

SUPPORT OPERATIONS
DIRECTORATE (SPO)

PROPERTY ACCOUNTABILITY
DIVISION

ARMY SUSTAINMENT COMMAND
Re-Org PBO

Internal Standard Operating Procedures
(SOP)

Installation Logistics Directorate
Rock Island, IL 61299-5000

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1. PURPOSE: This SOP outlines standard procedures and principles of operation for the Army Sustainment Command (ASC) BCT Re-Org (980K) Property Book Office. This SOP is used in conjunction with references listed to facilitate the working relationship between the BCT Re-Org PBO and supported units.

2. SCOPE: The procedures outlined in this SOP apply to and will be a reference for all customers of the BCT Re-Org Property Book Office.

3. REFERENCES: See Annexes

4. GENERAL INFORMATION:

a. In January 2012, the President of the United States and the Secretary of Defense announced new Strategic Guidance, which included a reduction in the Defense Budget and resizing/reshaping of the Armed Forces directing the Active Army to reach an end strength of 490,000 Soldiers by the end of Fiscal Year (FY) 17. In order to maintain readiness of the force as the number one priority, on 08 July 15 the Secretary of the Army decided to reduce the total Army force structure to 980K, with the Active Component (AC) at 450K, the Army National Guard (ARNG) to 335K, and the Army Reserve (AR) to 195K. The Army will remain capable of defeating any adversary on land across the full spectrum of operations. Army force posture will continue to adapt and evolve to meet new challenges and opportunities.

b. Army Sustainment Command (ASC) identifies, synchronizes and executes equipment disposition ISO Army Reorganization and facilitate 18-22 Army Structure (ARSTRUC) Memorandum directives dated 8 Oct 15, reducing and reorganizing the Total Army force to 980K, while concurrently posturing ASC to support the future force, conducting ACOM/ASCC/DRU to ACOM/ASCC/DRU lateral transfers, and ensuring Logistics Readiness Centers (LRC) and postured to support ACOMs/ASCCs/DRUs through reorganization and beyond. ASC Property Book Officers assigned to each site will be titled and referred to as the Reorganization (Re-Org) PBOs.

c. This mission will be conducted in three (3) phases. This SOP pertains to phase II & III, ACOM to ACOM lateral transfers and excess property for turn in.

d. The Property Book Unit Supply Enhanced (PBUSE) property accounting system is a web-based system that will facilitate the ACOM to ACOM lateral transfers and turn ins. Due to some organizations having converted to GCSS-Army, specific instructions (Annex B) will be provided on how to properly manage transactions from one system to the other. PBUSE will be the ASC system of record until this mission is complete.

5. CUSTOMER SERVICE:

a. All documents dropped off for signature or document numbers will be available for pick up within three working days. Priority transactions may be processed immediately on a case-by-case basis as directed by the Property Book Officer. All improperly prepared documents will be returned immediately to the unit representative for corrective actions. The Re-Org PBO cannot make corrections to any document prior to posting.

b. Hours of operations and customer support will be determined by each individual site. Turn-in schedules will be agreed upon and annotated on the MOA established during the Unit Equipping and Reuse Working Group (UERWG).

No property will be accepted without prior coordination with the Property Book Officer, who in turn must ensure that other sections within their team are available, i.e. TI Team, Inventory Team.

6. ACOM to ACOM Lateral Transfer Procedures

a. Incoming:

(1) Prior to performing inventory of any equipment Re-Org PBO personnel will verify disposition paperwork to ensure the right equipment is being turned in.

(2) Conduct a joint inventory with authorized losing unit personnel. This inventory will be a validation of type of equipment, serial number verification, and registration number validation. Check the item to make sure it matches the description on the receipt document. Count all items. Make sure the quantity received agrees with the quantity recorded on the DA Form 3161. Annex "A" is an example of an ACOM to ACOM lateral transfer packet. This annex contains the minimum documentation required for turn-in. If the Re-Org PBO deems it necessary for any additional documentation it is the local turn in sites responsibility to ensure their customers understand the requirements. Any maintenance documentation will be consolidated with the accountability documents and forwarded to the gaining organization.

