Army National Guard (ARNG) Objective Supply Capability Adaptive Redesign (OSCAR) End-User Manual

CW3 Robert P. Pelath
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Automated Information System Manual

ARMY NATIONAL GUARD (ARNG)

OBJECTIVE SUPPLY CAPABILITY ADAPTIVE REDESIGN (OSCAR)

END-USER MANUAL

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PREFACE

The Objective Supply Capability Adaptive Redesign (OSCAR) project is designed to identify and develop programs which automate requirements not included in standard army systems. This includes providing automated interfaces between standard army systems at the National Guard Bureau (NGB) level and at the state/territory level. As part of the OSCAR project, custom software has been installed at NGB to streamline management of major end items. This software allows item managers to provide automated disposition on excess equipment to states operating the Standard Army Retail Supply System Objective (SARSS-O). It also accelerates movement of excess assets to improve the readiness of the Army National Guard (ARNG) while reducing excess on hand.

The purpose of the End-User Manual is to provide direction and guidance to the customer for implementing the ARNG Excess Management Program.

The OSCAR project team is as follows:

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Oak Ridge National Laboratory

Mr. Richard W. Reid, Program Manager
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SECTION 1. GENERAL

1.1 Purpose of the END-User Manual: This end-user manual has been developed for the National Guard Bureau (NGB) Excess manager, providing the user with information to allow for a better understanding of the Redistribution Program requirements:

a. System requirements that serve as the basis of mutual understanding between the user and the developer.

b. Performance requirement information, preliminary design, and user impacts.

c. A basis for development of system tests.

d. The procedures in this manual comply with Department of the Army (DA) policy and apply only to the ARNG. If this manual conflicts with any policy, conflicts should be reported to CNGB, ARNGRC, ATTN: NGB-ARL-S, 111 S. George Mason Drive, Arlington, VA 22204-1382.

1.2 Objectives of the ARNG Excess Program:

a. Provide an interface between States/Territories and NGB Managers for the purpose of automating the Reporting and Disposition of Major End Item Excess Materiel within the Army National Guard (ARNG).

b. Allow for an automated means of providing lateral distribution of available assets to enhance the readiness posture of the ARNG.

c. Reduce the time frame for providing disposition, enhance ship time and receipt of assets within the ARNG.

d. Establish a database that will utilize active/inactive history files to automate the control, follow up, and tracking of major end Item assets within the ARNG.

e. Interface with the Standard Army Retail Supply System Objective (SARSS-O) and the Defense Automatic Addressing System (DAAS) to take advantage of near real-time processing.
1.3 Methods and Procedures without the ARNG Management Redistribution Programs:

a. States must report excess assets offline in a monthly batch to the NGB computer center where the NGB materiel manager would review and provide hard-copy instructions on what actions were required.

b. NGB materiel managers would review excess assets using the REQVAL database to determine redistribution and formulate a message with instructions on what actions should be taken by States/Territories.

c. States would act upon the NGB written instructions and enter information manually into the Supply Accounting Management Information System (SAMIS) or Standard Army Retail Supply System Objective (SARSS-O) and/or type manual shipping documents for the transfer of assets.

d. NGB/States/Territories would use various manual methods to trace and/or track disposition results.

1.4 References: See Appendix B and/or AR 725-50.

1.5 Security. The automated data processing system security officer (ADPSSO) is responsible for developing a physical security plan. Managers and supervisors are responsible for implementation and compliance with this requirement.

a. A plan must ensure that the ARNG Management System software and hardware are protected against computer-related crimes. It must prevent unauthorized use of automated data processing equipment (ADPE) and improper use of, or access to, ARNG Management data.

b. Additional physical security guidelines are located in AR 380-19 or may be obtained from the ADPSSO.

c. The Standard Operating Procedures (SOP) should include the plan. It should outline the duties and functions for each level of responsibility and include standard procedures and practices for routine actions. It should also provide guidance for non-routine and unusual circumstances.
1.5.1 Hardware Security. NGB equipment should be located in an area with controlled, restricted access. This area should provide physical security protection equal to or greater than the security requirements of the users command.

1.5.2 Software and File Security. User identification codes (IDs) and password control will be needed to access the NGB Management Programs. The system administrator will assign user IDs and passwords, allowing only assigned personnel to operate the system and access certain processes. This password protection prevents unauthorized access to system files and processing.

1.6 Request for and Changes to Manual. Request for additional copies and suggestions for changes to the manual go to the CNGB, ATTN: NGB-ARL-S (Marked For: ARNG Excess Management Program), 111 South George Mason Drive, Arlington, VA 22204-1382. E-MAIL: pelathr@arngrc-emh2.army.mil.

   a. Submit request for this manual in Memorandum form. Include justification for replacement copies and for new or revised requirements. Provide all information necessary for proper shipment of materiel. Also include a point of contact, activity, building number, office symbol, and telephone number.

   b. Send inquiries or suggested changes to this manual in memorandum form to NGB-ARL-SS through NGB-ARL-S, ATTN: Chief, Logistic Supply Division.

1.7 System Maintenance. The NGB-ARL-S branch maintains this system. Submit recommendations concerning changes to automated processes on Engineering Change Proposals-Software (ECP-S), DA Form 5505-R, through NGB-ARL-S to NGB-ARL-SS.
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SECTION 2. SYSTEM SUMMARY

2.1 General. NDI stands for non-developmental item. The NGB Management programs were developed to take advantage of the utilization of NDI hardware. Generic PC clones are an excellent example of the cost savings available when using NDI hardware. DOS, UNIX, and WINDOWS NT environments and other various application programs on the commercial market are all samples of DOD cost savings.

2.1.1 Application Summary. The NGB Management Programs supports the NGB/MACON level operations and interface with the Standard Army Retail Supply System Objective (SARSS-O) at the State/Territory level. It performs time-sensitive functions, including receiving SARSS-O excess reports, providing customer response, responding to customer follow-up, receipt for property, as well as maintaining an activity and history file of actions taken.

2.2 System Environment. Information about the equipment configuration and software required to support systems operations follows:

2.2.1 Main Frame Hardware Required. Sun SPARCstation 20 running Solaris 2.4 and Informix 7.1. Informix Connect, Informix ESQL/C and Intersolv DataDirect ODBC driver for Informix required.

2.2.2 Intel Pentium-based personal computer running Windows NT 4.0. or Higher.

   a. Sun SPARCstation 20
b. Master Workstation hardware includes PC Clone 486, Pentium, or Pentium PRO system. Software requirements:

(1) 486/25 Mhz or higher processor.

(2) 12 MB of memory: 16 MB recommended.

(3) 110 MB of available hard-disk space.

(4) CD-ROM drive or access to a CD-ROM over computer network.

(5) VGA or higher-resolution display adapter.

(6) Microsoft mouse or compatible pointing device.

(7) Ethernet card
SECTION 3. ACCESS TO THE SYSTEM

3.1 First-Time User of System. This section provides the guidance and procedures necessary for operating the NGB Management System. The User needs no formal training, but must have an authorized User ID and password to access the system. By following this manual, one should be able to perform the daily operations of excess Management at NGB level.

3.2 Access Control. The NGB Excess Management Program is a password-protected system that works in the WINDOWS environment. To enter the NGB Management System, click on the NGB Management ICON on the Master Menu. The user will be prompted to enter User ID and password. Once a valid ID/Password has been entered, the NGB Management window will open and appear as in Figs. 3-4 through 3-14.

3.2.1 Initiating a Session. Once the user clicks on the OSCAR Client ICON, the "Enter Password" screen appears. Enter User ID and password (Figs. 3-2 and 3-3). When a valid password has been entered, the OSCAR Excess Management Client Window will open and appear as in Figs. 3-4 through 3-14.

3.2.2 File option selections are as follows:

   a. Export - This option will allow the user to retrieve Requisition Validation Automated Redistribution System (RVARS) data from the NGB Master File. Refer to Sect. 8, RVARS Retrieval Process for user guidance.

   b. Import - This will allow the user two (2) options:

      (1) Catalog - Refer to Sect. 5, Catalog/DODAAC Update Process for user guidance.

      (2) DODAAC - Refer to Sect. 5, Catalog/DODAAC Update Process for user guidance.
c. Print Reports - Refer to Sect. 10, "REPORTS" for user guidance.

d. Print Setup - This is the printer setup in WINDOWS, and the user should use the WINDOWS user manual for guidance.

e. Exit - Allows the user to exit the Excess Management Process and return to the WINDOWS NT Main Menu.

3.2.3 Disposition - This option allows the user to select the following options to provide disposition on Customer excess reports (FTE(s)). User guidance can be found in Sect. 4, "ARNG Excess Management Process (Manual)."

   a. FTD - Delay Status
   b. FTR - Send Response to State
   c. Pass FTE to ICP

3.2.4 Document - This option allows the user to enter the following transaction. User guidance can be found in Sect. 4, "ARNG Excess Management Process (Manual)."

   a. AC - Customer request for cancellation
   b. AE - Customer Status
   c. AS - Shipment Status
   d. D6 - Receipt of Shipment
   e. FTC - Cancellation of Excess Report
   f. FTE - Customer Excess Report
   g. FTF - Follow up
h. FTL - Shipment Delay Status
i. FTM - Shipment Status
j. FTZ - Materiel Receipt Status

3.2.5 Database - This option allows the NGB manager or supervisor to update OSCAR system tables. Tables are as follows:

a. Condition Code Table
b. Disposition Table
c. Priority Table
d. RICC Table
e. Setup Table
f. State Table
g. Source of Supply Table
h. User/SOS Access Table
i. User Table
j. Aviation Table
k. Restricted UIC Table
l. Manager SOS Table
Once the user Clicks On the "OSCAR" icon, the <Enter Password> screen will appear. User must enter his/her user password. 
*User passwords are issued by the System Administrator. When a wrong or expired password is entered, the screen on Fig. 3-2 will appear.

GO TO NEXT PAGE
When user enters a password, it will look like this.
Once entered press Enter or <OK>.

Figure 3-2
When the "Login Failed" prompt appears, the user has either entered an invalid password or his/her password has expired. When the "Login Failed" message continues to appear, contact your supervisor or System Administrator for assistance.

Once a valid password has been entered, the screen on Fig. 3-4 will appear.
The screen above will appear.

