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Logistics

Instructions for Materiel, Release, Fielding, and Transfer

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SUMMARY of CHANGE

DA PAM 700-142

Instructions for Materiel, Release, Fielding, and Transfer

This revision--

- o Updates prerequisites for materiel release (para 2-3).
- o Incorporates changes from the Department of the Army and Army Materiel Command Materiel Release Process Action Team (chap 2).
- o Updates procedures on displaced equipment fielding (paras 4-4, 4-5, and 4-6).
- o Updates information on materiel release, fielding, and transfer (apps B, C, D, E, and F).

Logistics

Instructions for Materiel, Release, Fielding, and Transfer

By Order of the Secretary of the Army:

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History. This UPDATE printing publishes a revision of this pamphlet. Because the

publication has been extensively revised, the changed portions have not been highlighted.

Summary. This pamphlet explains the policies and procedures set forth in AR 700-142. It contains instructions, formats, reporting requirements, and schedules used to carry out the policies and procedures of the Army's materiel release, fielding, and transfer processes.

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

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff for Logistics (DCSLOG). The

DCSLOG has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The DCSLOG may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Suggested Improvements. Users are encouraged to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DALO-SMM, DCSLOG, 500 Army Pentagon, WASH DC 20310-0500.

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Chapter 1 Introduction

1-1. Purpose

This pamphlet explains the policies and procedures set forth in AR 700-142. It contains instructions, formats, reporting requirements, and schedules used to carry out the policies and procedures of the Army's materiel release, fielding, and transfer processes. This information is intended to assure the necessary coordination for, and documentation of, the orderly and effective deployment and redeployment of Army equipment, including all necessary logistic support requirements.

1-2. References

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

1-3. Explanation of abbreviations and terms

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

1-4. Exceptions

The guidance in this pamphlet applies to all equipment developed, acquired, used, and/or managed by the Army except the following:

- a. Materiel procured with nonappropriated funds.
- b. Equipment-in-place.
- c. Training devices used exclusively by training institutions and schools that do not require type classification.
- d. Equipment that does not require national wholesale level materiel management or logistic support and which does not require type classification.
- e. Materiel exempt from type classification by AR 70-1.

Chapter 2 Materiel Release for Issue

2-1. General

This chapter explains the policies and outlines procedures used in the Army's management of the materiel release for issue process. The objectives of the materiel release (MR) process are to—

- a. Establish a management control system to ensure the materiel released for issue by or to the Army is safe, operates as designed, and is logistically supportable.
- b. Provide a system which gives Headquarters, Department of the Army (HQDA) both visibility and control of the materiel release process.
- c. Ensure that critical materiel release and developmental and operational test and evaluation issues have been resolved or that provisions for their resolution have been made prior to a release being granted.
- d. Provide a mechanism to monitor, control, and follow through on all conditional releases until a full release is achieved.
- e. Ensure that Manpower and Personnel Integration (MANPRINT) issues have been resolved or provisions made for their resolution prior to release of the Army materiel system.

2-2. Materiel release applicability

Materiel release is the process by which an item of supply is released from the materiel developer to the user within the Army supply system. It includes the following:

- a. Developmental, nondevelopmental, and materiel change (MC) equipment and systems categorized as acquisition category (ACAT) I-IV governed by DODD 5000.1, DOD 5000.2-R, AR 25-1, AR 40-60, AR 70-1, and AR 350-38 for which the Army has life cycle materiel management responsibility. Software that is part of a hardware and/or firmware change shall be released as part of the prime end item.
- b. Type classified materiel for which the Army has life cycle materiel management responsibility and type classified materiel

which is procured for the Army, other Services, Federal agencies, or Security Assistance Programs. (These provisions can be waived in the terms of a security assistance agreement.)

c. When commercial and non-developmental items (CANDI) are being acquired, type classification (TC) and materiel release may be done concurrently provided that all the prerequisites for MR can be met before milestone III. Certifications provided for TC may be used for MR when they clearly state it and there are no changes made or required on the system in the interim which would affect the certification.

2-3. Prerequisites for materiel release

The prerequisites for a materiel release are as follows:

a. A logistics support position from HQDA, the Office of the Deputy Chief of Staff for Logistics (ODCSLOG).

b. A memorandum giving the results of, or a copy of, the U.S. Army Operational Test and Evaluation Command's (OPTEC) evaluation. Software releases for new systems are also operationally tested and evaluated by OPTEC.

c. Statement of supportability for explosive ordnance disposal procedures, tools and equipment, from U.S. Army Materiel Command (AMC) explosive ordnance disposal (EOD) staff officer. This statement will verify that the final render safe procedures and disposal procedures will be available to the field EOD units at materiel release and that the production item is fully supportable by EOD.

d. Statement verifying adequacy of training support from the U.S. Army Training and Doctrine Command (TRADOC) or other combat developer (CBTDEV) or trainer.

e. Signed materiel fielding agreement (MFA). For materiel which requires a conditional release this must be accompanied by an urgency of need statement from the gaining Major Army Command (MACOM) along with a statement of acceptance of the conditions of release. The gaining command must accept the interim measures of support, and agree with the get-well plans for all the deficiencies causing conditional release.

f. Statement of Supportability from the U.S. Army Test, Measurement and Diagnostic Equipment (TMDE) Activity (USATA) before releasing TMDE materiel to the users. The statement is necessary for all systems (AR 750-43). A Statement of non-applicability will be provided by USATA if TMDE is not required to support the system for which a materiel release is being sought, (AR 700-142).

g. Statement of accreditation and availability from the designated accreditation authority (DAA) for all communications security (COMSEC) materiel required for the fielding, or a statement of non-applicability from the Program Executive Officer (PEO)/ product or project manager (PM)/materiel developer (MATDEV), (AR 380-19, chap 3).

h. Statement of software suitability and supportability from the lifecycle software support engineering center (LCSEC) or responsible MSC activity that certifies Software Suitability for Issue when embedded or stand-alone software is used with the materiel, or a statement of non-applicability from the PEO/PM/MATDEV. Follow-on releases of software are approved by the life-cycle software engineering center (LCSEC) or support office. (See app B for instructions on materiel release of software.)

i. Statement of transportability approval from the Military Traffic Management Command (MTMC) Transportation Engineering Agency (TEA) for all modes of movement specified in the requirements document (AR 70-47, para 1-4e).

j. In addition to the certifications above, the MATDEV will provide statements verifying the following:

(1) *Documented proof of type classification.* This may be in the form of minutes of the review board or, a statement identifying the TC decision (date, approval authority, type of TC, etc.). A TC-standard designation is required for a full release. Status of open issues and planned work-arounds from the TC action, will be documented by the PEO/PM/MATDEV and included in the MR package information.

(2) *Safety status.* A safety status of the system attesting to the

resolution of all hazards, and safety confirmation from the test agencies is required.

(3) *Summary of results.* A summary of the results of the Health Hazard Assessment (HHA) providing the status of identified health hazard components (AR 40-10, paras 4-1 thru 4-3). (The health hazard assessment is provided by the Surgeon General (TSG)).

(4) Statement that the environmental requirements have been met (AR 200-1, para 1-9 and AR 200-2, para 1-1).

(5) *Summary statement of supportability.* A summary statement of supportability verifying that all aspects of the logistics support system in the supportability strategy (SS) (formerly the integrated logistics support plan (ILSP)), have been achieved and that the supporting PEO/PM/MATDEV have indicated adequate support is available. The statement will detail any known deficiencies or shortfalls and include get-well plans.

(6) *Quality summary statement.* A summary statement attesting to the quality, reliability, and maintainability of the materiel, including software.

(7) *Materiel status report.* A Materiel Release Get-Well Status Report (fig 2-1) identifying the deficiencies and programmed method of corrections (only applies to requests for conditional release). DA Form 5385-1-R is prescribed by AR 700-142.

2-4. Authority, milestones, and procedures for materiel release approval

a. In order to assure that the prerequisites for materiel release have been met, the MATDEVs will coordinate with and include in the integrated process or product team (IPT) effort, the supporting command (i.e. AMC major subordinate command (MSC)) for system sustainment and national maintenance point support who will:

(1) Appoint a command office that will be responsible for materiel release policy implementation.

(2) Establish a formal materiel release process for fielding materiel systems in accordance with AR 700-142 and this pamphlet. The process will verify that all requirements for release have been met and documented, and that an audit trail is established and maintained. A Materiel Release Review Board (MRRB) will be a part of this process.

(3) Begin forecasting each approaching materiel release on DA Form 5385-R (fig 2-2) in accordance with paragraph 3-4 of AR 700-142. The system will be listed on the forecast using the official nomenclature and model number. Figure 2-3 gives an outline relating the MR process to the acquisition process).

(4) Approve full, training, and conditional releases for ACAT I-IV systems, except for initial conditional releases of ACAT I and II systems when there is a nonconcurrence from an MRRB member or certifying activity or agency. They will provide an information copy of all release approval documents to HQDA (DALO-SMM), HQAMC, ATTN: AMCRDA-AP, Cdr, TRADOC, ATTN: ATBO-HSM, and to the Headquarters OPTEC, Evaluation Analysis Center, (EAC) ATTN: CSTE-EAC-L.

(5) Submit requests for approval of initial conditional releases of ACAT I systems involving nonconcurrence to HQAMC in accordance with the format at figure 2-4.

(6) Notify the user MACOM and other affected program participants whenever the get-well plans are revised.

b. Materiel release requests for developmental systems will be initiated NLT 180 days before the scheduled first unit equipped date (FUED) or handoff date, so that approval is secured by 30 days prior to FUED. For CANDI, the MR request will be initiated NLT 120 days before FUED or handoff so that approval can be obtained 30 days prior to FUED.

c. Full, training, and conditional releases for all systems will be approved by AMC MSC Commanders or other supporting Army organizations (i.e. U.S. Army Medical Command (MEDCOM) or the U.S. Army Information Systems Command (USAISC)) with general officer approval except when an MRRB member or independent evaluator or logistician nonconcurs. These nonconcurrences will be referred to the HQAMC or other appropriate HQ. The MR approval will be granted only after completion of the MR process

outlined in this chapter. Copies of the approval document will be provided within five days to: HQDA, ATTN: DALO-SMM, WASH DC 20310-0500, HQDA, ATTN: DAMO-TRS, WASH DC 20310-0450, HQ TRADOC ATTN: ATBO-HSM, Ft. Monroe, VA 23651-5000, and Director, HQ OPTEC EAC, ATTN: CSTE-EAC-L, Building 4120, Susquehanna Ave, APG MD 20115-3013.

d. A copy of the MR package will be forwarded to the HQ OPTEC EAC, ATTN: CSTE-EAC-L, and to HQ TRADOC, ATTN: ATBO-HSM. The MR package will include the get-well plan for each deficiency and an urgency of need statement from the gaining MACOM including their concurrence or nonconcurrence signed by a general officer. The Urgency of Need Statement shall include an acceptance of conditions. The MR package will be provided 15 days before a decision is required, and the MATDEV may be required to present a formal decision briefing at HQAMC.

2-5. Materiel release review boards (MRRB)

a. The MRRB for all systems to be approved by HQAMC, will be chaired by the commander of the supporting command (usually AMC MSC) or his designee, and will normally have the following members:

- (1) Director of the Research and Development function involved.
- (2) Director of the Engineering or Product Assurance function.
- (3) Director of the Software Engineering function.
- (4) Director of the Logistic Support and/or Readiness functions.
- (5) Director of the command safety office.
- (6) Director for the functional system office (i.e., Air Defense, Tactical Vehicles, etc.)

(7) Any other functional or support office deemed necessary.

(8) OPTEC (provides single evaluation to MRRB).

b. The MRRB is to ensure and document that all prerequisites for the type of MR being requested, have been met and certified before release approval is requested. Before either a paper MRRB or an MRRB meeting, much prior coordination takes place. A pre-MRRB data call assures that all the needed certifications are completed. As IPTs are fully implemented, the MR coordination will take place primarily within the team. The MR coordinator will be a part of the appropriate IPT as early as necessary (i.e. between milestone II and III) to ensure the planning, scheduling, and coordination of MR actions are an integral part of the program. Pre-MRRB activities can include—

(1) An information briefing on the materiel release process along with a materiel release guide being provided to the MATDEV, to security assistance functionals, and on occasion to contractors, to assure all team members and/or outside players in the process are aware of the program schedule and requirements relative to materiel release.

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

(3) A notification to those organizations (MTMC, ODCSLOG, TRADOC, gaining MACOM, USATA, OPTEC, etc) which provide certification for MR, to give them adequate notice and time to perform their function.

2-6. Materiel developer functions and procedures

a. Materiel developers plan for, fund, and ensure implementation, control and documentation of the materiel release process as an integral part of assigned materiel acquisition programs. The principal Army materiel developers are—

(1) The Program Executive Officers/Program Managers (PEO/PM).

(2) The U.S. Army Materiel Command (AMC).

(3) The U.S. Army Corps of Engineers (COE).

(4) The U.S. Army Medical Command (MEDCOM)

(5) The U.S. Army Information Systems Command (USAISC).

(6) The U.S. Army Intelligence and Security Command (INSCOM).

(7) The U.S. Army Space and Strategic Defense Command (USASDC).

(8) The U.S. Army Special Operations Command (USASOC).

b. The materiel release process is a culmination of the MATDEV's early acquisition program functions. The purpose of the process is to coordinate with all program participants and ensure that the user MACOM requirements are planned for and satisfied in the materiel acquisition. The SS, Test and Evaluation Master Plan (TEMP), New Equipment Training Plan (NETP), Materiel Fielding Plan (MFP), and TC process allow the MATDEV to plan for and test to ensure that all system performance and support requirements will be met. The MR process certifies that they have been achieved. An MR process guide is provided in appendix C and an outline relating MR to the acquisition process is provided in figure 2-3.

c. The MATDEV provides the logistician and other integrated logistics support (ILS) participants in the materiel release review process with copies of any documentation needed to support or verify attainment of each prerequisite pertaining to the materiel release.

2-7. Combat developer functions and procedures

TRADOC is the Army's principal CBTDEV and trainer. Other CBTDEVs include; the USAISC, INSCOM, USASOC, MEDCOM, and the U.S. Army Criminal Investigation Command (USACIC). Responsibilities of commanders for combat development or training in materiel release are listed in AR 700-142, paragraph 2-9. The CBTDEV and trainer provide the MATDEVs an assessment of their ability to support the total materiel system with resident and non-resident instruction, extension training, training materiel, and field manuals. The assessment is part of the materiel release certification. The CBTDEV and trainer provides recommended work-arounds and get-well plans for any deficiencies identified relating to training schedules, materiel, or field manuals.

2-8. User MACOM functions and procedures

a. The user MACOMs are listed in the glossary as the gaining MACOMs.

b. User MACOMs assess the support impact and acceptability of systems proposed for release by—

(1) Participation on IPTs and in the MFP/MFA process and in the test of and training for the use and maintenance of Army systems.

(2) Appointing a central MACOM focal point to serve as the materiel release and fielding coordinator.

(3) Assessing the supportability impact and acceptability of materiel systems proposed for release and fielding to the MACOM.

(4) Providing a signed MFA and acceptance of the system based on a joint supportability assessment (JSA). For conditional MR an Urgency of Need Statement and acceptance of the conditions, must be provided and signed by a general officer.

(5) Providing verification that the needed number of qualified personnel will be available to operate and maintain the new equipment.

(6) Providing verification that the required facilities will be available at the gaining units and installations.

2-9. Test and evaluation functions and procedures

OPTEC provides continuous evaluation of the effectiveness, suitability, supportability, and survivability of all Army systems. In this function, OPTEC serves as the focal point for an integrated evaluation of test data and other information to be analyzed in support of materiel release decisions. DA Pam 700-28, Integrated Logistics Support Program Assessment Issues and Criteria is used as the baseline for integrated logistics support (ILS) issues and criteria in the logistics assessment portion of the integrated evaluation.

2-10. Independent logistician functions and procedures

a. HQDA ODCSLOG is the independent logistician for the Army and coordinates with OPTEC regarding the logistics assessment of Army systems. The U.S. Army Medical Materiel Agency (USAM-MA) and USAISC serve as the delegated logistician for their assigned commodities.

b. The logistician participates as an active member of the IPT providing continuous assessment throughout the total acquisition process.

Completion instructions by block number

Block 1. Identify the materiel developer (PEO/PM or MACOM).

Block 2. Identify the materiel manager (MSC).

Block 3. Identify the item by name and item number (from DA Form 5385-R).

Block 4. Indicate the type report, initial or status.

Block 5. List the present user MACOMs.

Block 6. Enter the release quantity, unless classified.

Block 7. Enter the release approval date for each MACOM listed.

Block 8. Enter the projected get-well date or transition to organic support date planned. List any additional distribution of the report other than HQDA and OPTEC EAC.

Block 9. Describe the condition for the conditional release or interim support measures.

Block 10. Provide a reason for the condition.

Block 11. Describe the interim support measures.

Block 12. Enter the target get-well date.

Block 13. Enter any other needed remarks.

Figure 2-1. Instructions for completion of DA Form 5385-1-R

Completion instructions by block number

Block 1. Self-explanatory

Block 2. Enter the start and end dates of the reported quarter.

Block 3. The ODCSLOG address—HQDA (DALO-SMR, WASH DC 20310-0500).

Block 4. The reporting activity mailing address.

Block 5. The sequential numbering of all items reported on. Begin the ACAT I and II materiel systems with M-1 and number subsequentially, M-2, M-3, etc. Begin the ACAT III materiel systems with N-1 and number sequentially, N-2, N-3, etc. These numbers will not be changed or reassigned after an item is deleted or has attained full release.

Block 6. The nomenclature—use the official item description as listed in the Army Master Data File (AMDF) or the Provisioning Master File if the item is not yet in the AMDF.

Block 7. The original forecast quarter and year (this date does not change).

Block 8. List the current reporting quarter and the following three quarters (e.g., third quarter fiscal year 1996 would be shown as 3Q96, followed by 4Q96, 1Q97, and 2Q97).

Block 9. Display a projected release date 1 year or more beyond the current quarter as appropriate.

Block 10. Remarks column used to explain schedule changes, slippages and their impacts, reasons for deletions, or past release dates.

Legend blocks. This block shows that the letter “F” denotes a full release, “C” denotes a conditional release, and “T” denotes a training release. One of these codes should be inserted in column 7, 8, 9, or 10 to indicate what type of release is forecasted.

Figure 2-2. Instructions for completion of DA Form 5385-R.

Step 1. 18 months before FUED - PM identifies a new system fielding to AMC MSC. The MR coordinator gives MR process briefing to PM and begins forecasting the release.

Step 2. 9 months before FUED - PM establishes a sub IPT with the MSC MR coordinator as a member. The sub IPT defines objectives, assigns responsibilities, establishes timelines to support the MRRB, and seeks timely resolution of MR issues.

Step 3. 6 months before FUED - Identify full, conditional, or training release and any issues to be resolved to attain the planned type of release. Make data call to inside and outside agencies to fulfill MR prerequisites. Prepare get-well plans if release is conditional and request user acceptance and urgency of need statement from gaining MACOM. Prepare the summary portion of MR request package.

Step 4. Two months before FUED - Send MR request to MR coordinator for review and scheduling of the MRRB.

Step 5. Fifty-five days before FUED - MR request provided to MRRB members for evaluation. IPT meets weekly and documents evaluation of each MRRB member.

Step 6. Thirty-five days before FUED - MRRB decisions consolidated and MRRB recommendation processed. Resolution of any mistakes or misunderstandings.

Step 7. Thirty days before FUED - MSC Commander provides approval.

Figure 2-3. Materiel Release in the Acquisition Process

(Letterhead)

OFFICE SYMBOL (MARKS NUMBER)

MEMORANDUM FOR: Commander, U. S. Army Materiel Command

SUBJECT: Conditional Release of (nomenclature and model) to (gaining command)

1. Purpose.

To obtain Commander/Deputy Commander AMC approval to conditionally release the (nomenclature and model) to (gaining command).

2. Background.

a. System description (what the equipment does).

b. Previous releases and gaining commands.

3. Conditions precluding a full release.

a. Primary system. (Briefly describe each condition, interim solution, get-well plan, and get-well date.)

b. Support equipment. (Briefly describe each condition, interim solution, get-well plan, and get-well date for any of the support equipment.)

