Department of the Army
Pamphlet 770–2

Acquisition Logistics

Procedures for Materiel Fielding

Headquarters
Department of the Army
Washington, DC
16 July 2021

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SUMMARY

DA PAM 770–2
Procedures for Materiel Fielding

This new Department of the Army pamphlet, dated 16 July 2021—

- Incorporates transparency procedures (chap 4).
- Replaces the term program manager with materiel developer (throughout).

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Acquisition Logistics

Procedures for Materiel Fielding

By Order of the Secretary of the Army:

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Chief of Staff

Official:

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History. This publication is a new Department of the Army pamphlet.

Summary. This pamphlet contains procedures and requirements to implement the policy set forth in AR 770–2.

Applicability. This pamphlet applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It is applicable to all organizations and personnel involved in materiel integration.

Proponent and exception authority. The proponent of this pamphlet is the Assistant Secretary of the Army (Acquisition, Logistics and Technology). The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling laws and regulations. The proponent may delegate approval authority, in writing, to a division chief within the proponent agency, direct reporting unit, or field-operating agency in the rank of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent. Refer to Army Regulation 25–30 for specific guidance.

Suggested improvements. Users are invited to submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Assistant Secretary of the Army (Acquisition Policy and Logistics), 103 Army Pentagon, Washington, DC 20310–0103.

Distribution. This pamphlet is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

*This pamphlet supersedes DA Pam 700-142, dated 22 January 2020.

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Chapter 1
Introduction

1–1. Purpose
This pamphlet provides mandatory procedures and requirements to implement the policy set forth in AR 770–2.

1–2. References and forms
See appendix A.

1–3. Explanation of abbreviations and terms
See glossary.

1–4. Records management (recordkeeping) requirements
The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Chapter 2
Materiel Fielding

Section I

Introduction to materiel fielding

2–1. General
The gaining command (GC) outlined in chapter 2 must be an Army command (ACOM), Army service component command (ASCC), direct reporting unit (DRU), Federal agency, or a foreign government. The U.S. Army Materiel Command (AMC) Life Cycle Management Commands (LCMC), Defense Logistics Agency (DLA), General Services Administration, and other Armed Services and Federal agencies that provide materiel support to the materiel developer (MATDEV) are considered support commands (SCs).

2–2. Fielding documents and coordination process
The memorandum of notification (MON); materiel fielding plan (MFP); materiel fielding agreement (MFA); DA Form 5106, Mission Support Plan; and DA Form 5682, Materiel Requirements List are the five basic documents associated with materiel fielding. They provide the detailed plans and actions the MATDEV and GC will accomplish to successfully field and deploy a materiel system, to include training and personnel. Sample formats and detailed instructions for these documents are found in appendix C. Distribution of fielding documentation must be in accordance with figure 2–1 and the needs of the GC. MATDEVs may use automated equivalent fielding documentation and coordination processes used in the Decision Support Tool or the Project Management Resource Tool.

a. A MON is an eight-paragraph memorandum that initiates the materiel fielding process between the MATDEV and the GC (see AR 25–50). The eight paragraphs include—

(1) References.
(2) Intent.
(3) Milestones.
(4) System description and/or uses.
(5) Receiving units.
(6) Justification.
(7) Preliminary distribution plan.
(8) MATDEV points of contact.

b. The MFP provides details on how the MATDEV will field the new materiel to the Army, addresses any materiel it replaces and describes how it will be transferred or retrograded. Data in the MFP originates in other source documents, program documents, and the life cycle sustainment plan. The MFP requires the most current, complete, and

accurate information concerning the system fielding. The MFP has an executive summary and at least eight sections that build on the eight paragraphs contained in the MON.

(1) The MATDEV prepares and coordinates MFPs with the GC. A system with little or no support impacts may only require a MON. A MON and other accompanying documentation (a fielding circular or a fielding bulletin) must address all areas required in a normal MFP, but in a much more abbreviated form. It must include enough information to allow the GC to plan, budget, and execute the fielding of the system.

(2) The MATDEV provides the draft MFP no later than 240 days before the full rate production contract award for developmental systems. For commercial and non-developmental items, the draft MFP must be submitted no later than 170 days before the full rate production contract award. Deviations from these timelines are acceptable as long as they are coordinated and agreed to by the MATDEV, GC, and other organizations from which support is expected.

(3) The MFP will be finalized and a signed MFA will be obtained (see AR 25–50). The GC ensures the applicable unit and U.S. Army Installation Management Command personnel attend any new materiel introduction briefs or pre-coordination meetings. The MFP will be appended to the life cycle sustainment plan at the Milestone C and full rate production decision reviews.

(4) The MFP provides information on security classification guides, OSHA 1910.1200 compliant with safety data sheets and Globally Harmonized System labels, and the physical and operational security requirements of all items in the fielding effort. Noted, the Army Modernization Training Automation System will only have the header information for classified new equipment training (NET) plans stored in their database.

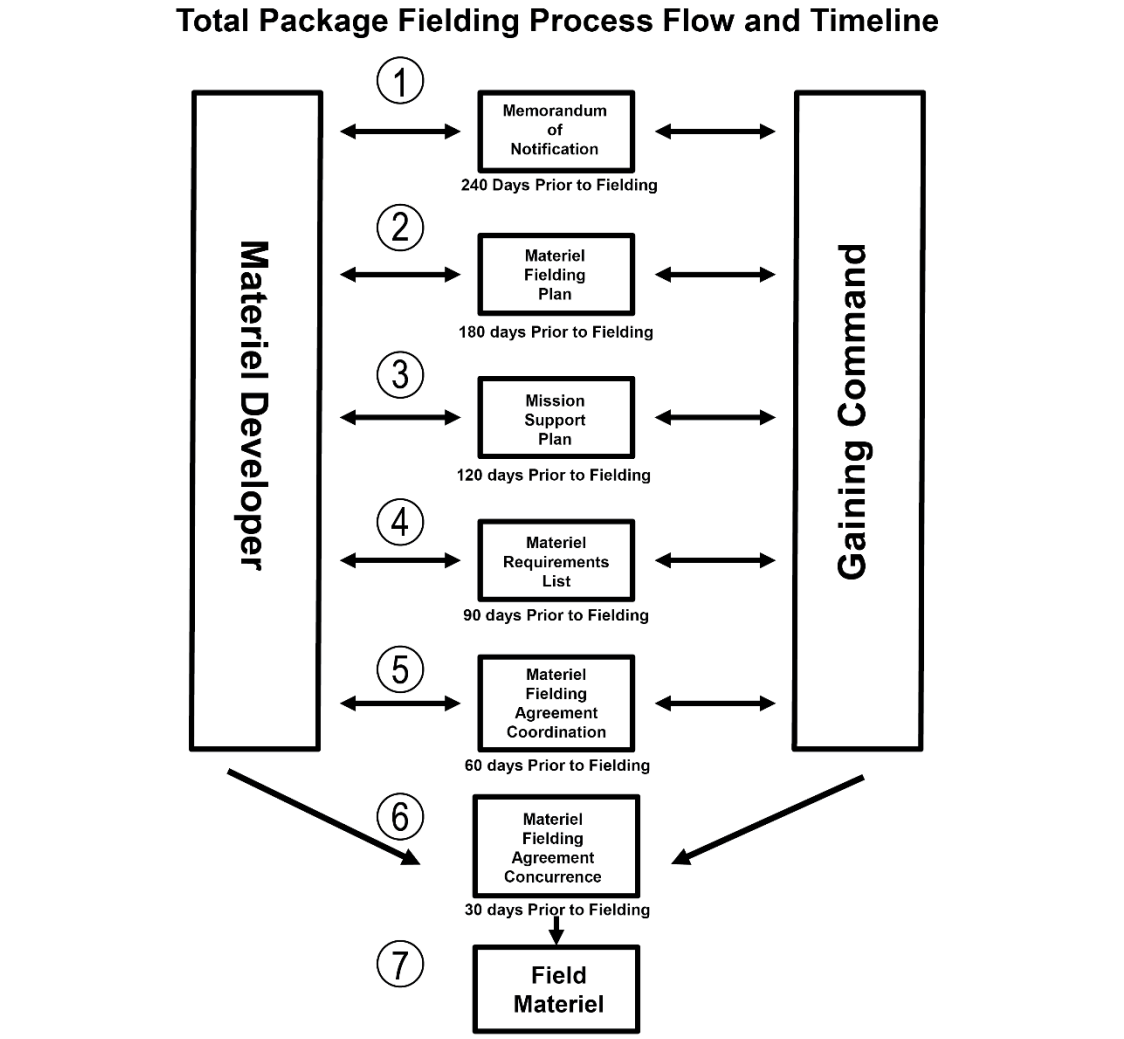
(5) A separate MFP must be prepared for each GC, or the MATDEV should have separate appendixes that tailor the MFP to each GC. Initial fielding to the training base or to Army pre-positioned stocks require a separate MFP or appendices tailoring the basic MFP.

c. The DA Form 5106 defines the planned maintenance and supply support structure for the new system or equipment. This is the GC's response to the MFP. It outlines how the GC intends to support the new materiel to include how the system and/or equipment should be fielded. The DA Form 5106 is provided to the MATDEV by the GC.

d. The DA Form 5682 is a comprehensive list of every item needed to support the fielding. It distinguishes between those items provided by the MATDEV and GC. The MATDEV may create an automated materiel requirements list to accompany or replace the DA Form 5682 so that all materiel and equipment can be identified but still requires a signature block for acceptance by both the GC and the MATDEV.

e. The MFA and subsequent agreements from fielding coordination meetings must be appended to the MFP to keep it current and complete.

f. Figure 2–1 outlines total package fielding (TPF) coordination process.



Notes:

Step 1. Materiel developer notifies the GC of a new materiel fielding.
Step 2. Materiel developer provides the initial materiel fielding plan to the GC.
Step 3. GC provides DA Form 5106 (mission support plan) to the materiel developer.
Step 4. Materiel developer provides the DA Form 5682 (materiel requirements list) to the GC.
Step 5. Materiel developer provides the materiel fielding agreement to the GC.
Step 6. Materiel developer and GC concur with the materiel fielding agreement.
Step 7. Materiel is fielded.

Figure 2–1. Total package fielding process flow and timeline

2–3. Fielding teams

a. The MFP and MFA identifies any requirements for a materiel fielding team (MFT), and describes the scope of the assistance to be provided by the MFT. The MFT will not perform GC functions, but it will help to ensure an efficient and effective fielding operation. The structure of the MFT is determined by the complexity of the system being fielded, an assessment of the facilities to be used for the processing and handoff, and by the amount of assistance provided by the GC.

b. The MATDEV coordinates with all participants, to ensure the skilled personnel, facilities, and materiel needed for consolidation, shipment, processing, inventory, handoff, and NET are provided as planned for in the MFP and MFA. The MFT's functions include—

(1) Processing that requires partial or complete assembly needed to put all equipment in an operational condition.

(2) Complete technical inspection prior to NET and issue of equipment to GC.

(3) Joint inventory with the gaining units' commander, or designated individuals and transfer and acceptance of property using an approved accountable property system of record (APSR) is mandatory (see AR 710–2).

(4) Verification of all major item unique item identifiers (UIIs) to ensure the UII is readable, registered, and will correct all UIIs defects prior to handoff.

(5) Appropriate processing and equipment improvement recommendations of warranty claims on Standard Form (SF) 368 (Product Quality Deficiency Report), DA Form 2407 (Maintenance Request).

(6) Preparation and submission of MFT after action report (AAR).

c. The MFT documents all problems, shortages, and deficiencies encountered during the fielding operation to each unit. The MFT chief submits an MFT AAR and provide it to the gaining unit 30 days after completion of the fielding.

d. The fielding to Army prepositioned stock requiring an MFT will be accomplished at the Army prepositioned stock location if practical. The MATDEV will be responsible for fielding unless otherwise negotiated.

Section II

Total package fielding

2–4. Coordination process

TPF is the Army's standard materiel fielding process designed to provide Army materiel systems to the using units as a coordinated package of end items, support items, and technical documentation. This process has the MATDEV, rather than the GC, budget for and provide the new system and its initial support. The actions needed to accomplish TPF varies based on the system complexity and the TPF category of fielding. See table 2–1 for a listing of MFP and TPF coordination offices.