When user Clicks On <File> the following options will appear:

   Export – This option allows the user to retrieve customer excess reports (FTE) from the Master File for processing. Refer to Sect. 8, "RVARS RETRIEVAL PROCESS" for user guidance.

   Import – Option will allow the Supervisor/System Administrator to read in Catalog and/or DODAAC information. Refer to Sect. 5, "CATALOG PROCESS."

   Print Reports – This option will allow the user to print various reports. Refer to Sect. 10, "REPORTS" for user information.

   Print Setup – This option will allow the user to enter the WINDOWS environment to set up a printer.

GO TO NEXT PAGE
The "Manager Review Report" is the first option. User can Click On the arrow to the right of the "Manager Review Report" to see other options.

To create a report, the user must highlight the report required and Click On <Generate>.

Once the report has been generated, the user can send it to the printer.

GO TO NEXT PAGE
Once the above screen appears, you are in the WINDOWS environment. Printer Setup is the same as WINDOWS. User can refer to the WINDOWS manual for guidance.

GO TO NEXT PAGE.
When user Clicks On the <help> function on the Main Menu the screen above will appear. This screen allows the user to check the latest version of the OSCAR Client Program. When this version does not match the OSCAR mainframe version, the user will not be able to process transactions from the PC. The supervisor or the System Administrator can tell you what version your PC should be on.

Figure 3-7
SECTION 4. EXCESS MANAGEMENT PROCESS

4.1 General. The Excess Management Process is designed to allow the NGB Manager to react to Customer Excess Reports (FTEs), create transactions that will update the NGB Master File and send disposition instructions and/or information to the customer.

4.2 Excess Management Process (Manual). This process will allow the NGB/State manager to create manually the following transactions to the NGB Master File and furnish customer dispositions or information. The following transactions can be created by the NGB Manager; AC-, AE-, D6/D4, FTC, FTD, FTE, FTF, FTL, FTM, FTR, AND FTZ. Transactions that can be created by the state manager are as follows; AC/AK, FTC, FTF, FTL, FTM, or D6/D4.

4.2.1 Customer Transactions.

a. AC/AK transactions can be created by clicking on the Document portion from the OSCAR Excess Management Client menu, then clicking on the AC1 Cancellation request. User will be prompted to enter the Document Number to be cancelled. The following actions will occur:

1. Edit-AC/AK must have a matching AE/FTE/FTR in the NGB Master File.

2. NGB Master File will be flagged as Complete.

3. AE2 status “BQ” will be provided to customer canceling due-in.

4. The following action will be taken for the Customer Excess Report:
(a) When the cancellation request is for the entire quantity of the original Excess Report, the report will be re-established in the NGB Master File with an "A" in the Activity-Indicator code, which will allow the manager to provide another disposition to customer.

(b) If the cancellation is for a partial quantity, the customer excess report will be cancelled with an FTR status "SA".

5. Images of all transactions created will be posted to the NGB Master File.

b. D6/D4 transactions can be created by the manager when an asset has been received by the customer, but for some reason has not been posted to the NGB Master File. The manager can create this transaction by clicking on the D6/D4 Receipt of Shipment prompt from the Document portion of the OSCAR Excess Management Client Master Menu and then entering the Document Number. The following actions will occur:

1. Edit-D6/D4 must have matching AE/FTE/FTR in the Master File.

2. Master File will be flagged as completed.

3. FTZ transaction will be furnished to customer reporting excess.

4. Images of all transactions will be posted to the Master File.
c. FTC Cancellation transaction can be created when an asset is no longer available for shipment. The user can select the FTC Cancel excess report from the OSCAR Excess Management Client Document portion. The user will be prompted to enter the Document Number. The following actions will occur:

1. The Master File will be flagged as completed.

2. When Disposition has been furnished to ship to another state, an AE2 with status "CB" will be furnished to the receiving state. The state canceling the excess asset is responsible for a telephone conversation or forwarding an E-MAIL/FAX Message informing the receiving state.

3. Images of all transactions will be posted to the Master File.

d. FTF Excess Report Follow-up can be created by the user to furnish information on an Excess Report to the customer. The manager can click on the FTF Follow-up from the Document Option of the OSCAR Excess Management Client option and enter the Document Number.

1. FTC present in the Master File will cause the program to generate an FTR cancellation with status "SA" to the customer.

2. FTD in the Master File will cause the program to generate another FTD to the customer.

3. FTR in the Master File will cause the program to generate an FT6 to the customer.

4. FTL/FTM/FTT in the Master File will cause the program to create an image of the transaction for the customer.
e. FTL Excess Shipment Delay Status can be created by the user when the customer indicates there is a delay in shipment. The user can click on the FTL Shipment Delay Status from the Document Option of the OSCAR Excess Management Client and then enter the Document Number.

1. Edit-Document Number must match a record in the Master File.

2. The System will generate an AE- with "BD" status to the receiving state.

3. The Master File record will be flagged as delayed shipment.

4. Transaction will be posted to the Master File.

e. FTM Excess Shipment Status can be created when the customer has indicated the excess asset has been shipped. User can click on the FTM Shipment Status from the Document portion of the OSCAR Excess Management Client option.

1. The program will generate an AS- Shipment Status to the receiving state/activity.

2. Post images of all transactions to Master File.

e. FTZ Materiel receipt can be created by the user when the receiving state has indicated the asset has been received. The user can click on the FTZ Materiel Receipt Status from Document portion of the OSCAR Excess Management Client option.

1. An image of the FTZ will be furnished to the reporting state to close out SARSS files.

2. Images of all transactions will be posted to the Master File.
4.2.2 NGB Manager Disposition.

a. FTD-Customer Delay Status. The NGB manager can choose to furnish the customer a delay status by clicking on the Disposition portion of the OSCAR Excess Management Client option. (See Fig. 4-1 through Fig. 4-8.)

1. Short-Term-Delay Status. The number of days delay is determined by the days_sterm_delay parameter in the setup table. When Short-Term Delay has been indicated, the Activity-Indicator will remain an "A", which means the FTE will be retrieved each time the manager requests assets for RVARS.

2. Long-Term-Delay Status. The number of days delay is determined by the days_lterm_delay parameter in the setup table. When Long-Term-Delay option is chosen, the asset is considered to be on NGB HOLD and the Activity-Indicator is changed to "D". After the long-term-hold date has been exceeded, the system will automatically return the Activity-Indicator to "A". The Manager has the option of retrieving or not retrieving long-term-hold items to RVARS.

b. FTR-Reply to Customer Excess Report. The manager can provide a reply by clicking on the FTR Send Response to State portion from the Disposition option of the OSCAR Excess Management Client menu. (See Fig. 4-10 through Fig. 4-24.)
1. FTR with advice "TB" and the SHIP-TO state/activity in position 54-56. The supplementary address field will contain the Unit Identification Code (UIC) of the unit/activity authorized the asset. The priority will be determined by the Equipment Readiness Code (ERC) and the Force/Activity Designator (FAD) of the receiving unit/activity. Once an FTR has been sent, the Activity-Indicator is changed to an "I".

2. FTR with advice "TC" transferring the asset to the Defense Re-utilization and Marketing Office (DRMO). When "TC" advice has been given, the Activity-Indicator is changed to a "C" as completed.

3. FTR with advice "SA" will automatically be provided by the program when a Customer Excess Report (FTE) is received and the DODAAC of the record does not match the program's DODAAC.

c. Pass FTE to ICP. This option is used when the manager determines that the ARNG has no valid need for the asset and has selected to pass it on to the Inventory Control Point (ICP) for actions. Upon notification of this action, the states must furnish any technical inspection and/or supporting documentation required by the ICP(s). (See Fig. 4-25 through Fig. 4-31.)
Click On \(<\text{Disposition}>\) from the OSCAR Excess Management Client Main Menu.

THEN

Click On \(<\text{ETD Delay Status}>\)

GO TO NEXT PAGE

Figure 4-1
USER MUST ENTER DOCUMENT NUMBER. DOCUMENT NUMBER MUST HAVE A MATCHING EXCESS REPORT (FTE) IN MASTER FILE.

GO TO NEXT PAGE

Figure 4-2
WHEN NO MATCHING RECORD IS FOUND, THE MESSAGE ABOVE WILL DISPLAY.

USER SHOULD CHECK DOCUMENT NUMBER ENTERED. IF NOT CORRECT, RE-ENTER.

WHEN RECORD IS REQUIRED, USER CAN ADD THE EXCESS REPORT (FTE) TO MASTER FILE THROUGH THE DOCUMENT PROCESS BEFORE CONTINUING.

GO TO NEXT PAGE

Figure 4-3
WHEN A MATCHING RECORD HAS BEEN FOUND, THE WINDOW ABOVE WILL APPEAR.

THE FOLLOWING OPTIONS ARE AVAILABLE:

CLICK ON <Document Number> TO ENTER A DIFFERENT DOCUMENT NUMBER.
CLICK ON <Short-term delay> [Short-term delay is forty five (45) days.]
CLICK ON <Save> to accept the long-term delay default.
     (Long-term delay is one hundred and twenty (120) days.)

NOTE: ANY FTR RESPONSE MUST BE COMPLETED PRIOR TO PLACING ASSET ON
long-term delay.

Figure 4-4
WHEN USER CLICKS ON THE BLOCK <Short-term delay> A CHECKMARK WILL APPEAR AND THE <Expected reply date> will change to forty five (45) days. CLICK ON <Save> to accept actions.

GO TO NEXT PAGE

Figure 4-5
WHEN USER CLICKS ON THE <Document Number> OPTION. THE MESSAGE ABOVE WILL APPEAR.

CLICK ON <Yes> FOR NEXT WINDOW.
CLICK ON <No> TO RETURN TO PREVIOUS WINDOW

GO TO NEXT PAGE

Figure 4-6
WHEN THE WINDOW ABOVE APPEARS, THE USER CAN ENTER A NEW DOCUMENT NUMBER AND CLICK ON <OK> OR CLICK ON <Cancel> TO RETURN TO PREVIOUS WINDOW.

GO TO NEXT PAGE

Figure 4-7
Once a new Document Number is selected and user Clicks <OK> or presses <Enter>, The Window will display with the corresponding information.

User must verify information then Click On <Save> to accept action.

