MNL   2 April 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for Supply Excellence Award (SEA) for Calendar Year 2015 (CY15)

1. The objective of the Supply Excellence Award (SEA) program is to enhance the logistics readiness and supply effectiveness of Army organizations. The SEA provides a positive incentive for extraordinary supply and support operations. It fosters outstanding accountability, while enhancing awareness and strict adherence to Logistics Management and the Army's Command Supply Discipline Program (CSDP).

2. The SEA program is structured to allow like units to compete against each other. The levels of competition are:

    a. Level I - (A) MTOE Unit

    b. Level I - (B) Parent Unit

    c. Level II - (A) TDA Small 1-199 Personnel

    d. Level II - (B) TDA Large 200 or more Personnel

    e. Level III - (A) PBO MTOE

    f. Level III - (B) PBO TDA

    g. Level IV - (B) USP&FO (SSA)

3. In conjunction with Department of the Army, Office of the Deputy Chief of Staff and the Region I EAGLE Chairman, MNL-LM (SS) will be conducting a SEA board on **15 May 2015** at 330 Old Niskayuna Road, Latham, NY 12110-3514 in the library. The following milestones have been created:

    a. GOCOMs will provide a list of up to two SEA nominees for each category, in paragraph 2 above, utilizing the nomination format (enclosure 2) and forward to MNL-LM (SS) Attention: MSG Jeffrey A. Colling NLT **1 May 2015**.

    b. Each GOCOM will send one representative to the NYARNG SEA board. The selected representative will hand carry **a digital copy of the binders** to the event.

MNL
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 c. The Region I SEA binder scoring checklist is provided as enclosure 2. A copy of the binder narrative checklist is provided as enclosure 3.

 d. At the completion of the board the winners from each category will need to be available for an onsite visit from this office between 19 and 30 May 2014.

4. The point of contact for this action is MSG Jeffrey A. Colling at (518) 786-4960.

FOR THE COMMANDER:

3 Encls   SCOTT A. DOUST
1. Nomination Format   COL, LG, NYARNG
2. SEA Region I Checklist Director of Logistics
3. Narrative Checklist

DISTRIBUTION:
HQ, 42nd ID, ATTN: G-4
HQ, 53rd TC, ATTN: G-4
Cdr, 106th RTI
Cdr, 2nd CST
Cdr, 24th CST
Cdr, CSTS
Cdr, HHD JFHQ
Cdr, MEDCOM
Cdr, MNCD
Cdr, Recruiting Command
Cdr, Detachment 20, OSA

Nomination Format for All Participating Units

The following information will be included for all units nominated;

a. Unit Designation

b. Type of Unit (MTOE, TOA or SSA)

c. Level of Competition

d. Unit Identification Code (UIC)

e. Department of Defense Activity Address Code (DODAAC)

f. Complete Unit mailing address

g. Units Physical Location (Building number, street, city, state)

h. Command's Designation

i. Command Point of Contact:

    1. Name (Last, First MI)

    2. Grade

    3. Phone Number (Commercial and DSN)

    4. Email Address

j. Unit Point of Contact (Individual authorized to coordinate directly with SEA team

    1. Name (Last, First MI)

    2. Grade

    3. Phone Number (Commercial and DSN)

    4. Email Address

    5. Unit Readiness NCO

ARMY CHIEF OF STAFF SUPPLY EXCELLENCE AWARD
Digital Nomination Packet

CATEGORY: Unit LEVEL: I (A) OR (B)	
ORGANIZATION:	GRAND TOTAL SCORE:
	RATER NAME:

PART I	Appearance	Possible Points: 20
1	(Overall Appearance)	0 1 2 3 4
2	Cover	0 1 2 3 4
3	Tabbing	0 1 2 3 4
4	Table of Contents	0 1 2 3 4
5	CD Appearance	0 1 2 3 4

TOTAL APPEARANCE:		
Comments:		

