



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK  
330 OLD NISKAYUNA ROAD  
LATHAM, NEW YORK 12110-3514

USP&FO-NY SOP L-1

1 December 2022

**USP&FO-NY EXTERNAL SOP FOR WAREHOUSE and MATERIAL MANAGEMENT  
GLOBAL COMBAT SUPPORT SYSTEM – ARMY (GCSS-A)**

**TABLE OF CONTENTS**

		<b>Paragraph</b>	<b>Page</b>
CHAPTER 1	GENERAL INFORMATION		
	Purpose	1-1	1
	Scope	1-2	1
	Revisions	1-3	1
	Computer Interfaces	1-4	1
	Safety	1-5	1
	References	1-6	1
CHAPTER 2	STORAGE BRANCH LOCATIONS		
	Locations	2-1	2
	Hours of Operation	2-2	2
CHAPTER 3	CUSTOMER REQUESTS		
	Purchase Requests for Issue (A0A)	3-1	3
	Requests for Modification (AMA)	3-2	3
	Requests for Follow-up (AF1)	3-3	3
	Requests for Follow-up (ATA)	3-4	3
	Requests for Cancellation & Cancellation Follow-up (AC1/AK1)	3-5	4
	Local Purchase	3-6	4
	Emergency Situations	3-7	4
	Reporting Discrepancies	3-8	4
CHAPTER 4	MATERIAL MGT REPORTS		
	Customer Reconciliation	4-1	5
	Rejected Requisitions	4-2	5
	Overaged Repairables	4-3	5
	Overdue Deliveries Report	4-4	5

---

**\* This SOP supersedes USP&FO-NY Warehouse External SOP dated 1 December 2021.**

		<b>Paragraph</b>	<b>Page</b>
CHAPTER 5	DA FORM 1687		
	Delegation of Authority	5-1	6
	DA Form 1687 Instructions	5-2	6
CHAPTER 6	CUSTOMER TURN-IN PROCEDURES		
	Turn-in Schedule	6-1	9
	Turn-in Policy and Required Paperwork	6-2	9
	Turn-in of Class 9 Items	6-3	9
	Depot Level Reparable	6-4	10
	DST Turn-in of Property Book Items	6-5	10
	DST Lateral Transfer Procedures	6-6	12
	Technical Inspection Timeframes	6-7	13
	Weapon Turn-ins	6-8	13
	Scrap Metal Turn-ins	6-9	14
APPENDIX	A Purchase Requests Data Elements		16
	B FY 20 GCSS-A Customer Fund Codes (CFCs)		17
	C GCSS-A Reject Status Codes		19
	D Release Strategy Codes		22
	E Overaged Reparable Report		24
	F Overdue Delivery Report		26
	G DLA-DS Vehicle Turn-in Checklist		29
	H Refrigerant Removal Verification Statement		30
	I Scrap Metal Turn-In 1348		31

## CHAPTER 1

## GENERAL INFORMATION

1-1. Purpose. This external Standing Operating Procedure (SOP) establishes guidance and procedures for requesting and turning in supplies and equipment to the USP&FO Warehouse under GCSS-A.

1-2. Scope. The procedures outlined in this SOP apply to and are to be followed by all customer units supported by the USP&FO-NY Supply Support Activity (SSA).

1-3. Revisions. Revisions to this SOP will be published as required to comply with changes to applicable publications and improve customer support. Forward any recommended changes to USP&FO-NY, ATTN: MNPF-SS for appropriate action.

1-4. Computer Interfaces. The USP&FO Warehouse uses Global Combat Support System – Army (GCSS-A) which maintains accountable balances, performs Material Resource Planning (MRP), determines excess and maintains visibility of pending purchase requests (PRs) awaiting funding in ZPARK, processed purchase orders (POs), turn-in and Goods Receipt (GR) transactions. Transactions (requisitions and receipts) must be loaded manually by batch processing for CIF-ISM data files.

1-5. Safety. The USP&FO Warehouse promotes the Army Safety Program and instills safety attitudes in all individuals working in and visiting the USP&FO Warehouse. The Warehouse Supervisors, along with each employee, will continually watch for accident causing safety violations and make on the spot corrections. Any injury, regardless of its severity, will be immediately reported to the Warehouse Supervisor.

1-6. References. Publications used in conjunction with this SOP are:

- |                   |   |
|-------------------|---|
| a. AR 710-2       | Supply Policy Below the National Level                        |
| b. AR 725-50      | Requisitioning, Receipt, and Issue System                     |
| c. AR 735-5       | Policies and Procedures for Property Accountability           |
| d. AR 735-11-2    | Reporting of Item and Packaging Discrepancies                 |
| e. AR 750-1       | Army Materiel Maintenance Policy                              |
| f. DA Pam 710-2-1 | Using Unit Supply System Manual Procedures                    |
| g. DA Pam 710-2-2 | Supply Support Activity (SSA) Supply System Manual Procedures |
| h. GCSS-A EUM     | GCSS-A End User Manual  |
| i. ARNG LMI       | DST Handbook  |

## CHAPTER 2

### STORAGE BRANCH LOCATIONS

2-1. Locations. The USP&FO-NY operates one (1) Storage Branch to handle all Classes of Supply in support of the NYARNG which is located at the Watervliet Arsenal, Building 145, Watervliet, NY, Commercial (518) 272-3818. The Central Issue Facility (CIF) handles Organizational Clothing and Equipment (OCIE) and is located at the Watervliet Arsenal in Building 153. Policies and procedures for the CIF are covered under USP&FO-NY SOP L-6.

2-2. Hours of Operation. Normal hours of operation are 0730 to 1600 Monday through Friday. The Storage Branch operates with GCSS-A, which processes all customer requisitions and turn-ins.

## CHAPTER 3

## CUSTOMER REQUESTS

3-1. Purchase Requests (PR) for Issue (A0A). All requests for issue must be entered into GCSS-A for subsequent approval, funding and release. The warehouse cannot accept requisitions by any other means to include email, disk or manual DA Form 2765. The only exception is CIF-ISM requisitions.

a. The required data elements are provided in Appendix A and the GCSS-A Customer Fund Codes (CFCs) are listed in Appendix B. Customers must ensure all required data elements are entered correctly to allow the requisition to pass all GCSS-A internal edits.