User can Click On <Cancel> to return to the Main Menu without processing the transaction.

GO TO NEXT PAGE

Figure 4-8
When the user presses <Cancel>, the window shown above will display. User has returned to the OSCAR Excess Management Client Master Menu.

Figure 4-9
FROM THE OSCAR Excess Management Client Menu
CLICK ON <FTR Send Response to State>

GO TO NEXT PAGE

Figure 4-10
USER MUST ENTER A DOCUMENT NUMBER THAT MATCHES THE NGB MASTER FILE.

GO TO NEXT PAGE

Figure 4-11
WHEN DOCUMENT NUMBER DOES NOT MATCH A RECORD IN THE MASTER FILE, THE MESSAGE ABOVE WILL APPEAR. USER SHOULD CHECK INFORMATION FOR CORRECTNESS. IF NOT CORRECT, CLICK ON <OK> AND RE-ENTER THE CORRECT DOCUMENT NUMBER.

USER CAN GO TO THE MAIN MENU UNDER <Document> AND ENTER A FTE DOCUMENT IF REQUIRED. (Document Number must match an Excess Report Number in Master File)

GO TO NEXT PAGE

Figure 4-12
WHEN DOCUMENT NUMBER ENTERED MATCHES AN EXCESS REPORT (FTE) IN MASTER FILE, THE WINDOW ABOVE WILL OPEN AND INFORMATION WILL DISPLAY.

THE FOLLOWING FIELDS CAN BE CHANGED:

- QUANTITY
- GAINER UIC (Mandatory Entry)
- PROJECT CODE
- EQUIPMENT READINESS CODE (ERC)
- STATUS

GO TO NEXT PAGE
USER CAN SELECT THE EQUIPMENT READINESS CODE (ERC) OR ACCEPT THE DEFAULT OPTION WHICH IS ERC ‘A’.

CLICK ON THE DOWN ARROW TO THE RIGHT OF THE ERC FOR OPTIONS. HIGHLIGHT THE OPTION AND CLICK TO ACCEPT.

GO TO NEXT PAGE
USER MUST ENTER THE <Gainer UIC> (Gainer UIC must match DODAAF)
IF UIC DOES NOT MATCH DODAAF, IT MUST BE ADDED BEFORE CONTINUING.

ONCE A VALID UIC HAS BEEN ENTERED, THE Gainer RIC FOR THE Gainer UIC STATE
WILL AUTOMATICALLY APPEAR. ALSO THE FAD OF THE UIC AND PRIORITY WILL
APPEAR. (Priority is based on the Gainer UIC FAD and the ERC.)

CHECK ALL OTHER INFORMATION. IF EVERYTHING IS CORRECT CLICK ON <Save>
TO ACCEPT ACTIONS.

IF NOT, CONTINUE TO NEXT PAGE

Figure 4-15
NOTE: THE PRIORITY CHANGED WHEN ERC 'A' IS ENTERED.

GO TO NEXT PAGE

Figure 4-16
Go to next page

When correct VNC must be added to the DODPAF before continuing.

User should check VNC if not correct, click on OK, and re-enter.

When a VNC that does not match the DODPAF is entered, the window above will open.

Figure 4.17
WHEN USER CLICKS ON THE DOWN ARROW NEXT TO <Status> THE FOLLOWING OPTION WILL APPEAR.

'TB' Status is used when manager wishes to ship asset to another state.
(Gainer UIC must be entered.)

'TC' Status is used when manager wishes to send asset to DRMO.
(UIC and RIC of state submitting the Excess Report (FTE) will automatically appear.)

'SA' Status is used when manager wishes to Cancel the Excess Report back to the Customer.
(UIC and RIC of state submitting the Excess Report (FTE) will automatically appear.)

GO TO NEXT PAGE

Figure 4-18
WHEN USER SELECTS ‘TC’ Status asset will be directed to DRMO.

WHEN INFORMATION IS CORRECT, CLICK ON <Save> TO ACCEPT ACTIONS.

GO TO NEXT PAGE
WHEN USER SELECTS ‘SA’ Status, THE ASSET WILL BE CANCELLED BACK TO THE STATE REPORTING.

WHEN INFORMATION IS CORRECT, CLICK ON <Save> TO ACCEPT ACTIONS.

GO TO NEXT PAGE

Figure 4-20
WHEN USER CHANGES QUANTITY FIELD THE QUANTITY CANNOT BE GREATER THAN THE EXCESS REPORT QUANTITY.

THE MESSAGE ABOVE WILL APPEAR WHEN THE QUANTITY CHANGED IS GREATER THAN THE EXCESS REPORT QUANTITY.

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Figure 4-21
THE QUANTITY FIELD CAN BE LESS THAN THE EXCESS REPORT QUANTITY.

THE SYSTEM WILL AUTOMATICALLY SUFFIX THE FTR AND FTE.

WHEN THE FTR QUANTITY CHANGES, THE REMAINING FTE QUANTITY WILL BE RETURNED TO THE MASTER FILE. WHEN RVARS IS RUN AGAIN, THE FTE WILL BE SELECTED AGAIN.

AN FTR FOR THE CHANGED QUANTITY WILL BE FURNISHED TO THE STATE WITH A SUFFIX.

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Figure 4-22
THE USER CAN CHANGE THE PROJECT CODE of the FTR.

THE DEFAULT IS 'NGB', BUT ANY PROJECT CODE CAN BE ENTERED.

GO TO NEXT PAGE

Figure 4-23
EXAMPLE: The Information above will provide an ‘FTR’ with ‘TB’ status for a quantity of two (2) each to the Customer Reporting the Excess asset. The Project Code will be ‘NGB’, Priority is ‘OS’, and Suppaddr is ‘W7NN01’. The Gainer State RIC is ‘A46’.

IF INFORMATION IS CORRECT, USER MUST CLICK ON <Save> TO CONFIRM ACTIONS.

GO TO NEXT PAGE

Figure 4-24
CLICK ON <Disposition> from the OSCAR Excess Management Client Main Menu.
THEN
CLICK ON <Pass FTE to ICP>.

GO TO NEXT PAGE

Figure 4-25
THE WINDOW ABOVE SHOULD APPEAR.

USER MUST ENTER THE DOCUMENT NUMBER OF THE EXCESS REPORT (FTE) TO BE FORWARDED TO ICP. (Document Number must match an FTE in the Excess Management Master File.)

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Figure 4-26
WHEN USER ENTERS A DOCUMENT NUMBER THAT DOES NOT MATCH THE NGE EXCESS MANAGEMENT MASTER FILE, THE MESSAGE ABOVE WILL APPEAR.

USER CAN CLICK ON <OK> AND ENTER ANOTHER DOCUMENT NUMBER.

OR GO TO THE DOCUMENT PORTION OF THE OSCAR EXCESS MANAGEMENT CLIENT MENU AND ADD THE FTE FOR THE DOCUMENT NUMBER REQUIRED.

THEN RETURN TO <Pass FTE to ICP> PROCESS.
THE DOCUMENT NUMBER ADDED TO THE MASTER FILE WILL BE AVAILABLE TO Pass to ICP.

GO TO NEXT PAGE

Figure 4-27
WHEN A DOCUMENT NUMBER THAT MATCHES THE NGB MASTER FILE IS ENTERED, THE WINDOW ABOVE WILL DISPLAY.

THE USER SHOULD REVIEW THE INFORMATION ON SCREEN. ONCE IT HAS BEEN DETERMINED THAT THE EXCESS REPORT (FTE) DISPLAYED CAN BE SENT TO THE ICP.

USER WILL CLICK ON <Save> (This will release the asset to the ICP.)

Reminder: FTR Customer Responses and FTD Customer Delay Status must be processed first.

IF RECORD DISPLAYED IS IN ERROR. USER CAN CLICK ON <Document Number>

GO TO NEXT PAGE Figure 4-28
THE WINDOW SHOWN ABOVE WILL DISPLAY.

ENTER <Yes> FOR NEXT WINDOW

ENTER <No> TO RETURN TO RECORD DISPLAYED.

GO TO NEXT PAGE

Figure 4-29
WHEN THE WINDOW SHOWN ABOVE DISPLAYS,

USER CAN ENTER A NEW Document Number and press Enter or Click on <OK>.

GO TO NEXT PAGE

Figure 4-30
When a document number that matches the NGB Master File is entered, the window above will display.

User should review the information on screen. Once it has been determined that the excess report (FTE) displayed can be sent to the ICP,

User will click on <Save> (This will release the asset to the ICP.)

Reminder: FTR Customer Responses and FTD Customer Delay Status must be processed first.

If record displayed is in error. User can click on <Document Number> or <Cancel>

Go to next page Figure 4-31
WHEN USER PRESS <Cancel> THE WINDOW SHOWN ABOVE WILL DISPLAY.

USER HAS RETURNED TO THE OSCAR Excess Management Client Master WINDOW.

Figure 4-32
SECTION 5: CATALOG PROCESS

5.1 General. The catalog process is designed to utilize the latest version of the FEDLOG provided by AMCLOGSA to incorporate information required for managers to make decisions. The FEDLOG catalog has been tailored to incorporate only National Stock Numbers (NSN) that are associated with Line Item Numbers (LIN). Customer Excess Reports (FTE) are edited against catalog information to determine if they are subject to NGB management controls. Items that are not required or are in error will be immediately returned to customer and/or forwarded on to the Defense Automated Addressing System (DAAS). The following catalog information is extracted for manager use:

a. NSN - National Stock Number
b. LIN - Line Item Number
c. LCC - Logistics Control Code
d. RICC - Reportable Item Control Code
e. U/I - Unit of Issue
f. U-Price - Unit Price
g. ARC - Account Requirement Code
h. ACQ - Acquisition Advice Code
I. SOS - Source of Supply (ICP)

5.2 Catalog Update Process

TO BE DEVELOPED

5.3 Catalog Inquiry

TO BE DEVELOPED
THIS PAGE NOT USED
SECTION 6. DISPOSITION TABLE UPDATE PROCESS

6.1 General. The Disposition Table Process was developed to give the Manager the ability to provide automated disposition on assets that are not required and/or have a standard disposition. It allows the manager to enter an LIN, NIIN, Condition Code and Disposition Code and/or Send to Source of Supply (SOS). (See Fig. 6-1 through Fig. 6-22). Assets in this table will be automatically directed as indicated:

a. DISP-CD "1"- Forward to ICP.
b. DISP-CD "2"- Transfer to DRMO.
c. DISP-CD "3"- NGB Hold/Long-Term-Delay Status
d. DISP-CD "4"- Produce Customer Response (FTR) to SOS in Table.