(3) Use DA Form 3161 to transfer property book items. The losing unit will prepare the form ensuring there are enough copies to meet the needs of the losing and gaining unit. The losing PBO will place their document number in Block 1 of the 3161 prior to arriving for their turn-in appointment.

(4) All Basic Issue Items (BII), Component of End Item (COEI) and Additional Authorization Listed items (AAL) are to be laid out during the inventory process. All shortages will be annotated on a shortage annex (DA Form 2062 or automated equivalent) prepared by the losing unit. Losing unit will not provide document numbers for missing BII, COEI or AAL items.

(5) Check end items for completeness. Use the proper TM or SC to identify components. Make a list of any component shortages. This list, along with the TM or SC, will be utilized by the losing unit to prepare the hand receipt shortage annex. The losing unit is responsible for the identification of shortages and preparation of the shortage annexes. The losing Commander/Primary Hand Receipt Holder (PHRH) is the only individual authorized to initial/verify the shortages on the annex. This cannot be delegated.

(6) Check the serial numbers when items with serial numbers are received. Check the items serial number with the one recorded on the lateral transfer document, DA 3161. If there is no serial number listed on the 3161, enter it. If the serial numbers annotated on the 3161 does not match that of the item being turned in, the gaining PBO will not accept the item. It is the losing unit's responsibility to ensure property book records match end items to include nomenclature and serial numbers.

(7) Upon completion of the inventory, to include shortage annexes, the Re-Org PBO or their representative, will conduct a receipt of the property inventory by signing and dating Block 15 of the DA Form 3161.

(8) The Re-Org PBO will assign a document number to block 2 of the DA Form 3161 for all items transferred to them via PBUSE or GCSS-Army (see annex "B" for instructions). For PBUSE to PBUSE lateral transfers the gaining PBO will accept the lateral transfer in PBUSE. A signed copy of the DA Form 3161 containing losing and gaining signatures and document numbers will be placed in the supporting document file. These transactions will be processed in a timely manner but will take no

longer than 72 hours to process. A copy of the signed 3161 with gaining and losing document numbers and gaining and losing signatures will be provided to the losing unit for their files.

(9) File a copy of the DA Form 3161 in the supporting document file.

(10) For ACOM to ACOM lateral transfers and both ACOMs reside on the same installation specific lateral transfer coordination will be done during the local UERWG. If it is decided that the gaining and losing ACOMs can perform the lateral transfer between the two entities without the assistance of the Re-Org PBO and his/her team, then there is no action required by the Re-Org PBO. If however, the gaining ACOM cannot support an ACOM to ACOM direct lateral transfer then the procedures outlined in paragraphs 1-8 above will apply.

b. Outgoing:

(1) Once transportation has been arranged for lateral transfer of equipment to the gaining ACOM, ASC Re-Org PBO will process a lateral transfer request within PBUSE to the gaining ACOM. A copy of the DA Form 3161 with the ASC Re-Org PBO signature in block 11 and losing document number in block 1, will be shipped with equipment's supporting documentation package. A suspense copy of the lateral transfer (DA Form 3161), will be filed in the supporting document file.

(2) Upon receipt of the equipment the gaining unit will sign the DA Form 3161 in block 15 and provide a copy to their supporting PBO. The gaining PBO will place their document number on the DA Form 3161 in block 2 and post the document as a gain in PBUSE. Under normal circumstances, the gaining PBO will provide the losing unit with a signed, completed copy of the lateral transfer for their supporting document file.

(3) Once the gaining PBO has processed the lateral transfer a message will be sent to the losing PBO in PBUSE indicating the transfer is complete. ASC Re-Org PBO should contact the gaining unit for a copy of the DA Form 3161 complete with gaining document number and gaining signature. Place this copy in the supporting document file along with the original (suspense) copy, thus completing the audit trail.

