA in the Army is unique in that it operates in a different environment. SSA's are designed and configured to operate in brigade combat teams and at echelons above the brigade. SSAs receive direction from higher command. In addition, SSAs network with sources of supply through phone calls, e-mails, and liaison offices.

CRITICAL TASKS LISTS

- Process a Goods Receipt
- Process Material Returns
- Process a Customer Walk-up
- Process Found on Installation (FOI) Items
- Perform Put away Actions
- Perform a Post Goods Issue
- Perform Location/Bin Maintenance
- Perform a Physical Inventory
- Perform Stock Picking
- Perform Stock Lookup
- Prepare Material for Shipment

OPTIMAL SSA LAYOUT
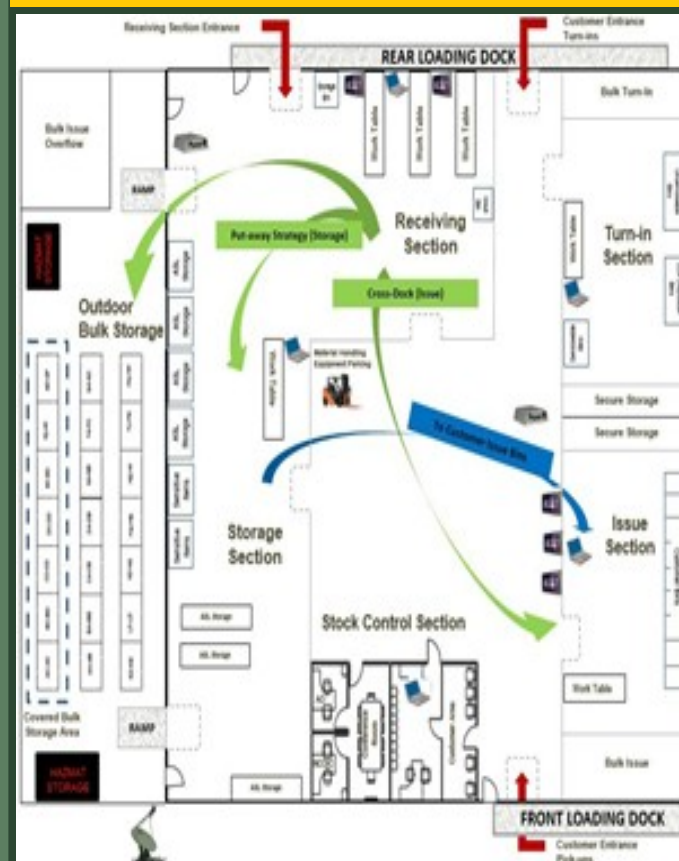
DAILY SSA TASKS

- Establish and maintain stock records and other documents, such as inventory, material control, accounting and supply reports

- Review and verify quantities received against bills of contracts, purchase requests and shipping documents

- Unload, unpack, count, segregate, palletize and store incoming supplies and equipment

- Construction bins, shelving and other storage aids

- Simplify and standardize the collection and use of maintenance data

- Raise the quality and accuracy of performance, cost and parts data through improved maintenance management

- Eliminate or reduce Customer Wait Time (CWT)

- Pick material to fulfill customer request

- Protect material from damage and pilferage

- Delivery Due List is managed to expedite material picking

ECASL PICK SORTER

SECTIONS IN THE SSA

- **Receiving:** Supports efficient delivery processing and distribution to other sections

- **Issue:** Issues expendable, durable, and non expendable material to supported units

- **Storage:** Provides adequate storage space and environmental protection for small and bulk items

- **Turn-In:** Provides customer support to turn in unserviceable, recoverable and serviceable items