4. Statement of fielder and user acceptance.

a. Briefly state when and why the system must be conditionally released. Describe the impact on the user and the fielding command if the release is delayed or disapproved.

b. Enclose the user MACOM's statement of acceptance of the conditions of the release.

5. Recommendation.

That the (quantity, name, and model number) be approved for conditional release to (gaining command).

Encl

Coordination (Army Staff offices coordinated with)

Signature block

Figure 2-4. Format for forwarding conditional release requests to HQAMC

Chapter 3 Materiel Fielding

Section I Introduction to Materiel Fielding

3-1. General

This section explains the policies and procedures and gives instructions for the fielding of Army materiel systems. The fielding process officially begins with a materiel fielding memorandum of notification (MON) from a materiel developer (hereafter referred to as the Fielding Command (FC)) to a gaining MACOM, field operating

agency, or to another Service, Federal agency, or a foreign government (hereafter referred to as a Gaining Command (GC)). The MATDEVs, Army commodity commands, the Defense Logistics Agency (DLA), the General Services Agency (GSA), and other Armed Services and Federal agencies that provide materiel support but are not the fielding command, are hereafter referred to as Supporting Commands (SC).

3-2. Objectives

The objectives of the fielding process are to ensure that the fielding, gaining, and supporting commands will—

a. Have sufficient time and advance information to plan, program, and budget for the necessary materiel, personnel, skills, and

facilities to properly receive, use, maintain, and support new Army systems.

b. Have sufficient time and advance information to plan, program, and budget for the transfer and support of replaced and displaced Army systems which will remain in service with the United States or its allies.

c. Provide, receive, and deploy materiel systems that are fully operational and supportable in the military environment.

3-3. Source documents

Prior to the MON, the acquisition process uses a number of planning and program documents which help all participants to prepare for the fielding process. Among the early planning documents are the Army Modernization Information Memorandum (AMIM), the Force Modernization Master Plan (FMMP), and the Modernization Resource Information Submission (MRIS). These documents are described below.

a. The AMIM, DA Pam 5-25, is published by the Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS). The AMIM is used by all MACOMs and HQDA for planning, programming, and budgeting resources to operate and support the fielding of new and displaced materiel systems. The AMIM will normally contain information on those systems which have both an approved requirements document and programmed funding. Generally, systems will be deleted from the AMIM once the final year of fielding is attained. The AMIM is the early, general planning document and will be followed by more specific planning documents as the fielding process progresses. The AMIM provides the user and supporting commands with the major system cost estimates. These estimates, along with the equipment distribution plans in the FMMP, permit MACOMs to develop zero based resource estimates to support the fielding of the new systems. The amount of information given in the AMIM is based on the complexity of the system as described below.

(1) Intensively managed systems have 10 sections of planning information entitled as follows:

- (a) System description.
- (b) Organization.
- (c) Training and doctrine.
- (d) Supply.
- (e) Maintenance. (Including software change distribution, downloading, installation and training information).
- (f) Transportation.
- (g) Facilities.
- (h) Support (to include Computer Resources Support).
- (i) Test measurement and diagnostic equipment. (Including software downloading and installation devices and media).
- (j) Other.

(2) Displaced systems have nine sections of planning information. The sections are the same as the intensively managed systems except that the information on TMDE is included in the section entitled "Support."

(3) Abbreviated form systems have six sections of planning information as follows:

- (a) System description.
- (b) Associated costs.
- (c) New equipment training and doctrine.
- (d) Distribution.
- (e) Transportation.
- (f) Points of contact.

b. The FMMP serves as a roadmap showing how the Army will transition to new organizations as the new equipment and replaced equipment are distributed. The FMMP is published in two parts. One part is updated annually and gives organizational transition guidance by providing aggregate unit identification code (UIC) resource requirements to support materiel fielding. The other part is updated semiannually and is published in the Total Army Equipment Distribution Plan (TAEDP) which has the official Deputy Chief of Staff for Operations and Plans (DCSOPS) distribution priorities and is used to help program and budget for materiel fielding. During the development of the FMMP, the Army Staff uses

the FMMP distribution plans, MACOM comments, and other data to assess the supportability of the Army's modernization plans. The FMMP identifies the aggregate organizational resource requirements based on the programmed organizational transition.

c. MACOM cost estimates are reported to HQDA on their MRIS as part of the Budget and Program Resource Review (BPRR). MACOMs estimate the cost of supporting new or modernized equipment, the cost of removing the old replaced equipment, and the cost savings resulting from not operating the replaced equipment. These cost estimates are used in developing the Five Year Defense Plan.

3-4. Materiel fielding plans

a. The MFP serves as the single stand-alone document containing the detailed plans and actions the fielding and gaining commands will accomplish to successfully field and deploy the materiel system. Much data in the MFP originate in source documents, program documents and the supportability strategy (SS) (formerly called the ILSP). The MFP requires the most recent, complete, and accurate information concerning the system fielding. The MFA and subsequent agreements from fielding coordination meetings will be appended to the MFP to keep it current and complete. The MFP will have at least nine sections as listed below and will be prepared in accordance with the instructions and format in appendix E.

(1) *Introduction (section 1)*. It states the purpose of the document and lists the data sources and agreements relating to the system and the fielding.

(2) *System description (section 2)*. It describes the physical and functional configuration of the system including all associated support, operational, and transport equipment for the system. It also states the category of Total Package Fielding (TPF) and level of system complexity.

(3) *Fielding and logistic support procedures (section 3)*. It includes command and control procedures, available logistics assistance, depot support, contractor support, and coordination for defects and problems.

(4) *System support details (section 4)*. A minimum of 11 paragraphs will address the following:

- (a) Maintenance plan.
- (b) Warranties.
- (c) Support equipment and TMDE.
- (d) Supply support.
- (e) Transportation and transportability.
- (f) Packaging, handling, and storage.
- (g) Technical documentation (including security classification guides).
- (h) Facilities.
- (i) Manpower and personnel.
- (j) Training and training equipment, devices, and aids (to include institutional, unit, and new equipment training).
- (k) Computer resources and system software support.
- (5) *Readiness*. Readiness reporting requirements (section 5).
- (6) *Data collection*. Sample data collection (section 6).
- (7) *Gaining command support*. Support required from the gaining MACOM(s) (section 7).
- (8) *Summary*. The summary information (section 8).
- (9) *Appendixes* Appendixes, both required and optional (section 9).

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

(1) The FC prepares and coordinates MFPs for the first time fielding of a system which has a support impact on the GC.

(2) Either a separate MFP will be prepared for each GC or the FC will have separate appendixes that tailor the MFP to each GC. Initial fielding to the trainer or to Army War Reserve 2 (AWR2) (Prepositioned Sets) requires a separate MFP or an appendix tailoring the basic MFP.

(3) A draft MFP is provided by the FC at least 240 days prior to the production contract award for developmental systems and 170 days or sooner if possible for CANDI. See appendix D for the applicable milestones to help plan the fielding of Army systems.

The milestones proposed, adjusted, and agreed to in the MFP/MFA should be realistic and attainable. The milestones in appendix D are provided to help plan major steps in the process to assure successful fielding. Deviations from these milestones are acceptable as long as they are coordinated and agreed to by the FC and GC.

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

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

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

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

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

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

3-5. Materiel fielding agreements

a. The MFA documents the gaining MACOM and FC acceptance of the MFP and their concurrence with the planned fielding operation. The MFA is initiated by the FC and is coordinated with the GC. The MFA becomes part of the MFP, appended in section 9, to document the agreed on plans, responsibilities, and schedules. There will be a separate MFA for each separate MACOM scheduled to receive the system. The recommended format for MFAs is shown in figure 4-1 of AR 700-142.

b. The MFA is also one of the prerequisites for obtaining a materiel release. For fielding in Europe, the Commander AMC-Europe, in addition to the gaining MACOM, will be a signatory on all MFAs for AMC developed or supported systems. Send to Commander, AMC-Europe, ATTN: AMXEU-LM Unit 29331, APO AE 09266. For fielding in Korea, the Commander AMC-Far East will be a signatory on all MFAs in addition to the gaining MACOM. (Send to Commander, AMC-Far East, ATTN: AMCFE), APO AP 96205.

c. All MFAs will provide information on the following:

(1) The system the fielding agreement is prepared for, and the participating commands the agreement applies to.

(2) The fielding principles or policies agreed on. Identify the type of fielding; TPF or other, and if it is TPF, identify the TPF category and the system level of complexity.

(3) The responsibilities of the FC and GC (summarized). Include a statement regarding the requirement for NET associated with the fielding operation.

(4) The feedback provisions (summarized or referenced).

(5) The implementation and duration of the agreement.

3-6. Materiel fielding teams (MFT)

a. The MFP and MFA will clearly identify any need for an MFT and will clearly describe the scope of the assistance to be provided

by the MFT. The MFT will not perform GC functions, but will help to ensure an efficient and effective fielding operation. The makeup of the MFT is determined by the complexity of the system being fielded, by an assessment of the facilities to be used for the deprocessing and handoff, and by the amount of assistance to be provided by the GC.

b. As part of the MFP and MFA, the FC will coordinate and negotiate with all participants (to include GC, DLA, SC, and contractors as necessary) to ensure the skilled personnel, facilities, and materiel needed for consolidation, shipment, deprocessing, inventory, handoff, and NET are provided as planned for in the MFP and MFA. The MFT's functions can include—

(1) Deprocessing and assembly needed to put all equipment in an operational condition. (This does not include unit markings, cleaning, or unit servicing such as filling gas tanks.)

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

(3) Joint inventory with the gaining units.

(4) A complete customer documentation package including processing instructions and in some cases delivery of the documentation to the servicing supply support activity (SSA).

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

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

c. The MFT will document all problems, shortages, and deficiencies encountered during the fielding operation to each unit, and submit a materiel fielding after action report DA Form 5680-R (Materiel Fielding Team After Action Report) within 30 days after completion of the fielding (handoff of the materiel to the gaining unit). A copy of DA Form 5680-R is provided at the back of this pamphlet. The form will be locally reproduced on 8½ - by 11 inch paper. The report will include—

(1) Any GC fielding evaluation, filled out by the gaining units DA Form 5666-R (Gaining Command Fielding Evaluation), provided at the back of AR 700-142. The form will be locally reproduced.

(2) A list of all materiel and services owed to the gaining command (DA Form 5684-R (Joint Inventory Report), provided at the back of this pamphlet). The form will be locally reproduced on 8½ - by 11 inch paper.

(3) A summary of the following:

(a) All SF 361 (Transportation Discrepancy Report) (TDR) (AR 55-38), filled out by any participants in the fielding whether MFT, staging site personnel, or gaining unit personnel.

(b) All SF 364 (Report of Discrepancy) (ROD) (AR 735-11-2), involved in the receipt, inventory, deprocessing, handoff, or NET.

(c) All Quality Deficiency Reports (QDR) or Equipment Improvement Recommendations (EIR) submitted on SF 368 (Product Quality Deficiency Report) (DA Pam 738-750) used during deprocessing, handoff, or NET.

(d) All DA Forms 2407 (Maintenance Request) (DA Pam 738-750) used during deprocessing, inventory, handoff, or NET.

d. A copy of each DA Form 5680-R, Materiel Fielding Team After Action Report, will be provided to the headquarters of the FC, and information copies will be mailed to the Commander, AMC-Europe, ATTN: AMXEU-LM, Unit 29331, APO, AE 09266 for fieldings in Europe, and to the Director, U.S. Army Logistics Support Activity (LOGSA), ATTN: AMXLS-AIP, Redstone Arsenal, AL 35898-7466 for all fieldings.

e. The fieldings to AWR2 which require MFTs will be accomplished at the AWR2 location if practical. The fielding command will be responsible for deprocessing at AWR2 sites unless otherwise negotiated. Fielding of AWR2 conducted at AMC staging sites will use deprocessing by the staging site personnel when practical.

f. Contractor support of initial fielding (CSIF) operations under Army leadership or supervision, whether complete or partial, are an acceptable alternative to fielding command MFTs. However, the FC is responsible to ensure that all assistance and support agreed to in the MFP and MFA is provided.

3-7. Fielding command commitment to user satisfaction

a. The Army FCs are committed to fielding materiel systems that meet user needs and expectations, and will stand behind those systems to ensure user satisfaction. This commitment will include services as mutually agreed on in the MFP, MFA, and any additional details documented in the fielding coordination meetings. The services provided will not downgrade or otherwise compromise the combat self-sufficiency or readiness of the gaining units. The commitment is aimed at providing completely operational and supportable equipment to the using units and will be restricted to the time period prior to the handoff of the total materiel system. The amount of time needed to hand off total systems will vary with the complexity of the system. Handoff is complete upon transfer of accountability to the gaining unit.

b. The commitment to user satisfaction can include some or all of the following services as agreed to in the MFP and MFA:

(1) Replacement of missing or defective assemblies or parts to include those not covered by contractor warranty prior to handoff.

(2) Cost-effective equipment warranties when available from the contractors.

(3) Materiel fielding teams.

(4) NET accomplished prior or subsequent to handoff.

(5) New equipment training support package (NETSP) including needed major assemblies, components, repair parts, special tools, test equipment, and technical publications. The NETSP will be provided on a timely basis to support the NETP and to assure the quality and completeness of the training.

c. Subsequent to handoff, the AMC Logistic Assistance Offices (LAO) are available to provide in-theater assistance for AMC managed materiel systems (AR 700-4).

(1) The AMC logistic assistance representatives (LAR) will assist in resolving contractor warranty problems as well as general assistance with supply and maintenance problems.

(2) Additional AMC or contractor personnel may be available for extended in-theater assistance for complex systems when approved at general officer level in both the FC and GC and with HQDA funding and control. The duration of such additional assistance will be clearly stipulated in the MFP and MFA or in a subsequent MOA between the commands and approved by HQDA.

3-8. Gaining command fielding evaluations

a. The Army GCs will ensure that each unit receiving the new materiel system completes DA Form 5666-R at time of handoff or no later than 30 days after the system handoff date (a reproducible form is included at the back of AR 700-142 for local reproduction). The following procedures will be used:

(1) For simple systems with limited support and no problems encountered in the fielding, the gaining unit commander will fill in the top portion of the form above completion instructions and write across the top "No problems, shortages, or damage encountered," otherwise, the entire form will be appropriately annotated and signed by the gaining unit commander.

(2) Include any comments on how the fielding process and NET can be improved for the gaining unit.

(3) If an MFT is still present when the form is completed, a copy will be given to the MFT chief.

(4) A copy of the form will be sent through command channels as required by the gaining MACOM.

(5) At the same time, an additional copy will be mailed to the Director, U.S. Army Materiel Command Logistics Support Activity (LOGSA), ATTN: AMXLS-AIP, Redstone Arsenal, AL 35898-7466 to help in the improvement of fielding policies and procedures.

(6) If no MFT is present, a copy will be mailed to the FC.

b. The FC will coordinate with all other activities necessary to fill the shortages that occurred during fielding or to replace damaged items, to correct any problems encountered, and to preclude their recurrence in future materiel system fieldings.

Section II

Total Package Fielding (TPF)

3-9. The TPF process

Total Package Fielding is the Army's standard materiel fielding process designed to provide Army materiel systems to the using units as a total package. This process has the fielding command, rather than the gaining command, budget for and order the new system and most of its initial issue support. The actions needed to accomplish TPF will vary based on the system complexity and the TPF category of fielding. Materiel fielding process information is provided in appendix C to help ensure thorough coordination. The Army Materiel Command has a network of TPF support offices serving the PEO/PM and GC to help coordinate the TPF process. A list of these offices is provided at figure 3-1 so that everyone involved in the TPF process can coordinate and have their questions about TPF in general, or questions about a specific system fielding answered.

3-10. Categories of total package fielding

a. Three primary actions are the same for all TPF fieldings.

(1) The FC (i.e. PEO/PM/MATDEV) will program funds for the initial issue materiel for the systems they manage, to be provided in the total package.

(2) The FC will requisition the initial issue materiel for the packages, and the end items to be provided.

(3) The FC will provide customer documentation to establish GC accountability and requisitioning objectives (RO) as appropriate.

b. The FC will identify the TPF category and the system level of complexity in the MON/MFP and the MFA. There are three categories of TPF fielding. Category I TPF has four levels of materiel system complexity which are explained below in paragraph 3-10d.

(1) Category I in TPF is a materiel system fielding. It includes the system and all associated support items of equipment (ASIOE) identified in the basis-of-issue plan (BOIP) along with the authorized/computed TMDE, special tools and test equipment (STTE), a starter set of technical publications for equipment new to the units, the computed initial issue spare/repair parts, and any special mission kits required. Category I TPF is fielding to the authorization changes in the modification tables of organization and equipment (MTOE) or tables of distribution and allowances (TDA) resulting from the new materiel system BOIP.

(2) Category II in TPF is a TPF unit activation (TPF-A). In TPF-A the fielding command of the primary mission equipment for the unit will field all items of equipment to make the unit operationally ready to deploy. Entire MTOE or TDA requirements will be provided to a minimum C-3 equipment-on-hand (EOH) fill unless otherwise directed by HQDA. The fielding support packages will include the primary system, ASIOE, TMDE, STTE, organizational support equipment (OSE), deployable common table of allowances (CTA), and all computed initial issue spare/repair parts and a starter set of equipment technical publications. A formal handoff is required for all TPF-A. TPF-A is fielding to the authorizations in the MTOE/TDA.

(3) Category III in TPF is TPF unit conversion (TPF-C). Category III TPFs are equipment driven. The TPF-C will be specifically directed by HQDA (DAMO-FD) WASH DC 20310-0460 to facilitate the smooth transition from one MTOE/TDA to another. The designated FC will field all additional items of equipment to make the unit ready to deploy under the new MTOE/TDA. Just as under TPF-A, all MTOE/TDA requirements will be provided to a minimum C-3 EOH unless otherwise directed by HQDA. A formal handoff is required. TPF-C is fielding to the authorizations in the MTOE/TDA minus the assets on hand.

c. Category II and III TPF support items other than those for the new equipment (such as MTOE shortages and OSE) will need to be negotiated and are not automatically the responsibility of the FC.

d. Four designated levels of system complexity exist. All systems fielded under TPF Category I will be identified as a level 1, 2, 3, or 4 system. The level of complexity affects the FC and GC actions needed to successfully field and deploy an operationally ready and

fully supportable system. The need for formal handoff is also affected by the complexity of the system. The four levels of complexity are named and described below.

(1) *Level 1—Low Density Simple System.* An end item with limited or no support item requirements. Fielding will involve little or no ASIOE, TMDE, STTE, or spare/repair parts. No formal handoff is required unless weapons or sensitive items are involved.

(2) *Level 2—High Density Simple System.* An end item with little or no support requirements, which will be fielded in high density and/or to a large number of users. This system does not drive plus-ups of other support equipment in the receiving units. The system may have a formal handoff, as determined by the fielding command.

(3) *Level 3—Low Density or Limited Support Complex System.* A complex end item with ASIOE, TMDE, or STTE, and some spare/repair part support requirements. These systems are often low density or one of a kind fielding. The system may have a formal handoff as determined by agreement between the FC and GC.

(4) *Level 4—Extensive Support Complex System.* A major materiel system comprising a primary mission capability and involving extensive ASIOE, TMDE, STTE, and spare/repair part support requirements. A formal handoff with computed support packages is required.

