

STP 8-76J15-SM-TG

SOLDIER'S MANUAL AND TRAINER'S GUIDE

MOS 76J MEDICAL SUPPLY SPECIALIST

**SKILL LEVELS
1/2/3/4/5**



HEADQUARTERS, DEPARTMENT OF THE ARMY

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No. 8-76J15-SM-TG

HEADQUARTERS
DEPARTMENT OF THE ARMY
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SOLDIER'S MANUAL
SKILL LEVELS 1/2/3/4/5
AND TRAINER'S GUIDE

MOS 76J
MEDICAL SUPPLY SPECIALIST

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PREFACE

This publication is for skill level 1 through 5 soldiers holding military occupational specialty (MOS) 76J and for trainers and first-line supervisors. It contains standardized training objectives, in the form of task summaries, to train and evaluate soldiers on critical tasks which support unit missions during wartime. Trainers and first-line supervisors should ensure soldiers holding MOS/SL 76J1/2/3/4/5 have access to this publication. It should be made available in the soldier's work area, unit learning center, and unit libraries.

This manual applies to both Active and Reserve Component soldiers.

The proponent of this publication is the US Army Medical Department Center and School. Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, US Army Medical Department Center and School, ATTN: HSMC-FTD-P, Fort Sam Houston, TX 78234-6100.

CHAPTER 1

INTRODUCTION

GENERAL

This manual identifies the individual MOS training requirements for soldiers in MOS 76J. Commanders, trainers, and soldiers should use it to plan, conduct, and evaluate individual training in units. This manual is the primary MOS reference to support the self-development and training of every soldier.

Use this manual with soldier's manuals of common tasks (STP 21-1-SMCT and STP 21-24-SMCT), Army training and evaluation programs (ARTEPs), and FM 25-101, Battle Focused Training, to establish effective training plans and programs which integrate soldier, leader, and collective tasks.

SOLDIER'S RESPONSIBILITIES

Each soldier is responsible for performing individual tasks which the first-line supervisor identifies based on the unit's METL. The soldier must perform the task to the standards listed in the SM. If a soldier has a question about how to do a task or which tasks in this manual he or she must perform, it is the soldier's responsibility to ask the first-line supervisor for clarification. The first-line supervisor knows how to perform each task or can direct the soldier to the appropriate training materials.

NCO SELF-DEVELOPMENT AND THE SOLDIER'S MANUAL

Self-development is one of the key components of the leader development program. It is a planned progressive and sequential program followed by leaders to enhance and sustain their military competencies. It consists of individual study, research, professional reading, practice, and self-assessment. Under the self-development concept, the NCO, as an Army professional, has the responsibility to remain current in all phases of the MOS. The SM is the primary source for the NCO to use in maintaining MOS proficiency. The self-development test (SDT) is an evaluation of the NCO's knowledge of the entire MOS, as well as leadership and training management. The SM is an important study reference for the NCO to use in preparing for the SDT.

Another important resource for NCO self-development is the Army Correspondence Course Program (ACCP). Refer to DA Pamphlet 351-20 for information on enrolling in this program and for a list of courses, or write to: Commandant, Academy of Health Sciences, US Army, ATTN: HSHA-MEC, Fort Sam Houston, TX 78234-6100.

Unit learning centers are valuable resources for planning self-development programs. They can help access enlisted career maps, training support products, and extension training materials.

TRAINING SUPPORT

This manual includes the following information which provides additional training support information.

- Glossary. The glossary, which follows the last appendix, is a single comprehensive list of acronyms, abbreviations, definitions, and letter symbols.
- References. This section contains two lists of references, required and related, which support training of all tasks in this SM. Required references are listed in the conditions statement and are required for the soldier to do the task. Related references are materials which provide more detailed information and a more thorough explanation of task performance.

CHAPTER 2

TRAINER'S GUIDE (TG)

GENERAL

The TG identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the TG is a guide used for conducting unit training and not as a rigid standard.

The TG provides information necessary for planning training requirements for the MOS. The TG--

- Identifies subject areas in which to train soldiers.
- Identifies the critical tasks for each subject area.
- Specifies where soldiers are trained to standard on each task.
- Recommends how often to train each task to sustain proficiency.
- Recommends a strategy for cross-training soldiers.
- Recommends a strategy for training soldiers to perform higher level tasks.

BATTLE FOCUSED TRAINING

As described in FM 25-100, Training the Force, and FM 25-101, Battle Focused Training, the commander must first define the mission essential task list (METL) as the basis for unit training. Unit leaders use the METL to identify the collective, leader, and soldier tasks which support accomplishment of the METL. Unit leaders then assess the status of training and lay out the training objectives and the plan for accomplishing needed training. After preparing the long- and short-range plans, leaders then execute and evaluate training. Finally, the unit's training preparedness is reassessed, and the training management cycle begins again. This process ensures that the unit has identified what is important for the wartime mission, that the training focus is applied to the necessary training, and that training meets established objectives and standards.

RELATIONSHIP OF SOLDIER TRAINING PUBLICATIONS (STPs) TO BATTLE- FOCUSED TRAINING

The two key components of enlisted STPs are the Trainer's Guide (TG) and Soldier's Manual (SM). The TG and SM give leaders important information to help in the battle-focused training process. The TG relates soldier and leader tasks in the MOS and SL to duty positions and equipment. It provides information on where the task is trained, how often training should occur to sustain proficiency, and who in the unit should be trained. As leaders go through the assessment and planning stages, they should use the TG as an important tool in identifying what needs to be trained.

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The execution and evaluation of soldier and leader training should rely on the Armywide training objectives and standards in the SM task summaries. The task summaries ensure that soldiers in any unit or location have the same definition of task performance and that trainers evaluate the soldiers to the same standard.

The diagram on the following page shows the relationship between battle-focused training and the use of the TG and SM. The left-hand side of the diagram (taken from FM 25-101) shows the soldier training process while the right side of the diagram shows how the STP supports each step of this process.

TRAINER'S RESPONSIBILITIES

Training soldier and leader tasks to standard and relating this training to collective mission-essential tasks is the NCO trainer's responsibility. Trainers use the steps below to plan and evaluate training.

- Identify soldier and leader training requirements. The NCO determines which tasks soldiers need to train on using the commander's training strategy. The unit's METL and ARTEP and the MOS Training Plan (MTP) in the TG are sources for helping the trainer define the individual training needed.
- Plan the training. Training for specific tasks can usually be integrated or conducted concurrently with other training or during "slack periods." The unit's ARTEP can assist in identifying soldier and leader tasks which can be trained and evaluated concurrently with collective task training and evaluation.
- Gather the training references and materials. The SM task summary lists all references which can assist the trainer in preparing for the training of that task.
- Determine risk assessment and identify safety concerns. Analyze the risk involved in training a specific task under the current conditions at the time of scheduled training. Ensure that your training preparation takes into account those cautions, warnings, and dangers associated with each task.
- Train each soldier. Show the soldier how the task is done to standard, and explain step-by-step how to do the task. Give each soldier one chance to do the task step-by-step.
- Emphasize training in mission-oriented protective posture (MOPP) level 4 clothing. Soldiers have difficulty performing even the very simple tasks in a nuclear/chemical environment. The combat effectiveness of the soldier and the unit can degrade quickly when trying to perform in MOPP 4. Practice is the best way to improve performance. The trainer is responsible for training and evaluating soldiers in MOPP 4 so that they are able to perform critical wartime tasks to standards under nuclear/chemical environment.
- Check each soldier. Evaluate how well each soldier performs the tasks in this manual. Conduct these evaluations during individual training sessions or while evaluating soldier proficiency during the conduct of unit collective tasks. This manual provides an evaluation guide for each task to enhance the trainer's ability to conduct year-round, hands-on evaluations of tasks critical to the unit's mission. Use the information in the MTP as a guide to determine how often to train the soldier on each task to ensure that soldiers sustain proficiency.

BATTLE-FOCUS PROCESS

STP SUPPORT PROCESS

SELECTS SUPPORTING
SOLDIER TASKS

USES TG TO RELATE
TASKS TO METL

CONDUCTS TRAINING
ASSESSMENT

USES TG TO DEFINE WHAT
SOLDIER TASKS TO ASSESS

DETERMINES TRAINING
OBJECTIVES

USES TG TO SET
OBJECTIVES

DETERMINES STRATEGY
AND PLANS FOR TRAINING

USES TG TO RELATE SOLDIER
TASKS TO STRATEGY

CONDUCTS PRE-EXECUTION
CHECKS

USES SM TO DETERMINE
TRAINING PREPARATION

EXECUTES TRAINING
AND CONDUCTS
AFTER-ACTION REVIEW

USES SM TASK SUMMARY
AS SOURCE FOR
TASK PERFORMANCE

EVALUATES TRAINING
AGAINST
ESTABLISHED STANDARDS

USES SM TASK SUMMARY
AS STANDARD
FOR EVALUATION

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- Record the results. The leader book referred to in FM 25-101, appendix B, is used to record task performance and gives the leader total flexibility on the method of recording training. The trainer may use DA Forms 5164-R (Hands-On Evaluation) and 5165-R (Field Expedient Squad Book) as part of the leader book. The forms are optional and locally reproducible. STP 21-24-SMCT contains a copy of the forms and instructions for their use.
- Retrain and evaluate. Work with each soldier until he or she can perform the task to specific SM standards.

EVALUATION GUIDE

An evaluation guide exists for each task summary in the SM. Trainers use the evaluation guides year-round to determine if soldiers can perform their critical tasks to SM standards. Each evaluation guide contains one or more performance measures which identify what the trainer needs to observe to score a soldier's performance. Each step is clearly identified by a "P" (Pass) and "F" (Fail), located under the "Results" column on each evaluation guide. Some tasks involve a process which the trainer must observe as the soldier performs the task. For other tasks, the trainer must evaluate an "end product" resulting from doing the task. The following are some general points about using the evaluation guide to evaluate soldiers:

- Review the guide to become familiar with the information on which the soldier will be scored.
- Ensure that the necessary safety equipment and clothing needed for proper performance of the job are on hand at the training site.
- Prepare the test site according to the conditions section of the task summary. Some tasks contain special evaluation preparation instructions. These instructions tell the trainer what modifications must be made to the job conditions to evaluate the task. Reestablish the test site to the original requirements after evaluating each soldier to ensure that conditions are the same for each soldier.
- Advise each soldier of the information in the Brief Soldier section of the task summary before evaluating.
- Score each soldier according to the performance measures in the evaluation guide. Unless otherwise stated in the task summary, the soldier must pass all performance measures to be scored GO. If the soldier fails any steps, show what was done wrong and how to do it correctly.
- Record the date and task performance ("GO" or "NO-GO") in the leader book.

TRAINING TIPS FOR THE TRAINER

1. Prepare yourself.

- Get training guidance from your chain of command on when to train, which soldiers to train, availability of resources, and a training site.
- Get the training objective (task conditions and standards) from the task summary in this manual.

- Ensure you can do the task. Review the task summary and the references in the reference section. Practice doing the task or, if necessary, have someone train you on the task.

- Choose a training method.
- Prepare a training outline consisting of informal notes on what you want to cover during your training session.
- Practice your training presentation.

2. Prepare the resources.

- Obtain the required resources identified in the conditions statement for each task.
- Gather equipment and ensure it is operational.
- Coordinate for use of training aids and devices.
- Prepare the training site according to the conditions statement and evaluation preparation section of the task summary, as appropriate.

3. Prepare the soldiers.

- Tell the soldier what task to do and how well it must be done. Refer to the standards statement and evaluation preparation section for each task as appropriate.
- Caution soldiers about safety, environment, and security.
- Provide any necessary training on basic skills that soldiers must have before they can be trained on the task.
- Pretest each soldier to determine who needs training in what areas by having the soldier perform the task. Use DA Form 5164-R and the evaluation guide in each task summary to make this determination.

4. Train the soldiers who failed the pretest.

- Demonstrate how to do the task or the specific performance steps to those soldiers who could not perform to SM standards. Have soldiers study the appropriate materials.
- Have soldiers practice the task until they can perform it to SM standards.
- Evaluate each soldier using the evaluation guide.
- Provide feedback to those soldiers who fail to perform to SM standards and have them continue to practice until they can perform to SM standards.

5. Record results in the leader book.

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MILITARY OCCUPATIONAL SPECIALTY TRAINING PLAN

One of the key components of the TG is the MOS Training Plan (MTP). The MTP has two parts to assist the commander in preparing a unit training plan which satisfies integration, cross-train, train-up, and sustainment training requirements for soldiers in this MOS.

PART ONE

Part one of the MTP shows the relationship of an MOS SL between duty position and critical tasks. The critical tasks are grouped by task commonality into subject areas. Section I lists subject area numbers and titles used throughout the MTP. Section II defines the training requirements for each duty position within an MOS and relates duty positions to subject areas and cross-training and train-up/merger requirements.

- Duty position column--contains the MOS duty positions, by skill level, which have different training requirements.
- Subject area column--lists by subject area number, the subject areas in which the soldier must be proficient for that duty position.
- Cross-train column--lists the recommended duty position for which soldiers should be cross-trained.
- Train-up/merger column--lists the corresponding duty position for the next higher SL or MOS the soldier will merge into on promotion.

PART TWO

Part two lists by subject areas, the critical tasks to be trained in an MOS, task number, task title, location, sustainment training frequency, and training SL.

- Subject area column--lists the subject area number and title in the same order as in the MTP, Part One, Section I.
- Task number column--lists the task numbers for all tasks included in the subject area.
- Task title column--lists the task title.
- Training location column--identifies the training location where the task is first trained to STP standards. If the task is first trained to standard in the unit, the word "UNIT" will be in this column. If the task is first trained to standard in the training base, it will identify the resident course where the task was taught.

Figure 2-1 contains a list of training locations and their brevity codes.

| | | |
|-------|---|-------------------------------------------|
| AIT | - | Advanced Individual Training |
| ANCOC | - | Advanced Noncommissioned Officer's Course |
| BCT | - | Basic Combat Training |
| BNCOC | - | Basic Noncommissioned Officer's Course |
| OSUT | - | One Station Unit Training |
| PLDC | - | Primary Leadership Development Course |
| SMC | - | Sergeants Major Course |
| UNIT | - | Trained in the Unit |

Figure 2-1. Training locations

- Sustainment training frequency column--indicates the recommended frequency at which tasks should be trained to ensure the soldier maintains task proficiency. Figure 2-2 identifies the frequency codes to use in this column.

| | | |
|----|---|-----------------------------------|
| AN | - | annually |
| BM | - | bimonthly (once every two months) |
| MO | - | monthly |
| QT | - | quarterly |
| SA | - | semiannually |

Figure 2-2. Sustainment training frequency codes

- Sustainment training SL column--lists the SLs of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to SM standards.
- A chart at the end of the MTP indicates the ARTEPs which the individual critical tasks support. This establishes the crosswalk between individual and collective training.

MOS TRAINING PLAN

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PART I. SUBJECT AREAS AND DUTY POSITIONS

SECTION 1. SUBJECT AREA CODES

1. Supporting Skills for Medical Supply Tasks
2. Repair Parts Procedure
3. Warehouse Procedures
4. Property Accountability
5. Unit Level Supply Procedures
6. Stock Accounting Procedures
7. Property Book Procedures
8. Supply Receipt Supervision
9. Quality Control
10. Warehouse Management
11. Administration and Planning

MOS TRAINING PLAN

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PART I. SUBJECT AREAS AND DUTY POSITIONS

SECTION 2. DUTY POSITION TRAINING REQUIREMENTS

| | DUTY POSITION | SUBJECT AREAS | CROSS TRAIN | TRAIN-UP/MERGER |
|------|---------------------------|---------------|-------------|--------------------------------|
| SL 1 | Medical Supply Specialist | 1-6 | NA | 76J2 Medical Supply Specialist |
| SL 2 | Medical Supply Specialist | 1-9 | NA | 76J3 Medical Supply Specialist |
| SL 3 | Medical Supply Specialist | 1-11 | NA | NA |
| SL 4 | Medical Supply Specialist | 1-11 | NA | NA |
| SL 5 | Medical Supply Specialist | 1-11 | NA | NA |

MOS TRAINING PLAN

PART II. Critical Tasks

Skill Level 1 MOS 76J

| Subject Area | Task Number | Title | Training Location | Sust Tng Freq | Sust Tng SL |
|-----------------------------------------------|--------------|-----------------------------------------------------------------------------------------------|-------------------|---------------|-------------|
| 1. Supporting Skills for Medical Supply Tasks | 101-517-1807 | Interpret Document Identifier Codes | AIT | SA | 1-5 |
| | 101-517-1808 | Interpret Priority Designator Codes | AIT | SA | 1-5 |
| | 101-521-1133 | Use the Army Master Data File Retrieval Microform System (ARMS) | AIT | SA | 1-5 |
| | 081-872-0050 | Set Up the Army Tactical Command Control System (ATCCS) | AIT | SA | 1-5 |
| | 081-872-0051 | Initiate Theater Army Medical Management Information System (TAMMIS) Software | AIT | SA | 1-5 |
| | 081-872-0052 | Conduct Supply Transactions Using Theater Army Medical Management Information System (TAMMIS) | AIT | SA | 1-5 |
| | 081-872-0053 | Shut Down the Army Tactical Command Control System (ATCCS) | AIT | SA | 1-5 |
| 2. Repair Parts Procedures | 081-872-0037 | Prepare DA Form 3318 for the First Demand of a Nonstocked (Fringe) Medical Repair Part | UNIT | SA | 1-5 |
| | 081-872-0054 | Maintain DA Form 3318 for Nonstocked (Fringe) Medical Repair Parts | UNIT | SA | 1-5 |
| | 081-872-0038 | Add a Medical Repair Part to the Demand Supported Prescribed Load List (PLL) | UNIT | SA | 1-5 |
| | 081-872-0055 | Maintain the Demand Supported Prescribed Load List (PLL) for Medical Repair Parts | UNIT | SA | 1-5 |
| 3. Warehouse Procedures | 081-872-0035 | Store Medical Materiel Requiring Special Handling | AIT | SA | 1-5 |
| | 081-872-0017 | Store Controlled Items | AIT | SA | 1-5 |
| | 101-525-1123 | Operate The Rough-Terrain/Conventional Forklift | UNIT | SA | 1-5 |
| | 101-525-1125 | Receive, Store, Issue, And Ship General Supplies | AIT | SA | 1-5 |
| | 081-872-0049 | Process Incoming Medical Supplies | AIT | SA | 1-5 |
| | 101-518-2209 | Research Materiel Release Denials | UNIT | SA | 1-5 |
| 4. Property Accountability | 101-521-1170 | Inventory Sets, Kits, and Outfits; Basic Issue Items; and Additional Authorization List Items | AIT | SA | 1-5 |
| | 081-878-0001 | Inventory Medical Linen | UNIT | SA | 1-5 |
| | 101-521-1155 | Issue Supplies and Equipment to Hand-Receipt Holders | AIT | SA | 1-5 |
| | 101-521-1158 | Prepare and Maintain Hand-Receipt and Subhand-Receipt Files | AIT | SA | 1-5 |
| | 101-521-1160 | Transfer Supplies and Equipment | AIT | SA | 1-5 |
| | 101-521-1169 | Prepare an Administrative Adjustment Report (AAR) | UNIT | SA | 1-5 |