(4) If, after 45 days, the ASC Re-Org PBO has not received a copy of the completed DA Form 3161 from the gaining unit, utilize the following procedures.

a. Go to "messages" within the administrative menu in PBUSE. If the document has been posted the incoming message will contain the gaining document number assigned by the gaining units supporting PBO (annex A).

b. Hand write the gaining document number in block 2 of the suspense copy DA Form 3161. "Post" and date this copy and return it to the supporting document file.

c. Prepare a Memorandum for Record (MFR) stating that a completed copy of the lateral transfer was not provided by the gaining PBO. Indicate the gaining document number on the MFR.

d. Place a signed/dated copy of the MFR, along with the DA Form 3161 in the supporting document file. The ASC Re-Org PBO is authorized to sign the above mentioned MFR.

NOTE: All ACOM to ACOM lateral transfers will be placed on the Army Re-Org PBUSE account utilizing PBIC "8", TAC Code of "9". The authorization document is FRAGO 1 to EXORD 008-16.

7. Excess Property Turn in (SIAD, DLA, etc.)

a. Re-Org Property Book Depot Turn-In Procedures

(1) During the course of the Army Re-Org, ASC will be required to receipt and process equipment identified as excess with DST disposition to turn into a depot or DLA. Under normal circumstance, Depot and/or DLA personnel will be onsite to receive this property. In cases where representation from Depots and DLA are not available, ASC Re-Org PBO will receipt for the property and immediately relieve losing unit from accountability. To further facilitate excess property turn-in ASC has established Mobile Wholesale Teams who will receive property from Re-Org PBO and place in LMP for onward movement. This section outlines these procedures.

(2) During the local UERWG, dates and timelines are to be agreed upon with affected units to schedule the turn-in of excess property. Re-Org PBO will ensure this schedule does not affect the ACOM to ACOM mission and/or previously scheduled lateral transfers. PBO will ensure any scheduling conflict is remedied and all units affected are notified.

(3) During scheduled turn-in, losing unit will arrive at designated turn in location with all property on disposition instructions (PSD). Losing unit and Re-Org PBO will conduct a joint inventory. Equipment condition will be agreed upon at the EURWG by authorized maintenance personnel. ASC is not assuming responsibility for the condition of the equipment. Paragraphs a, b & c below are extracts from FRAGO 1 to EXORD 008-16 defining the condition requirement of property for various depots. For all turn-ins requiring a DD Form 1348-1, units will annotate condition code of the DD Form 1348-1.

(4) In order to facilitate the losing unit from immediate accountability for property on disposition for depot turn-in and no depot representative is available to accept property, lateral transfer procedures from losing unit to ASC Re-Org PBO will be conducted. Follow procedures outlined in Para "6" above.

(5) It is the losing units' responsibility to prepare both the DA Form 3161 for lateral transfer of excess property to the ASC Re-Org PBO. Upon receipt, the ASC Re-Org PBO will verify all property and condition code (see para a-c below for disposition requirement) and process the lateral transfer. Property scheduled for Depot turn-in will be placed on the Re-Org Property Books under PBIC "D", TAC "D".

a. For equipment on disposition for turn-in to Sierra Army Depot (SIAD) unit will bring equipment along with a 1348-1 and any other paperwork identified in the disposition instructions. Unit will provide a copy of the PSD for turn-in. Equipment is turn in "as is" status. Upon completion of inventory Re-Org PBO will sign the 1348-1 and immediately relieve losing unit from accountability.

b. For equipment with disposition to turn in to a DLA Depot unit will provide a DA Form 1348-1 and any other paperwork identified in the disposition instructions. Unit will also provide a copy of the PSD. Property scheduled for turn-in to a DLA Depot will be turned in "as is, complete." Re-Org PBO will sign the 1348-1 and immediately relieve the losing unit from accountability.

c. For equipment identified for turn in to DLA-DS unit will provide a DA Form 1348-1, certifications and technical inspections as required by DOD 4160.21M Defense Material Disposition: Disposal Guidance and Procedures. Equipment will be turned in "as is." See FRAGO 1 to EXORD 008-16 for technical inspection (TI) requirements. All items that do not require a TI will be turned in "as is, complete."