6.2 Disposition Table Update Procedures.

6.2.1 DISPOSITION CODE DESCRIPTION - All automated actions will be recorded in the NGB Management Process Activity Master File.

a. DISP-CD "1"- All assets in the Disposition Table with DISP-CD "1" will allow the system to format a Customer Excess Report Information Status to the reporting State/Territory and forward the Excess Report (FTE) to the catalog Inventory Control Point (ICP).
b. DISP-CD "2"- All assets in the Disposition Table with DISP-CD "2" will allow the system to format a Reply to Customer Excess Report (FTR) with advice "TC" to the reporting State/Territory directing the asset to be transferred to the Defense Re-utilization and Marketing Office (DRMO).
c. DISP-CD "3"- All assets identified in the Disposition Table with DISP-CD "3" will allow the system to format a Disposition Instruction Delay Status with the Expected Reply Date (ERD) of one hundred and twenty (120) days. These will be considered Long-Term Hold or NGB HOLD assets.

d. DISP-CD "4"- All assets identified in the Disposition Table with DISP-CD "4" will require a RIC/SOS in the Disposition Table. The system will automatically create an FTR with status code "TB" to the RIC/SOS identified in the Disposition Table.

6.2.2 TABLE FORMAT

a. LIN-Mandatory field. This is the Line-Item Number of the asset identified for automatic disposition action.

b. NIIN-National Item Identification Number. NIIN must correspond to LIN. When left blank, all NIINs for the given LIN will be considered for actions.

c. Condition Code-Individual condition code can be entered, or, if all condition codes require actions, a one (1) may be entered.

d. Send to Source of Supply (SOS)-The SOS is used only with Disposition Code Four (4). Assets will be directed to the RIC/SOS identified.

6.2.3 REPORTS-A report on items in the Disposition Code Table will be made monthly or as required.
CLICK ON: OSCAR from the NT Main Menu
THEN: CLICK ON: Database (The options above will display)
CLICK ON: Auto Disposition

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FIGURE 6-1
DOUBLE CLICK ON <Auto Disposition>

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FIGURE 6-2
IF USER CLICKS ON ONE OF THE FIVE BUTTONS AT BOTTOM LEFT OF SCREEN:

LEFT BUTTON - <First> This will take you to the first record in the Disposition Table.
SECOND FROM LEFT - <Previous> This will take you to the record previous to what is on screen.
THIRD FROM LEFT - <Next> This will take the user to the next record in the Disposition Table.
FOURTH FROM LEFT - <Last> This will take the user to the last record in the Disposition Table.
BOTTON ON THE RIGHT - <Find> This will allow the user to enter a NIIN or LIN and find a record in the Disposition Table.

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Figure 6-3
IF USER CLICKS ON ONE OF THE THREE MIDDLE BUTTONS:

LEFT BUTTON – <NEW> Used when user wishes to add a new record to the Disposition Table.
MIDDLE BUTTON – <Edit> Used when the user wishes to edit or change an existing record.
RIGHT BUTTON - <Delete> Used when the user wishes to delete the record on the screen from the Disposition Table.

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FIGURE 6-4
WHEN USER CLICKS ON ONE OF THE TWO BUTTONS ON RIGHT OF SCREEN:

LEFT BUTTON – <Save> The user **must save** the record that has been added/changed. If the record added or changed is not saved, no action has been taken.

RIGHT BUTTON – <Cancel> This will allow the user to cancel any actions that have not been saved.

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WHEN USER CLICKS ON THE FAR RIGHT BUTTON ON THE SCREEN:

FAR RIGHT BUTTON – THE USER WILL RETURN TO THE OSCAR EXCESS MANAGEMENT MAIN MENU.

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FIGURE 6-6
WHEN THE USER WISHES TO ADD A NEW RECORD:
CLICKS ON THE LEFT BUTTON OF THE MIDDLE THREE BUTTONS: <NEW>
THE SCREEN ABOVE WILL APPEAR.
USER CAN ENTER A ‘Niin’ OR A ‘LIN’.
WHEN ENTERING A ‘Niin’. The Niin must match a catalog record. When a matching record is
found, the ‘LIN’ will automatically appear in the LIN field. If not a
message will appear ‘No matching record found’. When this occurs
the user should check to see if the Niin was entered correctly. If so,
the Niin will have to be added to the catalog before a record can be
added to the Auto Disposition Table.

Remarks: Niin is not an mandatory entry. When Niin field is blank, the program will assume
that all Niin’s for the LIN/condition code will apply to the disposition code for action.

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FIGURE 6-7
Example of a Niin correctly entered.

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FIGURE 6-8
Once the Niin and LIN have been selected. The user must enter a condition code. CLICK ON THE ARROW TO THE RIGHT OF Condition code for selections. User may enter an individual Condition code or enter a one (1) for all Condition codes. (All Condition codes in AR 725-50 are listed.)

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FIGURE 6-9
EXAMPLE: For this Niin and LIN all Condition codes have been selected.

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ONCE A CONDITION CODE HAS BEEN SELECTED, USER MUST SELECT A DISPOSITION CODE. CLICK ON ARROW TO THE RIGHT OF <Disposition code field> FOR CHOICES.

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FIGURE 6-11
USER CAN MAKE THE FOLLOWING SELECTIONS:

1 = SENDING THE EXCESS REPORT (FTE) ON THE INVENTORY CONTROL POINT FOR ACTIONS.

2 = THE PROGRAM WILL PRODUCE AN CUSTOMER RESPONSE (FTR) WITH ADVICE 'TC' DIRECTING THE ASSET TO BE TRANSFERRED TO DRMO.

3 = THE PROGRAM WILL CREATE A CUSTOMER DELAY STATUS (FTD) WITH A ESTIMATED DELAY DATE (EDD) OF ONE HUNDRED AND TWENTY DAYS (120).

4 = THE PROGRAM WILL CREATE A CUSTOMER RESPONSE (FTR) WITH ADVICE 'TB' DIRECTING THE ASSET TO BE SHIPPED TO THE RIC ENTERED IN EITHER THE SOURCE OF SUPPLY (SOS) OR SARSS-1 FIELD. (WHEN DISPOSITION CODE FOUR (4) IS SELECTED IT IS MANDATORY THAT THE USER ENTER A ‘RIC’ IN EITHER THE SOS OR SARSS-1 FIELD.)

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FIGURE 6-12
EXAMPLE: THE Niin/LIN FOR ALL CONDITION CODES WILL BE FORWARDED ON TO THE INVENTORY CONTROL POINT (ICP) FOR ACTIONS.

GO TO NEXT PAGE

FIGURE 6-13
EXAMPLE THE Niin/LIN FOR ALL CONDITION CODES WILL BE PLACE ON NGB HOLD.

GO TO NEXT PAGE
FIGURE 6-15

EXHAUSTED TO SOURCE OF SUPPLY (SSS)

EXAMPLE: THE MIN/Max FOR ALL CONDITION CODES WILL BE DIRECTED TO BE

[Image of a diagram showing a process or system with various indicators and data entries]
EXAMPLE: An FTR with advice 'TB' & 'A17' in position 54-56 will be sent to the reporting state. (NGB has directed that any Excess Report with Niin '1005-00-073-9421' LIN R94977 regardless of Condition code be shipped to 'A17' California.)

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FIGURE 6-16
EXAMPLE: Reporting State will receive an FTR with advice ‘TC’.
(NGB has directed that any Excess Report for Niin ‘2320-000771617’ and LIN 40146 with Condition code equal to ‘H’ be sent to DRMO).

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FIGURE 6-17
EXAMPLE: Any Excess Report received for Niin '2320-00-077-1617' and LIN X40146 regardless of Condition codes be forwarded on the to ICP for Disposition.

GO TO NEXT PAGE
EXAMPLE: NGB has directed that an Excess Report for the above LIN 'X40146' regardless of Condition code to be forwarded on to the ICP.

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FIGURE 6-19
EXAMPLE: NGB has directed that any Excess Report for LIN ‘D11538’ regardless of Condition code will be placed on Long-Term Hold. Excess Report customer will receive a Disposition Delay Status (FTD).

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EXAMPLE: NGB has directed that any Excess Report (FTE) received for LIN ‘D11538 regardless of Condition code be sent to RIC ‘A31’ Kansas.
A Customer Response (FTR) with advice ‘TB’ and RIC ‘A31’ in position 54-56 will be sent to state reporting excess and an AE1 will be sent to receiving state RIC ‘A31’ with status ‘BA’.

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FIGURE 6-21
EXAMPLE: When the manager enters an invalid LIN,
SECTION 7. SET UP PROCESS

7.1 General. This section is designed to furnish information on how the Set Up process will operate within the OSCAR Excess Management Program.

TO BE DEVELOPED
THIS PAGE NOT USED
SECTION 8. RVARS RETRIEVAL PROCESS

8.1 General. The RVARS Retrieval Process was designed to allow the NGB manager to extract data and information from the NGB Master File to the user's PC. The process uses the USER-ID Table so that only the data authorized by a particular manager can be extracted. Information can be obtained by USER-CD, SOS/RIC, STATE-CD, and/or LIN. USER-CD is a mandatory field. Once the USER-CD has been entered, the system will edit to see if the user is authorized based on SOS/RIC in USER-CD Table. The NGB Manager can only extract data/information for which he/she is authorized.

8.2 RVARS DATA RETRIEVAL. This process is designed to extract active Excess Reports [FTE(s)] which require disposition actions by NGB managers and create an RVARS Input File. Those FTE(s) that have been received but not acted upon and/or those items that have been placed on Long-Term Hold (NGB Hold Items) by NGB managers. (See Fig. 8-1 through 8-14.)

a. The NGB manager must select the ICON for ASSET RETRIEVAL PROCESS.

b. The System will ask the NGB Manager to enter his/her USER-CD. When a valid USER-CD is entered, connectivity with the Master Database will occur.

c. The NGB Manager will be asked if he/she wishes Long-Term Delay/NGB Hold items included.