Table 2–1
Materiel fielding coordination offices-

Organization	Mailing Address
Headquarters, Department of Army (HQDA)	U.S. Army TPF Policy Proponent (SAAL–LP) 2530 Crystal Drive, Arlington, VA 22202
Headquarters (HQ), U.S. Army Forces Command (FORSCOM)	HQ, FORSCOM, Chief Requirements Integration Division (AFOP–FM), 4700 Knox Street Fort Bragg, NC 28310–5000
HQ, U.S. Army Training and Doctrine Command	ATBO–HS, 661 Sheppard Place Fort Eustis, VA 23604–5700
HQ, AMC	Chief, Equipment Readiness and Integration Branch (AMCOP–S) 4400 Martin Road Redstone Arsenal, AL 35898
HQ, U.S. Army Aviation and Missile Command	AMSAM–MRE Redstone Arsenal, AL 35898–5230
U.S. Army Communication-Electronics Command Life Cycle Management Command (CECOM LCMC)	AMSEL–LC–RE–FM Aberdeen Proving Ground, MD 21005
U.S. Army Tank and Armament Command-LCMC	AMSTA–LC–LF, 6501 E. 11 Mile Road Warren, MI 48397–5000
401st Army Field Support Brigade (AFSB)-U.S. Central Command	ASSW–CO, APO, AE 09366
402nd AFSB–U.S. Indo-Pacific Command (INDOPACOM)	ASHI–CO, 512 Palm Circle Drive, Building T–118 Stop 5, Fort Shafter, HI 96858 (INDOPACOM area of responsibility inclusive of AK and HI)
403rd AFSB-Korea	ASKO–CO, Unit 15016, APO, AP 96218

Table 2–1
Materiel fielding coordination offices—Continued

404th AFSB Joint Base Lewis-McChord	404th AFSB Joint Base Lewis-McChord, WA 98443–9500 (Western U.S., AK, and HI)
405th AFSB–U.S. European Command and U.S. Africa Command	ASEU–CO, Unit 29704, APO, AE 09054–9704
407th AFSB	ASCW–CO, 89010 Tank Destroyer Blvd, Fort Hood, TX 76544–5073 (Soto Cano, Honduras, and Fort Buchannan Puerto Rico)
HQ, U.S. Army North	2108 Wilson Way JBSA–Fort Sam Houston, TX 78234
HQ, U.S. Army Pacific (USARPAC)	USARPAC (APLG–MMS), Bldg T- 01, Room 1113 Fort Shafter, HI 96858–5100
HQ, U.S. Army South Command	G–3 FMD JBSA–Ft. Sam Houston, TX 78234
Organization	Mailing Address
HQ, U.S. Army Recruiting Command, G–3 (AEOP–FMD–F)	Unit 29351, Box 101 APO AE 09014
HQ, U.S. Army Corp of Engineers	CELD 441 G Street NW Washington, DC 20314–1000
HQ, Eighth U.S. Army	ACofS G4 (EAGD–SO–MI) Unit 15236 APO AP 96205–0009
HQ, Logistics Assistance Office–Pacific	AMXLS Fort Shafter HI 96858–5400
United States Army Intelligence & Security Command	G–3 FM 8825 Beulah Street Fort Belvoir, VA 22060–5246
United States Army Installation Management Command	Logistics Branch (IMPW–L), G–4 HQ, US Army Installation Mgt Command 2405 Gun Shed Rd, Bldg 2261, Rm 2–54 Joint Base San Antonio, TX 78234–1223
United States Army Criminal Investigating Command	G–4 Russell Knox Building 27130 Telegraph Road Fort Belvoir, VA 22134–2253
Special Operation Command (USSOCOM)	Special Operations Research, Development and Acquisition Center J4–M 7701 Tampa Point Boulevard MacDill AFB, FL 33261–5323
United States Army Special Operations Command (USASOC)	DCS, G–4 (AOLO–SS), Bldg E2929 Fort Bragg, NC 28310
United States Army National Guard	NGB–ARQ 111 South George Mason Drive Arlington, VA 22204–1382
United States Army Network Enterprise Technology Command	NETC–LO 2133 Cushing Street Fort Huachuca, AZ 85613–7070
United States Army Reserve Command	ARRC–FDS–M HQDA, OCAR (DAAR–LO) Washington, DC 20310–2414
United States Army Medical Research and Development Command (FCMR–AC)	693 Neiman Street Fort Detrick, MD 21702–5022
United States Army Medical Logistics Command (AMML–LG)	MCMR–MMO–SF Fort Detrick, MD 21707–5001

Table 2–1
Materiel fielding coordination offices—Continued

United States Army Corrections Command	2800 Army Pentagon OMPG/RM DIV Washington, DC 20310–2800
United States Army Military District of Washington	103 3rd Avenue Fort Lesley J. McNair, D.C SW Washington, DC 20024

2–5. The materiel requirements list coordination package

The DA Form 5682 (Materiel Requirements List) is a list of all materiel to be fielded with the end item. Use DA Form 5682 to develop the required materiel requirements list (see app B for instructions). The MATDEV may create an automated materiel requirements list to accompany or replace the DA Form 5682 so that all materiel and equipment can be identified but still requires a signature block for acceptance by both the GC and the MATDEV.

a. The MATDEV submits DA Form 5682 to the GC identifying all items to be provided—

(1) Primary system and associated basic issue items (BII).

(2) Conventional ammunition (class V) (see AR 5–13).

(3) Associated support items of equipment (ASIOE) and BII.

(4) Organizational support equipment and deployable common table of allowances (for unit activation and conversions).

(5) Test, measurement, and diagnostic equipment (TMDE).

(6) Special tools and test equipment.

(7) Initial issue spare and/or repair parts.

(8) Special mission kits and outfits.

(9) Equipment technical publication (starter set).

b. The GC provides—

(1) Communication security requirements.

(2) Petroleum and chemicals (class III, bulk and packaged).

(3) Medical materiel requirements (class VIII).

(4) Additional authorization list (AAL) items.

(5) List of recommended field and sustainment reparable spares and related shop stock requirements to support the maintenance mission.

(6) List of limited procurement items needed. The GC provides these items unless specifically negotiated with the MATDEV and outlined in the MFA.

c. The MATDEV prepares DA Form 5682 for coordination and concurrence with the GC at the appropriate times. This coordinated document substantiates fielding requirements and determines fielding shortages. The GC receives a final copy of the agreed-upon DA Form 5682 as part of the DA Form 5682 coordination process.

d. The MATDEV develops a supplemental DA Form 5682 when the modified table of organization and equipment (MTOE) of the gaining unit changes between the signing of the initial DA Form 5682 and day of handoff (as negotiated). Handoff of the materiel on the supplemental DA Form 5682 occurs when the materiel becomes available.

e. Coordination and introductory briefings are accomplished by visit or video teleconference (mandatory for acquisition category programs level I, and II) or through written communication with the responsible GC personnel. The coordination meeting between the MATDEV and GC, when required, occurs 210 days prior to handoff date, or at a mutually agreeable time.

f. The U.S. Army Communications Security Logistics Agency separately develops support for communications security (COMSEC) materiel as a result of coordination with the Project Director COMSEC and the GC. COMSEC equipment is provided in separate fieldings. Classified COMSEC materiel is shipped to a designated COMSEC account. All controlled cryptographic item and other unclassified COMSEC materiel is shipped to the GC staging area and is secured as sensitive materiel pending handoff to the designated property book account.

g. The gaining unit property book officer (PBO) obtains COMSEC and/or Controlled cryptographic items from the unit's COMSEC Account Manager. The PBO accepts the APSR materiel issue from the MATDEV to include UII transfer. If there is a problem with the UII, the PBO should contact the MATDEV for resolution.

Section III

Total package fielding procedures

2–6. General

MATDEV actions to ensure successful TPF includes—

a. Coordinating with the GCs quarterly on all planned fielding with the command over the next 2 years.

b. Coordinating with the appropriate supporting command, Army Sustainment Command, and AFSB after a MFA is in place to establish outside the Continental United States (OCONUS) staging sites.

c. Furnishing disposition instructions for any TPF materiel on hand at the unit materiel fielding point (UMFP) or staging sites for more than 1 year. (This can be as simple as stating to depot mission stock because the fielding is completed.)

d. Providing a DA Form 5682 to the GC no later than 90 days prior to the first unit equipped (FUE) date and at least 30 days before a planned DA Form 5682 coordination meeting.

e. After the DA Form 5682 "scrub" with the GC, informing DLA or applicable contractor location of package build and expected release dates.

f. Requisitioning all end items, ASIOE, TMDE, authorized stockage list class VIII and/or class IX repair parts and a starter set of technical publications. Provide a copy of all class II, class III, and VII requisitions to the GC PBO within 30 days of delivery or handoff.

g. Establishing and maintaining accountability and visibility records for all assets until handoff.

h. Coordinating with the Project Director, COMSEC and the GC to ensure availability and arrange for COMSEC fielding, as appropriate. Ensure a designated COMSEC account is established to receive any needed classified COMSEC materiel.

i. Coordinating with U.S. Army Test, Measurement, and Diagnostic Equipment Activity for load testing, calibration requirements, and NET personnel (as required). Medical NET personnel are coordinated through the U.S. Army Medical Agency NET manager.

j. Coordinating with the GC and appropriate commodity managers to ensure that adequate quantities of class V, bulk class III, and class VIII will be available. This support must be planned concurrent with the MATDEV providing the draft MFP to the GC and the other organizations from which support is expected.

k. Coordinating a joint supportability assessment with the GC, at least 90 days before OCONUS fielding. Advise the GC of the fill percentage for the fielding, identify back ordered items and give their expected date of availability. Furnish a list of unavailable items and items required outside of the Dynamic Army Resource Priority List (for GC review and redistribution decision). Obtain GC call forward concurrence prior to movement of materiel to a GC facility. Identify to the GC the scope and duration of the services being provided by the MATDEV before, during, and after fielding to ensure user satisfaction. Assemble an appropriate MFT to provide the agreed-on support and services.

l. Providing the document number for all unavailable items and submit requisitions by MATDEV and DLA to ensure free issue of those items to the GC if a follow-on package is not planned.

m. Verifying handoff schedules, locations, and support needs with the staging sites and gaining units.

n. Allocating space and resources for Logistics Assistance Representative (LAR) and Lifecycle Software Engineering Center field support personnel participation in NET operator and maintenance training, as appropriate.

o. Providing the NET activity, a support package to include end items, major assemblies, spare and/or repair parts, special tools, TMDE, and technical manuals (TMs). The package supports the NET plan for timely and effective training (see AR 350–1).

p. Provide shipping instructions to the UMFPs, staging sites, storage depots, and contractors as appropriate. In cases where systems must be installed, the MATDEV ships to the site of installation.

q. Ensuring that materiel release is approved prior to issuing equipment to the gaining unit.

r. Processing, inventorying, handoff, and conduct NET.

s. The NET function is done in close coordination with TPF actions.

t. Ensuring all master component lists are provided to the unit prior to handoff.

u. Processing materiel systems to ensure that all are operationally ready at the time of handoff.

v. Conducting a joint inventory of all materiel with the user before handoff and document all shortage items owed to the user.

w. Processing all receipts for materiel within the appropriate APSR before issuing all end items and secondary items. Provide assistance to the GC to ensure establishment of user receipt, asset accountability, and visibility for all TPF materiel.

x. Providing a starter set of technical publications as negotiated with the GC and specified in the DA Form 5682. The MATDEV requests a starter set of publications through Logistics Data Analysis Center, Redstone Arsenal, AL 35898. Logistics Data Analysis Center forwards the request to Army Publishing Directorate (APD). The organization responsible for TPF uses the TPF budget line item number (LIN) in the appropriate procurement appropriation to fund locally reproduced equipment publications for the starter set when publications are not available through normal publication supply channels.

y. Tracking initial fielding discrepancies and deficiencies so they can be monitored, analyzed, and summarized by—

(1) Receiving unit's identification code and support unit Department of Defense Activity Address Code (DODAAC).

(2) End item national stock number (NSN).

(3) MATDEV.

(4) Geographical area and GC.

z. Coordinating with the supporting command and GC to ensure the NET requirements for all systems involved in the fielding are coordinated and accomplished.

aa. Tracking the status of TPF, shortages until the shortages are filled or the gaining unit no longer requires the item.

bb. Ensuring that transaction discrepancy reports DD Form 361 (Transportation Discrepancy Report) from receipt at staging or handoff sites are submitted through proper channels and are summarized in MFT AARs.

cc. Preparing and submitting Quality Deficiency Reports and equipment improvement recommendations result from processing, handoff, and NET and summarize them in the MFT AARs.

dd. Requesting and documenting all repairs and fixes required during processing, handoff, and NET. Summarize the maintenance in the MFT AAR. The MATDEV funds all repairs and fixes during processing, handoff, and NET.

ee. Validating all backordered TPF shortages with the GC no later than 1 year after package handoff.

ff. Forwarding a copy of all materiel fielding AARs to the GC and program executive officer (PEO).

2–7. Contingency procedures

a. TPF procedures outlined in paragraph 2–6 may be tailored by the MATDEV to meet the timelines and requirements of the contingency. MATDEVs should strive to provide a TPF during all contingency operations.

b. The DA Form 5106 will identify the activity designation of the unit identification code (UIC) level as authorized by the MTOE scheduled to receive the TPF end item, support items, and repair parts.

c. TPF will be transferred from the current unit PBO to the AFSB as governed by AR 710–2.

Section IV

Actions

2–8. Gaining and support commands

The GC outlined in chapter 4 must be an ACOM, ASCC, DRU, federal agency, or a foreign government. The AMC LCMCs, DLA, General Services Administration, and other Armed Services and Federal agencies that provide materiel support to the MATDEV are considered SCs.

2–9. Gaining command

The following actions by the GC (along with the functions identified in AR 770–2 ensure a successful TPF).

a. Validate the latest approved MTOE and table of distribution and allowances (TDA) for gaining units at least 240 days prior to the FUE date and assist the MATDEV in determining end items authorized by the system being fielded.

b. Review DA Form 5682 coordination packages and sign DA Form 5682. Identify any items not issued to be resolved before the joint supportability assessment. Verify all DODAACs receiving materiel version of retail accounting system is used by each DODAAC. (See app B for instructions for completing DA Form 5682.)

c. Provide a complete and accurate DA Form 5106 depicting the distribution of the materiel and the GC maintenance and supply structure. Identify the UIC and DODAAC for the recipients of operational readiness float (ORF) assets repair cycle float assets. (See app B for instructions for completing the DA Form 5106.)

d. Requisition all materiel that the GC is responsible for on the DA Form 5682.

e. Conduct a joint supportability assessment with the MATDEV to determine if the GC is prepared to go ahead with fielding.

f. Receive, inventory, and secure equipment in anticipation of MFT arrival.

g. Provide Soldiers (operators and maintainers) for NET classes as agreed in the MFA.

h. Conducts joint inventory with the MATDEV; acknowledge receipt using DD Form 1348–1 (Single Line Item Release/Receipt Document), DD Form 1150, (Request for Issue/Transfer/Turn-In), DA Form 3161 (Request for Issue or Turn-In) and DA Form 2062 (Hand Receipt/Annex Number) in accordance with AR 710–2. MATDEVs may use APSR generated supply documents, such as the Logistics Modernization Program's smart form in lieu of the DA or DD Forms.

i. Complete turn-in and redistribution of excess assets in accordance with the ACOM guidance.

j. Initiate or update technical publications accounts at https://armypubs.army.mil (Order/Subscriptions) outlined in AR 25–30.

k. Request NET funds required to bring Soldiers on Title 32, United States Code (32 USC) Active Duty Operational Support orders (Army National Guard only).

l. Accept environmental, safety, and occupational health documentation including safety data sheets with globally harmonized data during handoff of materiel.

2–10. Support command

a. Provide input to MFP and ensure a MFA between GC and MATDEV is approved prior to providing TPF assistance.

b. Inform MATDEV of supply availability for all materiel in support of fielding.

c. Compute and transmit initial issue support lists to the MATDEV 280 days prior to fielding. Ensure applicable stakeholders attend coordination and/or new materiel introductory briefing team meetings and other agreed upon events in support of TPF and NET.

d. Provide materiel and maintenance support in accordance with MATDEV MFA.

