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# GPN Quick Reference Guide

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GCSS-MC Procedural Notices

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*Be advised; the GPNs contained within this guide are stripped of information not typically utilized by the common reader (i.e. Originator, "To:", "CC:", etc.) This was done in an effort to create a document that provided a more suitable source for the day to day use of the GPNs. At no time should this guide be utilized as sole source document for GCSS-MC procedural clarification and you are reminded that you should maintain original copies of the GPNs on file and associate them as local publications within your publication control program. All questions concerning policy should first be addressed to your immediate supervisor.*

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## GPN 1-11: SUPPLY REQUISITION MANAGEMENT

REF/A: MCO P4400.150E

REF/B: MCO P4790.2C

REF/C: CMC MESSAGE 081417Z APR 11

REF/D: SECNAV M-5210.1

1. **PURPOSE.** The purpose of Global Combat Support System-Marine Corps (GCSS-MC) is to enable streamlined processes and provide accurate, near real-time information both in garrison and in deployed environments. This allows commanders, logistics planners, and operators to make decisions about their supply chain based on reliable information. As the Marine Corps transitions from legacy supply and maintenance systems (SASSY/MIMMS/ATLASS) to GCSS-MC, we must standardize procedures across the enterprise.

2. **SITUATION.** The GCSS-MC electronic purchase requisition is an internal procedure that begins the procurement process. Unlike sassy, the electronic purchase requisition serves as a request for purchase and contains relevant information including description of items to be purchased, Delivery address, budget coding information, and the appropriate spending authorizations. Therefore, it is important that we clarify and standardize procedures for the management review of requisitions within GCSS-MC throughout the Marine Corps.

3. **MISSION.** Effective immediately, supply activities will incorporate the GCSS-MC requisition management procedures outlined in this message.

4. **EXECUTION.**

4.a. **INTENT.** Implement Marine Corps wide GCSS-MC requisition management procedures and standards.

4.a.1. **METHOD.** Apply processes, principles, and procedures developed by the Field Supply Maintenance Analysis Office until such time that a GCSS-MC Supply and Maintenance Management Manual is developed.

4.a.2. **END STATE.** Standardize GCSS-MC requisition management Marine Corps-wide.

4.b. **CONCEPT OF OPERATIONS.**

4.b.1. **REQUISITIONS REQUIRING MANAGEMENT ACTION.** Requisitions that require management review and action are displayed in the document action folder. The document action folder can be accessed by navigating through the custom form > document management folders. You must ensure that the action radio button is selected at the document form. This will enable requisitions, requiring management review and action, to populate for assessment.

4.b.1.a. **Examples** of requisitions that populate requiring assessment and action are: Materiel Order Validation (MOV) reviews; requisitions that have received cancellation status from a Source of Supply (SOS); or active requisitions where the estimated ship date expired or did not correlate with the priority code and required delivery date (RDD).

4.b.1.b. GCSS-MC is a real time system; therefore, supply management personnel must review the document action folder multiple times a day and execute the appropriate action.

4.b.2. REQUISITION VALIDATION. The requisition validations between SASSY and MIMMS are no longer required since both the DASF and Maintenance Production Report (MPR) within GCSS-MC are generated from the same requisition management information source.

4.b.3. SUPPLY MANAGEMENT ACTION. A validation must still occur between supply activities and their supporting customers to ensure requirements placed on order are valid or required management actions are executed (i.e., customer requested cancellations, requisition modification, or, required follow-up action). The process is as follows:

4.b.3.a. **The Requisitioner (customer)** creates a task for a requisition cancellation, follow-up, modification, or other validation, in the existing service-request-form as a new task using task-type-transaction-status and on the subject title, to indicate validation-request.

4.b.3.b. The **supply section** will review the transaction-status task and take the appropriate action based on the last known status from the supply source.

4.b.3.c. The **supply section** will reassign the transaction-status-task back to the originating customer indicating the supply management action taken.

4.b.3.d. The **requesting customer** will close the task, if satisfied, with the supply management actions taken. These procedures will ensure that an electronic audit trail is maintained for all requisitions created within GCSS-MC.

4.b.4. REQUISITION RECEIPT. The using unit issue point is responsible for receiving, processing, and issuing all incoming materiel. The DOD single line item release/receipt document (DD form 1348/1) is used by the supply management unit, the Marine Corps inventory control points (Albany and Barstow), the Defense Logistics Agency (DLA), the Government Service Administration (GSA), and by all commercial corporations/companies doing business with the U.S. Government when shipping or delivering items that have been requisitioned by Marine Corps supply activities.

4.b.4.a. When materiel is received at the using unit issue point, it will be verified against The DD form 1348/1 to ensure the item received corresponds to the item listed on the DD form 1348/1.

4.b.4.b. The using unit receiving clerk will annotate the physical quantity received, sub-inventory, locator, sign, and date the DD form 1348/1. If the condition is anything other than condition code alpha, the received materiel condition code will be annotated for further materiel qualification processing.

4.b.4.c. The annotated DD form 1348/1 will be forwarded to the requisition clerk for processing. It is important that a copy of the DD form 1348/1 be securely attached to the materiel to ensure the identity of the materiel is retained.

4.b.4.d. The requisition clerk will process a receipt transaction Document Identifier Code (DIC) (D6T) for the quantity received and annotate 'D6T' and the Julian date on DD form 1348/1.

4.b.4.e. The annotated DD form 1348/1 shipment document will be returned to the unit issue point and attached to the materiel. Every effort will be made to immediately process the receipt and issue the materiel to the Requisitioner.

- 4.b.4.f. Upon issue to the requisitioning activity, the supply issue point clerk will verify that the individual is authorized to receive and sign for materiel for that activity.
- 4.b.4.g. The requisitioning activity representative will sign and date the original shipment document.
- 4.b.4.h. The supply issuing clerk will record a confirmation of receipt (COR) in GCSS-MC.
- 4.b.4.i. The signed DD form 1348/1 will be filed, in document number sequence, in the supply Proof of Delivery (POD) file. The DD form 1348/1 will be retained for a period of for two years from date of receipt IAW reference A and D. Signed PODs should reflect and support the receipt Information found in GCSS-MC.
- 4.b.4.j. Supply activities will receipt for requisitions into the appropriate commodity stage Sub-inventory (i.e., MT\_STAGE).
- 4.b.4.k. When materiel is issued, it becomes the responsibility of the **requesting activity** to perform a sub-inventory transfer from the stage location to the desired layette or PEB location.
- 4.b.4.l. As the customer becomes materially independent from the issue point, it is important that **maintenance activities perform materiel debriefs** on all parts consumed during maintenance activities to consume and decrement layette/PEB inventory.
- 4.b.5. CONFIRMATION OF RECEIPT (COR) FROM THE REQUESTING ACTIVITY. The COR is utilized to register that the requisition was received by the requesting customer.
- 4.b.5.a. The COR will be transacted by **supply personnel** within GCSS-MC once the customer signs for the item.
- 4.b.5.b. The COR will include the **rank, last name, and initial(s)** of the person who received the materiel in the comments field.
- 4.b.5.c. The COR will not decrement or consume the on-hand.
- 4.b.6. SUPPLY DISCREPANCY REPORTING (SDR). IAW ref c, all SDR submissions will be processed via the product deficiency reporting and evaluation program (PDREP) web-portal. Supply personnel will record the SDR and requisition tracer action taken within the GCSS-MC service request module.

## GPN 2-11: MANAGEMENT OF EQUIPMENT TEMPORARY LOANS

REF/A: MCO P4400.150E

REF/B: MCO P4790.2C

REF/C: TM 4700-15/1H

1. SITUATION. The Global Combat Support System-Marine Corps (GCSS-MC) asset tracking management capabilities provides tracking, visibility and control of dispersed assets from an Accountable Officer, Responsible Officer, or Responsible Individual. Specifically, the issue or temporary loan tracking capability of GCSS-MC automatically synchronizes the location of assets assigned to provide accurate equipment accountability and visibility (EAV). This achieves a single source for visibility of enterprise asset ownership and location by serial number or unique item identification level.

2. MISSION. Establish mandatory procedures for the management of temporary loan equipment within GCSS-MC.

3. EXECUTION. Effective immediately, supply activities will incorporate the procedures identified in this message to ensure compliance with the temporary loan policy identified within the references.

4. PURPOSE.

4.a. INTENT. Implement Marine Corps-wide GCSS-MC equipment temp loan procedures and standards.

4.a.1. METHOD. Apply processes, principles, and procedures developed by the Field Supply and Maintenance Analysis Office (FSMAO) until such time that a GCSS-MC supply and maintenance management manual is developed.

4.a.2. END STATE. Standardize GCSS-MC equipment temp loan procedures Marine Corps-wide.

4.b. CONCEPT OF OPERATIONS.

4.b.1. The temporary loan of organic property to external organizations is neither desired nor encouraged, but, is sometimes necessary to ensure operational readiness. As a general rule, a temporary loan of organic equipment will be made for **30 days** and can be extended up to **120 days**. If equipment is required beyond **120 days**, the commands involved will affect the transfer of equipment as directed by its major subordinate command (MSC) in accordance with para 2001.7 and para 5011 of REF A.

4.b.2. Commanders with supply activities transacting in GCSS-MC will execute and manage the temporary loan of equipment within GCSS-MC. It is important that the unit and person receiving the temporary loan equipment be registered in GCSS-MC.

4.b.2.a. Unit providing the temporary loan equipment. The command providing the equipment will retain ownership of the equipment within the GCSS-MC install base along with the applicable Consolidated Memorandum Receipt (CMR), Responsible Officer (RO), and Accountable Officer (AO) information.

4.b.2.b. Within the GCSS-MC install base, add the party relationship sub-custody with the name, rank, and telephone number of individual taking possession of equipment.

4.b.2.c. Add the start date party relationship of the sub-custody.

4.b.2.d. Re-assign equipment status to loaner. Attach the property receipt documents (signature document), authorization, etc., to 'notes' section of the item instance.

4.b.2.e. A GCSS-MC **service request** will be opened on the equipment being temporarily loaned to capture the Joint Limited Technical Inspection (JLTI) as directed in para 3002.13b of REF B and TM 4700-15/1h pages 1-5. The service request problem summary should state '**JLTI for temp loan**' to DODAAC MXXXXX. Where MXXXXX appears, input the DODAAC of the receiving unit. The service request notes should identify the name, rank, and telephone number of the individual who will be accepting the equipment.

4.b.2.f. **Once the JLTI is complete**, the JLTI task and service request will be **closed**. The purpose of the JLTI service request is to capture the condition of the equipment when loaned.

4.b.3. Units receiving temporary loan equipment are responsible for returning loaned equipment and material in serviceable condition. This includes the repair or replacement of damaged sl-3 components.

4.b.4. RETURNING TEMPORARY LOAN EQUIPMENT. **Returning units** will open a **service request** on the equipment loaned, with a joint limited technical inspection being performed prior to return.

4.b.4.a. The service request problem summary should state '**JLTI return from temp loan**' to MXXXXX. Where MXXXXX appears, input the DODAAC of the original owning unit. The service request notes should identify the name, rank, and telephone number of the individual who will be accepting the returning equipment.

4.b.4.b. **Once the JLTI is complete** the JLTI task and service request is **closed**. The purpose of the JLTI service request is to record the return and equipment condition as a matter of record for

4.b.4.c. When equipment is returned, the lending unit will execute an end date sub-custody party relationship in the GCSS-MC install base and update the item status from loaned to 'latest'.

4.b.5. Supply activities will ensure that active temp loans are reconciled monthly and the status accurately identified within GCSS-MC.

## GPN 3-11: PARTS REQUIREMENT TASK IN PLACE OF EROSL

REF/A: MCO P4790.2C

REF/B: TM 4700-15/1H

REF/C: UM 4400-124

REF/D: UM 4790-5

REF/E: MCO 4400.16H

REF/F: MCO 4450.7E

1. SITUATION. The functionality of GCSS-MC eliminates or alters the preparation, filing, and; disposition of various general use forms and records for Marine Corps ground equipment.

2. MISSION. To provide amplifying instructions regarding the preparation, filing, and disposition of a GCSS-MC parts requirement form in place of a MIMMS equipment repair order shopping list (EROSL).

3. EXECUTION. Effective immediately, unit commanders will incorporate the procedures contained herein.

4. COORDINATING INSTRUCTIONS. All units using GCSS-MC will comply with the standards outlined in this message.

5. GENERAL INFORMATION. REF A remains in effect, except where modified by this message. The general use forms/records in REF B affected by this message is the NAVMC 10925 EROSL.

6. PURPOSE.

6.a. The GCSS-MC parts requirement form on a task eliminated the EROSL as a MIMMS data entry form and item/parts requisitioning document. Maintenance management information is entered directly into GCSS-MC. Associated item/parts requisitioning are achieved within GCSS-MC by identifying required materials in a parts requirement form.

6.b. Functionality. The parts requirement form is an element of a service request task. **Priorities from a service request task** are auto populated onto the parts requirement form. If a service request task is upgraded to a higher priority, GCSS-MC will provide a warning that the service request will also be upgraded and will require a work re-approval.

**Note: A priority upgrade/downgrade of a task does not automatically upgrade/downgrade the associated open requisitions previously submitted on the parts requirement form. The maintenance commodity must request that the units supply section access document management in order to modify the priorities of the requisitions.**

7. PREPARATION INSTRUCTIONS.

7.a. The individual steps and procedures for properly creating a service request parts requirement task are available through the User Productivity Kit (UPK), GCSS-MC scheduled training, and the training provided on the GCSS-MC web site titled "on line training".

**Note: The UPK training module incorrectly directs' the user to open a separate supply task for submission of a parts requirement. Parts requirements must be made under the associated**

**maintenance task in order to properly populate an operational status to the maintenance task. It is not possible to populate an operational status to a supply task.**

7.b. Advice Codes/Job Order Numbers (JON)/Required Delivery Dates (RDD)/Signal Codes and NMCS indicators: these date elements are still used within GCSS-MC. Users will refer to references A through E, and local SOPs for application of these data points.

**Note: NMCS indicators do not currently have a data entry field in GCSS-MC. However, NMCS indicators of n or e may be entered in the RDD field per REFs B and E. In no instance will the RDD field be left blank.**

#### 8. SPECIAL INSTRUCTIONS.

8.a. FUNDING APPROVALS. Once the parts requirement has been verified as funds available by the fiscal approver; the fiscal approver will submit the requisitions via the create order button on the parts requirement form. Only those individuals with authority to commit funds have access to the create order button. If the fiscal approver rejects the parts requirement, they must notify the requestor. An explanation will be entered into the notes field of the service request citing reason for disapproval. If the disapproval is based on short funds, the service request owner will change the status of the service request to SHT FUNDS and save.

8.b. LAYETTE SUB INVENTORY/LOCATOR MANAGEMENT. Unit supply will receipt for requisitioned items and place them into the maintenance commodities stage sub-inventory. Once the items are signed for and physically moved from the units supply issue point to the commodity section, it is the responsibility of the **maintenance commodity section** to sub-inventory transfer the items from the stage sub inventory to the appropriate layette sub inventory/locator. The GCSS-MC sub-inventory/locator numbering system will be in accordance with para 2005.3 (for non-deployable) and 2005.4 (for deployable locators) of REF F. **At a minimum, every two weeks**, these sub-inventory layettes will be reconciled against the service request to ensure strict accountability of parts.

8. c. MATERIAL DEBRIEF. Items in the maintenance commodity stage sub inventory will be electronically transferred into the layette sub inventory/locator. The **maintenance commodity section** will debrief parts from the layette sub inventory/locator as they are applied in support of the maintenance task. All parts must be **properly debriefed** prior to the closure of a service request.

9. FILING. Parts requirement history captured by GCSS-MC will remain attached to the PEI instance data for the life of the equipment. This eliminates the requirement to file paper copies in the equipment records.

## GPN 1-12: EQUIPMENT AND ANCILLARY ITEM TRANSFERS (Revision)

REF/A: MCO P4400.150E

REF/B: SECNAV M-5210.1

REF/C: OMB CIRCULAR A-123

1. SITUATION. The purpose of gcss-mc is to streamline processes and provide accurate, near real-time data both in garrison and deployed environments. Enhanced enterprise-wide visibility of data allows commanders, logistics planners, and operators to make decisions about their supply chains based on reliable information.

1.A. This message supersedes MSG with date time group 111951Z JAN 12, "GCSS-MC PROCEDURAL NOTICE 1-12: EQUIPMENT AND ANCILLARY ITEM TRANSFERS".

2. MISSION. Marine forces will execute standardized procedures for processing equipment transfers (formally Z2M redistributions, D7P rollbacks, and D7J disposals) within GCSS-MC.

3. EXECUTION. Effective immediately, supply activities will incorporate the transactional procedures contained in Enclosure (1) concerning equipment transfers in GCSS-MC.

4. ADMINISTRATION AND LOGISTICS.

4.A. Strict adherence to these procedures is necessary to ensure accurate equipment accountability, reporting and compliance with DOD financial improvement and audit readiness (FIAR) as defined in the references.

4.B. Using unit to using unit transfers. Unless directed by HQMC, using units are not authorized to transfer installed base tracked items directly from their installed base to another unit's installed base via the mass edit process. Only the IIP is authorized to transact utilizing this process.