PART II. Critical Tasks

Skill Level 1 MOS 76J

| Subject Area | Task Number | Title | Training Location | Sust Tng Freq | Sust Tng SL |
|---------------------------------|--------------|----------------------------------------------------------------------------------------------------|-------------------|---------------|-------------|
| 5. Unit Level Supply Procedures | 101-521-1163 | Prepare and Maintain a Document Register | AIT | SA | 1-5 |
| | 101-521-1164 | Prepare and Update Signature Cards (Notice of Delegation of Authority--Receipt for Supplies) | AIT | SA | 1-5 |
| | 081-872-0044 | Maintain Quality Control and Surveillance Records for TOE Medical Assemblages | AIT | SA | 1-5 |
| | 101-521-1151 | Order Supplies and Equipment | AIT | SA | 1-5 |
| | 101-521-1152 | Request Supply Status for High-Priority Requests | UNIT | SA | 1-5 |
| | 101-521-1153 | Request Cancellation of Supplies | UNIT | SA | 1-5 |
| | 101-521-1154 | Receive Supplies and Equipment | AIT | SA | 1-5 |
| | 101-521-1157 | Maintain Due-In Status File for Requested Items | AIT | SA | 1-5 |
| | 101-521-1159 | Turn In Supplies and Equipment | AIT | SA | 1-5 |
| 6. Stock Accounting Procedures | 081-872-0043 | Compute Authorized Stockage Levels for Medical Supplies Using the Days of Supply (DOS) Computation | AIT | SA | 1-5 |
| | 081-872-0046 | Report Excess Stockage of Medical Materiel | UNIT | SA | 1-5 |
| | 081-872-0041 | Post Partial Issue of Medical Item (Pre-Post Method) | AIT | SA | 1-5 |
| | 081-872-0042 | Prepare and Post Due Out Record for Medical Items | AIT | SA | 1-5 |
| | 081-872-0047 | Record Medical Supply Transactions on Voucher Register | AIT | SA | 1-5 |
| | 101-517-1806 | Edit a Request For Issue | AIT | SA | 1-5 |
| | 101-517-2801 | Apply Procedures for Follow-Up Requests on Requisitions | UNIT | SA | 1-5 |
| | 081-872-0056 | Prepare an Inventory Adjustment Report (IAR) for Medical Items | UNIT | SA | 1-5 |

STP 8-76J15-SM-TG

PART II. Critical Tasks

Skill Level 2 MOS 76J

| | | | | | |
|-------------------------------|--------------|---------------------------------------------------------------------------------------------------|------|----|-----|
| 7. Property Book Procedures | 101-521-2151 | Prepare a Property Book | UNIT | SA | 2-5 |
| | 101-521-2152 | Post Transactions to the Manual Property Book | UNIT | SA | 2-5 |
| | 101-521-2154 | Determine Method of Obtaining Relief from Responsibility for Lost, Damaged, or Destroyed Property | UNIT | SA | 2-5 |
| 8. Supply Receipt Supervision | 101-518-2152 | Direct the Unloading of Supplies | UNIT | SA | 2-5 |
| | 101-518-2153 | Check the Processing of Incoming Supplies | UNIT | SA | 2-5 |
| 9. Quality Control | 081-872-0034 | Post Quality Control (MMQC) Messages to Quality Control Register | UNIT | SA | 2-5 |
| | 081-872-0045 | Prepare and Maintain Supplemental Records for Expiration Dated Items | UNIT | SA | 2-5 |
| | 081-872-0033 | Re-Mark Expiration Dates on Medical Supplies | AIT | SA | 2-5 |
| | 081-872-0039 | Suspend Medical Materiel from Issue/Use | AIT | SA | 2-5 |
| | 081-872-0024 | Report Medical Materiel Complaints | AIT | SA | 2-5 |
| | 081-872-0019 | Request Extension of Expiration Dates on Medical Supplies | UNIT | SA | 2-5 |
| | 081-872-0018 | Prepare Destruction Document for Medical Materiel (DA Form 3161) | AIT | SA | 2-5 |
| | 081-872-0036 | Select Appropriate Method of Disposal for Medical Materiel | UNIT | SA | 2-5 |

PART II. Critical Tasks

Skill Level 3 MOS 76J

| | | | | | |
|-----------------------------------------|--------------|--------------------------------------------------------------------------|------|----|-----|
| 10. Ware- house Management | 101-518-3104 | Control Physical Inventories | UNIT | SA | 3-5 |
| | 101-518-3155 | Plan the Use of Storage Space | UNIT | SA | 3-5 |
| | 101-517-4801 | Provide Supply Assistance to Customer Units | UNIT | SA | 3-5 |
| 11. Adminis- tration and Planning | 081-872-0026 | Evaluate Medical Supply Performance | UNIT | SA | 3-5 |
| | 101-521-4107 | Check the Accuracy of Prescribed Load List (PLL) Records | UNIT | SA | 3-5 |
| | 101-518-3107 | Review Discrepancy Reports | UNIT | SA | 3-5 |
| | 101-525-3010 | Develop Storage Plans for Field Storage Operations | UNIT | SA | 3-5 |
| | 101-517-3812 | Check Inventory and Adjustment Procedures | UNIT | SA | 3-5 |
| | 101-517-4804 | Initiate Preinventory Procedures | UNIT | SA | 3-5 |
| | 101-517-3833 | Implement Wartime Policy for Accountability at Supply Support Activities | UNIT | SA | 3-5 |

INDIVIDUAL TASK/ARTEP CROSSWALK

| | 026-30 027-30 | 057-30 | 437-30 058-30 | 457-30 418-30 | 432 | 456 | 485 | 705 | 715 | 725 | 765-30 |
|--------------|------------------|--------|------------------|------------------|-----|-----|-----|-----|-----|-----|--------|
| 101-517-1807 | | | | X | X | | | X | X | X | X |
| 101-517-1808 | | | | X | X | | | X | X | X | X |
| 101-521-1133 | | | | X | X | | | X | X | X | X |
| 081-872-0050 | | | | | X | | | | | | |
| 081-872-0051 | | | | | X | | | | | | |
| 081-872-0052 | | | | | X | | | | | | |
| 081-872-0053 | | | | | X | | | | | | |
| 081-872-0037 | | | | | | | | | | | |
| 081-872-0054 | | | | | | | | | | | |
| 081-872-0038 | | | | | | | | | | | |
| 081-872-0055 | | | | | | | | | | | |
| 081-872-0035 | | X | X | X | | X | | X | X | X | X |
| 081-872-0017 | | | X | X | | | | X | X | X | X |
| 101-525-1123 | | | | | | | | | | | |
| 101-525-1125 | X | X | X | | | X | | | X | | X |
| 081-872-0049 | X | X | X | | | X | | | X | | X |
| 101-518-2209 | | | | | | | | X | X | | |
| 101-521-1170 | | | | | | | | | | | |
| 081-878-0001 | X | | X | X | X | | X | X | X | X | X |
| 101-521-1155 | X | X | X | X | | X | | X | X | X | X |
| 101-521-1158 | X | X | X | X | | | | X | X | X | X |
| 101-521-1160 | | | | | | | | | X | | X |
| 101-521-1169 | | | | | | | | | | | |
| 101-521-1163 | X | X | X | X | | X | | X | X | X | X |
| 101-521-1164 | | X | X | X | | | | X | X | X | X |

INDIVIDUAL TASK/ARTEP CROSSWALK

| | 026-30 027-30 | 057-30 | 437-30 058-30 | 457-30 418-30 | 432 | 456 | 485 | 705 | 715 | 725 | 765-30 |
|--------------|------------------|--------|------------------|------------------|-----|-----|-----|-----|-----|-----|--------|
| 081-872-0044 | | | | | | | | | | | |
| 101-521-1151 | | X | X | X | | X | | X | X | X | X |
| 101-521-1152 | | | | X | | | | X | X | X | X |
| 101-521-1153 | | | | | | | | X | X | | X |
| 101-521-1154 | X | X | X | X | | | | X | X | X | X |
| 101-521-1157 | | | X | X | | | | X | X | X | X |
| 101-521-1159 | | | | | | | | | | | |
| 081-872-0043 | X | X | X | | | X | | | X | | X |
| 081-872-0046 | | | | | | | | | | | |
| 081-872-0041 | | | X | | | | | | | | |
| 081-872-0042 | | | X | | | | | | X | | X |
| 081-872-0047 | | X | X | | | X | | | X | | X |
| 101-517-1806 | | | | | | | | | | | |
| 101-517-2801 | | | | | | | | | | | |
| 081-872-0056 | | | | | | | | | | | |
| 101-521-2151 | | | X | | | | | | | | |
| 101-521-2152 | X | X | X | X | | | | X | X | X | X |
| 101-521-2154 | | | | | | | | | | | |
| 101-518-2152 | | | X | | | | | | X | | X |
| 101-518-2153 | | | X | | | | X | | X | | X |
| 081-872-0034 | X | X | | X | | | | X | X | X | X |
| 081-872-0045 | X | X | X | X | | | | X | X | X | X |
| 081-872-0033 | | X | X | X | | | | X | X | X | X |
| 081-872-0039 | | | | | | | | | | | |
| 081-872-0024 | | X | | X | | | | X | X | X | X |

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INDIVIDUAL TASK/ARTEP CROSSWALK

| | 026-30 027-30 | 057-30 | 437-30 058-30 | 457-30 418-30 | 432 | 456 | 485 | 705 | 715 | 725 | 765-30 |
|--------------|------------------|--------|------------------|------------------|-----|-----|-----|-----|-----|-----|--------|
| 081-872-0019 | | | | X | | | | X | X | X | X |
| 081-872-0018 | X | X | | X | | | | X | X | X | X |
| 081-872-0036 | | | | X | | | | X | X | X | X |
| 101-518-3104 | X | | | | | | | X | X | | |
| 101-518-3355 | X | | X | X | | | | X | X | X | X |
| 101-517-4801 | | X | X | | | X | | X | X | | |
| 081-872-0026 | X | | X | X | X | | X | X | X | X | X |
| 101-521-4107 | | | | | | | | | | | |
| 101-518-3107 | X | | X | X | X | | X | X | X | X | X |
| 101-525-3010 | X | | X | X | X | | X | X | X | X | X |
| 101-571-3812 | X | | X | X | X | | X | X | X | X | X |
| 107-517-4804 | X | | X | X | | | X | X | X | X | X |
| 101-517-3833 | X | | X | X | | | | X | X | X | X |

**CHAPTER 3
MOS SKILL LEVEL TASKS**

**SECTION I
SKILL LEVEL 1 TASKS**

101-517-1807

INTERPRET DOCUMENT IDENTIFIER CODES

CONDITIONS

You are required to process supply transactions that are controlled by a document identifier code. Necessary materials and references: AR 725-50 and a listing of internal and external supply transactions.

STANDARDS

Verify document identifier codes for various transactions processed by your supply support activity (SSA) without causing a delay in document processing.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to AR 725-50 for all steps.

- | | | |
|---------------------------------------------------------------------------------------------|---|---|
| 1. Recognize codes that identify transactions between the requisitioner and other agencies. | P | F |
| 2. Recognize codes that identify internal transactions. | P | F |
| 3. Interpret the meaning of document identifier codes. | P | F |

REFERENCES:

Required

Related

AR 725-50

None

101-517-1808

INTERPRET PRIORITY DESIGNATOR CODES

CONDITIONS

You are required to process supply transactions that are controlled by a document identifier code. Necessary materials and references: supply transaction documents and AR 725-50.

STANDARDS

Determine priority designator codes authorized for use within your supply support activity (SSA). Process documents within the time standards designated by the priority code.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to AR 725-50 for all steps.

- | | | |
|------------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Determine the priority designator code by relating the urgency of need designator to the force activity designator. | P | F |
| 2. Identify priority designators that may be used without regard to the urgency of need or force activity designator. | P | F |
| 3. Identify priority designators that are used to return materiel to the priority designator code. | P | F |
| 4. Determine time standards for processing requisitions in relation to the priority designator code. | P | F |

REFERENCES:

Required

Related

AR 725-50

None

101-521-1133

USE THE ARMY MASTER DATA FILE RETRIEVAL MICROFORM SYSTEM (ARMS)

CONDITIONS

Necessary materials, equipment, and references: microfiche viewer, operator's manual, Army Master Data File (AMDF), United States Army Catalog Data Agency (USACDA) Pam 18-1, SB 700-20, DA Pam 25-30, Federal Supply Catalog Identification List (IL), and Federal Supply Catalog Master Cross-Reference List (MCRL).

STANDARDS

Complete all steps in accordance with (IAW) applicable publications.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to AMDF for steps 1 and 2; USACDA Pam 18-1 and SB 700-20 for step 2; IL for step 3 and DA Pam 25-30 for step 5.

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Locate the microfiche number, frame number, and nomenclature of a requested item by using the AMDF, the national stock number (NSN), and the microfiche viewer. | P | F |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|

NOTE: When looking up an NSN on the microfiche viewer, you will need the portion of the NSN called the national item identification number (NIIN). The NIIN is the NSN without the Federal Stock Class. In other words, it is the last nine numbers of the NSN. The NIIN is preceded by the country code (two digit number). Beginning with the country code, match this number up with the numbers located at the top of each AMDF slide. The number that comes the closest, without going over, is the slide that will contain the information you require.

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------|---|---|
| 2. Use the NSN, monthly AMDF, a microfiche viewer, and USACDA Pam 18-1 to locate an NSN and obtain information about the NSN. | P | F |
|-------------------------------------------------------------------------------------------------------------------------------|---|---|

- a. Some of the most common items that are referenced within the AMDF are unit of issue (UI), price, supply class, and the nomenclature of a particular item.
- b. When received (monthly), the AMDF should be compared with the unit property books to ensure that accurate information is listed on the property record.
- c. SB 700-20 also contains information about Army adopted equipment.

Performance Measures

Results

NOTE: Items in Chapter 2 are listed by line item number (LIN) grouping like items together. SB 700-20 is broken into several chapters, making it necessary to reference the index to identify which chapter the information is located. SB 700-20 is also used to obtain information on a piece of equipment where limited information is at hand. Appendix A identifies items by their "Army Type Designator." Example, Rifle, M16A2; the M16A2 is the Army type designator assigned to this item of equipment. Caution--many items have the same Army type designator, so additional information about the nomenclature may be necessary. Other features of SB 700-20 include NSN to LIN cross-reference, LIN deletions/revisions, and a cross-reference generic nomenclature to LIN. Keep in mind, the SB 700-20 is published only semiannually. The AMDF is the most accurate form of information for items of equipment.

3. Use an identification list (IL) and item description to locate information about the item. The IL is identified by the Federal Supply Classification (FSC). The IL will give detailed information on the equipment being researched P F

NOTE: Procedures listed in 2 above apply to this step also.

4. Locate the NSN for a reference number and determine if enough information is available to fully identify the item. P F

5. Use DA Pam 25-30 and the microfiche viewer to identify blank forms and publications needed to request supplies and equipment. P F

NOTE: DA Pam 25-30 also lists information on changes to publications and gives most recent information on all available publications assigned to an item of equipment, including dates of the most current change. This information is very important when identifying the publication to be used to correctly identify all components that belong to a piece of equipment. DA Pam 25-30 also identifies forms. Use it to gather information necessary to place orders for the various forms needed in day-to-day operation of support and administrative duties.

| REFERENCES: | <i>Required</i> | <i>Related</i> |
|--------------------|-----------------|----------------|
| | AMDF | None |
| | DA Pam 25-30 | |
| | SB 700-20 | |
| | USACDA Pam 18-1 | |
| | IL | |
| | MCRL | |

081-872-0050

SET UP THE ARMY TACTICAL COMMAND CONTROL SYSTEM (ATCCS)

CONDITIONS

You are in a field situation and must prepare the ATCCS equipment for operation. Necessary materials, equipment, and references: power source, raised flat surface or table, proper ground, Theater Army Medical Management Information System (TAMMIS) User's Manual, and the ATCCS Hardware Guide.

STANDARDS

Prepare the ATCCS for operation without damage to the equipment.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to ATCCS Hardware Guide and TAMMIS User's Manual for all steps.

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <ol style="list-style-type: none"> 1. Inventory the ATCCS components and equipment. <ol style="list-style-type: none"> a. Monitor. b. Portable computer unit (PCU). c. Printer and ribbon set. d. Archive device. e. TAMMIS software application set. f. Hard drive. g. Floppy disc (3.5). h. A four prong power strip. i. Blue, green, red cable set (double headed). j. PCU power cable. k. Three separate plug connectors. | <p>P F</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|

Performance Measures

Results

- l. Two separate double headed cables.
 - m. Package of feeder paper.
 - n. Raised flat surface or table to accommodate the equipment.
2. Inspect the materials and equipment for any damage or deterioration. P F
3. Set the PCU on the raised flat surface or table and position the monitor on top of the PCU. P F

NOTE: When attaching the cables to the PCU and the monitor, ensure the fittings are lined up with the notches on the components.

CAUTION

Do **NOT** expose the monitor more than 30 minutes to direct sunlight. This will result in permanent loss of high contrast and clarity leaving a distorted image.

- a. Insert one blue end of the blue, green, red cable set into the blue monitor outlet.
 - b. Insert the other blue end of the blue, green, red cable set into the blue PCU outlet.
 - c. Insert one green end of the blue, green, red cable set into the green monitor outlet.
 - d. Insert the other green end of the blue, green, red cable set into the green PCU outlet.
 - e. Insert one red end of the blue, green, red cable set into the red monitor outlet.
 - f. Insert the other red end of the blue, green, red cable set into the red PCU outlet.
 - g. Firmly turn each cable fitting to the right to lock in place.
 - h. Pull slightly on each cable fitting to ensure it is locked in place.
4. Insert the female end of one plug connection into the monitor. P F
5. Insert the female end of the second plug connection into the printer. P F
6. Insert the female end of the third plug connection into the archive device. P F

Performance Measures

Results

NOTE: The other end of the plug connection cables will be plugged into the power strip. (See step 10.)