Section V

Supply support

2–11. Master component list

a. The master component list consists of component of end item (COEI), BII, and AAL.

b. Master component lists are required for all materiel fieldings. MATDEV develops the electronic component list and publish in the APSR using the Logistics Product Data Store.

c. The master component list will be verified in the APSR by the MATDEV, PBO, and GC during handoff.

2–12. Processing requisitions

a. The supply source processes TPF requisitions according to the uniform materiel movement and issue priority system and furnish the normal supply and shipment status indicated by the media and status code.

b. Assets requisitioned for TPF will be shown in ownership purpose code 9 and the applicable system project code on the MATDEV accountability record. These assets will not be released to satisfy other requirements.

2–13. Materiel consolidation and shipment (within continental United States)

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

b. Surface transportation will be used for initial materiel shipments.

c. Follow-on shipments that are needed for the initial handoff, which did not arrive at the fielding site, may be shipped by air. Remaining follow-on packages will use surface transportation.

2–14. Technical publication procedures

a. The MATDEV provides a starter set of authenticated publications as part of TPF. The starter set is a one-time issue of two copies of each publication to the user (unit) and field maintenance level. The starter set will only be provided for the end items that have not been previously used or supported by the GC. The publications for the starter set to each DODAAC will be indicated on the materiel requirements list. Starter set usually includes—

(1) Operator's manual and/or a crew checklist.

(2) Lubrication order (LO).

(3) Supply catalog (if not a supply catalog 999–01–Sets, Kits, and Outfits (available through the Logistics Information Warehouse) under "Sets Kits Outfits Online" in "Electronic Sets, Kits, and Outfits").

(4) Repair parts and special tools list.
(5) Hand receipt.
(6) Appropriate operator and/or maintenance electronic TM or interactive electronic TM.

b. Each MATDEV makes a yearly survey of publications required to support planned TPF. These requirements and timely ordering will be coordinated with Logistics Data Analysis Center and APD.

c. The MATDEV provides any needed authenticated equipment publications using local reproduction services, coordinated through the appropriate equipment publications control officer. This will be done only if the equipment publication control officer determines the publications cannot be printed in time to meet the required FUE date for the first command to be fielded. (See AR 25–30 for provisions and restrictions on printing.)

d. When an official DA publication exists but is not available from APD, the MATDEV requests the equipment publication control officer to obtain the needed copies through local reproduction services. In forecasting requirements for commercial and non-developmental items, each MATDEV and LCMC arranges for the technical and equipment element to evaluate manufacturer's publications using MIL–PRF–32216 before signing a production contract, to determine whether the manufacturer's publications are usable and adequate to support the commercial and non-developmental items and, if usable and adequate, to determine what supplemental materials must be contracted for. If the manufacturer's manuals are not adequate, the MATDEV prepares or procures the required technical publications that meet the appropriate military specifications. (See AR 25–30 for provisions on commercial manuals.)

e. The GC submits publication requests. The primary way to obtain DA publications, including initial issue quantities for new systems, along with updates and changes, is through APD. Publication requisitions can be submitted via the Army Publishing Directorate website, https://armypubs.army.mil/, and the status of the requisition is automatically provided.

Section VI

Staging

2–15. Consolidation and staging

a. The staging, processing, and handoff requirements will be coordinated as required with both continental United States (CONUS) and OCONUS staging sites. The CONUS staging sites will be selected based on the area being supported. Army depots and installations will be used as necessary to accommodate fielding and storage requirements.

b. To support TPF OCONUS, AMC operates two sites in Korea, and other temporary sites as necessary. OCONUS staging sites play a key role in keeping track of materiel shipped overseas and have reduced "lost" items significantly. Besides reducing the risk of materiel loss, the staging operations can also provide administrative support for MFTs and NET teams. They can provide office space, training classrooms, secure storage, processing facilities, and services. All services provided to the MATDEV are on a reimbursable basis.

c. The United States Army Europe New Equipment Staging Activity is located at the Germersheim Army Depot. The staging, processing, and handoff sites in the U.S. Army Europe vary and must be coordinated individually due to units extended geographical locations.

d. In Korea, AFSB Far East has two staging sites. Confirm with the AFSB support operations officer that these two sites are still available.

e. Annual workload projections should also be provided to and coordinated with the AFSBs.

f. The staging, processing, and handoff sites in USARPAC vary and must be coordinated individually due to the limited availability and constant use by Regular Army, U.S. Army Reserve, and Army National Guard units.

2–16. Unit material fielding point

a. The Transportation Officer provides transportation and shipping information to the MATDEV, staging site (if applicable), and to the gaining unit.

b. MATDEV ensures assets received will be entered into the appropriate MATDEV APSR account.

c. Materiel receipt must include the OSHA safety data sheet and Globally Harmonized System labels for the material to be entered into the APSR before the material is received at the UMFP and inspected for damage, quantity discrepancies, and proper documentation or identification in accordance with local standard procedures.

d. The materiel will be stored in locations designated for each unit. It will not be commingled with other mission stock.

2–17. Staging site

a. Perform all functions and tasks related to receiving, moving, locating, palletizing, packing, sorting, and segregating all incoming TPF materiel.

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

c. Report any physical damage to the materiel to the MATDEV or the MFT chief (if MFT managed site) within 24 hours of receipt. Fill out and promptly submit all appropriate discrepancy reports that is, SF 364 (Report of Discrepancy (ROD)), through proper channels.

d. Verify the bill of lading, inventory the multi-pack containers, and repack as required to store, process, and issue materiel.

e. Segregate and store materiel by unit and provide the MFT chief the status and packing list.

f. Issue materiel at the direction of the MFT chief.

g. Conduct or assist with processing for handoff to put materiel in "operational use" condition as previously agreed to in MFP.

2–18. Direct shipment

Non-centrally staged end items will be scheduled with the Surface Deployment and Distribution Command (SDDC) and shipped to gaining units under standard transportation policy. The OCONUS shipments require notification to SDDC 6 months prior to movement. Coordination with the gaining units is required to ensure proper receipt and accountability of TPF end items that are shipped directly to the units. An agreed upon consolidation point for joint inventory and handoff will be used for receipt of materiel (class IX, publications). AMC staging sites to GC supply support activity (SSA) locations may vary based on commodity and end items. The MATDEV resources the transportation costs to handoff sites, regardless of location.

2–19. Joint supportability assessment and call forward

a. Under TPF, a joint supportability assessment coordination meeting will address all issues identified during the DA Form 5682 coordination meeting. Subsequently, not later than 60 days before CONUS and 90 days before OCONUS FUE date, the MATDEV and GC coordinates and approves the final fielding and handoff schedule. GCs will report on their readiness to conduct the fielding and will mutually agree that the projected materiel percent of fill, end item availability, personnel, and facility support is adequate to conduct the fielding as scheduled. Either the final FUE date will be agreed upon or a new fielding and joint supportability assessment date scheduled.

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

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

2–20. Unit set fielding

Unit set fielding (USF) is a disciplined, synchronized approach that focuses on fielding a system of systems configuration to provide a fully integrated operational capability. USF—

a. Shifts from fielding "stand alone" systems to "systems of systems" configured in an integrated unit set.

b. Synchronizes processes to ensure that the integrated fielding of systems of systems is accomplished to give the unit a full operational capability.

c. Supports modernizing a unit with the minimum disruption to unit readiness.

d. Ensures all materiel is present and integrated during fielding; for example, major end item, digital hardware and software, support facilities, training aids, devices, simulators and simulation, personnel, and ASIOE.

e. Requires the corresponding installation infrastructure, training base, and training center modernization be integrated to ensure success.

f. Will not replace TPF and other materiel fielding processes, but will capitalize on the strengths of these programs to discipline unit modernization.

g. Will be sequenced according to Army operational priorities.

2–21. Maintenance

The MATDEV ensures all equipment requiring field level maintenance is added to the maintenance master data file located at AMC Logistics Data Analysis Center prior to fielding.

Chapter 3
Transfers and redistribution

Section I

General

3–1. Overview

Materiel transfers or redistribution covers a wide range of situations, such as intra and inter command including ACOMs, ASCCs, and DRUs that will be referred to as, "command" throughout this chapter, transfer of end items governed by AR 770–2 and redistribution of excess and replaced end items governed by AR 710–2. It may also include fielding of a major weapon system and all its support from one command to another command that has never used the system or displaced (cascaded) equipment fielding using TPF methods. This can be more complicated than new system fielding. Transfers require coordination with the DCS, G–8, national inventory control point and between the losing and GCs.

3–2. Displaced equipment fielding and transfers

a. Provisions and restrictions. Prior to conducting fielding activities or transfer of displaced equipment, the following provisions and restrictions apply:

(1) The MATDEV coordinates and confirms fielding dates using DST as AMC, performing as the Lead Materiel Integrator (LMI), posts proposed sourcing decision established in the Army Synchronization Tool.

(2) TPF process is mandatory unless waived by the DCS, G–8 or Commanding General, AMC.

(3) Materiel distribution and redistribution will be based on authorization levels as delineated in approved authorization documents, Army priorities and senior leader directives.

(4) The AMC, performing as the LMI, provides turn-in or transfer disposition for displaced equipment through the DST. Disposition of displaced equipment will be provided to the losing activity through the DST.

(5) DST produced disposition instructions will be provided to the MATDEV for each serial numbered item.

b. Equipment transferred. Equipment transferred between commands into Army prepositioned stock, sustainment stocks, or prepared for storage below national level will meet the following requirements:

(1) Army's maintenance standards (see AR 750–1).

(2) Scheduled services will be performed if 90 percent or more of the service interval has expired.

(3) Equipment will be inspected by the losing command a minimum of 120 days prior to the transfer date.

(4) Preventive maintenance checks, services, and inspection results will accompany the materiel.

(5) Artillery and tank cannons will have a minimum of 75 rounds of effective full charge remaining at transfer date.

(6) Equipment accepted for depot overhaul via the combat vehicle evaluation program will not be transferred between commands.

(7) All components of the end item and BIIs will be included in the materiel transfer.

(8) Communication security equipment transferred between commands requires Project Director Network Enabler's approval.

c. Materiel transfers. Equipment transferred between commands will meet the following requirements:

(1) Requisitions for repair parts with estimated delivery dates on or past the transfer date will be canceled.

(2) Appropriate funds for the repair parts will be transferred to AMC.

(3) Outstanding field or sustainment maintenance requests that cannot be completed prior to transfer will require the gaining and losing commands to document an agreement with concurrence from the DCS, G–3/5/7.

(4) Commands and agencies will fund temporary duty related to their responsibilities for transfers.

d. Other than unit set materiel transfers. Equipment transferred between commands in other than unit sets will meet the following requirements:

(1) Equipment will not be transferred until all corrective actions requiring repair parts are completed.

(2) When equipment does not meet the transfer standard, the losing commander will transfer the appropriate funding to the GC.

e. Materiel transfer between units within a command. Commanders establishes the standard for materiel transferred between units within the command.

f. Materiel turn-in. The following requirements apply to materiel turn-in:

(1) Materiel turned in for depot overhaul is not required to meet transfer standards outlined above.

(2) Materiel will be turned in as is complete (including components of the end item and BIIs), unless exempted by AMC.

(3) Materiel within a unit that is excess as a result of changes in authorization documents or displaced materiel will be turned in using the turn-in criteria, unless an exception is made by the LCMC.

(4) The LCMC is authorized to provide an exception for materiel accepted for depot overhaul or rebuild, equipment being disposed of, or other equipment if an appropriate reason exists. Other excess materiel may be turned in to the supporting supply activity in its existing condition.

(5) Materiel above the unit level (SSA or Army prepositioned stock sustainment) reported as excess will—

(a) Be maintained in its present condition by the owning organization.

(b) Not be cannibalized or involved in parts substitution without prior authorization from the LCMC.

(c) All other displaced and excess items will be redistributed in accordance with AR 710–2.

g. Exceptions. Materiel transfer exceptions includes:

(1) Transferred aviation materiel will conform to the serviceability criteria contained in TM 1–1500–328–23, Aeronautical Equipment Maintenance Management Procedures.

(2) Materiel under the direct control of the DCS, G–3/5/7 and AMC with distribution managed by the DCS, G–8 through the Equipment Release Priority System.

h. Inter-theater transfers. Inter-theater transfers are prohibited unless approved by the DCS, G–8.

i. Training equipment. Training equipment not considered static displays that are assembled and disassembled will be depot overhauled prior to transfer or reissue. Materiel used for base operations or for the original purpose of operator or crew training will meet transfer or turn-in standards.

3–3. Displaced materiel fielding

MATDEVs—

a. Executes and oversees displaced materiel fielding activities.

b. Fields complete and fully supportable displaced materiel.

c. Tailors supportability planning and milestones for fielding displaced materiel based on the complexity and condition, logistics impacts on the GC, and other support considerations. All integrated product support elements, with the exception of design interface will be considered.

d. Coordinates for training to ensure the GC is capable of safely operating and maintaining the redistributed materiel.

e. Displaced fielding of training devices will follow the requirements set forth in AR 350–38.

f. Coordinates the transfer of displaced equipment between the losing command and GC(s) and other participants when either of the following conditions exist:

(1) The displaced equipment must be transferred directly from one command to a different command that has not previously used or supported the system.

(2) The displaced equipment must be transferred to a depot-level activity for refurbishment in conjunction with transferring the system to a command that has not previously used or supported the system.

(a) The MATDEV of the displaced equipment will coordinate the displaced materiel fielding schedule with the GC.

(b) The MATDEV conducts NET and the displaced equipment fielding at the GC, where required.

g. The MATDEV is not responsible to dispose of displaced or divested equipment from units, unless it is seed equipment that the MATDEV will use for other acquisition purposes.

(1) The MATDEV will only ship displaced equipment returning to their locations.

(2) The AMC Logistics Readiness Center ships displaced equipment to GCs, or depot locations.

(a) Units prepares displaced equipment to be shipped to depots for further redistribution, or for lateral transfer outside of their command at 10/20 standards with all associated equipment.