4.C. Equipment transfer process. The standardized process of transferring equipment between organizations is executed utilizing the service request (SR) and the 3-part shipping process (release sales order, transact move order, ship confirm). Using units are not authorized to transfer items between organizations via the material redistribution form at this time.

4.D. Issues to Defense Logistics Agency Disposition Services (DDS) formerly known as DRMO/DRMS. Intermediate and using unit supply activities will utilize the material redistribution form to conduct issues to disposal. Some of the previously existing functionality flaws with the interfaces and reports related to material redistribution form have been patched. A GCSS-MC knowledge base module has been created to train users on the utilization of this method for executing requirement to utilize this capability for issues to DDS.

4.D.1. SUMMARY OF CHANGES AFFECTING DDS TRANSACTIONS.

4.D.1.A. DDS issues with the process mode set as 'pick, pack, and ship' will decrement the shipper's inventory, set install base status to 'in-transit', set 'sold to' party relationship to receiver, and set 'owner's' relationship to receiving DDS activity. In the installed base, the user must manually set the lb item instance to 'retired' upon physical issue to DDS.

4.D.1.B. DDS issues set as 'pick' and 'pick and pack' will populate on the shippers due-out document management until ship confirm is completed. Selecting either of these process modes requires the user to complete the shipping process manually via shipping transactions.

Assets with incomplete shipping actions will remain on hand in perpetual inventory; the LB record is locked from updates, and the SDN remains resident in the 'due-out' section of document management.

4.D.1.C. Issues to DDS will create a DI code of a5j, as3 and will close the document management record via Confirmation of Receipt (COR) upon induction. A5J and A53 transactions pass to DLA-TS while the COR is internal to GCSS-MC.

4.E. Documentation and DOD shipping standards. Retain proof of delivery documents for a period of 2 years from the date the transaction was executed IAW REF (B).

## STEPS FOR TRANSFERRING EQUIPMENT

The method used for equipment transfers is dependent on the level of retail supply activity (intermediate or using unit) performing the transfer and equipment location (installed base or perpetual inventory). For the purpose of these instructions, an intermediate supply activity is synonymous with the Initial Issue Provisioning (IIP) activities.

### Initial Issue Provisioning Activities

The intermediate IIP activities will utilize the following capabilities for the following material/equipment transfers in GCSS-MC:

1. Installed Base Assets Residing in IB. For equipment residing in Installed Base (due to configuration or other reasons), the IIP will utilize the mass edit form to reassign the ownership of the equipment from the IIP to the receiving using unit supply activity.
  - a. The IIP will ensure coordination with the receiving Using Unit supply activity before transferring equipment.
  - b. To streamline the process, the mass edit transaction will be prepared and saved prior to the Using Unit supply activity accepting the equipment without actually executing the process.
  - c. The mass edit form does not provide a system-generated chain of custody issue release/receipt document (DD form 1348-1A) to support an electronic audit trail for equipment being transferred. Therefore, the IIP must prepare a local DD 1348-1A citing the required chain of custody information (transaction ID, NIIN, Serial Number, nomenclature, quantity, receiving Using Unit information to include signature, and any additional information required (i.e. serial number acceptance statement or MSDS hazmat statement).
  - d. The IIP will execute the mass edit form while the Using Unit representative is present. Once the mass edit form is processed, the IIP representative will enter the transaction identification number (IDN) in block 24 of the DD 1348-1A. The Using Unit representative will sign the DD1348-1A. The IIP representative will distribute one copy of the DD 1348-1A to the Using Unit representative and file the original in the proof of delivery file in national (or NATO) item identification number (NIIN) sequence and by transaction IDN within NIIN sequence.
  - e. Upon receipt of the equipment, the Using Unit supply activity will assign the Accountable Officer (AO), responsible officer (RO), and subordinate unit code (SUC) to the item instances for Table of Authorize Materiel Number (TAMCN) assets received from the IIP.
2. Installed Base Assets Residing in Perpetual Inventory. Assets residing in perpetual inventory that have not been inventory transferred to the IB. IIP will transfer these assets to the Using Unit supply activity utilizing the service request, charges line, and three-part shipping process (release sales order, transact move order, ship confirm). The charges line does not create a purchase order thus; the receiving unit only needs to transact a Confirmation of Receipt (COR). The COR will update the IB owner to the receiving unit and close the SDN. This keeps the asset out of the receiving unit's perpetual inventory by eliminating the D6T requirement. Service request process:
  - a. Open a 'supply' type service request. Input the Using Unit supply activity's information in the service request header. In the problem summary field, indicate the action being executed and the

department of defense activity address code (DODAAC) of Using Unit activity the item is being shipped to (i.e. 'spares issue from IIP to M13001' and if applicable the project code).

b. Attach a copy of the authorization placing the equipment into operational service within the MEF to the service request.

c. Create a charges line and input the NIIN and the quantity of the item being transferred to the Using Unit supply activity. Note: multiple line items can be inserted on the charges line as long as the receiving Using Unit supply activity remains the same. A resulting document identifier code (DIC) transaction A01 will build a due-in on the receiving Using Unit activity's due and status file (DASF).

d. Press the submit button at the bottom of the charges line and capture the resulting sales order number. The sales order number will be required to execute the shipment process.

e. To streamline this process, the service request can be pre-populated and saved prior to the Using Unit representative picking up the equipment as long as the charges are not submitted. When the Using Unit representative accepts the equipment, submit the charges and ship the material.

f. Receiver will submit a COR to close the SDN on document management and then assign the AO, RO, and SUC values.

3. Perpetual Material Transfers. Material that is not IB tracked and SECREPs will be transferred from the IIP to the Using Unit supply activity utilizing the service request, parts requirement and three-part shipping process (release sales order, transact move order, ship confirm). Charges line cannot be utilized as it does not create a purchase order for the receiver to process a D6T adding the material into perpetual inventory. The receiving unit is responsible for creating the service request, task, and parts requirement. The parts requirement MUST override the SOS to the shipping activity. Service request process:

a. The receiver opens a 'supply' type service request. Input the Using Unit supply activity's information in the service request header. In the problem summary field, indicate the action being executed and the department of defense activity address code (DODAAC) of Using Unit activity the item is being shipped to (i.e. 'Spares issue from IIP to M13001' and if applicable the project code).

b. Attach a copy of the authorization placing the equipment into operational service within the MEF to the service request.

c. Create a task via 'task template'. Select the 'supply' template and indicate the group owner.

d. Create a parts requirement. Input the NIIN and the quantity of the item being transferred from the IIP to the Using Unit supply activity. Note: multiple line items can be inserted on the parts requirement form as long as the receiving Using Unit supply activity remains the same.

e. Over ride the SoS to the DoDAAC of the IIP and save. Save prior to submitting. Ensure the SoS does not change back to the unit's original sourcing rule. If so, input the DoDAAC of the IIP again and save. Do not submit the transaction unless the DoDAAC is that of the IIP. Failure to over ride will cause a requisition to be created to the SoS.

f. Press the create order button at the bottom of the form. Notify the IIP of the requisition in the system.

g. IIP will ship the material

*IIP Transfer Decision Table*

<b>Transfer Condition:</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Item is TAM controlled</b>	<b>Y</b>	<b>Y</b>	<b>N</b>
<b>Item is in perpetual inventory</b>	<b>Y</b>	<b>N</b>	<b>Y</b>
<b>Transfer utilizing Mass Edit</b>		<b>X</b>	
<b>Transfer utilizing Service Request Charges + 3 Part Shipping Process</b>	<b>X</b>		
<b>Transfer utilizing Service Request Parts + 3 Part Shipping Process</b>			<b>X</b>

### Using Unit Supply Activities.

Using Unit supply activities transferring equipment will always execute the transfer of items from the perpetual inventory sub-inventory. The method of transferring equipment and material remains consistent regardless of type of transfer (rollback or redistribution). The only authorized method of transferring equipment and material from one supply activity to another is the service request with the receiving unit's information in the service request header.

#### 1. Transferring TAMCN Assets (other than issues to disposal) or transferring perpetual inventory material to agencies/activities outside GCSS-MC

a. Prior to transferring equipment between supply activities, the equipment must be resident in perpetual inventory. Coordinate with receiving activity as required. Move the equipment from the installed base to the appropriate perpetual subinventory (01A: serviceable) via the inventory transfer form.

b. Open a 'supply' type service request. Input the receiving activity's information in the service request header. In the problem summary field indicate the action being executed and DODAAC of the receiving activity (i.e. 'TRANSFER/REDISTRIBUTION EXCESS TO HQBN M13001'; 'ROLLBACK/DISPOSITION TO ALBANY MMSA01')

c. Create a charge line and input the NIIN and quantity of the item being transferred to the receiving supply activity. Note: multiple line items can be input on the charge line as long as the receiving supply activity (DODAAC) remains the same. A resulting A01 will build a due-in on the receiving Using Unit activity's DASF (not applicable to organizational systems outside the Marine Corps primary logistics systems (i.e. Oshkosh or MCLC's stock control system).

d. Press the submit button at the bottom of the charges line and capture the resulting sales order number in order to execute the shipment.

e. Execute the three-part shipping process (see below).

f. Print the applicable DD 1348-1A. Enter the transaction ID in block 24 under the standard document number on the DD 1348-1A. The receiving supply activity will sign the dd 1348-1a. The issuing Using Unit representative will provide one copy to the receiving supply activity and file the original (the signed DD 1348-1A can be scanned and attached to the corresponding service request).

g. Actions required by the receiving supply activity. The receiving unit will process a confirmation of receipt (COR) via the document management application. Assign the AO, RO, and SUC. If applicable, all documentation affecting the corresponding consolidated memorandum receipt (CMR) will be filed in TAMCN sequence for that quarter's CMR

#### 2. Transferring perpetual assets to another GCSS-MC unit. Equipment residing in perpetual inventory will be transferred from the shipper to the receiving activity utilizing the service request and three-part shipping process (release sales order, transact move order, ship confirm). The receiving unit is responsible for creating the service request, task, and parts requirement. Service Request process:

a. The receiver opens a 'supply' type service request. Input the Using Unit supply activity's information in the service request header. In the problem summary field, indicate the action being executed and the department of defense activity address code (DODAAC) of Using Unit

activity the item is being shipped to (i.e. 'Spares issue from M11140 to M13001' and if applicable the project code).

b. Attach a copy of the authorization or request if applicable.

c. Create a task via 'task template'. Select the 'supply' template and indicate the group owner.

d. Create a parts requirement. Input the NIIN and the quantity of the item being transferred from the shipper to the receiving supply activity. Note: multiple line items can be inserted on the parts requirement form as long as the receiving Using Unit supply activity remains the same.

e. Over ride the SoS to the DoDAAC of the shipping activity and save. Save prior to submitting. Ensure the SOS does not change back to the unit's original sourcing rule. If so, input the DoDAAC of the shipping activity again and save. Do not submit the transaction unless the DoDAAC is that of the shipping activity. Failure to over ride will cause a requisition to be created to the SoS.

f. Press the create order button at the bottom of the form. Notify the shipping activity of the requisition in the system.

g. Shipping activity will ship the material

### 3. Sending assets to disposal.

a. Prior to transferring equipment to DDS, the equipment must be resident in perpetual inventory. If the item resides in IB, end date the AO, RO, and SUC values. Move the equipment from the Installed Base to the appropriate perpetual sub-inventory (01F: unserviceable) via the inventory transfer form.

b. Access the Material Redistribution Form. Input shipping AAC in 'From AAC' field and destination DDS activity in the 'To AAC' field. Input the priority and RDD. Select the Process Mode. Note that Pick, Pack, and Ship is the default which will execute the entire 3 -part shipping process. Any selection other than the default will require the user to manually complete the shipping process.

c. Input the NIIN, quantity, sub-inventory, location and serial number of the assets going to disposal. Note that multiple line items can be inputted as long as the destination AAC remains the same. Once complete, click the 'Transact' button.

d. Print the resulting DD1348 and execute disposal appointment

e. After the asset is accepted at DDS and the item is IB tracked, retire the item in Installed Base

f. File the original signed DD 1348-1A

*Using Unit Transfer Decision Table*

<b>Transfer Condition:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Item is TAM controlled</b>	Y	Y	Y	N	N	N
<b>Transfer is to an activity outside of GCSS-MC</b>	Y	Y	N	Y	Y	N
<b>Item is subject of disposal to DLA Disposition Services (DDS)</b>	Y	N	N	Y	N	N
<b>Transfer utilizing Material Redistribution</b>	X			X		
<b>Transfer utilizing Service Request Charges + 3 Part Shipping Process</b>		X	X		X	
<b>Transfer utilizing Service Request Parts + 3 Part Shipping Process</b>						X

### Three-Part Shipping Process.

1. Release the sales order action. Navigate to the release sales order form. Select the appropriate picking rule and input the sales order. The IIP clerk will then press the concurrent button.
2. Transact the move order action. Navigate to the transact move order form. Search by sales order. Assign the serial/lot numbers if applicable. The IIP clerk will press the transact button. A resulting AE1/BA will build a DASF due-in on the receiving Using Unit supply activity's DASF.
3. Ship confirm action. Navigate to the shipping transactions form. Search for the shipment by sales order number. Identify transportation control number (TCN) and/or mode of shipment if applicable. The IIP clerk will press the ship confirm button. A resulting AS1 will build on the receiving Using Unit supply activity's DASF and the item will be decremented from the IIP's inventory. At the ship confirm screen navigate to the tool bar and select 'tools' and 'generate DD 1348' to print a DD 1348-1A.
4. Print the DD 1348-1A. Enter the transaction IDN in block 24 of the DD 1348-1A. The receiving Using Unit supply representative will sign the DD 1348-1A. The IIP will provide one copy of the 1348-1A to the Using Unit representative and file the original. Note: the signed DD 1348-1A can be scanned and attached to the corresponding service request.
5. To find the transaction IDN, navigate to 'transactions' and then 'material transactions'.
6. At the find material transactions form, in the transaction dates field, input the date range the issue occurred.
7. Input 'sales order' into the source type field.
8. Input the sales order number in the source field. This action will display the sales order parameters form. Select 'combinations'. This will display the reduction criteria form, which should display the current sales order. Select 'ok'. This action will display the source information of the sales order for the range selected.
9. Input 'sales order issue' in the transaction type field.
10. Select the 'find' button at the bottom of the form to execute the search.
11. The material transaction screen will display the results. Scroll to the right until the column 'transaction ID' is displayed. This is the transaction IDN that will be entered on the DD 1348-1A in block 24 under the standard document number (SDN).
12. The receiving supply activity will receipt for the shipment via the document management application.

## GPN 2-12: MANAGING SUPPLY-OWNED SUB-INVENTORIES IN GCSS-MC

REF/A: MCO P4400.150E

REF/B: SECNAV M-5210.1

REF/C: OMB A-123

REF/D: CMC WASHINGTON DC L LP/DTG 111951Z JAN 12

REF/E: CMC WASHINGTON DC DTG/171419Z JUN 11

1. **SITUATION.** Sub-inventories are physical or logical separations of material inventory that are pending another supply management action, such as, transferring of the material to a retail supply activity, processing a defective materiel for disposition, or managing authorized class IX inventory. Therefore, it is important that we standardize the management of sub-inventory procedures within gcss-mc to ensure compliance with the refs and compliance with equipment accountability and DOD financial improvement and audit readiness (FIAR) standards.
2. **MISSION.** To standardize the mandatory actions required within GCSS-MC for managing supply owned sub-inventories Marine Corps wide.
3. **EXECUTION.** Effective immediately, unit commanders will incorporate the procedures contained herein when managing perpetual and sub-inventories.
4. **COORDINATING INSTRUCTIONS.** All supply activities managing inventory within GCSS-MC will comply with the standards outlined in this message.
5. **GENERAL.** Perpetual inventory is a placeholder for inventory where information on inventory quantity and availability is updated on a continuous basis as a function of routine, day-to-day transaction processing. Perpetual inventory is connected with the order management and field service modules of gcss-mc. Perpetual inventory is further segmented into sub-inventories based on its intended use as described below.
6. **SUB-INVENTORY 01A.** This is the legacy equivalent to Loaded Unit Balance File (LUBF) for purpose code 'a' stocks. Using units are not authorized demand-supported stocks unless all the requirements are met per para 2002.1 of REF A. Normally, using units are not authorized to hold items in perpetual inventory 01A in excess of 96 hours per REF E.
  - 6.a. If a unit is authorized 01A allowances per para 2002.1 of REF A, a min-max stock list will be created utilizing the planner's desktop. Min-max allowance levels will be based on a 30-day usage requirement. The replenishment of 01A inventory will be accomplished utilizing the min-max report by setting the restock parameter to 'yes'. Units are not authorized to replenish 01A stocks via the service request, as this will result in the creation of inaccurate demand history for the unit.
7. **SUB-INVENTORY 01F.** This is the legacy equivalent to the LUBF purpose code 'A' for condition code 'F' stocks. Assets held in this sub-inventory are pending disposal or return to depot level maintenance/stores. When shipping assets from this sub-inventory, the 01F picking rule will be utilized during the shipping process LAW REF C.
8. **SUB-INVENTORY 01G (provisioning stocks).** No using unit supply activity will maintain on hand quantities in this sub-inventory.

9. SUB-INVENTORY STAGE. This is a virtual location that is part of the GCSS-MC automated shipping process. This sub-inventory stage location is not associated with the commodity stage locations utilized by the supported maintenance activities.