3-11. Initial distribution for materiel fielding

a. The end item requirements for any given system fielding are determined by the approved BOIPs that have been applied to the base tables of organization and equipment (TOE) and the resultant change to the gaining unit's MTOE/TDA from the consolidated TOE update (CTU). It also includes the operational readiness float (ORF) requirements computed from the float factor and identified in the TAEDP. ORF items authorized the parent MACOM by the TAEDP must be identified in the distribution plan to specify which UICs in the GC are to receive the ORF items and in what quantities. For unit activations or conversions, the FC also provides the end items authorized as deployable CTA. Based on the end items provided, the FC and the SC compute initial issue spare/repair parts for the authorized stockage list (ASL) level which will be distributed to each appropriate support organization. ORF densities will not be included in the support list allowance computations (SLACs). The amount of coordination the FC must do to identify the total materiel requirements for each fielding is based on the complexity of the system being fielded. The most common coordination for the fielding of Army systems is explained below.

b. End item requirements are coordinated with the SC (managing activity) of each end item. The end item requirements must be reflected in the authorization documents of the gaining unit before they can be requisitioned. The GC establishes the MTOE/TDA on which the fielding is based and provides the final MSP (340 days prior to FUED/handoff for developmental and at least 120 days prior for CANDI). The MSP is the final data needed by the FC and SCs to compute the initial issue spare/repair part requirements for the ASL level.

c. Once the FC knows the exact end item distribution and support structure, they compute and determine the support items quantities for each level of maintenance. The computation uses the following guidelines:

(1) *Distribution limitations.*

(a) The general support (GS) level will not be given ASL items to umbrella the shop stock supporting its maintenance mission. Data relative to shop stock in support of a new maintenance mission or an increased support population will be provided to the GS level when end items are fielded. These stocks will be requisitioned by the GS unit as demands are generated.

(b) Outside the continental United States (OCONUS) initial issue retail stockage will be limited to the Direct Support (DS), specialized repair activity (SRA), aviation unit maintenance (AVUM), and aviation intermediate maintenance (AVIM) levels only (unless otherwise authorized by HQDA). Appropriate levels of support will be identified in the GC MSPs. Stockage of COMSEC items will be as stated in TB 380-41. OCONUS theater level stockage is limited to

initial issue stockage quantity items, war reserves, and operational project stocks.

(c) Continental United States (CONUS) initial issue retail stockage can be issued to ORG, DS, AVUM, and AVIM levels only, for those items meeting both the DA approved selection and computation criteria.

(d) The national inventory control point (NICP) will compute the total requirements needed for wholesale stockage in support of fielded systems. Wholesale level provisioning stocks will be stored at the appropriate CONUS Defense Distribution Depot (DDD) for both CONUS and OCONUS to meet requirements as demands are generated.

(2) *Selection criteria for initial issue spare/repair parts.*

(a) AVUM initial stockage is limited to essentiality code C (essential) parts which are expected to meet retail stockage "add" criteria established in AR 710-2 for using unit support activities.

(b) DS, SRA, and AVIM initial stockage is limited to essentiality codes C, D (safety), and E (legal/climatic) parts which are expected to meet the retail stockage add criteria in AR 710-2 for supply support activities.

(c) Stockage at each level is further limited to parts which are replaceable within the maintenance capability of that level.

(3) Computation for initial issue will only be required for those parts meeting the essentiality and maintenance capability requirements. The parts that are computed to meet the appropriate add criteria will have an initial RO consisting of the following:

(a) An initial operating level (IOL) quantity of one. The operating level days authorized for retail days of supply (DOS) in AR 710-2 will be used in the computation of the IOL quantity. However, if the computed IOL exceeds one, it will be reduced to one in accordance with DODI 4140.1-R. The purpose of the IOL is to maintain the asset position above the reorder point until actual consumption occurs.

(b) An order/ship time (OST) quantity for DS, and AVIM based on the DA established direct support system (DSS)/ air line of communication (ALOC) OST objectives for issue Priority designator (IPD) 09-15 requisition (AR 725-50, table 2-4). If no DA established OST exists, then the most recent actual 6-month moving average OST from the logistics intelligence file (LIF) can be used. The purpose of the OST quantity is to sustain maintenance operations until replenishment shipments are received.

(c) A below depot level repair cycle quantity for reparable.

(d) No below depot level safety level quantity is authorized in the initial RO.

d. COMSEC requirements are identified and provided by the U.S. Army Communications Security Logistics Agency (CSLA). All fieldings involving COMSEC materiel are coordinated with USACSLA.

e. Conventional ammunition requirements for initial issue, training, and war reserves are established by HQDA DAMO-TRS (for training), and DAMO-FD (for initial issue and war reserves), WASH DC 20310-0450 and 20310-0460 respectively. The ammunition requirements are identified by unit to the current distribution plan, and are forwarded to the U.S. Army Industrial Operations Command (IOC), Rock Island, IL 61202-5000 for inclusion in MFPs. All fieldings with conventional ammunition requirements are coordinated with the Armament and Chemical Acquisition and Logistics Activity, ACALA, ATTN: AMSMC-LGF, Rock Island, IL 61299-6000 who will also determine conventional ammunition requirements for NET.

3-12. Materiel requirements coordination

a. Coordination packages will be developed using DA Form 5682-R (Materiel Requirements List). A copy of DA Form 5682-R is provided at the back of this pamphlet and can be reproduced for local use. Another automated form containing this information may be used if it is acceptable to the gaining MACOM. The materiel requirements list (MRL) will identify the following:

(1) Primary system.

(2) ASIOE.

(3) OSE and deployable CTA as outlined in CTA 50-909 (for TPF-A and TPF-C).

(4) TMDE.

(5) STTE.

(6) Initial issue spare/repair parts.

(7) Special mission kits and outfits.

(8) Equipment technical publications (starter set).

(9) COMSEC requirements.

(10) Conventional ammunition (Class V).

(11) Bulk petroleum and chemicals (Class III).

(12) Medical materiel requirements.

b. Conventional ammunition (Class V), bulk petroleum and chemicals (Class III), and medical materiel requirements will be listed separately on the MRL, DA Form 5682-R, and will be requisitioned by the gaining command. If TSG is the fielding command, the medical materiel will be provided by the fielder. Established Department of the Army (DA)/Department of Defense (DOD) supply procedures will be followed by the GC to obtain these items of supply.

c. An MRL coordination will normally be accomplished by visit (mandatory for level 4 systems, TPF-A, and TPF-C) or through written communication with the responsible GC personnel. The coordination meeting between FC and GC, when required, will be held 210 days prior to handoff date or at a mutually agreeable time. A coordination checklist and report DA Form 5681-R (Coordination Checklist and Report) will be used to assure complete prefielding coordination. A copy of DA Form 5681-R is provided at the back of the pamphlet. This form will be locally reproduced on 8 1/2- by 11-inch paper.

d. The support for COMSEC materiel will be separately developed by CSLA as a result of coordination with the fielding and gaining commands and in accordance with TB 380-41. COMSEC equipment fielded under TPF will be provided in separate packages. Classified COMSEC materiel will only be shipped to a designated COMSEC account.

3-13. Fielding command coordination actions

a. Provide and coordinate annual workload projections directly with each of the DLA Unit Materiel Fielding Points (UMFPs) supporting their fieldings. Project codes for each system fielding will be identified. See paragraph 3-30 for instructions on depot workloading projections and package release.

Note. A DA Form 5683-R, Staging, Deprocessing, and Handoff Requirements Checklist is no longer required.)

A memorandum of agreement or equivalent form of communication is acceptable. Each UMFP will determine what data they need from the FC.

b. The FC will provide an MRL coordination package to the GC 240 days prior to FUED and at least 30 days before any scheduled MRL coordination meeting. A memorandum of instruction explaining its contents and format will be included. An MRL will be included for all fieldings.

c. Furnish a DA Form 5681-R, with the MRL coordination package. Ensure that the final draft MFP and coordination checklist identify the project codes to be used for the fielding.

d. Furnish a list of items that are not available in the supply system or that will require redistribution or out-of Department of the Army Master Priority List (DAMPL) issue to the gaining MACOM for their review and redistribution decisions.

e. Submit out-of-DAMPL issue authority requests through proper channels.

(1) If the request for out-of-DAMPL relief is denied, and no assets are available for redistribution, notify the GC that the item will not be available for the fielding, and establish a valid backorder.

(2) Provide the document number for the unavailable items to the gaining MACOM and coordinate with DLA to assure free flow of the items to the gaining units, if a follow-on package is not planned for.

f. Establish the time, place, and method to coordinate the final

total requirements with the gaining MACOM and provide a joint supportability assessment 90 days (OCONUS) or 60 days (CONUS) before the FUED.

g. Identify, in coordination with DLA, the appropriate UMFP, project codes, staging sites, and handoff sites. This coordination will include identification and verification of all the staging, deprocessing, and handoff requirements (para 3-32). OCONUS staging requirements will be coordinated with AMC-Europe or the AMC Depot Support Activity-Far East (DSAFE) as appropriate (para 3-29). In addition, the project codes, staging, and handoff sites will be coordinated with the gaining MACOM to the appropriate level of detail. (Project codes are requested in accordance with AR 725-50, chapter 1, and assigned by the USAMC LOGSA.)

h. After final coordination with the GC, inform DLA of the expected package build and release dates.

i. Coordinate with CSLA to arrange for COMSEC materiel fielding as appropriate.

j. Prepare package release messages in accordance with figure 3-2.

k. Fielding of training devices (TD) or instrumentation systems (IS) is often done using a standard MON. All support requirements are coordinated and agreed on through the MON. As a general rule the TDs and ISs use life cycle contractor support (LCCS) paid for by the materiel developer. The GC, in most cases, is relieved of the requirement to train instructor or maintenance personnel and to purchase special tools and test equipment and spare/repair parts. Under these circumstances the U.S. Army Training Device Center in the GC will perform all the store, issue, and maintenance functions related to the TD and IS for the GC.

l. Fielding to the U.S. Army Reserve Command (USARC) units, is coordinated through HQ USARC, ATTN: AFRC-FDO-S, 1401 Deshler St. SW, Ft. McPherson, GA. 30330 (Call 1-800-359-8483 ext 7072, 7070,7071,or 7074). All MFPs, MFAs, and prefielding coordination will be approved by this office.

3-14. Gaining MACOM coordination actions

a. Establish the correct MTOEs/TDAs for gaining units at least 340 days prior to FUE/handoff date and assist the FC in determining the end items authorized by the system fielding.

b. Provide a complete and accurate MSP, DA Form 5106-R (Mission Support Plan (MSP)), with supplementation or equivalent automated form) depicting the distribution of the end items within the GC and the maintenance and supply support structure. Ensure ORF assets in the TAEDP have been identified for distribution to specific UICs.

c. Identify and verify the automated system and class of supply for each DOD activity address code (DODAAC) to receive materiel (part of MSP process).

d. Review coordination packages, sign the coordination checklist and report (DA Form 5681-R), and identify any items not needed, or issues to be resolved, prior to the JSA and scheduling of the handoff.

e. Identify points of contact (POCs) for unit and support elements responsible for coordinating materiel requirements.

f. Participate in the MRL scrub and verify materiel requirements and DODAACs to receive each TPF package.

g. Coordinate the staging and handoff sites including facilities, equipment, tools, TMDE, computer resources, personnel, administrative support, and schedules.

h. Assist in redistribution of assets as agreed to during coordination.

i. Maintain technical publications accounts as outlined in paragraph 3-28e.

3-15. Supporting command coordination actions

a. Provide input to MFPs.

b. Inform FC of supply availability for all managed items in support of fielding.

c. Compute and transmit initial issue support lists to FC 280 days prior to fielding or within 30 days of request.

d. Provide personnel for coordination meetings, new materiel introductory briefing teams (NMIBTs), MFTs, or NET teams as required and planned for.

e. Provide materiel in accordance with established procedures.

3-16. Defense Logistics Agency coordination actions

a. Assist the FC in determining UMFPs and shipping schedules to support TPF worldwide. This coordination will include identification of all package consolidation requirements projected for a one year period.

b. Coordinate with the FC to assure that all workloading, package release message, and release confirmation message procedures and requirements listed in paragraph 3-30 are planned for as necessary.

c. Use workload projections and release dates to assure timely packaging, labeling, and release of shipments. Ensure TPF package release confirmation messages are provided to the fielding commands in accordance with figure 3-3.

3-17. Logistics Assistance Office (LAO) coordination actions

a. As part of the Army Logistics Assistance Program (AR 700-4), the LAOs serve as the direct link between FC and the GC units in their assigned area. They collect, assess, correlate, and provide logistics information to both the FC and the GC. They identify and report through channels on all logistic functions that have an adverse impact on logistics readiness.

b. LAOs will receive both draft and final MFPs for all materiel systems to be fielded in their assigned MACOM and will—

(1) Review the MFPs, coordinate with gaining units (if identified), and submit comments as appropriate.

(2) Coordinate with FC and GC personnel to ensure that the plans are complete and the schedules and milestones are realistic. Comments will be provided through channels when problems are anticipated.

(3) Monitor the progress of the fielding coordination and actions for all new systems coming into their assigned area.

(4) Provide advice, assistance, and guidance, as required, to both the FC and GC to facilitate complete, timely, and satisfactory fielding operations.

c. Appendix E provides guidance on the scope of logistics assistance information which should be included in MFPs. The requirement to include LAOs in the distribution of MFPs is also included in table E-1.

3-18. Requisitioning for total package fielding

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

- (1) Class 2 and 7 end items.
- (2) Class 3 petroleum products and chemicals (packaged).
- (3) Class 4 construction materiel.
- (4) Class 9 spare/repair parts, kits, and assemblies.

b. TPF encompasses hand off of the primary material system and its support package that includes the following:

(1) The primary system including all component end items and associated basic issue items (BII).

(2) ASIOE and associated BII.

(3) COMSEC materiel in coordination with CSLA.

(4) STTE.

(5) TMDE including automatic test equipment (ATE) and test program sets (TPS).

(6) Computed/authorized initial issue spare/repair parts.

(7) Special mission kits or equipment such as black-out kits or arctic kits.

(8) A starter set of equipment technical publications. The GC will requisition any additional copies required(see glossary).

c. The GC will requisition the following classes of supply to support TPF:

(1) Class 2 and 7 end items identified as additional authorizations list (AAL) items (discretionary).

(2) Class 3 petroleum products and chemicals (bulk).

(3) Class 5 conventional ammunition.

(4) Class 8 medical materiel, unless TSG is the FC.

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

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

f. A memorandum of instruction which contains documentation guidance for all situations will accompany all TPF shipments (see app F). The TPF customer documents are tailored to the customer's retail supply system (see table F-1) and will be one of the following:

(1) Standard property book system (SPBS)/standard property book system—redesign (SPBS-R).

(2) Army medical department property accounting system (AMEDDPAS).

(3) Manual system.

g. The procedures for SPBS are as follows:

(1) The property book officer (PBO) conducts a receipt and issue of property inventory in accordance with DA Pam 710-2-1, paragraph 9-4.

(2) The PBO acknowledges receipt of supplies by signing name and entering julian date in block 7 of document identifier code (DIC) AOA DD Form 1348-1A (DOD Single Line Item Release/Receipt Document).

(3) At the time of handoff, the PBO establishes catalog data and due-in data using the diskette provided by AMC to the receiving/supporting standard Army retail supply system-objective (SARSS-O). It contains the catalog transactions (DIC YC1/YC2) and status transactions (DIC AE_) for each item in the package. This diskette containing the TPF transactions must be processed into the SARSS-1 Transaction-in process prior to processing any TPF receipts. (Complete instructions are contained in app E).

h. The procedures for AMEDDPAS are as follows:

(1) The PBO conducts a receipt and issue of property inventory in accordance with DA Pam 710-2-1, paragraph 9-4.

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

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

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

(1) The PBO conducts a receipt and issue of property inventory in accordance with DA Pam 710-2-1, paragraph 9-4.

(2) The PBO acknowledges receipt of supplies by signing name and entering julian date in block 7 of DD Form 1348-1A.

(3) When an MFT is present, the MFT will take copies of DD Form 1348-1A and D6S documentation to the SSA for SAILS processing and subsequent reporting to CBS-X.

(4) When an MFT is not present, the Central Receiving Point (CRP) or direct support unit (DSU) will take copies of the DD Form 1348-1A and D6S documentation to their SSA for SAILS processing. (Documentation provided by the AMC fielding command that contains the unit DODAAC in card column 30-35).

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

(6) No entry will be made in the document register, nor will a supplemental document register be maintained.

(7) A separate supporting document file folder will be prepared for TPF receipts. The completed DD Form 1348-1A will be filed in the supporting document file, sequenced by the document number on the 1348-1A.

3-19. Instructions for requisitioning

a. At least 7 work days in advance of submitting requisitions, the FC will broadcast the system project codes and customer DODAACs to commands supporting TPF. This includes the DLA UMFP where the materiel will be sent, LOGSA, for inclusion in the LIF, and the applicable staging and handoff sites. Requisitions will be prepared on DA Form 2765-1, in accordance with AR 725-50, appendix E, and submitted through the defense automatic addressing system (DAAS) to the wholesale source of supply. Only valid NSNs will be requisitioned. Enter the appropriate information by following the additional instructions for TPF requisitions shown below.

- (1) Media and status code "O" in card column (cc) 7.
- (2) FC unique UMFP or staging site DODAAC in cc 30-35.
- (3) Alpha character A-F in cc 40.
- (4) Demand code "N" in cc 44.
- (5) DODAAC of receiving unit (customer) in cc 45-50 (as listed on MSP).
- (6) Signal code in cc 51.
- (a) "A" when item is reimbursable.
- (b) "D" when item is free issue.
- (7) Fund code in cc 52-53.
- (a) Numeric in cc 52 to identify fiscal year for reimbursable issues, "G" for free issue.
- (b) Enter 1 in cc 53 for reimbursable issues; "A" for free issue.
- (8) Distribution code of FC in cc 54 for receipt of status.
- (9) Weapons/equipment system designator code (W/ESDC) from MFP in cc 55-56 for repair parts, type requirements code in cc 55-56 for MTOE/TDA items.
- (10) "I" series project code in cc 57-59 from MFP.
- (11) Priority 05 in cc 60-61.
- (12) Extended required delivery date (RDD) to UMFP/staging site in cc 62-64.
- (13) Advice code 2A or 2L as applicable in cc 65-66.

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

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

3-20. Processing TPF requisitions

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

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

3-21. Materiel obligation validation (MOV) process for TPF requisitions

a. When Army NICPs create DIC AN transactions as the source of supply, the DIC AN will be suppressed for TPF requisitions. Procedures will be used to assure that TPF requisitions are not canceled during the MOV process.

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

3-22. Materiel consolidation and shipment for TPF

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

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

from the established timeframes will be justified in the materiel release notification.

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

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

3-23. Diversion of TPF shipments

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

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

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

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

3-24. Logistics intelligence file (LIF)

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

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

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

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

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

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

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

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

(4) *UMFP bypass—P9774*. This report identifies items which

direct ship from depots or have otherwise bypassed the UMFP. This report is available on remote terminal.

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

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

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

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

3-25. Defense automatic addressing system (DAAS)

a. The DAAS will pass DICs BAY, BAZ, B8S, and X8T transactions to the routing identifier code (RIC) in cc 4-6.

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

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

3-26. Technical publications procedures

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

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

b. Each FC will make a yearly survey of publications required to support planned TPFs. These requirements, and timely ordering of tailored DODAAC/project code packages of publications, will be coordinated with the U.S. Army Publishing Agency (USAPA).

(1) The FC will provide any needed draft equipment publications using local reproduction services, coordinated through the appropriate equipment publications control officer (EPCO). This will be done only if the EPCO determines the publications cannot be validated, verified, and printed in time to meet the required FUED for the first MACOM to be fielded. (See AR 310-1 for provisions and restrictions on printing.)

(2) When an official DA publication exists but is not available from the appropriate USAPA activity (Baltimore or St. Louis Publications Center), the FC will request the EPCO to obtain the needed copies through local reproduction services.

(3) In forecasting requirements for CANDI TPF, each FC will assure in advance of fielding that the manufacturer's publications are usable and adequate to support the CANDIs. If manufacturer's manuals are not adequate, the FC will prepare or procure the required technical publications that meet the appropriate military specifications. (See AR 310-3 for provisions on commercial manuals.)

c. The USAPA activities will integrate the TPF requirements into

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

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

e. The gaining units still need to submit publication requisitions. The primary way to obtain DA publications, including initial issue quantities for new systems, along with updates and changes, is through the USAPA, via the DA 12-series forms. Publication requisitions can be submitted via Email and status of the requisition is automatically provided. This is done by any Army Information Management Office for its assigned customers and publication accounts. A "turn-key packet" to allow Email requisitioning of publications from USAPA can be ordered by calling DSN 221-6238 or commercial (703) 325-6238. Operator's manuals are still issued as BII with each end item.