(1) If the requisition does not pass the edits, it will be rejected; GCSS-A Reject Status Codes are listed in Appendix C. The Material Management Branch will email the GCSS-A Rejected Requisition Report and LOI on a daily basis to all affected customers.

(2) If the requisition passes the edits, it will stop in GCSS-A ZPARK waiting funding. Once posted from ZPARK (funded), the requisition must pass all release strategy business rules at Material Management level before it becomes a Purchase Order (PO). Release Strategy Codes are listed in Appendix D.

b. Requests for Issue with exceptions. All requests for issue with exception data will be accepted in hard copy on DD Form 1348-6 documents (i.e. Medical End Items). If request is not a free-issue item (CFC 9B), the request must be funded prior to processing. The requests will be processed by the Material Management Branch.

c. High Priority Requests. All high priority Not Mission Capable Status (NMCS) requests **will no longer be accepted** directly at the supporting warehouse. They must be input thru GCSS-A.

3-2. Requests for Modification (AMA). Requests for modification will be accepted from GCSS-A out to wholesale. Supply status will be provided to all customers to indicate the action taken.

3-3. Requests for Follow-up (AF1). Requests for follow-up will be accepted from GCSS-A out to wholesale. Status will be provided to customers on all open requests.

3-4. Requests for Follow-up (ATA). These follow-ups are treated as an original requisition if request for issue (A0A) is not present in the supply system. These will stop at GCSS-A awaiting funding. Status will be provided to customers on open requests.

3-5. Requests for Cancellation and Cancellation Follow-up (AC1/AK1). Requests for cancellation and cancellation follow-up will be processed in GCSS-A out to wholesale. Supply status will be provided to customers to indicate the action taken (i.e. BQ status item cancelled or B8 cancellation could not be accomplished, item was shipped).

3-6. Local Purchase. Customer requests for local purchase items must be submitted via the PR Process in GFEB. Normally, items not available through regular supply channels will be ordered from local sources. Policies and procedures for PRs are covered in USP&FO SOP L-3, External SOP for Local Purchase Requests (PRs) and/or the GPC SOP and LOI.

3-7. Emergency Situations. Units having a valid support requirement, occurring outside normal duty hours should contact the GOCOM Duty Officer, who will then contact the JOC OIC.

3-8. Reporting Discrepancies.

a. Depot Receipts. When depot-shipping discrepancies are noted, units will immediately scan and email a copy of the shipping document, DD Form 1348-1 with quantity received and discrepancy clearly annotated to the USP&FO-NY Material Management Branch, ATTN: MNPF-SS(MM), Mr. Brian Trudeau.

b. This office will initiate and process the electronic SF 364, Supply Discrepancy Report (SDR) via WebSDR.

## CHAPTER 4

## MATERIAL MANAGEMENT REPORTS

4-1. Customer Reconciliation. The Customer Reconciliation Report is no longer required for GCSS-A Wave 2 customer units IAW FRAGO 1 to ANNEX F to HQDA EXORD 010-15 (GCSS-A Wave 2 Fielding), para 3c(1)(k) but we continue to run the report quarterly for all Customer DODAACs as per CLRT recommendation. We will continue to provide quarterly in the months of October, January, April and July.

4-2. Rejected Requisitions. The GCSS-A Cancelled and Rejected Requisitions Report (TCode YOSTAT) is in a spreadsheet format and will be provided on a daily basis to notify units of rejected requisitions and the reasons they were rejected. See Appendix C for a detailed explanation of Reject codes.

4-3. Overaged Repairable Item List (ORIL) Report. The Material Management Branch tracks over-aged reparables and will send out a bi-weekly report (TCode ZOAREP) to all shops. See Appendix E for explanation of the Overaged Repairable Report.

4-4. Overdue Deliveries Report. Receipt Processing is a critical supply process that requires immediate attention at all levels. All receipts for supplies and equipment must be processed expeditiously and within the regulatory guidelines (within 60 days for lateral transfers and 10 days for MILSTRIP supplies). See Appendix F for explanation of the Overdue Deliveries Report.

## CHAPTER 5

## DA FORM 1687

5-1. Delegation of Authority. Property will only be issued to those personnel listed on a valid Delegation of Authority to Receipt for Supplies (DA Form 1687). A valid DA Form 1687 and Assumption of Command memorandum must be on file at the USP&FO Warehouse Supply Support Activity (SSA). **The DA Form 1687 requires the digital (Common Access Card (CAC) enabled) signatures with an upload of a bit map .bmp hand-written “wet signature” image.** This policy applies to ALL classes of supply requirements.

a. This regulatory requirement is a Command Logistics Review Team (CLRT) and Inspector General (IG) inspect-able item. The DA Form 1687 dated NOV 2015 version 1.01ES (PDF) is the only form accepted. All other DA1687s are obsolete and are not acceptable.

b. DA Forms 1687 will be reviewed monthly. Forms with expired dates will be flagged and deleted.

c. The supported unit GOCOM and PBO will be notified of this action via email with suspense for return of new forms. It remains the supported unit responsibility to ensure DA 1687s are current and updated forms are submitted as personnel changes warrant.

d. Units that have not submitted the DA Form 1687 by suspense date will not receive warehouse support until the DA Form 1687 is received by MNPF-SS.

5-2. DA Form 1687 Instructions. Listed below are the step-by-step instructions on how to properly fill-out the DA Form 1687.

a. DATE – Enter the calendar date the form is prepared.

**AUTHORIZED REPRESENTATIVES SECTION.**

b. ORGANIZATION RECEIVING SUPPLIES – Enter the name of the unit.

c. LOCATION – Enter the city and state of unit location.

d. LAST, FIRST, MIDDLE INITIAL – Enter the name(s) of authorized representatives. Enter “NOT USED” on next available line when all lines are not used.

e. AUTHORITY – Enter “YES” in the REQ and/or REC blocks for each person authorized to request and/or receive supplies. Otherwise enter “NO”.



f. **SIGNATURE AND INITIALS** –This method will meet the dual signature requirement for both the hand written and CAC enabled signatures. Enter the dual signature of authorized representatives.