- **Stock Control:** Maintain accountability for the stock record account and manage inventory levels to avoid the creation of excess
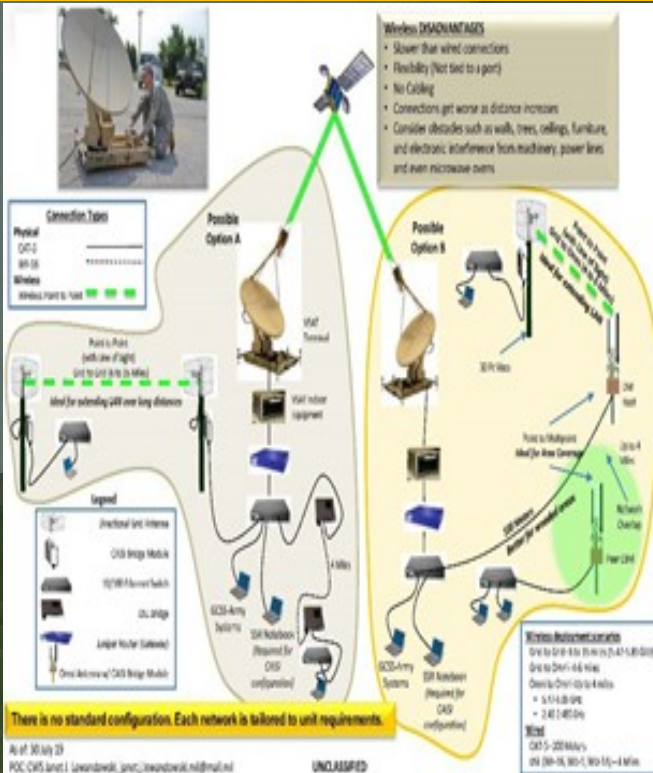

ECASL

The Expeditionary Containerized Authorized Stockage List (ECASL) Provides storage for Class I, II, III (P), IV, VII, VIII, IX and MTOE
NSN: 8145-01-654-0968
User Manual Link:

CAISI/VSAT QUICK REFERENCE

There is no standard configuration. Each network is tailored to unit requirements.

UNCLASSIFIED

VSAT SET-UP
*Inventory and inspect all components for accountability and serviceability IAW TM.

Assemble VSAT

1. Mount VSAT dish to pedestal VSAT
2. Connect appropriate power source
3. Conduct power-on checks

- If the Antenna Reflector is disturbed or bumped during the start-up process, the system may not be able to acquire the reference and/or data satellite. If unable to acquire the satellite, the system will terminate the startup procedure.

- If the Antenna Reflector receives a physical disturbance during operation, the satellite modem lock may be lost, which will shut down the transmit system. The satellite will be re-acquired.

CONFIGURE VSAT

1. Establish VSAT communication to access point router
   - Open VSAT PC View Sat application
   - Initiate uplink startup process
2. Establish VSAT interface with:-CAISI Bridge Module PC
   - Switch
   - Router
   - VOIP Phones

Set-up CAISI
*Inventory and inspect all components for accountability and serviceability IAW the TM. Assemble CAISI

1. Mount CAISI Bridge Module (CBM) to mast
2. Install CBM antennas
3. Apply power to uninterruptable power supply (UPS) and CBM
4. Verify operational status

CONFIGURE CAISI

1. Configure CAISI bridge and distribution master module
2. Configure CAISI Gateway
3. Configure CAISI Service Support Representative (SSR) kit PC

PLANNING CONSIDERATIONS

- Place VSAT terminal in a location with a clear view of desired reference and data satellites (within 114ft of the indoor equipment)

- Place indoor equipment on a surface near an AC power source (well ventilated not blocking coverings)

- Do not place pedestal on soft sand or mud

- Avoid placing CBM near brick walls

- Ensure the site is clear of high trees, buildings, has good line of sight (LOS) and is accessible if maintenance personnel are needed at the field site

Technical Manuals
VSAT: TM 11-5895-1817-10
CAISI: TM 11-5895-1897-13

SUPPLY REFERENCES

- **Department of the Army. AR 25-400-2:** The Army Records Information Management System (ARIMS). October 2007.