3-27. Materiel consolidation and staging

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

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

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

(1) In Germany, collocated with HQ AMC-Europe on Hammond Barracks is the Seckenheim Staging Activity (SSA) which is the central handoff site for COMSEC and other selected items. A few miles away, in Friedrichsfeld, is the large modern, all-purpose Friedrichsfeld Staging Activity (FSA). A third site is located at Gernersheim, Germany for fielding vehicles and weapons. A fourth site is the Vilseck, GE. staging activity located on Rose Barracks. This site is used to field tracked and wheeled vehicles and other commodities destined to units in the Vilseck area.

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

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

3-28. Depot workload projections and package release

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

- (1) System nomenclature, model number, and NSN.
- (2) Project code.
- (3) Assigned UMFP.
- (4) Assigned staging site.
- (5) DS/GS initial issue packages—lines, weight, cube.
- (6) Unit level initial issue packages—lines, weight, cube.
- (7) End item—weight, cube.
- (8) ASIOE—weight, cube.
- (9) Projections—1st year monthly—2d year, quarterly.
- (a) Number of end items.
- (b) Number of ASIOE.
- (c) Number of DS and GS packages.
- (d) Number of unit packages.
- (10) Special handling requirements.
- (a) Signature service.
- (b) Radioactive.
- (c) Classified and controlled.

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

3-29. Unit materiel fielding point (UMFP) procedures

a. Receiving.

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

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

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

c. Shipping.

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

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

d. Coordination.

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

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

3-30. Staging, deprocessing, and handoff requirements

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

b. All requests for support from the staging sites should go directly to the staging sites. For USAREUR fieldings, send the request to Commander, USAMC-Europe, ATTN: AMXEU-LM, Unit 29331, APO AE 09266. To coordinate your staging workload in Europe call DSN 370-7708/8429 or email to mffsr@seckenheim2.army.mil. For staging support in Korea, send the request to Commander, D-SAFE, ATTN: SDSFE-RPC, APO AP 96205. To coordinate your staging workload in Korea call DSN 721-7780/7781 or email to sdsfe-rpc@seoul-emh1.korea.army.mil.

3-31. OCONUS staging site procedures

a. Receiving.

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

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

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

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

b. Storage, deprocessing, and issue of materiel.

(1) Store packages by project code and DODAAC and provide status to MFT chief. The packing list will be provided to the MFT chief.

(2) Issue packages at the direction of the MFT chief, FC, or GC as applicable.

(3) Conduct or assist with processing for handoff to put end items in "ready for use" condition as previously agreed to in statements of work.

(4) Inventory, receipt, storage, and issue records will be maintained by line item and locations assigned by package to conform to transition to war planning agreements between AMC and USAREUR.

(5) When staging site personnel serve as the MFT, they will submit after action reports as outlined for MFTs in paragraph 3-8 unless specifically exempted.

3-32. OCONUS transportation

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

b. The MTMC identifies inbound cargo to the theater traffic manager who arranges and schedules transportation from ports of entry to the staging site offloading facilities. Transportation may consist of rail, barge, or tractor trailer. In USAREUR, the 37th Transportation Command arranges transportation support, and in Korea, the 25th Transportation Center arranges the transportation support. The MTMC coordinates with the theater traffic manager who notifies the staging site of receipt of inbound cargo and coordinates an estimated delivery date.

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

3-33. Items not centrally staged

Noncentrally staged end items will be scheduled with MTMC and shipped to gaining units under standard transportation policy. OCONUS shipments require notification to MTMC 6 months prior

to movement. Coordination with the gaining units is required to assure proper receipt and accountability of TPF end items that are shipped directly to the units. An agreed on consolidation point for joint inventory and handoff will be used for receipt of packaged items (Class IX, publications). Actual locations for consolidation may vary based on commodity and end item. Locations may vary from AMC staging sites to GC SSAs.

3-34. Joint supportability assessment (JSA) and call forward

a. In TPF, the FC and GC will coordinate not later than 90 days before FUED for OCONUS fielding and 60 days for CONUS fielding and agree on the final fielding/handoff schedule, before packages and end items are shipped to a staging site or gaining unit. The coordination is called a JSA and will address all problems or issues which were identified during the MRL coordination meeting at 210 days prior to the scheduled fielding. Both commands will report on their readiness to conduct the fielding and will mutually agree that the projected package percent of fill, end item availability, personnel, and facility support is either adequate or inadequate to conduct the fielding as scheduled. Either the final schedule will be agreed on or a new fielding date and JSA date will be scheduled. If agreement is reached, it will serve as the approved call forward for any materiel destined for a non-AMC controlled facility.

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

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

3-35. Handoff procedures

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

b. *Deprocessing.*

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

(2) Other items will be received at a unit or central staging site, be inspected, be given a complete operational check, and then be accepted by signature. Instructions will be included and the method of deprocessing coordinated with staging site/unit personnel.

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

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

tools and materiel for deprocessing unless otherwise agreed on. When decentralized staging is used, the MFT or GC personnel will accomplish deprocessing.

(b) The MFT will perform a joint inventory with the GC which will account for all items provided in the fielding. A DA Form 5684-R will be signed by representatives from both the FC and GC. A copy of DA Form 5684-R is provided at the back of this pamphlet. This form will be locally reproduced on 8 1/2- by 11- inch paper. The joint inventory report will be included in the MFT after action report.

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

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

c. *Inventory.*

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

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

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

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

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

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

d. *Completion of handoff.*

(1) Handoff of the materiel is accomplished when all the DD 1348-1As, and the DA Form 5684-R, Joint Inventory Report are signed. Accountability for the fielded system and its support package will be transferred to the GC at that time. The GC processes the customer documentation provided to establish proper accountability for all materiel received. Within 30 days, the GC will fill out a DA Form 5666-R and submit it in accordance with paragraph 3-10. The MFT or central staging site personnel serving as the handoff team will prepare an MFT after action report within 30 days after completion of the joint inventory and handoff. This report will include the following:

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

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

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

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

(2) A copy of the MFT after action report will go to the FC with copies of all MFT after action reports furnished to: Director, USA LOGSA ATTN: AMXLS-AIP, Redstone Arsenal, AL 35898-7466 and for fieldings in Europe a copy should also go to Cmdr, AMC-Europe, ATTN: AMXEU-LM, Unit 29331, APO AE 09266.

3-36. Customer documentation procedures

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

b. When MFTs are involved in handoff of materiel, they may assist the gaining units in processing the documentation provided. The documents provided by the FC for each item of supply received will be processed. Documents provided for materiel not received will be retained by or returned to the MFT. Follow-on packages of materiel will also require documentation prepared by the FC. When an MFT is present, the MFT will take copies of the DD Form 1348-1 and D6S transactions to the SSA for the SAILS processing and subsequent reporting to the CBS-X.

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

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

U.S. ARMY MATERIEL COMMAND - TOTAL PACKAGE FIELDING SUPPORT OFFICES

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

HQ AMC ATTN:AMCLG-M, Alexandria, VA 22333-0001
DSN 767-9299 Commercial (703) 274-9299

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

HQ AMC-EUROPE ATTN:AMXEU-LM, Unit 29331, APO AE 09266
DSN 375-7708/8429 Commercial 011-49-621-487-7708 FAX 7100

Director, U.S. Army Armament and Chemical Acquisition and Logistics Activity (ACALA)

DIR ACALA ATTN: AMSTA-AC-NMFN, Rock Island, IL 61299-6000
DSN 793-1894/6303 Commercial (309) 782-1894/6303

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

HQ CECOM ATTN:AMSEL-LC-RE-FM, Ft. Monmouth, NJ 07703-5000
DSN 992-0940 Commercial (908) 542-0940

Headquarters, U.S. Army Industrial Operations Command - Depot Support Activity Far East (D-SAFE)

HQ D-SAFE ATTN:SDSFE-RPC APO, AP 96205
DSN 721-7519 Commercial 011-822-720-7568

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

Director LOGSA ATTN:AMXLS-AIP, Redstone Arsenal, AL 35898-7466
DSN 897-6139 Commercial (205) 313-6139 or DSN 645-9898 Commercial (205) 955-9898

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

HQ AMCOM ATTN:AMSAM-MMC-RE-SF Redstone Arsenal, AL 35898-5230
DSN 897-1645 Commercial (205) 313-1645

Headquarters, U.S. Army Simulation, Training, and Instrumentation Command (STRICOM)

HQ STRICOM ATTN:AMSTI-LT 12350, Research Parkway Orlando, FL 32826-3276
DSN 970-3740 Commercial (407) 384-3740

Headquarters, U.S. Army Soldier System Command (SSCOM)

HQ SSCOM ATTN:AMSSC-SR Kansas St., Natick, MA 01760-5052
DSN 256-5375 Commercial (508) 233-5375

U.S. Army Tank-automotive and Armaments Command (TACOM)

HQ TACOM ATTN:AMSTA-IM-GC, Warren, MI 48397-5000
DSN 786-6490 Commercial (810) 574-6490

U.S. Army Test, Measurement, and Diagnostic Equipment Activity (USATA)

USATA ATTN:AMCPM-TMDE-TC or -A, Redstone Arsenal, AL 35898-5000
DSN 645-6881 Commercial (205) 955-6881

Figure 3-1. USAMC TPF Support Offices

Package Release Messages

TO: UMFP or staging site

FROM: Fielding command

INFO TO: Gaining MACOM and unit Staging/Handoff Site

SUBJECT: TPF Shipping Directive--System (name)

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

Figure 3-2. Format for package release messages

Release Confirmation Messages

TO:

Fielding command

Gaining MACOM/unit

FROM: UMFP or Staging Depot

INFO TO:

Gaining Unit HQAMC, AMCSM-SIM Staging and Handoff Site

SUBJECT: TPF Shipping Confirmation System (name)

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

Figure 3-3. Format for release confirmation messages

Chapter 4 Materiel Transfer of Replaced and Displaced Systems

Section I Introduction to Displaced Systems

4-1. General

A materiel transfer process guide is included in Appendix C to aid in the planning of materiel transfers. This chapter addresses three categories of equipment to be transferred: displaced systems, replaced systems, and excess end items and support items.

a. Displaced systems are only those materiel systems specially designated by HQDA for intensive management and redistribution due to their importance and complexity and because they will continue to be used and supported by the Army.

b. Replaced equipment, (no longer authorized due to receipt of new or upgraded equipment), and excess equipment, fall into the two categories of critical or noncritical equipment. HQDA determines redistribution for critical replaced and excess items. Redistribution of critical items by HQDA is planned in advance by the FMMP or the Army Order of Precedence (AOP) provided to LOGSA for inclusion in the total Army equipment distribution plan (TAEDP) and the equipment release priority system (ERPS). Non-critical replaced and excess equipment is redistributed in accordance with AR 710-2.

4-2. Transfer within a MACOM

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

4-3. Transfer between using MACOMs

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

(1) The gaining MACOM presently uses and supports the displaced system.

(2) The displaced system is self-contained, such as power generators, trailers, or vans which will not have a significant resource impact on the gaining command.

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

(1) The designated displaced system is to be transferred directly from one using MACOM to a different using MACOM that has not previously used or supported the system.

(2) The designated displaced system is to be transferred to a depot level activity for refurbishment in conjunction with refielding the system to a MACOM that has not previously used or supported the system. Under these circumstances, total package fielding will be used to refield the system.

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

Section II ILS Planning for Displaced Systems

4-4. Guidelines

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

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

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

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

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

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

4-5. Documentation for displaced systems transfer

a. Displaced systems will be identified and displayed in the AMIM and FMMP for long-range facility, materiel, and personnel resource planning. Transfer between using MACOMs will be planned and coordinated with HQDA and the MACOM through an MOA or MTP as stated in paragraph 4-3. A displaced system MON will accompany or precede the MTP or MOA. The content of the MOA or MTP will be adapted to the complexity and condition of the system, its resource impact on the GC, and the specific needs and capabilities of the GC. The GC will provide comments on the MOA or MTP to define their requirements and will provide an MSP to fully describe the maintenance and supply support structures. Similar to materiel fielding, a formal materiel transfer agreement (MTA) will be required for transfers using MTPs. The same format and basic data for MFAs will be used for MTAs. (See para 3-7.)

b. The MTP will contain all the same sections as an MFP (app E). The MTP will be developed in conjunction with the MFP for the replacing system. Milestones for the MTP system will be established just like for new system fieldings.

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

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

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

(3) Transfer or refielding logistics procedures.

(4) Maintenance support.

(5) Supply support.

(6) Transportation and handling.

(7) Technical data and publications.

(8) Facilities (mobile and fixed).

(9) Training, training devices, and materiel.

(10) Computer resources and software support.

(11) Other logistics support.

4-6. Displaced equipment training (DET)

a. The extent of, and need for DET will be determined by the Army's designated DET trainers; TRADOC, FORSCOM, U.S. Army Pacific Command, (USARPAC), the National Guard Bureau (NGB), and the GC (AR 350-35). The existing training base will be used to the maximum extent possible. When a formal DET plan is

necessary, it will be an appendix in section 9 of the MTP or appended to the MOA. When no formal DET plan exists, the extent of training, schedules for, and the materials, devices, aids, and equipment needed to train the staff planners, trainers, support personnel, and users will be documented in the MTP or MOA.

b. TRADOC and the other CBTDEVs will initiate DET plans and conduct DET for active component units. FORSCOM and USARPAC will plan and conduct DET for USAR units, while the NGB will establish plans and conduct DET for ARNG units (AR 350-35).

Section III

Material Transfer Plan Procedures

4-7. Supporting command procedures—formal MTP

a. When a designated displaced system is to be transferred from one using MACOM to another using MACOM which has not used or supported the system, the primary SC (developer/fielder of the displaced system) will designate a displaced system manager to plan and direct the transfer using an MTP. An MTP will also be used if that system is to be cycled through a depot level activity and then refielded to the GC using TPF.

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

c. The MTP will include the same range and depth of data as an MFP and be prepared in the same format as an MFP (appendix E).

d. All systems requiring an MTP will have milestone schedules just like for new system fielding (appendix D).

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

- (1) Adequate DET planning has been accomplished.
- (2) Facilities requirements are available or planned.
- (3) Personnel requirements are identified and planned.
- (4) Appropriate LAOs have been included in the coordination actions.
- (5) All materiel requirements have been identified. This includes:
 - (a) What items will be provided by the LC, the GC, and the wholesale level SCs.
 - (b) Indicate how materiel will be transferred; materiel will go directly from the LC to the GC, or the materiel will be cycled through a depot level facility. If all the materiel will be accumulated at the depot level, TPF methods will be used to refield the system to the GC.
 - (c) Establishing transfer standards and methods for all end items, support items, and repair parts. The LC, GC, and SCs need to agree on the planned procedures for transfer of all materiel.
 - (d) Determining how initial support for each end item will be computed (i.e. SC computations, or based on present support stockage in another unit).
 - (6) Necessity of materiel transfer team identified. Required skills, personnel, and their source have been identified.
 - (7) Schedules have been developed that will not conflict with other planned operations needing the same personnel or facilities.
 - (8) Displaced system managers have been appointed in the LC, GC, and SCs.
 - (9) A displaced system checklist similar to the fielding checklist (DA Form 5681-R) has been developed and coordinated.

4-8. Losing MACOM procedures—formal MTP

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

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

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

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

- (1) Identify the needed DET requirements and coordinate and schedule them with the DET trainers, the GC, and the appropriate SCs.
- (2) Assure the timely change to MTOE/TDA authorizations to allow for the expedited turn-in of the displaced system and related support equipment and materiel.
- (3) Coordinate and document the specific transfer procedures and responsibilities in a displaced system checklist and report.
- (4) Assure timely turn-in and transfer of the system and its related support as specified in the MTP and displaced system coordination meetings.
- (5) Achieve agreed upon equipment transfer standards. Inform the SC and GC immediately of all shortages or condition deficiencies of materiel that was planned to be transferred.
- (6) Ensure all staging, deprocessing, and handoff requirements have been coordinated with the FC, UMFPs, staging site, and LC.

4-9. Gaining MACOM procedures—formal MTP

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

- a. Appoint a displaced system manager for the planning, coordination, and execution of the transfer and for coordinating with the appropriate LAOs.
- b. Assure the MTP is prepared in accordance with appendix E.
- c. Assure that a displaced system checklist and report similar to the fielding checklist is used (DA Form 5681-R). A materiel transfer process guide is included in appendix C.
- d. Assure the DET and personnel requirements are coordinated and planned for in accordance with AR 350-35.
- e. Plan, program, and budget for the receipt, operation, maintenance and support of the displaced system.
- f. Establish authorization documentation (MTOE/TDA) in a timely manner.
- g. Provide MSPs identifying the using, maintenance, and supply support units/environment.
- h. Identify any unusual support considerations that should be considered in the coordination of the MTP or for the transfer procedures.

Section IV

Memorandum of Agreement Transfer Procedures

4-10. Use of an MOA for transfer

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

4-11. Losing MACOM procedures

a. When an MFP for a new system is received, the losing MACOM will determine if the system being replaced is in part 4 of DA Pam 5-25. If the system being replaced is not in part 4 of DA Pam 5-25, the excess and redistribution procedures of AR 710-1, AR 710-2, AR 750-1, and other applicable guidance will be followed.

b. If the system is a designated displaced system, the MACOM needs to know if it will be authorized to fill shortages within the MACOM or use the system as an authorized substitute. If the system will continue to be used in the MACOM, then the transfer within the MACOM will be planned, programmed, budgeted for, and controlled within the MACOM. Normal logistic support channels and methods will be used. However, if the system is to be transferred to another MACOM, an MOA will be initiated by the LC to plan, coordinate, and effect the transfer to the GC.

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

d. The Reverse SLAC process is used when all of a specific end item is replaced or displaced from an MTOE/TDA (AR 710-2). The Reverse SLAC Report will identify "unique items" (those parts used on the replaced end items but not on the replacing end items or unit's other on-hand end items), and the "common items" (those parts used on the replaced end item and at least one of the replacing or remaining on-hand end items in the unit). To obtain a Reverse SLAC Report, write to Director, LOGSA, ATTN: AMXLS-RAC, Redstone Arsenal, AL 35898-7466. The request must contain the following information:

- (1) NSN of the replaced or displaced end item(s).
- (2) NSN of the replacing end item(s).
- (3) NSN of all remaining move, shoot, and communicate equipment on the MTOE/TDA that the unit will continue to use, repair, or support. For all aircraft and generators, include the NSN of the engine as well as the end item NSN.
- (4) Unit identification code of the requesting unit.
- (5) Point of contact, name, rank, return mailing address, and telephone number (both DSN and commercial).

e. The Reverse SLAC process compares all the spare/repair parts applicable to the replaced end item(s) to all the parts used on the other end items in the unit. Therefore, each Reverse SLAC request must include all NSNs of the similar end items on the MTOE/TDA. Upon receipt of the Reverse SLAC Report, the unit can determine what stock will become excess by matching the "unique items" list against the on-hand Class IX stock. When the replaced end items are turned in, the "unique items" will no longer be needed. A comparison of the "common items" list to the stock on hand will indicate which items will be likely to experience fewer demands.

f. If the Reverse SLAC Report is not appropriate, another product is available, the "Peculiar Items Report." This report compares the spare/repair parts used on one end item, or family of end items, to those used on another end item and identifies which parts are peculiar (to one end item or family of end items) and which parts are common (used on both end items being compared). It does not recommend excess of any support items, but only identifies the commonality of use between the end items in the comparison.

g. Call LOGSA, DSN 645-9739 or commercial (205) 955-9739 prior to submitting your request. Submit the Reverse SLAC Request in the format shown at figure 4-1.

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

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

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

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

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

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

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

4-12. Gaining MACOM procedures

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

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

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

c. The gaining MACOM will also need to—

- (1) Assure timely establishment of authorization documents (MTOE/TDA) to accommodate the displaced system and its support.
- (2) Provide MSPs to the SC and LC to show the using, maintenance, and supporting units for the displaced system. The proper distribution for the ORF assets will be designated, if applicable.
- (3) Identify personnel and training requirements for each gaining unit. Plan and coordinate DET in accordance with AR 350-35.
- (4) Identify and program for additional or special facility requirements of the displaced system.
- (5) Plan, program, and budget for the receipt, operation, and maintenance of the displaced system.

4-13. Supporting command procedures

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

displaced system and its support equipment will be cycled through maintenance activities prior to transfer to the GC.