(1) The DA Form 1687 LOI has instructions for uploading the .bmp hand written “wet signature” which is now acceptable for Audit Readiness and CLRT inspections.

(2) Use the settings recommended in LOI to create your new digital signature. The settings produce a clear legible digital signature.

### **AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER SECTION.**

g. Enter an “X” in the “Delegates To” block to show that the authorized representative is delegated to request/receipt for supplies.

h. After “THE AUTHORITY TO:” specify the classes of supplies for which the representatives may sign. Listed below are the authorized classes of supply for each type of DODAAC. **DO NOT USE ROMAN NUMERALS.**

(1) GCSS-A Fiscal Station Number (FSN) 13145:

(a) Property Book DODAACs – Type Unit Code (TUC) 920 are authorized class 1C, all sub classes of 2, 4 and 7, 84, 85.

(b) Expendable Unit Supply DODAACs – TUC 950 are authorized class 1C, 1S, all sub classes of 2 and 4, 6C, 84, 85. Units are no longer authorized to order class 3 using unit expendable DODAAC.

(c) (FMS/CSMS/MATES) DODAACs – TUC 910 are authorized class 2E, 32,33,35,36,37,3A,3W,3X,89 and all sub classes of 9. Shops will order class 3 using their DODAAC.

(2) GFEBS FSN 21001:

(a) One DODAAC assigned per “AA” unit.

(b) Authorized classes of supply are 1,2,3,4,7,8,9 (GFEBS PRs, GPC, Bulk Fuel, Medical and Subsistence)

i. **REMARKS** – Enter the SSA (USP&FO Warehouse or CIF) to which the form is being sent. Do not put both warehouses on the same form.

### **I ASSUME FULL RESPONSIBILITY SECTION.**

j. UNIT IDENTIFICATION CODE – Enter the UIC of assigned unit.

k. DODAAC/ACCOUNT NUMBER – Enter the unit DODAAC. **ONLY ONE DODAAC PER DA 1687.**

l. LAST, FIRST, MIDDLE INITIAL – Enter the name of the responsible person (i.e. Unit Commander or Shop Chief). **Individual must match the Assumption of Command letter.**

m. GRADE – Enter the grade or rank of the responsible person.

n. TELEPHONE NUMBER – Enter the telephone number of responsible person to include area code.

o. EXPIRATION DATE – Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the position. **Both warehouses will accept up to two (2) years out for expiration date.** Click on the drop-down tab to select the expiration date. (20240930)

p. SIGNATURE – Enter the signature of the responsible person. Same rules apply as in para 6 above.

## CHAPTER 6

## CUSTOMER TURN-IN PROCEDURES

6-1. Turn-in Schedule. Unit turn-ins are by appointment only and must be scheduled with the USP&FO Warehouse by calling (518) 272-3818 or DSN 489-3818. Unit turn-in days are Tuesday through Thursday: 0800-1500

6-2. Turn-in Policy and Required Paperwork.

a. To ensure the efficient processing of turn-ins and to alleviate problems caused by improperly filled out GCSS-A generated 1348 (i.e. wrong stock numbers, using part numbers instead of stock numbers), all turn-ins of National Stock Numbers (NSN), regardless of Class of Supply, will be accompanied with the following FEDLOG print-outs:

- (1) Army Master Data File Response (AMDF).
- (2) Representative Drawing (if available).
- (3) Characteristics Data Response.

b. Non-standard Line Item Numbers (LIN) and Stock Numbers require a copy of the Material Advanced Search from AESIP or a DST Item Catalog screen shot or use GCSSA T-CODE MM03 screen shot.

6-3. Turn-in of Class 9 Items.

a. Small Volume Turn-ins. Shops located in Utica and west have the option to UPS small volume Class 9 turn-ins to the USP&FO Warehouse. Ensure all proper turn-in paperwork is enclosed with the parts for turn-in.

b. Recoverable Items. Repairable items have a Recoverability Code of A, D, F, H, or L on the Army Master Data File (AMDF). All unserviceable, recoverable items must be turned in to the USP&FO Storage Branch and do not require a cost analysis. If the unserviceable item is not available for turn-in when the request for serviceable like item is submitted through GCSS-A, the request will contain one of four Repairable Management Codes assigned by the system. The Commander will then sign this form.

c. Turn-in of Automatic Return Item (ARI). All unserviceable turn-ins with an Automatic Return Item (ARI) Code of E, C, R or S on the Army Master Data File (AMDF) will be identified by the Class 9 unit/activity as an Automatic Return Item (ARI). All ARI turn-ins must be clearly marked by the Class 9 unit/activity with "ARI" in red capital letters for immediate high priority processing in GCSS-A.

d. All Class 9 being turned in, regardless if it's brand new (depot packed) or not requires a service tag on it as follows:

- (1) DD Form 1574-1 - Serviceable Label-Materiel (Yellow).
- (2) DD Form 1577-2 - Unserviceable (Reparable) Tag - Materiel (Green).
- (3) DD Form 1577 - Unserviceable (Reclamation) Tag-Materiel (Red).

6-4. Depot Level Reparable. A Depot Level Reparable (DLR) Item is an Army managed National Stock Number with a Maintenance Repair Code (MRC) of F, H, D, K, and L that is on an existing or planned National Repair Program.

a. Reparable Item Management is a critical supply process that requires immediate attention at all levels. Standard Price and Credit is being used for Reparable Item Management. All shops must closely monitor issue and turn-in of reparable items and work in conjunction with the USP&FO warehouse IOT stay within the **180-day** window for expected credits.

b. The FMS/CSMS cannot stockpile turn-ins but must send immediately to the Warehouse with turn-in paperwork clearly marked with "DLR" in red capital letters for immediate high priority processing. The quantity turned in must match the **exact** quantity being ordered or the transaction credit will not process correctly in GCSS-A.

c. The warehouse will send a truck out once a month or as requested, to CSMS A in Camp Smith and CSMS C in Rochester to pick up the DLR turn-ins to ensure we meet the 180 day cutoff for credit. A manual DA Form 3161 or a listing of the items being turned in should accompany the pick up to ensure proper accountability.