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 7. Attach the PCU cable to the PCU outlet. | P | F |
| a. Align the holes of the PCU cable with the notches on the CPU outlet. | | |
| b. Firmly push in on the cable twisting it to the right to lock in place. | | |
| c. Pull on the cable slightly to ensure it is locked in place. | | |
| 8. Connect one end of a double headed cable to the PCU outlet and the other end to the archive device. | P | F |
| a. Ensure the heads are properly aligned with the outlets. | | |
| b. Push the heads in place. | | |
| c. Fasten the heads to the outlets by tightening the screws. | | |
| 9. Piggy back the second double headed cable off of the double headed cable attached to the archive device and connect the other end of that double headed cable to the printer. | P | F |
| 10. Plug the three plug connections and the PCU cable into the power strip. | P | F |
| 11. Insert the printer ribbon into the printer. | P | F |
| a. Open the printer cover. | | |
| b. Shift the ribbon place to the center of the carriage. | | |
| c. Insert the ribbon and snap into place. | | |
| d. Close the printer cover. | | |
| 12. Position the keyboard by depressing the two black buttons on the top front of the PCU. | P | F |

CAUTION

Do **NOT** put pressure on the keyboard.

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| Performance Measures | Results | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---|
| 13. Open the hard drive housing by switching the lever to open. | P | F |
| 14. Insert the hard drive into the hard drive housing. | P | F |
| a. Ensure the bar handle of the hard drive is unlocked. | | |
| b. Ensure the yellow light of the hard drive is in the lower right corner. | | |
| c. Turn the bar handle to approximately a 45 degree angle. | | |
| NOTE: If the bar handle is completely open when the hard drive is seated, it can not be locked. | | |
| d. Push the hard drive in the housing until you feel the connectors seat. | | |
| e. Close the bar handle and turn the black knob to lock the bar handle in place. | | |
| 15. Lock the hard drive in place by turning the black knob on the hard drive to the left until it is in the horizontal position overlapping the handle. | P | F |
| 16. Insert a floppy disc (3.5) into the floppy housing located directly next to the hard drive. | P | F |
| 17. Close and lock the hard drive door cover by pressing the lever to the left. | P | F |
| 18. Turn on all components except the printer. | P | F |
| 19. Upload the TAMMIS application tapes onto the hard drive. | P | F |

| REFERENCES: | <i>Required</i> | <i>Related</i> |
|--------------------|----------------------------------------------|----------------|
| | TAMMIS User's Manual ATCCS Hardware Guide | None |

081-872-0051

INITIATE THEATER ARMY MEDICAL MANAGEMENT INFORMATION SYSTEM (TAMMIS) SOFTWARE

CONDITIONS

The Army Tactical Command Control System (ATCCS) unit has been assembled and is ready for operation. Necessary references: Theater Army Medical Management Information System (TAMMIS) User's Manual.

STANDARDS

Initiate TAMMIS application without damage to the software or the ATCCS hardware. Do all steps in order.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to the TAMMIS User's Manual for steps 2, 4, 5, and 6.

- | | |
|-----------------------------------------------------------------------------------|--------|
| 1. Ensures all components to the system are turned off. | P F |
| 2. Ensure the hard drive and a 3.5 floppy disc are installed and locked in place. | P F |
| 3. Turn on the power strip. | P F |

CAUTION

The portable computer unit (PCU) must be the last component turned on.

- | | |
|--------------------------------------------------|--------|
| 4. Turn on all of the components except the PCU. | P F |
| 5. Turn on the PCU by pressing the power button. | P F |

NOTE: The power button indicator will illuminate when the power is activated.

CAUTION

When turning on the PCU steps 5a through 5d must be done in order.

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Performance Measures

Results

- a. Hold the space bar down.
- b. Press the PCU button to the ON position.
- c. Release the space bar when the word "KEYBOARD" appears on the screen.
- d. Type 1H or 2H when "HP" followed by numbers appears on the screen.

NOTE: If the screen reads error or bad hardware, hold down the SHIFT KEY and press the RESET KEY. Release both keys.

- e. Wait for the system to boot up.
- 6. The system will ask for today's date and display a date. If the displayed date is not the same as today's date, type in the correct date. P F
- 7. Press the RETURN KEY. P F
- 8. Press the RETURN key when the computer displays the message "PRESS RETURN TO CONTINUE." P F
- 9. Press the RETURN KEY again. P F
- 10. Log on when the message "Login:" appears on the screen. P F

REFERENCES:

Required

Related

TAMMIS User's Manual

None

081-872-0052

**CONDUCT SUPPLY TRANSACTIONS USING THEATER ARMY MEDICAL
MANAGEMENT INFORMATION SYSTEM (TAMMIS)**

CONDITIONS

The Army Tactical Command Control System (ATCCS) unit has been assembled and the TAMMIS software has been initiated. Necessary references: TAMMIS User's Manual.

STANDARDS

Complete and save supply transactions without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to the TAMMIS User's Manual for steps 3 through 6.

- | | | |
|---------------------------------------------------------------|---|---|
| 1. Log on to the MEDLOG application and press the return key. | P | F |
| 2. Enter your password and press enter. | P | F |

NOTE: Do not give your password to other personnel.

- | | | |
|---------------------------------------------------------|---|---|
| 3. Observe for the MEDLOG Supply Master Menu to appear. | P | F |
| a. Customer processing. | | |
| b. Requisitioning, Receiving, and Dues-In. | | |
| c. Maintain Local Stocks, QC, and Reporting. | | |
| d. Query NSNs, DUE In/Out, or Trans Hist. | | |
| e. System Setup/Maintenance Procedures. | | |
| f. Review Exceptions Referred to Manager. | | |
| g. USER Designated Reports. | | |

STP 8-76J15-SM-TG

Performance Measures

Results

4. Select from the Master Menu the area of concentration in which data will be entered or processed.

P F

a. Use the carriage return, arrow keys, or enter selection number to select the option from the Master Menu.

b. Press the execute function key (F1) to execute the option.

FUNCTION KEYS

| | | | | | |
|---------|-----------|-----------|----------|------|------|
| F1 | F2 | F3 | F4;F5;F6 | F7 | F8 |
| EXECUTE | LAST MENU | MENU NAME | BLANK | HELP | EXIT |

NOTE: Within each of the applications listed on the Master Menu there are submenus. Refer to the TAMMIS User's Manual for complete submenu listing.

5. Enter required data into the appropriate fields in order.

P F

NOTE: Required fields of data entry are highlighted. The system will not allow completion or advancement to another screen until the data for the required fields has been entered.

6. Select the appropriate function key for completion.

P F

REFERENCES:

Required

Related

TAMMIS User's Manual

None

081-872-0053

SHUT DOWN THE ARMY TACTICAL COMMAND CONTROL SYSTEM (ATCCS)

CONDITIONS

The ATCCS unit is on and must be shut down. Necessary references: Theater Army Medical Management Information System (TAMMIS) User's Manual.

STANDARDS

Shut down the ATCCS unit without damaging the equipment or losing data. Do all steps in order.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: The following steps and procedures must be followed in order when shutting down ATCCS. Refer to the TAMMIS User's Manual for steps 1 and 3 through 8.

- | | | |
|------------------------------------------------------------------------------------------|---|---|
| 1. Log on by entering the letters "tamadm" at the login prompt and press the RETURN key. | P | F |
| 2. Press the RETURN key again when the password appears. | P | F |

NOTE: Your command may require the use of a password.

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 3. Press the RETURN key again when the message "Enter terminal type," appears on the screen. | P | F |
| 4. Select number 4 (System Shutdown) on the main menu by using the up arrow key or by pressing the number 4 key. Then press the F1 key to select. | P | F |
| 5. Wait until the message "Minutes till shutdown" appears on the screen: | P | F |
| a. Press the zero (0) key and release it. | | |
| b. Press the RETURN key and release it. | | |
| 6. Wait for the message "O TO SHUTDOWN" to appear confirming shutdown. | P | F |

Performance Measures

Results

CAUTION

The screen will first turn completely blank. Do **NOT** turn off the portable computer unit (PCU) at this time. Wait until the appropriate message appears at the bottom of the screen.

7. Wait for the turn off message: "(syncing disk ... done halted)." P F

NOTE: You should now turn off the PCU only.

8. Turn off the remaining components of the ATCCS system. P F

| REFERENCES: | <i>Required</i> | <i>Related</i> |
|--------------------|----------------------|----------------|
| | TAMMIS User's Manual | None |

081-872-0037

**PREPARE DA FORM 3318 FOR THE FIRST DEMAND OF A
NONSTOCKED (FRINGE) MEDICAL REPAIR PART**

CONDITIONS

You are assigned as a medical supply clerk in a biomedical equipment repair section and have received a parts request from a biomedical equipment repair specialist. Necessary materials and references: AMDF, blank DA Form 3318, and DA Form 2765 or 2765-1

STANDARDS

Make all required entries on DA Form 3318 and DA Form 2765 or 2765-1 without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to AMDF for step 1.

- | | | |
|----------------------------------------------------------------------------------------------------------|---|---|
| 1. Verify and enter the national stock number (NSN) of the item in the block at the top of DA Form 3318. | P | F |
| 2. Enter the essential elements of data on the TITLE INSERT at the bottom of DA Form 3318. | P | F |
| 3. Post entries to the DEMANDS section of DA Form 3318. | P | F |
| 4. Prepare DA Form 2765 or 2765-1 as a request for the item. | P | F |
| 5. Send the request to the supply support activity (SSA). | P | F |
| 6. File DA Form 3318 in the nonstocked file in national item identification number (NIIN) sequence. | P | F |

REFERENCES:

Required

Related

AMDF

AR 40-61
AR 710-2
DA Pam 710-2-1

081-872-0054

**MAINTAIN DA FORM 3318 FOR NONSTOCKED
(FRINGE) MEDICAL REPAIR PARTS**

CONDITIONS

You are assigned as a medical supply clerk in a biomedical equipment repair section and are required to maintain DA Form 3318 for medical repair parts that have had at least one demand. Necessary materials: DA Form 3318 and DA Form 2765 or 2765-1.

STANDARDS

Take all necessary actions to review and maintain DA Form 3318 for nonstocked repair parts. Make all entries on DA Form 3318 without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

| | | |
|------------------------------------------------------------------------------------------------------------|---|---|
| 1. Make all entries on DA Form 3318 in pencil. | P | F |
| 2. Post demands to DA Form 3318. | P | F |
| 3. Line out demands more than 360 days old. | P | F |
| 4. Mark the appropriate column of the cancelled quantity demanded and adjust the due in quantity. | P | F |
| 5. Enter the document number assigned to the request. | P | F |
| 6. Review the nonstocked file every 90 days. | P | F |
| a. Remove cards from the file that-- | | |
| (1) No longer apply to equipment on hand. | | |
| (2) Have had no demands in the most recent 360 days. | | |
| b. Submit cancellation requests for any dues in that do not apply to equipment on hand. | | |
| 7. Take necessary action when a nonstocked item has met PLL stockage criteria but is not added to the PLL. | P | F |

Performance Measures

Results

NOTE: Write the statement: "Commander does not desire to stock this item" on the next line of the DEMANDS Section of DA Form 3318.

- | | | |
|-----------------------------------------------------------------|---|---|
| 8. Remove DA Form 3318 from the nonstocked file as required. | P | F |
| 9. Add the quantities of the demands and enter on DA Form 3318. | P | F |

REFERENCES:

Required

None

Related

AR 40-61
AR 710-2
DA Pam 710-2-1

081-872-0038

**ADD A MEDICAL REPAIR PART TO THE DEMAND SUPPORTED
PRESCRIBED LOAD LIST (PLL)**

CONDITIONS

You are assigned as a medical supply clerk in a biomedical equipment repair section and have received a parts request from a biomedical equipment repair specialist. The request is the third demand for a nonstocked (fringe) item within 360 days. Necessary materials and references: DA Pam 710-2-1, DA Form 2063-R, DA Form 3318, and DA Form 2765 or 2765-1.

STANDARDS

Take all necessary actions to stock the item and add it to the PLL.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to DA Pam 710-2-1 for step 2.

- | | | |
|---------------------------------------------------------|---|---|
| 1. Post entries to the DEMANDS section of DA Form 3318. | P | F |
| 2. Determine the initial stockage level. | P | F |

NOTE: Ensure the correct ACWT table is used.

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 3. Prepare a request (DA Form 2765 or 2765-1) for a sufficient quantity to fill the current request plus the initial stockage level. | P | F |
| 4. Post entries to the REQUEST section of DA Form 3318. | P | F |
| 5. File DA Form 3318 in the PLL files. | P | F |
| 6. Prepare a change to the PLL (DA Form 2063-R) and obtain the unit commander's approval. | P | F |
| 7. Send the PLL change and the request for initial stockage to the supply support activity (SSA). | P | F |

REFERENCES:

Required

Related

DA Pam 710-2-1

AR 40-61
AR 710-2

081-872-0055

**MAINTAIN THE DEMAND SUPPORTED PRESCRIBED LOAD
LIST (PLL) FOR MEDICAL REPAIR PARTS**

CONDITIONS

You are assigned as a medical supply clerk in a biomedical equipment repair section and are maintaining the PLL. Necessary references and documents: Unit Category Code, mandatory parts list (MPL), DA Pam 710-2-1, blank DA Forms 3318, DA Form 2765 or 2765-1, and PLL.

STANDARDS

Take all necessary actions to review DA Forms 3318 and maintain the PLL for stocked repair parts. Make all entries as required on DA Form 3318 and the PLL without error.

TRAINING/EVALUATION

Training Information Outline

NOTE: Refer to DA Pam 710-2-1 for step 4.

1. Determine the MPL stockage quantity for each repair part.
 - a. Select the repair parts stockage quantity from each MPL applicable to the unit.
 - (1) Determine the on-hand quantity for each end item.
 - (2) Select the quantity from the MPL density column for each repair part that is equal to or nearest to the actual on-hand density.

NOTE: If the repair part is common to two or more types of equipment, select the stockage quantity based on the total number of applicable end items on hand.

- b. Check for MACOM supplements to the MPL.

NOTE: The stockage quantities for items listed in MACOM supplements are shown on the supplements.

2. Update the PLL records.
 - a. Items on the current PLL but not on the MPL.
 - (1) Make no changes on DA Form 3318 for these items.
 - (2) Stock the items as long as the retention category is met.

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- b. Items on the MPL but not on the PLL.
 - (1) Prepare DA Form 3318 for each item using stockage code "CS."
 - (2) Prepare a request for the stockage quantity using UND "C."
 - (3) Post the request to the document register.
- c. Items on the MPL and PLL but the MPL stockage quantity is less than the quantity on the current PLL.
 - (1) Change the stockage code on the TITLE INSERT of DA Form 3318 to "CS."
 - (2) Enter the Julian date in the DATE block.
 - (3) Enter the MPL stockage quantity in the QUANTITY block.

NOTE: Do not change the "authorized stockage level." The quantity should be adjusted during regularly scheduled reviews - but never adjusted to the point it is below the MPL stockage quantity.

- d. Items on the MPL and PLL but the MPL stockage quantity is greater than the quantity on the current PLL.
 - (1) Change the stockage code on the TITLE INSERT of DA Form 3318 to "CS."
 - (2) Enter the Julian date in the DATE block.
 - (3) Enter the MPL stockage quantity in the QUANTITY block.
 - (4) Change "the authorized stockage level" to the MPL stockage quantity.
 - (5) Prepare a request for the amount the authorized stockage was increased. Use UND "C."
 - (6) Enter the request on the document register.
 - (7) Post the request to the record of demands.

3. Review DA Form 3318.

- a. Compare the storage location of each item with the location listed on the TITLE INSERT and correct any discrepancies.
- b. Inventory the items and adjust the balance listed on DA Form 3318 as necessary.
- c. Visually check the condition of each item.

NOTE: Damaged items must be repaired or replaced.

d. Compute the authorized stock level for items that have been on the PLL for one full review period (90 days). (See step 4.)

e. Check to ensure the quantity on hand, plus the quantity due in less the quantity due out, equals the authorized stockage level.

(1) Request shortages.

(2) Turn in excess.

f. Post the review results on the next available line in the DEMANDS section.

NOTE: Do not make any posting if the review is for a period during which the item was added to the PLL.

(1) DATE column. Enter the Julian date of the review.

(2) USER column. Enter the letters "REV" to indicate review.

(3) QUANTITY DEMANDED column. Enter the total quantity demanded during the review period.

NOTE: Do not include demands which have been cancelled.

(4) Review entry. Draw a dark line just below the review entry.

4. Adjust PLL authorized stockage quantities.

a. Add the quantity demanded for the item during the last two review periods.

NOTE: One review period is sufficient to determine if an increase in stockage is authorized.

b. Use the appropriate ACWT table to determine the authorized stockage level.

c. Increase authorized stockage level.

(1) Prepare a request for the required quantity.

(2) Post the request on the next available line in the REQUESTS section of DA Form 3318.

(3) Update the Authorized Stock Level block on the TITLE INSERT of DA Form 3318.

(4) Prepare a change to the PLL (DA Form 2063-R).

(5) Forward the PLL change and the request for issue to the supply support activity (SSA).

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d. Decrease authorized stockage level.

(1) Update the AUTHORIZED STOCKAGE LEVEL block on the TITLE INSERT of DA Form 3318.

(2) Submit requests for cancellation for any excess dues in.

(3) Turn in excess quantity.

NOTE: Keep quantities less than full unit packs.

5. Update DA Form 2063-R.

a. List changes to the PLL and forward to the SSA as the changes occur.

(1) Repair parts added to the PLL.

(2) Repair parts deleted from the PLL.

(3) Increases to the stockage quantity.

(4) Decreases to the stockage quantity.

b. Enter the new stockage quantity in the OPERATIONAL or BASIC column as appropriate.

c. Enter "added," "changed," or "deleted" in the REMARKS column for each item to show the type of change.

d. Provide the SSA a new load list at the end of the second and alternating review periods.

Evaluation Guide

Performance Measures

Results

| | | |
|--------------------------------------------------------------|---|---|
| 1. Determine the MPL stockage quantity for each repair part. | P | F |
| 2. Update the PLL records. | P | F |
| 3. Review DA Form 3318. | P | F |
| 4. Adjust PLL authorized stockage quantities. | P | F |
| 5. Update DA Form 2063-R. | P | F |

REFERENCES:

Required

DA Pam 710-2-1

Related

AR 40-61

081-872-0035

STORE MEDICAL MATERIEL REQUIRING SPECIAL HANDLING

CONDITIONS

Medical materiel without a storage location indicated on DD Form 1348-1 is being held in a temporary location pending a permanent storage location assignment. DD Form 1348-1 has been annotated to reflect the temporary storage location. Necessary materials and references: Federal Supply Catalog (FSC) Medical Material and DD Form 1348-1.

STANDARDS

Identify all special handling and storage requirements, then select the appropriate storage location.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to the FSC Medical Material for steps 1 and 2.

- | | | |
|----------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Determine if any special notes are applicable. | P | F |
| 2. Select an appropriate storage location based on the special notes, local SOP, and established storage facilities. | P | F |
| 3. Ensure that the item is placed in stock in the selected location. | P | F |

REFERENCES:

Required

Related

FSC C-6500 series

AR 40-61
TM 743-200-1

081-872-0017

STORE CONTROLLED ITEMS

CONDITIONS

You are assigned to an installation medical supply activity (IMSA). Necessary materials: DD Form 1348-1 and DA Form 1296.