(6) Once the Re-Org PBO has determined enough depot property has been received he will request assistance from the Mobile Wholesale Team.

b. Mobile Wholesale Team (MWT)

(1). Upon notification from the LRC Re-Org PBO the Mobile Wholesale Team will mobilize to support turn in of equipment dedicated for depot turn-in.

(2). The Mobile Wholesale Team Accountable Officer or their representative will conduct a joint inventory of all depot turn in property with the LRC Re-Org PBO. Once all property has been validated the Re-Org PBO will process a ZRI decrease within PBUSE creating a DD Form 1348-1. Once the 1348-1 is signed by the wholesale Accountable Officer the property will be dropped from the retail records. The LRC Re-Org PBO will place the signed copy of the 1348-1 along with a copy of the disposition instructions in their supporting document file.

(3). Upon receipt MWT will load all property into LMP stock record account. This creates wholesale accountability and enables direct communication with gaining depots.

(4). Once accountability has been established the MWT will generate a Material Release Order (MRO) establishing a pre-positioned due in to the gaining depot.

(5). MWT team will provide 1348-1 to transportation along with a copy of the disposition for onward movement to gaining depots. After turn-in to transportation MWT team personnel will generate shipping confirmation against the MRO disposition within LMP which will decrement the wholesale stock record account and provide gaining depot with transportation confirmation.

NOTE: In some instances during “surge” turn-ins the Mobile Wholesale Team will be on hand to accept turn-ins direct from customers. During these instances the steps between the Re-Org PBO and Wholesale Team AO will not occur.

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
LAST, FIRST, MIDDLE INITIAL		AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
		<input type="checkbox"/>	<input type="checkbox"/>		
row 1, column 1, last name, first name, middle initial, enter text.		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE THE AUTHORITY TO:					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, NOV 2015

PREVIOUS EDITIONS ARE OBSOLETE

APD LC v1.00ES

Annex A

REQUEST FOR ISSUE OR TURN-IN

(DA PAM 710-2-1)

3. SEND TO:
Gaining Unit and UIC (ReOrg PBO Team or ACOM)
8. REQUEST FROM:
Losing Unit and VIC (ACOM or ReOrg PBO Team)

ISSUE SHEET | EETS
 1. REQUEST NO. 2. VOUCHER NO.
 TURN-IN JNO. 1 Put # Losing Unit Doc# (ReOrg or ACOM) Gaining Unit Doc# (ACOM or ReOrg)
 4. DATE MATERIAL REQUIRED (YYYYMMDD) Lateral Transfer 5. 000AAC 16. PRIORITY 7. ACCOUNTING/FUNDING DATA
 9. END ITEM IDENT 9a. NAME/MANUFACTURER 9b. MOOEL 9c. SERIAL NO.
 10. PUBLICATION 11. JOB ORDER NO.
 "CODE ISSUE TURN-IN
 I-Initial FWT-Fair Wear And Tear EX-Excess LT-Lateral Transfer
 R-Replacement RS-Report of Survey SC-Stmt of Charges