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

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

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

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

Appendix A References

Section I Required Publications

AR 700-142

Materiel Release, Fielding, and Transfer. (Cited in paragraphs 1-1, 2-3f, 2-4a(2), 2-7, and 3-5a, and appendix C).

Section II Related Publications

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

AR 25-1

The Army Information Management Program.

AR 25-30

The Army Integrated Publishing and Printing Program

AR 40-10

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

AR 40-60

Policies and Procedures for Acquisition of Medical Materiel.

AR 55-38

Reporting of Transportation Discrepancies in Shipments.

AR 70-1

Systems Acquisition Policy and Procedures.

AR 70-47

Engineering for Transportability.

AR 200-1

Environmental Protection and Enhancement.

AR 200-2

Environmental Effects of Army Actions.

AR 220-1

Unit Status Reporting.

AR 310-1

Publications, Blank Forms, and Printing Management.

AR 350-35

Army Modernization Training.

AR 350-38

Training Devices Management and Policy

AR 380-19

Information Systems Security

AR 385-16

System Safety Engineering and Management

AR 602-2

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

AR 700-4

Logistic Assistance Program.

AR 700-127

Integrated Logistic Support.

AR 700-129/AFR 400-46/OPNAVINST 4105.2

Integrated Logistic Support of Multi-Service Communications-Electronics Systems and Equipment.

AR 700-138

Army Logistics Readiness and Sustainability.

AR 700-139

The Army Warranty Program.

AR 710-1

Centralized Inventory Management of the Army Supply System.

AR 710-2

Supply Policy Below the Wholesale Level.

AR 710-3

Asset and Transaction Reporting System.

AR 725-50

Requisitioning, Receipt, and Issue System.

AR 746-1

Packaging of Army Materiel for Shipment and Storage.

AR 750-1

Army Materiel Maintenance Concepts and Policies.

AR 750-37

Sample Data Collection (SDC): The Army Maintenance Management System.

AR 750-43

Test, Measurement, and Diagnostic Equipment (Including Prognostic Equipment and Calibration Test/Measurement Equipment).

AR 750-58

Painting, Camouflage Painting, and Marking of Army Materiel.

CTA 50-909

Field and Garrison Furnishings and Equipment

DA Pam 5-25

Army Modernization Information Memorandum.

DA Pam 700-28

Integrated Logistics Support Program Assessment Issues and Criteria

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures)

DA Pam 738-750

The Army Maintenance Management System (TAMMS).

DA Pam 738-751

Functional User's Manual for the Army Maintenance Management System,

DOD 5000.2-R

Mandatory Procedures for Major Defense Acquisition Programs and Major Automated Information Systems

DODD 5000.1

Defense Acquisition

DODI 4140.1-R

DOD Materiel Management Regulation

DODI 4140.42

Determination of Initial Requirements for Secondary Item Spare and Repair Parts Through The Demand Development Period

MIL-STD 129

Pack Marking for Shipment and Storage

SB 700-20

Army Adopted/Other Items Selected for Authorization/List of Reportable Items.

TB 9-1300-385

Munitions Restricted or Suspended

TB 380-41

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

Section III**Prescribed Forms****DA Form 5680-R**

Materiel Fielding Team After Action Report. (Prescribed in paragraph 3-6.)

DA Form 5681-R

Coordination Checklist and Report. (Prescribed in paragraph 3-13.)

DA Forms 5682-R

Materiel Requirements List. (Prescribed in paragraph 3-12.)

DA Form 5684-R

Joint Inventory Report. (Prescribed in paragraph 3-6.)

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

Maintenance Request

DA Form 2408-9

Equipment Control Record

DA Form 2765-1

Request for Issue or Turn-In

DA Form 3328

Property Record

DA Form 5106-R

Mission Support Plan

DA Form 5385-R

Materiel Release Forecast--Part I

DA Form 5385-1-R

Materiel Release Get-Well and Status Report

DA Form 5666-R

Gaining Command Fielding Evaluation

DD Form 1348-1A

DOD Single Line Item Release/Receipt Document

Standard Form 361

Transportation Discrepancy Report

Standard Form 364

Report of Discrepancy

Standard Form 368

Product Quality Deficiency Report

Appendix B**Materiel Release of Software**

B-1. Supporting data requirements are to be included in the software suitability and supportability statement, for software initial or follow-on release.

B-2. Supporting requirements are as follows:

a. End item nomenclature and brief description of fielded operational and support system.

b. Background summary of software changes including those not requiring release.

c. Summary of current software changes comparing updated system capability to previous capability.

(1) Extent of change in mission, function, capability, performance parameters, etc.

(2) Extent of software change (% of software lines of code change).

(3) Impact of change on hardware.

(4) Impact of change to logic flow, interfaces, etc.

d. Testing of changes and compatibility with system.

(1) Software and software support testing.

(*a*) Extent of software testing (including configuration, criteria, results, etc.).

(*b*) Documentation of software testing (include independent verification and validation).

(2) System performance and system support.

(*a*) Extent of system performance testing.

(*b*) Documentation (summary) of performance test data.

1. System tests (e.g., development test, etc.

2. Independent evaluation report, including independent safety assessment, confirmation, or statement.

(3) Actions needed as a result of the post deployment software support demonstration.

e. Maintainability, reliability, and supportability status.

f. Achievement of requirements.

g. Deficiencies and shortcomings.

h. Resolution of test incident reports, QDRs, and software trouble reports.

i. Impact on system safety.

j. Cumulative effect of changes - include cumulative software lines of change since the last release.

k. Impact on ILS.

(1) Plan for implementation of changes (e.g., schedule for field retrofit), and replication, distribution, installation, and training for software. Identify any special installation equipment required for follow-on software/firmware releases.

(2) Plan (summary) for verification and validation activities (e.g., validation and certification of field retrofits).

(*a*) Requirements for re-tracing (if applicable).

(*b*) Code walkthrough.

(*c*) Other tests.

(*d*) Test results validation and certification procedures.

(3) Impact on spare parts.

(4) Impact on publications (e.g., technical manuals, etc.).

(5) Impact on training. Describe training requirements for initial, DELTA, follow-on, or update training as applicable. What will be source and composition of training team if needed.

(6) Impact on maintenance and supportability.

(*a*) Field maintenance impact.

(*b*) Software support needs to include RDIT.

(7) Impact on built-in test equipment and other TMDE.

(8) Impact of special installation equipment on follow-on releases.

l. not used

m. Status of technical data packages for both hardware and software.

n. Status of software configuration management.

- o.* Availability of materiel to be released.
- p.* Distribution process (mail, no return, exchange, contact field team).
- q.* Software interoperability requirements.
- r.* Software communication requirements.
- s.* Software support environment.
- t.* Name, address, and telephone number of approval authority for the software revision.
- u.* Completion of all document requirements (e.g. user and technical manuals, etc.).

Appendix C Materiel Release, Fielding, and Transfer Process

C-1. Overview

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

C-2. The materiel release process guide

- a.* Does the materiel being considered for release fall within the release process? (See paragraph 2-2).
- b.* If an ACAT I-IV materiel acquisition program is being considered for release, has the program been identified for release in the Materiel Release Forecast and the Materiel Release Get-Well Status Reports? (See paragraphs 2-3 and 2-4).
- c.* Have the materiel release prerequisites been met and documented and have copies been provided to appropriate participants? (See paragraph 2-3).
- d.* Have the criteria for full release been met? (paragraphs 2-3 and 2-4).
- e.* If a conditional release is requested, has a get-well plan which addresses each condition been prepared and provided to all participants? (See paragraphs 2-3, 2-4d, and figures 2-1 and 2-2 and paragraph 3-7b of AR 700-142).
- f.* If a conditional release is requested, are the interim means of support and control acceptable to the user MACOM? Has the gaining MACOM provided a user acceptance statement and an urgency of need statement signed by a general officer?(paragraph 2-3e).
- g.* Does the get-well plan describe the circumstances of the deficiency, the interim support measures, and the projected date of correction (paragraph 2-3j(7))?
- h.* If the release is for training only, have the conditions been met for a training release (AR 700-142, paragraph 3-7c)?

C-3. The materiel fielding documentation guide

- a.* Is Army Modernization Information Memorandum (AMIM) data required for the system being fielded (paragraph 3-3a and DA Pam 5-25)?
- b.* Has the Memorandum of Notification (MON) for the system been prepared and provided to the gaining MACOM (AR 700-142, paragraph 4-3)? Was it timely (Appendix D)?
- c.* Does the MON tell if the system will replace another system, and if so, what will be done with the older system (paragraph 4-3 of AR 700-142)?
- d.* Was the MON accompanied by a draft MFP?
- e.* If an MFP is not necessary, has the gaining MACOM concurred to waive the requirement for an MFP?
- f.* Has the MFP been prepared per paragraph 3-4, appendix E, & figure E-1?
- g.* Has the MFP been fully coordinated per table E-1?
- h.* Have milestones for the fielding been tailored and agreed on by the fielding and gaining commands(paragraph 3-4b(3) and appendix D)? If the system is being fielded to the Eighth U.S. Army

(EUSA), has it been coordinated with AMC-Far East, (paragraph 3-5b)?

- j.* If the system is being fielded to USAREUR has it been coordinated with AMC-Europe, (paragraph 3-5b)?
- k.* If the system is being fielded to the U.S. Army Reserve has it been coordinated with that command (paragraph 3-13l)?
- l.* Has a complete Mission Support Plan been submitted by the gaining command? Does it contain all the information required by AR 700-142, paragraph 4-6 and DA Form 5106-R found at the back of this DA Pam? Is the MSP timely (appendix D)?
- m.* Has an MFA been signed by all required signatories, (paragraph 3-5)?
- n.* Has the MRL been coordinated with the GC using DA Form 5681-R (paragraphs 3-11c and 3-12d), is it timely?
- o.* Does the MFA document the agreed on plans, responsibilities, and schedules (paragraph 3-5)?
- p.* Does the MFP/MFA document the services to be provided before, during, and after the handoff (paragraphs 3-5 and 3-7)?
- q.* Is there NET and will a new equipment training support package (NETSP) be provided (paragraph 3-7)?
- r.* Are the LAOs being included in the fielding coordination, documentation, NET, and handoff activities (paragraphs 3-7c, 3-16 and table E-1, section 3)?
- s.* Have the UMFPs and staging sites been engaged to support the fielding process (paragraphs 3-12, 3-15, 3-26, 3-27, and 3-28)?

C-4. Materiel fielding team guide

- a.* Is the materiel fielder providing an MFT (paragraph 3-6)?
- b.* Does the MFP/MFA clearly detail the services to be provided by the MFT (paragraph 3-7)?
- c.* Are the MFT functions limited to the fielding, deprocessing and handoff procedures agreed upon (paragraph 3-6)?
- d.* Does the MFP/MFA provide detailed information on the support to be provided to the MFT by the gaining command (paragraph 3-13g)?
- e.* Was the MFT involved in the MRL coordination and did they provide the GC with DA Form 5681-R (paragraphs 3-11c and 3-12d)?
- f.* Has the MFT prepared a complete Materiel Fielding After Action Report, DA Form 5680-R and provided it to the required participants (paragraph 3-34d)? Does it contain a summary of discrepancy reports, warranty claims, and shortages, and actions taken to overcome any deficiencies or problems?
- g.* Has the gaining command completed DA Form 5666-R (Gaining Command Fielding Evaluation) and provided it to the required participants and in a timely fashion (paragraph 3-8)? Has the fielding command taken action to validate and correct shortcomings reported on DA Form 5666-R?

C-5. Total package fielding guide

- a.* Is the TPF category and system level of complexity identified in the MFP/MFA (paragraph 3-10 and AR 700-142 paragraph 4-13)?
- b.* Has the fielding command coordinated with DLA (paragraph 3-15), the staging sites (paragraphs 3-26, 3-27 and 3-28) and the gaining command for all facility and support requirements (paragraph 3-13)?
- c.* Have the total materiel requirements been computed (per paragraph 3-10), identified and coordinated on an MRL using DA Form 5681-R (paragraphs 3-11c and 3-12d) and were DODAACs for each unit to receive materiel verified?
- d.* Have the requirements for ammo (paragraphs 3-10e and 3-11b), COMSEC materiel (paragraph 3-11d), technical publications (paragraph 3-25) all been coordinated and does the gaining command know which items from the MRL they are responsible to requisition?
- e.* Was the MRL coordination done in a timely manner (appendix D or as mutually agreed upon)? Was DA Form 5681-R used (paragraph 3-12)?

f. Has the gaining command established its MTOE/TDA documents and submitted a final MSP 340 days before FUED or as agreed upon (paragraph 3-13)?

g. Does the MFP/MFA clearly detail the gaining commands' responsibilities in NET, staging, deprocessing and handoff (paragraph 3-13)?

h. Is the item being fielded a Modification Work Order (MWO) and was an MWO fielding plan coordinated (paragraphs 3-4c, and 3-26 of this Pam para 4-27 of AR 700-142, and the entire MWO program in AR 750-10)?

i. Was a joint supportability assessment conducted in a timely manner and did it address any outstanding problems and issues about the materiel, personnel, training, facilities, publications, or other requirements of the fielding (paragraph 3-12g)? Were all DODAACs for the gaining units verified?

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

k. Was the DA Form 5684-R, Joint Inventory Report, signed by both the fielding and gaining commands (paragraph 3-34c)? Were all discrepancies noted? Was it agreed on how each discrepancy will be handled and each shortage item provided (paragraph 3-34d)?

C-6. Materiel Transfer Process Guide

a. Does the system being replaced meet the formal requirement to be called a displaced system (HQDA DCSOPS) (paragraph 4-1a)?

b. If it is a displaced system, is it identified in the MON for the new system, is it identified in the AMIM (paragraphs 4-4 and 4-5a)?

c. Has a MTP been coordinated among the gaining and losing MACOMs, the supporting commands, depot planners, and other ILS participants by the displaced system fielder (paragraph 4-3b)?

d. Did an MON accompany the MTP and does the MTP include the same range and depth of information as a MFP (paragraph 4-5)?

e. If the displaced system is routed through a depot, has planning, programming, and funding been accomplished (paragraph 4-3b)?

f. Can an MOA be used to transfer the displaced system (paragraph 4-10)?

g. Does the system require displaced system training and if so, who will provide it (paragraph 4-6)?

h. What spare/repair parts can be transferred with the displaced system (paragraphs 4-7e and 4-8d)?

i. What tools and test equipment should be transferred with the displaced system (paragraph 4-7e)?

j. Does the system meet transfer standards as established in the MTP, MOA, or by regulation (paragraph 4-8g(5))?

k. Does the system qualify as a critical replaced system (paragraph 4-1b)?

l. Has the transfer been coordinated with HQDA, have disposition instructions been provided by the National Inventory Control Point, and has coordination been made with the gaining command (paragraphs 4-1, 4-2 and 4-3).

m. Has DA Form 5681-R been used to coordinate between the players (paragraph 4-4b)?

n. Has a Materiel Transfer Agreement been signed (para 4-5a)?

Appendix D Materiel Fielding Milestones

Section I Developmental System Fielding

D-1. Materiel system fielding

The formal materiel fielding process spans two phases of the life cycle. The early planning takes place in the engineering and manufacturing development phase of the life-cycle, leading to a production contract award. Therefore, those milestones required before contract award are keyed to the scheduled contract award date as

prescribed in table D-1. Those milestones after contract award are keyed to the scheduled first unit equipped date (or handoff date for follow-on fieldings). When the time between contract award and FUED is different than the 18 months or 540 days prescribed in table D-2, the milestone dates should be adjusted accordingly. However, the final MFP and MFA should be completed as early as possible.

D-2. Materiel system key fielding milestones

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

Section II

Compressed Fielding Milestones for Commercial and Nondevelopmental Item Fielding

D-3. CANDI fielding milestones

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

D-4. Key milestones in CANDI fielding

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

Table D-1

Fielding milestones prior to production contract award

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

Action:

a. Fielding command (FC) sends MON and initial draft MFP to gaining command (GC).

b. CBTDEV validates and updates BOIP/TDA/TOE.

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

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

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

Action:

a. GC provides initial MFP comments to FC and provides proposed MSP.

b. GC provides instructions for subsequent staffing.

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

Action:

a. FC makes appropriate adjustments to the production contract.

b. FC requests project code assignment.

Fielding milestone: 0 days (contract award date).

Action: FC awards production contract. FC begins forecasting materiel release

Table D-2**Fielding milestones between contract award and FUED/handoff****Fielding milestone:** 510 days (17 mos before FUED/handoff).**Action:**

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

Fielding milestone: 420 days (14 mos before FUED/handoff).**Action:**

- a. GC provides MFP comments and current MSP to FC.
- b. FC establishes project codes and provides to LOGSA and UMFPs.

Fielding milestone: 380 days (12 2/3 mos before FUED/handoff).**Action:**

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

Fielding milestone: 360 days (12 mos before FUED/handoff).**Action:** FC establishes follow-on fielding/handoff milestones.**Fielding milestone:** 340 days (11 1/3 mos before FUED/handoff).**Action:**

- a. GC provides final MSP and signed MFA to FC.
- b. GC publishes updated MTOE/TDA and verifies end items required.

Note. (Failure to meet this milestone will cause a proportionate slippage in the FUED/handoff date.)**Fielding milestone:** 310 days (10 1/3 mos before FUED/handoff).**Action:**

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

Fielding milestone: 270 days (9 mos before FUED/handoff).**Action:**

- a. SC provides initial support lists.
- b. FC IPT defines objectives, responsibilities and establishes timelines to complete MR process

Fielding milestone: 250 days (8 1/3 mos before FUED/handoff).**Action:**

- a. FC completes fielding requirements data base.
- b. FC provides final MFP, approved MFA, and coordinates total materiel requirements list (MRL).

Fielding milestone: 240 days (8 mos before FUED/handoff).**Action:** GC reviews total MRL, MFP, MFA.**Fielding milestone:** 210 days (7 mos).**Action:** FC and GC conduct MRL coordination meeting.**Fielding milestone:** 190 days (6 1/3 mos).**Action:**

- a. GC indicates which MRL items are already stocked and not needed.
- b. MRL coordination is completed and the MSP is verified.
- c. FC makes MR data call to internal and external agencies, request acceptance and urgency of need for conditional release.

Fielding milestone: 180 days (6 mos before FUED/handoff).**Action:**

- a. FC provides DODAACs and project codes to UMFPs.
- b. FC requisitions appropriate MRL items.

Fielding milestone: 150 days (5 mos before FUED/handoff).**Action:**

- a. GC requisitions bulk Class III, Class V, and Class VIII items.
- b. LOGSA provides status reports.
- c. FC provides Class II and VII document numbers to GC.

Fielding milestone: 90 days (3 mos before FUED/handoff).**Action:**

- a. FC and GC make joint supportability assessment for OCONUS fielding.
- b. Handoff date is verified.
- c. FC and GC verify all DODAACs for the fielding.
- d. GC provides call forward for OCONUS fielding.

Fielding milestone: 85 days (2 5/6 mos before FUED/handoff).**Action:** OCONUS shipping directives (surface), are received at UMFP.**Table D-2****Fielding milestones between contract award and FUED/handoff—Continued****Fielding milestone:** 60 days (2 mos before FUED/handoff).**Action:**

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

Fielding milestone: 55 days (1 5/6 mos before FUED/handoff).**Action:**

- a. OCONUS shipping directive (air) is received at UMFP.
- b. CONUS shipping directive (surface), is received at UMFP.
- c. MRRB evaluates MR package.

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

- a. FC gets Materiel Release approval
- b. Final supportability assessment (if necessary).
- c. All materiel at staging site.
- d. Customer documentation verified.
- e. Final coordination for inventory and handoff.
- f. Deprocessing begins.

Fielding milestone: 0 days (FUED/handoff).**Action:**

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

Fielding milestone: 30 days (1 mon after FUED/handoff date).**Action:**

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

Table D-3**CANDI fielding milestones prior to production contract award****Fielding milestone:** 180 days (6 mos before contract award).**Action:**

- a. CANDI buy decision (program approval).
- b. MR forecast begins.