STANDARDS

Do, in order, all necessary steps to store controlled items without error.

TRAINING/EVALUATION

Evaluation Guide

| Performance Measures | Results |
|----------------------------------------------------------------------------------------------------|----------------|
| 1. Compare the descriptive data on DD Form 1348-1 to the description labeled on the item received. | P F |
| a. Stock number. | |
| b. Nomenclature. | |
| c. Unit of issue. | |
| d. Packaging quantity. | |
| 2. Verify receipt of the quantity shown on DD Form 1348-1. | P F |
| 3. Sign and date DD Form 1348-1 in the block marked RECEIVED BY AND DATE. | P F |
| 4. Post the receipt on DA Form 1296. | P F |
| 5. Select the location based on the security requirements for the item and local SOP. | P F |
| 6. Store the item. | P F |
| 7. Perform steps 1 through 6 in order. | P F |
| 8. Provide a copy of DD Form 1348-1 to the appropriate commodity manager. | P F |

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REFERENCES:

Required

None

Related

AR 40-61
TM 743-200-1
FSC C-6500 series

101-525-1123

OPERATE THE ROUGH-TERRAIN/CONVENTIONAL FORKLIFT

CONDITIONS

You have been directed to move supplies using a forklift. Necessary materials and equipment: log book for forklift truck, DA Form 2404, tools, rags, fire extinguisher, petroleum, oils, and lubricants (POL), earplugs or aural protector headset, and valid driver's license.

STANDARDS

Perform preventive maintenance checks and services, operate, and transport palletized supplies with the rough-terrain forklift truck without causing injury to yourself or others or damaging the equipment and supplies. You must follow all safety procedures.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---|---|--|--|---|---|
| <ol style="list-style-type: none"> 1. Perform preventive maintenance checks and services on the forklift truck. <ol style="list-style-type: none"> a. Perform the before-operation checks and services. b. Perform the during-operation checks and services. c. Perform the after-operation checks and services. 2. Operate and transport palletized supplies with the rough-terrain/conventional forklift truck. <ol style="list-style-type: none"> a. Start the forklift. b. Drive the forklift to the designated area. c. Pick up the pallet loaded with supplies. d. Transport the loaded pallet to the designated area. e. Deposit the loaded pallet in the designated area. f. Park the forklift. | <table border="0"> <tr> <td>P</td> <td>F</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>P</td> <td>F</td> </tr> </table> | P | F | | | P | F |
| P | F | | | | | | |
| | | | | | | | |
| P | F | | | | | | |

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REFERENCES:

Required

None

Related

DOD 4145.19-R-1
TM 10-3930-638-10
TM 10-3930-242-12
TM 10-3930-645-14&P

101-525-1125

RECEIVE, STORE, ISSUE, AND SHIP GENERAL SUPPLIES

CONDITIONS

You have been assigned to a storage operation. A shipment of nonperishable/perish-able subsistence items and/or other type of supplies is ready to be received, stored, or issued. Supplies are documented/undocumented. Necessary materials and references: DA Form 2765, DA Form 2765-1, DD Form 1348-1, a transportation control and movement document, storage location, a carrier van loaded with nonperishable/perishable subsistence items and/or other type of supplies, refrigerated storage area, AR 30-18, AR 725-50, DOD 4145.19-R-1, FM 10-13, FM 10-15, MIL-STD-129L, and TM 38-L32-12.

STANDARDS

Receive, store, issue, and ship supplies without causing injury to self or others, or damage to equipment or supplies.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- 1. Receive supplies.

P F

NOTE: If supplies are documented, go to step 1b.

- a. Prepare the receipt document for undocumented supplies.
- b. Compare document data on supplies received.
 - (1) Check the national stock number (NSN).
 - (2) Check the unit of issue.
 - (3) Check the condition code.
 - (4) Check the documents for authorized stockage list (ASL) or unit receipts.
- c. Send the supplies and receipt documents to the storage or issue sections.
- d. Send the material receipt documents to the stock control section or the materiel management center.

NOTE: Steps 1e through 1h pertain to the receipt of hazardous material.

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Performance Measures

Results

- e. Identify and segregate various types of hazardous material.
- f. Store hazardous materials IAW their storage compatibility characteristics.
- g. Follow the necessary fire and accident prevention and protection programs.
- h. Use the necessary protective equipment during storage and handling of various types of commodities.

2. Store supplies.

P F

- a. Compare data on the receipt document, item of supply, with the bin tag or location placard.

- (1) Compare the NSN.
- (2) Compare the unit of issue.
- (3) Compare the condition code.
- (4) Check the shelf life of the supplies and place the oldest stock in front.

NOTE: Steps 2b through 2g pertain to re-warehousing and storage of supplies.

- b. Process a pre-printed stock location card and manual (YDL) for location change, additions, or deletion.
- c. Send the YDL to the stock control section/materiel management center (SCS/MMC).
- d. Prepare and process manually two stock location cards (YDL) for location change, addition, or deletion.

NOTE: The YDL is a document identifier code.

- e. File one manual YDL card in the stock locator file.
- f. Send one manual YDL card to SCS/MMC.
- g. Upon receipt of a system-generated YDL, destroy the temporary YDL in the stock locator file and file the new one.

Performance Measures**Results**

3. Issue/ship supplies.

P F

a. Compare the information on the materiel release order (MRO) with the data on the bin tag or location placard and the actual materiel in the storage location.

- (1) Compare the NSN.
- (2) Compare the unit of issue.
- (3) Compare the condition code.

- b. Select the correct item.
- c. Pull the quantity shown on the MRO.
- d. Post the quantity pulled to the MRO list.

NOTE: Steps 3e through 3h are for customer issues only.

- e. Place the item and MRO in the customer pick up bin.
- f. Notify the customer unit when supplies are available for pick up.
- g. Check the unit representative's ID card against DA Form 1687 for authority to receive supplies.
- h. Ensure the unit representative signs and dates the MRO list for receipt of supplies.

NOTE: Steps 3i through 3n are for shipping only.

- i. Pack items of supply in containers to prevent damage during shipment, handling, and storage.
- j. Complete the entries in the Shipper's Use Section, blocks 1 through 6 and 12, on DD Form 1348-1.
- k. Place copies 2 and 3 from DD Form 1348-1 inside the number one shipping container along with the items being shipped.
- l. Stencil the container IAW MIL-STD-129L.
- m. Place copy 4 of DD Form 1348-1 in a water-resistant envelope and attach to the outside of the number one shipping container.

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Performance Measures

Results

- n. Forward the remaining copies of DD Form 1348-1 to the shipping clerk.

REFERENCES:

Required

Related

MIL-STD-129L
AR 30-18
AR 725-50
DOD 4145.19-R-1
FM 10-13
FM 10-15
TM 38-L32-12

None

081-872-0049

PROCESS INCOMING MEDICAL SUPPLIES

CONDITIONS

Necessary materials and equipment: DD Form 1348-1, empty pallets, and a stapler or tape.

STANDARDS

Do, in order, all necessary steps to process incoming medical supplies without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <ol style="list-style-type: none"> 1. Compare the information on DD Form 1348-1 with the information printed on the supplies. <ol style="list-style-type: none"> a. National stock number (NSN). b. Unit of issue. c. Packaging quantity. d. Nomenclature. | <p>P F</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|

NOTE: The stock record officer or his/her representative must review any discrepancies.

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <ol style="list-style-type: none"> 2. Verify receipt of the correct quantity of incoming supplies. <ol style="list-style-type: none"> a. Count the incoming supplies. b. Compare the quantity actually received with the quantity shown in the QUANTITY block at the top of DD Form 1348-1. c. Circle the quantity shown in the QUANTITY block (card columns 25-29) of DD Form 1348-1 to indicate that the quantity received is the same as the quantity shown on DD Form 1348-1. | <p>P F</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|

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Performance Measures

Results

NOTE: If the quantity received is different from the quantity shown in the QUANTITY block (card columns 25-29) of DD Form 1348-1, verify the discrepancy. Cross through the quantity shown, but do not obliterate. Enter the quantity actually received in the QUANTITY block immediately above the crossed through quantity. Enter the quantity received in card column block Q also.

- 3. Make supplementary entries in the REMARKS section of DD Form 1348-1. P F
 - a. Enter the name of the manufacturer.
 - b. Write "Lot #" or "Batch #", followed by the lot or batch number found on the package.
 - c. Write the abbreviation "Exp" followed by the expiration date found on the package if applicable.

NOTE: If no expiration date is indicated on the package, write "Date Mfr" on DD Form 1348-1 and enter the date identified on the package as the date of manufacture.

NOTE: If more than one lot number is received, repeat steps 3a through 3c for each lot number. Enter the quantity of each lot number received.

- 4. Sign and date DD Form 1348-1. P F
- 5. Attach one copy of DD Form 1348-1 to the supplies with a stapler or tape. P F
- 6. Segregate the supplies onto pallets. P F
 - a. Place items with an "A" or "W" in card column 45 of DD Form 1348-1 on the pallets to be sent to the customer pickup point.
 - b. Place items with a "Y" in card column 45 of DD Form 1348-1 on the pallets to be sent to the storage area.
 - c. Place items with no entry in card column 45 of DD Form 1348-1 on the pallets to be sent to the holding area.

NOTE: Call to the attention of the supervisor any DD Forms 1348-1 that do not have an entry in card column 45.

REFERENCES:

Required

None

Related

AR 40-61
AR 725-50
DA Pam 710-2-2

101-518-2209

RESEARCH MATERIEL RELEASE DENIALS

CONDITIONS

You have received a DOD single line item release/receipt document prepared as a denial. You must research to find out the reason for the denial. Necessary materials: supplies in location, stock locator deck, and pen or pencil.

STANDARDS

Perform all steps without error.

TRAINING EVALUATION

Evaluation Guide

| Performance Measures | Results | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---|
| 1. Notify the receiving section to freeze receipts of the stock items involved. | P | F |
| 2. Notify the stock records section to freeze the stock records of the items involved. | P | F |
| 3. Collect all outstanding materiel release orders of the same items that have not been processed. | P | F |
| 4. Check the locator deck for additional locations for the items requested. | P | F |
| 5. Check the recorded and adjacent locations for missing stock. | P | F |
| 6. Research for item location changes or consolidations. | P | F |
| 7. Check the backlog of documents at the receiving section. | P | F |
| 8. Send the materiel release denial (full denial) to the stock control section after all of the sources of error have been checked and the research has been completed. | P | F |

REFERENCES:

Required

None

Related

FM 10-15
TM 38-L32-12

101-521-1170

**INVENTORY SETS, KITS, AND OUTFITS; BASIC ISSUE ITEMS;
AND ADDITIONAL AUTHORIZATION LIST ITEMS**

CONDITIONS

Necessary materials and references: property records, adjustment documents, and appropriate supply catalog or TM.

STANDARDS

Complete all steps without losing supply accountability for the sets, kits, and outfits; basic issue items; and additional authorization list items that are being inventoried.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|-----------------------------------------------|---|---|
| 1. Identify the correct supply catalog or TM. | P | F |
|-----------------------------------------------|---|---|

NOTE: Use DA Pam 25-30 to identify the publication data for your on-hand equipment. Items can be identified by either the nomenclature or by line item number (LIN). Additionally, all publication data should be found on the hand receipt where the responsible officer signed for the equipment from the property book officer.

- | | | |
|------------------------------------|---|---|
| 2. Conduct the physical inventory. | P | F |
|------------------------------------|---|---|

- | | | |
|----------------------------------------------------------------------------------------------------------------------|---|---|
| 3. Compare inventory results with signed hand-receipt annex or component listing to ensure all shortages are listed. | P | F |
|----------------------------------------------------------------------------------------------------------------------|---|---|

- | | | |
|------------------------------------------------------------------------------|---|---|
| 4. Determine discrepancies and actions to be taken to correct discrepancies. | P | F |
|------------------------------------------------------------------------------|---|---|

- | | | |
|--------------------------------------------------------------------------------------------------------------------|---|---|
| 5. Record results of the inventory on informal memorandum and make correct disposition of the informal memorandum. | P | F |
|--------------------------------------------------------------------------------------------------------------------|---|---|

- | | | |
|--------------------------------------------------------------------------------------|---|---|
| 6. Prepare adjustment document or cash purchase authorization for all new shortages. | P | F |
|--------------------------------------------------------------------------------------|---|---|

- | | | |
|--------------------------------|---|---|
| 7. Replace missing components. | P | F |
|--------------------------------|---|---|

- | | | |
|-------------------------------|---|---|
| 8. Turn in excess components. | P | F |
|-------------------------------|---|---|

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REFERENCES:

Required

None

Related

AR 735-5
DA Pam 25-30
DA Pam 710-2-1

081-878-0001

INVENTORY MEDICAL LINEN

CONDITIONS

Necessary materials: a list of linen items, inventory count sheets with a document number assigned, DA Form 1296, DA Form 444, and DA Form 2064.

STANDARDS

Complete and legibly record the linen inventory without error.

TRAINING/EVALUATION

Evaluation Guide

| Performance Measures | Results | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---|
| 1. Count all the linen from all areas of the medical treatment facility (MTF) which are using, storing, or processing linen. | P | F |
| 2. Record and total the quantity of each item by type and color, in ink, on the count sheet. | P | F |
| 3. Transfer the total from the count sheets to the next blank line of the stock accounting record (SAR) for each item inventoried when the total quantity matches the SAR balance. | P | F |
| 4. Complete an inventory adjustment report (IAR) for discrepancies, item by item, between the SAR balances and the inventory quantities if applicable. | P | F |
| 5. Submit the completed IAR to the commander for review and approval if applicable. | P | F |
| 6. Adjust the SAR to reflect the IAR gains and losses if applicable. | P | F |
| 7. File the SAR and the IAR as applicable. | P | F |

REFERENCES:

Required

None

Related

AR 40-61
 AR 710-2
 DA Pam 710-2-1
 DA Pam 710-2-2

101-521-1155

ISSUE SUPPLIES AND EQUIPMENT TO HAND-RECEIPT HOLDERS

CONDITIONS

Supplies have been received for issue to hand-receipt holders. Necessary materials: signature cards, blank requests for issue or turn-in, and hand receipts.

STANDARDS

Issue supplies and equipment to hand-receipt holders while maintaining supply accountability.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|-------------------------------------------------------------------------------------------------|---|---|
| 1. Notify hand-receipt holders to pick up supplies. | P | F |
| 2. Check signature cards to verify authorization to receive supplies and equipment. | P | F |
| 3. Prepare a change document for the item. | P | F |
| 4. Issue supplies and obtain the signature on the hand receipt or change document. | P | F |
| 5. File a copy of the change document in the appropriate hand-receipt file. | P | F |
| a. Place the hand receipts under file number 710-2c. | | |
| b. Disposition instructions: Destroy on return or other complete accounting for items involved. | | |

REFERENCES:

Required

Related

None

DA Pam 710-2-1
AR 25-400-2
DA Pam 25-400-2

101-521-1158

PREPARE AND MAINTAIN HAND-RECEIPT AND SUBHAND-RECEIPT FILES

CONDITIONS

Necessary materials: hand-receipt or annex forms, authorization documents, and change documents.

STANDARDS

Complete all steps for each hand receipt, annex, or component hand-receipt form that you prepare and maintain without losing supply accountability.

TRAINING/EVALUATION

Evaluation Guide

| Performance Measures | Results | |
|-----------------------------------------------------------------------------------------------|----------------|---|
| 1. Prepare hand- or subhand-receipt forms for nonexpendable and durable items. | P | F |
| NOTE: Refer to DA Pam 25-30 for accurate publication data. | | |
| 2. Post issues to a hand- or subhand-receipt form. | P | F |
| 3. Adjust balances shown on hand or subhand receipt using change documents. | P | F |
| 4. Prepare a temporary hand receipt when required. | P | F |
| 5. Prepare hand-receipt annex. | P | F |
| 6. Post shortage quantities to the hand-receipt annex form. | P | F |
| 7. Prepare the component hand receipt. | P | F |
| 8. Post issues to the component hand receipt. | P | F |
| 9. Adjust the balances on the component hand receipt. | P | F |
| 10. File the original signed copy of the hand receipts, component listings, and shortages. | P | F |
| a. Place the items under file number 710-2c. | | |
| b. Disposition instructions: Destroy on return or complete accounting for the items involved. | | |

Performance Measures

Results

NOTE: Soldiers may, at their discretion, request and receive the cancelled hand receipt for their own retention. In such cases, the cancellation hand receipt becomes the individual's personal property and ceases to be an official Army record.

REFERENCES:

Required

None

Related

AR 25-400-2
DA Pam 25-30
DA Pam 25-400-2
DA Pam 710-2-1

101-521-1160

TRANSFER SUPPLIES AND EQUIPMENT

CONDITIONS

You have been directed to prepare a document for lateral transfer of equipment and to perform all other actions necessary to complete the lateral transfer to another unit. Necessary materials and references: property records, transfer form, document register, DA Form 2408-9, and DA Pam 738-750.

STANDARDS

Transfer the equipment without losing supply accountability.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to DA Pam 738-750 for step 2.

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Collect the items to be transferred. | P | F |
| 2. Make sure the items meet the condition code stated in the transfer directive. A transfer report is needed each time equipment needing DA Form 2408-9 is transferred between parent units. | P | F |
| <ul style="list-style-type: none"> a. After a reportable item is accepted into the Army inventory, and the item is transferred between parent units, DA Form 2408-9 must be prepared and submitted by both the losing organization and the gaining organization. b. Do not send a transfer report when the item is shipped or received on a loan basis. Do not report an item in installation supply that is marked for issue within seven days. Transfer reports are not needed as long as the equipment stays on the property book or supply account, so you do not need a report when equipment is transferred within the same parent unit. | | |
| 3. Prepare the lateral transfer document. | P | F |
| 4. Forward the lateral transfer document and appropriate hand-receipt annex to the approving authority. | P | F |
| 5. Enter information on the document register for supply actions when the approved lateral transfer document is received. | P | F |
| 6. Assign a document number to the lateral transfer document. | P | F |

STP 8-76J15-SM-TG

| Performance Measures | Results | |
|-------------------------------------------------------------------------------------------------------------------------------|----------------|---|
| 7. Submit cancellation requests for all open requests for components pertaining to the equipment. (See task 101-521-1153.) | P | F |
| 8. Ship items to the gaining unit, or have the gaining unit pick up the items. | P | F |
| 9. Make sure that the gaining unit-- | P | F |
| a. Signs for the property. | | |
| b. Assigns a document number to the lateral transfer document. | | |
| c. Returns to the losing unit the original signed and documented lateral transfer document. | | |
| 10. Forward the completed lateral transfer document to the property book officer (PBO). | P | F |
| 11. Send a copy of the lateral transfer document to the Continuing Balance System-Expanded (CBS-X) facility when required. | P | F |

REFERENCES:

Required

DA Pam 738-750

Related

AR 710-2
DA Pam 710-2-1

101-521-1169

PREPARE AN ADMINISTRATIVE ADJUSTMENT REPORT (AAR)

CONDITIONS

Necessary materials and references: property records, AMDF, and blank AAR forms.