6-5. DST Turn-in of Property Book Items.

a. All property book items for turnin must have a copy of the Decision Support Tool (DST) Memo directing the turn-in with disposition annotated. The USP&FO warehouse will no longer accept turn-in of major end items without a Proposed Sourcing Decision (PSD) directive with disposition instructions. Annotate the LIN and PSD number on the DD1348, Turn in for warehouse tracking.

b. If we already have a disposition memo from NGB and/or depot item manager due to fielding or displacement of obsolete items, the USP&FO Supply Management Officer will send an email authorizing Exception to Policy. Ensure the email authorizing "Exception to Policy" accompanies the turn in which will assist in expediting the process.

c. All Property Book items require technical inspection by the unit supporting Maintenance Activity and all supporting paperwork must be properly completed IAW AR 710-2 para 2-13, unless otherwise directed in DST memorandum.

d. Vehicles with DLA-DS disposition must be turned in by customer unit as follows:

(1) The DLA-DS Vehicle Turn-in Checklist located in Appendix G must be filled out completely and accompany the paperwork for turn-in.

(2) A shop DA Form 461-5 must be completed.

(3) Cannot have any visible Class III leaks.

(4) Vehicle must have no more than a ¼ tank of fuel.

(5) Other fluids do not have to be drained unless CC H.

(6) All tarps and bows and BII must be broken down and stored in the bed of the vehicle.

(7) Unit markings must be painted over for any equipment going out of state.

e. Units are **REQUIRED** to provide their PBO with a copy of signed GCSS-A 1348 for turnin for proper accountability and to Post Good Issue (PGI). The best business practice, the unit will scan the 1348 to their PBO prior to leaving the warehouse. Units should bring their own laptops, or they can use a computer at the warehouse.

f. Standards for turn-in of fuel trucks, fuel trailers and fuel pods. The supporting Maintenance Shop must perform the following actions for acceptance of fuel-type vehicles in the Warehouse:

(1) The tanks and hoses need to be triple rinsed by a commercial contractor.

(2) A "Triple Rinse" statement with the serial number of the item must then accompany the turn-in paperwork.

g. Standards for turn-in of air conditioners or other equipment containing Freon. The supporting Maintenance Shop must obtain the drainage certification for removal of Freon by commercial contractor. Even if a commercial contractor or a qualified shop captures the FREON, a DRMS FORM 2016, Apr 2004 must be completed (See Appendix H) and attach to the DD1348 for turn-in.

h. Standards for turn-in of equipment that may contain asbestos. DLA-DS requires an asbestos contamination certification from a qualified lab. The certification, that the equipment contains no asbestos, needs to be attached to the DD1348, turn-in. If contamination does exist, the machine will have to be encapsulated and removed as hazardous or cleaned and recertified that it contains no asbestos.

i. End items with components. Requires turn-in paperwork identified in para 6-2a and para 6-5e and also the following additional requirements:

(1) Completed Component checklist/ GCSS-A BOM prepared by the unit prior to turn-in.

(2) If any shortages are identified, a completed Shortage Annex signed by the Commander or Property Book Officer (PBO).

j. Computers (laptops, desktops, servers, etc.) require additional documents before turn in completed.

(1) Army Enterprise Systems Integration Program (AESIP) "MCN/NSN Detail" print-out clearly showing the nomenclature of the item for turn-in or use GCSSA T-CODE MM03 screen shot.

(2) DLA Form 2500, Certification of Hard Drive Disposition, signed by authorized personnel.

#### 6-6. DST Lateral Transfer Procedures.

a. OUTGOING. All PSD directed lateral transfers include the requirement of the losing unit to bring materiel to Technical Manual (TM) 10/20 maintenance standards to include filling all shortages. Inspection and inventory documentation will accompany equipment at the time of shipment. Item Unique Item Identification (IUID) registration and marking must be completed before equipment is processed for lateral transfer actions.

(1) The following documentation must accompany the equipment to be transferred:

(a) The DST Approved Lateral Transfer Directive listing the DST PSD.

(b) Supporting Technical inspection documentation (DA Form 461-5 and DA Form 2404).

(c) Inventory documentation if applicable (DA Form 2062).

(d) Completed GCSS-A DA 3161, lateral transfer, do not PGI until warehouse ships to final destination. The USP&FO warehouse representative will receipt for the equipment by middle block signing of the DA 3161.

(2) The losing unit will coordinate with the USP&FO warehouse to schedule turn-in of transferred equipment well in advance of published suspense.

(3) The warehouse will coordinate with the Commercial Transportation Office to arrange shipment of the equipment to the gaining state/entity.

(4) End items must be complete with all BII and COEI crated, banded and secured to prevent loss or pilferage during shipment. Shortage annexes/ GCSS-A BOM and component checklists are the losing unit PBO's responsibility to supply to the gaining unit PBO.

b. **INCOMING.** All incoming lateral transfers from other states/entities will be received in the USP&FO warehouse.

(1) The warehouse foreman will notify the gaining unit GOCOM and PBO via email when incoming equipment is received.

(2) The gaining PBO will complete the lateral transfer immediately upon receipt to bring the item to record and close the open shipment regardless of the condition the item is received in.

(3) If the item is received in less than TM 10/20 standard, a discrepancy report will be submitted no later than 30 days of receipt by the GAINING UIC to the USPFO and DCSLOG G4 for resolution action. The discrepancy report will include the gaining unit's supporting shop completed technical inspection to include DA2404 and DA461-5. The DCSLOG Surface Maintenance Manager will work with the losing state for MIPR dollars to repair the end item.

#### 6-7. Technical Inspection Timeframes.

- a. For equipment classified as Condition Code **H and P** – Indefinite.
- b. For equipment classified as Condition Code **F and G** – 1 year.
- c. For equipment classified as Condition Code **A and B** - 90 days.

#### 6-8. Weapon Turn-ins.

a. All weapons must have a Technical Inspection, with a Condition Code stated on the Technical Inspection sheet, unless otherwise specified in DST memo. Only 10 weapons per GCSS-A 1348, turn-in, will be allowed.

b. The warehouse will only accept the following Condition Codes for weapons.

(1) Condition Code "B" - All weapons turned in as serviceable are reutilized for NGB redistributions and must be Condition Code B at 10/20 standards, not just Fully Mission Capable.