PART II TABS

TAB A	General Nomination Format	Possible Points: 19
Unit Designation		0 1
Type of Unit (TDA/MTOE/SSA)		0 1
Level of Competition		0 1
Unit Identification Code (UIC)		0 1
Department of Defense/Activity Address Code (DODAAC)		0 1
Complete Unit Mailing Address		0 1
Units Physical Location (Bldg/Room#)		0 1
Parent Organization (MACOM) Designation		0 1
Parent Organization (MACOM) POC		
Name (Last, First MI)		0 1
Grade		0 1
Phone Number (Com / DSN)		0 1
Facsimile Number (Com / DSN)		0 1
E-Mail Address		0 1
Unit POC		
Name (Last, First MI)		0 1
Grade		0 1

Phone Number (Com / DSN)	0 1	
Facsimile Number (Com / DSN)	0 1	
E-Mail Address	0 1	
Unit Readiness NCO	0 1	
TOTAL GENERAL FORMAT:		
TAB A	**Endorsements**	**Possible Points 13**
	Endorsed by Chain of Command	
	Battalion	0 1
	Group / Brigade	0 1
	MACOM / USPFO/ DCSLOG	0 1 2 3
	Chief of Staff	0 2
	TAG	0 3
	Supporting Documents	0 1 2 3
TOTAL ENDORSEMENTS:		
GRAND TOTAL TAB A:		

Comments:

ARMY CHIEF OF STAFF SUPPLY EXCELLENCE AWARD
Unit Supply
Digital Nomination Packet

CATEGORY: UNIT LEVEL 1 (A) OR (B)		

ORGANIZATION:	GRAND TOTAL SCORE:
	RATER NAME:

TAB	Packet Layout (this is giving you points just for having the following documents in the correct order)	Possible Points: 44
B-1	UNIT SUPPLY SOP	0 3 5
B-2	PREVIOUS TWO Command Supply Discipline Evaluations	0 5 10
B-3	Approved Army Record Information Management System office Record Listing	0 1 2 3 4 5
B-4	PREVIOUS TWO Reconciliation and Validation of open document numbers	0 1 2 3
B-5	Current Authorization Document (MTOW/TDA)	0 1 2 3
B-6	Annual/Cyclic Inventory schedule PER DA Pam 710-2-1, Para 9-6.b.3	0 1 2 3
B-7	PBUSE Commander Primary Hand Receipt	0 1 2 3
B-8	DODAAC Series memorandum PER DA PAM 710-2-1, Para 2-23.b	0 1 2 3
B-9	PBUSE Property Imbalance Report	0 1 2 3
B-10	PBUSE Unit Level Reconciliation REPORT	0 1 2 3
B-11	PBUSE Sub Hand Receipt Holder Report	0 1 2 3
TOTAL PACKET LAYOUT:		

Comments:

B-1	Unit SOP	Possible Points: 92
	Signed by responsible person	0 1
	Supply Room Hours	0 1
	In Processing Procedures	0 1 2 3 4 5
	Out Processing Procedures	0 1 2 3 4 5
	CSDP mentioned in SOP	0 1 2 3 4 5
	Procedures for requisition items	0 1 2 3 4 5
	Procedures for turn in	0 1 2 3 4 5
	Procedures for initiating adjustments	0 1 2 3 4 5
	5 types of responsibility	0 1 2 3 4 5
	Procedures for safekeeping of property of unaccounted for personnel	0 1 2 3 4 5
	HR/Sub HR procedures	0 1 2 3 4 5
	Shortage Annex Procedures	0 1 2 3 4 5
	Types of Inventories	0 1 2 3 4 5
	OCIE and Personal Clothing (3645/4886)	0 1 2 3 4 5
	Document Register Procedures	0 1 2 3 4 5
	Proper Usage of Priority Designators	0 1 2 3 4 5
	Managing Excess	0 1 2 3 4 5
	HAZMAT	0 1 2 3 4 5
	Deploying Packing List	0 1 2 3 4 5
	Weapons/AA&E	0 1 2 3 4 5
	TOTAL UNIT SOP:	