STANDARDS

Prepare an AAR without the report being rejected by the property book officer.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | |
|----------------------------------------------|--------|
| 1. Prepare the AAR to correct discrepancies. | P F |
| 2. File a copy of the AAR. | P F |

NOTE: Administrative adjustment records are filed under number 710-2a, property book and supporting document files. Destroy after two years, except those that are open documents numbers in the supporting document file will be transferred to the present calendar year.

REFERENCES:

Required

Related

AMDF

AR 710-2
DA Pam 25-400-2
DA Pam 710-2-1

101-521-1163

PREPARE AND MAINTAIN A DOCUMENT REGISTER

CONDITIONS

You have been directed to prepare supply transaction documents that must be posted to the document register. Necessary materials and references: organization designation, activity address code, unit identification code (UIC), document register, and documents containing information requiring entry on the document register.

STANDARDS

Prepare and maintain the document register without losing accountability of due ins and supplies received.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|-----------------------------------------------------|---|---|
| 1. Prepare the document register. | P | F |
| 2. Complete the entries on the document register. | P | F |
| 3. File the document register. | P | F |
| a. Place it under file number 710-2b. | | |
| b. Disposition instructions; destroy after 2 years. | | |

(1) At the end of the year, fiscal or calendar, the register becomes inactive and a new register is started.

(2) The old register is held in the central files area (CFA) for 2 years; during that 2 years any open transactions that are completed are closed out, or posted, on the old inactive register.

(3) At the end of the 2 year retention period, the open numbers (if any still exist) are transferred to the new document register, and the old, inactive register is then destroyed.

REFERENCES:

Required

Related

None

AR 25-400-2
DA Pam 25-400-2
DA Pam 710-2-1

101-521-1164

**PREPARE AND UPDATE SIGNATURE CARDS
(NOTICE OF DELEGATION OF AUTHORITY--RECEIPT FOR SUPPLIES)**

CONDITIONS

You have been directed to review signature cards. Necessary materials: completed and blank signature cards, signature card file, and names of individuals designated to receive supplies.

STANDARDS

Prepare, update, and submit signature cards without rejection from the supply support activity (SSA).

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|---------------------------------------------------------------------------------|---|---|
| 1. Review the signature cards for needed changes. | P | F |
| 2. Prepare new signature cards and enough copies to meet local needs. | P | F |
| 3. Ensure that all authorized persons sign and initial the signature cards. | P | F |
| 4. Send the signature cards to the SSA. | P | F |
| 5. File unit copies of signature cards. | P | F |
| a. Place under file number 710-2m. | | |
| b. Disposition instructions are to destroy on preparation of new authorization. | | |

REFERENCES:

Required

Related

None

AR 25-400-2
DA Pam 710-2-1
DA Pam 25-400-2

081-872-0044

**MAINTAIN QUALITY CONTROL AND SURVEILLANCE RECORDS FOR
TOE MEDICAL ASSEMBLAGES**

CONDITIONS

Necessary references and materials: applicable Federal Supply Catalog or Component Listing and blank DA Forms 4998-R.

STANDARDS

Prepare DA Form 4998-R, without error, for each component of the medical assemblage.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to the applicable Federal Supply Catalog for all steps.

- | | | |
|----------------------------------------------------------------------------------------------------------|---|---|
| 1. Prepare DA Form 4998-R, in ink, for each component of the assemblages. | P | F |
| a. Enter the national stock number (NSN) of the component in the block marked NSN. | | |
| b. Enter the name of the item, or other identifying data, in the block marked DESCRIPTION. | | |
| c. Enter the authorized two letter abbreviation for the unit of issue in the block marked UNIT OF ISSUE. | | |
| d. Repeat steps 1a through 1c on a blank DA Form 4998-R for each authorized component of the assemblage. | | |
| 2. Make appropriate entries, in pencil, on DA Form 4998-R for each component, by lot/batch number. | P | F |
| 3. Prepare DA Form 4998-R, in ink, as a header card for the medical assemblage. | P | F |
| a. Enter the national stock number of the assemblage in the block marked NSN. | | |
| b. Enter the name of the assemblage, or other identifying data, in the block marked DESCRIPTION. | | |

Performance Measures

Results

c. Enter the authorized two letter abbreviation for the unit of issue in the block marked UNIT OF ISSUE.

4. File the DA Forms 4998-R in stock number sequence, by Federal Supply Classification with the header card first, in a visible card file. P F

REFERENCES:

Required

Related

FSC C-6500 series

AR 40-61
TB 740-10, Appendix M
AMDF

101-521-1151

ORDER SUPPLIES AND EQUIPMENT

CONDITIONS

You have been directed to prepare a request for supplies. Necessary materials and documents: authorization documents, blank request forms, and document register.

STANDARDS

Prepare a supply request without rejection from the supply support activity (SSA).

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Screen items requested for proper authorization. | P | F |
| a. The Army Authorized Document System (TAADS) is an Army wide system designed to centralize the control of personnel and equipment required by the authorized Army units or organizations. | | |
| b. Examples of authorized documents are: | | |
| (1) Modification Table of Organization and Equipment (MTOE). | | |
| (2) Table of Distribution and Allowances (TDA). | | |
| (3) Common Table of Allowances (CTA). | | |
| c. Each unit or organization has an authorization document that is used to identify personnel and equipment authorizations. | | |
| 2. Compile identification data on items to be requested. (See task 101-521-1133.) | P | F |
| 3. Select appropriate request forms. | P | F |
| 4. Prepare a request for a single or multiple line item request. | P | F |
| 5. Enter the request on a document register. | P | F |
| 6. Enter the document number on the request document. | P | F |

Performance Measures

7. Forward the request form to the SSA.

Results

P F

REFERENCES:

Required

None

Related

AMDF
DA Pam 25-30
DA Pam 710-2-1
AR 710-2
SB 700-20

101-521-1152

REQUEST SUPPLY STATUS FOR HIGH-PRIORITY REQUESTS

CONDITIONS

The maximum number of calendar days have passed since the document date, and the status has not been received. Necessary materials and references: document register, blank request for issue or turn-in, and supply status cards.

STANDARDS

Prepare and submit all follow-up requests so that they are not rejected by the supply support activity (SSA).

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|----------------------------------------------------------------------------------|---|---|
| 1. Prepare follow-up request documents. | P | F |
| 2. Post follow-up request documents to the document register for supply actions. | P | F |
| 3. Forward the follow-up documents to the appropriate SSA. | P | F |

REFERENCES:

Required

Related

None

DA Pam 710-2-1

101-521-1153

REQUEST CANCELLATION OF SUPPLIES

CONDITIONS

You have been notified that items on request are no longer required. Necessary materials: document register, request for issue or turn-in, and latest status cards.

STANDARDS

Prepare and submit cancellation requests so that they are not rejected by the supply support activity (SSA).

TRAINING/EVALUATION

Evaluation Guide

| Performance Measures | Results |
|--------------------------------------------------------------------------------------------------------------------|----------------|
| 1. Prepare a request for cancellation. | P F |
| 2. Process a request for cancellation. | P F |
| 3. Post a validated request for cancellation to a document register. | P F |
| 4. File a request for cancellation verification. | P F |
| a. If the cancellation verification applies to the nonexpendable document register, file it in the document files. | |
| b. If the cancellation verification does not apply to the nonexpendable document register, destroy it. | |
| 5. Remove all status documents for expendable or durable items and destroy them. | P F |

REFERENCES:

Required

None

Related

AR 25-400-2
 DA Pam 710-2-1
 DA Pam 25-400-2

101-521-1154

RECEIVE SUPPLIES AND EQUIPMENT

CONDITIONS

Necessary materials: document register, receipt documents, and due-in status file.

STANDARDS

Receive supplies without losing accountability of supplies or signing for supplies that do not belong to your unit.

TRAINING/EVALUATION

Evaluation Guide

| Performance Measures | Results | |
|----------------------------------------------------------------------------------------------------------|----------------|---|
| 1. Verify the type, quantity, condition, and ownership of materiel received. | P | F |
| 2. Post the receipt document to the document register. | P | F |
| 3. Remove from the due-in status file all status cards for items totally received and destroy the cards. | P | F |
| 4. Send the receipt documents for nonexpendable items to the property book officer (PBO). | P | F |
| 5. Destroy receipt documents for expendable or durable items. | P | F |

REFERENCES:

Required

None

Related

AR 25-400-2
DA Pam 25-400-2
DA Pam 710-2-1

101-521-1157

MAINTAIN DUE-IN STATUS FILE FOR REQUESTED ITEMS

CONDITIONS

You have been notified that status cards have been received from the supply support activity (SSA). Necessary materials: due-in status file and the document register.

STANDARDS

Maintain a due-in status file without losing accountability of due-ins or misinterpreting status cards.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>1. Post status cards to a document register. Enter the new status code and estimated delivery date from the status card in column 1(L) of the document register.</p> <p>2. File status cards in document number sequence.</p> <p style="padding-left: 20px;">a. File the latest card in front of other documents pertaining to the same request.</p> <p style="padding-left: 20px;">b. Destroy the status cards from the file when the total quantity due-in is received, cancelled, or rejected.</p> <p style="padding-left: 20px;">c. File cancellation or rejection status cards for requests from the nonexpendable document register in the document file.</p> | <p>P F</p> <p>P F</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|

NOTE: Before filing, mark the card "cancelled," enter the Julian date, and initial it.

- | | |
|-------------------------------------------------------------------------------------------------------|------------|
| <p>3. Remove and destroy status cards for expendable/durable item requests received or cancelled.</p> | <p>P F</p> |
|-------------------------------------------------------------------------------------------------------|------------|

REFERENCES:

Required

Related

None

AR 25-400-2
 DA Pam 25-400-2
 DA Pam 710-2-1

101-521-1159

TURN IN SUPPLIES AND EQUIPMENT

CONDITIONS

Your unit has supplies and/or equipment on hand to be turned in. Necessary materials: DA Pam 738-750, property records, turn-in forms, and document register.

STANDARDS

Complete all steps and turn in excess or unserviceable supplies and equipment.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to DA Pam 738-750 for step 2.

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Collect the items to be turned in. | P | F |
| 2. Determine the serviceability code of the items by reviewing the technical inspection form received from the local maintenance activity. | P | F |
| a. When DA Form 2407 is used for estimated cost of damage (ECOD), keep copy number four (organization copy) and associated correspondence until released by the investigator at the completion of the investigation. | | |
| b. When DA Form 2407 is not used for an ECOD, attach copy four to DA Form 2765-1 to support the turn-in of property book items. | | |
| 3. Prepare the turn-in documents. | P | F |
| 4. Enter the turn-in documents on the document register. | P | F |
| 5. Turn in the items to the supply support activity (SSA). | P | F |
| 6. Receive a signed copy of the turn-in documents. | P | F |
| 7. Complete posting of the turn-in documents to the document register. | P | F |
| 8. Send the turn-in documents for nonexpendable items to the property book officer (PBO). Dispose of documents for expendable or durable turn-in items according to local procedures. | P | F |

REFERENCES:

Required

DA Pam 738-750

Related

AR 25-400-2

DA Pam 25-400-2

DA Pam 710-2-1

081-872-0043

**COMPUTE AUTHORIZED STOCKAGE LEVELS FOR MEDICAL SUPPLIES
USING THE DAYS OF SUPPLY (DOS) COMPUTATION**

CONDITIONS

You are assigned to an installation medical supply activity (IMSA). The reorder point has been penetrated for stocked medical supplies. Necessary materials and references: stock accounting record file, DA Pam 710-2-2, and DA Form 1300-2.

STANDARDS

Compute the reorder point and requisitioning objective. Make all required entries on DA Form 1300-2 without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to DA Pam 710-2-2 and applicable appendix for steps 1, 5, and 7.

- | | | |
|----------------------------------------------------------------------------|---|---|
| 1. Complete the heading of the Computation Card if necessary. | P | F |
| 2. Enter the current month and year on line 1 of the first blank column. | P | F |
| 3. Enter the quantity demanded during the control period (QDCP) on line 2. | P | F |
| 4. Enter the order shipping time in days (OST) on line 3. | P | F |

NOTE: Formula abbreviations in the appendix of DA Pam 710-2-2 in some cases are slightly different than the abbreviations in Chapter 4, DA Pam 710-2-2 and DA Form 1300-2. The abbreviations in the appendix have added "D" for days and "Q" for quantity. The abbreviations mean the same thing. (See Figure 3-1.)

Performance Measures

Results

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| $\frac{\text{OLD} + \text{SLD} + \text{OSTD}}{360} \times \text{QDCP} = \text{ROQ}$ $\frac{\text{SLD} + \text{OSTD}}{\text{OLD} + \text{SLD} + \text{OSTD}} \times \text{ROP} = \text{ROPQ}$ <p> OLD = Operating Level Days OSTD (OST) = Order Shipping Time Days QDCP = Quantity Demanded in the Control Period ROPQ (ROP) = Reorder Point Quantity ROQ (RO) = Requisitioning Objective Quantity SLD = Safety Level Days </p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Figure 3-1

- | | | |
|--------------------------------------------------------------------------|---|---|
| 5. Compute the requisitioning objective quantity (RO). (See Figure 3-2.) | P | F |
|--------------------------------------------------------------------------|---|---|

NOTE: Round to the next highest number.

- | | | |
|------------------------------------------------------|---|---|
| 6. Enter the requisitioning objective quantity (RO). | P | F |
|------------------------------------------------------|---|---|

- | | | |
|----------------------------------------------------------------|---|---|
| 7. Compute the reorder point quantity (ROP). (See Figure 3-3.) | P | F |
|----------------------------------------------------------------|---|---|

NOTE: Round to the next highest number.

- | | | |
|--------------------------------------------|---|---|
| 8. Enter the reorder point quantity (ROP). | P | F |
|--------------------------------------------|---|---|

- | | | |
|-------------------------------------------------|---|---|
| 9. File the Computation Card with DA Form 1296. | P | F |
|-------------------------------------------------|---|---|

REFERENCES:

Required

Related

DA Pam 710-2-2

AR 40-61
 TB 740-10, Appendix M
 AMDF

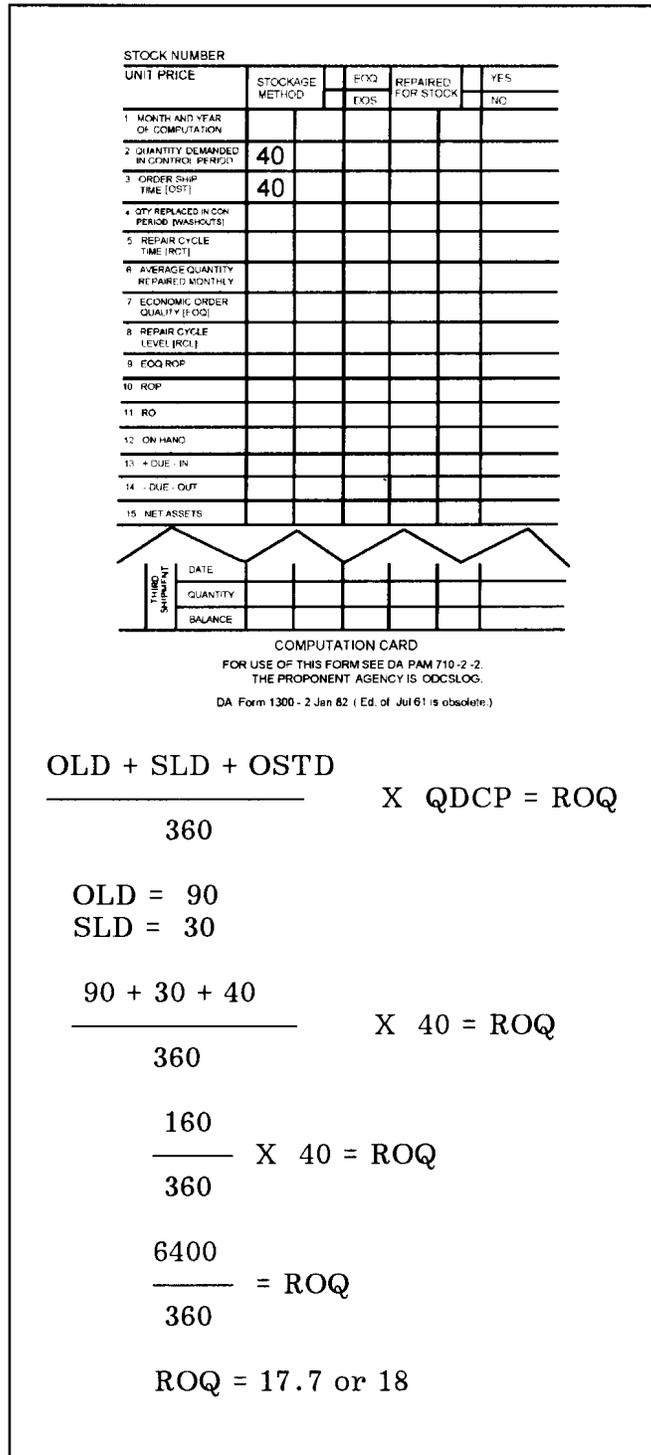


Figure 3-2

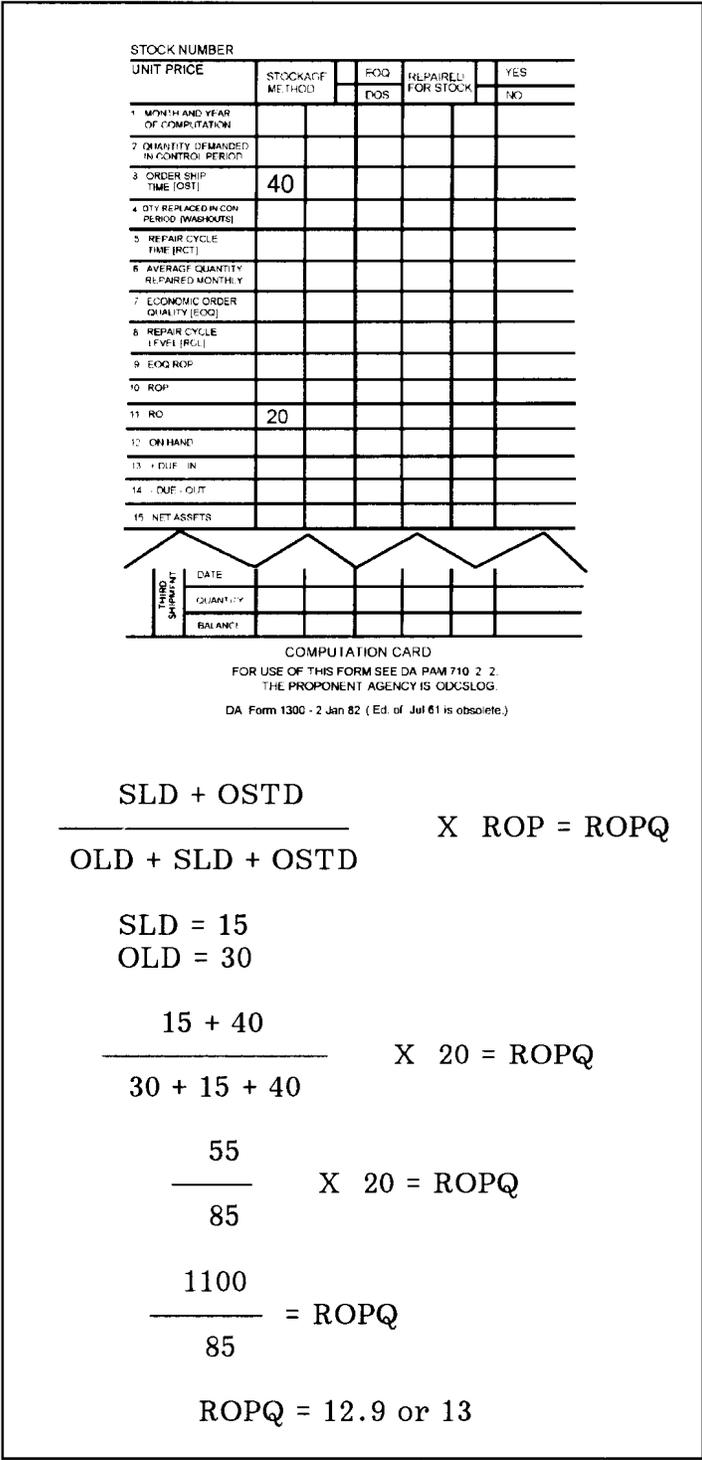


Figure 3-3

081-872-0046

REPORT EXCESS STOCKAGE OF MEDICAL MATERIEL

CONDITIONS

Excess stockage items have been identified. Necessary materials and references: AR 40-61, DD Form 1348 or DD Form 1348M (as appropriate), and an 80 card column keypunch worksheet (optional with keypunch capability).