(2) Condition Code "H" Unserviceable - Condition Code "H" will also require a DD Form 200, Financial Liability Investigation of Property Loss (FLPL) to accompany it unless otherwise directed by DST memo.

c. Basic Issue Items (BII) must accompany the Condition Code "B" turn-ins, or a customer will be turned away until the unit can provide the proper BII Equipment.

6-9. Scrap Metal Turn-ins.

a. The shops are authorized to dispose of scrap metal at the warehouse. We have a Memorandum of Authorization (MOA) in place with DLA-DS for Watervliet only.

b. A DD Form 1348-1A will be used (See APPENDIX I for sample)

(1) The shop will complete in full the DD Form 1348-1A.

(2) Include the shop name and weight of scrap.

c. A shop representative will sign the DD 1348-1A, and confirm the scrap is free of: useable items, hazardous materials, range residue, demil required items, or any items which are not permitted for release by DLA-DS.



The proponent office for this SOP is the United States Property & Fiscal Office Supply and Services Division, MNPF-SS. Users are invited to send comments and suggested improvements directly to ATTN: MNPF-SS, Watervliet Arsenal, 1 Buffington Street, Watervliet, NY 12189.

MICHAEL S. MURPHY  
COL, NGB  
USP&FO for New York

DISTRIBUTION:  
GOCOM G4s  
PBOs  
MNL  
MNPF

This publication is available on the USP&FO-NY Webpage,  
<http://dmna.ny.gov/uspfo/?id=supp>

## APPENDIX A

### PURCHASE REQUEST (PR) DATA ELEMENTS

#### REQUIRED FIELDS

1. UNIT SLOC - Use the SLOC that corresponds to the correct Type Unit Code (TUC).
  - a. Provisional SLOC (expendable) starts with a number. (i.e. 0ITR)
  - b. Stock SLOC (accountable) starts with an alpha character. (i.e. AFXE)
2. CFC/Cost Center/DODAAC. Use the Customer Fund Code that corresponds with your DODAAC in the drop down menu. See Appendix B for the list of CFCs for the current FY.
3. MATERIAL. NIIN of the item you are ordering.
4. QUANTITY. Quantity requested.
5. RU. Requirement Urgency or Urgency of Need (UND).
  - a. UND A – High.
  - b. UND B – Medium.
  - c. UND C – Routine.

## APPENDIX B

## FY 23 CUSTOMER FUND CODES (CFC)

1. **Customer Fund Codes (CFCs)** must be entered in all documents for requisition processing in GCSS-A. The applicable CFC Code must be entered to fund the requisition.
2. Customer Fund Codes are utilized by the DOL and USP&FO-NY for tracking equipment and supply expenditures for budget justification.
3. Units will use the following listed criteria for selecting the appropriate CFC Code based on the Type of Unit and AMSCO and Class of Supply requesting.

**MDEP/AMSCO/CFC CROSSWALK TABLE**

<b>MDEP</b>	<b>AMSCO</b>	<b>CFC</b>	<b>DESCRIPTION</b>
			<b>INFANTRY BRIGADE COMBAT TEAM (IBCT)</b>
WHST	111G14.00	1C	Infantry Brigade Combat Team (IBCT) Home Station Training
			<b>DIVISION HEADQUARTERS</b>
WHST	111G87.00	1E	Division HQ Home Station Training
			<b>SUSTAINMENT BRIGADE</b>
WHST	112G63.00	2D	Sustainment Brigade Home Station Training
			<b>EAB - OTHER UNITS</b>
WHST	113G18.00	3F	EAB - Other Units Home Station Training
			<b>THEATER LOGISTICS</b>
WHST	114G63.00	4G	Theater Logistics Home Station Training
			<b>LAND FORCES MAINTENANCE (DS/GS) (TDA ACTIVITIES ONLY)</b>
WHST	115G22.00	5A	Land Forces Maintenance (Field Lvl Maint) (TDA) – Ground Home Station Training
			<b>COMBAT AVIATION BRIGADE</b>
WHST	116G01.00	6A	Combat Aviation Brigade Home Station Training
VFHP	116G01.00	6B	Combat Aviation Brigade
			<b>OCIE SUSTAINMENT</b>
ASOC	121G17.00	7M	Organizational Clothing and Individual Equipment (OCIE) Sustainment
			<b>SUPPLY LOGISTICS</b>
QSUP	131G40.2B	8A	Central Issue Facility Operations (operations only - does not include OCIE stock)
QSUP	131G40.30	8B	Retail Supply Operations (operations only)
QSUP	131G40.40	8C	Asset Management (operations only)
			<b>TRANSPORTATION SERVICES</b>
QMNT	131G42.1B	8D	Army Owned Non - Tactical Vehicles Maintenance
			<b>OMA (2020 APPN) SPECIAL ACTIVITIES ACCOUNTS</b>

<b>MDEP</b>	<b>AMSCO</b>	<b>CFC</b>	<b>DESCRIPTION</b>
VOFS	115	V1	Home Station Field Level RESET
TCBS	115	WF	Warfighter Exercise Support
WCJT	115	V4	Combat Training Center Support (JRTC, NTC)
			<b>NATIONAL GUARD &amp; RESERVE EQUIPMENT APPROPRIATION</b>
XXXX	XXXXXXXX	9B	NGREA Equipment End Items and Ammunition

\*Note 1: If the MATCAT has two Alpha characters in the first two positions, this indicates the item is considered PA (Procurement Army) funded and is a free issue. The CFC Code will be 9B with a signal code of "D" or "M" if required to be shipped to a supplementary address.