Fielding milestone: 170 days (5 2/3 mos before contract award).**Action:**

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

Fielding milestone: 90 days (3 mos before contract award).**Action:**

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

Fielding milestone: 60 days (2 mos before contract award).**Action:**

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

Fielding milestone: 30 days (1 mos before contract award)**Action:** SC provides support lists to FC**Fielding milestone:** 0 days (Contract award).**Action:**

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

Table D-4

CANDI Fielding milestones between contract award and FUED/handoff

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

Action:

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

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

Action:

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

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

Action: FC provides final MFP to GC.

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

Action:

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

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

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

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

Action:

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

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

Action:

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

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

Action:

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

Fielding milestone: 0 days (FUED/handoff).

Action:

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

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

Action:

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

**Appendix E
Preparation Instructions for Materiel Fielding Plans (MFP) and Materiel Transfer Plans (MTP)**

E-1. Preparation instructions for MFPs and MTPs

Prepare the MFP or MTP in one of two ways; either a separate one for each gaining MACOM or a single MFP or MTP covering multiple gaining MACOMs.

a. For both preparation methods use the instructions in this appendix.

b. When an MFP or MTP is being prepared to cover multiple gaining MACOMs, place gaining MACOM peculiar information in identifiable subparagraphs as shown in figure E-1.

(1) Use all the sections shown in figure E-1 in each MFP or MTP. Provide best estimates available when finalized information has not been processed. If a section, paragraph, or subparagraph is not applicable, enter the statement NOT APPLICABLE along with supporting remarks. For example, 4.2.1 Special Tools and Tool Sets—NOT APPLICABLE. No special tools or tool sets are required.

(2) If necessary, expand the MFP or MTP sections to meet the needs of the system, gaining MACOM, or unique circumstances surrounding the specific fielding operation. Additional sections, paragraphs, and subparagraphs can be added. In the case of a system being fielded to FORSCOM where Reserve Component units, in addition to Active Army units will support the using units, then USARC unique impacts can be identified in a separate paragraph.

(3) Use the MFP or MTP to describe the total system. Do not prepare separate MFPs or MTPs for lower indenture subsystems or components, unless special requirements exist.

(4) Include any data that originates in other documents; such as, the repair parts and special tools list (RPSTL), NETP, qualitative and quantitative personnel requirements information (QQPRI), supportability strategy (SS) (formerly the ILSP), technical publications, and the AMIM, that is required to make the MFP or MTP a stand-alone document.

(5) Base MFP or MTP detail and length on such factors as complexity, cost, and military essentiality of the system, gaining MACOM support capability and limitations, required fielding command support, geographical dispersion, deployment schedules, and any unusual logistic support procedures required for deploying the system.

(6) Do not restate standard supply, maintenance, packaging, or packing procedures unless needed for special emphasis.

(7) Make maximum use of lists, tables, diagrams, charts, and illustrations to present a complete picture of the system and logistic support structure. Use narrative descriptions only when the topic does not lend itself to a graphic or tabular presentation.

(8) Identify gaining MACOMs, installations, and units in the MFP or MTP by DODAAC and UIC.

(9) When an MFP or MTP paragraph requires data that are classified, place the classified data in a separate appendix in section 9. Make reference to the classified appendix in the paragraph requiring the classified data. Examples of possible classified data are system characteristics and performance data, deployment dates and quantities, and FUE and initial operational capability (IOC) dates.

(10) Cover all levels of support and maintenance that will be performed by the gaining MACOM.

(11) Keep the MFP and MTP concise. Do not measure the quality of an MFP or MTP by its thickness.

E-2. Format guidance for MFPs and MTPs

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

b. Preface.

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

(2) Include information on the distribution of updates.

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

E-3. MFP distribution requirements

a. Part 1—General Instructions.

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

(2) The MFP staffing will be accomplished in accordance with

the fielding milestones in appendix D as appropriate, or the specific agreed on milestones set up for the system fielding.

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

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

b. Part 2—Distribution list and copy requirements. The distribution list and copy requirements are shown in table E-1.

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

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

e. Contents. Guidance on the contents and format is shown in figure E-1 below.

**Table E-1
MFP distribution list and copy requirements**

Coordination Addresses	Number of copies		
	1st draft	2nd draft	Final
HQDA, ODCSLOG, ATTN: DALO-SMM, Wash DC 20310-0500	1	1	1
USATSG, ATTN: DASG-LOZ, 5109 Leesburg Pike, Falls Church VA 22041	1	1	1
HQDA, OCAR, ATTN: DAAR-LO, Wash DC 20310-2414	1	1	1
HQDA, National Guard Bureau, ATTN: NGB-ARL-S, Wash DC 20310-0400	4	4	4
CDR, USTAPC, ATTN: TAPC-PL,-OP,-EP 200 Stovall, ALEX VA 22332-0405	3	1	1
CDR, USAMC, AMCLG-ME, 5001 Eisenhower, Alex, VA 22333-0001	2	2	1
CDR, USALAO FORSCOM, ATTN: AMXLS-F, Ft McPherson, GA 30330-1062	2	2	2
CDR, USALAO-Europe, AMXLS-E, Unit 29331, APO AE 09266	1	1	1
CDR, USALAO-Far East, ATTN: AMXLS-K, Unit 15293 APO AP 96205-0066	1	1	1
CDR, USALAO-Pacific, ATTN: AMXLS-P, Ft Shafter, HI 96858-5400	1	1	1
CDR, FORSCOM, ATTN: AFOP-F, Ft. McPherson, GA 30330-5000	15	5	1
(For systems fielded to FORSCOM)			
CDR, USAREUR, ATTN: AEAGC-FMD, Unit 29351, APO AE 09014	5	3	1
CDR, AMC-Europe, ATTN: AMXEU-LM, Unit 29331, APO AE 09266	2	1	1
CDR, USACEGEUR, ATTN: AERCE-S, APO AE 09166	1	1	1
CDR, USARSOUTHCOM Ft. Clayton Panama APO AA 34004	1	1	1
CDR, EUSA, ATTN: EACJ-FD-F, APO AP 96301-0009	2	2	2
CDR, USARPAC, ATTN: APLG-MMS, Ft Shafter HI 96858-5100	15	15	15
CDR, TRADOC, ATTN: ATBO-HSM, Ft Monroe, VA 23651-5000	7	2	2
TRADOC/Proponent/School/TSM/Major Subordinate Cmd/CAC/CASCOM Determined by TRADOC	1	1	1
CDR, MTMC, ATTN: MTPAL-LO, 5611 Columbia Pk, Falls Church, VA 22041-5050	1	1	1
DIR, MTMC TEA, ATTN: MTTE-DPE, 720 Thimble Shoals Blvd Suite 130 Newport News, VA 23606-2574	1	1	1
CDR, USAMMA, ATTN: MCMR-MMT-E, Fort Detrick, MD 21707-5001	1	1	1
CDR, USACE, ATTN: CELD, 20 Massachusetts Av NW, WASH DC 20314	1	1	1
DIR, DCSC, ATTN: DCSC-O, 3990 E. Broad St., Columbus, OH 43215	1	1	1
CDR, USATA, ATTN: AMXTM-LA/LF/LF/GA/GB/GC/GP, Redstone Arsenal, AL 35898-5400	10	10	10
CDR, IOC, ATTN: AMSIO-LS, Rock Island, IL 61299-6000	2	2	2 (And 1 ea. to assigned Maintenance depot)
Participating USAMC MSCs	3	3	3
Chief, USACE, ATTN: DAEN-ECE-T, WASH DC 20314-1000	1	1	1
CDR, 200th TAMMC, ATTN: AERLA-MMC-C, Unit 23203, APO AE 09263	1	1	1
CDR, USARC ATTN: AFRC-FDI-S 3800 N. Camp Crk Pkwy SW Atlanta GA 30331-5099	1	1	1
CDR, USAFISA ATTN: MOFI-FMA-SD, 9900 Belvoir Rd, Suite 120, Ft. Belvoir VA 22060-5578	1	1	1
CDR DLA ATTN: DLA-MMDOS, 8725 J.J. Kingman Rd, Suite 2533, Ft. Belvoir VA 22060-6221	1	1	1
CDR USARC ATTN: AFRC-FDO-S, 1401 Deshler St SW, Ft. McPherson GA 30330	20	20	20
DIR EAC ATTN: CSTE-EAC-ILS Bldg 4120, Susquehanna Ave APG MD 20115-3013	3	3	3

Notes:

¹ This list is not all inclusive for all system fieldings but is the core or basic coordination that should be accomplished for all MFPs unless otherwise directed. Be sure to include the appropriate TRADOC schools and integrating centers and all ILS participants. All systems with support facility requirements (a Support Facility Annex in the SS) will include the COE on their MFP distribution. Upon initial staffing, be sure to verify all subsequent staffing requirements with all participants.

² An additional two copies will be provided to the appropriate regional, area, or installation LAO where systems are scheduled to be fielded.

Section 1

Introduction

1.1. Purpose. State the purpose of the MFP or MTP.

1.2. Data

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

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

1.3 Agreements. Place a listing of all MFAs or MTAs and other applicable agreements in this section. Append the actual agreements in section 9.

1.4. Fielding and logistic support concept. Indicate the concepts upon which the fielding and subsequent logistic support for the fielding are based. List any special factors or considerations. Identify the fielding method, TPF, or other. Identify any interim contractor support (ICS), contractor logistic support (CLS), or other nonstandard logistic support planned for during or after the fielding.

Section 2

System Description

2.1. Functional and physical configuration. Briefly describe the functional and physical configuration of the system. Also state the category of TPF and level of system complexity (para 3-12). If the system is composed of multiple end items, identify each end item in the system and summarize the functional and physical characteristics. Provide photographs and drawings as appropriate. Include the functional configuration information contained in the MWO advance information letter when the MFP covers fielding of an MWO.

2.2. Associated equipment.

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

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

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

2.4. Deployment schedules. Identify and summarize the basis of issue by dates and quantities for initial and follow-on deployment within the gaining MACOM. Include a deployment schedule by unit and location (based on gaining MACOM input) in the earliest draft possible. Identify AWR2 deployments by date and quantity. Any changes to fielding dates or deployment schedules will be coordinated between the fielding command and the gaining MACOM and published as a modification to the MFP or MTP.

Section 3

Fielding and Logistic Support Procedures

3.1. Command and control procedures.

3.1.1. Describe the command and control procedures to be used by the fielding command in managing and executing the materiel fielding or transfer effort. Identify the personnel, telephone numbers, and addresses, and propose the subsequent places, schedules, and procedures for additional coordination and staffing. Outline the type of fielding, TPF or other, and all subsequent coordination projected to assure a successful fielding. Identify subsequent site inspections, NMIBT, materiel requirements coordination meetings or staffing, NET, materiel fielding team(s), staging, deprocessing, inventory, handoff, and fielding evaluation actions that will be needed.

3.1.2. Gaining MACOM command and control procedures. Describe the command and control procedures to be used by the gaining MACOM(s) or subordinate commands in managing and executing the materiel fielding or transfer effort, to include AWR2. Identify personnel, places, schedules, and procedures for subsequent

Figure E-1. Format for MFP and MTP—Continued

coordination and staffing. Identify constraints such as field exercises and training dates and places which must be considered in planning future coordination. Identify all special and specific needs of each gaining unit.

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

3.2.1. The USAMC LAP. The Commanding General, USAMC, provides, manages, and controls the USAMC worldwide LAP. Program execution is accomplished by the HQ USAMC Deputy Chief of Staff for Readiness through LOGSA, the worldwide LAO network and the Directors for Readiness at the USAMC major subordinate commands (fielding commands.)

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

3.2.1.2. The LAO network is broken down further into regional and area LAOs such as CONUS-East, CONUS-West, LAO Ft Stewart, LAO Ft Riley. The applicable regional and area LAOs will also be listed by address and telephone number (para 3-19). When specific LARs can be identified to the LAO and are expected to receive NET or other system or subsystem orientation or training, they should be listed by name in this section.

3.2.1.3. The Readiness Directorate of the fielding command. The directorate of the fielding command will provide assistance in preparing this section of the MFP. Additional assistance can be obtained from LOGSA, ATTN: AMXLS-LL, Redstone Arsenal, AL 35898 (call DSN 645-6589).

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

3.3. Depot level or contractor support.

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

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

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

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

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

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

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

Section 4

System Support Details

Figure E-1. Format for MFP and MTP—Continued

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

4.1.1. Maintenance reporting requirements. State whether the system is reportable on DA Form 2408-9 (Equipment Control Record) under the provisions of AR 710-3 or under the provisions of DA Pam 738-750. When the system is reportable on DA Form 2408-9, cite the paragraph, appendix, and table where the distribution and reporting instructions are found.

4.2. Warranties. Identify all warranties in effect at the time of fielding or transfer (AR 700-139). Describe how each warranty will be administered, to include the responsibilities of the manufacturer, fielder, warranty coordinator, and user. Include the following data for each item having a warranty:

- a. Nomenclature of item.
- b. NSN.
- c. Commodity office, address, and telephone number.
- d. Level of warranty claim actions related to the maintenance allocation chart.
- e. Warranty duration.
- f. Warranty usage and operation limits.
- g. Publication and date.
- h. Extended storage allowances.
- i. Special storage requirements.
- j. Contract number.
- k. Commercial and Government entity code.
- l. Listing of servicing dealers (name, address, telephone number).
- m. Warranty data plate location (description or pictorial) with explanation of abbreviated or condensed data.
- n. Components with different warranty parameters (list each difference in data elements 'A' through 'M' format for warranties).
- o. Identify either DA Pam 738-750 or DA Pam 738-751 as the publication applicable to warranty records and claims.

4.3. Support equipment and TMDE.

4.3.1. Computer resources support. Identify the following in this section:

- a. The Lifecycle Software Support Center(s) for the system(s).
- b. The hotline telephone number for software support.
- c. The method to be used to change, replicate, distribute, install, and train for software updates.
- d. The downloading methods and media to be used for software changes.
- e. The MOS/personnel to perform the downloading and installation of software changes.
- f. The frequency of change expected.

4.3.2 Special tools and tool sets. List all required special tools and tool sets by nomenclature, LIN, and NSN. Specify required quantity for each level of maintenance to be performed by the gaining MACOM. Identify the authorizing document.

4.3.3. Common tools and tool sets. List all required common tools and tool sets by nomenclature, LIN, and NSN. Specify the required quantity for each level of maintenance to be performed by the gaining MACOM. Identify the authorizing document.

4.3.4. Special TMDE (to include special calibration equipment). List all special TMDE required by nomenclature, LIN, and NSN. Specify the required quantity for each level of maintenance to be performed by the gaining MACOM. Identify the authorizing document. Identify calibration requirements for each item of equipment and level of maintenance.

4.3.5. Test program sets (TPS) for special TMDE. List all TPS for special TMDE. Include projected availability dates and maintenance requirements.

4.3.6. Common TMDE (to include calibration equipment). List all common TMDE required by nomenclature, LIN, and NSN. Specify the required quantity for each level of maintenance to be performed by the gaining MACOM. Identify the authorizing document. Calibration requirements for each item of equipment and level of maintenance must also be identified.

- 4.3.7. Test program sets for common TMDE. List all TPS for common TMDE. Include projected availability dates and maintenance requirements.
- 4.3.8. Performance monitoring and maintenance indicators. Identify all performance monitoring and maintenance indicator devices such as gauges, meters, and built-in-test-equipment (BITE) which are built into the system.
- 4.3.9. Special purpose kits. List all special purpose kits such as communications equipment, installation kits, winterization kits, and fording kits, by nomenclature, LIN, and NSN. Specify the required quantity and authorizing documents. Identify requisitioning procedures and special support requirements. Include associated technical publications in paragraph 4.7.
- 4.3.15. Other support equipment. Identify any support equipment not otherwise listed under one of the above that is required for maintenance of the system. Include such special purpose equipment as maintenance stands and shelters. Identify the publications that authorize their use and requisition. Do not duplicate associated equipment and end items that are identified previously.
- 4.3.11. Interim substitute support equipment. When items required to support the system are scheduled to be delivered 6 months or more after the FUE or handoff date, identify the items to be substituted during the interim by nomenclature, LIN, NSN, and model number. Describe procedures to be used when the equipment is delivered.
- 4.3.12. Local fabrication requirements. Identify any requirements to locally fabricate support items such as tools, stands, and fixtures, to include materiel, manpower, and funding requirements.
- 4.4. Supply support. A result of determining supply support is a total materiel requirements list. The MRL identifies every item and quantity to be provided as initial issue by the fielding command to each receiving unit in the TPF, by DODAAC and project code. It will also list all items and quantities which have been requisitioned for them and all items and quantities needed by the gaining command which they are to requisition if they do not already have them to support the fielding.
- 4.4.1. Master support list (MSL). For non-TPF systems, the fielding command will provide an MSL to the gaining command 240 days prior to the FUE or handoff date. The MSL will list computed initial support quantities, in whole numbers, for the needed spare/repair parts, special tools, and new TMDE required by class of supply. Quantities will be listed by stockage point listed on the MSP. A cover letter will identify the MSL by number and date. The fielding command POC for the MSL will be identified by name, office symbol, and DSN number. TPF systems will include these requirements on the MRL.
- 4.4.2. Components of end item (COEI) list. Identify all end items with COEI lists in this area. Include the COEI lists as an appendix in section 9. The COEI list will include, as applicable, the LIN and NSN of each component listed.
- 4.4.3. Basic issue items list. Identify the end items with BII in this paragraph. Include the BII lists as an appendix in Section 9. The BII list will include the nomenclature and NSN of each item.
- 4.4.4. Additional authorizations list items. Identify all AAL items in this paragraph or provide an AAL appendix in section 9 and refer to it for TPF systems. AAL items will be identified and listed on the MRL.
- 4.4.5. Float quantities. Specify operational readiness float and repair cycle float factors and quantities (if applicable). Describe resource requirements necessary to maintain float requirements; that is, personnel, facilities, and support items. For TPF system, these requirements will be part of the MRL.
- 4.4.6. Basic sustainment materiel (BSM).
- 4.4.6.1. Petroleum, oils, and lubricants (POL). Identify the POL requirements by type, estimated annual consumption rate, and by unit of operation of equipment for both peacetime (training) and wartime. Wartime requirements will be based on an approved doctrine and operational mode summary. For TPF systems these requirements will also be on the MRL.
- 4.4.6.2. Other bulk supplies. Identify bulk supplies such as wire, rope, hose and fittings, tubing, gasket material, batteries, and paper. For TPF systems, these requirements will be identified on the MRL.
- 4.4.6.3. Ammunition requirements. Identify ammunition by type and amount (initial issue, training, 30-day theater war reserve), estimated annual consumption rate, and by unit of operation of equipment for both peacetime (training) and wartime. Wartime requirements will be based on approved doctrine and operational mode summary. Describe storage facility requirements in paragraph 4.8.4. For TPF systems these requirements will also be listed on the MRL.
- 4.4.7. Plans for all replaced and displaced equipment and materiel. Identify the unit's authorization documents (that is, MTOE, CTA) and actions required to properly identify, turn in (especially large quantity turn-in to DRMO), and redistribute or dispose of materiel which will become excess as a result of the fielding. Clearly state if a formal MTP or MOA will be required and coordinated to effect timely turn-in and redistribution. Assure plans for turn-in are in accordance with AR 710-2, paragraph 2-4.

Figure E-1. Format for MFP and MTP—Continued

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

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

4.5. Transportation and transportability.

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

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

4.6. Packaging, handling, and storage.

4.6.1. Packaging. Describe special or unique packing and packaging information. For Army War Reserve 2 (Prepositioned Sets) and AWR, identify special or unique packing and packaging information. For ammunition, describe any limiting factors such as size, the requirement for double door magazines, and return requirements for containers upon downloading.

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

4.6.3. Storage. Describe special storage instructions. Include security requirements. Describe special storage requirements for AWR2 and Theater Reserve including materiel needed to care for systems in storage such as AWR2 caretaker stocks the gaining command should obtain and have on hand.

4.6.4. Identify any electro-static discharge (ESD) precautions for both transportation and storage.

4.7. Technical documentation.

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

4.7.2. Supply manuals and bulletins. Identify supply manuals and bulletins. Include method of distribution and projected availability date. Identify those which will be part of the starter set.

4.7.3. Camouflage pattern painting requirements. Provide camouflage pattern painting requirements in accordance with AR 750-58.