(b) For items that are specifically selected for depot maintenance, reset, or seed programs, “As is complete” is the shipping standard. The principles and techniques of integrated product support management must be applied for planning, tracking, and evaluating the transfer of displaced equipment. The integrated product support planning and preparation of the memorandum of agreement (MOA) or materiel transfer plan (MTP) will be conducted in conjunction with the MFP for the new or improved system causing the displacement. The goal of displaced equipment planning is to provide delivery of a supportable system. MATDEVs ensures that materiel requiring a MTP—

1. Designates displaced equipment manager.
2. Addresses all integrated product support elements except design interface in the MTP.
3. Establishes transfer procedures and schedules.

3–4. Displaced equipment training

a. AMC, the Army's designated displaced equipment trainers determines GC training requirements for displaced equipment training (DET). The existing training base will be used to the maximum extent possible. When a formal training plan is necessary, it will be an appendix in section 9 of the MTP or appended to the MOA. When no formal training plan exists, all training requirements needed to train the staff planners, trainers, support personnel, and users will be documented in the MOA or MTP.

b. U.S. Army Training and Doctrine Command and other capability developers (CAPDEVs) initiates training plans and conduct training for active component units. FORSCOM and USARPAC plans and conducts DET for U.S. Army Reserve units, while the National Guard Bureau establishes plans and conduct DET for Army National Guard units (see AR 350–1).

c. Displaced equipment trainers coordinates with AMC trainers.

Section II

Procedures

3–5. Supporting command materiel transfer plan

a. The MATDEV plans and directs transfer of displaced equipment to a GC not previously supported, using a MTP. The MTP will also be used if the system is to be cycled through a depot and fielded to the GC via TPF.

b. The MTP will be coordinated with the losing and GCs, SC, depot planners, and other product support participants and will be prepared and staffed in conjunction with the MFP for the new or improved system causing the displacement. All systems requiring an MTP will have milestone schedules as in new system fielding (see app C). Through MTP coordination with the losing command, GC, and SC, the documentation affirming the following will be required to complete the plans for transfer—

(1) Adequate DET planning has been accomplished.

(2) Facilities requirements are available or planned.

(3) Personnel requirements are identified and planned.

(4) Appropriate logistics assistance office has been included in the coordination actions.

(5) All materiel requirements have been identified. This includes—

(a) The items that will be provided by the losing command, the GC, and the national level SC. Materiel will go directly from the losing command to the GC, or the materiel will be cycled through a depot level facility. If all the materiel will be accumulated at the depot level, TPF methods will be used to field the system to the GC.

(b) Established transfer standards and methods for all end items, support items, and repair parts. The losing command, GC, and SC need to agree on the planned procedures for transfer of all materiel.

(c) A determination of how initial support for each end item will be computed (that is, SC computations, or based on present support stockage in another unit).

(6) Need for a MFT has been identified. Required skills, personnel, and their source have been identified.

(7) Schedules have been developed that will not conflict with other planned operations needing the same personnel or facilities.

(8) System managers have been appointed in the losing command, GC, and SC.

3–6. Losing command materiel transfer plan

a. When displaced equipment is transferred using an MTP, the losing command appoints a displaced equipment manager. This manager plans and coordinates the transfer in conjunction with the PM/LCMC responsible for the MTP and the managers of the new system causing the displacement. The appropriate logistics assistance office will be coordinated with their input and assistance.

b. The losing command provides direct input to the MTP and be a signatory for the materiel transfer agreement.

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

d. For transfers accomplished by MTP, the losing command executes the following procedures:

(1) Identify the needed DET requirements and coordinate and schedule them with the DET trainers, the GC, and the appropriate SC.

(2) Assure the timely change to MTOE/TDA authorizations allowing for the expedited turn-in of the displaced equipment and its related support equipment and materiel.

(3) Coordinate and document the specific transfer procedures and responsibilities in a displaced equipment checklist and report.

(4) Assure the timely turn-in and transfer of the system and its related support as specified in the MFP.

(5) Achieve agreed-upon equipment transfer standards. Inform the SC and GC immediately of all shortages or condition deficiencies of materiel planned to be transferred.

(6) Ensure all staging, deprocessing, and handoff requirements have been coordinated with the PM/LCMC, UMFP, staging site, and losing site.

(7) Package and ship all displaced systems and support items to the GC, depot or staging site in accordance with the MTP.

3–7. Gaining command materiel transfer plan

When a MTP is used to transfer displaced equipment, the coordination is between the MATDEV, GC, and losing site. The GC ensures that their information going into the MTP results in a clear and complete description of their present and projected personnel, facility, and materiel assets. This information will result in establishing all resources required for each gaining unit to receive, operate, maintain, and support the displaced equipment. The following procedures will help ensure a successful transfer:

a. Appoint a displaced equipment manager for the planning, coordination, and execution of the transfer. Ensure the MFP is prepared in accordance with appendix C.

b. Ensure that a fielding checklist is used.

c. Ensure the DET and personnel requirements are coordinated and planned for in accordance with AR 350–1.

d. Plan, program, and budget for the receipt, operation, maintenance, and support of displaced equipment.

e. Validate authorization documentation (MTOE and/or TDA).

f. Provide DA Form 5106 identifying the maintenance, and supply support units and/or environment.

g. Identify all support considerations that should be addressed in the coordination of the MTP and transfer procedures.

Section III

Agreements

3–8. Use of a memorandum of agreement for transfer

a. When a MFP for a new system is received, making a system available for displacement or transfer, the losing command determines if redistribution procedures are required for the replaced system. If the system will remain in the command, then the transfer will be planned, programmed, budgeted for, and controlled within the command. Normal logistics support channels and methods will be used. However, if the system is to be transferred to another command, an MOA will be initiated by the losing command to plan, coordinate, and affect the transfer to the GC. The losing command must identify the materiel condition and quantity of the support equipment available for transfer. The condition will be reviewed to determine if it is necessary to route all or part of the system and its support equipment to a repair or overhaul facility prior to transfer to the GC. Coordination with SC may be necessary to identify the related support equipment and spares or repair parts to be included in the transfer.

b. When a specific end item is replaced from MTOE or TDA (see AR 710–2), there are tools available to identify the repair parts that are unique to the end item being displaced and no longer needed by the organization. These tools can be found in the Logistics Information Warehouse, which can be accessed from Logistics Data Analysis Center's home page using the Logistics Information Warehouse interface.

c. After receipt of the MON stating that displaced equipment will be transferred directly to a GC that uses and supports the system, the losing command takes the following steps:

(1) Jointly formulate, coordinate, and execute displaced equipment's MON with the GC.

(2) Identify needed DET requirements and coordinate and schedule them in coordination with the designated displaced equipment trainers and the GC.

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

(4) Coordinate and document the requirements and responsibilities of the transfer in a displaced equipment checklist.

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

(6) Achieve agreed-upon equipment transfer standards and document any standards deviation.

3–9. Memorandum of agreement

a. When a command is informed that it will receive displaced equipment from another using command and they already use and support that system, a MOA will be used to transfer the system from the losing command to the appropriate GC. The GC determines all the training, personnel, facilities, materiel, and supply support needed to support the system in the gaining units. Then, based on present or projected personnel, facilities, and assets, they will determine what additional resources are needed to use, maintain and support the system.

b. The losing command through a MOA, develops plans that coordinates the transfer of displaced equipment with displaced equipment trainers, and SCs, using the following:

(1) Materiel and assistance provided by the losing command.

(2) The additional skills and training needed and their source.

(3) The condition and quantities of materiel provided by the losing command.

(4) Status of additional requirements to be provided, and their source.

(5) Documentation that each end item being transferred will have initial support from one of the following:

(a) Mandatory parts list.

(b) An approved computed initial support list.

(c) A recommended list based on the stockage from another unit already supporting the same end items and the source for these parts.

(6) Application of the transfer standards in accordance with AR 770–2.

(7) Scheduling of a transfer coordination meeting to develop and agree on displaced equipment checklist similar to the fielding checklist.

(8) Transfer schedule, location, and approval for coordination.

(9) A list of SC functions and responsibilities in the transfer.

(10) A list of primary points of contact for the transfer in the losing command and GC.

c. To support the MOA, the GC also—

(1) Ensure timely establishment of authorization documents (MTOE and TDA).

(2) Provide DA Form 5106 to the SC and losing command to show the using, maintenance, and supporting units for the displaced equipment. The proper distribution for the ORF assets will be designated, if applicable.

(3) Identify personnel and training requirements for each gaining unit. Plan and coordinate DET in accordance with AR 350–1.

(4) Identify and program for additional or special facility requirements of the displaced equipment.

(5) Plan, program, and budget for the receipt, operation, and maintenance of the system.

d. SC MOA procedures.

(1) When a MOA is used to transfer displaced equipment from one command to another that already uses and supports the system, the SC (Product Support Integrator of the system or its support equipment) will be involved as required. In some cases, the losing command and GC will need little help in determining supportability and materiel requirements. SCs and maintenance depots will play a central role in determining if some or all the displaced equipment and its support equipment will be cycled through maintenance activities prior to transfer to the GC.

(2) In all cases, the MATDEV and PSI (including the national maintenance point) will plan, program, and budget for the continued support of the displaced equipment.

(3) On request, the SC identifies the displaced equipment and related ASIOE, components, class IX, and other support materiel. In some cases, this may be accomplished with direct assistance from equipment specialists and item managers; while in other cases use of the supply process may be appropriate. The initial support may be identified by the SCs. Initial support requirements may be an established authorized stockage list, or even stockage based on another unit already supporting the same end item.

(4) Based on coordination between the losing command and GC, depot level refurbishment will be accomplished when deemed necessary and economical. This can involve needed modifications, conversions, or overhauls as appropriate.

e. Special assistance to the losing command in achieving transfer standards may be required by the MATDEV on a reimbursable basis.

Section IV

Handoff

3–10. Procedures

Handoff procedures varies based on the level of system complexity and category of TPF. The MATDEV and GC coordinates the MFP and agree (if an MFT is required or not). Subsequent coordination will specify the detailed materiel, personnel, and facility requirements to be provided by the MATDEV and GC. The entire handoff process often has three distinct steps: processing, inventory, and handoff. Figure 3–1 outlines the handoff process.

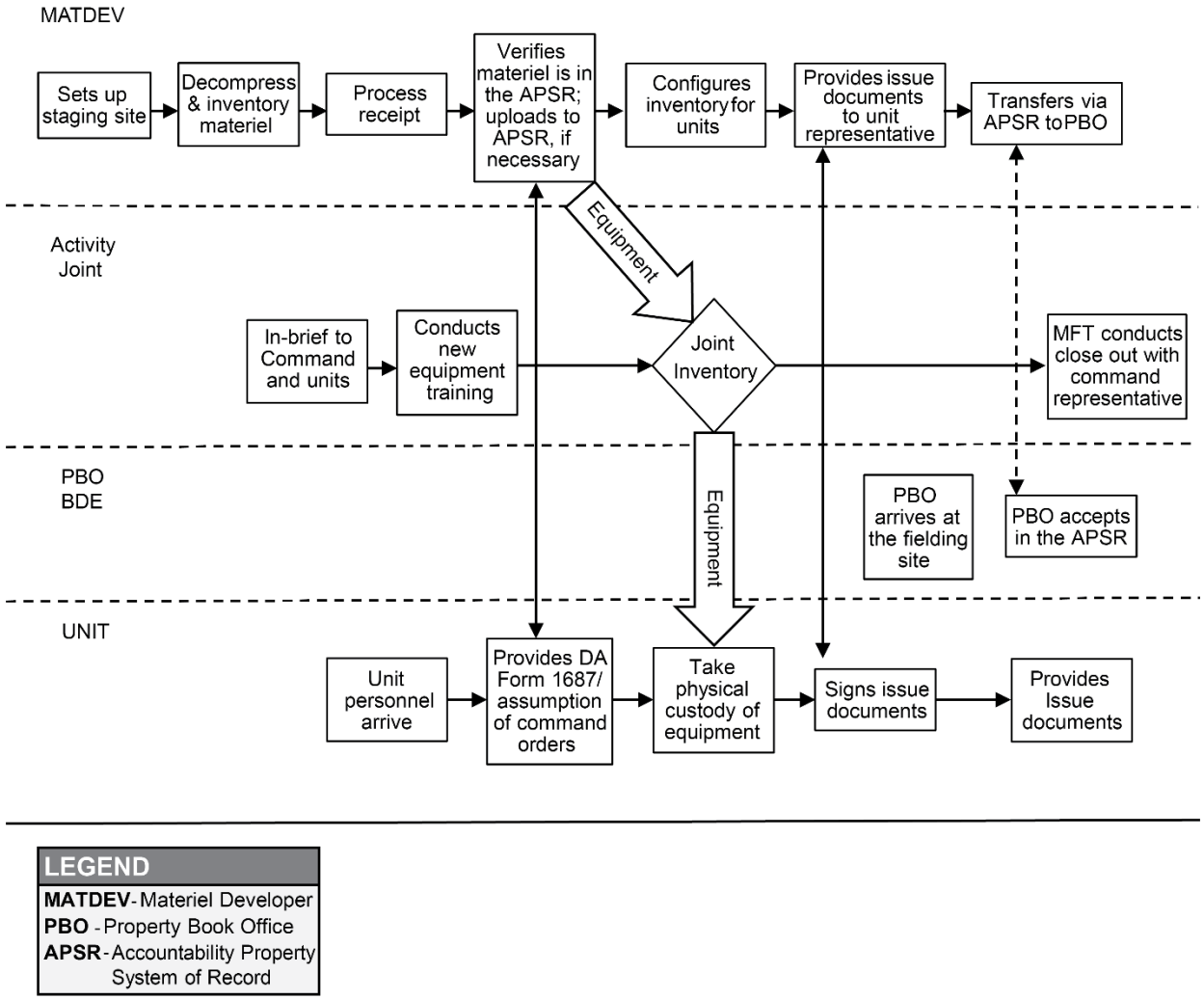


Figure 3–1. Materiel fielding handoff procedures

3–11. Processing

a. Many items will not require any processing other than taking them out of a container, verifying their identity, and accepting materiel from the supply system.

b. The MFT will consist of personnel required to de-process the materiel and conduct a joint inventory of all materiel provided to each unit. If NET is planned in conjunction with the processing and handoff, the NET team coordinates with the MFT. When central staging is used, the MATDEV will arrange with the staging site for processing, inventory and handoff support using staging site, or contractor personnel, as required. When staging site facilities and

personnel are used, the staging, processing, and handoff requirements will be identified and coordinated. In these cases, the staging site will furnish the tools and materiel for processing unless otherwise agreed on. When decentralized staging is used, the MFT or GC personnel will accomplish processing.

c. The MFT and staging site personnel will fill out any necessary discrepancy reports for missing, damaged, or defective items discovered before or during the handoff. The MATDEV provides a shortage listing to the gaining PBO and SSA accountable officer in order to establish valid due-in for all inventory shortages. The MATDEV will ensure that the missing, defective, or damaged items are provided to the customer at no cost. All discrepancies will be reported on the appropriate form, SF 368 (Product Quality Deficiency Report), and will be promptly submitted through channels.

d. Other items received at a unit or central staging site will be inspected, given a complete operational check, and accepted in accordance with AR 710–2 and AR 735–5. Instructions will be included in the MFA and the method of processing will be coordinated with the staging site and/or unit personnel.

e. Items with extensive processing requirements due to either complexity or density will generally be de-processed by a MFT. The MATDEV determines and provides the necessary personnel, skills, equipment, tools, and materiel needed for the task. Generally, the processing will take place before GC personnel arrive for the inventory and actual handoff. If a central staging site or GC facility is needed for the processing, all the arrangements must be coordinated, agreed on, and documented in the MFP and MFA.

f. When a central staging is not used and no MFT is used for fielding, the GC fills out and processes all SF 368s, and the GC submits it through established channels.

g. The MATDEV funds all incurred processing costs.

