

UNCLASSIFIED

**CAPABILITY REQUIREMENTS DOCUMENT
FOR
PROPERTY ACCOUNTABILITY AND SUSTAINMENT SUPPORT**

Increment 1

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Executive Summary

This Capability Production Document (CPD) summarizes key requirements in support of the Department of the Army's property accountability and sustainment support effort.

Property accountability and sustainment support, a key component of the Army Forces Generation Model (ARFORGEN), has matured significantly since its inception in 2006. As a function of this maturation, key operational needs have been quantified to serve both the direct needs of the War Fighter and remain fiscally responsible to ensure the best use of resources.

This mission will relieve the deployed commander's responsibility of accounting for equipment left behind at home station when the unit deploys. The baseline mission can be defined as having three components:

- A. Property Accountability – Properly store, secure and account for Army property
- B. Readiness – Validate and perform maintenance to ensure equipment readiness
- C. Asset Visibility – Use STAMIS to ensure top-down visibility and execute lateral transfers and temporary loans to support Army missions.

This requirements document incorporates pertinent HQDA guidance directing ASC / AMC support to the operational Army for ARFORGEN, TPE and RPAT.

CAPABILITY PRODUCTION DOCUMENT FOR PROPERTY ACCOUNTABILITY AND SUSTAINMENT SUPPORT

1. Capability Discussion. Deploying units supporting operations in Afghanistan may not require the full deployment of all available equipment and may elect to request ASC support to manage, store, account for, maintain, and cross-level equipment, thereby relieving deployed commanders of the responsibility. ASC intends to execute this mission regionally within CONUS and OCONUS by leveraging contract support. The institutionalization of the LBE Program in the Army Campaign Plan and AR 220 series regulations recognizes the program efficacy in supporting operations and contingencies beyond current commitments in South West Asia. Although currently supporting FORSCOM, USARPAC, USAREUR and MEDCOM units deploying forward, future capability will concentrate on units stationed within CONUS. Property accountability and sustainment support operations will be located, where required, on installations and grouped as necessary to facilitate operational control by Army Field Support Brigades (AFSB) through their associated Army Field Support Battalions (AFSBn) and Logistic Support Elements (LSE).

2. Specific Capability Shortfalls

a. Property Accountability – The capability gap is the lack of sufficient trained personnel, both in numbers and skill-sets to effectively manage the equipment density left behind by deploying units. The use of contracted support in the Theater of Operations has resulted in a loss of proficiency in core skills. The experiences of inducting equipment into the LBE program further reinforces this conclusion as property books require significant corrections and administrative adjustments before and following the induction process. It is clear that the Operations Tempo requires commanders to focus attention and available resources on training and preparing equipment for deployment.

Following redeployment, commanders focus on the attendant issues of retention and personnel reset. Prior to LBE program implementation, years of unremitting deployment and redeployment resulted in the Army Property Accountability functions approaching non-functionality. The successful implementation of the LBE program provides the Commander with the opportunity to “reset” property accountability along with other reset functions, and start again with a clean property book.

b. Readiness – Readiness encompasses those actions and activities that maintain and sustain Army equipment IAW AR 750-1 and the individual TM -10/-20 documents. As noted previously Commanders have to prioritize available funds and time to accomplish all tasks; equipment left behind are rightfully relegated such resources as are left after preparing equipment slated for deployment. Time becomes a further issue as equipment used for pre-deployment Mission Readiness Exercises cannot be repaired before the Load Date because of the Commander’s need to complete preparations for deploying equipment. Despite extraordinary efforts, a substantial portion of the equipment slated for entry into the LBE program remains below the accepted standard by the induction window. Rear detachments are often deficient in the required skill-sets to achieve the maintenance and readiness standards, and are often not robust enough to accommodate the density of remaining equipment even if the skill-sets were present. As in property accountability, the use of contractors overseas and during CONUS dwell time means has further aggravated the condition by degrading proficiency.

c. Visibility and Cross-leveling – Property accountability and sustainment support is a critical sourcing solution for deploying forces. Effective management of this resource requires the smooth integration of property accountability and readiness functions with the further requisite of available skill-sets to leverage Army STAMIS systems to determine and manage availability. Once again, the friction of a high operations tempo has resulted in a smaller pool of available skilled personnel to effectively operate the systems. Combined with the sheer volume of lateral transfers needed to meet operational needs, rear detachments do not possess sufficient resources to maintain visibility of equipment or execute the necessary cross-leveling.