1. When manager answers "Yes," then all active FTE(s) in the Master File will be extracted.

2. When the manager chooses "No," only those active FTE(s) without a Long-Term Delay/NGB Hold flag will be extracted.

d. A screen will appear which will allow the manager to further indicate his/her requirements.
1. When the USER-CD is entered with no other fields selected and the process button is pressed, the manager will retrieve all FTE(s) in the Master File for all the SOS/RIC(s) identified in the USER-CD TABLE for that User.

2. When the SOS/RIC is entered along with the USER-CD, the manager will retrieve only those FTEs for SOS/RIC selected.

3. STATE-CD - This feature allows the manager to process data particular to one (1) state.
   (a) The manager can extract all SOS/RIC for the state by only entering the STATE-CD and pressing the Process Button.
   (b) One SOS/RIC for the state can be retrieved by entering the STATE-CD, the SOS/RIC and pressing the Process Button.
   (c) One (1) particular LIN for the state can be retrieved by entering the STATE-CD, SOS/RIC, LIN and then pressing the Process Button.

4. LIN - When the LIN is entered, it must be compatible with the SOS/RIC.
   (a) When manager enters USER-CD and LIN and presses the Process Button, all active FTE(s) for that particular LIN will be extracted.
   (b) If the manager enters the USER-CD, LIN, plus STATE-CD and presses the Process Button, the LIN for that particular state will be extracted.

5. When there are no records that meet the above conditions, a message reading, "No records were retrieved to RVARS Input File." will be sent to the manager.
CLICK ON: OSCAR from the NT Main Menu
THEN: CLICK ON: <File> (The options above will display)
DOUBLE CLICK ON: <Export>

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When user Clicks on <Export> the above screen will appear.

If user does not require any special options, they can Click <OK>

All Customer Excess Reports with Activity-Indicator equal to ‘A’ that are for the users Source of Supply (SOS) will be retrieved to a file in RVARS format.

Remarks: Excess reports that have previously been place on ‘Long-term delay’ will not be selected.

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When user clicks on the block to the left of <Long-term delay> a check will appear.

When user clicks on <OK>, all Customer Excess Reports in the Master File will be retrieved, including those previously place on ‘Long-term delay’.

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User can click on the arrow to the right of Source of Supply (SOS), and a range of Inventory Control Point (ICP) Routing Identifier Codes (RIC) will appear. When user selects a SOS RIC, only those excess reports for that particular RIC will be selected.

Remarks: User can also select the <Long-term delay> option when they wish to retrieve the ‘long-term delay’ reports for that SOS.

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When the user chooses to select a particular 'State', the user can click on the arrow to the right of the 'State' field on the screen. Options for different states will appear and the user can click on the state that they would like to select. Once the user has selected a particular state, *only* those excess reports from that state will be retrieved for RVARS.

Remarks: User can also select <long-term delay> reports for the state selected.
When the user chooses to select a particular 'Lin'. They can click on the block next to Lin and enter the Lin. Only excess reports for the Lin entered will be selected for RVARS.

Remarks: User can also select '<Long-term delay>' assets for the lin.
FIGURE 8-7

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Remarks: <Long-term delay> Reports can also be selected.

Retrieved. When this occurs only the reports having the SOS for a particular state will be
be selected. When this occurs only the reports having the SOS for a particular SOS is selected, a state can also
The user can select a combination of the options. When a particular SOS is selected, a state can also

[Image of a computer screen showing a software interface with various options and settings]
When the options shown above are selected, the user will retrieve only those excess reports for the state identified with the SOS of ‘B14’ and a Lin of ‘R94921’.

Remarks: The ‘long-term delay’ assets can also be selected by checking the block next to the <Long-term delay> field.
When the user selects the options above they will retrieve the active excess reports for 'B14' for Lin 'R94921'.

Remarks: The 'long-term delay' assets can also be selected by checking the block next to the <Long-term delay> field.

GO TO NEXT PAGE
The option shown will retrieve active excess reports for the ‘State’ selected for that particular ‘Lin’.

Remarks: The ‘long-term Delay’ assets can also be selected by checking the block next to the <Long-term Delay> field.

GO TO NEXT PAGE
The option shown above will select active/Long-term Delay ‘California’ excess reports for SOS ‘B14’ with Lin ‘X40009’.

Remarks: Many options are available to the user.

GO TO NEXT PAGE

FIGURE 8-11
Once the user has made the selection and pressed <OK> the message in the top right corner will appear until processing is complete.
When processing is complete, the message above will appear.

Remarks: When no records have been selected and user feels there should have been records, please contact system administrator for assistance.

GO TO NEXT PAGE
Once excess reports have been retrieved, the manager can now execute RVARS program.

Session is complete.

FIGURE 8-14
SECTION 9. NGB WEB SITE

9.1 General. This section is designed to give the information on how to enter the NGB Management Programs WEB site.

TO BE DEVELOPED
SECTION 10. REPORTS

10.1 General. This section is designed to give the information on standard reports that are available within the NGB Management Programs.

10.2 Standard Reports - The following NGB Excess Management reports will be provided or are available in the system. All reports will be provided in the same general format. (Example of format is Appendix C.)

   a. OSCAR Daily Disposition Report - Three (3) reports will be furnished daily or upon request whenever a manager furnishes disposition actions to excess customers. (Disposition: Keep until all actions are completed.)

   (1) OSCAR Daily Disposition Report (Receiving State)

   (2) OSCAR Daily Disposition Report (Reporting State)

   (3) OSCAR Manager Report (NGB Manager)

   b. Monthly Report - This report is furnished based on the days_report1 parameter to NGB Managers/States/Territories. The report is a listing of items that have been added, opened, or completed during a thirty-day period. (Disposition: Keep for sixty (60) days from completion of actions)

   c. Quarterly/Semi-Annual/Annual Report - This report will be furnished to NGB Managers/States/Territories based on days_report3 parameter or upon request. The report is a listing of all Excess Reports in the NGB Master File (active, inactive, and/or completed). Items will be purged from the NGB Master File when they have been completed for 365 days. (Disposition: Keep for two (2) years.)

   d. NGB-HOLD Report - This report will be furnished based on days_report4 parameter or upon request. The listing contains those Excess Reports that have been placed on Long-Term Delay or NGB HOLD by the Manager. (Disposition: Keep until new report is received.)
e. **FTL Report** - This report will be furnished based on the `days_report6` parameter or upon request. This is a listing of assets that are delayed for shipment by shipping state. (Disposition: Keep until next report is received.)

f. **FTM Report** - This report will be furnished based on the `days_report6` parameter or upon request. This is a listing of assets that have been processed for shipment either by the state or by NGB. (Disposition: Keep until next report is received.)

g. **D6S Report** - This report will be furnished based on the `days_report7` parameter or upon request. This is a listing of assets that have been determined to have been received. (Disposition: Keep until next report is received.)

h. **Ship To Advice Report** - This report will be furnished based on the `days_report8` parameter or upon request. This is a listing of assets where the receiving activity has been furnished an "AE" transaction, a "BA" or an "AS" Shipment Status. Report will be sent to NGB Managers/Shipping and Receiving State. (Disposition: Keep until next report is received.)

i. **Send to ICP** - This listing includes all assets that NGB managers have forwarded on to the ICP without actions. This report will be printed weekly. (Disposition: Dispose of when no longer required.)
SECTION 11. INQUIRY PROCESS

11.1 General. This section is designed to furnish information on how to make inquiries within the NGB Management Programs.
THIS PAGE NOT USED
SECTION 12. STATE/TERRITORY

12.1 General. This section is designed to give the State Excess Manager directions/information for interfacing with the NGB Management Programs. NGB-ARL-E is the proponent of this chapter.

12.1.1 References. The following references will be used for guidance in reporting excess materiel.

   a. Unit Supply Update X-XX, AR 710-2, Inventory Management Supply Policy Below the Wholesale Level.
   
   b. AR 725-50 Requisitioning, Receipt, and Issue System, Chapter 7 Materiel Returns Program (MRP).
   
   c. DA Pamphlet 710-4, Management of Excess and Materiel Returns.

12.1.2 State/Territory Responsibilities.

   a. States/Territories will identify excess assets within their control and ensure that they are turned in to the SARSS-1 activity within ten (10) calendar days per [paragraph 2-13 6 (2a), AR 710-2]. The following reasons may cause state/territories to generate excess:

      (1) Changes in authorization documents. [Table of Organizational Equipment/Modified Table of Organizational Equipment (TOE/MTOE); Table of Distribution and Allowances (TDA); and Common Table of Allowances (CTA)]

      (2) Modernization or cross-leveling of newer equipment.

      (3) Duplication of Depot/NGB shipments.

      (4) Erroneous requisitions.
(5) Policy and/or procedures not followed.

(6) Inaccurate or timely receipt/issue processing.

b. States/Territories are responsible for conducting in-state searches to fill authorized shortages and making lateral transfers prior to approving and forwarding excess reports to NGB. Appendix E contains a Standard Query Language (SQL) statement which could assist in determining excess requirements. This Statement will search for Excess Reports (FTE) in the SARSS-2AC Manager Review File (MRF) and create a formatted file that can then be processed through the Requisition Validation Automated Redistribution System (RVARS) program. RVARS will determine if there are requirements within your state/territory with recommendations. This process will be run prior to forwarding Excess Reports (FTE) to NGB through DAAS.

c. Reports contained in the "ngbam3" directory can be forwarded to NGB through the Defense Automatic Addressing System (DAAS) Content Identifier 'IHAE' as often as required, but must be reported at least weekly.

d. Assets in condition code "H or P" or with a Source of Supply (SOS) equal to "A35, AP5, A1T, S9A, S9T, S9I, S9P, S9Q, S9S, GSA, S9C, S9E and S9G" will not be reported to NGB. Consult AR 725-50, Chapter 7, to determine when or if assets must be reported directly to the National Inventory Control Point (NICP).

e. States/Territories must comply with the NGB manager disposition instructions or request cancellation within the time frame established by shipment priority assigned.
f. States/Territories must coordinate disposition between activities. Activities should follow, but not be limited to the guidelines below.

(1) Shipping state/territory should contact receiving state to determine if assets are required.