3–12. Inventory

a. The unit provides assumption of Command orders and DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies) to the MFT chief so the MFT can verify that the materiel is being issued to the correct MTOE/TDA organization and to ensure the commander has delegated signature authority to the personnel who will sign DD Form 1348–1 (issue) or DD Form 1150 (issue multi-line) or system generated equivalent, such as a smart form, in accordance with AR 710–2 and AR 735–5.

b. The MFT performs a joint inventory with the unit to account for all items provided during the fielding. Both the MATDEV and the GC representative signs the appropriate supply documents, such as DD 1348–1, DD Form 1150 or DA Form 2062 and DA Form 3161 in accordance with AR 710–2 and AR 735–5. MATDEVs may use APSR generated supply documents, such as the Logistics Modernization Program's smart form in lieu of the DA or DD Forms.

c. When a MFT is used a joint inventory will be conducted. Arrangements for the inventory and handoff will be coordinated between the MATDEV, MFT or staging site personnel, and GC personnel.

d. The joint inventory will be done in conjunction with the handoff. Inventory of the materiel is conducted in the following manner:

(1) Class II, VII, and VII end items will be individually inspected to ensure all BIIs and major components and onboard spares are included.

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

(3) The inventory will be complete when all shortages, damages, or defects recorded in accordance with AR 710–2 and AR 735–5. Shortages will be documented and indicate whether a follow-on fielding or free issue of the items can be expected.

(4) When MFTs are not used, the GC PBO and SSA accountable officer processes the customer documentation and appropriate discrepancy reports for any missing, damaged, or defective materiel.

3–13. Handoff completion

a. Handoff of the materiel is considered complete when all receipt documents are signed and accepted and processed in an APSR by the gaining PBO. Accountability for the fielded materiel and its support package will be transferred to the GC PBO or SSA accountable officer at handoff. The GC PBO, SSA, or unit accountable officer processes the customer documentation provided to establish property accountability for all materiel received.

b. The MFT chief or central staging site personnel serving as the handoff team will prepare an AAR within 30 days after completion of the joint inventory and handoff. This report includes the following:

(1) A list of all materiel and services still owed to the GC that is required as a result of fielding deficiencies. A summary of the discrepancy reports, warranty claims, equipment improvement recommendations and maintenance requests used during processing, inventory, handoff, or NET (if part of MFT function).

(2) A response to all fielding checklist statements listed in the MFT AAR.

(3) A list of any transfers that have not been accepted by the gaining PBO.

(4) A copy of the MFT AAR will be provided to the GC and the MATDEV.

Chapter 4
Transparency

Section I

General

4–1. Overview

The procedures in this chapter are used to add new materiel to an existing LIN and to increase and decrease the on-hand quantities of materiel items.

4–2. Transparency enterprise

The Army transparency enterprise consists of a combination of systems working together to appropriately account and track materiel. The enterprise provides the capability to implement the policy and procedures for Depart of Defense owned equipment and other accountable property. Although there are many transparency activities within the enterprise, this chapter focuses on accountability of assets within the acquisition domain, predominately under the responsibility of the PEOs.

4–3. Accountability property system of record (system description)

a. Property accountability. The APSR provides complete accountability capabilities and is designed to manage property to include government furnished property in a comprehensive and complete business process that interacts with the Wide Area Workflow and the item unique identification (IUID) registry.

b. Defense Property Accountability System. The Defense Property Accountability System is an APSR recognized by the Army.

c. Global Combat Support System-Army. GCSS-Army is the tactical Army's logistics system. GCSS-Army tracks unit maintenance, total cost of ownership and other financial transactions related to logistics for units.

4–4. Accountable property system of record elements

The following data elements are entered into the APSR by the accountable officer within seven calendar days of formal acceptance by the government—

a. Name, part number, description (noun, nomenclature), model number, serial number, and national stock number, if known.

b. Owner (both the accountable and custodial organization).

c. Status (that is, active or inactive (retired), staged, stored, in-transit, transferred, declared excess, awaiting disposition, dispositioned).

d. Quantity (that is, received, fabricated, issued, and on-hand) and unit of measure.

e. General ledger classification (that is, general equipment, loaned, or leased, or a means to apply business rules for making such a determination).

f. Value at full cost and depreciation information, if applicable; or original acquisition cost if the property does not require capitalization.

g. Estimated useful life (years or activity based for capitalized property).

h. UII or Department of Defense recognized IUID equivalent as defined in Department of Defense Instruction 8320.04 and AR 700–145.

i. Date placed in service.

j. Location (that is, DODAAC, UIC, commercial, and government entity code)

k. Current condition. Information on supply condition codes is contained in Defense Logistics Manual 4000.25.

l. Posting reference (that is, DD Form 250 Material Inspection and Receiving Report receiving report number, contract, purchase order, or other procurement identification number, invoice number).

m. Transaction type (that is, received, accepted, inventoried, transferred, shipped, retired, and disposed).

n. Transaction date.
o. Care of supplies in storage as needed.
p. Government furnished property elements—
(1) Authorizing contract.
(2) Recipient points of contact.
(3) Period of performance expiration date.
(4) Expected property return date (when different from period of performance).

Section II

Accountability procedures

4–5. General

a. PEOs establishes APSR records for all MATDEV support property. MATDEV support property is considered any property (Class II, VII, and VIII) that is not intended for imminent unit fielding. MATDEV support property includes prototypes, display materiel, mission support equipment, government furnished property/government furnished equipment and contractor acquired property that will eventually return to the government at the conclusion of the contract period.

b. PEOs establishes APSR records for MATDEV non-fielded property. MATDEV non-fielded property is any property (Class II, VII, and VIII) intended for imminent unit fielding. MATDEV procures materiel and hand-off materiel to gaining units using an APSR. In order for UII data to be captured upon receipt in the APSR, MATDEV ensures that the IUID clause is in the contract when UII materiel is obtained by way of a contract to ensure the original equipment manufacturer OEM registers the materiel with the Department of Defense IUID registry in accordance with AR 700–145. When the OEM sends the shipping notice, it will contain the UII data which will be in the Wide Area Work Flow awaiting the MATDEV to receive the goods in the APSR. When the MATDEV receives the goods in the APSR, the IUID will be captured in the APSR. Prior to handing-off the materiel to a gaining unit, the fielding team will scan the materiel to ensure the bar code is readable. The fielding team generates a good issue transaction from the MATDEV APSR to GC's APSR; in return the PBO generates a post goods receipt to the MATDEV APSR acknowledging receipt of materiel and confirmation to the accuracy of the UII and serial number provided, completing the issue. See table 4–1 and table 4–2 for materiel transfer follow-up procedures for onsite materiel fielding and other equipment fielding's (for example, mailings, deliveries, and so forth).

Table 4–1
Materiel transfer follow-up procedures for onsite materiel fielding

Responsible Agency	Required Action	Time Standard
PEO/MATDEV	Notify receiving unit PBO/Brigade Commander	after 5 working days if transfer is still open
PEO/MATDEV	Notify ACOM HQ that entered into MFP/MFA	after 20 working days if transfer is still open
PEO/MATDEV	Notify HQDA's DCS G–4	after 30 working days if transfer is still open
PEO	Notify DASA APL	within 40 working days if transfer is still open

Legend
MATDEV – materiel developer
PEO – program executive office
DCS – Deputy Chief of Staff
DASA APL – Deputy Assistance Secretary of the Army Acquisition Policy and Logistics
PBO – property book officer

Table 4–2
Materiel transfer follow-up for other equipment fielding's (mailings, deliveries, and so forth)-

Responsible Agency	Required Action	Time Standard
PEO/MATDEV	Notify receiving unit PBO/Brigade Commander	after 15 working days if transfer is still open

Table 4–2
Materiel transfer follow-up for other equipment fielding's (mailings, deliveries, and so forth)-

PEO/MATDEV	Notify ACOM HQ that entered into MFP/MFA	after 20 working days if transfer is still open
PEO/MATDEV	Notify HQDA DCS G–4	after 30 working days if transfer is still open
PEO/MATDEV	Notify DASA APL	after 45 working days if transfer is still open

Legend
MATDEV – materiel developer
PEO – program executive officer
DCS – Deputy Chief of Staff
DASA APL – Deputy Assistance Secretary of the Army Acquisition Policy and Logistics
PBO – property book officer

Appendix A

References

Section I

Required Publications

AR 770–2
Materiel Fieldings (Cited on title page.)

Section II

Related Publications

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

Air Force Manual 24–204
Transportation-Preparing Hazardous Materials for Military Air Shipments (Available at https://www.wpafb.af.mil.)

AR 5–13
Total Army Munitions Requirements and Prioritization Policy

AR 25–30
Army Publishing Program

AR 25–50
Preparing and Managing Correspondence

AR 70–47
Engineering for Transportability Program

AR 200–1
Environmental Protection and Enhancement

AR 220–1
Army Unit Status Reporting and Force Registration – Consolidated Policies

AR 350–1
Army Training and Leader Development

AR 700–4
Logistics Assistance

AR 700–138
Army Logistics Readiness and Sustainability

AR 700–139
Army Warrant Program

AR 700–145
Item Unique Identification

AR 710–1
Centralized Inventory Management of the Army Supply System

AR 710–2
Supply Policy Below the National Level

AR 735–5
Property Accountability Policies

AR 750–1
Army Materiel Maintenance Policy

AR 750–59
Corrosion Prevention and Control for Army Materiel

DA Pam 25–403
Guide to Recordkeeping in the Army

DA Pam 385–16
System Safety Management Guide

DA Pam 700–24
Sample Data Collection

DA Pam 750–8
The Army Maintenance Management System (TAMMS) Users Manual

DLM 4000.25
Defense Logistics Management Standards (DLMS) (Available at https://www.dla.mil/hq/informationoperations/dlms/.)

DoDI 8320.04
Item Unique Identification (IUID) Standards for Tangible Personal Property (Available at https://www.esd.whs.mil/.)

MIL–PRF–32216
Performance Specification: Evaluation of Commercial Off-The-Shelf Manuals and Preparation of Supplemental Data (Available at https://www.logsa.army.mil/.)

MIL–STD–2073–1
Standard Practice for Military Packaging (Available at http://www.everyspec.com.)

MIL–STD–3003
Vehicles, Wheeled: Preparation for Shipment and Storage of (Available at http://www.everyspec.com.)

OSHA 1910.1200
Safety Data Sheets (Mandatory) (Available at https://www.osha.gov.)

TM 38–470
Storage and Maintenance of Army Prepositioned Stock Materiel

29 CFR
Labor (Available at https://ecfr.io/.)

40 CFR
Protection of Environment (Available at https://ecfr.io/.)

49 CFR
Transportation (Available at https://ecfr.io/.)

32 USC
National Guard (Available at https://uscode.house.gov/.)

Section III

Prescribed Forms

Unless otherwise indicated, DA forms are available on the APD website (https://armypubs.army.mil/).

DA Form 5682
Materiel Requirements List (Prescribed in paras 2–2, 4–2, 4–5, B–2, C–4.)

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the APD website (https://armypubs.army.mil/) and DD forms are available on the OSD website (https://www.esd.whs.mil/dd/). SF are available on the General Services Administration website (https://www.gsa.gov/reference/forms#sf).

DA Form 1687
Notice of Delegation of Authority - Receipt for Supplies

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 2062
Hand Receipt/Annex Number

DA Form 2406
Material Condition Status Report

DA Form 2407
Maintenance Request

DA Form 3161
Request for Issue or Turn-In

DA Form 5106
Mission Support Plan (MSP)

DD Form 250
Material Inspection and Receiving Report

DD Form 361
Transportation Discrepancy Report

DD Form 1150
Request for Issue/Transfer/Turn-In

DD Form 1348–1
Single Line Item Release/Receipt Document

SF 364
Report of Discrepancy (ROD)

SF 368
Product Quality Deficiency Report (PQDR)

Appendix B

Instructions for completing forms

B–1. Instructions for Completing Mission Support Plan: (DA Form 5106)

Instructions for completing DA Form 5106 are found in table B–1.