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

4.7.5. Inspection, test, and calibration procedures. List any inspection, test, and calibration procedures that are to be used on the system. Clearly state each inspection, test, or calibration procedure required before equipment is put into operation, and identify how, when, and where it will take place.

4.7.6. End item/weapon system environmental effects (AR 200-1). Describe the environmental effects in accordance with AR 200-1.

4.7.7. Modification work orders. List and describe all MWOs to be applied by the gaining MACOM. Reference all MWO MOUs. MWOs that have expired and were not applied must also be addressed.

4.7.8. Transportability and transportation guidance TMs. List all transportability and transportation guidance TMs. Include the method of distribution and availability dates.

4.7.9. Demilitarization (DMIL) and explosive ordnance demolition (EOD). List any applicable DMIL and EOD procedures.

4.8. Facilities.

4.8.1. Mobile and fixed facilities. Describe requirements for maintenance, training, supply, and storage facilities, to include any security requirements. Provide a reference to the Support Facility Annex of the SS, if available. Include all requirements for MFT support prior to, during, or after handoff.

Figure E-1. Format for MFP and MTP—Continued

4.8.2. Environmental controls. Describe the environmental requirements of the facilities; for example, temperature, humidity and clean room.

4.8.3. Site activation and preparation. Identify the requirements for foundations, runways, hard pads, revetments, bunkers, buildings, fences, shelters, towers, utilities, stationary equipment, and so forth.

4.8.4. Ammunition storage. Define ammunition storage requirements to include quantity and distance requirements and other special requirements such as climate control and security, if applicable.

4.9. Manpower and personnel requirements.

4.9.1. Manpower and personnel.

4.9.1.1. Tables of organization and equipment (TOEs) and TDAs. List TOEs or TDAs of all using and supporting units. State when TRADOC will complete the update of appropriate TOEs or TDAs to allow the gaining MACOM to prepare an MTOE. Provide the projected date that the consolidated TOE update will be available. Assure the MTOE or TDA is established 340 days prior to the scheduled FUE or handoff date.

4.9.1.2. Manpower requirements. State annual operator, crew, and direct productive annual maintenance man-hour requirements by military occupational specialty (MOS) for each level of maintenance to be performed by the gaining MACOM.

4.9.1.3. Personnel requirements. List personnel skill level requirements by MOS and grade for each level of maintenance to be performed by the gaining MACOM. Include specific required personnel skills needed to support the fielding or handoff operation. Identify if gaining command, fielding command, or contractor personnel will be required.

4.9.2. Training.

4.9.2.1. Training courses.

4.9.2.2. Service school training. List and describe resident and correspondence operator and maintenance instruction courses in TRADOC and other Service schools. Include requirements, school locations, and course start dates. Clearly distinguish between the minimum required training for each MOS and identify subsequent additional training.

4.9.2.3. Training site training. List and describe training to be available from the gaining MACOM training site; such as, FORSCOM regional maintenance training sites.

4.9.2.4. New equipment training. Identify the NET to be provided. Include the NETP as an appendix in section 9. Include presentation dates and locations. If an MTP is being prepared for displaced equipment, NOT APPLICABLE will be entered, and paragraph 4.9.2.5. will apply. (A copy of the NETP should be appended to the MFP in section 9.) Information contained in the NETP is the latest available at the time the MFP was staffed. The NETPs are dynamic, living documentation that are subject to change, even after the MFA is signed. The most current information concerning NET can be verified through the Army Modernization Training Automation System or by contacting the NET managers. (The training location should not be shown if the equipment's security classification guide indicates that it is classified). When the location is classified, this paragraph should indicate the classified document in which the information will be listed.

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

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

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

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

4.10. Training equipment, devices, and aids.

4.10.1. Training materials.

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

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

Figure E-1. Format for MFP and MTP—Continued

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

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

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

4.11.1 Identify Computer Program Materials to be provided at fielding (e.g. type of media, Computer Program Identification Number or version number).

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

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

Section 5

Readiness Reporting Requirements

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

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

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

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

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

Section 6

Sample Data Collection

State whether or not the system is to have a sample data collection (SDC) effort under the provisions of AR 750-37. If an SDC is required, include the SDC concept paper as an appendix in section 9.

Section 7

Support Required From the Gaining MACOM(s)

Define the administrative and operational support required from the gaining MACOM to accommodate system deployment and stationing of materiel fielding personnel (include DET team personnel) during the materiel fielding or transfer effort. Include the number, type, duration, and location of personnel and requirements for clearances. Identify the billeting, transportation, communications, office space, supplies, and other support needed by the materiel fielding personnel. Specify operational support required from the gaining MACOM during deprocessing and checkout such as labor, facilities, utilities, fuel, and equipment. Identify any reports which the gaining MACOMs must submit, such as the Gaining Command Fielding Evaluation (DA Form 5666-R) (para 3-10), within 30 days after the FUE or handoff date.

Section 8

Summary

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

Section 9

Appendixes

Include the following appendixes in all MFPs/MTPs:

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

Figure E-1. Format for MFP and MTP—Continued

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

9.3. Associated plans. Provide a copy of all associated plans; e.g. the SDC plan or concept paper, the Computer Resources Lifecycle Management Plan (CRLCMP), the NETP, and the DETP.

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

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

9.6. Warranties. Required as an appendix by paragraph 4.2.

9.7. Components of end item lists. Required as an appendix by para 4.4.2.

9.8. Basic issue item lists. Required as an appendix by paragraph 4.4.3.

9.9. Additional authorizations list. Required as an appendix by para 4.4.4.

9.15. Transportability analyses and approval. Required as an appendix by paragraph 4.5.1.

9.11. Technical manuals. Required as an appendix by paragraph 4.7.1.

9.12. Related MFPs. MFPs of lower indented components or end items SDC should also be appended to the MFP of the system being supported.

9.13. SDC concept paper. Required as an appendix by section 6.

9.14. Classified information. Provide classified information. Always make this the last appendix so it can be detached to allow the basic MFP or MTP to be unclassified.

Note. Other appendixes may be added as needed.

Figure E-1. Format for MFP and MTP

Appendix F Total Package Fielding (TPF) Customer Documentation Package Memorandum of Instruction (MOI)

F-1. Overview

The Customer Documentation Package MOI accompanies a package of transactions tailored to a retail supply system. The transactions in this package will establish records and post receipts for materiel received under the TPF process. All materiel received as part of a TPF must be recorded by the gaining unit, using the documentation provided by the USAMC fielding command.

F-2. Instructions and procedures

a. In accordance with requisitioning policies for TPF, paragraph 3-20, if a USAMC MFT is present, the team members will provide assistance in processing documentation. For manual property book units, USAMC MFTs will take documentation to the supply support activity (SSA) for processing. If no fielding team is provided, the unit's property officer is responsible for taking documentation to the SSA for processing. All transactions provided by the USAMC fielding command will contain a document number assigned by USAMC. The document number will not be changed under any circumstances. The document number will be formatted as follows:

- (1) cc 30-35, Unit DODAAC.
- (2) cc 36-39, Julian date of the USAMC requisition.
- (3) cc 40-45, USAMC TPF serial number, cc 40 will be an alpha.
- (4) a-f.

b. DIC D6S, Materiel Receipt Transaction must be processed promptly in accordance with requisitioning policies for TPF, paragraph 3-20, and appropriate system users' manuals. Table F-1 lists the transaction DICs included in the documentation packages for specific retail systems. Documentation for one of the Class IX systems listed in table F-2 will be included with the MOI. All the DS4 transactions in table F-2 are processed in the DS4 daily cycle

unless otherwise indicated. The Phoenix (table F-2) customer documentation package for the DS/GS (ASL) support items contains Data P and D6S transactions. Only the D6S transaction will be furnished for the organization prescribed load list (PLL) support items, if any are provided. Each package will be accompanied by a list of items still due in at handoff. The MOI will contain information about the logistics assistance representative(s) in the area receiving the equipment, to include, name, telephone number and mailing address. The MOI will include information about the USAMC fielding command; e.g. the POC, name, DSN telephone number, and mailing address. Copies of the MOI will be furnished to the HQ, gaining MACOM and Logistics Assistance Office.

**Table F-1
Property Book Systems documentation**

System: Standard Property book System - Redesign (SPBS-R)

DIC: ZRB

Name: NSN catalog

Remarks: Nonstandard Line Item Number (NSLIN) header. Required for an item not in current or next SB 700-20.

DIC: ZRC

Name: NSN catalog

Remarks: Add NSN record for items not listed in current or next SB 700-20; change data elements (non-NSN); change serial/registration number requirement code for standard LIN/NSN items; add NSN to Z LIN (type action code M).

DIC: ZRN

Name: Authorization data

Remarks: Establish and maintain authorization for LIN/NSLIN not authorized by the Army authorization document system.

DIC: AOA

Name: Request for issue

Remarks: Supplied by FC for TPF to establish unit due-in.

DIC: D6S

Name: Materiel receipt acknowledgment

Table F-1 Property Book Systems documentation—Continued
Remarks: Document number must match AOA transaction.
DIC: ZRG Name: Serial registration number transaction Remarks: Adds or deletes serial registration record; serial number; record data for ammo, POL, and subsistence basic load items.
System: Army Medical Department Property Accounting System (AMEDDPAS) DIC: MP1 Name: Property Record Remarks: Establish property record.
DIC: MP3 Name: Property record nomenclature Remarks: Establish property record nomenclature.
DIC: MNU Name: Receipt not due-in. Remarks: Document number will be posted as it appears on the transaction.
System: Manual accounting system DIC: AOA Name: Request for issue Remarks: Provided by TPF FC to establish unit due-in. Document number will have receiving unit DODAAC in cc 30-35 and FC date and serial number in cc 36-43. DO NOT CHANGE.
DIC: D6S Name: Materiel receipt Remarks: Copies of this transaction and DD Form 1348-1 must be taken to SSA for SAILS processing. Document number must match AOA document.

Table F-2
Documentation for Class IX systems

System: Standard Army retail supply system-objective (SARSS-O)
DIC: Section I - Narrative Overview and Instructions
Name: TFP Process
Remarks:
The Total Package Fielding (TPF) process handles the initial provisioning to stock when a new weapon or end item is introduced into the Army. A total package is developed that identifies the system/end item and all the related repair parts, test equipment, special tools and publications to support the new item. The document numbers assigned to the items in the package will have AMC document numbers with the first position of the document serial number equal to A-F. The supplementary address will contain the DODAAC of the ultimate user unit/SARSS activity. A customer documentation package is provided by AMC at the time of handoff of the equipment. This documentation is furnished the receiving/supporting SARSS-1 via diskette. It contains catalog transactions (DIC YC1/YC2) and status transactions (DIC AE_) for each item in the package. The diskette containing the TPF transactions must be processed into the SARSS-1 Transaction-In Process prior to processing any TPF receipts. Actions occurring when the diskette is processed are as follows:

- a. Transaction-in will route catalog transactions to a TPF Catalog Process and status transactions to the Status Process. The TPF Catalog Process will build catalog records, if none exist, as indicated below—
 - (1) Build a complete catalog record and pass a YC1 and YC2 to SARSS-2A when a DIC YC1 is received with matching YC2.
 - (2) Build a skeletal catalog record and pass a YC1 to SARSS-2A when DIC YC1 is received with no matching YC2.
 - (3) Write a message 'Require catalog build' to a Manager Error Listing when a DIC YC2 is received with no matching YC1.

Note. These should be built prior to processing receipt.

b. The Status Process will take the following actions:

- (1) Build a due-in record when there is no matching document number on the Activity Due-in file, Duplicate Document File. Build/increment a stockage level with a quantity equal to DIC AE quantity when the supplementary address DODAAC is the DODAAC of the

Table F-2 Documentation for Class IX systems—Continued
processing SARSS activity. <i>Note.</i> This occurs only when there is no matching due-in record and the status code is 'BB'.
(2) Format DIC YEB and output to SARSS-2A whenever a stockage level is established/incremented. When the Supplementary Address is not the processing SARSS DODAAC a DIC AE_ status transaction is output to the Supp-Adrs DODAAC. If the item is a property book item and the Suppl-Adrs DODAAC is not a property book DODAAC, The AE_ will be routed to the units supporting SPBS. c. TPF receipts can be processed in the normal receipt process. The operator will enter the document number from the DD 1348-1 and the due-in, which was established when the diskette was processed, will appear and allow normal processing. If a free flow (receipt without the document package) is received and there is no due-in record, the system will still process the receipt. However, this will require the operator to manually input the receipt data including the supplementary address. When the supplementary address is the SARSS DODAAC the system will build/increment the stockage level by the receipt quantity.
System: Direct Support Standard Supply System (DS4) DIC: YEH Name: ABF header Remarks: Builds the asset balance file (ABF) records.
DIC: DFS(A) Name: ASL due-in Remarks: Establishes a due-in for ASL items not available at the time of handoff. The quantity on this transaction will show the full ASL quantity.
DIC: YEB Name: ABF balance Remarks: Establishes the stockage level including the requisitioning objective (RO) and the reorder point (ROP).
DIC: YDL Name: Stock location Remarks: Provides for ASL items only; Posts proper storage location to the ABF.
DIC: DFA(G) Name: N/A Remarks: N/A
DIC: AE1 Name: Supply status Remarks: Posts a 'BA' supply status. The quantity on this transaction will show the full ASL quantity.
System: Direct support partial issue quantity (DS4) DIC: YEH Name: ABF catalog data Remarks: Builds the ABF records.
DIC: YEB Name: ABF balance Remarks: Establishes the stockage level for the ASL including the RO and the ROP.
DIC: D6S Name: Materiel receipt Remarks: Posts receipt. The ABF on-hand quantity is increased by the transaction quantity. The quantity on this transaction will be for the quantity actually being issued.
DIC: YDL Name: Stock location Remarks: Provides for ASL items only; Posts the proper storage location to the ABF.
DIC: DFA(A) Name: ASL due-in Remarks: Establishes a due-in for ASL items not available at the time of handoff. The quantity on this transaction will show the full ASL quantity.
DIC: AE1

Table F-2**Documentation for Class IX systems—Continued****Name:** Supply status**Remarks:** Posts a 'BA' supply status to the due-in file for each ASL item not available at time of handoff. The quantity on this transaction will show the full ASL quantity.**System:** Direct support for full issue quantity (DS4)**DIC:** YEH**Name:** ABF catalog data**Remarks:** Builds the ABF records.**DIC:** YEB**Name:** ABF balance**Remarks:** Establishes the stockage level for the ASL, including the RO and the ROP.**DIC:** D6S**Name:** Materiel receipt**Remarks:** Posts the receipt, increases the ABF on-hand quantity by the transaction quantity, and establishes an audit trail.**DIC:** YDL**Name:** Stock location**Remarks:** Provides for ASL items only: Posts proper storage location to the ABF.**System:** Organizational support for assets not available (DS4)**DIC:** YEH**Name:** ABF header**Remarks:** Builds the ABF NSN records.**DIC:** YPL**Name:** PLL add**Remarks:** This transaction is processed in the standard DS4 PLL update cycle not the daily cycle. It must be processed in the standard DS4 PLL update cycle. It adds the NSN and the full stockage quantity.**DIC:** AE1**Name:** Supply status**Remarks:** Provides a supply status 'BA.'**System:** Organizational support partial issue (DS4)**DIC:** YEH**Name:** ABF header**Remarks:** Builds the Asset Balance File (ABF) NSN records.**DIC:** D6S**Name:** Materiel receipt**Remarks:** This transaction posts the receipt. The quantity on this transaction will be for the quantity actually being used.**DIC:** YPL**Name:** PLL add**Remarks:** This transaction is processed in the standard DS4 PLL update cycle, not the daily cycle. It adds the item to the units automated PLL listing. The full PLL quantity is the quantity shown on this transaction.**DIC:** DFA(G)**Name:** Due in**Remarks:** Establishes a due-in for PLL items not available at the time of hand off. The quantity shown on this transaction will be for the full PLL quantity.**DIC:** AE1**Name:** Supply status**Remarks:** Provides a supply status 'BA' and shows full issue quantity.**System:** Organization support for full issue quantity (DS4)**DIC:** YEH**Name:** ABF catalog data**Remarks:** Builds the ABF NSN records**DIC:** D6S**Name:** Materiel receipt**Remarks:** This transaction posts the receipt. The quantity equals the quantity actually received.**DIC:** YPL**Name:** PLL add**Remarks:** This transaction is not processed in the standard DS4 daily**Table F-2****Documentation for Class IX systems—Continued**

cycle. It is processed in the standard DS4 daily PLL update cycle. It adds the NSN and the full quantity.

System: Assets not on the Army Master Data File (AMDF) Standard Army Intermediate Level Supply (SAILS)**DIC:** CBB**Name:** Header**Remarks:** Provides nomenclature for items not on AMDF.**DIC:** CXB**Name:** Header**Remarks:** Provides unit measure and unit of measure quantity for items with a nondefinitive unit of issue.**DIC:** C18**Name:** Log data**Remarks:** Provides unit of issue, price, MCSC, and so forth to the data segment of the Catalog Master Data File.**System:** Assets available at handoff SAILS**DIC:** D6S**Name:** Materiel receipt**Remarks:** Posts the receipt. The document number will not be changed.**DIC:** PLA**Name:** PLL stockage**Remarks:** This transaction will be provided for customers who are directly supported by SAILS. The quantity will be the quantity shipped.**System:** Class IX supply accounts assets available for handoff (Manual accounting system)**DIC:** D6S**Name:** Materiel receipt**Remarks:** This transaction posts the receipt.**System:** SAILS**DIC:** PLA**Name:** PLL stockage**Remarks:** This transaction will be provided for customers who are directly supported by SAILS. The quantity will be the quantity shipped**System:** Phoenix**DIC:** P**Name:** AFB balance**Remarks:** Establishes the stockage level for DS/GS initial support, including the RO and the ROP. This transaction will show the full initial support quantity.**DIC:** D6S**Name:** Materiel receipt**Remarks:** This transaction posts the receipt for DS/GS or organization initial support items. The quantity shown is the quantity available at handoff. A duplicate will be provided to the Installation Supply and Services Division as an audit trail for property coming on post.