12 ITEM NO.	STOCK NO.	ITEM DESCRIPTION.	UNIT OF ISSUE	QUANTITY	CODE"	SUPPLY ACTION	UNIT PRICE	TOTAL COST	POSTED DATE	BY
a	b	c	d	e	f	g	h	i	j. (YYYYMMDD)	
1.	NSN:	Nomenclature, Mdl#, Type, etc.	EA	1	LT	HWbyGainU				
	LIN:	Ser#s if applicable								
2.	NSN:	Nomenclature, Mdl#, Type, etc..	SE	10	LT	HWbyGainU				
	LIN:	Ser#s if applicable								
3.	NSN:	Nomenclature, Mdl#, Type, etc..	KT	5	LT	HWbyGainU				
JUSTIFICATION:		Equipment is to reduce excess in FRAGO I to EXORD008-16; PSD# and fill shortages in (Gaining Unit).								
Lateral Transfer Approved by:										

SHEET TOTAL

GRAND TOTAL

Annex A

Browser: https://pbuse.army.mil/gcss/jsp/InOut_GuiMsg_Proj_html/Main_Tab_InMessage.jsp
 PBUSE-Module Incoming Messages

Incoming Messages (MSG-1 and MSG-2)

Property Book Messages

First Prev Next Last Page 1 of 20 Go

Delete	DOC NUM	MSG TYPE	FROM UIC	TO UIC	REMARKS	RECEIVED DATE
<input type="checkbox"/>	W1NW3K61242000	ZRF	W1NW3K	B1NWFF	You will be receiving Unit Transfer document number W1NW3K61242000 from W1NW3K	2016-05-03 06:56:04.0
<input type="checkbox"/>	W6TM5061240014	ZRL	W6TM50	W6TM9D	Please check the incoming queue to accept Lateral Transfer document W6TM5061240014 from W6TM50	2016-05-03 06:55:53.0
<input type="checkbox"/>	W4GV6261240007	ZRL	W4GV02	W4GV62	Lateral Transfer document number W4GV6261240007 was accepted by W4GV02 with gaining document number W4GV0261240008	2016-05-03 06:55:35.0
<input type="checkbox"/>	W4GV6261240007	ZRL	W4GV62	W4GV02	Please check the incoming queue to accept Lateral Transfer document W4GV6261240007 from W4GV62	2016-05-03 06:55:08.0
<input type="checkbox"/>		ZRL	WJQ3T0	WJQ3TA	AIT document is awaiting your approval.	2016-05-03 06:55:02.0
<input type="checkbox"/>	W4G80660810002	ZRL	W4G806	W4G8Z2	Lateral Transfer document number W4G80660810002 has been canceled.	2016-05-03 06:54:53.0
<input type="checkbox"/>	W47AB460610090	ZRL	WZ42A1	W47AB4	Lateral Transfer document number W47AB460610090 was accepted by WZ42A1 with gaining document number WZ42A161240001	2016-05-03 06:52:08.0
<input type="checkbox"/>	W4GV8561240005	ZRL	W4GV02	W4GV85	Lateral Transfer document number W4GV8561240005 was accepted by W4GV02 with gaining document number W4GV0261240006	2016-05-03 06:51:59.0
<input type="checkbox"/>	W4GV8561240005	ZRL	W4GV85	W4GV02	Please check the incoming queue to accept Lateral Transfer document W4GV8561240005 from W4GV85	2016-05-03 06:51:32.0
<input type="checkbox"/>	WJQ3F061185001	ZRL	WJQ3F0	WATGU6	Please check the incoming queue to accept Lateral Transfer document WJQ3F061185001 from WJQ3F0	2016-05-03 06:50:13.0

Search Refresh Delete Delete All Help

**DEPARTMENT OF THE ARMY
HEADQUARTERS SUPPORT COMPANY
25TH INFANTRY DIVISION
SCHOFIELD BARRACKS, HAWAII 96857-5000**



REPLY TO
ATTENTION OF

APVG-STB-HSC

1 Oct 09

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command By Authority of Paragraph 2-3a, AR 600-20

The undersigned assumes command of the Headquarters Support Company, 1st Brigade, 2nd Battalion, 25th Infantry Division, Schofield Barracks, Hawaii; UIC ABC123.
Effective date: 1 Oct 09.