Table B–1
Instructions for completing DA Form 5106·

BLOCK IN FORM	ENTRY TO BE MADE
CHECK ONE: PROPOSED FINAL	Identify if this is a proposed plan, or a final plan.
1.a. PREPARING ORGANIZATION NAME AND ADDRESS	Enter complete organization name, and address.
1.b. MACOM (ACOM, ASCC, DRU)	Enter ACOM, ASCC, DRU of the preparing organization: (for example FORSCOM, AMC or other)
1.c. MSP Number	Enter Internal Mission Support Plan Number (MSP).
1.d. DATE (YYYYMMDD)	Enter date of form preparation.
1.e. POINT OF CONTACT	Enter Person from 1a. who will be responsible for information on the form.
1.f. PHONE DSN/COMM	Circle whether Phone number provided is Defense Switched Network (DSN) or Commercial and annotate full phone number COMM or DSN.
2.a. NOMENCLATURE/MODEL	Enter the Nomenclature and model of the Materiel to be fielded, separated by a "/".
2.b. NSN	Enter Full national stock number for materiel to be fielded (federal supply class and national item identification number).
2.c. LIN	Enter LIN materiel to be fielded. The LIN is a unique six-digit alphanumeric code assigned to materiel by the Army for identification.
2.d. PROJECT CODE	Enter Project Code of Materiel being fielded. Project codes are used to distinguish requisitions, related documentation and shipments, as well as for the accumulation of intra-Service performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. A list of project codes can be found at http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/MILSTRIP/Default.asp.
2.e. MTOE/TDA NUMBER	Enter the Number associated with the MTOE or TDA document that provides the authorization for materiel being fielded
2.f. MTOE/TDA EFFECTIVE DATE (YYYYMMDD)	Enter date the MTOE or TDA referenced in 2.e. is effective (per U.S. Army Force Management Support Agency EDATE) current information for MTOE/TDA documents can be found at https://webtaads.belvoir.army.mil/.
3.a PROPERTY BOOK SYSTEM	Enter whether unit in 1.a. is using GCSS-Army, Manual, or other. If Other, annotate what system is being used.
3.b. DODAAC	Enter the DODAAC associated with the Property Book System in 3a.
3.c. MTOE/TDA	Enter whether the unit being fielding is an MTOE or TDA unit.
3.d. UIC DESIGNATION	Enter UIC for Using Unit. The UIC is a six-character, alphanumeric code that uniquely identifies each. Regular Army, U.S. Army Reserve, and Army National Guard units.
3. e. Property Book System	Leave blank.
3.f. END ITEM DENSITY (Include ORF)	Enter Total Quantity of materiel to be fielded to include ORFs (if authorized). that is, If MTOE authorized quantity is 10, and ORF factor is 10 percent, End Item Density (quantity to be fielded) would be 11.
4. DODAAC AND ADDRESS OF HANDOFF SITE/SUPPLEMENTAL INFORMATION	For each Unit identified in 3.b. thru 3.e. above, enter the physical address of the handoff site and supplemental information (that is, PBO Phone number, email address, and other notes related to mission support).

Table B–1
Instructions for completing DA Form 5106—Continued

5. HAND–OFF DATE (YYYYMMDD)	Enter Date the Materiel Hand-off is planned to take place.
6. DATE MISSION SUPPORT PLAN RECEIVED BY MATDEV	MATDEVs MFT Chief signs in this block and enters date.

B–2. Instructions for completing DA Form 5682, coordination checklist and report

Instructions for completing DA Form 5682 are found in table B–2.

Table B–2
Instructions for completing DA Form 5682·

BLOCK IN FORM	ENTRY TO BE MADE
1.a. Point of Contact NAME	Enter Point of Contact Name for MATDEV.
1.b. Office Symbol	Enter Office Symbol for MATDEV.
1.c. DSN	Enter Defense Switched Network (DSN) or commercial phone number for MATDEV.
1.d. DATE PREPARED (YYYYMMDD)	Enter date form was prepared.
2. PRIMARY END ITEM	Enter Nomenclature of Primary End Item for Materiel being fielded.
3. STAGING SITE/HANDOFF LOCATIONS (Ship to Address)	Enter the Address the materiel is to be shipped for the handoff. Address should be in format required by transportation coordinator.
4. SCHEDULED HAND–OFF DATE (YYYYMMDD)	Enter Date Materiel Transfer to be performed.
5. Type of Fielding	If Fielding is a TPF, check 5a. If Fielding is for a Unit Activation, check 5.c. If Fielding is for a Unit Conversion, check 5.d. If Fielding is for a specific level of complexity, enter a 1, 2, 3, or 4 in block 5.b. to show level.
6. Gaining MACOM (ACOM, ASCC, DRU)	Enter Gaining ACOM, ASCC, DRU point of contact name, office symbol, Email address, and DSN phone number.
7. Gaining Command	Enter Gaining Command point of contact name, office symbol, Email address, and DSN phone number.
8. Gaining Unit Designation	Enter Gaining unit point of contact name, office symbol, Email address, and DSN phone number.
9. Gaining DODAAC	Enter DODAAC for gaining unit property accountability system.
10. Level of Support	Check 10.a. if materiel will be supported thru Field Maintenance, Check 10b if item will be supported at Sustainment level. Check both if both levels apply.
11. PACKAGE BASE	For local use.
12.a. Retail Supply System used by Gaining Unit	Check the Retail Supply System being used by Gaining Unit, to ensure proper document requirements are provided.
12.b. Property Book System used by Gaining Unit	Check the Property Book System being used by Gaining Unit, to ensure proper document requirements are provided.
13. Authorization Documentation	If Gaining Unit is authorized materiel thru MTOE, enter MTOE Number, and e-date of MTOE in 13a. If Gaining Unit is authorized materiel by TDA, enter TDA number and e-date in 13.b.
Parts B thru I of DA Form 5682	Fill in form for all applicable associated materiel requirements.

Appendix C

Preparation Instructions for Materiel Fielding Documents

C–1. Preparation for the memorandum of notification

The MATDEV initiates the formal materiel fielding process by providing a MON to each GC, ASCC, and DRU at least 240 days before the low-rate initial production and/or production contract for a developmental materiel system is awarded. The MON will be forwarded to the gaining ACOM, ASCC, and DRU at least 170 days prior to product availability. The MON—

a. States the intention to field the materiel.

b. Provides specific fielding milestones.

c. Briefly describes the system and its intended uses. The MON also indicate if it replaces a materiel system now in use. If so, it will indicate whether the replaced system will be transferred under normal excess procedures, directed redistribution, or displaced equipment fielding.

d. Identifies the types of units to receive the materiel system and provide the best-cost estimate available for the logistics resource impact on the GCs. The Army materiel reference data will be used, if available, as the basis for these estimates.

e. Will be accompanied by a draft MFP. If a MFP is not necessary, the rationale will be provided, and the GC will be requested to concur and a MFA can be attached for signature or comment. GC concurrence is required to waive the requirement for an MFP.

f. Provides the preliminary distribution plan, based on the current basis of issue plan and common table of organization and equipment (TOE) update, if available, to the GC and state that a DA Form 5106 is required.

g. Provides MATDEV points of contact and requests GC points of contact.

h. Requests GC comments on the MON, MFP, and schedules.

i. Ensures that MATDEV provides fielding schedules to GCs.

C–2. Memorandum of notification format

The MON is a memorandum format with a standard FOR and SUBJECT line. (For is the GC, and subject is "MON".) It includes brief summary descriptions for eight topic paragraphs and has a signature block for the MATDEV. The summary paragraphs are—

a. Reference.

b. Intent.

c. Milestones.

d. System Description/Uses.

e. Receiving Units.

f. MON Justification.

g. Preliminary Distribution Plan.

h. MATDEV points of contact.

C–3. Preparation of materiel fielding plans

Prepare the MFP in one of two ways; a separate for each GC or a single MFP covering multiple GCs.

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

b. When a MFP is being prepared to cover multiple GC, place GC unique information in identifiable paragraphs.

(1) Complete all the sections in each MFP. Provide best estimates available when finalized information has not been processed. If a section, paragraph, or subparagraph is not applicable, enter the statement, "NOT APPLICABLE," along with supporting remarks. For example, "4.3 Support Equipment and TMDE (NOT APPLICABLE). No Support Equipment or TMDE is required." If necessary, expand the MFP sections to meet the needs of the system, GC, or unique circumstances surrounding the specific fielding operation. Additional sections, paragraphs, and subparagraphs can be added. In the case of a system, being fielded to FORSCOM where Reserve Component units, in addition to Active Army units, will support the using units, then U.S. Army Reserve Command unique impacts can be identified in a separate paragraph.

(2) Use the MFP to describe the total system. Do not prepare separate MFPs for lower indenture subsystems or components.

(3) Include any data that originates in other documents such as the NET plan, qualitative and quantitative personnel requirements information, life cycle sustainment plan, technical publications, and the Army materiel reference data, that is required to make the MFP a stand-alone document.

(4) Base MFP detail and length on such factors as complexity, cost, and military essentiality of the system, GC support capability and limitations required MATDEV support, geographical dispersion, deployment schedules, and any unusual logistics support procedures required for deploying the system.

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

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

(7) Identify GCs, installations, and units in the MFP by DODAAC and UIC.

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

(9) Cover all levels of support and maintenance that will be performed by the GC.

(10) Keep the MFP and MFA concise.

(11) Instructions for filling out the MFP are shown below, in the proper format.

c. All MFPs must be staffed with all stakeholders to ensure complete and coordinated planning well in advance of initial fielding of a materiel system. The MFP staffing will be accomplished in accordance with fielding milestones, as appropriate, or the specific agreed-upon milestones set up for the system fielding.

d. Some staffing requirements will vary based on the type of system and acquisition strategy. As a minimum, the coordination list in table 2–1 should be followed unless direct coordination with the organization or their HQ deletes the requirement and unless there are other known requirements.

e. Coordination needs to be made to any GC scheduled to deploy the materiel system.

C–4. Materiel fielding plan and materiel transfer plan format and instructions

The MFP and MTP are detailed documents broken into nine sections that expand on the summarized descriptions in the MON to provide clarity and accuracy, and outline agreements.

a. Section 1: Introduction.

(1) *1.2.1. Data sources.* List and include data sources used including the dates of their issuance or publication. For example, Army Modernization Information Memorandum (AMIM), NET plan, DET plan, basis of issue plan, qualitative and quantitative personnel requirements information, and life cycle sustainment plan. Be sure to include the number and date of each data source.

(2) *1.2.2. Limits of data.* Describe any limitation or qualifications that apply to data used.

(3) *1.3. Agreements.* Place a listing of all MFAs or materiel transfer agreements and other applicable agreements in this section. Append the actual agreements in section 9.

(4) *1.4. Fielding and logistic support concept.* Indicate the concepts upon which the fielding and subsequent logistic support for the fielding are based. List any special factors or considerations. Identify the fielding method, TPF, or other. Identify any interim contractor support, contractor logistic support (CLS), or other nonstandard logistic support planned for during or after the fielding.

b. Section 2: System description.

(1) *2.1. Functional and physical configuration.* Briefly describe the functional and physical configuration of the system. Also state the category of TPF and level of system complexity. If the system is composed of multiple end items, identify each end item in the system and summarize the functional and physical characteristics.

(2) *2.2. Associated equipment.*

(3) *2.2.1. Operational equipment.* List all separately authorized associated equipment required to operate the system. Include the AMIM number, nomenclature, NSN, LIN, model number, source of supply, quantities required, and authorizing document.

(4) *2.2.2. Transport equipment.* List all separately authorized associated equipment required to transport the system. Include the AMIM number, nomenclature, NSN, LIN, model number, source of supply, quantities required, and authorization document.

(5) *2.3. Requirement document.* Briefly summarize the requirement document plan. Include the mission scenario and operational duty cycle, projected mission and duty cycle duration, annual usage rate, and any other pertinent information. This information, updated as necessary, is supplied by the CAPDEV.

(6) *2.4. Deployment schedules.* Identify and summarize the basic of issue by dates and quantities for initial and follow-on deployment within the GC. Include a deployment schedule by unit and location (based on the GC input) in the earliest draft possible. Identify Army Prepositioned Stocks (APS) deployments by date and quantity. Any changes

to fielding dates or deployment schedules will be coordinated between the MATDEV and the GC and published as a modification to the MFP or MTP.

c. Section 3: Fielding and logistic support procedures.

(1) *3.1. Command and control procedures.*

(2) *3.1.1. Materiel developer and control procedures.* Describe the command and control procedures to be used by the MATDEV in managing and executing the materiel fielding or transfer effort. Identify the personnel, telephone numbers, and addresses, and propose the subsequent places, schedules, and procedures for additional coordination and staffing. Outline the type of fielding, TPF or other, and all subsequent coordination projected to assure a successful fielding. Identify subsequent site inspections, new materiel introductory briefing team, materiel requirements coordination meetings or staffing, NET, MFTs, staging, de-processing, inventory, handoff, and fielding evaluation actions that will be needed.

(3) *3.1.2. Gaining command and control procedures.* Describe the command and control procedures to be used by the GC(s) or subordinate commands in managing and executing the materiel fielding or transfer effort, to include APS. Identify personnel, places, schedules, and procedures for subsequent coordination and staffing. Identify constraints such as field exercises and training dates and places which must be considered in planning future coordination. Identify all special and specific needs of each gaining unit.

(4) *3.2. Logistics assistance.* Coordinate the MFP or MTP with the logistics assistance office in accordance with AR 700–4. Describe the types of logistic assistance to be provided to the GC including assistance teams like new materiel introduction briefs, NET team, and MFTs. Identify the LARs and contractor personnel to be stationed within the GC as well as any special liaison offices. Identify the type of assistance to be offered, who will provide it, and when it will be available. Logistics Assistance Program contractor interface must be specifically addressed and delineated in field service contracts, MFPs, logistic support agreements, and other agreements with GCs.

(5) *3.3. Depot level or contractor support.*

(6) *3.3.1. Organic support.* When organic depot level support is planned, identify the depot(s) designated by HQ, AMC to support the system. Include points of contact.

(7) *3.3.2. Contractor support.* When contractor support is used, identify any special procedures necessary to return unserviceable items such as "ship to" and "mark for" instructions. If the unserviceable items are to be consolidated at a depot prior to shipment to the contractor, identify the depot designated by HQ AMC to provide the support.

(8) *3.3.3. Interim contractor support.* Describe any interim contract support that is planned for the system. Describe the scope and duration of the support and identify the operational, supply, and maintenance echelons that will be affected. Give the projected date when the transition to organic support will be completed. Also include the number of contractor support personnel to be in the GC area, support which must be provided to these personnel, and provisions for continuation of essential logistic support in the event of hostilities. MFPs will contain a transition plan for those systems fielded with interim contractor support instead of the planned strategy. This plan will contain enough detail to provide for a smooth transition to organic support.