3. Specific requirements in each area of core functionality – The successful offeror will provide the following capabilities:

A. Property Accountability: Key requirements and specific skill sets

- (1) Maintain accurate and flawless accountability of Army equipment IAW AR 710-2
- (2) Verification of property received or issued during any inventory
- (3) Validation of serial and registration numbers
- (4) Identify excess equipment and materiel
- (5) Produce Administrative Adjustment Reports (AAR) to correct inaccurate records or resolve duplicate serial numbers
- (6) Have capability to manage incoming CL II and IV using both automated processes and manually via document control registers
- (7) Ability to use the PBUSE USE module to order replacement BII and COEI

(8) Familiarity with classes of supply and the specific functional requirements for each

(9) Conduct daily property transactions and supply activities

(10) Provide adequate storage to ensure security and environmental protection of Army equipment

(11) Be familiar with security requirements for specialized Army equipment including, but not limited to, Controlled Cryptographic Items (CCI), weapons and other sensitive items or high value equipment. Understand and comply with security requirements in accordance with all applicable regulations and installation requirements.

(12) Comply with specialized storage requirements to protect environmentally sensitive Army equipment from damage and/or degradation.

(13) Property within the responsibility of the contractor will be marked, secured and reasonably segregated from equipment owned by another entity

(14) Provide Materiel Handlers Equipment (MHE) coordination and maintain the service of this equipment

(15) Container management

(16) Inventory location assignment (equipment and container location)

(17) Storage requirement estimation

(18) Ensuring packing and crating, and blocking and bracing is IAW storage and shipping regulations

(19) Movement requirements and location/site surveys of containerized auxiliary equipment

(20) Familiarity with the installation safety requirements

(21) Compliant with Occupational Safety and Health Administration Guidelines

(22) Compliant with Environmental Protection Requirements

(23) Compliant with Safety reporting requirements (to include Serious Incident Reporting)

(24) Develop a comprehensive safety program and promote a safe and healthy work environment

(25) Provide error-free inventories during a change between hand receipt and sub-hand receipt holders, turn-in or issue of end item(s), change in custody and responsibility of facilities, during 10% cyclic inventories and monthly for Sensitive items

(26) Provide assistance to Commander's to investigate and resolve discrepancies

(27) Provide expertise on core property STAMIS systems, to include PBUSE and FAAST-CAVERS. Understand hand-receipt procedures, reconciliations, loss reporting, administrative adjustment reports and excess management.

(28) Provide experienced PBUSE clerks able to quickly respond to Requests for Information (RFI)

(29) Experience working with Modification Work Orders (MWO) with access and familiarity with the Modification Management Information System (MMIS) to determine whether applicable MWOs have been applied

(30) Operate effective key and lock control

(31) Follow required dispatch procedures

B. Readiness

(1) Capability of conducting Technical Manual -10 preventative maintenance checks and services (PMCS). These checks will be required during all transfer actions (temporary loans, lateral transfers, inductions and reissues), and every 90 days when equipment is in the low usage program (LUP).

(2) Induction, acceptance and 90 day LUP PMCS consists of before, during, after, daily, weekly and monthly, to include 5-mile road test. These tests are annotated on the DA Form 5988E. A joint PMCS will be conducted upon induction, reissue, temporary loan and transfer equipment.

(3) TM-10 checks can be assisted by Life Cycle Management teams when necessary. PMCS on CLVIII will be conducted by MEDCOM personnel.