STANDARDS

Compute the authorized retention levels. Identify and report the reportable excess.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to AR 40-61 for steps 4 through 6.

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Compute the authorized retention levels for subject materiel as necessary. | P | F |
| 2. Subtract the quantity authorized for retention from the quantity on hand. | P | F |
| 3. Multiply the figure obtained in step 2 by the unit price for the item to obtain the total dollar value of the excess found in step 2. | P | F |
| 4. Determine whether the excess materiel meets the dollar criteria for reporting excess. | P | F |

NOTE: If the materiel does not meet the established dollar criteria for reporting IAW ar 40-61, no further action is required.

- | | | |
|---------------------------------------------------------------------------------------------|---|---|
| 5. Select the appropriate agency to which the report of excess materiel should be directed. | P | F |
| 6. Prepare the excess report. | P | F |

a. Prepare DD Form 1348 or 1348M if the materiel is to be reported to Defense Personnel Support Center (DPSC).

NOTE: If the reporting activity has keypunch capability, prepare the 80 card column keypunch worksheet; otherwise, prepare DD Form 1348 manually.

Performance Measures

Results

b. Prepare the excess report in letter format if the materiel is to be reported to US Army Medical Materiel Agency (USAMMA).

c. Prepare DD Form 1348M and a letter if the excess materiel is prepositioned war reserve materiel stock for medical facilities (PWRMS-MF) to be reported to USAMMA. The letter must state that the excess materiel is PWRMS-MF.

7. Transmit the excess report to the appropriate agency. P F

8. File a copy of the report in the suspense file pending disposition instructions for the excess materiel. P F

REFERENCES:

Required

AR 40-61

Related

AR 725-50
 TB 740-10, Appendix M
 DA Pam 710-2-2
 SB 8-75 series

081-872-0041

POST PARTIAL ISSUE OF MEDICAL ITEM (PRE-POST METHOD)

CONDITIONS

Sufficient stock is not on hand to satisfy the full request of a supported activity. Necessary materials: DA Form 1296 and customer's DA Form 2765 or 2765-1.

STANDARDS

The issue is posted to the stock accounting record and the customer's request for issue or turn-in. All required entries are made without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|------------------------------------------------------------------------------------------------|---|---|
| 1. Determine the need for partial issue. | P | F |
| a. Refer to the stock accounting record. | | |
| b. Compare the quantity shown in the BALANCE column to the quantity requested by the customer. | | |
| 2. Post entries to DA Form 1296. | P | F |
| 3. Make the appropriate entries on the customer's DA Form 2765 or 2765-1. | P | F |
| 4. Distribute copies of the request as applicable. | P | F |

REFERENCES:

Required

Related

None

DA Pam 710-2-1

081-872-0042

PREPARE AND POST DUE OUT RECORD FOR MEDICAL ITEMS

CONDITIONS

You are assigned to an installation medical supply activity (IMSA). A partial issue of the items requested by a supported activity has been made and posted to the stock accounting record. You have DA Form 1296 and the customer's DA Form 2765. Necessary materials: blank DA Form 1298.

STANDARDS

Establish a back order record for the unfilled balance of the request. Complete all required entries on DA Form 1298 without error.

TRAINING/EVALUATION

Evaluation Guide

| Performance Measures | Results |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1. Enter the stock number of the item in the block marked STOCK NUMBER at the top of a blank DA Form 1298, if an active DUE OUT RECORD is not on file. | P F |
| 2. Post entries on the topmost available line of the DUE OUT RECORD. | P F |
| 3. File DA Form 1296 in the stock accounting record file with the stock accounting record for this item. | P F |

REFERENCES:

Required

Related

None

DA Pam 710-2-1

081-872-0047

RECORD MEDICAL SUPPLY TRANSACTIONS ON VOUCHER REGISTER

CONDITIONS

Necessary materials: DA Form 272, documents requiring voucher numbers, and Julian date calendar.

STANDARDS

Record medical supply transactions to DA Form 272 and assign a voucher number without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|------------------------------------------------------------------------------------------------|---|---|
| 1. Make all entries in non-erasable ink. | P | F |
| 2. Complete the heading on DA Form 272 if necessary. | P | F |
| a. Enter the activity's DODAAC. | | |
| b. Enter the page number. | | |
| c. Enter the official designation of the supply support activity keeping the voucher register. | | |
| 3. Make entries on DA Form 272. | P | F |

NOTE: Do not record vouchers that result from a customer's request for issue or turn-in on the voucher register.

- a. Enter the Julian date.
- b. Enter the serial number.
- c. Enter the two-digit priority designator from the voucher.
- d. Enter the routing identifier code (RIC) or DODAAC of the activity where the voucher was sent, or from which the voucher was received, if it is a debit or credit voucher.

NOTE: Leave blank if it is an adjustment voucher.

Performance Measures

Results

e. Enter the stock number.

NOTE: If more than one stock number appears on the voucher, enter the first stock number only.

f. Enter the item noun of the first item appearing on the voucher (brief description of the item, one to several words).

g. Enter any further identification of the document being recorded in the REMARKS column such as "cancelled," "rejected," "lost," or "found on installation."

- | | | |
|-----------------------------------------------------------------------|---|---|
| 4. Record the voucher number in the appropriate block of the voucher. | P | F |
| 5. File incomplete vouchers. | P | F |
| 6. File completed vouchers. | P | F |
| 7. Obtain approval for removal of vouchers from the files. | P | F |

REFERENCES:

Required

Related

None

DA Pam 710-2-1

101-517-1806

EDIT A REQUEST FOR ISSUE

CONDITIONS

You have received a request for issue from one of your supported units. You must now edit it for processing. Necessary materials and references: completed request for issue or turn-in, local SOP, AMDF, and Julian date calendar.

STANDARDS

Edit the various fields of information on a request for issue. Correct mistakes when possible. Reject requests back to the unit when mistakes are uncorrectable.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|--------------------------------------------------------------------|---|---|
| 1. Review the request to ensure it has been routed correctly. | P | F |
| 2. Check all entries on the request for accuracy. | P | F |
| 3. Correct entries where possible. | P | F |
| 4. Return the request to preparer when corrections cannot be made. | P | F |
| 5. Check the Julian date to ensure the correct date is used. | P | F |

REFERENCES:

Required

Related

AMDF

AR 725-50
AR 710-2
DA Pam 710-2-2

101-517-2801

APPLY PROCEDURES FOR FOLLOW-UP REQUESTS ON REQUISITIONS

CONDITIONS

You have received from one of your supported customers a request for follow-up pertaining to a requisition for supplies passed on to a supply source. You must process the follow-up request in order to provide the customer with up-to-date status. Necessary materials and references: follow-up request from the customer, the follow-up requisition to the supply source, and AR 725-50.

STANDARDS

Receive and process edited requests for follow-up. Provide customers with up-to-date status within the time frame established in AR 725-50.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to AR 725-50 for step 1.

- | | |
|-------------------------------------------------------------------------------------------------|--------|
| 1. Accept follow-up request only within established time frames and under specified conditions. | P F |
| 2. Ensure the request is in correct format and contains accurate data. | P F |
| 3. Ensure the request is routed to the last known source of supply. | P F |

REFERENCES:

Required

Related

AR 725-50

AR 710-2
DA Pam 710-2-2

081-872-0056

**PREPARE AN INVENTORY ADJUSTMENT REPORT
(IAR) FOR MEDICAL ITEMS**

CONDITIONS

Your unit has completed an inventory and found discrepancies greater than the accepted dollar value allowed per line item. You have been directed to prepare the necessary adjustment document. Necessary materials and references: DA Forms 2000-3, DA Form 1296, DA Form 444, and AMDF.

STANDARDS

Prepare an inventory adjustment report without any errors.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to AMDF for step 1.

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Enter essential elements of data in the correct columns of the report form. | P | F |
| 2. Ensure all computations are accurate. | P | F |
| 3. Enter on the report form remarks that are required and any others remarks directed by the supply support activity (SSA). | P | F |
| 4. File the IAR in the voucher file. | P | F |

REFERENCES:

Required

Related

AMDF

AR 40-61

AR 710-2

DA Pam 710-2-2

**SECTION II
SKILL LEVEL 2 TASKS**

101-521-2151

PREPARE A PROPERTY BOOK

CONDITIONS

Your unit has received property that requires property book accounting. Necessary materials: blank property book pages, orders appointing the property book officer (PBO), applicable authorization documents, files, and property book binder.

STANDARDS

Perform all steps without losing supply accountability for the property.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | | |
|----------------------------------------------------------------------------------|--|---|---|
| 1. Prepare the PBO's accountability statement. | | P | F |
| 2. File the PBO's accountability statement in front of the property book binder. | | P | F |
| 3. File the memorandum appointing the PBO. | | P | F |

NOTE: File appointing correspondence under file number 710-2e. Include letters or memorandum of appointment, revocation, and related information. Destroy 2 years after termination of appointment.

- | | | | |
|---------------------------------------------------------------------------------|--|---|---|
| 4. Enter the required data on the property book pages for all items authorized. | | P | F |
| 5. File pages in the property book. | | P | F |

REFERENCES:

Required

Related

None

AMDF
AR 25-400-2
DA Pam 25-400-2
DA Pam 710-2-1
SB 700-20

101-521-2152

POST TRANSACTIONS TO THE MANUAL PROPERTY BOOK

CONDITIONS

You have received transaction documents that affect the property book. Necessary materials: property records, property book documents, and files.

STANDARDS

Perform all steps without losing property accountability.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|-------------------------------------------------------------------------|---|---|
| 1. Post all transactions that affect balances to the property book. | P | F |
| 2. Post corrections when required. | P | F |
| 3. Remake property book pages when they are torn, mutilated, or filled. | P | F |
| 4. File torn, mutilated, or filled pages in the inactive file. | P | F |

NOTE: Documents containing the description, receipt, and turn-in of property for which the property book officer is accountable should be placed under file number 710-2a. This includes property books; documents showing issues of petroleum products and monthly abstracts of issues; receipts; turn-in slips; inventory adjustment reports; and other documents supporting entries to the property book. Destroy the file after 2 years. The exception is that open document numbers in the supporting document file will be transferred to the current calendar year document file.

- | | | |
|-------------------------------------------|---|---|
| 5. Dispose of pages in the inactive file. | P | F |
|-------------------------------------------|---|---|

NOTE: Items placed in the inactive file, under file number 710-2a, will be destroyed after 2 years except those outlined in step 4.

REFERENCES:

Required

None

Related

AMDF
AR 25-400-2
AR 710-2
DA Pam 25-400-2
DA Pam 710-2-1

101-521-2154

**DETERMINE METHOD OF OBTAINING RELIEF FROM RESPONSIBILITY
FOR LOST, DAMAGED, OR DESTROYED PROPERTY**

CONDITIONS

You have been notified of lost, damaged, or destroyed property. Necessary materials and references: blank adjustment documents and AR 735-5.

STANDARDS

For each lost, damaged, or destroyed item, determine the best method of obtaining relief from responsibility and still maintain accountability.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to AR 735-5 for all steps.

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Determine how to obtain relief from responsibility for lost, damaged, or destroyed hand tools and organizational clothing and individual equipment (OCIE) when liability is admitted, the individual wishes to pay cash, the hand tools are stocked at the self-service supply center (SSSC), and OCIE is stocked at central issue facility (CIF). | P | F |
| 2. Determine how to obtain relief from responsibility for lost, damaged, or destroyed property when liability is admitted, the individual wishes to pay cash, the item does not exceed one month's pay, and the item is not sensitive. | P | F |
| 3. Determine how to obtain relief from responsibility for lost, damaged, or destroyed property when liability is admitted, the individual does not offer a cash payment, the item does not exceed one month's pay, and the item is not sensitive. | P | F |
| 4. Determine how to obtain relief from responsibility for lost, damaged, or destroyed property when liability is admitted, but the item exceeds one month's pay or it is a sensitive item. | P | F |
| 5. Determine how to obtain relief from responsibility for lost, damaged, or destroyed property when liability is not admitted and negligence or misconduct is suspected. | P | F |
| 6. Determine how to obtain relief from responsibility for vehicles damaged in accidents. | P | F |

Performance Measures

Results

- 7. Determine how to obtain relief from responsibility for aircraft lost, damaged, or destroyed by accident. P F

- 8. Determine how to obtain relief from responsibility for discrepancies which are incident to shipment. P F

REFERENCES:

Required

Related

AR 735-5

AMDF
DA Pam 710-2-1
FM 10-14

101-518-2152

DIRECT THE UNLOADING OF SUPPLIES

CONDITIONS

A carrier loaded with supplies has been received. Materials handling equipment is available for unloading the carrier.

STANDARDS

Perform all steps without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|------------------------------------------------------------------------|---|---|
| 1. Plan and coordinate the unloading operation. | P | F |
| 2. Check the condition of incoming supplies for damage or infestation. | P | F |
| 3. Match the receipt document with the supplies. | P | F |
| 4. Direct the moving of supplies to stockage. | P | F |

REFERENCES:

Required

Related

None

DOD 4145.19-R-1
FM 10-15

101-518-2153

CHECK THE PROCESSING OF INCOMING SUPPLIES

CONDITIONS

Incoming supplies are being processed. Necessary materials and references: receiving documents, processed supplies, pen or pencil, DOD 4145.19-R-1, and DA Pam 710-2-2.

STANDARDS

Perform all steps without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to DOD 4145.19-R-1 for step 1 and DA Pam 710-2-2 for steps 2 and 3.

- | | | |
|-----------------------------------------------------|---|---|
| 1. Visually inspect the tally-in of supplies. | P | F |
| 2. Spot-check the entries on the receipt documents. | P | F |
| 3. Spot-check the segregated supplies. | P | F |
| 4. Make on-the-spot corrections as required. | P | F |

REFERENCES:

Required

Related

DOD 4145.19-R-1
DA Pam 710-2-2

TM 38-L32-12

081-872-0034

POST QUALITY CONTROL (MMQC) MESSAGES TO QUALITY CONTROL REGISTER

CONDITIONS

Necessary materials: a locally designed quality control register.

STANDARDS

All quality control messages are correctly recorded on the quality control register. Tracer action is initiated for any missing messages.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

1. Prepare the quality control register to receive entries if applicable.

P F

NOTE: There is no standard form available for use as a quality control register. A locally designed form should be designed using the following as minimum guidelines.

- a. Divide a blank sheet of paper into six or more columns.
- b. Label the columns from left to right respectively:
 - (1) Date Received.
 - (2) Message Number.
 - (3) National Stock Number (NSN).
 - (4) Nomenclature.
 - (5) Action Required.
 - (6) Remarks.

2. Post the data for each quality control message.

P F

- a. Date the message was received in the Date Received column.

Performance Measures

Results

- b. Message number (sequentially) in the Message Number column.

NOTE: If a message is missing, a line is numbered for that message. The remaining entries for that line are completed upon receipt of the missing message.

- c. The NSN for the first item listed on the message in the NSN column.

NOTE: The pharmacy will list each applicable item on the message.

- d. Nomenclature for the first item in the Nomenclature column.

- e. Action required in the Action Required column.

- f. Additional information, if applicable, in the Remarks column.

NOTE: Make entries in any additional columns IAW local SOP.

- 3. Inspect the register for any blank lines or missing messages. P F

- 4. Initiate tracer action through message routing channels for any missing messages if applicable. P F

NOTE: Retain medical material quality control messages on file for at least the current fiscal year and the prior fiscal year.

REFERENCES:

Required

Related

None

AR 40-61

081-872-0045

PREPARE AND MAINTAIN SUPPLEMENTAL RECORDS FOR EXPIRATION DATED ITEMS

CONDITIONS

You are assigned to an installation medical supply activity (IMSA) using manual quality control procedures. You have received potency/expiration-dated items or a quality control message changing the potency expiration date. Necessary materials: quality control file card, blank DA Form 4996-R, and the receipt document for a potency/expiration-dated item.

STANDARDS

Record all necessary information without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|----------------------------------------------------------------------------------|---|---|
| 1. Complete the heading on DA Form 4996-R in ink if applicable. | P | F |
| a. Determine whether the blocks at the top or bottom of the card are to be used. | | |

NOTE: If the card is to be filed in a visible index file, use the blocks at the bottom. If the card is to be filed in a box-type file, use the blocks at the top.

- | | | |
|------------------------------------------------------------------|--|--|
| b. Enter the stock number in the NSN block. | | |
| c. Enter identifying data for the item in the DESCRIPTION block. | | |

NOTE: The blocks marked INSPECTION FREQUENCY, DATE OF LAST INSPECTION, and DATE OF NEXT INSPECTION, are utilized IAW local SOP.

- | | | |
|---------------------------------------------------------------------------------------------------|---|---|
| 2. Enter information from the receipt document onto the topmost available line of DA Form 4996-R. | P | F |
|---------------------------------------------------------------------------------------------------|---|---|

NOTE: If this information was not recorded by the receiving section, obtain it from the label on the item.