(9) *3.3.4. Contractor logistic support.* Describe any CLS planned for the system. Provide information on the provisions for continuation of logistics support in the event of hostilities.

(10) *3.3.5. Contractor logistic support for initial fielding.* Describe all contractor support and any planned for emergency logistics support requirements due to schedule slippage or acceleration, or a funding shortfall in the availability of support equipment, spares, trained personnel, facilities, data or other logistic resources (see AR 700–127).

(11) *3.4. Material defects correction.* Describe the methods to be used for prompt identification, reporting, and correction of material defects and user problems. Include all information not given in section 4.2. dealing with warranties.

(12) *3.5. Coordination.* Indicate planned coordination with the GC to ensure complete understanding and agreement on logistics support procedures. Ensure that transportation and necessary training requirements are included when executing the coordination phase. All coordination for maintenance and transportation requirements must be detailed and specific.

d. Section 4: System Support Details.

(1) *4.1. Maintenance plan.* Describe the specific maintenance plans, procedures, required skill levels, methods, and actions which drive the logistic planning and support for the system.

(2) *4.1.1. Maintenance reporting requirements.* State whether the system is reportable on DA Form 2406 (Materiel Condition Status Report) under the provisions of AR 700–138 or under the provisions of DA Pam 750–8.

(3) *4.2. Warranties.* Identify all warranties in effect at the time of fielding or transfer (see AR 700–139). Describe how each warranty will be administered, to include the responsibilities of the manufacturer, fielder, warranty coordinator, and user. Include the following data for each item having a warranty:

(a) Nomenclature of item.

(b) NSN.
(c) Commodity office, address, and telephone number.
(d) Level of warranty claim actions related to the maintenance allocation chart.
(e) Warranty duration.
(f) Warranty usage and operation limits.
(g) Publication and date.
(h) Extended storage allowances.
(i) Special storage requirements.
(j) Contract number.
(k) Entity code for Commercial and Government.
(l) Name, address, telephone number listing of servicing dealers.
(m) Warranty data plate location (description or pictorial) with explanation of abbreviated or condensed data.
(n) Components with different warranty parameters (list each difference in data elements 'A' through 'M' format for warranties).

(4) *4.3. Support equipment and* test, measurement, and diagnostic equipment.

(5) *4.3.1. Computer resources support.* Identify the following in this section:
(a) The software engineering center(s) for the system(s).
(b) The software support hotline telephone number.
(c) The software method to be used to change, replicate, distribute, install, and train for updates.
(d) The downloading methods and media to be used for software changes.
(e) The military occupational specialty (MOS) and personnel to perform the downloading and installation of software changes.
(f) The frequency of change expected.

(6) *4.3.2. Special tools and tool sets.* List all required special tools and tool sets by nomenclature, LIN, and NSN. Specify required quantity for each level of maintenance to be performed by the GC. Identify the authorizing document.

(7) *4.3.3. Common tools and tool sets.* List all required common tools and tool sets by nomenclature, LIN, and NSN. Specify the required quantity for each level of maintenance to be performed by the GC. Identify the authorizing document.

(8) *4.3.4. Test, measurement, and diagnostic equipment (to include special calibration equipment).* List all special TMDE required by nomenclature, LIN, and NSN. Specify the required quantity for each level of maintenance to be performed by the GC. Identify the authorizing document. Identify calibration requirements for each item of equipment and level of maintenance.

(9) *4.3.5. Test program sets for test, measurement, and diagnostic equipment.* List all Test program sets (TPSs) for TMDE. Include projected availability dates and maintenance requirements.

(10) *4.3.6. Performance monitoring and maintenance indicators.* Identify all performance monitoring and maintenance indicator devices such as gauges, meters, and built-in-test-equipment which are built into the system.

(11) *4.3.7. Special purpose kits.* List all special purpose kits such as communications equipment, installation kits, winterization kits, and fording kits, by nomenclature, LIN, and NSN. Specify the required quantity and authorizing documents. Identify requisitioning procedures and special support requirements. Include associated technical publications in paragraph 4.7.

(12) *4.3.8. Other support equipment.* Identify any support equipment not listed under one of the above sections that is required for maintenance of the system. Include such special purpose equipment as maintenance stands and shelters. Identify the publications that authorize their use and requisition. Do not duplicate associated equipment and end items that are identified previously.

(13) *4.3.9. Interim substitute support equipment.* When items required to support the system are scheduled to be delivered 6 months or more after the FUE or handoff date, identify the items to be substituted during the interim by nomenclature, LIN, NSN, and model number. Describe procedures to be used when the equipment is delivered.

(14) *4.3.10. Local fabrication requirements.* Identify any requirements to locally fabricate support items such as tools, stands, and fixtures, to include materiel, manpower, and funding requirements.

(15) *4.4. Supply support.* A result of determining supply support is a total DA Form 5682. The DA Form 5682 identifies every item and quantity to be provided as initial issue by the MATDEV to each receiving unit in the TPF, by DODAAC and project code. It will also list all items and quantities which have been requisitioned for them and all items and quantities needed by the GC which they are to requisition if they do not already have them to support the fielding.

(16) *4.4.1. Master support list*. For non-TPF systems, the MATDEV will provide a master support list to the GC 240 days prior to the FUE or handoff date. The master support list will list computed initial support quantities, in

whole numbers, for the needed spare and/or repair parts, special tools, and new TMDE required by class of supply. Quantities will be listed by stockage point listed on DA Form 5106. A cover letter will identify the master support list by number and date. The MATDEV point of contact for the master support list will be identified by name, office symbol, and DSN number. TPF systems will include these requirements on DA Form 5682.

(17) *4.4.2. Component of end item list.* Identify all end items with COEI lists in this area. Include the COEI lists as an appendix in section 9. The COEI list will include, as applicable, the LIN and NSN of each component listed.

(18) *4.4.3. Basic issue item.* Identify the end items with BII in this paragraph. Include the BII lists as an appendix in section 9. The BII list will include the nomenclature and NSN of each item.

(19) *4.4.4. Additional authorization list.* Identify all AAL items in this paragraph or provide an AAL appendix in section 9 and refer to it for TPF systems. AAL items will be identified and listed on DA Form 5682.

(20) *4.4.5. Float quantities.* Specify ORF and repair cycle float factors and quantities (if applicable). Describe resource requirements necessary to maintain float requirements; (personnel, facilities, and support items). For TPF system, these requirements will be part of DA Form 5682.

(21) *4.4.6. Basic* sustainment *materiel*.

(22) *4.4.6.1. Petroleum, oils, and lubricants (Class III).* Identify Class III requirements by type, estimated annual consumption rate, and by unit of operation of equipment for both peacetime (training) and wartime. Wartime requirements will be based on an approved doctrine and operational mode summary. For TPF systems these requirements will also be identified on DA Form 5682.

(23) *4.4.6.2. Other bulk supplies.* Identify bulk supplies such as wire, rope, hose and fittings, tubing, gasket material, batteries, and paper. For TPF systems, these requirements will be identified on DA Form 5682.

(24) *4.4.6.3. Ammunition requirements.* Identify ammunition by type and amount (initial issue, training, and 30-day theater war reserve), estimated annual consumption rate, and by unit of operation of equipment for both peacetime (training) and wartime. Wartime requirements will be based on approved doctrine and operational mode summary. Describe storage facility requirements in paragraph 4.8.4. For TPF systems these requirements will be listed on DA Form 5682.

(25) *4.4.7. Plans for all replaced and displaced equipment and materiel.* Identify the unit's authorization documents (MTOE, common table of allowances) and actions required to properly identify, turn in (especially large quantity turn-in to Defense Reutilization and Marketing Office), and redistribute or dispose of materiel which will become excess as a result of the fielding. Clearly state if a formal MTP or MOA will be required and coordinated to effect timely turn-in and redistribution. Assure plans for turn-in are in accordance with AR 710–2.

(26) *4.4.8. Evacuation procedures.* Describe requirements for evacuation of unserviceable materiel.

(27) *4.4.9. Method of distribution.* Identify the fielding as TPF or another method and clearly describe how initial issue materiel will be obtained and provided. Identify applicable project codes, schedules, and coordination needed before initial distribution. Also describe supply procedures for system peculiar items and any specially controlled items. Identify any nonstandard supply procedures such as those relating to a contractor operated national inventory control point or national maintenance point.

(28) *4.5. Transportation and transportability.*

(29) *4.5.1. Transportability guidance and procedures (see AR 70–47).* Based on transportability engineering analyses, provide guidance addressing unique requirements, procedures, and problems. State the specific condition, limitations, and scope of the transportability approval. Include transportation considerations for strategic (inter-theater) and tactical (intra-theater) movements. Completed transportability analyses and approvals should be appended in section 9.

(30) *4.5.2. Security-in-transit.* Describe security-in-transit requirements. This is based on mission, threat level, risk management, civil authority requirements during transportation (start point, route, and destination), standing operating procedures and regulatory requirements.

(31) *4.6. Packaging, handling, and storage.*

(32) *4.6.1. Packaging.* Provide approved packaging information for special group items, hazardous material, estimated shipping date sensitive, and other unique items, that are in accordance with MIL–STD–2073–1. This information, for end items, is found in Equipment Preservation Data Sheets for wheeled vehicles in accordance with MIL–STD–3003, in Shipping and Storage Instructions, in a technical bulletin (TB), TM work packages, or other instructional format.

(33) *4.6.1.1. Identify all hazardous material being fielded and provide safety data sheets.* Provide copies of approved packaging instructions for all hazardous material to comply with International Air Transport Association, International Maritime Dangerous Goods, Air Force Manual 24–204 and with Titles 29, 40 and 49 Codes of Federal Regulations (29, 40, and 49 CFR).

(34) *4.6.1.2. Army prepositioned stocks.* Identify all items going into APS and provide packaging information in accordance with MIL–STD–2073–1 and TM 38–470, Storage and Maintenance of APS Materiel. For ammunition, describe any limiting factors such as size, the requirement for double door magazines, and return requirements for containers upon downloading.

(35) *4.6.2. Handling.* Provide procedures for off-loading, receiving, de-processing, security, and issue. Confirm that all procedures are compatible with SDDC transportability guidance.

(36) *4.6.3. Storage.* Describe special storage instructions. Include security requirements. Describe special storage requirements for APS and Theater Reserve including materiel needed to care for systems in storage such as APS caretaker stocks the GC should obtain and have on hand.

(37) *4.6.4. Identify any electro-static discharge precautions for both transportation and storage.*

(38) *4.7. Technical documentation.*

(39) *4.7.1. Technical publications.* Identify TMs, to include the repair parts and special tools list and LOs, for each level of maintenance to be performed by the GC. Include TM number and title, date published or to be published, and method of distribution. For non-developmental items that are not supported by DA TMs, list the commercial manuals and applicable summary data required for the system. A non-developmental item not supported by DA TMs may only be used for equipment that does not yet have full materiel release and for equipment that is not being fielded to MTOE units. An index of all applicable publications should be appended in section 9. Coordinate to determine which TMs must be included in the TPF starter sets.

(40) *4.7.2. Security classification guides.* All MFPs will list all applicable security classification guides for any of the systems in the fielding not already used and supported by the GC. Information will also be provided on the physical, informational, and operational security requirements of all equipment, materiel, or documentation involved in the fielding.

(41) *4.7.3. Supply manuals and bulletins.* Identify supply manuals and bulletins. Include method of distribution and projected availability date. Identify those which will be part of the starter set.

(42) *4.7.4. Camouflage pattern painting requirements.* Provide camouflage pattern painting requirements in accordance with AR 750–59.

(43) *4.7.5. Instruction cards and placards.* List instruction cards and placards that will be provided with the system and those that must be prepared by the GC.

(44) *4.7.6. Inspection, test, and calibration procedures.* List any inspection, test, and calibration procedures that are to be used on the system. Clearly state each inspection, test, or calibration procedure required before equipment is put into operation, and identify how, when, and where it will take place.

(45) *4.7.7. End item and/or weapon system environmental effects (see AR 200–1).* Describe the environmental effects in accordance with AR 200–1.

(46) *4.7.8. Modification work order.* List and describe all modification work orders to be applied by the MATDEV.

(47) *4.7.9. Transportability and transportation guidance technical manuals and technical bullentins.* List all transportability and transportation guidance TMs and TBs. Include the method of distribution and availability dates.

(48) *4.7.10. Demilitarization and explosive ordnance disposal.* List any applicable demilitarization and explosive ordnance disposal procedures.

(49) *4.8. Facilities.*

(50) *4.8.1. Mobile and fixed facilities.* Describe requirements for maintenance, training, supply, and storage facilities, to include any security requirements. Provide a reference to the Support Facility Annex of the life cycle sustainment plan, if available. Include all requirements for MFT support prior to, during, or after handoff.

(51) *4.8.2. Environmental controls.* Describe the environmental requirements of the facilities; for example, temperature, humidity and clean room.

(52) *4.8.3. Site activation and preparation.* Identify the requirements for foundations, runways, hard pads, revetments, bunkers, buildings, fences, shelters, towers, utilities, stationary equipment, and so forth.

(53) *4.8.4. Ammunition storage.* Define ammunition storage requirements to include quantity and distance requirements and other special requirements such as climate control and security, if applicable.

(54) *4.9. Manpower and personnel requirements.*

(55) *4.9.1. Manpower and personnel.*

(56) *4.9.1.1. Modified table of organization and equipment and table of distribution and allowances.* List TOE or TDAs of all using and supporting units. Ensure the MTOE or TDA is established 340 days prior to the scheduled FUE or handoff date.

(57) *4.9.1.2. Manpower requirements.* State annual operator, crew, and direct productive annual maintenance man hour requirements by MOS for each level of maintenance to be performed by the GC.

(58) *4.9.1.3. Personnel requirements.* List personnel skill level requirements by MOS and grade for each level of maintenance to be performed by the GC. Include specific required personnel skills needed to support the fielding or handoff operation. Identify if GC, MATDEV, or contractor personnel will be required.