(4) Provide operator level maintenance and replenishment capability, to include adding fluids, charging batteries, and other actions necessary to maintain operability. The intent is not to provide a complete unit maintenance capability; rather, the intent is to allow the contractor to accomplish routine operator-level care and maintenance.

(5) Have the capability to order, store and manage lubricants and other shop stock and bench stock supplies

(6) Analyze maintenance trends and develop/coordinate measures with maintenance support activities to meet property accountability and sustainment program goals

(7) Assist maintenance support activities in the resolution of logistics issues that will prevent them from meeting property accountability and sustainment goals

(8) Serve as liaison to the Directorate of Logistics (DOL) for the functional development of maintenance support teams

(9) Assist Army units to prepare equipment for turn-in

(10) Ensure that incoming CL IX parts remain on order and funded by the transferring party

(11) The contractor must have knowledge of the Exchange Pricing (EP) System and develop and manage an effective method of precluding delta costs

(12) Within fifteen (15) days of the equipment registration in PBUSE, all maintenance significant items will be loaded into SAMS

(13) Understanding of the interaction of supply and maintenance STAMIS to facilitate Systems of Systems requirements and management of ancillary equipment to include Basic Issue Items (BII), Components of End Items (COEI) and repair parts.

(14) Knowledge of the supply system, including the capability of augmenting or operating a Supply Support Activity IAW AR 310-50.

(15) Develop and manage parts pickup and delivery to sources of repair

(16) Critical understanding of the interaction of property and maintenance STAMIS interaction in the management of systems of systems.

(17) Provide proper preparation and sustainment of maintenance and supply documents as required by AR 750-1, DA PAM 750-8, and AR 710-2

(18) Develop maintenance and service packets consisting of (as a minimum) all required maintenance, supply and historical records which include (but not limited to):

- a. Electronic data transfer disk (SAMS-E trans out disk),
- b. Log Book,
- c. All 5988Es,
- d. Closed work orders from SOR,
- e. Records from services performed,
- f. DA 2408-9,
- g. DA 2408-4 (if applicable),
- h. AOAP records (if applicable),
- i. MWOs installed/applied,
- j. Any additional inspections or documented repairs/upgrades;
- k. PBUSE generated property listing,
- l. DA Form 3161,
- m. DA Form 2062 (shortage annex) component listing.

(19) Process property transactions using manual or automated DA Form 3161, in accordance with the appropriate ASC DMC established suspense (per directive).

(20) Drop equipment from unit property book(s) via DA Form 1348 (after PBO approval) for equipment designated as a one for one exchange in any Sustainment maintenance program, Provide copies of property adjustments to rear detachment as historical documentation.

(21) Equipment shortages will be documented per AR 735-5 and DA PAM 710-2-1, and noted during the LBE lateral transfer.

(22) Be knowledgeable of readiness requirements and provide the capability of identifying faults to (as a minimum) the TM-10 before, during, after, daily, weekly, and monthly tables.

C. Asset Visibility – This requirement incorporates core capabilities of both the property and readiness functions by ensuring that SAMS and PBUSE systems are properly configured to support LOGSA LIW requirements. This requirement includes monthly AMSS reporting and the use of automated functions within the SAMS family of systems and PBUSE to ensure higher echelons of command are provided near real-time information regarding the location and availability of equipment. It also incorporates sustaining and configuring equipment in transfer-ready status, preparing appropriate transfer documents and coordinating transportation activities to support Army missions.

(1) Track residual equipment without disposition (equipment remaining in LBE more than 180 days beyond the commander's declared redeployment date). NOTE: The commander will declare redeployment when 51% of personnel have returned from theater of operations.

(2) Validate equipment availability to support lateral transfers and temporary loans, or suggest alternatives within 72 hours of receipt of a transfer directive

(3) Ensure property records reflect the proper Command Assignment Code (CAC), Property Book Identification Code (PBIC), Type Authorization Codes (TAC), and proper location.