(2) Obtain shipping address information.

(3) Provide equipment and shipment status.

(4) Determine best mode of shipment.

(5) Get Mark for Information.

(6) Receiving state must contact Shipping state when asset is not required and SARSS-1 submit an AC-transaction through DAAS to NGB.

g. Equipment directed to be shipped must meet 10/20 maintenance standards prior to shipment and have required components per AR 750-1.

h. Process Automatic Return Items (ARI) as directed by AR 710-1.

i. Return excess assets to depot or ship to other activities as directed by the National Inventory Control Point (NICP).

j. Transfer assets to the Defense Reutilization and Marketing Office (DRMO) in accordance with DOD 4160.21-M as directed by NGB or NICP.
k. Ensure that appropriate Technical Inspections (TI) are forwarded to NICP when required (i.e. DA 461-5, DA Form 2404, DD 3590). Excess Report Number must be clearly annotated on TI. TI documentation must arrive at the NICP within five (5) work days of NGB forwarding the FTE.

l. Ensure assets placed on NGB-HOLD are maintained in reported condition.

12.2 System Reports. The following reports will be furnished by NGB. States/Territories are responsible for reviewing reports for accuracy and/or providing corrective actions. Appendix B, pages B-1 through B-4 is a memorandum on How to read the OSCAR Daily Disposition Reports. Report format can be found in Appendix C.

a. OSCAR Daily Disposition Reports - These are reports listing customer excess and dispositions which affect the state/territory. The reports are furnished at the end of each day or when a manager provides disposition to the customer. Example: Appendix C. These reports should be furnished to SARSS-1 for cross reference purpose.

b. Monthly Action Report - This report shows each record in the NGB Master File with status. The excess reports have either been received, are awaiting actions, and/or have been completed within the last thirty (30) days. Excess Reports (FTE) are assigned ACTIVITY-IND which relates to the status of that report.

(1) ACTIVITY-IND "A" indicates that the report has been received, and the NGB manager has not provided any disposition to this point.
(2) ACTIVITY-IND "C" indicates that the excess report is considered to be complete in the master file. These records will be moved to an archive file after three hundred sixty-five (365) days have elapsed.

(3) ACTIVITY-IND "D" indicates that the excess asset has been placed on long-term hold or NGB-HOLD. Disposition has been delayed until a future date.

(4) ACTIVITY-IND "I" indicates that the NGB Manager has provided disposition instructions and state/territory actions are pending.

(5) ACTIVITY-IND "P" indicates the excess report has been passed on to the Inventory Control Point (ICP). NGB considers their actions are completed. ICP will furnish disposition instructions. When required, the state is responsible for forwarding TI/Check list to the ICP within five (5) work days.

c. Quarterly/Semi-Annual/Yearly Report - This report lists all records in the NGB Master File with status.

d. NGB-HOLD Report - Lists all Excess Reports in the NGB Master File that have been placed on NGB-HOLD (furnished monthly).
e. Ship To Advice Report - Lists all AE/AS advice that has been provided to customer indicating NGB has directed assets to your activity. Also contains the Customer Response (FTR) of the shipper for cross-reference purposes. This report will be provided to the Shipping and Receiving State/Territory. This report should be passed to SARSS-1 (furnished weekly).

f. State Delayed Shipment Report - This listing is produced based on an FTL Supply Status transaction provided by the shipping state which indicates a delay in an NGB-directed shipment. An FTL_FLAG equal to 'S' indicates that the transaction was created by the system and not by a response from a customer (furnished monthly).

g. Shipment Report - This is a listing of all records that are still active in the NGB Master File where the State/Territory has forwarded an FTM Shipment Status, but the asset has not been received. An FTM_FLAG equal to 'S' indicates that the transaction was created by the system and not by a customer's response (furnished monthly).

h. Shipment Receipt Report - This report lists all assets in the NGB Master File which have been received. Actions on these Excess Reports are considered complete. A D6S_FLAG equal to 'S' indicates that the transaction was created by the system and not by a customer's response (furnished monthly).

i. Master File Archive Report - This is a listing of records that have been archived to another media for storage. Criteria for archiving records is based on the days_archive perimeter, which is defaulted at three-hundred sixty-five (365) days. Records that meet the criteria are moved to an archive hold area to be written to a backup tape as determined by the NGB Systems Administrator.

j. Pass to ICP Report - This report is a listing of all assets that have been passed to the Inventory Control Point (ICP) (furnished weekly).
12.2.1 NGB-ARI-E Semi-Annual Excess Identification Reports

These reports will be executed in the Standard Property Book System Redesign (SPBS-R) and the Standard Army Retail Supply System Objective (SARSS-O) for the purpose of allowing the NGB Managers to identify excess assets within states/territories. Report SQL, and descriptions are still to be determined.

a. Standard Property Book System Redesign (SPBS-R)

b. Standard Army Retail Supply System Objective (SARSS-O)

12.3 Cancellation

There are two (2) ways a cancellation can be made: One is by the Reporting State; the other, by the SHIP-TO State. The request for cancellations will be processed as follows:

a. Reporting state will notify the SHIP-TO state asset is not available and submits an FTC Excess Report Cancellation.

(1) NGB will automatically consider asset not available for shipment.

(2) When disposition has been directed to another state, NGB will produce an AE- with a "CB" status to SHIP-TO state.

(3) State requesting cancellation is responsible for coordinating with the SHIP-TO state. Message can be by telephone, written, faxed, and/or by E-mail.
b. SHIP-TO state coordinates cancellation with Shipping state to ensure asset is not shipped then SARSS-1 submits AC/AK Requests for Cancellation.

(1) NGB will respond with an AE - Status "BQ".

(2) Reporting states FTE will be processed as follows.

(a) If AC/AK Cancellation is for FTE Excess Report total quantity, NGB will change the Activity-Indicator to an "A" and return the report to the NGB Manager for disposition action.

(b) When AC/AK is for partial or against a partial quantity of the FTE, NGB will furnish the Reporting State an FTR with "SA" status. Excess assets will have to be re-reported.

12.4 Master File Description - The NGB OSCAR Excess Management program database will receive and edit Customer Excess Reports (FTE). The FTE is used as the master record in the NGB Master File. All corresponding transactions will be posted to file. Master File record description is found in Appendix B. The following is a description of records utilized within the NGB Excess Management Program:

a. AC/AK-Customer Cancellation. If NGB receives an AC/AK from a customer, the system will cancel the due-in and re-establish the FTE quantity when the FTE quantity is not a partial quantity. If the cancelled quantity is for a partial quantity, the FTE will be cancelled also.
b. AE-Customer Status. NGB will furnish receiving state an AE2 status with an NGB Document Number and the SARSS-1 DODAAC in the SUP-ADDR with “BB” advice and a Project Code equal to shipping states RIC.

c. AS-Shipment Status. NGB will furnish receiving state/territory an AS2 transaction upon receipt of an FTM Shipment Status from shipping/reporting state/territory.

d. D6-Materiel Receipt Acknowledgement. NGB will send an FTZ advice “TQ” and unit price field zero filled to close states excess report.

e. FTC-Cancellation of Customer Excess Report. If NGB has directed shipment of the excess asset, an AE2 with “CB” status will be furnished the SHIP-TO state.

f. FTD-Disposition Instruction Delay Status. NGB will respond immediately upon receipt of an FTE Customer Excess Report with status “TR” and a short-term delay date in rp 70-73. NGB can also respond to Customer Excess Report with a long-term delay status “TR”. These assets will be on NGB-HOLD.

g. FTE-Customer Excess Report. This is the Master Record in the NGB Excess Management File (EMF).

h. FTF-Customer Excess Report follow-up. Program will respond to follow-up with latest status or a FTD status “TR” and short-term delay date in rp 70-73. A report listing all follow-ups will be furnished NGB Managers.

i. FTL-Supply Status. Upon receipt of an FTL from state, NGB will furnish the SHIP-TO state an AE2 with “BD” status. The NGB Excess Management Program will automatically create an FTL transaction when an FTM has not been received within a reasonable time frame.
j. FTM-Shipmet Status. NGB will furnish the SHIP-TO state an AS2 with the mode of shipment and/or TCN/GBL from the FTM. When an FTL is on the NGB Master File and the ESD has been exceeded, the system will create an FTM/AS2 transaction.

k. FTQ-Customer Excess Report Information Status. When NGB forwards the Customer Excess Report to NICP, DAAS will furnish an FTQ. When required states are responsible for furnishing any related T/I or component listing to NICP.

l. FTR-Reply to Customer Excess Report. NGB will also furnish the SHIP-TO state an AE2 with an NGB Document Number and "BB" status.

m. FTZ-Materiel Receipt Status Advice "TQ". Upon receipt of D6- Receipt transaction from the SHIP-TO state, NGB will furnish the FTZ to close out the reported excess.

12.5 Exceptions for Reportable Item. These are items that cannot be reported through the automated system. Reporting criteria can be found in Appendix D.

12.6 Department of the Army Activity Address File (DODAAF). The NGB Management Program utilizes the RVARS/REQVAL database unique DODAAF.
12.7 Defense Automated Addressing System (DAAS) Interface. Records received from DAAS will be edited by the NGB Management Program. Only those with DODAACs that do not match the NGB DODAAF Table will be rejected. All other transactions not required by NGB will be returned to DAAS for routing.

12.8 Shipping Discrepancy – Upon receipt of redistributed assets an inspection should be conducted to determine condition and/or shortages.

a. Shortages in Shipment – Shipping states are responsible for including all components with shipment or providing funds to the receiving state to cover shortages. When states receive assets that are short components, the receiving state is responsible for identifying shortages. Once shortages have been identified, the shipping state should be contacted to determine if the items can be provided or funds transferred to complete the shipment.

b. Receipt of assets not within 10/20 standards. Receiving state is responsible for identifying the cost to repair and for contacting the shipping state for transferal of funds to complete the shipment.

c. Problems that cannot be rectified between states should be elevated to NGB-ARL-E or NGB-AVN-L in writing.
12.9 Items Passed to Inventory Control Point (ICP)

a. A report of excess reports that have been forwarded to ICP will be furnished weekly.

b. When it is determined that you have a requirement for an asset that has been passed to ICP, contact the reporting state to determine if asset is still available.