## APPENDIX C

## GCSS-A REJECTED REQUISITION STATUS CODES

1. Requisitions must pass certain edits to successfully create a GCSS-A Purchase Order (PO). Those that fail the edit will be rejected and will not create a PO.
2. The GCSS-A Cancelled and Rejected Requisitions Report is in a spreadsheet format and will be provided on a daily basis to notify units of rejected requisitions and the reasons they were rejected. The layout of the report with field definitions is listed below:
  - a. Purchasing Document – GCSS-A PO number of MILSTRIP requisition. If blank, the requisition did not pass the edits.
  - b. DoD Document Number – Requisition document number. If blank, the requisition failed the interface edits.
  - c. Suffix Code – Requisition suffix code.
  - d. Priority Code – Requisition Priority.
  - e. Status Code – Rejected or Cancelled status defined as follows:
    - (1) BF – no record of document for which AF follow-up or AC cancellation was submitted.
    - (2) BQ – Cancelled, results from receipt of ZCANCEL (cancellation request) from requisitioner.
    - (3) CA – Rejected. Common reasons for rejection with CA status are listed below:
      - (a) Invalid DIC. The DIC for a PO must be equal to A0\_, AT\_, AF\_, AM\_, AC\_, or AK\_; otherwise, a “**CA**” status may apply.
      - (b) Invalid or Duplicate Document Number. Units must order material using unique document numbers in order to avoid cancellation of their orders. A PO with a duplicate Document Number will receive a **CA** status immediately.
      - (c) Supply Category of Material Code (SCMC). Units must use the right DODAAC in ordering the right class of supply, for example, **TUC 910** for Class 9, **TUC 950** for Class 2 & 4, and **TUC 920** for Class 7; otherwise, they may receive “**CA**” status for the request.

(d) Acquisition Advice Codes (non-stocked items). A unit request for an item with Acquisition Advice Code (AAC): **I, J, K, or L**, must contain a “**2A**” advice code, otherwise the requisition will be cancelled and the unit will receive a “**CA**” status.

(4) CB – Rejected. Cancellation of quantity not available for immediate release from depot.

(5) CD – Rejected. The requisition Julian date exceeds 30 days from date sent to GCSS-A.

(6) CJ – Rejected. NIIN is coded obsolete with Acquisition Advice Code (AAC) of V or Y.

(7) CQ – Rejected. NIIN is command or service regulated or controlled.

(8) CS – Rejected. Excessive quantity requested.

(9) CU – Rejected. Item is no longer produced or procurable.

(10) CX- Rejected. Customer Fund Code (CFC) is invalid.

(11) C8 – Rejected. Vendor will not accept order for quantity less than quantity indicated in rp 76-80.

f. FSC Code – Federal Supply Class for stock number ordered.

g. National Item Identification Number – NIIN of stock number ordered.

h. Unit of Issue –UI for stock number ordered.

i. Quantity in Unit of Issue – quantity ordered.

j. Item – default value of 0.

k. Created on –Date requisition cancelled.

l. Document Identifier Code – AE1 requisition response.

m. Project Code – Special project code for requisition.

n. Supplementary Address – Corresponds with Requisitioning DODAAC.

o. Signal Code – MILSTRIP signal code used for requisition.

p. Fund Code – CFC used on requisition.

- q. Transaction Date – Julian date of transaction.
  - r. Document Date – may be blank.
  - s. Price per unit – NSN price, may be blank.
3. If requested item is still needed, ensure a new requisition is submitted with required corrections to be processed into GCSS-A.

## APPENDIX D

## RELEASE STRATEGY CODES

1. Release Strategy Codes. The one (1) after the Alpha character below indicates a Purchase Requisition and the five (5) after the Alpha character indicates a Purchase Order and/or Stock Transfer Order.

A1/A5 Context only (ex ADP Equipment FSC 7010)

B1/B5 Controlled Material

C1/C5 Dollar Amount

D1/D5 Quantity Amount

E1/E5 Acquisition Advice Code (AAC)

F1/F5 Controlled Inventory Item Code (CIIC)

G1/G5 Reportable Item Category Code (RICC)

H1/H5 Accounts Requirements Code (ARC)

2. Release Strategy Definitions.

a. Release Strategy A1/A5 – Context Only. Special interest items that require special approval.

b. Release Strategy B1/B5 – Controlled Material. Equipment on the Controlled degree file like pilferable items (i.e. Knives).

c. Release Strategy C1/C5 – Dollar Amount. The GCSS-A parameter threshold is currently set at \$50,000.

d. Release Strategy D1/ D5 – Quantity Amount. The GCSS-A parameter threshold is currently set at 100 ea.

e. Release Strategy E1/E5 – AAC Code.

(1) AAC of I, K, L. Equipment stock number is local purchase, reject back to customer.

(2) AAC of V, Y. Equipment stock number is terminal or obsolete, reject back to customer.

f. Release Strategy F1/F5 – CIIC Code. All CIIC with exception of U will stop at the workflow.

g. Release Strategy G1/G5 – RICC Code. RICC 2 items will stop at the workflow. These items are property book items and will need to be researched with the Property Manager in Property Management Branch to ensure they are authorized the LIN.



- (1) If approved by PM manager, release the requisition.
- (2) If disapproved/not authorized, reject the requisition.

h. Release Strategy H1/H5 - Accounting Requirement Code (ARC). ARC N (nonexpendable) items will stop at the workflow. These items are property book items and will need to be researched with the Property Manager in PMB to ensure they are authorized the LIN.

- (1) If approved by PM manager, release the requisition.
- (2) If disapproved/not authorized, reject the requisition.

## APPENDIX E

## OVERAGED REPARABLE REPORT

1. Reparable Item Management is a critical supply process that requires immediate attention at all levels. All shops must closely monitor issue and turn-in of reparable items, and work in conjunction with the USP&FO warehouse in order to stay within the **180-day** window for expected credits.
2. The clock starts when the Purchase Request (PR) is created. Essentially, the PR is created when an Advanced Shipment Notification (ASN) is received by GCSS-Army for a dedicated order to a remote customer (the shipment status). If a reparable stock numbered item is an initial issue for a shop, ensure you use T-code "ZINIT" to order the part to stop the PR from hitting the "ZOAREP" Report.
3. The clock stops once the turn-in is processed at the SSA warehouse, which also triggers the AR finance record for expected credit. The Customer Fund Code (CFC) used on the turn-in will create the AR for the expected credit. When the credit is received and cleared, it applies back to the Support Activity Group (SAG) from the turn-in.
4. ZRX UNEXPECTED Credit Transactions. Credit for unexpected material or property return (excess) has been limited in GCSS Army. The value 1W defaults in the advice code field tab that blocks the excess PR (ZRX) from receiving credit. This advice code must be removed to request credit from Defense Logistics Agency (DLA) for the unexpected material/property return. Below are the reasons you could have a ZRX excess return:
  - a. The recoverable/reparable material was once an authorized shop stock item, due to inactivity the material is turned in to the SSA to receive a credit.
  - b. The material turn in to the SSA is occurring prior to a corresponding material issue.
  - c. A property turn in to the SSA is for a recoverable/reparable Class II or Class VII material that is stock funded (a number appears in the second position of the MATCAT field in the material master record).
  - d. The overaged ZRX Transactions will be deleted by the USP&FO Material Managers.
5. The GCSS-A Overaged Reparable Item List (ORIL) is in a spreadsheet format and will be provided on a bi-weekly basis to assist shops to better manage one-for-one (turn-in to issue) of reparable items . The layout of the report with field definitions is listed below:

- a. Aging – Number of Days an Issue has been in the system without a matching turn-in.
- b. Net Days - Number of Days an Issue has been in the system without a matching turn-in.
- c. Req Date – Requisition Date.
- d. Material – NIIN of stock number ordered.
- e. Description – Nomenclature for stock number ordered.
- f. Supply Class – Supply Category Material Code (SCMC) of stock number.
- g. RC – Recoverability Code.
- h. Receiving/Returning SLOC – GCSS-A Storage Location.
- i. Batch – Condition Code.
- j. Parent PO – GCSS-A Purchase Order Document Number. Document number generated by GCSS-A starting with a “45”.
- k. DoD Document Number – Requisition document number. First report after conversion, this field will be blank.
- l. Purchase Req - GCSS-A Purchase Requisition (PR) document number assigned by system that corresponds to the Return (ZRX) PR.
- m. UdQTY – quantity ordered.
- n. UOM –Unit of Measure for stock number ordered.
- o. Expected Credit – Credit expected from depot.
- p. PO – Stoplight (Red/Yellow/Green) based on number of days.
- q. Purch Ord # - GCSS-A Purchase Order document number assigned by system.
- r. PO Qty – quantity on Purchase Order.
- s. PO St – Status of Purchase Order.
- t. OBD – Outbound Delivery Stoplight (Red/Yellow/Green) based on number of days

- u. Outbound # - GCSS-A outbound document number assigned by system.
  - v. OBD Qty – quantity on Outbound.
  - w. OB St – Status of OBD.
  - x. IBD – Inbound Delivery Stoplight (Red/Yellow/Green) based on number of days
  - y. Inbound # - GCSS-A inbound document number assigned by system.
  - z. IBD Qty – quantity on Inbound.
  - aa. IB St – Status of IBD.
  - bb. Unserv Credit - Unserviceable Credit dollar value.
  - cc. Serv Credit – Serviceable Credit dollar value.
  - dd. FSC Code – Federal Supply Class for stock number ordered.
  - ee. TURN-IN/Disposition – Enter the turn-in document number for the reparable stock number that was ordered.
- (1) If the turn-in was completed, provide a signed copy of the turn-in for our records to clear the report.
- (2) If the turn-in has NOT been completed yet, make a turn-in appointment with the warehouse ASAP. We do not want to exceed the 180-day window and lose the credit.
6. Please send a Memorandum for Record if the item(s) on the ORIL were ordered as a recurring requisition in error and should have been coded as initial issue.
7. **CRITICAL:** Your support is necessary to ensure creditable returns are processed as expeditiously as possible to receive maximum credits.
8. All transactions on ZOAREP report that are over 180 days and/or have no credit value (to include ZRX) will be deleted by the USP&FO Material Managers.

## APPENDIX F

## OVERDUE DELIVERIES REPORT

1. The GCSS-A Overdue Deliveries report is in a spreadsheet format provided every two weeks to validate overdue shipments without a Post Goods Receipt (PGR) transaction. Receipt Processing is a critical supply process that requires immediate attention at all levels. All receipts will be processed within 10 calendar days. The layout of the report with field definitions is listed below:

a. Exception – Number of Days an overdue delivery has been in the system without a matching receipt:

- (1) RED – over 30 days.
- (2) YELLOW – Less than 30 days.

b. Inbound Delivery – GCSS-A document number assigned by system, starts with “18”.

c. Delivery Create Date – Date requisition hit the system.

d. Age of Delivery – Number of days in the system.

e. DocType – GCSS-A Document Type as defined below:

- (1) YUD – Unit dedicated PO for Property Book from unit not using GCSS-A.
- (2) ZDO – PO for Provisions for unit using GCSS-A.
- (3) ZIID – Unit Dedicated Initial Issue for Provisions.
- (4) ZUD – Unit Dedicated Order for Provisions.
- (5) ZUR5 – Unit Remote Interface A5 for Provisions.
- (6) YSTU – PO for Internal Lateral Transfer.
- (7) YSTE – PO for External Lateral Transfer.

f. Purchasing Document – GCSS-A Purchase Order (PO) document number assigned by system.

- (1) Starts with “22” – POs for Property Book Items.
- (2) Starts with “45” – POs for Provisions (expendable items).

g. Purchase Order Date – Date requisition (PO) created in supply system.

h. Days since PO Created – Number of days since PO created.

i. External Delivery ID – Requisition document number with suffix code.

- j. Material – NIIN of stock number ordered.
- k. Quantity Due-in (UI) – Order quantity.
- l. Item.
- m. Unit of Issue –UI for stock number ordered.
- n. Planned Deliv. Time – Planned Delivery Time (PDT) set by depot by stock number.
- o. Safety Time Deviation – STm set by depot by stock number.
- p. PO Create Date + PDT + STm – calculated date.
- q. Material Description – Nomenclature for stock number ordered.
- r. Price per UI – UI price of stock number ordered.
- s. Acquisition Advice Code – AAC of stock number ordered.
- t. Control Item Inventory Code – CIIC of stock number ordered.
- u. Maint. Sig. Part.
- v. Serial no. profile – Serial numbered item.
- w. DODAAC. Gaining DODAAC.
- x. Storage Location – GCSS-A assigned Storage Location (SLOC) of Unit UIC.
- y. SRO Review. Stock Record Office review.
- z. SRO Review Date. Date reviewed by SRO.
- aa. MGR Review. Material Manager review.
- bb. DATE RECEIVED – Unit provides date D6S/PGR processed.