(4) Track and report readiness status. SAMS-1/1E users will generate and submit to their supporting SAMS-2/2E the Inoperable Equipment Report (AWAME125) file and Man-hour Accounting Transfer (AHN4GD) file. The Army Materiel Status System (AMSS)/DA FORM 2406 will be processed and immediately sent to LOGSA for units using SAMS-E processes, so as to arrive at LOGSA NLT 2400 HRS 19TH OF THE MONTH.

ANNEX A - Glossary of Acronyms and Terms

AAL: Additional Authorized Listing
ACOM: Army Command
ACP: Army Campaign Plan
AFSB: Army Field Support Brigade
AFSBn: Army Field Support Battalion
AFSC: Army Field Support Command (now Army Sustainment Command. See ASC below)
ALSET: ASC Logistics Support Evaluation Team
AMC: Army Materiel Command
AMCOM: Aviation Mission Command (LCMC)
AMSS: Army Materiel Status System
AO: Accountable Officer
AOR: Area of Responsibility
APM: Assistant Project Manager
AR: Army Regulation
ARFORGEN: Army Force Generation
ARIMS: Army Records Information Management System
ASC: Army Sustainment Command
ASL: Assigned Stockage List
ASORTS: Army Status of Resources and Training System (replaced by NetUSR)
BDE: Brigade
BII: Basic Issue Item
BLST: Brigade Logistics Support Team
BN: Battalion
BTS: Brigade Training Sets
CDR: Commander
CECOM: Communication- Electronics Command (LCMC)
CG: Commanding General
CID: Criminal Investigative Division
CIIC: Controlled Item Inventory Code
CL: Class of Supply (example: CL IX = Class nine repair parts)
COEI: Components of End Items
COMET: Command Maintenance Evaluation Team
COMSEC: Communications Secure
CONUS: Continental United States
COR; Contracting Officer Representative
COSIS: Care of Supplies in Storage
COTR: Contracting Officer Technical Representative
CP: Consolidated Property
CSA: Chief of Staff Army
CW: CONUS West
DA: Department of Army
DAC: Department of the Army Civilian
DA PAM: Department of the Army Pamphlet
DCG: Deputy to the Commanding General
DD: Defense Department
DoD: Department of Defense

DODAAC: Department of Defense Army Acquisition Code
DLA: Defense Logistics Agency
DMC: Distribution Management Center
DOL: Directorate of Logistics
DPW: Directorate of Public Works
DRMS: Defense Reutilization and Marketing Service
DRRS-A: Defense Readiness Reporting System – Army
DSN: Defense Switching Network
DUIC: Derivative Unit Identification Code
ERE: Early Return of Equipment
FLIPL: Financial Liability Investigation of Property Loss
FLRC: Field Logistics Readiness Center
FLRD: Field Logistics Readiness Directorate
FMC: Fully Mission Capable
FOI: Found on Installation
FORSCOM: Forces Command
FRAGO: Fragmentary Order
FTX: Field Training Exercise
GMASS: ASC Global Maintenance Services and Supply Contract
HAZMAT: Hazard Material
HQAMC: Headquarters Army Materiel Command
HQDA: Headquarters, Department of the Army
HR: Hand Receipt
HRH: Hand Receipt Holder
IAW: In Accordance With
ICW: In Coordination With
IMCOM: Installation Management Command
ISO: In Support Of
LBE: Left Behind Equipment
LCMC: Life Cycle Management Command
LIDB: Logistics Integrated Data Base
LIN: Line Item Number
LRR: Logistics Readiness Review
LNO: Liaison Officer
LOGSA: Logistics Support Activity
LSE: Logistics Support Element
MHE: Materiel Handler Equipment
MIPR: Military Interdepartmental Purchase Request
MMR: Maintenance Management Review
MMT: Materiel Management Team (Staff field unit of ASC DMC)
MOA: Memorandum of Agreement
MPD: Maintenance Priority Designator
MST: Master Supply Technician
MTOE: Modified Table of Organization and Equipment
NEP: National Equipment Pool
NetUSA: Army web based Unit Status Reporting (replaced PC-ASORTS)
NMC: Non-mission Capable
NRTS: Non Reparable This Station
NSN: National Stock Number