10. INVENTORY ADJUSTMENTS.

10.a. Increase adjustments to the sub-inventory 01A will be executed using document identifier code (DIC) D6T receipt with due-ins on due and status file and DIC D6A (receipt-not-from-due) for forced equipment (not received from the lip) or inventory. When required, supply activities should utilize the inventory, the miscellaneous, or the administrative gain adjustment transactions (DICs D8A, D8Z, and D8B), respectively. The use of DIC D6A in place of inventory adjustment transactions (DICs D8A, D8Z, and D8B) to circumvent the vouchering requirements in REF A is not authorized.

10.b. Decrease adjustments to sub-inventory 01A will be effected using either the three-part shipping process to a customer per REF D or through inventory, miscellaneous, or administrative loss adjustment transactions (DICs D9A, D9Z, and D9B) respectively. The use of DIC D7A, general purpose issue (also known as over the counter issue), is not authorized in GCSS-MC under any circumstances.

**GPN 3-12: 161920Z Feb 2012, 311233Z Jul 12 (CANCELLED)**

## GPN 4-12: PREPARATION, FILING, AND DISPOSITION OF GENERAL USE FORM AND RECORDS

REF/A: MCO P4790.2C

REF/B: TM 4700-15/1H

REF/C: UM 4790-5

ATT/1: Procedures for creating a serialized TMDE

ATT/2: Instructions for manually entering data in the item instance

1. SITUATION. The functionality of GCSS-MC eliminates or alters the preparation, filing, and disposition of select general use forms and records for Marine Corps ground equipment.
2. MISSION. The purpose of this message is to provide amplifying instruction for those units operating in GCSS-MC on the subject of ground equipment general use forms and records identified in chapter 2 of REF B.
3. EXECUTION. Effective immediately, unit commanders will incorporate the procedures contained herein with regards to ground equipment general use forms and records.
4. COORDINATING INSTRUCTIONS. All units using GCSS-MC will comply with the procedures outlined in this message.
5. GENERAL INFORMATION. REF A remains effective and provides policy and procedures for governing maintenance management, maintenance resources, maintenance production, and maintenance information except where the subject matter of this message is discussed. General use forms and records listed in REF B that are affected by this message are: **NAVMC 10561 Preventive Maintenance Checks and Services roster (PMCS), Calibration Control Records, Equipment Repair Order (ERO) number log, Modification Control Record and NAVMC 696d motor vehicle and Engineer Equipment Record Folder.** These forms/records will be maintained until all information contained on the manual forms/records has been recorded to the appropriate serial number or item instance within GCSS-MC.
6. TRAINING.
  - 6.a. Users will refer to the user productivity kit (UPK), GCSS-MC training, and the training provided on the GCSS-MC web site titled "on line training".  
**Note: GCSS-MC is continually under development that includes efforts to update and maintain currency of UPK training materials.**
  - 6.b. Additional training resources can be obtained by logging into GCSS-MC. After logging, in click on "iSupport requestor" then click on "find a solution" and then click on "more" under the maintenance link. Once there, the user will be provided multiple options to gain access to PowerPoint outlines intended to aid user learning and development.
  - 6.c. GCSS-MC program office will load attachments to GCSS-MC "iSupport Requester" with incorporated screen shots to aid in user application and to ensure availability to all users.
7. PROCEDURAL CLARIFICATION INSTRUCTIONS.
  - 7.a. NAVMC 10561, Preventive Maintenance Checks and Services (PMCS) roster.

7.a.1. Purpose of the NAVMC 10561 is to systematically schedule and record second Echelon of Maintenance (EOM) and higher PMCS on Marine Corps ground equipment. The functionality of GCSS-MC enables units to achieve this purpose; therefore, **GCSS-MC will replace the NAVMC 10561 and locally developed automated programs. Units operating in GCSS-MC are no longer authorized to develop or utilize locally produced automated programs.**

7.a.2. RESPONSIBILITIES. The responsibilities outlined in para 2-4.b. of REF B remain valid with the exception of Para. 2-4.b(4) and 2-4.b(6). Schedule PMCS in GCSS-MC per applicable equipment technical manuals and the applicable commodity chapters within REF B. The item instance PM/CAL schedule will be updated in the installed base as required due to schedule changes or PMCS task completion.

7.a.3. FILING AND DISPOSITION. GCSS-MC functionality retains historical equipment preventive maintenance information; therefore, **printed records of the GCSS-MC preventive maintenance report are no longer required.**

7.a.4. COMPONENTS OF PRINCIPAL END ITEMS (PEI). Items that are components of a PEI will have the parent/child relationship created within the Install Base. PMCS will be scheduled and updated for components of a PEI in GCSS-MC per applicable equipment technical manuals.

#### 7.b. CALIBRATION CONTROL RECORDS.

7.b.1. PURPOSE. Functionality within GCSS-MC provides units the means to exercise control over their calibration control program for TMDE, thereby eliminating the requirement for a card index, a chart, or a locally automated system. This message does not affect the methods for determining the requirement for calibration as identified in REF B, Para 2-7.c.

**Note: the below listed instructions are not applicable to calibration of items that require evacuation to supporting calibration laboratories 'external' to the USMC 'and' where there is a likelihood that the same calibrated item will not be returned to the owner. Example: the infantry weapons gage control program (IWGCP), survey instrument calibration program (SIC), and the transfer standards program. Using units will continue to utilize applicable technical instructions until updated procedures can be developed to transition the execution of these programs smoothly. Desired end state is to have full accountability of otc-3 items in order to achieve TLCM. To achieve the desired end state, HQMC (lpc-2) will coordinate an end-to-end review of these programs and develop an implementation strategy that achieves total asset visibility, accountability and management within GCSS-MC.**

7.b.2. **NAVMC 11052 calibration control cards, calibration control program wall charts, and non GCSS-MC automated programs (e.g., cal 2000) will no longer be used by units operating in GCSS-MC.** Units will utilize the PM/CAL schedule function via the GCSS-MC maintenance chief responsibility in GCSS-MC. Manipulation of these attributes in the installed base is not authorized.

7.b.3. TMDE COMPONENTS OF A PEI. TMDE items that are components of a PEI will have the parent/child relationship created within the Install Base by designating the TAMCN/NIIN for the PEI Set, Kit, or Outfit (SKO) as the parent and the serialized TMDE component as the child. The Organizational Maintenance unit will copy the service request and assign the copied service

request to the supporting calibration lab. Units will utilize the GCSS-MC serial number generation function to assign a serial number for all OTC-3 TMDE assets where a USMC/manufacture serial number does not exist, but is required in order to create the parent/child relationship. Attachment 1 provides detailed instructions for accomplishing serial number assignment utilizing GCSS-MC.

7.b.4. Items designated as inactive or CNR (calibration not required). Those items designated as inactive or CNR will reflect this status in the item instance additional attributes. The date the item entered an inactive or CNR status will be captured in the PM/CAL form remarks field.

7.b.5. Items designated as special calibration. **The criteria for the special calibration** (e.g., calibrated CCW only, calibrated to 500 volts only) will be entered into the remarks field of the item instance attributes.

7.c. EQUIPMENT REPAIR ORDER (ERO) NUMBER LOG (REF B, Para. 2-8). The purpose of an ERO number log is to provide a central work control register. This function has been replaced by the GCSS-MC automated service request number assignment feature, **which eliminates the requirement to maintain a register (logbook, etc).**

7.d. MODIFICATION CONTROL RECORDS.

7.d.1. PURPOSE. GCSS-MC provides the means to exercise control over the modification control program; thereby, eliminating the need for paper copies.

7.d.2. The NAVMC 11053 (commodity managers modification control record form a), NAVMC 11054 (commodity managers modification control record form b), and any other system outside of GCSS-MC, **are no longer authorized for use by units operating within GCSS-MC.** Units will identify and record the modification status under the item instance configuration in the installed base.

7.d.3. COMPONENTS OF PEI. Items that are components of a PEI will have the parent/child relationship created within the installed base. Units will identify the modification status in the item instance configuration in the installed base for PEI and components.

7.e. NAVMC 696D.

7.e.1. Purpose. The purpose of NAVMC 696d is to maintain a historical record of equipment transfers, receipts, modifications, and major records per the form instructions listed in ref b.

7.e.2. GCSS-MC functionality has replaced the NAVMC 696d. **All required 696d remarks that do not have a specific data entry point in GCSS-MC or are not authorized by clarification in this message will be entered manually in the item instance notes section or attached as supporting maintenance documents in installed base.** Attachment 2 provides detailed instructions for manually entering data in the item instance notes section, and for attaching supporting maintenance documents in installed base.

8. Administration and logistics. Strict adherence to these procedures is necessary to ensure accurate equipment reporting and to standardize procedures throughout the Marine Corps. HQMC field supply and maintenance analysis offices (FSMAO) have been tasked with performing assessments of enterprise

equipment accountability and readiness reporting. HQMC will monitor compliance and effectiveness of these procedures and publish revisions as necessary.

### Attachment 1: Creating Serialized TMDE

*Procedures for creating a serialized TMDE asset utilizing the GCSS-MC serial number generation function and assigning a serial number for otc-3 TMDE assets where a USMC/manufacturer serial number does not exist*

Instructions:

1. Open a supply service request on the parent and save.
2. Select the 'tasks' tab to create a task.
  - 2.a. Assign the task type as 'supply.'
  - 2.b. In the status field, select 'assigned.'
  - 2.c. Select the appropriate priority.
  - 2.d. Owner type is 'group resource.'
  - 2.e. Owner is the maintenance group performing this task.
  - 2.f. Assignee type is 'employee resource.'
  - 2.g. Assignee is the individual performing this task.
  - 2.h. In the date's field, input the start and end dates of this task which should be a single day.
  - 2.i. Planned effort is '1' 'hour.'
  - 2.j. Subject of this task is 'create TMDE asset and assign s/n.'
  - 2.k. Description of the task 'create asset, generate s/n and associate to parent.'
  - 2.l. Select the 'save' icon in the toolbar.
  - 2.m. Select the 'debrief' button to create the TMDE asset with serial number.
    - 2.m.1. Select the 'material' tab.
    - 2.m.2. Click in the service activity code field and select 'return to inventory.'
    - 2.m.3. Input the NIIN of the TMDE asset that is to be created and tab to the next field.
    - 2.m.4. (UOM will auto populate). In the quantity field input '1.'
    - 2.m.5. For the org, select the unit's organization.
    - 2.m.6. In the SUBINV field, select the maintenance commodities sub-inventory (e.g. 01f). Tab to the next field.

2.m.7. In the locator field, select a locator. Tab to the next field.

2.m.8. The serial number field will be yellow indicating a required entry. GCSS-MC will auto generate a serial number. Select the 'generate serial number' icon on the tool bar. Once generated this Serial number must be permanently affixed to the item and endure for the lifecycle of the TMDE asset.

2.m.9. Select the 'save' icon in the toolbar. Once 'saved' the material line will change color to green indicating the transaction was successful. The asset has been created with the generated serial number and now resides in the destination sub-inventory.

2.m.10. The following actions will associate the TMDE asset to the parent. The user should still be at the material debrief screen.

2.m.11. Create a new line by selecting the in service activity code field and select 'issue from inventory.'

2.m.12. Input the NIIN as per para 2.m.3. And tab to the next field.

2.m.13. (UOM will auto populate). In the quantity field input '1' as per para 2.m.4.

2.m.14. For the org, select the unit's organization as per para 2.m.5.

2.m.15. In the SUBINV field, select the maintenance commodity's sub-inventory (e.g. 01f) as per para 2.m.6. Tab to the next field.

2.m.16. In the locator field, select the locator as per para 2.m.7. Tab to the next field.

2.m.17. The serial number field will be yellow indicating a required entry. Utilizing the drop down list, select the serial number created per para 2.m.8.

2.m.18. In the WRS field select '99'

2.m.19. Select the 'save' icon in the toolbar. Upon saving; the transaction line will turn green indicating a successful transaction. This final action will create the relationship where the TMDE asset with the serial number is a child of the parent item indicated in the service request header.

2.m.20. In the assignment status, select 'working' and save.

2.m.21. In the assignment status, select 'completed' and save.

2.n. Set the task status to 'closed' and save. Close the debrief form.

3. The user should be at the service request task tab. To check the relationship of the parent and child, select the 'subject' tab, then select the 'instance configuration' button. This should display the parent item (subject of the service request) and the child TMDE item with the GCSS-MC generated serial number.

4. Close the service request. GCSS-MC procedural notice 1-13: Preparation, Filing, and Disposition of General Use Forms and Records identified in the ground equipment record procedures manual

## Attachment 2: Item Instance Notes

*Instructions for manually entering data in the item instance's notes section and attaching supporting maintenance documents in installed base*

Instructions:

1. Adding required remarks or documents to an item instance
  - 1.a. Navigate to the item's instance in the installed base and select 'notes' on the left side navigation screen.
  - 1.b. Click on 'create'
  - 1.c. In the note, type field select 'maintenance details' and input the required remarks. (e.g. hook throat spread, load test date, etc.).
  - 1.d. Once the required remark is entered, click on the 'create' button. This will commit the remark to the item instance. It is unnecessary to cite a date and the note will be stamped with the date, time and name of the individual who created the note.
2. To attach pertinent documents, such as certification of load test record:
  - 2.a. Click on the paperclip icon after the note is created.
  - 2.b. Navigate to the scanned form on the local machine and click on 'attach'.

## GPN 6-12: SUBMITTING WIR/WER WITHOUT A REPLACEMENT

REF/A: MCO P4400.82F

REF/B: MCO P4790.150E

1. SITUATION. The functionality of GCSS-MC directly impacts and alters the use of WIR online process handler (WOLPH). This message contains guidance on synchronizing the Information between WOLPH and GCSS-MC, as an interface between these two systems does not exist.
  - 1.a. Within the scope of this GPN, the term “replacement” applies to the replacement of a Primary End Item (PEI) which is SL-3 Supply System Responsibility Item (SSRI) to another PEI. With the exception of deployed marine expeditionary units and special purpose marine air ground task forces whom are authorized to identify the need for WIR/WER replacement for all PEI’s, replacement requisitions will not be utilized to fulfill T/E deficiencies as a result of a WIR/WER.
2. MISSION. Unit commanders operating within GCSS-MC will incorporate the policies contained herein with regards to submitting WIR/WER without replacement requisition.
3. EXECUTION.
  - 3.a. COMMANDERS INTENT. Execute the WIR/WER without replacement requisition procedures established below until WOLPH is decommissioned and the exclusive use of GCSS-MC to affect WIR/WERs is mandated or additional interim guidance is established.
  - 3.b. Concept of operations. The following sequence of actions is required to facilitate the submitting of WIR/WER without a replacement requisition.
    - 3.b.1. **STEP 1** - establishment of the WIR in WOLPH.
      - 3.b.1.a. Unit’s will self-assign an ‘e’ series document number independent of GCSS-MC for the WIR request. Assigning an ‘e’ series document number prevents possible duplication of document numbers generated by GCSS-MC.

**Note - this self-assignment of a document number applies only to the process of requesting WIR/WER disposition without a replacement requisition.**
      - 3.b.1.b. Self-assignment of an ‘e’ series document number will be constructed as SUCH: DODAAC, the Julian date the WIR/WER is submitted, sequential ‘e’ series serial number (E.G. ED01, E002, ETC.)
    - 3.b.2. **STEP 2** - execution of disposition instructions within GCSS-MC.
    - 3.b.3. **STEP 3** - updating the WOLPH WIR record.
4. COORDINATING INSTRUCTIONS. Step by step execution instructions are provided on the attachment titled “GPN 6-12: steps for submitting WIR/WER without replacement requisition”.
5. ADMINISTRATION AND LOGISTICS.
  - 5.a. Strict adherence to this clarification procedure is necessary in order to ensure accurate equipment reporting and to standardize procedures throughout the enterprise. HQMC Field Supply and Maintenance Analysis Offices (FSMAO) have been tasked with performing assessments of

enterprise equipment accountability and readiness reporting. HQMC will monitor compliance and effectiveness of these procedures and will publish revisions as necessary.

5.b. All units using GCSS-MC will comply with the standards outlined in this message.

5.c. REF B remains effective in the requirement for establishing and maintaining documentation and audit trail. However, the data points of the audit trail and accompanying documentation have changed significantly due to the implementation of GCSS-MC.

5.d. TRAINING.

5.d.1. For further guidance, users will refer to the User Productivity Kit (UPK), GCSS-MC training, and the training provided on the GCSS-MC web site titled "on line training"

**NOTE: GCSS-MC is continually under development including efforts to update and maintain current UPK training materials.**

5.d.2. Additional training resources can be obtained by logging into GCSS-MC. After logging in click on "iSupport requestor," then click on "find a solution" and then click on "more" under the supply link. Once there, the user will be provided multiple options to gain access to power point outlines intended to aid user learning and development.

5.e. Refer to GPN 7-12 for guidance on the process of requesting disposition where a replacement is required.