Comments:

B-2	CSDP	Possible Points: 68
	Last two CSDP evaluations	0 1
	Get Well Dates provided if applicable	0 1
	Evaluations are current	0 1
	Approved ARIMS Record Listing	0 1 2 3 4 5
	Previous Two Reconciliation/Validation of open document numbers	0 1 2 3 4 5
	Are PDs IAW MTOE/TDA	0 1 2 3 4 5
	Current MTOE/TDA	0 1 2 3 4 5
	Annual/Cyclic Inventory Schedule memo (if cyclic inventories are used for annual inventories memo should be included that list LINs to be inventoried)	0 1 2 3 4 5
	PBUSE CMDR PHR all PBICs	0 1 2 3 4 5
	DODAAC Memorandum for ALL classes of supply (Expendables/Durables/Non-Expendables)	0 1 2 3 4 5
	Does PBUSE reflect DODAAC series memorandum	0 1 2 3 4 5
	PBUSE Property Imbalance Report	0 1 2 3 4 5
	Is Unit using Imbalance Report	0 1 2 3 4 5
	PBUSE Unit Level Reconciliation Report	0 1 2 3 4 5
	PBUSE SUB HR holder Report	0 1 2 3 4 5
	PBUSE SUB HRs up to date	0 1 2 3 4 5
TOTAL CSDP: **GRAND TOTAL TAB B:**		

Comments:

ARMY CHIEF OF STAFF SUPPLY EXCELLENCE AWARD
PBO
Digital Nomination Packet

CATEGORY: PROPERTY BOOK LEVEL II (A) OR (B)		
ORGANIZATION:	TOTAL SCORE:	
	RATER NAME:	

TAB	Packet Layout (this is giving you points just for having the following documents in the correct order)	Possible Points: 46
B-1	Property Book SOP	0 3 5
B-2	PREVIOUS TWO Command Supply Discipline Evaluations	0 5 10
B-3	Approved Army Record Information Management System office Record Listing	0 1 2 3 4 5
B-4	PREVIOUS TWO Reconciliation and Validation of open document numbers **(USPFO)**	0 1 2 3 4 5
B-5	Current Authorization Document (MTOE/TDA)	0 1 2 3
B-6	PBO Appointment Orders	0 1 2 3
B-7	PBO Responsibility Statement	0 1 2 3
B-8	DODAAC Series memorandum PER DA PAM 710-2-1, Para 2-23.b	0 1 2 3
B-9	Annual/Cyclic Inventory schedule PER DA Pam 710-2-1, Para 9-6.b.3	0 1 2 3
B-10	Annual Property Book Allowance Reconciliation	0 1 2 3
B-11	PBUSE Consolidated Roll Up by PBIC	0 1 2 3
	TOTAL PACKET LAYOUT:	

Comments:

B-1	Property Book SOP	Possible Points: 47
	Signed by responsible person	0 1
	PBO Hours of operation	0 1
	Change of command procedures	0 1 2 3 4 5
	Procedures for turn in	0 1 2 3 4 5
	CSDP mentioned in SOP	0 1 2 3 4 5
	Procedures for requisition items	0 1 2 3 4 5
	Procedures for initiating adjustments	0 1 2 3 4 5
	5 types of responsibility	0 1 2 3 4 5
	HR/Sub HR procedures	0 1 2 3 4 5
	Types of Inventories	0 1 2 3 4 5
	Managing Excess	0 1 2 3 4 5
TOTAL PROPERTY BOOK SOP:		
Comments:		