JOHN Q. PUBLIC
CPT, IN
Commanding

SAMPLE

Cue Card

Process a Lateral Transfer to a PBUSE Unit (ZPBOWKBH)

As the Property Book representative, use this transaction to process a Purchase Order (PO) for a lateral transfer of material to a unit that uses Property Book Unit Supply Enhanced (PBUSE) as its property book system of record.

Navigate to the transaction as follows:

Option 1: From the *PB Menu (ZPBMENU)* screen (demonstrated here): Click the **Asset Adjustment** button in the *Select process* panel, followed by the **ZPBOWKBH** (PBO Workbench) button in the *Select Action* panel.

Option 2: From the *SAP Easy Access* screen: Type **ZPBOWKBH** in the **Command** field and press **Enter**.

Screen Title: PBO Menu (1)

In this example, you begin from the *PBO Menu (ZPBMENU)*.

1. Click the **Asset Adjustment** button.
2. Click the **ZPBOWKBH** button.

Screen Title: PBO Workbench: Initial (1)

3. Click the **Lateral Transfer** button.

Screen Title: Select action (Dialog box)

4. Click the **Issue** button.

Screen Title: PBO Workbench: Initial (2)

5. Click the **Process Purchase Order** button.

Screen Title: PBO Workbench: Initial (3)

You must complete at least one of the following fields:

- **Storage Location** (Issuing SLoc)
- 8. **UIC** (Issuing UIC)
- 9. **Force Element ID** (Issuing FE)

Use the *Material* and *LIN Number / DODIC* and *DoD Document Number* fields to limit the selections on the next screen only when those values are known.

Select the *Display completed transactions* check box if you want the next screen to include transfers that are in transit or already processed.

Select the *Display in ALV Tree* check box (selected by default) to display the next screen in a multi-level *ABAP List View* (ALV) format, which requires less horizontal scrolling. (ABAP is GCSS-Army's programming language.) If you clear this check box, the next screen will display in a simple list format.

In this example, the issuing (losing) UIC is **WH98A0**.

- | | |
|----|--|
| 6. | Click the UIC field. |
| 7. | Type your entry in the UIC field (for example, WH98A0). |
| 8. | Click the  Execute button. |

Screen Title: PBO Workbench: Lateral Transfer: Manage Issues (1)

The system displays all POs that match your specifications on the previous screen.

The transaction uses the following "traffic light" symbols to indicate the equipment's status by Material/LIN:

- = **READY**  (Items are in suspense.)
- = **PROCESSED** 
- = **IN TRANSIT** 

- | | |
|-----|---|
| 9. | Click the Order/DoD Document Number check box for the PO you need to process.
In this example, click the check box next to DoD Document Number W90ZN050510001 .

Note: If processing multiple POs, click the DoD Document Number check box for each PO you want to process. |
| 10. | Click the Post Goods Issue button. |

Screen Title: Confirm (Dialog Box)

- | | |
|-----|------------------------------|
| 11. | Click the Yes button. |
|-----|------------------------------|

Screen Title: Maintain serial numbers (Dialog Box)

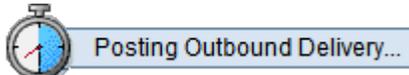
This dialog box represents the final opportunity to select serial numbers other than those selected in previous stages of the transfer process.

In this example, the correct serial numbers are already selected.

12. Click the **Save** button.

If you are transferring multiple Material numbers (NIINs), repeat this step for each material.

While the system processes the PO(s), it displays the following message on the status bar:

**Screen Title: Messages (Dialog Box) (1)**

When completed, the system displays a *Messages* dialog box displaying the PO number with the message *processed successfully*.

Optional: You can click the PO number in the *Purch. Doc.* column to review the PO in transaction **ME23N**.

13. Click the **Print** button.

If the PO does not process successfully, a red-flagged error message will appear instead of the message shown here. Read the message carefully to determine the cause and attempt to resolve the issue before processing the PO again. For additional assistance, submit a GCSS-Army Help Desk ticket.