## GPN 7-12: SUBMITTING WIR/WER WITH REPLACEMENT

REF/A: MCO P4400.82F

REF/B: MCO P4790.150E

1. SITUATION. The functionality of GCSS-MC directly impacts and alters the use of WIR online process handler (WOLPH). This message contains guidance on synchronizing the Information between WOLPH and GCSS-MC, as an interface between these two systems does not exist.
  - 1.a. Within the scope of this GPN, the term “replacement” applies to the replacement of a Primary End Item (PEI) which is sl-3 Supply System Responsibility Item (SSRI) to another PEI. With the exception of deployed marine expeditionary units and special purpose marine air ground task forces whom are authorized to identify the need for WIR/WER replacement for all PEI’s, replacement requisitions will not be utilized to fulfill T/E deficiencies as a result of a WIR/WER.
2. MISSION. Unit commanders operating within GCSS-MC will incorporate the policies contained herein with regards to submitting WIR/WER with replacement requisition.
3. EXECUTION.
  - 3.a. COMMANDERS INTENT. Execute the WIR/WER with replacement requisition procedures established below until WOLPH is decommissioned and the exclusive use of GCSS-MC to effect WIRs is mandated or additional interim guidance is established.
  - 3.b. CONCEPT OF OPERATIONS. The process of submitting WIR/WER with replacement requisition utilizes two GCSS-MC generated document numbers. The following sequence of actions is required to facilitate the use of these document numbers throughout the process:
    - 3.b.1. **STEP 1** - establishment of a WIR service request and AOA/AO1 replacement requisition within GCSS-MC. The first GCSS-MC document number is assigned during this step and will be used as the document number to process the WIR within WOLPH in step 2.
    - 3.b.2. **STEP 2** - ESTABLISHMENT OF THE WIR AND ADA/AO1 IN WOLPH.
    - 3.b.3. **STEP 3** - execution of disposition instructions within GCSS-MC. The second GCSS-MC document number is assigned during this step and will serve as a cross reference document number within WOLPH in step 4.
    - 3.b.4. **STEP 4** - UPDATING THE WOLPH WIR RECORD.
    - 3.b.5. **STEP 5** - CLOSURE OF WIR SERVICE REQUEST.
4. COORDINATING INSTRUCTIONS. Step by step execution instructions are provided on the attachment titled “GPN 7-12: steps for submitting WIR/WER with replacement requisition”.
5. ADMINISTRATION AND LOGISTICS.
  - 5.a. Strict adherence to this clarification procedure is necessary in order to ensure accurate equipment reporting and to standardize procedures throughout the enterprise. HQMC Field Supply and Maintenance Analysis Offices (FSMAO) have been tasked with performing assessments of

enterprise equipment accountability and readiness reporting. HQMC will monitor compliance and effectiveness of these procedures and will publish revisions as necessary.

5.b. All units using GCSS-MC will comply with the standards outlined in this message.

5.c. REF B remains effective in the requirement for establishing and maintaining documentation and audit trail. However, the data points of the audit trail and accompanying documentation have changed significantly due to the implementation of GCSS-MC.

5.d. TRAINING.

5.d.1. For further guidance, users will refer to the User Productivity Kit (UPK), GCSS-MC training, and the training provided on the GCSS-MC web site titled "on line training"

**NOTE: GCSS-MC is continually under development including efforts to update and maintain current UPK training materials.**

5.d.2. Additional training resources can be obtained by logging into GCSS-MC. After logging in click on "iSupport requestor," then click on "find a solution" and then click on "more" under the supply link. Once there, the user will be provided multiple options to gain access to power point outlines intended to aid user learning and development.

5.e. Refer to GPN 7-12 for guidance on the process of requesting disposition where a replacement is required.

## GPN 8-12: MAINTAINING THE CMR

REF/A: MCO P4400. 150E

REF/B: UM 4400-124

REF/C: MCO 8300

REF/D: CMC WASHINGTON DC L LP/171419Z JUN 11

REF/E: MCO P4790. 2C

REF/F: MCBUL 41301

REF/G: DOD 5015 .2-STD

REF/H: SECNAV M 5210.11

REF/I: MCO 5530. 14A

REF/J: CMC WASHINGTON DC DTG 061701Z JUL 12

1. SITUATION. The purpose of GCSS-MC is to provide Total Asset Visibility (TAV) of all Marine Corps military equipment and operating material and supplies. Data contained in GCSS-MC must be accurate and consistent.
2. MISSION. To clarify the process and requirements for CMR management within GCSS-MC.
3. EXECUTION. Effective immediately, Commanding Officers (CO)/Accountable Officers (AO) will incorporate the procedures contained herein with regards to CMR management and Responsible Officer (RO) responsibilities.
4. COORDINATING INSTRUCTIONS. All supply and storage activities using GCSS-MC will comply with the standards outlined in this message.
5. GENERAL REQUIREMENTS.
  - 5.a. Ref a continues to be the governing policy concerning RO responsibilities and requirements for establishing and maintaining the subordinate unit accounts. A subordinate unit code (SUC) designates the CMR in GCSS-MC (e.g. YACO)]. This MSG replaces procedures contained in ref b for CMR management.
  - 5.b. COs/AOs appointing ROs shall ensure the RO understands their responsibilities and is trained to use GCSS-MC for CMR account management. Major Subordinate Commands (MSC) or regimental/groups shall provide oversight and ensure standard operating procedures are established for RO training programs.
  - 5.c. IAW REF A, Para 2003.1, a new RO will be appointed, in writing by the CO.
  - 5.d. When the RO is separated from assets for more than 60 days, the CMR will be transferred to the new RO using the GCSS-MC installed base control manager mass Edit function.
6. Inventory and reconciliation. There are two reasons to take inventory;
  - a) VALIDATE THE ACCOUNT. Establish credibility of the stock records account according to public laws and recognized good business practices

b) CORRECT ERRORS. Improve the usefulness of property accounting records, which is a function of accurate balances.

6.a. INVENTORY OCCASIONS.

6.a.1 CHANGE OF RO. The outgoing and incoming RO's will conduct a joint physical inventory. The new RO will physically sight every piece of equipment within the RO's control to ensure that the equipment property record (CMR) reflects the correct TAMCN, NSN, QTY, serial number, and unique item identification (ULL). During the turnover inventory, the RO's can also validate installed base life cycle information (location, status, ownership, party, parent/child relationship configuration, repair orders, meter reading, warranty, etc). The outgoing RO is responsible for the account until the new RO signs the reconciled CMR. The AO will ensure the ROs have sufficient turnover time for the joint inventory; this may require appointing an interim RO while awaiting arrival of a replacement for the outgoing ro.

6.a.2. QUARTERLY (OR SEMI-ANNUAL). An inventory must be conducted and completed (signed by the RO) by the end of each calendar quarter (or semi-annual) in conjunction with the quarterly reconciliation requirement.

6.a.2.a. The start date for the quarterly (semi-annual) inventory can vary at the Discretion of the AO and does not need to be the same for all SUC.

6.a.2.b. The AO cannot approve semi-annual vice quarterly inventories for small Arms or other sensitive items as described in ref c.

6.a.3. WALL TO WALL. A wall to wall inventory must be conducted annually or upon change of AO or Supply Officer. Wall-to-wall inventory requirements require that all CMR accounts under the Accountable Officer be inventoried at the same time.

6.a.4. SPOT. In addition to inventories directed by ref d, spot inventories will be conducted, for one or more specific TAMCN items, on an unscheduled basis whenever there is any reason to question the validity of the property records.

6.a.5. SL-3. RO's will ensure that all items on their CMR are sl-3 complete (on hand or valid requisition). Sl-3 inventories are conducted in conjunction with scheduled CMR inventories and on other occasions as directed by paragraph 2011.4 and 2011.5 of REF A and Appendix U of REF E.

6.b. INVENTORY PROCEDURES.

6.b.1. CMR UPDATE LETTERS. Quarterly (or semi-annually if approved in writing by the AO) or upon change of RO's, the supply officer will prepare the CMR update cover letter along with a hard copy or electronic portable document file (pdf) version for the RO's reconciliation/joint inventory. When hard copies are produced, two identical copies are required; one for the RO and an identical second copy retained at supply until the RO reconciles the account with the supply officer.

6.b.2. RO CONDUCTS THE INVENTORY. Upon receipt of the CMR and update cover letter from supply, the RO has fifteen calendar days to complete the inventory and reconcile the CMR with the supply officer. Reconciliation signature indicates the RO has accepted responsibility for the account and has reported any discrepancies between the CMR and the property under his control (on hand balances, NIIN, and serial numbers).

6.b.2.a. EQUIPMENT/INVENTORY DATA VERIFICATION. A quarterly, semi-annual, or annual CMR update encompasses a 100 percent physical inventory, by the RO, of property under his/her charge (supersedes paragraph 2003.1.g of REF A). Physical examination of the data plate and/or stenciled set number compared to the CMR nomenclature, NIIN, and serial/set number is required to ensure continuous data accuracy. In case of known inaccuracies on the data plate, the responsible officer shall report the correct information to the supply officer and maintain documentation with the RO's copy of the CMR until the data plate is corrected per REF F.

6.b.2.b. BOOK TO FLOOR. The RO must ensure that every item listed on the CMR is physically accounted for.

6.b.2.c. FLOOR TO BOOK. The RO must notify the supply officer of any item found on hand, but not listed on the CMR, if that item has a table of authorized material control number (TAMCN) and is not already configured as a child under another TAMCN item.

6.b.3. RO DOCUMENTATION OF INVENTORY RESULTS. For every discrepancy on the CMR, the RO will conduct causative research within his area of control to find the reason for the discrepancy. If there is supporting documentation (receipts, issues, modifications, etc.) For the discrepancy the RO will provide copies of those documents to the supply officer during the reconciliation.

6.c. RECONCILIATION PROCESS. Upon completion of the inventory, RO's are to conduct the reconciliation with the supply officer/section. Supply has access to historical and change of custody records to assist in causative research when property or inventory disparities are identified. The RO will present supporting documentation for each disparity found on the CMR.

6.c.1. PEN CHANGES. For each disparity supported by documentation, the supply officer may make pen changes to correct errors directly on the official hard copy CMR and authorize the CMR clerk to immediately make changes to the CMR in the installed base vice submitting a request for investigation (RFI). (Removes requirement to report administrative discrepancies as an RFI, cancels para 2004.2.e of ref a). Each pen change will be initialed by both the RO and the supply officer. However, pen changes or instant changes will not be made for disparities that require an RFI, as discrepancies in this category are for the AO to determine resolution (see paragraph 7 below). Supporting documentation to pen changes will be attached to the signed CMR. No other pen changes will occur to the CMR after the reconciliation is complete, as the official file copy CMR is not a 'working' copy but an asset accountability benchmark. Future changes occurring throughout a given quarter, after the initial pen changes were effected, that are supported by documentation will be attached to the affected CMR and retained for the given CMR's retention period.

6.c.2. SIGNING THE CMR. Once the reconciliation process is complete, the annotated official file copy will be initialed by the RO on every page except for the last page. The last page will be signed and dated by the ro. A single page CMR only requires the RO signature and date. The RO will sign the CMR and the endorsement to the cover letter even if there are unresolved discrepancies on the CMR. Unresolved discrepancies and disputes will be submitted to the AO as an RFI. The RFI will state the position of the RO on the dispute or discrepancy and become part of the official record as it moves through the chain of command for resolution. Once the RO signs and dates the reconciled CMR it will be the official file copy maintained on file within the supply section.

6.c.3. LONG DISTANCE RECONCILIATION. When the RO is unable to appear at supply for the reconciliation due to geographical separation or operational requirements (e.g. mfr/TECOM), the RO may attach an electronic scan of the cover letter endorsement, supporting documentation and the CMR bearing the RO's initials, date, and signature to either a GCSS-MC supply service request or to the supply officer via encrypted, digitally signed email. Supply will print the CMR. The supply officer will validate and initial each documented pen change, and retain the scanned copy as the official file copy. The supply officer will immediately notify the RO of any pen changes the RO made that the supply officer does not agree with. Any unresolved discrepancies will be subject to a RFI (see paragraph 7 below)

6.d. DELEGATION OF AUTHORITY. RO's provide delegation of authority letters for individuals authorized to sign for, transfer, or return materiel and equipment (all classes of supply unless otherwise designated on the letter). Delegation of authority letters are valid for as long as the RO is the CMR account holder or until the RO provides the supply officer an updated delegation of authority letter. New delegation of authority letters are required upon the assignment of a new ro. Maintain the old delegation of authority letter as long as any CMR to which it applies is retained. Personnel designated on the RO's delegation of authority letter are not authorized to sign any CMR for any occasion (to include quarterly update or change of RO) in place of the appointed ro.

6.e. REQUESTS FOR EXTENSION OF CMR INVENTORIES/RECONCILIATIONS. ROs have 15 calendar days to perform a CMR inventory and complete the reconciliation at supply. Completing the inventory and reconciliation in a short time period increases accuracy by limiting relocation, transfer, and modification of equipment during the inventory. The AO may grant a one-time, 15 calendar day extension for joint inventories between newly appointed RO's and outgoing RO's for large accounts. The AO may also grant a one-time 15 calendar day extension for unusually difficult inventories. Extensions will be documented with the AO's signature and filed with the CMR. No extensions are granted for routine quarterly or semi-annual CMR updates.

6.f. ADDITIONAL SUPPLY SECTION ACTIONS. Supply will produce and maintain all official file copies of CMR's for each SUC to support all inventory reconciliations (wall to wall, quarterly, semi-annual or change of RO).

6.f.1. Once a new CMR has been reconciled, the original signed copy, plus the previously reconciled CMRs for the current and previous fiscal year, will be retained on file with the supply officer/section. To ensure that information has not been electronically compromised, and law ref g, the CMRs will be produced in pdf format. Only the hard copies produced from the pdf are official file copies. No other formats or variations are authorized. Law ref f and ref 0, when the CMRs are a year old, both the hard copies and the electronic version will be retained until the start of the next fiscal year, then destroyed. The CMRs will be maintained together with all relevant supporting documentation (to include Adjustment transactions and delegation of authority letters) attached to each.

6.f.2. Additional RO actions. The RO will retain a working copy of the current quarter CMR and track changes as described in paragraph 8.c below.

## 7. REQUEST FOR INVESTIGATION (RFI)

7.a. General. IAW Para 2004 and 6003 of REF A, an RFI is the vehicle by which the AO determines the appropriateness of an investigation. Based on causative research or upon review of the results of an investigation the AO may direct changes to the CMR where documentation did not previously exist.

7.b. RO action. The RO has the responsibility to report all discrepancies that exist between the CMR and what is actually on hand. Upon identifying a CMR discrepancy with no documentation to support the correction, RO's will immediately submit an RFI to the AO (via the supply officer) stating circumstances of the disparity. Disparities reported to the AO include variances in NIIN, quantity, or serial number. RO's must retain a copy of the RFI for their records. The RFI will contain the information required in para 2004.2 of REF A.

7.c. Supply officer action. The supply officer will take RFI actions law para 2004 of ref a and, within five days, forward the results of causative research and a recommendation to the AO providing all required information in the endorsement. A missing, lost, stolen, recovered (MLSR) report may also be required (refer to REF I). Once adjudicated by the AO, the supply officer will make approved adjustments or provide support to the investigating officer, per chapter 6 of ref a. After making approved adjustments, the supply officer will notify the AO and RO by endorsement to the AO's approval/directive.

7.d. AO action. The AO will take action, per para 2004.2.g of ref a, by making a determination, signing the endorsement, and forwarding the endorsement to the supply officer. AO's will ensure the investigation related documents are provided to the supply officer (appointments, extensions, completed investigations with all endorsements, etc).

## 8. CHANGES TO THE CMR.

8.a. RO reporting of CMR changes. RO's will report changes affecting their CMR's as they occur (this supersedes policy in ref a para 2003.1.d.). RO's will plan/coordinate/confirm known changes with the unit supply officer and address any noted disparities immediately.

8.b. RO documentation of CMR changes. Properly prepared and signed (per ref a para 2004.1.a) supporting documentation is required to support and effect changes, as well as track chain of custody of materiel and equipment as it pertains to the CMR.

8.c. RO tracking/validation of changes to the CMR. The RO will retain a working copy of the current quarter CMR to track changes to the account and retain file copies of documentation affecting their CMR (issues, receipts, and adjustments). The RO's have real-time access to the CMR, via discoverer user in GCSS-MC, to produce their CMR in order to validate changes or print a working copy. However, the quarterly update or change of RO CMR is the official file copy and is retained at supply. If reported changes are not correctly reflected within four days of equipment receipt or transfer, report the discrepancies to the supply officer for resolution.

8.d. Unsigned for property. The fact that an individual or RO has not signed a receipt for public property, equipment or materiel in that individual's possession does not relieve that individual of the required accountability, maintenance, and servicing responsibilities. Individuals, who obtain and maintain public property, equipment or materiel for use in the performance of assigned duties, or come into custody of government property, are individually responsible for that property. Close coordination with supply is imperative for accurate accounting success and total asset visibility (TAV).

8.e. Supply management of transfers of equipment. Transfers of property between CMR's must be managed by the unit supply officer. The unit supply officer will produce an RO interim change of custody' document (e.g. DD 1348) with the minimum required elements: TAMCN, NIIN,

nomenclature, QTY, serial number(s), date, SUC, authorized issuer's signature (losing SUC), authorized receiver's signature (gaining SUC). GCSS-MC does not produce interim receipts for issues between accounts. This will be a manual process. Only the RO and personnel designated on the RO's delegation of authority letter are authorized to issue and receipt for CMR equipment for a SUC. Issues from supply to an RO can be accomplished on the original shipping invoices/DD 1348 that accompanied the equipment as long as it includes the required data previously stated above and the gaining RO's or delegate's signature.