B-2	CSDP	Possible Points: 35			
	Last two CSDP evaluations	0	3	5	
	Get Well Dates provided if applicable	0	1	2	3
	Evaluations are current	0	1	2	3
	Approved ARIMS Record Listing	0	1	2	3
From USPFO	Previous Two Reconciliation/Validation of open document numbers	0	1	2	3
COMPLETE	Current MTOE/TDA	0	1	2	3
	Annual/Cyclic Inventory Schedule memo (if cyclic inventories are used for annual inventories memo should be included that list LINs to be inventoried)	0	1	2	3
SIGNED	PBO Appointment orders by TAG or designated Representative	0	1	2	3
	DODAAC Memorandum for ALL classes of supply (Expendables/Durables/Non-Expendables)	0	1	2	3
	Annual Property Book Allowance Reconciliation	0	1	2	3
	PBUSE consolidated roll-up by PBIC	0	1	2	3
Total CSDP:					
Comments:					

ARMY CHIEF OF STAFF SUPPLY EXCELLENCE AWARD
Parent Level
Digital Nomination Packet

CATEGORY: PARENT ORGANIZATION LEVEL III (A) OR (B)		
ORGANIZATION:	**GRAND TOTAL SCORE:**	
	RATER NAME:	

TAB	Packet Layout (this is giving you points just for having the following documents in the correct order)	Possible Points: 31
B-1	Battalion / Brigade Supply SOP	0 1 2 3 4 5
B-2	Approved Army Record Information Management System office Record Listing	0 1 2 3 4 5
B-3	PREVIOUS TWO Command Supply Discipline Evaluations	0 5 10
B-4	Command Supply Discipline Monitor Appointment Orders	0 1 2 3
B-5	Training Conducted that supports Campaign on Property	0 1 2 3 4 5
B-6	COL/LTC Level Statement Acknowledging Responsibility For All Property	0 1 2 3
	TOTAL PACKET LAYOUT:	

Comments:

B-1	Unit SOP	Possible Points: 92
	Signed by responsible person	0 1
	Supply Room Hours	0 1
	In Processing Procedures	0 1 2 3 4 5
	Out Processing Procedures	0 1 2 3 4 5
	CSDP mentioned in SOP	0 1 2 3 4 5
	Procedures for requisition items	0 1 2 3 4 5
	Procedures for turn in	0 1 2 3 4 5
	Procedures for initiating adjustments	0 1 2 3 4 5
	5 types of responsibility	0 1 2 3 4 5
	Procedures for safekeeping of property of unaccounted for personnel	0 1 2 3 4 5
	HR/Sub HR procedures	0 1 2 3 4 5
	Shortage Annex Procedures	0 1 2 3 4 5
	Types of Inventories	0 1 2 3 4 5
	OCIE and Personal Clothing (3645/4886)	0 1 2 3 4 5
	Document Register Procedures	0 1 2 3 4 5
	Proper Usage of Priority Designators	0 1 2 3 4 5
	Managing Excess	0 1 2 3 4 5
	HAZMAT	0 1 2 3 4 5
	Deploying Packing List	0 1 2 3 4 5
	Weapons/AA&E	0 1 2 3 4 5
		TOTAL UNIT SOP:

Comments:

B-2	CSDP	Possible Points: 68
	Last two CSDP evaluations	0 1
	Get Well Dates provided if applicable	0 1
	Evaluations are current	0 1
	Approved ARIMS Record Listing	0 1 2 3 4 5
	Previous Two Reconciliation/Validation of open document numbers	0 1 2 3 4 5
	Are PDs IAW MTOE/TDA	0 1 2 3 4 5
	Current MTOE/TDA	0 1 2 3 4 5
	Annual/Cyclic Inventory Schedule memo (if cyclic inventories are used for annual inventories memo should be included that list LINs to be inventoried)	0 1 2 3 4 5
	PBUSE CMDR PHR all PBICs	0 1 2 3 4 5
	DODAAC Memorandum for ALL classes of supply (Expendables/Durables/Non-Expendables)	0 1 2 3 4 5
	Does PBUSE reflect DODAAC series memorandum	0 1 2 3 4 5
	PBUSE Property Imbalance Report	0 1 2 3 4 5
	Is Unit using Imbalance Report	0 1 2 3 4 5
	PBUSE Unit Level Reconciliation Report	0 1 2 3 4 5
	PBUSE SUB HR holder Report	0 1 2 3 4 5
	PBUSE SUB HRs up to date	0 1 2 3 4 5
	TOTAL CSDP: TOTAL PROPERTY BOOK TAB B:	
Comments:		