(1) When item is available, coordinate for shipment of the asset. Reporting state must cancel Excess Report.

(2) When requirements still exist for the asset notify NGB-ILE-IM item manger.

12.10 Aviation Assets. Customer Excess reports for aviation assets will be forwarded to NGB-AVN-AS for disposition. Disposition will be provided in the same manner as for NGB-ARL-E. When the AVN Code on the OSCAR daily Report is 'Yes'. State managers should contact NGB-AVN-AS with any question concerning the excess report. DSN: 327-7755.

12.10.1 Excess Aviation assets are forwarded in the same manner as other Major End Items through DAAS to NGB.
12.11 SARSS-1 Responsibilities.

(a) Ensure that assets are in 10/20 maintenance standards (AR750-1) before shipment.

(b) When Materiel Release Order (MRO) has a Project Code of 'NGB' ensure that the manager has contacted the receiving state to verify shipment requirement.

(c) Ensure that MRO(s) released and later cancelled are return to stock at SARSS-1 for accountability.

(d) Ensure the NGB (W81RUP) Receiving State document number is crossed referenced on the shipping document.

(e) Storage and care of property. Assuring property is maintained in the same condition reported.

12.12 SARSS-2AC Responsibilities.

(a) Administer State/Territory Major End Item Excess Management Program.

(b) Ensure SARSS-1 receives copies of the OSCAR Daily Reports. (Receiving/Reporting State).

(c) Ensure excess assets are not required within state/territory prior to reporting to NGB.

(d) Approve Excess reports to be released to DAAS for NGB.

(e) Ensure approved excess reports are released to NGB per para 12.1.2c above.

(f) Coordinate shipment and receipt of assets between states/territories.
THIS PAGE NOT USED
APPENDIX A

REFERENCES

A.1 General. This appendix contains references used in development of the NGB Excess Management Program.

A.1.1 Army Regulation (AR):

a. AR 40-61 Medical Logistics Policies and Procedures.


c. AR 380-40 Policy for Safeguard and Controlling COMSEC Information.

d. AR 385-11 Ionizing Radiation Protection (Licensing, Control, Transportation, Disposal and Radiation Safety).

e. AR 710-1 Centralized Inventory Management of the Army Supply System.

f. AR 710-2 Supply Policy Below the Wholesale Level.

g. AR 710-3 Asset and Transaction Reporting System.

h. AR 725-50 Requisitioning, Receipt and Issue System.

i. AR 735-5 Basic Policies and Procedures for Property Accounting.

A.1.2 Department of the Army Pamphlet (DA PAM):

a. DA PAM 710-1 Aviation Intensive Management Item Program.

b. DA PAM 710-2-1 Using Unit Supply System.

c. DA PAM 710-2-2 Supply Support Activity Supply System.

d. DA PAM 710-4 Management of Excess Materiel and Materiel Returns.

e. DA PAM 738-750 The Army Maintenance Management System (TAMMS).


A.1.4 Supply Bulletin (SB) SB-700-20 Army Adopted/Other Items Selected for Authorization/List of Reportable Items.
APPENDIX A

REFERENCES (continued)

A.1.5 Technical Manuals (TM)
   b. TB 380-41 Procedures for Safeguarding, Accounting and Supply Control of COMSEC Material.
   c. TB 750-8-1 Maintenance Expenditure Limits for Medical Material.

A.1.6 National Guard Bureau (NGB) Directives/Letters/Memorandums

A.1.7 Army National Guard, Excess Management, End User Manual
APPENDIX A

ABBREVIATIONS AND TERMS

A.2 General. This appendix contains terms and abbreviations that are unique to the NGB Excess Management Program development. Additional abbreviations and terms can be found in AR 725-50, Glossary, Sect. 1 Abbreviations and Sect. 2 - Terms.

A.2.1 Section 1 - Abbreviations

AM3 - National Guard Bureau (NGB) Routing Identifier Code (RIC)

OSCAR - Objective Supply Capability Adaptive Redesign
A.2.2 Section 2 - Terms

ACTIVITY-IND - a one (1) position code added to the FTE record to indicate the status of the report in the NGB Master File. 'A' - Indicates the excess report has been received by NGB and is active, but requires NGB Manager response. 'C' - Indicates the record is considered complete in the NGB Master File. 'D' - Indicates that the State/Territory has received a Long-Term Delay status or has been placed on NGB Hold. 'I' - Indicates that NGB manager has provided a response to customer, but there are still actions pending. 'P' indicates the excess report has been passed to the Inventory Control Point (ICP) for actions, and 'Z' indicates that the excess report has been passed to the NGB Aviation Directorate for actions.

DISPOSITION CODE - A code that identifies an action take by the NGB manager. Disposition "1" Forward to ICP. Disposition "2" Transfer to DRMO. Disposition "3" Place on NGB Hold. Disposition code "4" Direct assets to a known Source of Supply (SOS).

DISPOSITION TABLE - A table designed to provide the NGB Manager with means to automate disposition that is constant. NGB manager can forward customer Excess Reports to Inventory Control Point (ICP), Transfer assets to DRMO, provide customer response to a Source of Supply (SOS) and/or place assets on NGB hold.

Export - To retrieve data from the Master File on the Master Server to the Personal Computer (PC).

Import - To bring data into the automated system from an external source, such as DODAAC or Catalog.
APPENDIX A

ABBREVIATIONS AND TERMS (continued)

NGB-HOLD - When the NGB Manager for some reason cannot provide a response, assets are placed on NGB-HOLD and a Disposition Instruction Delay Status (FTD) will be furnished to the customer with a one-hundred and twenty (120) expected reply date.

NGB-Master File - a file created within OSCAR to receive, post, and maintain a history of reported excess. All transactions related to excess reports are posted and maintained in this file for three-hundred and sixty five (365) after competition. Records are considered complete when the report has been forwarded to the Inventory Control Point (ICP), Cancelled, Directed to DRMO, or Directed to another and the state has issued a receipt for the asset.

OSCAR - An NGB Project, in conjunction with the Oak Ridge National Laboratory (ORNL) for development of programs which are unique to the ARNG, but are required to interface with Standard Army Systems. The ARNG Excess Management module is an example of a program developed under this project.

OSCAR Daily Report - This report is produced daily to provide the State/Territory manager information on Excess Reports (FTE)s received, passed to the Inventory Control Point (ICP) and/or NGB Manager has provided disposition Instructions. This report should be kept until all actions are completed.

RVARS - Requisition Validation Automated Redistribution System - a program developed by AMCLOGSA to assist the manager in determining asset requirements and recommending redistribution actions.
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Memorandum for Information

SUBJECT: How to read the OSCAR Daily Disposition Reports

1. The purpose of this memorandum is to provide information on the NGB-ARL-E OSCAR Daily Disposition Reports which provide information on instructions given to states/territories.

2. The OSCAR Daily Disposition Reports are produced at the end of each day and contain information on all actions taken within that time frame. The ARNG Excess Management Program assigns an Act-Ind with messages that indicate the status of Reported Excess. The Act-Ind codes are as follows:

   a. Act-Ind 'A' indicates that NGB has received the customer excess report and is in the process of determining disposition. (Message: 'NGB DELAY STATUS')

   b. Act-Ind 'C' indicates that all actions have been completed for this excess report and NGB considers this report completed. (Message: 'EXCESS REPORT (COMPLETE)')

   c. Act-Ind 'D' indicates that the NGB Manager has placed the excess report on Long-Term Hold or NGB-HOLD. Disposition will be furnished in the next one-hundred and twenty (120) days. (Message: 'NGB LONG-TERM HOLD (NGB-HOLD)')
APPENDIX B
SUBJECT: How to read the OSCAR Daily Disposition Reports
(continued)

d. Act-Ind ‘I’ indicates that the NGB Manager has furnished disposition to ship the reported asset to another state and there are state actions pending. (Message: 'DISP-SHIP TO RIC IN POS 54-56')

e. Act-Ind ‘P’ indicates that NGB has forwarded the excess report on to the Inventory Control Point (ICP) for actions. NGB considers its actions are complete. (Message: 'NGB HAS FORWARDED TO ICP')

Remarks: When Activity-Indicator is ‘P’, states should forwarded any Technical Inspections or Check List required to ICP.

3. The OSCAR Daily Disposition Report has been devided into two (2) separate reports.

   a. OSCAR Daily Disposition Report (Reporting State) which gives information on the actions taken on your states/territory excess reports.

   b. OSCAR Daily Disposition Report (Receiving State), which provides information on assets that are to be shipped to your state/territory.

Note: The only difference in the two (2) reports is that the Reporting State will have a Receiving Ric/State field and the Receiving State Report will have a Reporting Ric/State field.
APPENDIX B
SUBJECT: How to read the OSCAR Daily Disposition Reports
(continued)

4. Report description follows:

a. Header Record indicates the state that has reported
the excess asset or is to receive assets.
(Example: AL A13 W31LPY MONTGOMERY AL 36109-4801 is for
Alabama.)

b. 'Record Description' is the accrual transaction
received or created by NGB Program. When FTR disposition to
another state has been provided, position 54-56 will contain
the RIC of the state/territory to which the asset is to be
shipped.

c. 'Act-Ind' is the Activity Indicator that describes
actions taken or pending, as per para 2 above (a thru e).

d. 'Receiving RIC/State' is the state to which NGB has
directed the reported asset. Reporting RIC/State is the RIC
of the state reporting.

e. 'LIN' is the Line Item Number of the asset
reported.
APPENDIX B

SUBJECT: How to read the OSCAR Daily Disposition Reports
(continued)

f. Avi Item indicates when the report is an aviation
item or not. When Avi Item field is equal to 'Y', contact
NGB-AVAS at (703) 607-7755 or DSN: 327-7755 with any
inquiries you might have. When the field is 'N', contact
NGB-ARL-E Item manager with inquiries.

g. 'Message' indicates actions taken (Messages are per
Appendix B, page B-9).

4. The OSCAR Daily Report will list all transactions
received or created within the time frame. Reports will be
Mailed/FAX/EMAILED to all states listed in report. First
Record list at top of page is the State Header Record for
the reports.

5. The OSCAR Daily Disposition Reports are for information
purposes and can be destroyed when coordinations and actions
are completed. The Customer Response (FTR) is the actual
authority for shipment.