- **Department of the Army. AR 700-37:** Packaging of Army Material. March 2017

- **Department of the Army. AR 710-2:** Supply Policy Below the National Level. March 2008

- **Department of the Army AR 740-3:** Stock Readiness. October 2020

- **Department of the Army. AR 725-50:** Requisition, Receipt, and Issue System. November 1995

- **Department of the Army. AR 740-1:** Storage and Supply Activity Operations. August 2008

- **Department of the Army. DOD 4140.27-M:** Shelf Life Management Manual. July 2016

- **Department of the Army. FM 10-15:** Basic Doctrine Manual for Supply and Storage. September 1993

- **Department of the Army. Mil-STD-129:** Military Standard Marking for Shipment and Storage Commercial Carrier Guides. September 2007

- **Department of the Army. DA PAM 710-2-2:** Supply Support Activity Supply System: Manual Procedures. March 2008

- **Department of the Army. DA PAM 710-7:** Hazardous Material Management Program. March 2017

CAISI/VSAT SET-UP MOBILE APPLICATION

APPLE USERS:

ANDROID USERS:

Contributors

920B Warrant Officer Advanced Course

Cadre: CW4 Andres F. Toledo

Class 001-21

CW3 Lewis, Shelley A.

CW2 Fargo, Bishop D.

CW2 Huegel, Andrew J.

Class 002-21

CW3 Morrell, Joseph R.

CW2 Brailey, Megan A.

CW2 Guhy, Klare

CW2 Henri, Armstrong

CW2 Kelly, Elizabeth E.

CW2 McCook, Latania E.

CW2 Parker, Anthony L.

CW2 Shackelford, Cherrie L.

Class 003-21

CW3 Fletcher, David D.

CW2 Dawson, Nelson O.

CW2 Fountain, Shmeir N.

CW2 Hooper, Shawn W.

CW2 Mangham, Dustin R.

CW2 McKoy, Shaun L.

CW2 Rojas, Cindyanette

CW2 Warren, Andria M.

CW2 Witts, Jaquata K.

CW2 Wrightcruz, Jaime R.

920B Warrant Officer Basic Course

Cadre: CW3 Christopher Neptune

Class 001-21

WO1 Burden, Jaqueen K.

WO1 Davis, Marcus D.

WO1 Halawani, Jameel H.

WO1 Hansen, Ty J.

WO1 Mujaffar, Tariq

Class 002-21

WO1 Blackman, Doralycia S.

WO1 Delpilar, Frank J.

WO1 Gabriel, Raymond Arthur Jr.

WO1, Hindman, Alwyn R.

WO1 Jackson, Jennifer A.

WO1 Lambert, Cody E.

WO1 Leis, Rosemary C.

WO1 Mcdonald, Melanie S.

WO1 Meyer, Andrew D.

WO1 Mills, Justin J.

WO1 Nguyen, Anh T.

WO1 Smith, Naushia K.

Class 003-21

WO1 Akwokem, Francis B.

WO1 Bickelhaupt, Peter C.

WO1 Nattress, Mark A.

WO1 Palo, Jeremy A.

WO1 Rayborn, Amanda J.

WO1 Soine, Brandon P.

WO1 Vargas, Elaine

WO1 Boevers, Theresa M.

WO1 Browhow, Tamareica D.

WO1 Brown, Sejora

WO1 Castaneda, Jesus A.

WO1 Faley, Joseph R.

WO1 Flachmeyer, Carol A.

WO1 Fletcher, Nhadenel I.

WO1 Grevel, Marcus F.

WO1 Guidroz, Becky L.

WO1 Koroma, Kiptiatu H.

WO1 Lopez, Joel L.

WO1 Mckinney, Larry D.

WO1 Moore, Rodnia S.

WO1 Natera, Jose L.

WO1 Pimentel, Gilberto

WO1 Tecson, Rainnier

WO1 Valentine, Stephen D.

WO1 Velezmartinez, Helmes