ARMY CHIEF OF STAFF SUPPLY EXCELLENCE AWARD
USPFO / SSA
Level Supply Digital Nomination Packet

	CATEGORY: USPFO / SSA ORGANIZATION LEVEL IV (B)	
ORGANIZATION:		**TOTAL SCORE:**
		RATER NAME:

TAB	Packet Layout (this is giving you points just for having the following documents in the correct order)	Possible Points: 39
B-1	SSA Internal and External SOP	0 1 2 3 4 5
B-2	SSA ACCOUNTABLE/STOCK RECORD OFFICER APPOINTMENT ORDERS	0 1
B-3	CSDP MONITOR/COORDINATOR APPOINTMENT ORDERS	0 1
B-4	Assumption of Command Orders (USPFO)	0 1
B-5	Statement of Transfer of Accountability	0 1
B-6	Previous Two CSDP or CIP evaluations	0 3 5
B-7	Copy of last ASL review work file	0 3 5
B-8	Previous or current SSA performance Metrics (RWT,CWT,FILL RATE, ZBAL & DENIAL) REVIEW AND ANALYSIS SLIDES	0 3 5
B-9	SARSS1 Delinquent Inventory records report	0 3 5
B-10	Plano graph of warehouse	0 1 2 3 4 5 6 7 8 9 10
	TOTAL PACKET LAYOUT:	

Comments:

B-1	SSA Internal and External SOP	Possible Points: 156
	Signed by responsible person	0 1
	ARIMS filing	0 1 2 3 4 5
	Warehouse access restrictions	0 1 2 3 4 5
	SSA Hours of operation	0 1 2 3 4 5
	DRMO Procedures	0 1 2 3 4 5
	Procedures for issue/turn in/receipt	0 1 2 3 4 5
	Exchange Pricing	0 1 2 3 4 5
	CSDP mentioned in SOP	0 1 2 3 4 5
	Performance standards are defined/understood	0 1 2 3 4 5
	Customer Follow up	0 1 2 3 4 5
	Local purchase procedures	0 1 2 3 4 5
	Recon/validation procedures	0 1 2 3 4 5
	FOI procedures	0 1 2 3 4 5
	Work order/serviceability turn in procedures/ condition codes	0 1 2 3 4 5
	ASL Management procedures	0 1 2 3 4 5
	Procedures for running Daily, Weekly, and Monthly quarterly reports (i.e. Timeline for running DH Recon, MWF Maintenance Workload File, MRC Material Relief Confirmation File, ABFUP Availability balance file update)	0 1 2 3 4 5
	COOP procedures	0 1 2 3 4 5
	Shelf life procedures	0 1 2 3 4 5
	Management of shop stock/stock control	0 1 2 3 4 5
	Storage operation procedures/bin locations	0 1 2 3 4 5
	Inventory and Inventory adjustments	0 1 2 3 4 5
	HAZMAT Procedures	0 1 2 3 4 5
	Sensitive item/Ammo procedures	0 1 2 3 4 5
	Supply Constraints	0 1 2 3 4 5
	Property Accountability	0 1 2 3 4 5
	Shipment status	0 1 2 3 4 5
	Disposal procedures	0 1 2 3 4 5
	Adjustments for lost/damaged/destroyed property	0 1 2 3 4 5
	Inventory of components	0 1 2 3 4 5
	Report of discrepancy	0 1 2 3 4 5

		Spill Response Equipment	0 1 2 3 4 5
		Safety (Safety Program for safe ops of MHE and PPE, does a safety board handle safety procedures)	0 1 2 3 4 5
		Control of Radioactive Material	
TOTAL SOP:			

Comments:

B-3	CSDP	Possible Points: 60
	Last two CSDP/CIP evaluations	0 1 2 3 4 5
	Get Well Dates provided if applicable	0 1 2 3 4 5
	Evaluations are current	0 1 2 3 4 5
	Accountable Stock Records Officer appointment orders IAW AR735-5	0 1 2 3 4 5
	Assumption of Command Orders are signed and on file	0 1 2 3 4 5
	Statement of Transfer of accountability	0 1 2 3 4 5
From USPFO	Copy of last ASL review work file	0 1 2 3 4 5
COMPLETE	Previous or current SSA performance Metrics (RTW, CWT, FILL RATE, ZBAL & DENIAL) Review and Analysis Slides	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
	SARSS1 Delinquent Inventory records report	0 1 2 3 4 5
	Plano graph of warehouse	0 1 2 3 4 5
TOTAL CSDP:		
GRAND TOTAL USPFO/SSA TAB B:		

Encl 3

Digital Submission

Checklist NARRATIVE

CHECKLIST

When evaluating a submission, the rater should stay consistent throughout the process,
i.e. if they take away points for a unit not having a table of contents in one, then that should go for all the submissions they look at that do not have a table of contents.
To get a better picture, it might be helpful for the rater, to open two like submissions side by side and do a comparison of materials and be able to distinguish that one unit spent more time on theirs than did the other unit.

PART 1 Appearance

In this section, you will be evaluating the overall appearance of the submission itself. The cover should contain all the pertinent information regarding the unit. Tabbing should be lettered and not numbered. All submissions should contain a table of **contents in the front. The rater's discretion is used by evaluating each submission and** determining how much time and effort were dedicated *tor* the overall appearance. Are there pictures? Are they in color versus black and white? At this time, the evaluator is not to be concerned with the content, but just the overall appearance. Ensure that all
information is on the CD submitted. This section has a possible point value of 20 points.
PART II Tabs

TAB A - General Nomination Format

In this section, there is a possible 19 points for the memorandum that is completed by the unit. These points are an easy get; the memorandum needs to have exactly what is asked for on the checklist in this order. This is your attention to detail area, if the unit does not have it they have just missed out on a possible 21 points. The unit should also place a copy of this nomination sheet on their disk, so that the regional representative can change the signature block, print and sign a copy. This will be used by the region chair to endorse your unit to Fort Lee, should the unit be selected for nationals.

This tab will include memorandums and other documentation supporting the nomination. The chain of command will endorse the nomination, which is initiated by the unit activity. Copies of any letters of appreciation, awards, or certificates that are significant to the unit's operation or that encouraged the unit's members to strive for high supply performance standards can follow this. All supporting documents should be no older than 1 year from the date of the regional board.

TAB B - Contents

This section will include all the items listed on the checklist for Unit Level, Property Book Level, and SSA Level SEA submissions, which are all self-explanatory (Please see attached checklist).

In addition to the above requirements, beginning immediately is the following:

For Unit level submissions, 1A, or 1B, attach a hard copy of the unit hand receipt in 8 Y,
11 size.

For PBO level submissions, 2A, or 2B, PBO's who manage more than five (5) UIC's will electronically attach five to a CD for board review. No hard copies of the hand receipts are required for level 2 competition. Boards will select a hand receipt to view from the CD during the board proceedings.

For Parent level submissions, 3A, or 3B, the subordinate unit hand receipt must be attached.
Focus of this area should be to identify if the following are present on the Hand Receipt:

   1. Serial number imbalances

   2. Missing or incorrect publication data for each LIN Item

After this past year's on-site evaluation cycle, a large part of deficiencies revolved or was evident with hand receipts. Of all the contents, outside of the CSDP Tab, very little weighs into the on-site evaluation. A copy of the unit hand receipt will provide a better **indicator of what an evaluation team will more than likely see in the unit or organization.**
This change was a recommendation from the field and after further discussion makes **common sense to the evaluators. It is minimal impact to units and organizations** submitting a packet. It also should not take board members long to view and score this additional piece of information.