Screen Title: Output from Deliveries (1)

The status bar displays the message *One output has been selected*.

Select the output *Delivery* number and click  **Execute** to view and/or print the Lateral Transfer document.

14. Click the **Delivery number** check box.

In this example, click the check box to the left of Delivery **8001364021**.

15. Click the  **Execute** button.

Screen Title: Print Preview

The *Lateral Transfer* document is a digitally-signable Portable Document Format (PDF) version of DA Form 3161. It can be digitally signed using your Common Access Card (CAC) and Personal Identification Number (PIN) on a CAC-enabled computer.

Select from the following options based on the method you intend using to deliver the form to the PBUSE PBO.

Options:**Save the Form:**

A) After completing the *Justification, Issued By, Rank, and Date* fields, click the first *Signature* field to apply the issuer's digital signature.

B) Click the  **Save** button to save the document after applying the issuer's digital signature. Save it to a location on your hard drive that you can easily find later.

Print the Form:

Click the  **Print** button to print the signed or unsigned form.

In this example, you "back out" to the previous screen.

16. Click the  **Back** button.

Screen Title: Output from Deliveries (2)

The status bar displays the message *All selected output successfully processed.*

17. Click the  **Back** button.

Screen Title: Messages (Dialog Box) (2)

Next, you create an XML file describing the transfer, which you will save to your workstation. Later, you will attach this file to an e-mail using the *Business Workplace (SBWP)* screen and send it to the PBO of the gaining PBUSE unit.

Alternately, you can send the XML file as an attachment to an e-mail created in your *@mail.mil* e-mail account.

18. Click the **Create XML** button to close the *Messages* dialog box.

Screen Title: Save XML File... (Dialog Box)

The status bar displays the message *Generating XML file(s) for X order(s)...* and opens the *Save XML File...* dialog box.

The system creates a default file name and selects a default folder in which to save the file. Use this dialog box to rename the file, if desired, and/or specify a different folder in which to save the file.

In this example, you keep the default file name but change the folder to one named *External Lateral Xfers* on your Windows Desktop.

19. Click the **Desktop** button.
20. Double-click the **External Lateral Xfers** folder.
21. Click the **Save** button.

Screen Title: SAP GUI Security (Dialog Box)

You may receive an SAP GUI Security message similar to that shown here.

In this example, you click the *Remember My Decision* check box, selecting it, and click *Allow*.

22. Click the **Remember My Decision** check box.
23. Click the **Allow** button to close the *SAP GUI Security* dialog box.

Screen Title: [File path\Filename.XML] - Windows Internet Explorer

A new browser window opens displaying the contents of the XML file you just saved. This file will provide PBUSE with the details of the lateral transfer.

You can close this window.

24. Click the  **Close** button.

Screen Title: Messages (Dialog Box) (3)

The status bar displays the message *XXX bytes transferred*.

25. Click the  **Continue** button to close the *Messages* dialog box.

Screen Title: PBO Workbench: Lateral Transfer: Manage Issues (2)

The *Status* column now displays *PROCESSED* and a green checkmark appears to the left of the Material number.

26. Click the **Order/DoD Document Number** check box for the PO(s) you just processed.
In this example, click the check box next to DoD document number **W90ZN050510001**.
27. Click the **Document Flow** button.

Screen Title: Document Flow (Dialog Box)

Review the document flow, as needed. Clicking a document number will display the corresponding document. From there, you can return to this screen by clicking the **Back** button on the standard tool bar.

28. Click the  **Continue** button to close the *Document Flow* dialog box.

Screen Title: PBO Workbench: Lateral Transfer: Manage Issues (3)

The item is now considered to be in transit. To see the new status on screen, click the **Refresh** button.

29. Click the **Refresh** button to refresh the display.

Screen Title: PBO Workbench: Lateral Transfer: Manage Issues (4)

The status in the *Status* column changes to IN TRANSIT and the *Status* icon changes to a truck.