Glossary

Section I Abbreviations

AAL

additional authorizations list

ABF

asset balance file

ACALA

Armament and Chemical Acquisition and Logistics Activity

ACAT

acquisition category

ALOC

air lines of communication

AMC

U.S. Army Materiel Command

AMDF

Army Master Data File

AMEDDPAS

Army Medical Department Property Accounting System

AMIM

Army Modernization Information Memorandum

AMSAA

U.S. Army Materiel System Analysis Activity

ARNG

Army National Guard

ASIOE

associated support items of equipment

ASL

authorized stockage list

ATE

automatic test equipment

AVIM

aviation intermediate maintenance

AVUM

aviation unit maintenance

AWR2

army war reserves 2 (prepositioned stocks)

BII

basic issue items

BITE

built-in test equipment

BOIP

basis-of-issue plan

BPRR

Budget and Program Resource Review

BSM

basic sustainment materiel

CANDI

commercial and nondevelopmental items

CBS-X

Continuing Balance System--Expanded

CBTDEV

combat developer

cc

card column

CLS

contractor logistic support

COE

Chief of Engineers

COEI

components of end item

COMSEC

communications security

CONUS

continental United States

CONUSA

the numbered armies in the continental United States

CR

conditional release

CRP

central receiving point

CRL/CMP

computer resources life/cycle management plan

CSIF

contractor support of initial fielding

CSLA

Communications Security Logistics Agency

CSS

combat service support

CTA

common table of allowances

CTU

consolidated TOE update

DA

Department of the Army

DAA

designated accreditation authority

DAAS

defense automatic addressing system

DAMPL

Department of the Army Master Priority List

DAMWO

Department of the Army Modification Work Order

DDD

defense distribution depot

DDJC

Defense Distribution Depot San Joaquin California

DDN

defense data network

DDRT

Defense Distribution Depot Red River Texas

DDSP

Defense Distribution Depot Susquehanna Pennsylvania

DET

displaced equipment training

DETT

displaced equipment training team

DIC

document identifier code

DLA

Defense Logistics Agency

DMIL

demilitarization

DOD

Department of Defense

DODAAC

DOD activity address code

DOL

Director of Logistics

DOS

days of supply

DS

direct support

D-SAFE

Depot Support Activity - Far East

DSS

direct support system

DSU

direct support unit

DS4

direct support supply support system

DT

developmental test

E-date

effective date

EIR

equipment improvement recommendation

EOD explosive ordnance disposal	IOL initial operating level	MFP materiel fielding plan
EOH equipment on hand	IPD issue priority designator	MFT materiel fielding team
EPCO equipment publications control officer	IPR in-process review	MIL-HDBK military handbook
ERC equipment readiness code	IPT integrated product/process team	MOA memorandum of agreement
ESD electro-static discharge	JILSP joint integrated logistic support plan	MOI memorandum of instruction
EUSA Eighth U.S. Army	JMOA joint memorandum of agreement	MON memorandum of notification
FC fielding command	JSA joint supportability assessment	MOS military occupational specialty
FMMP force modernization master plan	JSS joint supportability strategy (formerly JILSP)	MOU memorandum of understanding
FORSCOM U.S. Army Forces Command	LAO Logistics Assistance Office	MOV materiel obligation validation
FSA Fredrichsfeld Staging Activity	LAP Logistic Assistance Program	MR materiel release
FUE first unit equipped	LAR logistic assistance representative	MRIS modernization resource information submission
FUED first unit equipped date	LCSEC life-cycle software engineering center	MRL materiel requirements list
GC gaining command	LIA U.S. Army Logistics Integration Agency	MRRB materiel release review board
GS general support	LIF logistics intelligence file	MSC major subordinate command
GSA General Services Administration	LIN line item number	MSL master support list
HQAMC Headquarters, U.S. Army Materiel Command	LO lubrication order	MSP mission support plan
HQDA Headquarters, Department of the Army	LOGSA U.S. Army Materiel Command Logistics Support Activity	MTA materiel transfer agreement
HHA health hazard assessment	MACOM major Army command	MTMC Military Traffic Management Command
ICS interim contractor support	MANPRINT manpower and personnel integration	MTMC TEA MTMC Transportation Evaluation Agency
ILS integrated logistic support	MATDEV materiel developer	MTOE modified tables of organization and equipment
ILSP integrated logistic support plan	MC materiel change	MTP Materiel Transfer Plan
INSCOM U.S. Army Intelligence and Security Command	MEDCOM U.S. Army Medical Command	MTT materiel transfer team
IOC initial operational capability	MFA materiel fielding agreement	MWO modification work order

MWOFP modification work order fielding plan	PLL prescribed load list	SPBS-R Standard Property Book System--Redesign
NET new equipment training	PM program/product/project manager	SQT skill qualification test
NETP new equipment training plan	POC point of contact	SRA specialized repair activity
NETT new equipment training team	POL petroleum, oils, and lubricants	SS supportability strategy (formerly ILSP)
NGB National Guard Bureau	QDR quality deficiency report	SSA supply support activity
NICP national inventory control point	QQPRI qualitative and quantitative personnel requirements information	STTE special tools and test equipment
NMIBT new materiel introductory briefing team	RC Reserve Component	SYS-EQUIP-NOUN system/equipment noun
NMP national maintenance point	RDD required delivery date	TAEDP The Army Equipment Distribution Plan
NSLIN nonstandard line item number	RIC routing identifier code	TC type classification
NSN national stock number	RO requisitioning objective	TCN transportation control number
OCONUS outside continental United States	ROD report of discrepancy	TDA table of distribution and allowances
ODCSLOG Office of the Deputy Chief of Staff for Logistics	ROP reorder point	TECOM U.S. Army Test and Evaluation Command
ODCSOPS Office of the Deputy Chief of Staff for Operations and Plan	RPSTL repair parts and special tools list	TER technical evaluation report
OEC Operational Evaluation Command	SAILS standard Army intermediate level supply system	TEMP test and evaluation master plan
OPTEC Operational Test and Evaluation Command	SAQ statement of airworthiness qualification	TEXCOM U.S. Army Test and Experimental Command
ORD operational requirements document	SARSS-O standard Army retail supply system - objective	TMDE test, measurement, and diagnostic equipment
ORF operational readiness float	SC support(ing) command	TOE table of organization and equipment
OSE organizational support equipment	SDC sample data collection	TPF total package fielding
OST order ship time	SKO sets, kits, and outfits	TPF-A total package fielding--unit activation
OT operational testing	SLAC support list allowance computation	TPF-C total package fielding--unit conversion
OT&E operational test and evaluation	SLOC source lines of code	TPS test program sets
PBO property book office	SOS source of supply	TRADOC U.S. Army Training and Doctrine Command
PEO Program executive office(r)	SPBS standard property book system	TSG The Surgeon General
		UIC unit identification code

UMFP

unit materiel fielding point

UMMIPS

uniform materiel movement and issue priority system

USACIC

U.S. Army Criminal Investigation Command

USACSLA

U.S. Army Communications Security Logistics Agency

USAISC

U.S. Army Information Systems Command

USALIA

U.S. Army Logistics Integration Agency

USAMC

U.S. Army Materiel Command

USAMMA

U.S. Army Medical Materiel Agency

USAPA

U.S. Army Publishing Agency

USARC

U.S. Army Reserve Command

USAREUR

U.S. Army Europe

USARJ

U.S. Army Japan

USARPAC

U.S. Army Pacific Command

USASDC

U.S. Army Space and Strategic Defense Command

USASOC

U.S. Army Special Operations Command

USATA

U.S. Army TMDE Activity

USATSG

U.S. Army The Surgeon General

W/ESDC

weapon/equipment system designator code

**Section II
Terms**

This section contains no entries.

**Section III
Special Abbreviations and Terms****Caretaker stocks**

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

Displaced equipment training

Training provided to users and supporters of displaced systems in the operation, maintenance, and support of displaced equipment (AR 350-35).

Displaced system

HQDA designated materiel systems included in the displaced systems chapter of the AMIM which are being issued to a MACOM for the first time. The systems are selected if they are being displaced by standard form systems and will require new or modified training, supply and maintenance support, or facilities. They are selected because of their significant fielding impact and the extensive additional requirements they impose on the gaining command. They are planned for replacement by new systems and will require special management policies and procedures to plan, control, and execute their transfer to another MACOM for the first time.

Equipment-in-place

Fixed station, nontactical, communications-electronics systems, air traffic control, or navigational aids equipment which has been fixed in place or attached to real property.

Fielding command

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

Fielding requirements data base

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

First unit equipped date

The first scheduled date for fielding or hand-off of a materiel system within a given MACOM.

Gaining command

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

Gaining MACOM

a. Major Army command (CONUS and OCONUS), other Services or agencies scheduled to receive materiel systems, support items, and other logistic support.

b. The gaining MACOMs include: FORSCOM, TRADOC, USAMC, USACIC, USAREUR, the Eighth U.S. Army, USARPAC, USASOC, ARNG, INSCOM, and USAR. Other users and gaining commands include the other U.S. Forces, Federal Agencies, and security assistance customers.

Handoff

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

Handoff date

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

Handoff site

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

Handoff team

A team established by the fielding command to accomplish specified tasks in conjunction with fielding materiel systems under TPF procedures.

Initial operational capability

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

In-process review

Review of a project or program at critical points to evaluate the status and make recommendations to the decision authority.

Mandatory parts list

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

MANPRINT

The entire process of integrating the full range of human factor engineering, manpower, personnel, training, health hazard assessment, system safety and soldier survivability throughout the materiel development and acquisition process to ensure optimum total system performance.

Materiel requirements list

A comprehensive list prepared by the fielding command identifying all materiel and technical publications needed to support the fielding of a materiel system. The list will distinguish between those items to be provided by the fielding command and those which the gaining command must requisition for themselves.

Materiel transfer agreement

A negotiated agreement between the MATDEV and the gaining and losing MACOMs outlining the specific support provisions and requirements for the transfer of a designated displaced system.

Materiel transfer plan

The single stand alone document which contains the plans, schedules, and actions needed to transfer a designated displaced system from one using MACOM to another using MACOM which has never used or supported the system. The format and requirements are the same as for an MFP.

Memorandum of Agreement

An agreement between the losing and gaining

MACOM used to plan the actions and schedules to transfer a displaced system not requiring an MTP.

New equipment training

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

New equipment training plan

The plan to coordinate the resources and schedule for training of staff planners, testers, trainers, users, and LARs. The NETP is part of the ILSP.

New equipment training team

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

Replaced system

An Army end item being replaced by a new or product improved system. These systems are redistributed, declared excess, turned in, transferred, or disposed of in accordance with AR 10-1, AR 10-2, AR 750-1 and other applicable guidance when not specifically designated by HQDA as a displaced system needing special management and control.

Staging site

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

Starter set of publications

A feature of TPF which is a one time issue of two copies of each publication needed at the user level (unit) and each support level involved in the TPF. The publications required will only be for the TPF system and any end item/component included in the fielding which the gaining unit has not used or supported before the fielding.

Support items

A generic term used to refer to the various classes of supply which encompass the ASIOE, TMDE, ATE, TPS, tools, TMs, training devices, and spare/repair parts used with or on a materiel system.

Support list allowance computation

The process used by MATDEVs/fielding commands to compute tailored lists of needed initial issue spare/repair parts.

Supportability Strategy

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

Supporting command

Army MATDEVs, commodity commands, DLA, GSA, other armed services and Federal

agencies that provide materiel support but are not the fielding command.

Testers and evaluators

Commands or agencies responsible for the test and evaluation of Army materiel and operations. Technical testing is generally performed by the U.S. Army Test and Evaluation Command with independent evaluation conducted by the U.S. Army Materiel System Analysis Activity. Operational testing and evaluation is performed by the U.S. Army Operational Test and Evaluation Agency or TRADOC with OPTEC being having the single consolidated evaluation center for acquisition programs.

Total package fielding

The Army's standard fielding method used to provide Army units a new/product improved materiel system and all its related support materiel at one time. The materiel is consolidated in unit level packages and the handoff of the end items and related support materials is coordinated.

Unit materiel fielding point

One of the Army area oriented depots used to receive and consolidate TPF materiel into unit level (DODAAC/project code) packages pending a coordinated release and shipment to a staging site, handoff site, or receiving unit.

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	YES	NO	N/A
9b. Did the fielding command assemble a materiel requirements list in a standard MRL format IAW DA Pam 700-142 and submit it to the gaining command for review 30 days prior to the formal coordination.			
c. Did the coordination package identify the following separate authorized requirements?			
(1) EIWS			
(2) ASIOE			
(3) OSE (for unit activations/conversion)			
(4) Initial Issue Class IX or combination list for TDA units (e.g., TRADOC schools) with MPL designated where applicable.			
(5) STTE.			
(6) TMDE, to include TPS and interconnecting devices, when applicable			
(7) SPECIAL MISSION KITS/REQUIREMENTS (e.g., BLACKOUTS KITS, FABRICATED OR MANUFACTURED ITEMS, AND ASSEMBLED ITEMS.)			
(8) Are warranted items indicated on the MRL?			
(9) Publications.			
(10) Deployable CTA items (for unit activations/conversions.)			
(11) Were specially controlled commodities identified in the total Material Requirements List, and available in the supply system?			
(a) AMMO			
(b) Bulk POL.			
(c) Class VII			
(12) Discretionary items are not part of TPF. Was the unit provided a list of discretionary items that may be requisitioned?			
d. Has the gaining command requisitioned the required materiel to be available at the staging site at date of handoff?			
(1) Class III			
(2) Class V			
(3) Class VIII			
e. Has required COMSEC equipment been coordinated with USACSLA and will it be available to support the fielding?			
f. Have physical security requirements been identified?			
g. During the coordination meeting, were the following areas reviewed/scrubbed?			
(1) Will NET be provided as part of the fielding?			
(2) Will the MTOE with the E-DATE closest to fielding be utilized to compute MRL?			
(3) Will the current approved unit MTOE be in place 340 days prior to handoff(Encl 2)?			
(4) MFP vs MTOE.			
(5) MSP vs MTOE.			
(6) MRL vs MTOE			
(7) Did the MRL identify those items currently on hand in the unit, that should not be furnished as part of the total package?			
h. Has all available excess equipment been identified			
i. Is a materiel transfer plan required for disposition of displaced equipment?			
j. Was gaining command/unit's required documentation package identified for each unit?			
k. Was the required assistance and support to be provided by the fielding command identified and made a matter of record?			
Did the assistance/support include:			
(1) Providing a list of items to the gaining command not readily available in the supply system?			
(2) Determining if items not available in the supply system could be furnished by the gaining command.			

(3) Advising the gaining command that items not readily available would be requested by the fielding command for Out-of-DAMPL issue through fielding MACOM to DA?	YES	NO	N/A
l. Was a staging/handoff site identified and coordinated between the fielding and gaining command?			
m. Was a coordinated handoff date determined?			
n. Was a Memo for Record developed by the fielding command and gaining command to identify all assistance and support required and to be provided by both fielding command and gaining command.			
As a minimum, this should include:			
(1) Deprocessing.			
(2) Operational checks.			
(3) Coordinated inventory.			
(4) Assistance in establishing retain supply records.			
(5) Required facilities/equipments to include operational test areas.			
(6) P.O.L. requirements.			
(7) Calibration support.			
(8) Is any portion of the total package covered under the warranty program?			
o. Were all gaining MACOM initiated requisitions against items furnished by fielding command cancelled during the coordination meeting?			
p. HOW WILL GAINING COMMAND TRACK PACKAGE?			
q. Did the fielding command provide the gaining command with a list of all required technical publications?			
r. Was the gaining unit advised of the importance of maintaining an audit trail on all transactions to include all meetings, message traffic and telephone conversations?			

3. LIST ANY OUTSTANDING ISSUES WHICH MUST BE RESOLVED PRIOR TO FIELDING.

4. ARE ANY SUBSEQUENT COORDINATION MEETINGS PLANNED? IF YES, GIVE DATES AND POCs.

5. The signatures below signify that the required coordination meeting has been held and an audit trail has been established that will ensure a complete and timely fielding.

TYPED NAME OF FIELDING COMMAND REPRESENTATIVE		TYPED NAME OF GAINING COMMAND REPRESENTATIVE	
SIGNATURE	DATE	SIGNATURE	DATE

MATERIEL REQUIREMENTS LIST

Requirements Control Symbol
CSGLD - 1960

For use of this form, see DA Pam 700-142; the proponent agency is DCSLOG

A. COMMAND AND CONTROL DATA

1. Fielding Command		2. PRIMARY END ITEM		3. STAGING SITE/HANDOFF LOCATIONS (Ship to Address):	
a. POC NAME	b. OFFICE SYMBOL				
c. AUTOVON		d. DATE PREPARED		4. SCHEDULED HANDOFF DATE	
5. Type of Fielding (Check One)		ITEM	POC NAME	OFFICE SYMBOL	AUTOVON NUMBER
a. System (TPF)		6. Gaining MACOM			
b. Indicate System Level of Complexity Level 1, 2, 3, or 4		7. Gaining Command			
c. Unit Activation (TPF-A)		8. Gaining Unit Designation			
d. Unit Conversion (TPF-C)					

12. Customer Technical Documentation					
a. Retail Supply System Used by Gaining Unit					
(1) DS4	(4) SARSS			ITEM	CHECK
(2) PHOENIX	(5) MANUAL			a. MTOE	EDATE
(3) SAILS	(6) OTHER			b. TDA	
b. Property Book System Used by Gaining Unit					
(1) SPBS	(4) MANUAL				
(2) SAMIS	(5) OTHER				
(3) AMEDDPAS					

13. Authorization Documentation					
10. Level of Support (Check as appropriate)					
a. Organization				ITEM	CHECK
b. DS				a. MTOE	EDATE
c. GS				b. TDA	
11. PACKAGE BASE (For example: Rqmis/IOEI, Rqmis/bat)					
B. END ITEM DATA (List the end item being fielded and all MTOE/DACTA items required for this fielding. If not applicable to this fielding, put N/A.)					
ITEM	TYPE EQUIPMENT	LIN	NSN	MODEL AND NOMENCLATURE	QTY. AUTH/ REQUIRED
a. END ITEM					QTY. TO BE REQUISITIONED
b. ASIDE					FIA CODE
c. OSE					AMMM NUMBER
d. CTA					

C. TMDE, STTE, AND COMMON TOOLS DATA (List the TMDE, STTE (include Test Program Sets (TPS)) and common tools authorized by this fielding for all MTOE/TDA/CTA equipment. Include primary and alternate NSNs for TMDE, if applicable. If not applicable to this fielding, put N/A.)

ITEM	TYPE EQUIPMENT	LIN	NSN	MODEL AND NOMENCLATURE	QTY. AUTH./ REQUIRED	QTY. TO BE REQUISITIONED	QTY. AVAILABLE ON HAND	FIA CODE
a. TMDE								
b. STTE (INCLUDE TPS)								
c. COMMON TOOLS								

D. PUBLICATION (List all publications that apply to the primary for all MTOE/TDA/CTA equipment being fielded. If this is not applicable, so state).

NUMBER	TITLE	SOURCE	END ITEM	ISSUE WITH PKG (Yes or No)

E. SPECIAL MISSION SETS, KITS, AND OUTFITS DATA (List the special mission sets, kits, and outfits authorized for the new additional MTOE/TDA/CTA equipment being fielded. This section should list only those SKOs that are not listed in other sections. If this section is not applicable, so state.)

ITEM	TYPE EQUIPMENT	LIN	NSN	MODEL AND NOMENCLATURE	QTY. AUTH. ISSUE	UNIT COST	FIA CODE	END ITEM NSN
a. Special Mission Sets								
b. Kits and Outfits								

F. INITIAL ISSUE SPARE/REPAIR PARTS (List by DODAAC the computed initial issue spare/repair parts to be provided. If this is not applicable, so state)

DODAAC	NSN	NOMENCLATURE	SOS	INITIAL ISSUE QTY.	UNIT PRICE	FIA CODE

G. GAINING COMMAND REQUIREMENTING REQUIREMENTS (List the bulk POL, conventional ammunition, medical material, and AAL requirements. If listed elsewhere, MFP, TM, etc., give precise reference. If previously coordinated, give POC. The requirements listed here are not a portion of total package, but are required to sustain the equipment

ITEM	TYPE	NSN	QTY.	UNIT OF ISSUE
1. POL/Class III				
2. Ammunition/Class V				
3. Medical/Class VIII				

H. COMSEC REQUIREMENTS DATA (List all Communication Security Equipment (COMSEC) items. COMSEC will be fielded separately under TPF procedures by USACSLA, Ft. Huachuca, AZ. If not applicable to this fielding, so state).

COMSEC ITEMS	LIN	NSN	NOMENCLATURE	QTY ON ORDER	UNIT COST	FIA CODE

I. FIELDING SUMMARY (If this section is not applicable, so state).

ITEM	TOTAL NO. LINES	OMA	\$ (000) PA	PA2
A. E/WS				
B. ASIDE				
C. OSE				
D. AAL				
E. GTA				
F. TMDE				
G. STTE (include TPS)				
H. Common Tools				
I. Publications				
J. Sets, Kits, Outfits				
K. COMSEC				
L. Spares (PA2)				
M. Repair Parts				
N. Grand Total				

JOINT INVENTORY REPORT

For use of this form, see DA Pam 700-142; the proponent agency is DCSLOG

Requirements Control Symbol -
CSGLD - 1958

INSTRUCTIONS -- The applicable data illustrated below will be filled out and signed by representatives of both the fielding and gaining commands. Attach separate sheets listing missing or damaged materiel to be provided by the fielding command. Describe actions taken such as re-requisitioning, warranty claims, RODs or TDRs. Check the applicable column for quantity received.

FIELDING COMMAND	GAINING COMMAND AND UNITS		
FIELDED SYSTEM NOMENCLATURE	MODEL NUMBER	NSN	
ITEM	NOT APPLICABLE	COMPLETE	NOT COMPLETE
Fielded System			
ASIOE			
TMDE			
Special Tools			
Class IX			
Publications (Starter Set)			
Customer Documentation			
Organization Support Equipment			
REMARKS			

TYPED NAME OF FIELDING COMMAND REPRESENTATIVE	TYPED NAME OF GAINING COMMAND REPRESENTATIVE
SIGNATURE	DATE
SIGNATURE	DATE

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