8.f. Supply maintenance of related installed base records. The AO shall ensure the property records are updated to maintain accountability and visibility per ref j. Supply officers will update records IAW time standards in ref d. Changes to the CMR are made for equipment by changing the RO and SUC information directly, either individually, or via the mass edit feature. Changes are instant and a historical record of changes is tracked in the installed base history for the item along with CAC/PKI information of the individual making the changes.

9. SUPPLY SECTION DATA VALIDATION. The supply officer will conduct a review of the account at least weekly. The review will include mechanized allowance list and perpetual inventory reconciliations, and verification that appropriate RO associations are applied to newly created item instances. The CMR data (export) of all SUC's can be generated from within discoverer user reports in GCSS-MC. Any item instance identified with a "no SUC" or "no RO" on the CMR requires immediate corrective action.

9.a. Validation of RO assignments. Every item instance found in the installed base (less components - see below) for a unit must have an individual RO assigned to it. Every SUC must have one and only one RO assigned to it. Ensure that a single RO is reflected for a single SUC so a single SUC is not divided among multiple RO's. Equipment in the care of supply will reflect the supply officer as the RO by virtue of the supply officer billet.

9.b. VALIDATION OF SUC ASSIGNMENTS. Ensure every item instance found in the installed base is assigned to a SUC and that an RO is assigned to that SUC. Corresponding RO and SUC should match the equipment found under control of the appointed RO as validated during inventory reconciliations. Exceptions to this requirement apply to the following: supply system responsible item TAMCN components, secondary reparable components, and operational test code-3 components, which are assigned as children under a parent TAMCN.

9.b.1. Assign equipment in the care of supply to SUC 'YSUP'. The supply SUC is not administered as other CMRs. No appointment letter from the AO is necessary as the supply officer, by virtue of the appointment letter for the supply officer billet, has responsibility for all equipment and materiel found in the supply officer's charge. Supply officers will not delegate, nor appoint, RO's for the 'YSUP' CMR, nor will the 'YSUP' CMR be the subject of cover letters, or delegation of authority letters. However, the 'YSUP' CMR will be updated as changes occur. Adjustments that require the AO approval will be conducted law para 2004.3.e of ref a. The purpose of the 'YSUP' SUC and CMR is to complete the total asset visibility picture of the unit. The supply officer will not reconcile quarterly CMR updates of the 'YSUP' account; however, he or she will conduct cyclic and other inventories to maintain positive accountability at all times.

10. ADMINISTRATION AND LOGISTICS. Strict adherence to policy is necessary to ensure accurate reporting and standardized recordkeeping procedures. HQMC field supply and maintenance analysis offices (FSMAO) have been tasked with assessing and verifying accountability and readiness reporting analyses of MEF, supporting establishment, and MARFORRES using units. HQMC will monitor compliance and effectiveness of this policy and make adjustments as necessary.

## GPN 9-12: UUAM RESPONSIBILITIES

REF/A: DODI 8500.2/6 FEB 2003

REF/B: DOD 7000.14-R

REF/C: MARADMIN 068/10

REF/D: GCSS-MC SYSTEM SECURITY MEMORANDUM 001: UNIT USER ACCOUNT MANAGER (UUAM) APPOINTMENT

REF/E: MCO P4400.150E/21 JUN 1999

REF/F: SECNAV M-5210.1/16 NOV 2007

1. REMARKS. This GPN contains interim policy to outline user, UUAM, financial manager, and commanding officer system role assignments and responsibilities in order to minimize instances where system processes can be compromised. This GPN will remain in effect until the GCSS-MC Marine Corps order supersedes it.

2. MISSION. To provide a set of procedures to ensure compliance with the applicable refs, establish a uniform process, identify basic command responsibilities, provide guidance for managing personnel assignments within GCSS-MC, and provide templates for required assignment letters. This includes users, UUAMs, and financial managers.

3. EXECUTION. Effective immediately, unit commanders will adhere to the procedures contained herein regarding the assignment and management of GCSS-MC user accounts. For inspection purposes, previously assigned users, UUAMs and financial managers (assigned prior to the date of this message) will not be held to the standards established within this GPN.

3.a. DEFINITIONS.

3.a.1. UUAM. A senior logistician within a using unit that assigns, revokes and manages the GCSS-MC system roles and responsibilities to users within their command and/or assigned units.

3.a.2. Financial approver. Per REF B, a financial approver is any individual who has the authority to obligate and expense funds within their command and/or as-signed units.

3.b. Commanding officer (accountable officer) responsibilities.

3.b.1. Screen potential UUAM nominees to ensure the nominee is trustworthy, available to execute his/her UUAM duties, and capable of managing GCSS-MC user accounts as directed per paragraph 3.c.1. As consistency is the key to this position, ensure the UUAM will have longevity within the unit or has the potential to stay in that position for more than a year.

3.b.2. Appoint, in writing, primary and alternate UUAMs as appropriate. See attachment for letter template. All UUAMs must meet the criteria for appointment per ref d and para 3.c.

**Note: responsibility for the UUAM appointment letters will not be delegated to another individual. Only the commanding officer or acting commanding officer can appoint a UUAM. "by direction!! Appointment is not authorized.**

3.b.3. Commanders with separate command staffs (e.g. HQBN, Marine Division) may have an additional UUAM within the command to assist in managing the regiment/group/MS/MEF/MARFOR staff.

**Note: regiments with a UDP DOD activity address code (DODACC) must coordinate the assignment of the UDP UUAM with the GCSS-MC information assurance (IA) manager/officer (MARCORSYSCOM, pm GCSS-MC) who will ensure compliance with established system security policy and provide assistance when necessary IAW REF D.**

3.b.4. Ensure individuals that are arriving/departing the unit are checking in/out with the UUAMs (e.g. check-in/check-out sheet).

3.b.5. Ensure the relieving UUAM nominee has sufficient time to conduct proper turnover of duties. This includes approval of the DD 2875 SAAR form by the GCSS-MC IA manager/officer (MARCORSYSCOM, pm GCSS-MC) and review of applicable UUAM turnover/desktop procedures/files. UUAM replacements shall be identified NLT 21 days prior to the departing UUAM's exit from the command. Additionally, all appointment letters and training requirements in subsequent paragraphs must be met. Forward completed DD-2875 SAAR form to the GCSS-MC helpdesk (MARCORSYSCOM, pm GCSS-MC) NLT than 14 days prior to the outbound utjai~1ts departure from the command to ensure sufficient processing to avoid UUAM responsibilities from being gapped.

3.b.6. Financial approver. Per REF B, a financial approver is any individual who has the authority to obligate and expense funds. Accordingly, those members of the command that have the ability to create orders and obligate funds on behalf of the commanding officer (BEA or BESA level) through GCSS-MC will be appointed in writing (see attachment for letter template). The commanding officer, or acting commanding officer, will sign the appointment letters for financial approvers. "by direction" appointments are not authorized. The UUAM will maintain all financial approver appointment letters for the duration of the financial approver's tenure with the command. A copy will be retained by the fiscal officer along with all other financial management required documentation (e.g. dd-577) for audit purposes (5 years) IAW REF E & Chapter 7 of REF F.

### 3.c. Appointing a UUAM.

#### 3.c.1. General requirements for UUAMs.

3.c.1.a. The appointed UUAM must be trustworthy, available, and capable of managing user accounts. As consistency is the key to this position, ensure the UUAM will have longevity within the unit or have the potential to stay within the same position for more than a year.

3.c.1.b. The UUAM must be of sufficient rank; staff sergeant or greater, if possible.

3.c.1.c. The UUAM must hold a senior logistics billet; e.g. Supply Officer/Chief, Maintenance Management Officer/Chief, S-4 Officer/Chief, etc.

**Note: due to a conflict of interest, a UUAM must not be a responsible officer for any property account.**

3.c.1.d. The UUAM must have successfully completed the UM-101 training course within the last 12 months of appointment. Um training is an annual training requirement, which must be monitored and documented. Training is a command responsibility, thus commanders are responsible to ensure all appointed UUAMs meet the annual training requirement. While classroom or remote classroom training is the preferred method, online, self-paced training will suffice as the annual training requirement

3.c.1.e. The UUAM must have completed the annual information assurance awareness training and must indicate the date of certificate completion in block 10 of the DD-2875 SAAR form. Access this training via Marine Net under the most current course code, USMC cyber awareness training.

3.c.1.f. IAW REF D, the UUAM must have a current, and favorably adjudicated, background investigation completed prior to appointment. The unit's security managers must complete part iii (blocks 28-32) of the DD-2875 SAAR form indicating the type of investigation (NACI/NACLIC) conducted, date of the investigation, clearance level, and information technology level designation.

3.c.1.g. IAW REF D, complete and submit the DD-2875 SAAR form to the GCSS-MC program management office, information assurance section, [mquanmcsccgcsshelpdesk@usmc.mil](mailto:mquanmcsccgcsshelpdesk@usmc.mil), via digitally signed email, with [gcss\\_ia@usmc.mil](mailto:gcss_ia@usmc.mil) in the cc line.

### 3.c.2. UUAM duties and responsibilities.

#### 3.c.2.a. The role of the UUAM.

3.c.2.a.1. Approve user self-registration account requests for non-active duty/non-military users within their command or assigned commands (UDP scenarios).

3.c.2.a.2. Assign/revoke applicable GCSS-MC system roles and responsibilities to users within their command and/or assigned units.

**Note: this will be based on user role assignment letters generated by the individual's direct supervisor.**

3.c.2.a.3. Review managed user accounts to ensure accuracy.

3.c.2.a.4. Support unit resource group and inventory organization management by adding and/or removing users to and from calendars, resource groups, sub-inventories, and territories.

3.c.2.a.5. Establish and maintain a turnover binder to collect pertinent duties and functional changes and requirements to be passed to the next UUAM.

#### 3.c.2.b Maintaining user accounts.

3.c.2.b.1. For every user, their direct supervisor/commodity manager will maintain a copy of the user's role appointment letter (see attachment for letter template) /DD-2875 SAAR form within the user's individual training jacket. The original documents will be held by the UUAM in a master file for auditing purposes.

3.c.2.b.2. UUAMs and financial approvers will create individual record jackets that contain the Commanding Officer's UUAM/financial approver appointment letters and the annual UUAM/Fund Manager training records/certificates. These will be maintained by the UUAM.

3.c.2.b.2.a. Financial Approver appointment letters must bear the Commanding Officer's original signature. The UUAM will not assign a user as a Financial Approver without written

authorization from the Commanding Officer. This letter will be retained in the financial approver's record jacket for 5 years for auditing purposes law ref e and f.

3.c.2.b.2.b. UUAM files must be centrally located with the primary UUAM. Units will not divide UUAM files among the alternate UUAMs for retention.

3.c.2.b.3. UUAMs will assign users to roles recommended by their direct supervisors/commodity manager. The individual user assignment letters designating individual user roles will be signed by the user's direct supervisor and must clearly indicate the resource group(s), requested roles, the sub-inventory(s) required, and justification for access/roles outside 'normal' anticipated roles. Retain this letter on file for the duration of the user's tenure with the command.

**Note: the role assignment letters may require amendments as the users' roles change.**

3.c.2.b.3.a the UUAM will only approve roles as indicated by the user assignment letters, directly related to the users capability to discharge the duties to which appointed. The UUAM will not assign additional roles to users that are outside of the immediate responsibilities of the user. (e.g. the maintenance officer role will not be assigned to the supply officer; the supply officer role will not be assigned to the S-4 officer; supply roles are inherent to supply, maintenance roles are inherent to maintenance). Exceptions must be justified within the individual user assignment letter.

3.c.2.b.4. UUAMs will assign the user to appropriate sub-inventory(ies), territory(ies), calendar(s), resource group(s), roles, and the Financial Approver role(s), as required. Do not assign users to all sub-inventories. Generally, supply personnel require access to all sub-inventories due to the requirements for inventory management; however, not every user needs access to every sub inventory.

3.c.2.b.5. When a user transfers out of the command, perform the following: end-date all user system roles, resource group member roles, and all sub-inventory assignments. Remove all users from resource groups, territory assignments, calendars, and financial approver privileges prior to the user checking out of the unit.

3.c.2.b.6. Destroy files for users who are not appointed as Financial Approvers upon the user's check out date. Record jackets for users who were appointed as Financial Approvers will be retained for 5 years past the user's check out date law ref e.

#### 3.d. User supervisor responsibilities.

3.d.1. All supervisors are required to assign and monitor the access granted to users under their charge. Also, assist the UUAM in reviewing the access granted.

3.d.2. Provide users with a role assignment letter indicating the roles, resource group(s), sub-inventories, and justification for any additional roles outside the anticipated role assignment. The UUAM retains this letter on file to substantiate role requirements for users.

3.d.3. Amend or update the role assignment letter as user roles require change.

### 3.e. User responsibilities.

3.e.1. Upon check-in, the user will obtain a role assignment letter from their direct supervisor/commodity manager. The role assignment letter must clearly indicate the GCSS-MC roles required for the discharge of duties by the user, the sub-inventories to be assigned, the resource group(s), and the justification for any additional roles outside the anticipated normal role assignment.

3.e.2. Users authorized to create orders and obligate unit funds via GCSS-MC must obtain a Financial Approver appointment letter signed by the commanding officer.

3.e.3. Upon check-in, users will present the roles assignment letter; and, if applicable, the financial approver letter to their unit's UUAM. The UUAM will approve requested roles, assign calendars, territories, resource group(s) and sub-inventories after the user self-registers and requests roles.

3.e.4. If the user's roles change, request the direct supervisor amend or update the role assignment letter for UUAM action.

### 3.f. Special circumstances and considerations.

3.f.1. UUAMs will not assign MARFOR users the following system responsibilities or enterprise roles: GCSS-MC install base control manager, GCSS-MC inventory capacity planner, GCSS-MC maintenance capacity planner, GCSS-MC intermediate item master manager, GCSS-MC maintenance calibration export to corona, GCSS-MC service operations quality control inspector, GCSS-MC logistics chain planner MRP, or GCSS-MC service intelligence user.

3.f.2. Should a Marine check into a unit, and they are still an active user within their previous unit, the receiving unit's UUAM will submit an iSupport request to deactivate the user's previous sub-inventories. The receiving UUAM will end-date all active roles unless in receipt of a DD-2875 SAAR form requesting the roles.

3.f.3. The UUAM will not self-assign roles to himself/herself outside of what is required to discharge the duties assigned and must adhere to the basic principles outlined in Para 3.e. A newly appointed UUAM will require an assignment letter endorsed by the unit Commanding Officer and a UUAM DD-2875 SAAR form signed by their immediate supervisor.

3.f.4. If user roles are in question by the UUAM during check-in, the UUAM will submit a recommendation and justification for disapproval to the supply officer and user's direct supervisor/commodity manager for adjudication.

4. ADMINISTRATION AND LOGISTICS. Strict adherence to this policy is necessary to ensure accurate equipment reporting and to standardize procedures throughout the enterprise. HQMC Field Supply and Maintenance Analysis Offices (FSMAO) are tasked with performing assessments of the integrity of enterprise equipment accountability and readiness reporting.

## GPN 9-12: CLARIFICATION

REF/A: GPN 9-12: UUAM RESPONSIBILITIES

REF/B: MARADMIN 333-08

1. This message provides additional clarification for GPN 9-12, specifically with respect to dd-2875 SAAR form requirements, required actions by a UUAM when a new user joins while still an active user within their previous unit, and the definition of original document.
2. DD-2875 SAAR requirement.
  - 2.a. Per REF B as well as conversation between HQMC LPC-2 and HQMC, cyber security, users are not required to complete an additional DD 2875 SAAR form in order to gain access into GCSS-MC. The original DD-2875 SAAR form the user completes to gain access onto the NMCI network will fulfill the requirement. However, UUAMS and financial approvers will continue to complete an additional and specific DD 2875 SAAR form in order to gain the rights required to conduct their roles and administrative responsibilities.
3. Required actions by a UUAM when a new user joins while still an active user within their previous unit.
  - 3.a. Should a Marine check into a unit and they are still an active user within their previous unit, the receiving units UUAM will attempt to end-date the user's previous sub-inventories. If unable the UUAM will submit a support request via the GCSS-MC help desk in order to deactivate the user's previous sub-inventories. The receiving UUAM will then end-date all active roles.
4. Definition of original document.
  - 4.a. In the case of GCSS-MC roles and responsibilities appointment letters, either an original signature or a digitally signed electronic version will be accepted as an original document.
5. This MSG is applicable to the Marine Corps total force.

## GPN 10-12: CANNIBALIZATION AND SELECTIVE INTERCHANGE

REF/A: MCO 4790.2C

REF/B: MSG 051502Z SEP 12

1. SITUATION. The functionality of Global Combat Support System-Marine Corps (GCSS-MC) allows the Marine Corps to capture and report instances of cannibalization or selective interchange.

2. MISSION. To provide amplifying procedures for capturing cannibalization or selective interchange events within GCSS-MC.

3. EXECUTION. Effective immediately, commanders will incorporate the procedures contained herein when conducting cannibalization or selective interchange.