30. Click the  **Back** button.

Screen Title: PBO Workbench: Initial (4)

31. Click the  **Back** button.

Screen Title: PBO Menu (2)

You have processed a lateral transfer to a PBUSE unit and created an XML file containing details of the transfer.

The *Summary* page at the end of this document includes basic instructions for e-mailing the file.

32. You have completed this transaction.
- From this screen, you can do either of the following:
8. Start another transaction
 9. Log off GCSS-Army

Results and Additional Follow-on Activities:

You have processed a PO for an outbound external lateral transfer and created an XML file containing the details of the transfer. You have also saved the file to your workstation and must now e-mail it, using the *SAP Business Workplace (SBWP)*, to the gaining PBUSE PBO.

Reference: See the simulation titled *Send an XML File Attachment to a Gaining PBUSE PBO (SBWP)* for instructions on how to attach the file to an e-mail in GCSS-Army.

The material is now ready to be physically transported to the receiving unit.

(Optional) Use the steps below to send the XML file as an attachment to an e-mail generated in your @mail.mil e-mail account:

1. Log into your @mail.mil e-mail account.
2. Create a new e-mail message.
3. Address it to the receiving PBUSE PBO.
4. Describe the purpose of the e-mail and its attachments in the body of the message.
5. Attach the following three items to the e-mail:
 - a. The XML file you saved earlier
 - b. The digitally signed DA Form 3161 PDF file

(If you printed the form and signed it manually, scan it and attach the scanned image.)

- c. If the item has components, attach the component listing and/or shortage annex.
7. Send the e-mail.

Annex C

REFERENCES:

- a. AR 5-9, Area Support Responsibilities
 - b. AR 15-6, Procedures for Investigating Officers and Boards of Officers
 - c. AR 25-400-2 The Army Records Information Management System (ARIMS)
 - d. AR 190-11, Physical Security of Arms, Ammunition, and Explosives
 - e. AR 190-13, The Army Physical Security Program
 - f. AR 190-51, Security of Unclassified Army Property (Sensitive and Non-sensitive)
 - g. AR 380-19, Information Systems Security
 - h. AR 700-138, Army Logistics Readiness and Sustainability
 - i. AR 708-1, Cataloging and Supply Management Data
 - j. AR 710-2, Supply Policy below the National Level
 - k. AR 710-3, Inventory Management Asset and Transaction Reporting System
 - l. AR 725-50, Requisition, Receipt, and Issue System
 - m. AR 735-5, Policies and Procedures for Property Accountability
 - n. AR 740-26, Physical Inventory Control
 - o. AR 750-1, Army Material Maintenance Policies
 - p. DA Pam 25-30, Consolidated Index Of Army Publications And Blank Forms (web)
 - q. DA Pam 25-31, Forms Management, Analysis, and Design
 - r. DA Pam 25-380-2, Security Procedures for Controlled Cryptographic Items
 - s. DA Pam 350-9, Index and Description of Army Training Devices
 - t. DA Pam 600-8, Management and Administrative Procedures
 - u. DA Pam 700-142, Instruction for Materiel Release, Fielding, and Transfer
 - v. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures)
 - w. DA Pam 710-2-2, Supply Support Activity Supply System: Manual Procedures
 - x. DA Pam 710-4, Management of Excess Material and Material Returns
 - y. CTA 50-900, Clothing and Individual Equipment
 - z. CTA 50-909, Field and Garrison Furnishings and Equipment
 - aa. CTA 50-970, Expendable/Durable Items
 - bb. TM 38-410, Storage and Handling of Handling of Hazardous Materials
 - cc. PBUSE End Users Manual
 - dd. FEDLOG
 - ee. Current Supply Catalogs and Technical Manuals
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Annex D

Reporting to be determined at a later date. Annex will be updated and provided once requirements are determined.

Annex D

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