(1) If shipment was received, please process the Post Goods Receipt (PGR) in GCSS-A to clear the requisition from the list.

(2) If shipment was NOT received, notify Material Management and annotate "Process SDR". We will need to process the SDR.

2. If the equipment has been received but cannot be PGRed, please notify this office by sending us the proof of delivery so we can PGR the requisition to eliminate it from the list. Return the completed/validated listing via email to the Material Management Branch.

APPENDIX G

DLA-DS VEHICLE TURN-IN CHECKLIST

<b>DTID:</b>	<b>Date Received:</b>
<b>NSN:</b>	<b>Date Last Inspected:</b>
<b>Serial Number:</b>	<b>FMS Case ID:</b>

<b>Prior to Turn-In:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Missing Components (major components)			
If Yes: Is a listing of these included?			
Cost for One-Time Repairs Included			
Maintenance Record			
License Plate Removed			
Bumper Markings and Names Removed or Obliterated			
Debris and Litter Removed			
Hazardous Material Removed			
MDAS/Inert Certification			
Cylinders, Filters and Canisters Removed (to include fire suppression systems)			
Drip Pan and/or Water Repelling Oil Absorbent Pad			
Portable Fire Extinguishers must be properly mounted (not loose in vehicle)			
Fire Suppression Systems/Automatic Fire Extinguishing Systems removed.			
Fuel Tank at ¼ or Less			
<b>ODS</b>			
Contains/Does Not Contain Statement, Signed and Dated			
Removed, Signed and Dated			
<b>DEMIL Required Property Removed</b>			
DEMIL Performed Certification			
<b>M-Series, lightweight, non-tactical vehicles with DEMIL F</b>			
Radiation Officer's Certification (free from radioactive material/items)			
Radiation Certification			
Written DEMIL Instructions			
<b>Maintenance Trucks and Welders</b>			
Compressed Gas Cylinders (Oxygen and Acetylene tanks removed)			
<b>If Scrap: Drained and Purged</b>			
Drain and Purge Certification			

Reference: DoDM 4160.21 Volume 4, DLAI 4145.24 (Joint Service Regulation) Storage and Handling of Liquefied Gaseous Compressed Gasses and their Full and Empty Cylinders



## APPENDIX H

## REFRIGERANT REMOVAL VERIFICATION STATEMENT FORM

REFRIGERANT REMOVAL VERIFICATION STATEMENT <i>(Prescribing Authority: 40 CFR 82.156.(f)(2) &amp; DoD 4160.21-M)</i>		
<b>THE REFRIGERANT HAS BEEN EVACUATED FROM THIS ITEM(S), IN COMPLIANCE WITH THE CLEAN AIR ACT AMENDMENTS OF 1990, SECTION 608, AND U.S. EPA REGULATIONS AT 40 CFR 82.156.</b>		
NAME <i>(Required by regulation) (Person/Technician evacuating the refrigerant)</i>		
ADDRESS <i>(Required by regulation) (Service Organization or Company)</i>		
CITY <i>(Required by regulation)</i>	STATE	ZIP CODE
DATE REFRIGERANT REMOVED		
SIGNATURE OF PERSON TURNING-IN APPLIANCE(S) / EQUIPMENT <i>(Required by regulation)</i>		
GENERATOR/DRMO <i>(Add information to match the statement to the equipment to demonstrate compliance during regulatory</i>		
ITEM DESCRIPTION or NOUN NAME/SERIAL NO.		
TURN-IN DOCUMENT NO. <i>(DTID)</i>		
<b>NOTE:</b> Retain copy of certificate for 3 years with the DTID from the date of receipt		

DRMS FORM 2016, APR 2004 (EF)

APPENDIX I

SCRAP METAL 1348 FOR DLA-DS

CLEAR

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>45</b>	<b>46</b>	<b>47</b>	<b>48</b>	<b>49</b>	<b>50</b>	<b>51</b>	<b>52</b>	<b>53</b>	<b>54</b>	<b>55</b>	<b>56</b>	<b>57</b>	<b>58</b>	<b>59</b>	<b>60</b>	<b>61</b>	<b>62</b>	<b>63</b>	<b>64</b>	<b>65</b>	<b>66</b>	<b>67</b>	<b>68</b>	<b>69</b>	<b>70</b>	<b>71</b>	<b>72</b>	<b>73</b>	<b>74</b>	<b>75</b>	<b>76</b>	<b>77</b>	<b>78</b>	<b>79</b>	<b>80</b>	<b>1.</b>	<b>TOTAL PRICE</b>		<b>2. SHIP FROM</b>		<b>3. SHIP TO</b>	
																										UNIT PRICE		DOLLARS		CTS		Shop tuning in scrap metal		W16DDS																						
																										DOLLARS		CTS				4. MARK FOR																								
																										5. DOC DATE		6. NMFC		7. FRT RATE		8. TYPE CARGO		9. PS																						
																										10. QTY. RECD		11. UP		12. UNIT WEIGHT		13. UNIT CUBE		14. UFC		15. SL																				
																										16. FREIGHT CLASSIFICATION NOMENCLATURE																														
																										17. ITEM NOMENCLATURE		MIXED METALS - TERM SALE																												
																										18. TY CONT		19. NO CONT		20. TOTAL WEIGHT		21. TOTAL CUBE																								
																										22. RECEIVED BY						23. DATE RECEIVED																								
<p><b>DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT</b></p> <p><b>24. DOCUMENT NUMBER &amp; SUFFIX (30-44)</b> APPENDIX I</p> <p><b>25. NATIONAL STOCK NO. &amp; ADD (8-22)</b> SCR P DS000E1LB W010109A0 MIXED METALS</p> <p><b>26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-58) UP (74-80)</b> I, _____, certify that to the best of my knowledge, this scrap accumulation released on _____ has been monitored and reviewed and does not contain useable items hazardous materials, range residue, demil required items, or any items which are not permitted for release by DRMS</p> <p><b>27. ADDITIONAL DATA</b> REIMBURSEABLE TO 21F3875.11110413 S30192 POC: Shops POC</p>																										PREVIOUS EDITION MAY BE USED																														