4. COORDINATING INSTRUCTIONS.

**4.a. Cannibalization or selective interchange will be authorized by the appropriate authority IAW REF B. Authorizations will be attached to associated service requests or retained in accordance with unit SOP.**

4.b. All units will comply with the procedures outlined in this message.

4.c. Determine if repair part is consumable or a secondary reparable (SECREP). If repair part is a SECREP, verify the SECREP, that will be used for the cannibalization or selective interchange transaction, has been created in the installed base and is properly associated to the respective parent. For any SECREP, follow the instructions in paragraphs 4.c.1. through 4.c.3. below. For all other repair parts, follow instructions in paragraphs 4.c.4. and 4.c.5. below.

4.c.1. **Instruction A:** for SECREPS that have not been created in the installed base. (see attachment)

4.c.2. **Instruction B:** for SECREPS that have been created in the installed base, but are not associated to a principal end item. (see attachment)

4.c.3. **Instruction C:** for SECREPS that have been created in the installed base and are properly associated to a principal end item. (see attachment)

4.c.4. **Instruction D:** for all consumable repair parts. (see attachment)

4.c.5. **Instruction E:** for parts requiring transfer from one service request with a task to another service request with a task. (see attachment)

5. GENERAL INFORMATION. REF A remains effective and provides policy and procedures for governing maintenance management, maintenance resources, maintenance production, and maintenance information except where the subject matter of this message is discussed.

6. ADMINISTRATION AND LOGISTICS.

6.a. Strict adherence to these procedures are necessary to ensure accurate reporting of cannibalization or selective interchange events and standardize procedures throughout the marine

corps. HQMC field supply and maintenance analysis offices (FSMAO) have been tasked with performing assessments of enterprise equipment accountability and readiness reporting.

**INSTRUCTION SET "A"**

For SECREPS that have not been created in the installed base.

1. Open a service request on the principal end item losing the repair part.
  - 1.a. Ensure the service request type is cannibalization or selective interchange.
2. Select the 'tasks' tab of the SR to create a task.
  - 2.a. Assign the task type as maintenance.
  - 2.b. In the status field, select 'assigned'.
  - 2.c. Select the appropriate priority.
  - 2.d. Owner type is 'group resource'.
  - 2.e. Owner is the maintenance group performing this task.
  - 2.f. Assignee type is 'employee resource'.
  - 2.g. Assignee is the individual performing this task.
  - 2.h. Input the appropriate start and end dates of this task.
  - 2.i. Input the appropriate planned effort.
  - 2.j. Subject of this task is 'cannibalization' or 'selective interchange'.
  - 2.k. Description of the task 'create installed base track-able component, place component in subinventory, and issue from inventory'.
  - 2.l. Select the 'save' icon in the toolbar.
  - 2.m. Select the 'debrief' button.
    - 2.m.1. Select the 'material' tab.
    - 2.m.2. Click in the service activity code field and select 'return to inventory'.
    - 2.m.3. Input the NIIN of the item that is to be created and tab to the next field.
    - 2.m.4. (UOM will auto populate). In the quantity field input the qty being cannibalized or subject to selective interchange.
    - 2.m.5. For the org, select the unit's organization.
    - 2.m.6. In the SUBINV field, select '01f'. Tab to the next field.
    - 2.m.7. In the locator field, select a locator. Tab to the next field.

- 2.m.8. The serial number field will be yellow indicating a required entry. Enter the serial number of the item (if established), or select the 'generate serial number' icon on the tool bar. If a GCSS-MC generated serial number is used, ensure it is inscribed on the item.
- 2.m.9. Select the 'save' icon in the toolbar. Once 'saved' the material line will change color to green indicating the transaction was successful. The asset has been created and now resides in the destination subinventory.
- 2.m.10. Repeat steps (2.m.2) through (2.m.9) for every installed based item to be created.
- 2.n. Close the debrief form
- 2.o. Use a separate maintenance task to track the work required to physically remove the repair part from the parent.
3. Open the corresponding service request on the principal end item gaining the repair part.
- 3.a. Perform the appropriate steps for the repair part that will be exchanged. For this step, again verify whether the repair part is already in the installed base and is properly associated to the principal end item. By the completion of this step, the repair part to be exchanged between principal end items should be returned to the '01f' subinventory.
- 3.b. Select the task created for "cannibalization" or 'selective interchange'
- 3.b.1. Select the 'debrief' button.
- 3.b.2. Select the 'material' tab.
- 3.b.3. Create a new line by clicking in an empty service activity code field and select 'issue from inventory'.
- 3.b.4. Input the NIIN of the repair part created from steps (2.m.2) through (2.m.9) and tab to the next field.
- 3.b.6. (UOM will auto populate). In the quantity field input the qty being cannibalized or subject to selective interchange.
- 3.b.8. In the SUBINV field, select the subinventory the repair part was placed in '01f'. Tab to the next field.
- 3.b.9. In the locator field, select the locator the repair part was placed in. Tab to the next field.
- 3.b.10. The serial number field will be yellow indicating a required entry. Select the appropriate serial number used in step (2.m.8)
- 3.b.11. In the WRS field, select 'CN' if it is a cannibalization event, or 'SE' if it is a selective interchange event.

- 3.b.12. Select the 'save' icon in the toolbar. Upon saving, the transaction line will turn green indicating a successful transaction. This final action will create the relationship where the serviceable repair part is a child of the principal end item to be repaired.
- 3.b.13. Repeat steps (3.b.3) through (3.b.12) for every repair part to be installed on the parent end item to be repaired.
- 3.c. Close the debrief form
- 3.d. Close the maintenance task when all subinventory transactions are complete.
- 3.e. Use a separate maintenance task to track the work required to physically install the repair part to the parent.
4. Go back to the service request on the principal end item losing the repair part.
  - 4.a. Ensure unserviceable repair part is placed on this principal end item in the same manner as described in steps (3.b) through (3.e)
  - 4.b. Float/order replacement repair part or repair defective part if this is a selective interchange event.

**INSTRUCTION SET “B”**

For SECREPS that have been created in the installed base, but is not associated to a principal end item.

1. Ensure proper supply transactions are done to transfer repair part to be exchanged to the maintenance commodity's stage subinventory (e.g. MAINT\_STAGE) that will be doing the work on the principal end items used for the cannibalization/selective interchange event.
2. Open the service request on the principal end item gaining the repair part.
  - 2.a. Ensure the service request type as 'cannibalization' or 'selective interchange'.
    - 2.a.1. Select the 'tasks' tab of the SR to create a task.
  - 2.b. Assign the task type as 'maintenance.'
  - 2.c. In the status field, select 'assigned.'
  - 2.d. Select the appropriate priority.
  - 2.e. Owner type is 'group resource.'
  - 2.f. Owner is the maintenance group performing this task.
  - 2.g. Assignee type is 'employee resource.'
  - 2.h. Assignee is the individual performing this task.
  - 2.i. Input the appropriate start and end dates of this task.
  - 2.j. Input the appropriate planned effort.
  - 2.k. Subject of this task is 'cannibalization' or 'selective interchange'.
  - 2.l. Description of the task 'place repair part - issue to assembly'.
  - 2.m. Select the 'save' icon in the toolbar.
  - 2.n. Select the 'debrief' button.
    - 2.n.1. Select the 'material' tab.
    - 2.n.2. Click in the service activity code field and select 'issue from inventory'.
    - 2.n.3. Input the NIIN of the serviceable component that is to be used for repairs and tab to the next field.
    - 2.n.4. (UOM will auto populate). In the quantity field input the qty being cannibalized or subject to selective interchange.
    - 2.n.5. For the org, select the unit's organization.

- 2.n.6. In the SUBINV field, select the maintenance commodities subinventory (e.g. MAINT\_STAGE). Tab to the next field.
- 2.n.7. In the locator field, select a locator. Tab to the next field.
- 2.n.8. The serial number field will be yellow indicating a required entry. Enter the serial number of the serviceable repair part to be used for repairs.
- 2.n.9. In the WRS field, select 'CN' if it is a cannibalization event or 'SE' if it is a selective interchange event.
- 2.n.10. Select the 'save' icon in the toolbar. Upon saving, the transaction line will turn green indicating a successful transaction. This final action will create the relationship where the serviceable repair part is a child of the principal end item to be repaired.
- 2.n.11. Repeat steps (2.n.2) through (2.n.10) for every installed based component to be associated to the parent.
- 2.n.12 Close the debrief form
- 2.o. Close the maintenance task when the repair part has been installed on the gaining principal end item.
3. Open the corresponding service request on the principal end item losing the repair part.
  - 3.a. Select the 'tasks' tab of the SR to create a task.
  - 3.b. Assign the task type as 'maintenance'.
  - 3.c. In the status field, select 'assigned'.
  - 3.d. Select the appropriate priority.
  - 3.e. Owner type is 'group resource'.
  - 3.f. Owner is the maintenance group performing this task.
  - 3.g. Assignee type is 'employee resource'.
  - 3.h. Assignee is the individual performing this task.
  - 3.i. Input the appropriate start and end dates of this task.
  - 3.j. Input the appropriate planned effort.
  - 3.k. Subject of this task is 'cannibalization' or 'selective interchange'.
  - 3.l. Description of the task 'issue component to assembly cannibalization' or "issue component to assembly 'selective interchange'".

3.m. Select the 'save' icon in the toolbar.

3.m.1 Select the 'debrief' button.

3.m.2. Select the 'material' tab.

3.m.3. Click in the service activity code field and select 'issue to assembly'.

3.m.4. Input the NIIN of the unserviceable repair part that was exchanged. Tab to the next field.

3.m.5. (UOM will auto populate). In the quantity field input the qty being cannibalized or subject to selective interchange.

3.m.6. For the org, select the unit's organization.

3.m.7. In the SUBINV field, select the maintenance commodities subinventory (e.g. MAINT\_STAGE). Tab to the next field.

3.m.8. In the locator field, select a locator. Tab to the next field.

3.m.9. The serial number field will be yellow indicating a required entry. Enter the serial number of the unserviceable component that was exchanged.

3.m.10. In the WRS field, select 'CN' if it is a cannibalization event or 'SE' if it is a selective interchange event.

3.m.11. Select the 'save' icon in the toolbar. Upon saving, the transaction line will turn green indicating a successful transaction. This final action will create the relationship where the unserviceable repair part exchanged is a child of the principal end item that is the target of the cannibalization'/selective interchange.

3.m.12. Repeat steps (3.m.2) through (3.m.10) for every installed based component to be associated to the principal end item.

3.n. Close the debrief form

3.o. Close the maintenance task when all subinventory transactions are complete.

4. Order replacement repair part or repair defective part as appropriate if this is a selective interchange event.

**INSTRUCTION SET “C”**

For SECREPS that have been created in the install base and are properly associated to a principal end item.

1. Open the service request on the principal end item losing the part.
  - 1.a. Ensure the service request type as cannibalization or selective interchange.
2. Select the ‘tasks’ tab of the SR to create a task.
  - 2.a. Assign the task type as ‘maintenance’.
  - 2.b. In the status field, select ‘assigned’.
  - 2.c. Select the appropriate priority.
  - 2.d. Owner type is ‘group resource.’
  - 2.e. Owner is the maintenance group performing this task.
  - 2.f. Assignee type is ‘employee resource’.
  - 2.g. Assignee is the individual performing this task.
  - 2.h. Input the appropriate start and end dates of this task.
  - 2.i. Input the appropriate planned effort.
  - 2.j. Subject of this task is ‘cannibalization’ or ‘selective interchange’.
  - 2.k. Description of the task ‘place component in subinventory, and issue to assembly’.
  - 2.l. Select the ‘save’ icon in the toolbar.
  - 2.m. Select the ‘debrief’ button.
    - 2.m.1. Select the ‘material’ tab.
    - 2.m.2. Click in the service activity code field and select ‘return to inventory’.
    - 2.m.3. Input the NIIN of the item that is to be used for repairs and tab to the next field.
    - 2.m.4. (UOM will auto populate). In the quantity field input the qty being cannibalized or subject to selective interchange.
    - 2.m.5. For the org, select the unit’s organization.
    - 2.m.6. In the SUBINV field, select ‘01f’. Tab to the next field.
    - 2.m.7. In the locator field, select a locator. Tab to the next field.

- 2.m.8. The serial number field will be yellow indicating a required entry. Enter the serial number of the repair part (SECREP) item to be used for repairs.
- 2.m.9. Select the 'save' icon in the toolbar. Once 'saved' the material line will change color to green indicating the transaction was successful. The asset now resides in the destination subinventory.
- 2.m.10. Repeat steps (2.m.2) through (2.m.9) for every installed based item to be created.
- 2.n. Close the debrief form.
3. Open the corresponding service request on the gaining principal end item.
- 3.a. Perform the appropriate steps for the component that will be exchanged in the same manner as described above. By the completion of this step, the repair part exchanged should be returned to the '01f' subinventory.
- 3.b. Select the task created for cannibalization or selective interchange.
- 3.b.1. Select the 'debrief' button.
- 3.b.2. Select the 'material' tab.
- 3.b.3. Create a new line by clicking in an empty service activity code field and select 'issue to assembly.'
- 3.b.4. Input the NIIN of the repair part transferred during steps (2.m.2.) through (2.m.9.) and tab to the next field.
- 3.b.6. (UOM will auto populate). In the quantity field input '1'.
- 3.b.7. For the org, select the unit's organization.
- 3.b.8. In the SUBINV field, select the '01f' subinventory. Tab to the next field.
- 3.b.9. In the locator field, select the locator the repair part was placed in. Tab to the next field.
- 3.b.10. The serial number field will be yellow indicating a required entry. Select the appropriate serial number used in step (2.m.8)
- 3.b.11. In the WRS field, select 'CN' if it is a cannibalization event, or 'SE' if it is a selective interchange event.
- 3.b.12. Select the 'save' icon in the toolbar. Upon saving, the transaction line will turn green indicating a successful transaction. This final action will create the relationship where the serviceable component is a child of the principal end item to be repaired.
- 3.b.13. Repeat steps (3.b.3) through (3.b.12) for every repair part to be installed on the principal end item to be repaired.

- 3.c. Close the debrief form
- 3.d. Close the maintenance task when all subinventory transactions are complete.
- 4. Go back to the service request on the principal end item losing the repair part.
  - 4.a. Ensure all unserviceable repair parts are associated to the principal end item as described in steps (3.b) through (3.d).
  - 4.b. Order replacement repair or repair defective part if this is a selective interchange event.

**INSTRUCTION SET “D”**

For all consumable repair parts.

1. Open the service request on the principal end item losing the repair part.
  - 1.a. Ensure the service request type as cannibalization or selective interchange.
2. Select the ‘tasks’ tab of the SR to create a task.
  - 2.a. Assign the task type as ‘maintenance.’
  - 2.b. In the status field, select ‘assigned.’
  - 2.c. Select the appropriate priority.
  - 2.d. Owner type is ‘group resource.’
  - 2.e. Owner is the maintenance group performing this task.
  - 2.f. Assignee type is ‘employee resource.’
  - 2.g. Assignee is the individual performing this task.
  - 2.h. Input the appropriate start and end dates of this task.
  - 2.i. Input the appropriate planned effort.
  - 2.j. Subject of this task is ‘cannibalization – repair part’ or ‘selective interchange - repair part.’
  - 2.k. Description of the task ‘return repair part to inventory’.
  - 2.l. Select the ‘save’ icon in the toolbar.
  - 2.m. Select the ‘debrief’ button.
    - 2.m.1. Select the ‘material’ tab.
    - 2.m.2. Click in the service activity code field and select ‘return to inventory.’
    - 2.m.3. Input the NIIN of the item that is to be created and tab to the next field.
    - 2.m.4. (UOM will auto populate). In the quantity field input the qty being cannibalized or subject to selective interchange.
    - 2.m.5. For the org, select the unit’s organization.
    - 2.m.6. In the SUBINV field, select ‘01f’. Tab to the next field.
    - 2.m.7. In the locator field, select a locator. Tab to the next field.

- 2.m.8. Select the 'save' icon in the toolbar. Once 'saved' the material line will change color to green indicating the transaction was successful. The asset has been created and now resides in the destination subinventory.
- 2.m.9. Repeat steps (2.m.2) through (2.m.8) for every repair part to be returned to inventory.
- 2.n. Close the debrief form.
- 2.o. Close the task.
3. Open the corresponding service request on the receiving principal end item going the repair part.
- 3.a. Select the 'tasks' tab of the SR to create a task.
- 3.b. Assign the task type as 'maintenance.'
- 3.c. In the status field, select 'assigned.'
- 3.d. Select the appropriate priority.
- 3.e. Owner type is 'group resource.'
- 3.f. Owner is the maintenance group performing this task.
- 3.g. Assignee type is 'employee resource.'
- 3.h. Assignee is the individual performing this task.
- 3.i. Input the appropriate start and end dates of this task.
- 3.j. Input the appropriate planned effort.
- 3.k. Subject of this task is 'cannibalization – repair part' or 'selective interchange - repair part.'
- 3.l. Description of the task 'issue repair part to assembly'.
- 3.m. Select the 'save' icon in the toolbar.
- 3.n. Select the 'debrief' button.
- 3.n.1. Select the 'material' tab.
- 3.n.2. Create a new line by clicking in an empty service activity code field and select 'issue to assembly.'
- 3.n.3. Input the NIIN of a repair part created from steps (2.m.2) through (2.m.8) and tab to the next field.
- 3.n.5. (UOM will auto populate). In the quantity field input the qty being cannibalized or subject to selective interchange.