6. Point of Contact (POC) for additional information is
NGB-ARL-E, Mr. Harry Johnson at CML: (703) 607-7478, DSN:
327-7478 or NGB-ARL-S, CW3 Robert Pelath at CML: (703) 607-
7458, DSN: 327-7458, DSNFAX: 327-8529 or EMAIL
pelathr@ARNGRC-EMH2.army.mil.
### APPENDIX B

**SUBJECT:** OSCAR Message Table

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
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<td>1</td>
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<td>2</td>
<td>CUSTOMER REQUESTED CANCELLATION</td>
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<td>3</td>
<td>BB</td>
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APPENDIX B

SUBJECT: Recommendation for Processing Major End-Item Excess Reports within State/Territories.

1. The purpose of this memorandum is to provide guidance in the development of Standard Operating Procedures (SOP) for Reporting Major End-Items within each State or Territory.

STEP 1. Standard Army Retail Supply System (SARSS-1) excess switch will be turned on. SARSS-1 will automatically report excess to SARSS-2AC during the SARSS-1 close out process.

STEP 2. SARSS-2AC Commodity Manager will execute the RVARS Standard Query Statement (SQL) against the Manager Review File (MRF) which will provide information to be placed on a diskette in RVARS format.

STEP 3. SARSS-2AC manager will provide the diskette to the Property Management Branch for processing through RVARS.

STEP 4. Property Management Branch will execute RVARS and obtain recommendations.

STEP 5. Property Management Branch will obtain unit request(s) for assets required within State/Territory and provide request/recommendations to SARSS-2AC manager.

STEP 6. SARSS-2AC will forward request(s) for issue to SARSS-1.

STEP 7. SARSS-1 will process requests for issue. SARSS-1 close out process will automatically cancel excess report when asset is issued to customer.

STEP 8. SARSS-2AC will approve remaining excess reports and release 'NGBAM3' file to the Defense Automatic Addressing System (DAAS) per Appendix C for processing to NGB.

2. POC for this action is Mr. Johnson at NGB-ARL-E, DSN 327-7478 or CW3 Pelath, NGB-ARL-S at DSN 327-7458.
## OSCAR Daily Disposition Report

**Manager Disposition**

**NGB-ILE-LM**

| Record Description | MAJ | Disposition
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**Note:** Equipment Must be dispositioned according to 10/20 Maintenance Standards (AR5750-15)
THIS PAGE NOT USED
MEMORANDUM FOR INFORMATION

SUBJECT: Routing NGB-AM3 Excess File Through DAAS.

1. Directions for sending out NGB FTE(s) through DAAS. These are Step-by-Step Instructions and are not intended to insult anyone's intelligence, but rather to ensure everyone understands. States must change 'WCZ' on the following instructions to their SARSS-PAC RIC. In all examples I use the file name FTE97161. States would use whatever makes sense to them.

   a. Login as ajpconv and enter password.
      ajpconv <enter> pwd <enter>

   b. Change directory to /var/ajp/exit/ngbam3/SARSS-2AC RIC.
      cd/var/ajp/exit/ngbam3/WXX <enter>

   c. Look at the files in this directory - If more than one, concatenate.
      ls -l <enter>

   d. Concatenate the files into one file.
      cat O*>FTE97161 <enter>

   e. Sort the file in niin sequence.
      (error message occurs if command does not work)
      sort-Ofte97161 +0.12-0.20fte97161 <enter>

   f. Send to high-speed printer for review by Stock Control, if desired, or old files.
      lpFTE97161 <enter>

   g. Edit file if necessary to remove unwanted transactions.
      viFTE97161 <shift ZZ when done>

   h. Sign of ajpconv
      exit <enter>

   i. Log on to ajpnet01
      ajpnet01 <enter> pwd <enter>
j. Select Routing Monitor
   Routing Monitor <enter>

k. Enter the following information only; all other entries are blank.
   SIC: AJU
   FILE ID: AJU080
   DEST ID: HR2
   SRC ID: WXX <Use SARSS-2AC RIC>
   SRC FILE SPEC: /var/ajp/exit/ngbam3/WXX/FTE97161
   USER COMMENT: NGB FTEs /DAAS

l. Add AJP Network Router
   F2 <to exit screen press F7 and control B>
   Service Request. Add a separate entry for each file name.

m. Wait a few minutes. Service requests are processed every 15 minutes.

n. Select Monitor/Activate Transfer
   Monitor/Activate Transfer <enter>

o. Select WAN-DDN-5000
   WAN-DDN-5000 <enter>

p. Select Status to see if a file exists for AJU080.
   Status <enter>

q. Verify that the file is for HR2
   <enter>, press any key to continue and F8

r. Select Transfer
   Transfer <enter>

s. Select yes for override
   y <enter>
SUBJECT: Routing NGB-AM3 Excess File Through DAAS.
(continued)

REMARKS: That's all there is to it. If this is the only file to send out you'll receive the following message: 'No WAN DDN' Transfer Selections. Press any key to continue, F8, F8.

WO1 Donna Blackey, Supply System Analyst - NH, DSN: 684-9269 or email blackeyd@nh-ngnet.army.mil.

NGB-ARL-S CW3 Pelath, DSN 327-7458
   email pelathr@ARNGRC-EMH2.army.mil

NGB-ARL-E Mr. Harry Johnson, DSN 327-7478
   Email johnsonh@ARNGRC-EMH2.army.mil
APPENDIX C

SUBJECT: STANDARD QUERY LANGUAGE (SQL) For Requisition Validation Automated Redistribution System (RVARS).

1. This SQL will create a file of all Excess Reports (FTE) transaction currently in the Manager Review File (MRF). It formats these transactions to be used in RVARS. When the information obtain from this file is processed through RVARS assets required within your state are identified. These assets should not be reported to NGB, but redistributed within the state.

SQL follows:

DATABASE sarss END

DEFINE
  VARIABLE mrf_qty interger END

OUTPUT
Left margin 0
REPORT TO '/var/ajp/exit/mbbox/WCZ/rvars.000'
END

SELECT mrf_dic, transaction, fsc, mrf.niin, mrf.doc_no[1,6], cat.lin
FROM ajumrf mrf, ajrcaprime cat
WHERE mrf.niin = cat.niin AND
  mrf_dic = 'FTE' AND mrf.transaction[4, 6] NOT IN
  ('A35', 'AP5', 'SIT', 'S9A', 'S9F', 'S9I', 'S9P',
   'S9Q', 'S9S', 'S9T', 'GSA', 'S9C', 'S9E', 'S9G') AND
  cat.ricc IN ('A', 'B', 'C', '2')
ORDER BY niin
END

FORMAT
ON EVERY ROW
LET mrf_qty = transaction[25, 29]
PRINT doc_no[1, 6],
  Column 7, transaction [71,71],
  Column 8, lin,
  Column 14, fsc,
  Column 18, niin,
  Column 33, mrf_qty using '<<<<<'
END
APPENDIX C

SUBJECT: DD 1348-1A which is a result of an NGB Customer Response (FTR)

STANDARD ARMY RETAILSYSTEM OBJECTIVE
(SARSSS-O)
DD FOR 1348-1A NOV 87 ISSUE RELEASE/RCPT DOCUMENT
(REPLICATION)

Note: When a DD 1348-1A is a result of a Customer Response (FTR) from NGB, "NGB" will be in the the Project Code Field.
THIS PAGE NOT USED
APPENDIX D

National Guard Bureau (NGB) Directives/Instruction/Guidance

D.1 General. This appendix contains copies of special NGB Memorandum/Letters/Directives which provide guidance on NGB controlled Assets.

D.2 COMSEC Equipment/Controlled Cryptographic Items. Excess COMSEC equipment will be reported to NGB-ARL-E following normal procedures with the following exceptions:

   a. Automatic Return (ARI) which will be shipped directly to RIC 'BL4' DODAAC 'W81U11', COMSEC Support Center, BLDG 73, Tobyhanna Army Depot, Tobyhanna, PA. 18466-5110. See TB 380-41 for shipment of classified COMSEC equipment. Reference AR 710-2, para 4-37(6)).

   b. Unserviceable CCI equipment will be shipped to RIC 'BL4' DODAAC 'W81U11', COMSEC Support Center, BLDG 73, Tobyhanna Army Depot, Tobyhanna, PA. 18466-5110.

D.3 Medical Equipment. Excess medical materiel will be reported to NGB-ARL-E in accordance with AR 40-61. Medical items can be condition coded as follows:

   a. Medical equipment by biomedical maintenance personnel.

   b. Medical supplies by logistics personnel.
D.4 Radioactive Items. States/Territories will follow procedures outlined in AR 385-11.

D.5 Commercial Vehicles. States/Territories will report commercial vehicles in writing to NGB-ARL-E for disposition. NGB will coordinate with TACOM for disposition instruction.

D.6 GSA Items. The GSA catalog and AR 725-50, Chapter 7, Sect. IV. outlines the criteria for reporting excess items.

   a. GSA items in 'H or P' condition or obsolete may be disposed to DRMO in accordance with DOD 4160-21-M

   b. Technical Inspections are only required for those items condition coded 'F or G'.

D.7 DLA Items. Report per AR 725-50, Chapter 7, Sect. V.
APPENDIX D

SUBJECT: Auto Disposition Table (LIN) (Date: 8 July 1997)

1. This is a list of assets not required within the ARNG. They will be passed directly to the Inventory control Point (ICP) for actions.

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<th>DESCRIPTION</th>
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## APPENDIX D

###SUBJECT: Auto Disposition Table (LIN) (continued)

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## APPENDIX D

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APPENDIX D

SUBJECT: Auto Disposition Table (LIN) (continued)

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APPENDIX: D

SUBJECT: NGB Aviation Reportable LIN(s)

10. A55293 40. C99008  70. H76489 100. L28684  130. M74207
**APPENDIX: D**

**SUBJECT:** NGB Aviation Reportable LIN(s) (continued)

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SUBJECT:  NGB Aviation Reportable LIN(s) (continued)

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308. X22266
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311. Y13129
312. Y13224
313. Y14526
314. Y14663
315. Y14800
316. Y38404
317. Y54401
318. Z33570
319. Z46320
320. Z49693
321. Z50829
322. Z52435
323. Z53926
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