- | | | |
|-------------------------------------------------------------------|--|--|
| a. Record the manufacturer's name in the MANUFACTURER column. | | |
| b. Record the manufacturer's lot number in the LOT NUMBER column. | | |

Performance Measures

Results

c. Record the expiration date in the EXPIRATION DATE column.

NOTE: Use a separate line of the same Quality Control Card for each different lot or batch number.

- 3. Annotate on the quality control card a change in the potency expiration date required by a quality control message if applicable. P F
- 4. File DA Form 4996-R in the quality control card file. P F

REFERENCES:

Required

None

Related

AR 40-61
TB 740-10, Appendix M
FSC C-6500 series

081-872-0033

RE-MARK EXPIRATION DATES ON MEDICAL SUPPLIES

CONDITIONS

A quality control message requiring extension of the expiration dates of medical supplies has been received. Necessary materials: USAMMA message and a felt tip marker, pen, and pencil.

STANDARDS

Re-mark expiration dates on the medical supplies without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Identify medical supplies which require extensions of expiration dates. | P | F |
| a. Compare the stock number on the message with the stock number of each medical supply item. | | |
| b. Compare the lot/batch number of each item to the message. | | |
| 2. Draw a line through the original expiration date, leaving the date legible. | P | F |
| 3. Re-mark the new expiration date on each loose unit of issue and intermediate package in the loose issue section close to the original expiration date. | P | F |
| 4. Stencil a warning notice and the authority for the extension on the exterior of the bulk pack if applicable. | P | F |

Exp date extended to (new date)
Warning: Contents must be re-marked
when pack is opened.
Auth: _____

(The authority blank should be filled in with either the SB 8-75 series number or the USAMMA message number or the FDA Project Number, as applicable, printed in ink.

NOTE: If a stencil is not available, use a felt tip pen or ink pen.

Performance Measures

Results

NOTE: Labels may be used but do not cover the lined through original manufacturer's expiration date. Place the label near the original expiration date.

REFERENCES:

Required

Related

None

AR 40-61
SB 8-75 series

081-872-0039

SUSPEND MEDICAL MATERIEL FROM ISSUE/USE

CONDITIONS

You are assigned to the quality control section of an installation medical supply activity (IMSA) using manual quality control procedures. A quality control message directing that stocked items be suspended from issue/use has been received and recorded in the quality control register. Necessary materials: DA Form 444.

STANDARDS

All necessary action is taken to identify, segregate, and suspend the medical materiel from issue/use, without error.

TRAINING/EVALUATION

Evaluation Guide

| Performance Measures | Results | |
|----------------------------------------------------------------------------------------------------------|----------------|---|
| 1. Verify that the message pertains to items on hand. | P | F |
| a. Check the stock number. | | |
| b. Check the manufacturer's name. | | |
| c. Check the lot/batch number. | | |
| d. Check the expiration date. | | |
| 2. Perform the physical segregation and marking of affected materiel as applicable. | P | F |
| 3. Prepare the informal memorandum or DA Form 444 for posting to the stock record account as applicable. | P | F |
| 4. Distribute the informal memorandum or DA Form 444 IAW local SOP. | P | F |
| 5. Submit a negative reply if required or report the quantity suspended as applicable. | P | F |
| 6. File a copy of the suspension document in the quality control suspense file. | P | F |
| 7. Instruct all customers to suspend all designated stocks. | P | F |

REFERENCES:

Required

None

Related

AR 40-61
DA Pam 710-2-1

081-872-0024

REPORT MEDICAL MATERIEL COMPLAINTS

CONDITIONS

Necessary materials and information: SF 380, a complete description of the subject materiel, manufacturer's name and address, a brief synopsis of the events leading to the initiation of the complaint, and the name, rank, and telephone number of the medical or dental officer who initiated the complaint.

STANDARDS

Report all complaints without error within the required time frame.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|-------------------------------------------------------------------------------------------|---|---|
| 1. Compile all information necessary to classify the type of complaint. | P | F |
| 2. Determine the classification of the materiel complaint (Type I, Type II, or Type III). | P | F |

NOTE: A medical or dental officer must make the initial classification of a Type I complaint.

- | | | |
|-------------------------------------------------------------------------------------------------------------------|---|---|
| 3. Report a Type I complaint immediately, by message or by telephone, to Defense Personnel Support Center (DPSC). | P | F |
|-------------------------------------------------------------------------------------------------------------------|---|---|

NOTE: Document the telephonic report on SF 380 and follow up with written confirmation within the required time frame.

- | | | |
|-------------------------------------------------------------------------------------------------------------------|---|---|
| 4. Suspend all items involved in Type I complaints from issue and use. | P | F |
| 5. Determine the appropriate agencies to which the complaint should be forwarded. | P | F |
| 6. Complete the materiel complaint form and prepare sufficient copies for submission to the appropriate agencies. | P | F |
| 7. Forward the materiel complaint to the appropriate agencies identified in step 5. | P | F |
| 8. File one copy in the suspense file. | P | F |

REFERENCES:

Required

Related

None

AR 40-61

081-872-0019

REQUEST EXTENSION OF EXPIRATION DATES ON MEDICAL SUPPLIES

CONDITIONS

You have a list of shelf-life items which are nearing their expiration dates. Necessary references: AMDF and AR 40-61.

STANDARDS

Re-mark the expiration dates on medical supplies without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to AMDF for step 1 and AR 40-61 for step 5.

- | | | |
|---------------------------------------------------------|---|---|
| 1. Eliminate all Type I shelf-life items from the list. | P | F |
|---------------------------------------------------------|---|---|

NOTE: Type I items are nonextendable.

- | | | |
|-----------------------------------------------------------------------------------------------------------------------|---|---|
| 2. Verify the expiration date and lot/batch number for each Type II item by checking the label on each unit of issue. | P | F |
|-----------------------------------------------------------------------------------------------------------------------|---|---|

- | | | |
|--------------------------------------------------------------------------------------------------------|---|---|
| 3. Count the quantity of each Type II item within 180 days of the expiration date by lot/batch number. | P | F |
|--------------------------------------------------------------------------------------------------------|---|---|

- | | | |
|--------------------------------------------------------------------------------------------------------------------|---|---|
| 4. Eliminate all Type II items which, based on the demand history, will be utilized prior to the expiration dates. | P | F |
|--------------------------------------------------------------------------------------------------------------------|---|---|

- | | | |
|---------------------------------------------------------------------------------------------------------------|---|---|
| 5. Eliminate all type II items which do not meet the minimum dollar requirements for a request for extension. | P | F |
|---------------------------------------------------------------------------------------------------------------|---|---|

- | | | |
|-----------------------------------------------------------------------------------------------------------------|---|---|
| 6. Compile the information necessary to prepare a request for extension of expiration dates for eligible items. | P | F |
|-----------------------------------------------------------------------------------------------------------------|---|---|

- | | | |
|------------------------------------------------------------------------------------------------------------------|---|---|
| 7. Prepare a letter or message requesting extension of expiration dates for transmittal to USAMMA as applicable. | P | F |
|------------------------------------------------------------------------------------------------------------------|---|---|

REFERENCES:

Required

AR 40-61
AMDF

Related

SB 8-75 series
TB 740-10, Appendix M

081-872-0018

**PREPARE DESTRUCTION DOCUMENT FOR MEDICAL MATERIEL
(DA FORM 3161)**

CONDITIONS

Medical materiel identified for destruction has been suspended from use and inventoried. Necessary material and information: stock accounting record file, quantity, lot number, name of manufacturer of materiel to be destroyed, method of disposal and method of disposal code, name of supply officer, statement of reason for destruction, blank DA Form 3161, and DA Form 272 or DA Form 2064.

STANDARDS

Complete DA Form 3161 for destruction of medical materiel without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|----------------------------------------------------------------------------------------------|---|---|
| 1. Prepare DA Form 3161 as a voucher for accountability of medical materiel for destruction. | P | F |
| 2. Enter the word DESTRUCTION in block 1 of DA Form 3161. | P | F |
| 3. Enter the unit designation in block 2 of DA Form 3161. | P | F |
| 4. Complete block 12 of DA Form 3161. | P | F |
| a. Enter the item number in column 12a. | | |

NOTE: Enter each item for destruction sequentially, beginning with number 1.

- b. Enter the stock number of each item to be destroyed in column 12b.
- c. Enter the item description for each item to be destroyed in column 12c.
 - (1) Sufficient descriptive data to identify the item.
 - (2) Name of manufacturer.
 - (3) Lot number.
 - (4) Reason or authority for destruction.

Performance Measures

Results

- d. Enter the approved two letter abbreviation to indicate the unit of issue in column 12d.
 - e. Enter the quantity of each item, by unit of issue, to be destroyed in column 12e.
 - f. Enter the method of destruction code in block 12f.
 - g. Enter the unit price for each item in block 12h.
 - h. Enter the total cost of the items to be destroyed in column 12i.
 - i. Leave block 12j blank. This entry will not be made until the completed voucher is posted to the voucher register.
- 5. Prepare the destruction officer's statement and signature block. P F
 - 6. Prepare the witnesses' statement. P F
 - 7. Assign a voucher number to DA Form 3161. P F
 - 8. Make all entries in nonerasable ink or with a typewriter. P F
 - 9. Ensure DA Form 3161 is posted to DA Form 272 or DA Form 2064. P F

REFERENCES:

Required

None

Related

AR 40-61
DA Pam 710-2-2

081-872-0036

SELECT APPROPRIATE METHOD OF DISPOSAL FOR MEDICAL MATERIEL

CONDITIONS

Medical materiel is on hand which has been determined to be unsuitable for issue/use. All pertinent information is available for this materiel to include: the quantity of items to be disposed of, generic nomenclatures, lot numbers, name of manufacturers, and stock numbers if applicable. Necessary references: TG 126.

STANDARDS

The method of disposal must be within guidelines established by TG 126 and the unit's capabilities.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to TG 126 for all steps.

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Determine the method of disposal code for standard medical materiel. | P | F |
| 2. Compile necessary information for transmission to U.S. Army Environmental Hygiene Agency (USAEHA), if the item is nonstandard or not listed. | P | F |
| 3. Contact USAEHA for the method of disposal code for nonstandard medical materiel. | P | F |
| a. Refer to TG 126 for address and telephone number for USAEHA. | | |
| b. Transmit the information compiled in step 2. | | |
| 4. Locate the applicable disposal code definition. | P | F |
| 5. Select a method of disposal from the alternatives listed under the applicable method of disposal code. | P | F |

NOTE: Although several methods of disposal may be described, all of which may be equally suitable in certain situations, consideration must be given to:

- a. Quantity of materiel to be destroyed.
- b. Unique environmental factors.

Performance Measures

Results

- c. Resources available to accomplish the disposal.
- d. Any precautions cited.

REFERENCES:

Required

Related

TG 126

AR 40-61

**SECTION III
SKILL LEVEL 3 TASKS**

101-518-3104

CONTROL PHYSICAL INVENTORIES

CONDITIONS

It is time for a physical inventory. Necessary materials and equipment: personnel to conduct the inventory count, inventory count cards, inventory control listing, and pen and pencil.

STANDARDS

Perform all steps without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|---------------------------------------------------------------------------|---|---|
| 1. Assign personnel to the inventory count team. | P | F |
| 2. Issue inventory count cards to the count team. | P | F |
| 3. Inspect the inventory for completeness. | P | F |
| 4. Account for returned inventory count cards. | P | F |
| 5. Review the inventory count cards for completeness and corrections. | P | F |
| 6. Send the inventory count cards and listing to the accountable officer. | P | F |

REFERENCES:

Required

None

Related

DA Pam 710-2-2
FM 10-15
TM 38-L32-12

101-518-3155

PLAN THE USE OF STORAGE SPACE

CONDITIONS

Your storage facility needs to be set up or reorganized. Necessary materials and equipment: updated authorized stockage list, nonstockage list, building floor plan, ruler, pen, pencil, and paper.

STANDARDS

Perform all steps without error.

TRAINING/EVALUATION

Evaluation Guide

| Performance Measures | Results | |
|-------------------------------------------------------------------------------------------------------------------|----------------|---|
| 1. Determine the space available for storage. | P | F |
| 2. Show the position of structural losses (for example, toilets, posts, pillars, and stairwells) on a planograph. | P | F |
| 3. Show the locations, types, and sizes of storage and support function areas on a planograph. | P | F |
| 4. Indicate the direction and types of aisles on a planograph. | P | F |
| 5. Indicate the net storage space available on a planograph. | P | F |
| 6. Enter the location number for storage rows on a planograph. | P | F |

REFERENCES:

Required

None

Related

DOD 4145.19-R-1
FM 10-15

101-517-4801

PROVIDE SUPPLY ASSISTANCE TO CUSTOMER UNITS

CONDITIONS

The supply support activity (SSA) records show that the rate of supply requests being returned to some customer units for additional data is unacceptable. Necessary records: SSA records concerning rejected supply requests for specific units.

STANDARDS

Provide customers with required data and assistance in determining the authorized documents. Contact customers if entries are not correct or when the document is rejected.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|-------------------------------------------------------------------------------------------|---|---|
| 1. Help the unit select forms and prepare authorized documents for submission to the SSA. | P | F |
| 2. Provide data required to complete entries on authorized documents. | P | F |
| 3. Contact the customer when document entries are corrected. | P | F |
| 4. Provide status to the unit when a document is rejected. | P | F |

REFERENCES:

Required

Related

None

DA Pam 710-2-2
AR 710-2

081-872-0026

EVALUATE MEDICAL SUPPLY PERFORMANCE

CONDITIONS

You are assigned to an installation medical supply activity (IMSA) and have been directed to evaluate customer support. Necessary materials and references: IMSA customer demand data, stock accounting records, location survey results, order and ship time data, warehouse denial data, and AR 40-61.

STANDARDS

Do all steps necessary to calculate performance factors without error. Evaluate support performance. Identify all areas requiring corrective action.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to AR 40-61 for all steps.

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <ol style="list-style-type: none"> 1. Evaluate customer support. <ol style="list-style-type: none"> a. Demand accommodation. b. Demand satisfaction. c. Requisitions in open stock control. 2. Evaluate processing time. <ol style="list-style-type: none"> a. Request processing time. b. Receipt processing time. 3. Evaluate inventory management. <ol style="list-style-type: none"> a. Assets to RO requirements indicator. b. Zero balance rate. c. Uniform materiel movement and issue priority system (UMMIPS) high priority requests/requisition rates. | <p>P F</p> <p>P F</p> <p>P F</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|

STP 8-76J15-SM-TG

Performance Measures

Results

4. Evaluate storage management.

P F

a. Materiel release denial rates.

b. Location accuracy.

REFERENCES:

Required

Related

AR 40-61

None

101-521-4107

CHECK THE ACCURACY OF PRESCRIBED LOAD LIST (PLL) RECORDS

CONDITIONS

Necessary documents and references: unit's PLL records, document register, due-in status file, and DA Pam 710-2-1.

STANDARDS

Verify and check the accuracy of the PLL without losing accountability of repair parts.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to DA Pam 710-2-1 for all steps.

- | | | |
|------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Make sure all items authorized/required by the mandatory parts list (MPL) or demand supported are on the PLL. | P | F |
| 2. Check the accuracy of entries on the RECORD OF DEMANDS--TITLE INSERT. | P | F |
| 3. Make sure that the criteria for additions and deletions are applied. | P | F |
| 4. Check the accuracy of on-hand balances of PLL. | P | F |
| 5. Verify that reviews are conducted and posted. | P | F |
| 6. Make sure the postings made to the document register are correct. | P | F |
| 7. Verify the accuracy of the due-in suspense file. | P | F |
| 8. Verify the posting of the PLL change list and the PLL list. | P | F |

REFERENCES:

Required

Related

DA Pam 710-2-1

AR 710-2
TM 38-L32-11

101-518-3107

REVIEW DISCREPANCY REPORTS

CONDITIONS

You have discrepancy reports to review. Necessary materials: receipt documents, supplies with discrepancies, report in shipment conformation form, discrepancy in shipment report forms, report of item discrepancy form, and pen or pencil.

STANDARDS

Perform all steps without error.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

- | | | |
|------------------------------------------------------------|---|---|
| 1. Review a discrepancy in shipment conformation document. | P | F |
| 2. Review a discrepancy in shipment report. | P | F |
| 3. Review a report of discrepancy. | P | F |
| 4. Forward reports to the appropriate activity. | P | F |

REFERENCES:

Required

Related

None

AR 55-38
AR 735-5

101-525-3010

DEVELOP STORAGE PLANS FOR FIELD STORAGE OPERATIONS

CONDITIONS

Your unit is to be deployed, and you must plan for field storage operations. Necessary materials: map of area where the unit is to be deployed, authorized stockage list (ASL), and pen or pencil.

STANDARDS

Develop the field storage plans and determine what security measures are required in accordance with the performance measures.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

| | | |
|---------------------------------------------------------------------|---|---|
| 1. Develop layout plan for the field storage site. | P | F |
| 2. Develop layout plan for van storage. | P | F |
| 3. Develop layout plan for tent storage. | P | F |
| 4. Develop layout plan for open storage. | P | F |
| 5. Identify the security measures for the field storage operations. | P | F |

REFERENCES:

Required

Related

None

FM 10-15

101-517-3812

CHECK INVENTORY AND ADJUSTMENT PROCEDURES

CONDITIONS

A recent inspection of records at the supply support activity (SSA) found inventory and adjustment procedures below acceptable standards. You must check the procedures. Necessary materials and references: inventory adjustment reports, related voucher file documents, and DA Pam 710-2-2.

STANDARDS

Procedures for location surveys, inventory adjustments to stock records, and reports of survey are initiated within established time frame IAW DA Pam 710-2-2.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

NOTE: Refer to DA Pam 710-2-2 for all steps.

- | | | |
|-------------------------------------------------------------------------------------------|---|---|
| 1. Ensure inventories and location surveys are conducted when required. | P | F |
| 2. Ensure inventories are completed within the established time frame. | P | F |
| 3. Ensure stock accounting records are adjusted as a result of an inventory. | P | F |
| 4. Ensure investigations are conducted and reports of survey are initiated when required. | P | F |
| 5. Make on-the-spot corrections and reports discrepancies. | P | F |

REFERENCES:

Required

Related

DA Pam 710-2-2

AR 710-2

101-517-4804

INITIATE PREINVENTORY PROCEDURES

CONDITIONS

A scheduled inventory is due for the supply support activity (SSA). Necessary materials: start and finish dates for the inventory count and the stock numbers to be inventoried.

STANDARDS

Perform all steps without error.