(59) *4.9.2. Training.*

(60) *4.9.2.1. Training courses.*

(61) *4.9.2.2. Service school training.* List and describe operator and maintenance instruction courses in U.S. Army Training and Doctrine Command and other Service schools. Include requirements, school locations, and course start dates. Clearly distinguish between the minimum required training for each MOS and identify subsequent additional training.

(62) *4.9.2.3. Training site training.* List and describe training to be available from the GC training site, such as, FORSCOM regional maintenance training sites.

(63) *4.9.2.4. New equipment training.* Identify the NET to be provided. Include the NET plan as an appendix in section 9. Include presentation dates and locations. If a MTP is being prepared for displaced equipment, "NOT APPLICABLE" will be entered, and paragraph 4.9.2.5. will apply. A copy of the NET plan should be appended to the MFP in section 9. Information contained in the NET plan is the latest available at the time the MFP was staffed. The NET plans are dynamic, living documentation that are subject to change, even after the MFA is signed. The most current information concerning NET can be verified through the Army Modernization Training Automation System or by contacting the NET managers. The training location should not be shown if the equipment's security classification guide indicates that it is classified. When the location is classified, this paragraph should indicate the classified document in which the information will be listed.

(64) *4.9.2.5. Associated support items of equipment.* When ASIOE is being fielded to a GC for the first time or when the fielding is a unit activation, the MATDEV will ensure that training requirements for those items of equipment have been considered.

(65) *4.9.2.6. Displaced equipment training.* Identify the DET to be provided. Include the DET plan as an appendix in section 9. Include presentation dates and locations. If a MFP is being prepared for the fielding of a new system, NOT APPLICABLE will be entered, and paragraph 4.9.2.4. will apply.

(66) *4.9.2.7. Follow-on equipment training.* Identify sources of additional training if required after NET or DET.

(67) *4.9.2.8. Training assistance.* Describe the training assistance, other than NET or DET, which will be provided. In many cases, LARs will require training on new systems being fielded. This may be included in the instructor and key personnel training or scheduled along with the training for the MFT, NET team, or the gaining units. In all cases, include a clear statement either requiring such training or stating that no LARs will need the training.

(68) *4.10. Training aids, devices, simulators and simulation.*

(69) *4.10.1. Training materials.*

(70) *4.10.1.1. Training aids.* List and describe all training aids required within the gaining ACOM. Include the source of supply.

(71) *4.10.1.2. Training data.* Identify field manuals, commercial literature, extension training material, trainer guides, the skill development test, the Army training and evaluation program to be available in the GC. Include training materials to be left by the NET team or DET team. Include the method of distribution and projected availability dates.

(72) *4.10.1.3. Training devices.* List all training devices to be available in the GC. Include the source of supply and projected availability dates.

(73) *4.10.1.4. Training equipment.* When operational equipment is to be used for training, state the purpose and details of use and time period involved. Information should provide sufficient detail by which gaining units can adequately plan the use of equipment and not interfere with the use of equipment for NET.

(74) *4.11. Computer resources and software support.* Identify computer hardware and software resources support required during the initial fielding. Address post deployment software support procedures, requirements, and responsibilities.

(75) *4.11.1. Computer Program Materiel.* Identify Computer Program Materiel to be provided at fielding (that is, type of media, Computer Program Identification Number or version number).

(76) *4.11.2. Loading and acceptance of software.* Describe the process for loading and acceptance of software during the initial fielding and identify personnel support from the gaining unit for the initial processing.

(77) *4.11.3. Help with software problems.* Describe the process and procedures required to obtain replacement media and a point of contact and telephone number for help with software problems.

(78) *4.12. Safety and health.* Reference relevant system safety and health hazard documentation (for example, Safety and Health Data Sheets, Safety Assessment Reports, System Safety Risk Assessments, Hazard Classification Data, Surface Danger Zones, Safety Confirmations, Health Hazard Assessments, Human Systems Integration Assess-

ment, and so forth) developed during the acquisition process that provides supporting rationale for operational procedures, safety-critical maintenance and/or support, personal protective equipment and training requirements. See DA Pam 385–16 for more information on required documentation, hazard tracking, and system safety risk management.

e. Section 5: Readiness reporting requirements.

(1) *5.1. Reporting requirements.* State whether or not the system is reportable. If the system is designated as not reportable by HQDA (DALO–PLR and DAMO–ODR), cite the DA letter or message authority.

(2) *5.2. Readiness reporting data (see AR 220–1 and AR 700–138).* If the system is designated as reportable, complete the following subparagraphs. If the system is not reportable, enter "NOT APPLICABLE" in this and the following subparagraphs.

(3) *5.2.1. Pacing item.* State whether or not the system is to be designated a pacing item in AR 220–1.

(4) *5.2.2. AR 220–1 or AR 700–138 reportable.* State whether or not the system is reportable under the provisions of these regulations. Cite the appropriate references for the readiness rating criteria and reporting instructions.

(5) *5.2.3. Equipment readiness code.* Show the equipment readiness code for the system for each MTOE listed in paragraph 4.9.1.

f. Section 6: Sample data collection. State whether or not the system is to have a sample data collection effort under the provisions of DA Pam 700–24. If a sample data collection is required, include the sample data collection concept paper as an appendix in section 9.

g. Section 7: Support required from the gaining command(s). Define the administrative and operational support required from the gaining ACOM to accommodate system deployment and stationing of materiel fielding personnel (include DET team personnel) during the materiel fielding or transfer effort. Include the number, type, duration, and location of personnel and requirements for clearances. Identify the billeting, transportation, communications, office space, supplies, and other support needed by the materiel fielding personnel. Specify operational support required from the GC during de-processing and checkout such as labor, facilities, utilities, fuel, and equipment. Identify any reports which the GCs must submit, within 30 days after the FUE or handoff date.

h. Section 8: Summary. Summarize the status of logistic support for the system. Highlight major accomplishments, weaknesses, and any significant issues to be resolved. Include any general comments considered necessary and any milestone schedules to resolve open issues. Identify the command point of contact for each outstanding issue to be resolved.

i. Section 9: Appendixes. Include the following appendixes in all MFPs or MTPs:

(1) *9.1. Agreements.* MFAs or materiel transfer agreements and final scrubbed Materiel Requirements List.

(2) *9.2. Key correspondence.* Provide a listing of key correspondence (messages, letters, Memorandums for Record, and so forth) with only enough information to accurately identify the originator, recipient(s), the subject, and the security classification.

(3) *9.3. Associated plans.* Provide a copy of all associated plans; for example, the sample data collection plan or concept paper, the Computer Resources Lifecycle Management Plan, the NET plan, and the DET plan.

(4) *9.4. The materiel developer checklist.* Provide a summary checklist of the planned, time-sequenced MATDEV actions to be taken relative to the planning, shipment, de-processing, checkout, training, and handoff of the system.

(5) *9.5. The gaining command checklist*. Provide a checklist of planned, time-sequenced GC actions to be taken relative to the planning, shipment, de-processing, checkout, training, and handoff of the system.

(6) *9.6. Warranties.* Required as an appendix by paragraph 4.2.

(7) *9.7. Component of end item lists.* Required as an appendix by paragraph 4.4.2.

(8) *9.8. Basic issue item.* Required as an appendix by paragraph 4.4.3.

(9) *9.9. Additional authorization list.* Required as an appendix by paragraph 4.4.4.

(10) *9.10. Transportability analyses and approval.* Required as an appendix by paragraph 4.5.1.

(11) *9.11. Technical manuals.* Required as an appendix by paragraph 4.7.1.

(12) *9.12. Related materiel fielding plans.* MFPs of lower indentured COEI should also be appended to the MFP of the system being supported.

(13) *9.13. Sample data collection concept paper.* Required as an appendix by section 6.

(14) *9.14. Classified information.* Provide classified information. Always make this the last appendix so it can be detached to allow the basic MFP or MTP to be unclassified.

Note. Add additional appendixes when needed.

Glossary

Section I

Abbreviations

AAL
additional authorization list

AAR
after action report

ACOM
Army command

AFSB
Army Field Support Brigade

AMC
U.S. Army Materiel Command

AMIM
Army Modernization Information Memorandum

APD
Army Publishing Directorate

APS
Army prepositioned stocks

APSR
accountable property system of record

ARIMS
Army Records Information Management System

ASCC
Army service component command

ASIOE
associated support items of equipment

BII
basic issue item

CAPDEV
capability developer

CLS
contractor logistic support

COEI
component of end item

COMSEC
communications security

CONUS
continental United States

DA
Department of the Army

DCS
Deputy Chief of Staff

DET
displaced equipment training

DLA
Defense Logistics Agency

DODAAC
Department of Defense Activity Address Code

DRU
direct reporting unit

FORSCOM
U.S. Army Forces Command

FUE
first unit equipped

GC
gaining command

GCSS–Army
Global Combat Support System-Army

HQDA
Headquarters, Department of the Army

INDOPACOM
U.S. Indo-Pacific Command

IUID
item unique identification

LAR
logistics assistance representative

LCMC
Life Cycle Management Command

LIN
line item number

LMI
Lead Materiel Integrator

LO
lubrication order

MACOM
major Army command

MATDEV
materiel developer

MFA
materiel fielding agreement

MFP
materiel fielding plan

MFT
materiel fielding team

MOA
memorandum of agreement

MON
memorandum of notification

MOS
military occupational specialty

MSP
mission support plan

MTOE
modified table of organization and equipment

MTP
materiel transfer plan

NET
new equipment training

NSN
national stock number

OCONUS
outside the continental United States

ORF
operational readiness float

OSHA
Occupational Safety and Health Act

PBO
property book officer

PEO
program executive officer

RRS–A
Records Retention Schedule–Army

SC
support command

SDDC
Surface Deployment and Distribution Command

SSA
supply support activity

TB
technical bulletin

TDA
table of distribution and allowances

TM
technical manual

TMDE
test, measurement, and diagnostic equipment

TOE
table of organization and equipment

TPF
total package fielding

TPS
test program set

UIC
unit identification code

UII
unique item identifier

UMFP
unit materiel fielding point

USARPAC
U.S. Army Pacific Command

USF
unit set fielding

Section II

Terms

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

Displaced (cascaded) equipment
Army equipment redistributed within a command or between ACOMs, ASCCs, and/or DRUs, as a result of the Army modernization process. Most of this equipment is identified by DAMO–FDR (G–3) on the Force Development managed LIN List.

Displaced equipment training
Training provided to users and supporters of displaced equipment in the operation, maintenance, and support of displaced equipment.

Equipment–in–place
Fixed station, non-tactical, communications-electronics systems, air traffic control, or navigational aids equipment fixed in place or attached to real property.

Fielding activity
The MATDEV, subordinate command, agency, or activity responsible for the fielding of a materiel system.

First unit equipped date
The first scheduled date for fielding or handoff of a new materiel system in a GC.

Gaining command
The ACOM, ASCC, and/or DRU, subordinate organization, or field operating agency designated to receive a materiel system being fielded. Other users and GCs include the other U.S. Forces, Federal Agencies, and security assistance customers.

Handoff
The process of preparing, inventorying, and issuing new materiel systems to gaining units.

Handoff date
The date scheduled for any unit in a command to receive a new system.

Handoff site
The area or facility selected for a GC or unit to receive a system being fielded. Under TPF, this can include a Joint inventory by the fielder and gaining unit. This is where the transfer of custody and establishment of formal property book accountability for the items being fielded takes place.

Handoff team
A team established by the MATDEV to accomplish fielding under TPF procedures.

Initial operational capability
The first attainment by the MTOE unit of the capability to operate and support effectively in their operational environment a new, improved, or displaced Army materiel system.

In–process review
Review of a project or program at critical points to evaluate the status and make recommendations to the MATDEV.

Mandatory parts list
A published list of spare and/or repair parts which must be stocked by designated units to support specific end items.

Materiel requirements list
A comprehensive list prepared by the MATDEV identifying all materiel and technical publications needed to support the fielding of a materiel system. The list will distinguish between those items to be provided by the MATDEV and those the GC must provide.

Memorandum of agreement
An agreement between the losing and GC used to plan the actions and schedules to transfer displaced equipment not requiring an MFP.

New equipment training
The identification of personnel, training, and training aids and devices, and the transfer of knowledge from the MATDEV to the trainers, users, and maintainers of new Army equipment.

New equipment training plan
The plan to coordinate the resources and schedule for training of staff planners, testers, trainers, users, and LARs.

New equipment training team
A team of experts organized to conduct training of designated units or personnel on the operation and maintenance of new equipment at specified locations.

Replaced system
An Army end item being replaced by a new or product improved system. These systems are redistributed, declared excess, turned in, transferred, or disposed of in accordance with AR 710–2, AR 750–1, and other applicable guidance when not specifically designated by HQDA as a displaced equipment needing special management and control.

Staging site
The area, facility, or location where TPF materiel is received and held pending release for handoff to the GC.

Starter set of publications
A feature of TPF which is a one-time issue of two copies of each publication needed at the user level (unit) and each support level unit involved in the TPF. The publications required will only be for the TPF system and any end item or component included in the fielding which the gaining unit has not used or supported before the fielding.

Support command
AMC, DLA, General Services Administration other Armed Services and Federal agencies that provide materiel support but are not the MATDEV.

Support items
A generic term used to refer to the various classes of supply which encompass the ASIOE, TMDE, tools, training devices, and repair parts used with or on a materiel system.

Support list allowance computation
The process used by the MATDEV to compute tailored lists of needed initial issue spare and/or repair parts.

Testers and evaluators
Testers are individuals in a command or agency that plan, conduct, and report on results of Army developmental or operational tests in accordance with AR 73–1. Evaluators are individuals in a command or agency, independent from the MATDEV and the user, that conduct overall evaluations of a system's effectiveness, suitability, and survivability in accordance with AR 73–1.

Total package fielding
The Army's standard fielding method used to provide Army units a new and/or product improved materiel system and all its related support materiel at one time. The materiel is consolidated in unit level packages and the handoff of the end items and related support materials is coordinated.

Unit materiel fielding point
One of the DLA depots used to receive and consolidate TPF materiel into unit level (DODAAC and/or project code) packages pending a coordinated release and shipment to a staging site, handoff site, or receiving unit.