- 3.n.6. For the org, select the unit's organization.
  - 3.n.7. In the SUBINV field, select the subinventory the repair part was placed in '01f'. Tab to the next field.
  - 3.n.8. In the locator field, select the locator the repair was placed in. Tab to the next field.
  - 3.n.9. In the WRS field, select 'CN' if it is a 'cannibalization' event, or 'SE' if it is a selective interchange event.
  - 3.n.10. Select the 'save' icon in the toolbar. Upon saving, the transaction line will turn green indicating a successful transaction. This final action will consume the repair part in the principal end item to be repaired.
  - 3.n.11. Repeat steps (3.b.2) through (3.b.10) for every repair part to be installed on the principal end item to be repaired.
- 3.o. Close the debrief form
  - 3.p. Close the maintenance task when all subinventory transactions are complete.
4. Go back to the service request on the principal end item gaining repair part.
    - 4.a. Order replacement repair part if this is a selective interchange event.

**INSTRUCTION SET “E”**

Parts requirement transfer from one service request with a task to another service request with a task.

1. The following are the requirements for transferring parts from one service request/task to another.
  - 1.a. The service request that the parts are to be transferred from must have a task with valid parts requirements to be transferred. For a parts requirement to be valid for transfer it must not have ever been modified or changed have a cancelation, receipt or shipping status posted. Parts requirements having partial receipt transactions with remaining balance in a valid status cannot be transferred. Documents having a signal code of b; k; x cannot be transferred.
  - 1.b. The service request that the parts are being transferred to must have an open task.
  - 1.c. Both tasks gaining and losing must have the owning resource group of the gaining task assigned.
2. The following are the responsibilities within GCSS-MC that can perform a parts transfer.
  - 2.a. GCSS-MC MAINTENANCE OFFICER.
  - 2.b. GCSS-MC MAINTENANCE CHIEF.
  - 2.c. GCSS-MC MAINTENANCE MANAGEMENT OFFICER.
  - 2.d. GCSS-MC MAINTENANCE MANAGEMENT CHIEF.
  - 2.e. GCSS-MC MAINTENANCE MANAGEMENT NCO.
  - 2.f. GCSS-MC MAINTENANCE MANAGEMENT CLERK.
  - 2.g. GCSS-MC INVENTORY / SUPPLY OFFICER
  - 2.h. GCSS-MC INVENTORY / SUPPLY CHIEF
  - 2.i. GCSS-MC INVENTORY / SUPPLY ADMIN CHIEF
3. The following are the steps to conduct a parts transfer within the same organization.
  - 3.a. Select one of the responsibilities identified in Para 2.a.2.i.
  - 3.b. Navigate to: service request and then find service requests.
  - 3.c. Enter the service request number of the service request that the parts are to be transferred to in the number field.
  - 3.d. Click ‘search’.
  - 3.e. The requested service request will be returned in the results table, click on it to open the service request.
  - 3.f. Click on the task tab.
  - 3.g. Click to place the cursor on the highlighted task that the parts are to be transferred to.
  - 3.h. From the menu bar select tools, then click parts requirements. The parts requirements form will open.
  - 3.i. Click the parts search button to bring up the find parts requirements form.

- 3.j. In the header verify that the destination organization and sub inventory field's default values are correct.
- 3.k. In the form search criteria region, enter the task number that the parts will be transferred from.
- 3.l. Click the 'search' button.
- 3.m. The results will show all of the parts requirements that are eligible to be transferred (canceled, receipted, and shipped parts cannot be transferred).
- 3.n. Select the checkbox at the left end of the rows to select the parts requirements lines that will be transferred.
- 3.o. Click 'transfer' button at the bottom of the form.
- 3.p. An approve transfer pop-up message will appear and display the message "do you want to transfer these XXXXX records"
- 3.q. Click the 'ok' button to complete the transfer.
- 3.r. A pop-up message will appear and display the message "XXXXX transferred".
- 3.s. Click 'ok' to close the pop-up note.
- 3.t. The user will be returned to the XXMC parts requirement form and the transfer of the parts requirements is complete.
4. For parts transfers that are from one organization to another organization an am1 request for signal code and SUPADD will occur to reflect shipment to the new organization. These transactions will need to be approved within document management before the transfer is fully completed.

## GPN 1-13: PREP, FILING, AND DISPOSITION OF A SR IN PLACE OF AN ERO

REF/A: CMC 31 1233Z JUL 121

REF/B: MCO P4790.2C

REF/C: TM 4700-15/1H

REF/D: UM 4400-124

REF/E: CMC 121722Z APR 12

REF/F: CMC MCO 4400. 16H

1. SITUATION. This message supersedes and cancels reference a in its entirety. The functionality of Global Combat Support-Marine Corps (GCSS-MC) eliminates the requirement for the preparation, filing, and disposition of NAVMC 10245, equipment repair orders (ERO).
2. MISSION. To provide amplifying instructions for Maintenance Service Requests (SR) used in place of ERO for units operating in GCSS-MC.
3. EXECUTION. Effective immediately, unit commanders will incorporate the procedures contained herein.
4. COORDINATING INSTRUCTIONS. All units using GCSS-MC will comply with the standards outlined in this message.
5. GENERAL INFORMATION. Reference b is still in effect except wherein the subject matter of this message applies.
6. TRAINING.
  - 6.a. Users will refer to the user productivity kit (UPK), GCSS-MC training, and the training provided on the GCSS-MC web site titled 'on line training'.
  - Note: UPK training materials are continually updated in an effort to keep pace with updates to GCSS-MC.**
  - 6.b. Additional training resources can be obtained by logging into GCSS-MC. After logging in select "iSupport requestor," then select "find a solution" and then "more" under the maintenance link. The user will then be provided multiple options to gain access to power-point outlines intended to aid user learning and development.
  - 6.c. Users may find further training resources by logging into SPAWAR global distance support center. After logging in, select "SSC LANT NEW ORLEANS OFFICE HELP DESK", then select "KNOWLEDGE BASE SYSTEM"; under "SYSTEM", select "GCSS-MC". The user will then be provided multiple "request ids" (trouble tickets) along with "answers .steps to resolve" options. The SPAWAR website can be found at: <https://gdscnola.sscno.nmci.navy.mil/>
7. Purpose.
  - 7.a. The GCSS-MC maintenance SR will be used in place of NAVMC 10245 in all instances of maintenance that require Modification, Calibration, Corrective Maintenance, Preventive Maintenance Checks and Services (PMCS), Collateral Equipment (sl-3) replenishment, and Limited

Technical Inspections on ground equipment managed within GCSS-MC. A task will be created for each defect identified during the acceptance LTI and during the conduct of maintenance.

7.a.1. The SR will be used in lieu of the ERO for transmitting work to supporting maintenance organizations with the appropriate capability.

7.a.2. Reference b para 2-2a.(1)(b) is no longer applicable. GCSS-MC functionality requires a SR to be opened in any instance where parts are applied. A SR is not required in instances where labor is less than .3 hours and no parts are applied.

7.a.3. Separate service requests are required for Calibration, Corrective Maintenance, PMCS, Modification or Limited Technical Inspections.

7.a.3.a. A SR may have different priority tasks. If a task is created or upgraded to a higher priority than the SR, GCSS-MC will provide a warning that the SR will also be upgraded and may require a work re-approval. Work re-approvals are still required per REF C para 2-2.d.17.b

7.a.4. Copying a SR is required for inter-shop repairs and evacuation requirements. The preparing activity is responsible for creating the copied SR and for linking the copied SR to the original SR by use of the 'RELATED OBJECTS' tab.

7.a.5 Inter-shop repairs for the child of a PEI (ex. HMMWV component for MRC) will be accomplished by opening a parent SR (ex. SR for TAMCN a0067) and a child SR for the HMMWV. Parent and child SR must be linked. The child SR owning group will be changed to reflect the group performing repairs (ex. MXXXXX\_MT) and the status will reflect "INTER-SHOP RPR". The group performing the repair on the child will change the status of the SR to equip accepted per Para 7.b.2.b. If it becomes necessary for the child to be evacuated to a supporting maintenance activity, the child SR will be copied per instructions contained in Para 7.a.4.

## 7. B. RESPONSIBILITIES.

7.b.1 PREPARING ACTIVITY. The preparing activity may be the equipment owner, equipment user (temp loan) or equipment custodian (maintenance section) as in the case of the maintenance section evacuating equipment to a supporting organization with the appropriate maintenance capability. At a minimum the following data elements will be captured on the SR.

7.b. 1.a. **Contact Information.** Input the individual to be contacted upon completion of repairs.

7.b.1.b. **Serial/Item Instance Number.** Input the serial or item instance number, which requires repair, and 'tab' from that field. This action will auto-populate the customer, TAMCN/ID/MODEL, NIIN, and description fields.

7.b.1.c. **Service Request Type.** Select the appropriate maintenance request type from the drop down menu. Ensure only one SR of each maintenance request type is open on a specific item of equipment at each maintenance activity.

7.b.1.d. **Priority.** Select the appropriate priority per ref f. Urgency of Need Designator (UND) work approval rules still apply to priority selection. Priority designators 01 through 03 will be processed on a 7-day workweek, 24-hour workday basis. Priority designators 04 through 15 will be processed, at a minimum, during the normal work week. This will be based on production work load, appropriate criteria established by the Maintenance Officer/Chief, and local MMSOPs.

7.b.1.e. **Echelon of Maintenance.** Select the appropriate echelon of maintenance conducting repairs.

7.b.1.f. **Group.** Input the resource group conducting repairs.

7.b.1.g. **Problem Summary.** This is a free text field. Keep the problem summary clear and concise.

7.b.1.h. **Problem Codes.** These are synonymous with legacy defect codes and appear on the maintenance production report.

7.b.1.i. **Operational Status.** Assign the appropriate operational status. Note that 'deadlined' status will auto-populate the deadline control date (DCD) field in the header of the SR upon this assignment.

7.b.1.j. **Notes.** Use the notes to add any relevant/additional information.

#### 7.b.2. MAINTENANCE ACTIVITY.

7.b.2.a. Upon receipt of a SR, the maintenance activity will validate the information contained on the SR compared to the actual equipment inducted into maintenance. The maintenance activity will utilize the SR notes to record information validated during induction (also referred to as an "acceptance inspection"). Examples of information to be validated will include, but are not limited to, the following:

7.b.2.a.1. **Each SL-3 component accepted will be listed.** If all SL-3 items are accepted, a statement of 'accepted SL-3 complete' will be entered.

7.b.2.a.2. **Visual defects will be listed on the SR.** If there are no visual defects, a statement of "no visual defects" will be entered.

7.b.2.a.3. **The operator/crew PMCS condition** of the equipment will be annotated.

7.b.2.a.4. If the SR has not been properly completed per REF B, Appendix F, Para.4.b(1), reassign the SR to the preparing activity and notify them to take corrective action as necessary. Coordination shall be made between the preparing activity and the supporting maintenance activity to ensure required services are provided.

7.b.2.b. The maintenance activity will change the status of the SR to 'Equip Accepted,' save the SR and print a copy of the equipment's transfer of custody report and provide it to the preparing activity. Accomplishment of this step will auto-populate the date received in shop (DRIS). This action will be completed prior to the maintenance activity performing further steps in the maintenance cycle.

7.b.2.c. The maintenance section will accomplish all repairs within its authorized maintenance capability and record that information in the SR for each task created.

7.b.2.c.1. **Labor debrief.** Record actual time expended in the performance of maintenance for the assigned task on the 'labor' tab of the task debrief.

7.b.2.c.2. **Materiel debrief.** Record all materiel, including PEB, scrounge, broken unit of issues (BUI), and parts ordered, for the assigned task on the 'materiel' tab of the task debrief.

7.b.2.d. Ensure job status codes are applied to the SR and properly reflect the actual status of the equipment throughout the maintenance cycle.

7.b.2.e. Removing equipment from a deadlined status and closing the service request. The following steps apply when equipment has been repaired to the extent that it is no longer deadlined or all repairs have been completed.

7.b.2.e.1. Debrief all deadlining parts.

7.b.2.e.2. Debrief all labor hours within each completed task to record actual labor hours incurred then set the status of the task to closed, click save.

7.b.2.e.3. If additional repairs are outstanding but the item is no longer deadlined, the operational status of the SR will update automatically based on the assigned operational status of remaining task(s). The maintenance activity will ensure each maintenance action required is captured in a task and assigned the appropriate operational status. Legacy category codes have been replaced by the operational status.

7.b.2.e.4. The maintenance activity will perform quality control measures to ensure the equipment is operational, modifications are verified, and all parts requirements are debriefed within each respective task. A statement of “repairs inspected, MODS verified, QC complete” will be entered in a task for final insp. At that time, the maintenance activity will create an owner notified task and submit to the preparing activity. If the preparing activity is not satisfied that all requested services have been properly performed and all maintenance tasks have been “closed”, the maintenance activity will resolve any issues to ensure the customer receives the requested support.

7.b.2.e.5. Equipment counters will be updated with the current counter reading at the time the SR is being closed. Prior to closure of a SR, the Maintenance Officer/Chief will verify entries for work performed.

7.b.2.e.6. Once satisfied that all requested support has been properly provided, the preparing activity will recover all equipment submitted for service. The preparing activity will set the SR to “closed”, a dialog box will appear indicating the item’s operational status will be set to ‘OPERATIONAL-NO SR’ if all service requests are closed or cancelled. Click ‘ok’ to accept. A copied/courtesy SR will be closed by the maintenance activity conducting repairs.

8. FILING AND DISPOSITION. Maintenance history captured on the SR will remain associated to the item instance/serial number for the life of the item’s instance under service history. As a result, activities are no longer required to print paper copies of service requests to file in the equipment record jacket or NAVMC 696D. REF E mandates the use of GCSS-MC for various forms that are functionally incorporated and also allows for non-system maintenance documentation to be uploaded to the equipment item instance. These documents can be either scanned copies or electronically formatted forms. The intent is to capture required maintenance documentation in GCSS-MC. In the event that required maintenance documentation cannot be uploaded, units are required to retain hardcopy maintenance documentation until it can be successfully loaded into GCSS-MC or until such time as the required document retention period has elapsed. **Commanders may utilize a 696D, or commodity equivalent, for document retention in those instances where loading non-system documentation is not presently feasible.**

9. ADMINISTRATION AND LOGISTICS. Strict adherence to these procedures is necessary to ensure accurate equipment reporting and standardization of procedures throughout the enterprise. Headquarters Marine Corps (HQMC) Field Supply and maintenance analysis offices (FSMAO) have been tasked with performing assessments of enterprise equipment accountability and readiness reporting. HQMC will monitor compliance and effectiveness of these procedures and publish revisions as necessary.

## CHANGE OF SUPPLY DISCREPANCY REPORT (SDR) SUBMISSION PROCESS

REF/A: SECNAVIST 4355.18A

REF/B: DOD 4000.25-M

REF/C: SECNAVIST 4855.3B

REF/D: UM 4400-124

REF/E: MCO P4400.150E

1. Per Reference A, supply discrepancies are defined as any variation in goods received from data shown on the covering shipping documents which are not the result of a transportation discrepancy or product quality deficiency. Supply discrepancies encompass variations in condition or quantity, incorrect and misdirected material, receipt of cancelled requirements, improper or inadequate technical data or supply documentation, and any unsatisfactory condition due to improper packaging which causes the material to be vulnerable to loss, delay, or damage, or which imposes unnecessary expense to the U.S. Government. Shipping or packaging discrepancies attributable to the responsibility of the shipper, including contractors, manufacturers, or vendors, will be reported via SDR by the receiving activity. References A and B contain amplifying guidance for discrepancies which meet the SDR submission criteria.

2. PURPOSE. Effective 1 June 2011, the Marine Corps will utilize the PDREP/SDR application to submit SDRs for supply items managed by the Marine Corps Logistics Command (MARCORLOGCOM), Defense Logistics Agency (DLA), General Services Administration (GSA), and other services. New users will refrain from using PDREP/SDR prior to 1 June 2011 to allow adequate time for system modifications to be incorporated. Information about PDREP can be found in reference c. Instructions for submission of SDRs via PDREP are outlined within the SDR training module link provided below, paragraph 5.a.6.

3. BACKGROUND. Previously, SDRs have been submitted to a single point of contact at MARCORLOGCOM or directly to the shipping action point via individual e-mail, mail, telephone, or fax utilizing the Standard Form (SF) 364 or its electronic equivalent; the SF364 is also referred to as a report of discrepancy (ROD). The PDREP/SDR application was originally developed for the Navy as an option for submitting and responding to SDRs; the PDREP/SDR module is currently used by a variety of Department of Defense (DOD) customers. The PDREP/SDR application permits records to interface between PDREP and DOD's WEBSDR interface. This interface ensures that SDRs submitted through PDREP to a valid Routing Identifier Code (RIC) or DOD address activity code (DODAAC) are electronically routed to the action points within the SDR system and back to the originator. Vendors and suppliers may also access the application to respond to SDRs submitted by U.S. Government activities. The PDREP application has the capability to migrate SDRs submitted as quality issues into the Product Quality Deficiency Reports (PQDR) application and forward them via the DOD's PQDR inter-service interface to the appropriate PQDR action point. The primary purpose of the PDREP/SDR application is to satisfy customers' requirements when submitting SDRs, to collect data and generate metrics from the SDR system, and to improve supply chain efficiency.