TRAINING/EVALUATION

Evaluation Guide

| Performance Measures | Results | |
|-------------------------------------------------------------------------------------------------------------|----------------|---|
| 1. Notify customer units of the dates of the inventory. | P | F |
| 2. Notify customer units of transactions that will not be processed routinely during the inventory. | P | F |
| 3. Establish controls to cut off processing of receipt documents. | P | F |
| 4. Check to see that the receipt documents are correctly annotated and the materiel is handled accordingly. | P | F |
| 5. Set controls to cut off processing of materiel release orders. | P | F |
| 6. Check to see that a location survey is made before the inventory is conducted. | P | F |
| 7. Ensure inventory count cards and listings are available for each item being inventoried. | P | F |

REFERENCES:

Required

None

Related

DA Pam 710-2-2
AR 710-2

101-517-3833

**IMPLEMENT WARTIME POLICY FOR ACCOUNTABILITY AT
SUPPLY SUPPORT ACTIVITIES**

CONDITIONS

Your supply support activity (SSA) has been placed in a deployable status. You are directed to implement policies that will ensure a smooth wartime operation.

STANDARDS

Ensure only wartime methods are used when issuing and accounting for supplies.

TRAINING/EVALUATION

Evaluation Guide

Performance Measures

Results

| | | |
|----------------------------------------------------------------|---|---|
| 1. Ensure vouchers have been destroyed after they are posted. | P | F |
| 2. Ensure financial accounting is suspended. | P | F |
| 3. Ensure issues are made primarily by the post-post method. | P | F |
| 4. Use only cyclic inventory procedures. | P | F |
| 5. Ensure reconciliation of customer due-outs is not used. | P | F |
| 6. Ensure all customer turn-ins in any condition are accepted. | P | F |

REFERENCES:

Required

None

Related

AR 710-2
DA Pam 710-2-2

MATRIX: SUPPORTING SKILLS/MOS SPECIFIC SKILLS

CRITICAL TASKS

| SKILL LEVEL 1 | <u>SKILLS</u> | | | | | | |
|---------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | 101-517-1807 | 101-517-1808 | 101-521-1133 | 081-872-0050 | 081-872-0051 | 081-872-0052 | 081-872-0053 |
| 081-872-0037 | X | X | X | | | | |
| 081-872-0054 | X | X | X | | | | |
| 081-872-0038 | X | X | X | | | | |
| 081-872-0055 | X | X | X | | | | |
| 081-872-0035 | X | X | X | | | | |
| 081-872-0017 | | X | X | | | | |
| 101-525-1123 | | | | | | | |
| 101-525-1125 | | | | X | X | X | X |
| 081-872-0049 | X | X | X | X | X | X | X |
| 101-518-2209 | X | X | X | X | X | X | X |
| 101-521-1170 | | | | | | | |
| 081-878-0001 | X | X | X | | | | |
| 101-521-1155 | X | X | X | | | | |
| 101-521-1158 | X | X | X | | | | |
| 101-521-1160 | X | X | X | | | | |
| 101-521-1169 | X | X | X | | | | |
| 101-521-1163 | X | X | X | | | | |
| 101-521-1164 | X | X | X | | | | |
| 081-872-0044 | X | X | X | | | | |
| 101-521-1151 | X | X | X | X | X | X | X |
| 101-521-1152 | X | X | X | X | X | X | X |
| 101-521-1153 | X | X | X | X | X | X | X |
| 101-521-1154 | X | X | X | X | X | X | X |
| 101-521-1157 | X | X | | X | X | X | X |

MATRIX: SUPPORTING SKILLS/MOS SPECIFIC SKILLS

| | <u>SKILLS</u> | | | | | | |
|----------------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | 101-517-1807 | 101-517-1808 | 101-521-1133 | 081-872-0050 | 081-872-0051 | 081-872-0052 | 081-872-0053 |
| 101-521-1159 | | | X | X | X | X | X |
| 081-872-0043 | | X | X | X | X | X | X |
| 081-872-0046 | X | X | | X | X | X | X |
| 081-872-0041 | X | X | X | X | X | X | X |
| 081-872-0042 | X | X | X | X | X | X | X |
| 081-872-0047 | X | X | X | | | | |
| 101-517-1806 | X | X | X | X | X | X | X |
| 101-517-2801 | X | X | X | X | X | X | X |
| 081-872-0056 | X | X | X | X | X | X | X |
| | | | | | | | |
| SKILL LEVEL 2 | X | X | X | X | X | X | X |
| 101-521-2151 | X | X | X | | | | |
| 101-521-2152 | X | X | X | | | | |
| 101-521-2154 | | | X | | | | |
| 101-518-2152 | | | | | | | |
| 101-518-2153 | | | | | | | |
| 081-872-0034 | | | | X | X | X | X |
| 081-872-0045 | | | X | X | X | X | X |
| 081-872-0033 | | | | | | | |
| 081-872-0039 | | | X | | | | |
| 081-872-0024 | | | X | | | | |
| 081-872-0019 | | | X | | | | |
| 081-872-0018 | | | X | X | X | X | X |
| 081-872-0036 | | | | | | | |
| | | | | | | | |

CRITICAL TASKS

GLOSSARY

SECTION I

DEFINITION OF TERMS

Army Training and Evaluation Program (ARTEP). The Army's collective training program that establishes unit training objectives critical to unit survival and performance in combat. They combine the training and the evaluation process into one integrated function. The ARTEP is a training program and not a test. The sole purpose of external evaluation under this program is to diagnose unit requirements for future training.

Battle focus. A process to guide the planning, execution, and assessment of the organization's training program to ensure they train as they are going to fight.

Collective training. Training, either in institutions or units, that prepares cohesive teams and units to accomplish their combined arms and service missions on the battlefield.

Common task. A critical task that is performed by every soldier in a specific skill level regardless of MOS.

Critical task. A collective or individual task determined to be essential to wartime mission, duty accomplishment, or survivability. Critical individual tasks are trained in the training base and/or unit, and they are reinforced in the unit.

Cross training. The systematic training of a soldier on tasks related to another duty position within the same military occupational specialty or tasks related to a secondary military occupational specialty at the same skill level.

Drill. A disciplined, repetitious exercise to teach and perfect a skill or procedure; for example, fire, man overboard, abandon ship, lifeboat, and damage control drills on Army watercraft.

Individual training. Training which prepares the soldier to perform specified duties or tasks related to the assigned duty position or subsequent duty positions and skill levels.

Integration training. The completion of initial entry training in skill level 1 tasks for an individual newly arrived in a unit, but limited specifically to tasks associated with the mission, organization, and equipment of the unit to which the individual is assigned. It may be conducted by the unit using training materials supplied by the school, by troop schools, or by inservice or contract mobile training teams. In all cases, this training is supported by the school proponent.

Merger training. Training that prepares noncommissioned officers to supervise one or more different military occupational specialties at lower skill levels when they advance to a higher skill level in their career management field.

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Mission essential task list. A compilation of collective mission essential tasks which must be successfully performed if an organization is to accomplish its wartime mission(s).

Self-development. Self-development is a planned, progressive, and sequential program followed by leaders to enhance and sustain their military competencies. Self-development consists of individual study, research, professional reading, practice, and self-assessment.

Self-development test. A written test that allows NCO's to measure and guide their growth in skills and competencies they will need as they continue to develop as leaders.

Sustainment training. The provision of training to maintain the minimum acceptable level of proficiency required to accomplish a critical task.

Train-up. The process of increasing the skills and knowledge of an individual to a higher skill level in the appropriate MOS. It may involve certification.

Unit training. Training (individual, collective, and joint or combined) conducted in a unit.

SECTION II

ACRONYMS AND ABBREVIATIONS

| | |
|-------|---------------------------------------------|
| ACWT | average customer wait time |
| ACCP | Army Correspondence Course Program |
| AMDF | Army Master Data File |
| ARTEP | Army Training and Evaluation Program |
| ASL | authorized stockage list |
| ATCCS | Army Tactical Command Control System |
| CBS-X | continuing balance system-expanded |
| CFA | central files area |
| CIF | central issue facility |
| CTA | common table of allowances |
| DODAC | Department of Defense activity address code |
| DOS | days of supply |

| | |
|-------|--------------------------------------------------|
| DPSC | Defense Personnel Support Center |
| ECOD | estimated cost of damage |
| FSC | Federal Supply Classification |
| IAR | inventory adjustment report |
| IAW | in accordance with |
| ICP | inventory control point |
| IL | identification list |
| IMSA | installation medical supply activity |
| LIN | line item number |
| MACOM | major army command |
| MCRL | master cross-reference list |
| METL | mission essential task list |
| MMC | materiel management center |
| MMQC | medical materiel quality control |
| MOS | military occupational specialty |
| MOSC | military occupational specialty code |
| MPL | mandatory parts list |
| MRO | materiel release order |
| MTF | medical treatment facility |
| MTOE | modification table of organization and equipment |
| MTP | MOS training plan |
| NCO | noncommissioned officer |

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| | |
|----------|-----------------------------------------------------------------|
| NIIN | national item identification number |
| NSN | national stock number |
| OCIE | organizational clothing and individual equipment |
| OST | order ship time |
| PBO | property book officer |
| PCU | portable computer unit |
| PLL | prescribed load list |
| POL | petroleum, oils, and lubricants |
| PWRMS-MF | prepositioned war reserve materiel stock for medical facilities |
| QDCP | quantity demanded in the control period |
| RIC | routing identifier code |
| RO | requisitioning objective |
| ROP | reorder point |
| SAR | stock accounting record |
| SCS | stock control section |
| SL | skill level |
| SM | soldier's manual |
| SOP | standing operating procedure |
| SSA | supply support activity |
| SSSC | self-service supply center |
| TAADS | The Army Authorization Document System |
| TAMMIS | Theater Army Medical Management Information System |
| TDA | table of distribution and allowances |

| | |
|--------|-----------------------------------------------------|
| TG | trainer's guide |
| UI | unit of issue |
| UIC | unit identification code |
| UMMIPS | uniform materiel movement and issue priority system |
| UND | urgency of need designator |
| USAEHA | US Army Environmental Hygiene Agency |
| USAMMA | US Army Medical Materiel Agency |

REFERENCES

New reference material is being published all the time. Present references, as listed below, may become obsolete. To keep up-to-date, see the DA Pam 25-30 (FICHE) publications and Extension Training Materials (ETM) catalog DA Pam 350-100. If referenced documents are not available through your unit, borrow them from your post learning center or library.

Required Publications

Army Regulations (AR)

| | |
|-----------|------------------------------------------------------------|
| AR 30-18 | Army Troop Issue Subsistence Activity Operating Procedures |
| AR 40-61 | Medical Logistics Policies and Procedures |
| AR 725-50 | Requisitioning, Receipt, and Issue System |
| AR 735-5 | Policies and Procedures for Property Accountability |

Department of the Army Pamphlets (DA Pam)

| | |
|----------------|----------------------------------------------------------------------------|
| DA Pam 25-30 | Consolidated Index of Army Publications and Blank Forms |
| DA Pam 710-2-1 | Using Unit Supply System (Manual Procedures) |
| DA Pam 710-2-2 | Supply Support Activity Supply System: Manual Procedures |
| DA Pam 738-750 | Functional Users Manual for the Army Maintenance Management System (TAMMS) |

DOD Regulations

| | |
|-----------------|--------------------------------|
| DOD 4145.19-R-1 | Storage and Materials Handling |
|-----------------|--------------------------------|

Field Manuals (FM)

| | |
|----------|----------------------------------------------|
| FM 10-13 | Supply and Service Reference Data |
| FM 10-15 | Basic Doctrine Manual for Supply and Storage |

Supply Bulletins (SB)

| | |
|-----------|------------------------------------------------------------------------------|
| SB 700-20 | Army Adopted/Other Items Selected for Authorization/List of Reportable Items |
|-----------|------------------------------------------------------------------------------|

Technical Guides (TG)

| | |
|--------|----------------------------------------------------------------------|
| TG 126 | U.S. Army Environmental Hygiene Agency (Waste Disposal Instructions) |
|--------|----------------------------------------------------------------------|

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Technical Manuals (TM)

TM 38-L32-12 Functional User's Manual for Direct Support Unit Standard Supply System (DS4) Storage Operations Procedures Divisional and Nondivisional)

Miscellaneous Publications

| | |
|-------------------|---------------------------------------------------------------------------------------|
| AMDF | Army Master Data File |
| ATCCS | Army Tactical Command Control System (ATCCS) Hardware Guide |
| FSC C-6500 series | Federal Supply Catalog Medical Material |
| IL | Federal Supply Catalog Identification List |
| MCRL | Federal Supply Catalog Master Cross-Reference List |
| MIL-STD-129L | Marking for Shipment and Storage |
| TAMMIS | Theater Army Medical Management Information System (TAMMIS) User's Manual |
| USACDA Pam 18-1 | Code Reference Guide for the ARMS Monthly AMDF File, I & S Index, & I & S Group Files |

AMDF and USACDA Pamphlet 18-1 are available from:
US Army Materiel Command and Data Activity
ATTN: AMXCA-BTM
New Cumberland Army Depot
New Cumberland, PA 17070-5010

DA Forms

| | |
|----------------|---------------------------------------------------------------------|
| DA Form 272 | Record of Vouchers to a Stock Record Account |
| DA Form 444 | Inventory Adjustment Report |
| DA Form 1296 | Stock Accounting Record |
| DA Form 1298 | Due Out Record |
| DA Form 1300-2 | Computation Card |
| DA Form 2000-3 | Installation Inventory Count Card |
| DA Form 2063-R | Prescribed Load List |
| DA Form 2064 | Document Register for Supply Actions |
| DA Form 2404 | Equipment Inspection and Maintenance Worksheet |
| DA Form 2407 | Maintenance Request |
| DA Form 2408-9 | Equipment Control Record |
| DA Form 2765 | Request for Issue or Turn-In |
| DA Form 2765-1 | Request for Issue or Turn-In |
| DA Form 3161 | Request for Issue or Turn-In |
| DA Form 3318 | Record of Demands-Title Insert |
| DA Form 4996-R | Quality Control Card |
| DA Form 4998-R | Quality Control and Surveillance Record for TOE Medical Assemblages |

DD Forms

| | |
|----------------|---------------------------------------------------------------|
| DD Form 1348 | DOD Single Line Item Requisition System Document (Manual) |
| DD Form 1348-1 | DOD Single Line Item Release/Receipt Document |
| DD Form 1348M | DOD Single Line Item Requisition System Document (Mechanical) |

Standard Forms (SF)

| | |
|--------|---------------------------------------------------------------------------------|
| SF 380 | Reporting and Processing Medical Materiel Complaints/Quality Improvement Report |
|--------|---------------------------------------------------------------------------------|

Related Publications

Army Regulations (AR)

| | |
|-------------|-------------------------------------------------------|
| AR 25-400-2 | The Modern Army Recordkeeping System (MARKS) |
| AR 55-38 | Reporting of Transportation Discrepancies in Shipment |
| AR 710-2 | Supply Policy Below the Wholesale Level |

Army Training and Evaluation Program

| | |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8-026-30-MTP | Mission Training Plan for Headquarters and Company A/Support Company, Medical Battalion, Light Infantry, Airborne, and Air Assault Divisions |
| 8-027-30-MTP | Mission Training Plan for the Forward Support Medical Company, Medical Battalion, Light Infantry, Airborne, and Air Assault Divisions |
| 8-057-30-MTP | Mission Training Plan for the Medical Company, Main Support Battalion, Heavy Division |
| 8-058-30-MTP | Mission Training Plan for the Medical Company, Forward Support Battalion, Support Command, Heavy Division |
| 8-418-30-MTP | Mission Training Plan for the Medical Department, Veterinary Medicine |
| 8-432-MTP | Mission Training Plan for the Headquarters, Medical Group |
| 8-437-30-MTP | Mission Training Plan for the Medical Company, Support Battalion, Heavy Separate Brigade/Separate Infantry Brigade, and Medical Troop, Support Squadron, Armored Cavalry Regiment |
| 8-456-MTP | Mission Training Plan for the Headquarters, Area Support Medical Battalion |
| 8-457-30-MTP | Mission Training Plan for the Area Support Medical Company |
| 8-485-MTP | Mission Training Plan for the Medical Battalion, Logistics (Forward and Rear) |
| 8-705-MTP | Mission Training Plan for the Combat Support Hospital |
| 8-715-MTP | Mission Training Plan for the Field Hospital |
| 8-725-MTP | Mission Training Plan for the General Hospital (500 Bed) |
| 8-765-30-MTP | Mission Training Plan for the Mobile Army Surgical Hospital |

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Department of the Army Pamphlets (DA Pam)

| | |
|-----------------|--------------------------------------------------------------------------------------|
| DA Pam 25-400-2 | Modern Army Recordkeeping System (MARKS) for TOE and Certain Other Units of the Army |
| DA Pam 351-20 | Correspondence Course Program Catalog |

Field Manuals (FM)

| | |
|-----------|--------------------------------------------|
| FM 10-14 | Unit Supply Operations (Manual Procedures) |
| FM 25-4 | How to Conduct Training Exercises |
| FM 25-5 | Training for Mobilization and War |
| FM 25-100 | Training the Force |
| FM 25-101 | Battle Focused Training |

Soldier Training Publications (STP)

| | |
|----------------|------------------------------------------------------------|
| STP 21-1-SMCT | Soldier's Manual of Common Tasks (Skill Level 1) |
| STP 21-24-SMCT | Soldier's Manual of Common Tasks (Skill Levels 2,3, and 4) |

Supply Bulletins (SB)

| | |
|----------------|--------------------------------------------|
| SB 8-75 series | Army Medical Department Supply Information |
|----------------|--------------------------------------------|

Technical Bulletins (TB)

| | |
|--------------------------|------------------------------------------------------------------------|
| TB 740-10, Appendix M | Quality Control, Depot Storage Standards, Appendix M: Medical Supplies |
|--------------------------|------------------------------------------------------------------------|

Technical Manuals (TM)

| | |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TM 10-3930-638-10 | Operator's Manual for Truck, Forklift, DED, Pneumatic Tire, Articulated Frame Steer, 4,000-lb capacity, Rough Terrain, Army Model MHE-237 |
| TM 10-3930-242-12 | Operator and Organizational Maintenance Manual for Truck, Lift, Fork, Diesel Engine, Pneumatic Tired Wheels, Rough Terrain, 6,000-lb Capacity, 24 Inch Load Center |
| TM 10-3930-645-14&P | Operator's Organizational, Direct Support and General Support Maintenance Manual Including Repair Parts Instruction for Truck, Fork, Lift, Gasoline Engine Driven Pneumatic Tire; 6,000-lb Capacity, 180-inch Lift Height |
| TM 743-200-1 | Storage and Materials Handling |

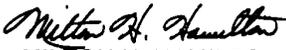
DA Forms

| | |
|----------------|-----------------------------------------------------|
| DA Form 2028 | Recommended Changes to Publications and Blank Forms |
| DA Form 5164-R | Hands-On Evaluation |
| DA Form 5165-R | Field Expedient Squad Book |

STP 8-76J15-SM-TG
23 JUNE 1994

By Order of the Secretary of the Army:

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