OCONUS: Overseas Continental United States
OEF: Operation Enduring Freedom
OIF: Operation Iraqi Freedom
PB: Property Book
PBIC: Property Book Identification Code
PBO: Property Book Officer
PBTC: Property Book Team Chief
PBUSE: Property Book Unit Supply Enhanced
PDSS: Pre-Deployment Site Survey
PHRH: Primary Hand Receipt Holder
PLL: Prescribed Load List
PM: Project Manager
PMCS: Preventive Maintenance Checks and Services
POC: Point of Contact
PTDE: Pre-deployment Training Equipment
PWD: Performance Work Directive
PWED: Public Works Economic Development
QA/QC: Quality Assurance/Quality Control
RC: Readiness Coordinator
REWOD: Retained Equipment without Disposition
RICC: Reportable Item Control Code
RIDB: Readiness Integrated Data Base
RPA: Readiness Predictive Analyzer
SAMS-E: Standard Army Maintenance System – Enhanced
SARSS: Standard Army Retail Supply System
SB: Supply Bulletin
SC: Supply Catalog
SF: Standard Form
SKO: Sets, Kits, Outfits
SMC: Senior Mission Commander
SME: Subject Matter Expert
SN: Serial Number
SOP: Standard Operating Procedure
SOMARD: Standard Operation and Maintenance Army Research and Development System Accounting
SOR: Source of Repair
SRRC: Special Requirements Recovery Code
SSA: Supply Support Activity
STAMIS: Standard Army Management Information System
TAC: Transportation Accounting Code
TACOM: Tank Automotive Command (LCMC)
TBP: To Be Published
TM: Technical Manual
TRADOC: Training and Doctrine Command
UIC: Unit Identification Code
UICIO: Unit Identification Code Information Officer
US: United States
USAEUR: United States Army Europe
USARPAC: United States Army Pacific
WMGR: Warehouse Manager

ANNEX B – References

AR 15-6 Procedures for Investigating Officers and Boards of Officers
AR 25-50 Preparing and Managing Correspondence
AR 25-400-2 Army Records Information Management System (ARIMS)
AR 58-1 Management, Acquisition and Use of Motor Vehicles
AR 190-11 Physical Security of Arms, Ammunitions and Explosives
AR 190-13 The Army Physical Security Program, with FORSCOM/TRADOC Supplement 1 and Interim Change, 031630Z May 89.
AR 190-31 Department of the Army Crime Prevention Program.
AR 190-40 Serious Incident Report
AR 190-51 Security of Army Property at Unit and Installation Level.
AR 700-138 Army Logistics Readiness and Sustainability, 26 February 2004.
AR 710-2 Supply Policy below the National Level
AR 735-5 Policies and Procedures for Property Accountability
AR 735-11-2 Reporting of Supply Discrepancies
AR 750-1, Army Materiel Maintenance Policy, 10 April 2007.
DA Pam 190-51 Security of Army Property at Unit and Installation Level.
DA PAM 700-60 Department of the Army Sets, Kits, Outfits and Tools
DA PAM 710-2-1 Using Unit Supply System
DA PAM 710-2-2 Supply Support Activity Supply System
DA PAM 735-5 Survey Officers Guide
HQDA G-4 ALARACT, Left Behind Equipment (LBE) Policy and Procedures, 3 Dec 2009
ASC OPOD 07-09 ARFORGEN, Annex M
FORSCOM Memorandum of Instruction (MOI), 09 May 2007, Left Behind Equipment (LBE)
AMC PDTE Implementation Plan
Performance Work Statement
PBUSE Users Manual
ULLS-S4 User Manual
Director of Logistics (DOL) Memorandum of Agreement (MOA)