4. OBJECTIVES. The objective of this message is to mandate SDR submissions into an automated process by employing the SDR application within PDREP. This allows originator(s) to enter SDRs within the application that are linked directly with the action points to resolve the respective discrepancies. This method will eliminate third-party screening points from conducting non-value-added steps that

unnecessarily delay the processing of SDRs. A moratorium of thirty days will commence from the start date of 1 June 2011. During the moratorium, MARCORLOGCOM will continue to process OCONUS submitted SDRs via e-mail in order to allow users adequate time to establish PDREP accounts. MARCORLOGCOM has established an Organizational Mailbox (OMB), [smblogcomsmcSDR@usmc.mil](mailto:smblogcomsmcSDR@usmc.mil) to be utilized during this moratorium.

## 5. ACTIONS.

### 5.a. SDR originators.

5.a.1 SDRs will be submitted by the supply activity that initiated the requisition, procurement, or acquisition.

5.a.2 Utilize shipment supporting documentation and the DLA Distribution Standard System (DSS) Material Release Order (MRO) link, <http://wegal.ogden.disa.mil/mrostatus/>, to identify the correct action activity (RIC or DODAAC) for proper routing of SDRs to avoid unnecessary delays in processing.

5.a.3 The code listing for SDR reporting can be accessed at the following link, <http://www.dla.mil/j-6/dlmso/programs/committees/supply/supplySDR.asp>.

5.a.4 Submit all SDRs via the PDREP/SDR module, [www.nslcptsmh.csd.disa.mil/PDREP/PDREP.htm](http://www.nslcptsmh.csd.disa.mil/PDREP/PDREP.htm).

5.a.5 First-time PDREP users must submit a user access request form, available on the Naval Sea Logistics Center (NSLC) web page: [www.nslcptsmh.csd.disa.mil/accessforms/uarform.htm](http://www.nslcptsmh.csd.disa.mil/accessforms/uarform.htm). Follow directions on the form to submit the request for access. User accounts may be established immediately; however, new users will not utilize PDREP prior to 1 June 2011 for reasons identified in paragraph 2 preceding.

5.a.6 On-line PDREP training is available at [www.nslcptsmh.csd.disa.mil/training/nslctrain.htm](http://www.nslcptsmh.csd.disa.mil/training/nslctrain.htm).

5.a.7 Assistance with PDREP is available from the NSLC customer support desk at commercial phone (207) 438-1690, DSN 684-1690; fax commercial (207) 438-6535, DSN 684-6535.

5.a.8 Supply activities will be guided by the references in determining the requirement to submit a SDR. REF D, Part III Section 5, Paragraph 5.3 contains instructions and decision tables (figures 3-26 through 3-33).

### 5.b. MARCORLOGCOM PG-10.

5.b.1 Serve as the Marine Corps Program Manager for the PDREP/SDR process.

5.b.2 Coordinate with the Naval Sea Logistics Center (NSLC), Portsmouth Detachment PDREP program office and the action points at MARCORLOGCOM Supply Management Center (SMC) for necessary user and managerial training.

5.b.3 Coordinate with NSLC to identify funding requirements for PDREP system changes and follow on funding requirements.

5.c. MARCORLOGCOM SMC.

5.c.1 Coordinate with PM-LIS and the NSLC PDREP program office to obtain PDREP/SDR user and managerial training.

5.c.2 Establish necessary PDREP user access.

5.c.3 Establish local procedures to take appropriate action on SDR submissions originated in the PDREP/SDR module.

5.c.4 Supervise and provide oversight to the overall SDR process.

5.c.5 Establish procedures to manually screen and process SDRs submitted by originators who are unable to establish the necessary PDREP user access, until conclusion of the moratorium.

5.c.6 Serve as the SDR process owner for the Marine Corps. Provide assistance to PDREP users with non-response, disputes, or difficulty with SDR responses from Non-Marine Corps action activity points.

5.c.7 Coordinate with MCSC to provide SDR management evaluation data identified in reference A paragraph 6 to HQMC total life cycle management branch (LPC) on a semi-annual basis covering the following periods; October through March, April through September. Reports will be due 30 days following the last day of the period covered.

5.d. HQMC LPC.

5.d.1 Serve as the marine corps focal point for SDR policy advocacy and coordination with the Defense Logistics Management Standards Office (DLMSO).

5.d.2 Report SDR trends and process analysis to Deputy Commandant (DC) Installations and Logistics (I&L) semi-annually based on paragraph 5.c.7 preceding.

5.d.3 Coordinate with the Field Supply Maintenance and Analysis Office (FSMAO) to ensure governance of current SDR policy.

5.d.4 Serve as final decision authority for unresolved SDR disputes and coordinate with all agencies on the SDR process.

6. Coordinating instructions. Assistance with non-response to SDRs or difficulty with action activity points should be addressed via e-mail to MARCORLOGCOM SMC at [smblogcomsmcSDR@usmc.mil](mailto:smblogcomsmcSDR@usmc.mil).

7. Guidance within this message will be incorporated into a future revision of reference E. Retention of records standards identified in REF E will be adhered to.

8. This message is applicable to the Marine Corps total force.

## SPN 1-12: SUPPLY DISCREPANCY REPORT (SDR) SUBMISSION PROCESS UPDATE

REF/A: DOD 4000.25-M

REF/B: DODI 4140.O1

REF/C: SECNAVIST 4355.18A

REF/D: MCO P4400.150E

REF/E: CMC WASHINGTON DC L LPC/DTG: 081417Z APR 11

1. This message is to provide updates and changes to the Supply Discrepancy Report (SDR) submission process. SDRs were previously referred to as a Report of Discrepancy (ROD) or by the form number sf364.
  - 1.a. Per Reference A, supply discrepancy is a general term used to describe any variation in goods received from data shown on any authorized shipping document which is not the result of a transportation discrepancy or product quality deficiency. Supply discrepancies include both shipping and packaging discrepancies.
  - 1.b. Shipping discrepancies encompass variations in condition or quantity, incorrect and misdirected material, receipt of cancelled requirements, improper or inadequate technical data or supply/shipping documentation that is not the result of a transportation error or product quality deficiency. Discrepancies involving Item Unique Identification (IUID) are reportable under shipping discrepancy criteria.
  - 1.c. Packaging discrepancies include any unsatisfactory condition due to improper packaging (including preservation, packing, marking, or utilization) which causes the item, shipment, or package to become vulnerable to loss, delay, damage, or unnecessary expense to the: U.S. Government. Discrepancies involving Passive Radio Frequency Identification (PRFID) are reportable under packaging discrepancy criteria.
  - 1.d. Shipping or packaging discrepancies attributable to the responsibility of the shipper, including contractors, manufacturers, or vendors, will be reported via SDR by the receiving activity.
  - 1.e. Reference a contains amplifying guidance for discrepancies which meet the SDR submission criteria.
2. Purpose. To disseminate guidance and information regarding recent changes involving the policy for and submission of SDRs.
3. Background. The defense logistics agency logistics management standards (DLALMS) office establishes requirements for the reporting of SDRs. The DLALMS office was formerly named the defense logistics management standards office (DLMSO). The DLALMS website can be found at: <http://www2.Dla.mil/j-6/dlms0/default.asp>
  - 3.a. Reference A is the overarching department of defense guidance for submission of SDRs. This manual can be found at: <http://www.dtic.mil/whs/directives/index.html>. See para 3.b below for information about the future location of this publication.

3.b. Changes to the SDR process, as well as other DOD processes, are achieved via the defense logistics management system (DLMS) change process. Approval/disapproval and prioritization of changes to the DLMS are achieved through DOD component coordination and consensus.

3.c. Recommended changes to the DLMS processes are staffed as proposed DLMS changes (PDC). Upon staffing and approval through applicable DOD agencies, approved changes are published as approved DLMS changes (ADC) and are slated for incorporation into applicable DOD policy and publications.

3.d. Reference B authorizes and directs the conversion of the DOD issuances supporting the defense logistics standard systems (DLSS) into defense logistics manuals (DLM). DLM are a relatively new category of publication that carries the same authority as a DOD manual. Reference b also requires the publication of the DLM in the defense logistics agency publication system (DLAPS) during June 2012, after which time those DOD issuances shall be removed (cancelled) from the DOD directives system. The link to the DLAPS site is <http://www.dla.mil/dlaps/>

3.e. ADC 488 announced the republication of DLMS SDR guidance. ADC 488 can be found at: [http://www2.dla.mil/j-6/dlms/eLibrary/changes/dlms/adc/adc\\_488\\_republication\\_SDR\\_procedures\\_dlm2.pdf](http://www2.dla.mil/j-6/dlms/eLibrary/changes/dlms/adc/adc_488_republication_SDR_procedures_dlm2.pdf)

3.f. Upon the issuance of the SDR DLM, reference c will be cancelled.

3.g. Marine corps users are directed to use guidance established in reference a.

3.h. Updated marine corps SDR policy and guidance will be incorporated into a future revision of reference d.

4. Discussion. Reference e levied the requirement for all marine corps users to utilize the department of the navy (don) product data reporting and evaluation program (PDREP) SDR application for the electronic submission of SDRs.

4.a. During February 2012 the PDREP site migrated to a new URL, located at: <https://www.pdrep.csd.disa.mil>

4.b. When supply discrepancies meet the reporting criteria identified in reference a, SDRs will be submitted by the supply activity that initiated the requisition, procurement, or acquisition action.

4.c. The sdr code lists can be accessed on the DLA site at the following link: <http://www.dla.mil/j-6/dlms/programs/committees/supply/supplysdr.asp>. Correct use of SDR discrepancy codes and document type codes is important to ensure valid corrective action and metrics capturing is accomplished.

5. SDR ORIGINATOR ACTIONS.

5.a. Submit all SDRs via the PDREP/SDR module, referenced in the preceding paragraph 4.a.

5.b. First-time PDREP users must submit a user access request form, available on the Naval Sea Logistics Center (NSLC) web page:

<https://www.pdrep.csd.disa.mil/pdrepfiles/accessforms/useraccess.htm>. Follow directions on the form to submit the request for access.

5.c. On-line PDREP training is available at:

<https://www.pdrep.csd.disa.mil/pdrepfiles/training/pdretrain.htm>

5.d. Assistance with PDREP is available from the NSLC customer support desk at commercial phone (207) 438—1690, DSN 684—1690; fax commercial (207) 438—6535, DSN 684—6535.

5.e. Per Reference D, all required tracer actions and supply discrepancy reports (SDR) must be accomplished prior to inducting lost shipment transactions.

5.f. Copies of tracer action and/or SDR and copies of any replies will be maintained on file and cross-referenced as supporting documentation for lost shipments. The explanatory statement for those lost shipments meeting the voucher criteria must state “processed as a lost shipment due to non-receipt within time frames established by source of supply or other regulation. All required tracer and/or SDR actions have been accomplished.”

5.g. Receiving units will not submit SDRs to the supply management unit (SMU) for assets shipped from the SMU. For discrepancies with SMU shipments, receiving units will follow local marine expeditionary force (MEF)/SMU guidance for resolution of discrepancies.

6. Coordinating instructions. Assistance with non-response to SDRs or difficulty with action activity points should be addressed via email to MARCORLOGCOM logistics services management center (LSMC) at [smb\\_logcom\\_lsmc\\_sdr@usmc.mil](mailto:smb_logcom_lsmc_sdr@usmc.mil) or by phone to the MARCORLOGCOM POC identified above.

7. This message is applicable to the Marine Corps total force.

## INTERIM GROUND SUPPLY POLICY ON PERIODIC SPOT INVENTORIES AND PROPERTY RECORD MANAGEMENT PERFORMANCE STANDARDS

REF/A: NAS AUDIT N2011-0021

REF/B: MCO P400.150E

REF/C: DOD 4140.1-R

REF/D: DOD 4000.25-M

1. ISSUE. Interim ground supply policy is required on: 1) periodic spot inventories, as part of a command's physical inventory control program; and 2) property record management, specifically time definite standards for processing adjustments. This interim policy satisfies recommendations made in REF A, as current policy established by REF B is inadequate and has lead to systemic ground supply property record keeping issues.

### 2. BACKGROUND.

2.A. The Naval Audit Service (NAS) published REF A, which outlines systemic Marine Corps ground supply record keeping issues and makes the following two recommendations:

2.a.1. Recommendation 1: require supply officers to conduct periodic spot inventories of on-hand equipment maintained by their responsible officers to verify the accuracy of unit records.

2.a.2. Recommendation 2: update guidance to establish time requirements for updating Mechanized Allowance Listings (MALs) and Consolidated Memorandum Receipts (CMRs).

### 3. Guidance.

3.a. Unit supply officers conducting physical spot-checks of a portion of organizational equipment in the custody of Responsible Officers (ROS) will alleviate or resolve many of the record keeping issues identified in REF A.

3.b. While REF B does provide for some timelines WRT processing of property record adjustments, a requirement to establish more comprehensive time definite standards for unit supply officers to adjust ground supply property records (i.e., MALs and CMRs) will alleviate or resolve many of the record keeping issues identified in REF A.

3.c. HQMC IL LPC is incorporating these requirements into the current revision of REF B.

### 4. ACTIONS.

#### 4.A. PERIODIC SPOT INVENTORIES ,

4.a.1. All Marine commanders having consumer-level supply accounts in their command/activity will establish physical inventory control programs to validate the existence and completeness of TYPE 1 military equipment for which they are accountable.

4.a.2. Commanders, on a quarterly basis, will ensure designated supply personnel physically inventory 10% of all command/activity TYPE 1 military equipment that is sub-custody to unit ROS. TAMCNS, NSNs, and Serial IDs will be validated against the assets physically sighted.

4.a.3. Such periodic spot inventories will exclude Electronic Key Material System (EKMS) items and small arms as these are subject to ~separate periodic physical Inventory control procedures. ,

4.a.4. MARFORs, MEFs, and/or MSCs will track and trend results of these periodic

Spot inventories to measure accuracy of internal ground supply property record keeping procedures.

5.b. Property record management performance standards.

5.b.1. All Marine commanders having consumer-level supply accounts in their command/activity will ensure their designated supply personnel implement the transaction processing time standards (TPTS) and objective defined in para 5.b.3.

5.b.2. The standards define the time between receipt, transfer, or discovery of a discrepancy for any given item of military equipment and the corresponding adjustment posting to the unit property records.

5. B. 3. (READ IN TWO COLUMNS):

<b>TPTS</b>	<b>OBJECTIVE</b>
1. INVENTORY ADJUSTMENTS (GAINS/LOSSES)	2 DAYS OR LESS
2. PROPERTY RECEIPTING ONTO MAL OR CMR	2 DAYS OR LESS
3. EQUIPMENT TRANSFERS (DISPOSALS, RETURNS, OR REDISTRIBUTIONS)	4 DAYS OR LESS

6. Periodic spot inventories and property record management performance standards compliance will be measured by respective Field Supply and Maintenance Analysis Offices (FSMAO).

7. This interim policy message will remain in effect until incorporated into MCO P4400.150F, to be released during CY-11.

8. Questions regarding this interim policy, and/or requests for a copy of REF A, are to be directed to the HQMC IL POCs listed above.

## FSMAO LINKS

FSMAO HQMC: <https://ehqmc.usmc.mil/org/IL/LP/LPC/FSMAO/default.aspx>

FSMAO WP: [https://wss.mcbbutler.nmci.usmc.mil/FSMAO\\_WP/default.aspx](https://wss.mcbbutler.nmci.usmc.mil/FSMAO_WP/default.aspx)

FSMAO West: <https://ips.usmc.mil/sites/lmtw/default.aspx>

FSMAO East: <https://ips.usmc.mil/sites/lmte/default.aspx>

LOGCOM: <https://logmod.hqmc.usmc.mil/FSMAO.html>

GCSS-MC: [https://gcssmc-ss0.csd.disa.mil./gcssmc\\_portal/index1.html?p\\_request=OK](https://gcssmc-ss0.csd.disa.mil./gcssmc_portal/index1.html?p_request=OK)

ONLINE TRAINING: [https://gcssmc-ss0.csd.disa.mil./gcssmc\\_portal/training.html](https://gcssmc-ss0.csd.disa.mil./gcssmc_portal/training.html)

\*Distance learning is available. POC is Mr. Gatlin [todd.gatlin@exelisinc.com](mailto:todd.gatlin@exelisinc.com) direct contact is authorized.

Reference Guide Welcome to Biometrics Thank you for choosing ievvo Ltd as your provider of biometric security solutions. Your new fingerprint reader(s) will offer a safe, reliable system to assist with your access control and /or time and attendance system. Although very simple to use, this guide will ensure you obtain the maximum benefits of your products. The guide will cover registration, usage, data protection and troubleshooting. Potchefstroom. NWU Referencing guide. NWU Harvard, Reference style of the Faculty of Law and APA. © 2012 Library Services North-West University, Potchefstroom Campus Potchefstroom No part of this publication may be reproduced or transmitted in any form by electronic or mechanical means without prior written permission of the publisher. One of the latter is this reference guide concerned with different bibliographic styles and which is a substantial revision of the Verwysings and Quoting Sources revised in 2006.