

- The Surface Deployment and Distribution Command (SDDC) will review the Unit Deployment Listing (UDL).
 - Each shipping container will have the appropriate forms verified by the ITO or SDDC before sealing or moving containers. Required shipping container forms are as follows:
 - DD Form 1750 (Packing List)
 - Six copies of the DD Form 1750 are required and will be distributed to the following individuals: APO, armorer, unit supply sergeant, unit S4, and UMO. 1 copy will accompany the container. The DD Form 1750 will have the metal serialized seal number and container number written in block 3 (end item information). Ex. container# CU 123-45/ seal# 123456789.
 - DD Form 2890 (hazardous materials declaration)
 - Primary hand receipt
 - Unit armorer sub hand receipt
 - UDL
 - Shipping containers will have x2 Radio Frequency Identification (RFID) tags placed affixed to their exterior.
3. All SI, regardless of shipment method, will be checked immediately upon receipt, arrival at the Point of Embarkation (POE), Point of Debarkation (POD), and/ or point of discharge (end destination) for any signs of tampering, damage, and to ensure all seals are intact.
 4. The unit Movement Officer (UMO) and the Hazardous Material Officer (HMO) will ensure that the appropriate blocking and bracing, removal and storage of weapon bolts, and documentation are handled correctly during packing and shipment process.
 5. Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), U.S. Army Reserve (USAR), or U.S. Army National Guard (ARNG) units that require temporary or enduring ability to ship from unit locations without required controls will formally submit a request to the [HQDA logistics operations center](#).
 6. For additional information regarding AA&E and the Army Hazardous Material Management Program (HMMP), refer to [AR 190-11 \(Physical Security of Arms, Ammunition, and Explosives\)](#) and [DA Pam 710-7 \(Hazardous Material Management Program\)](#).

1-6. Property Book Split Operations

During deployment operations, supported combatant commanders are responsible for building and validating movement requirements, determining pre-deployment standards, and being responsible for equipment validation based on mission requirements and time.

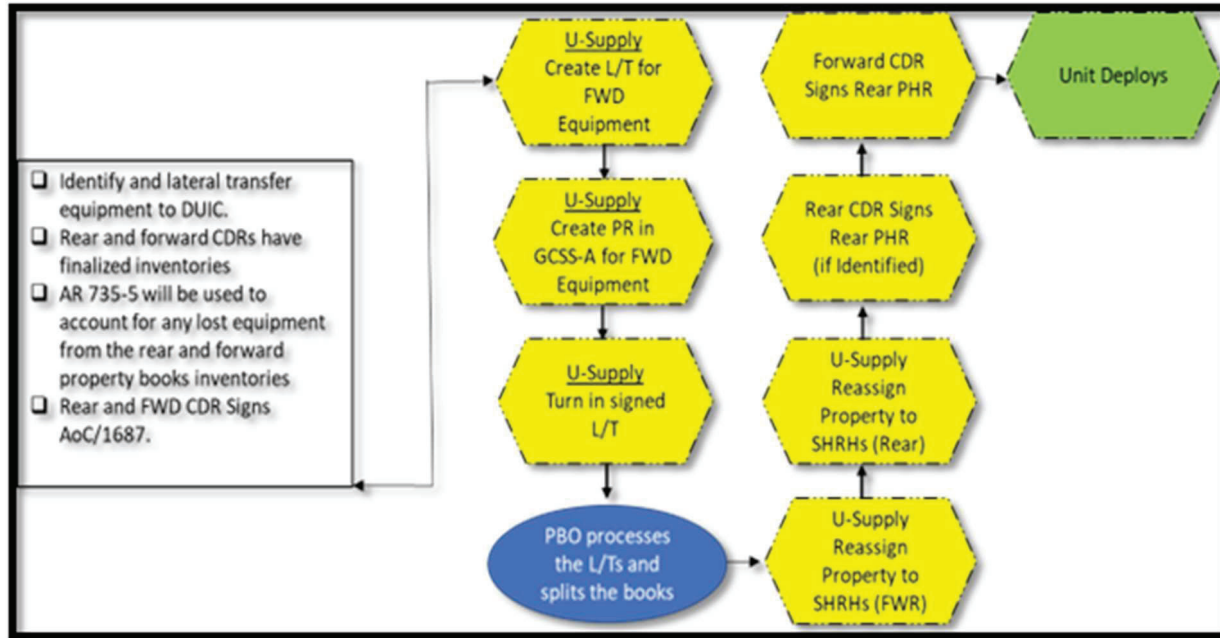


Figure 1-8. Splitting Property Book Flowchart

1-6a. Operational needs statement/ Equipment sourcing document

Concurrently, Items not authorized for usage within specific theaters will require the submission of an operational needs statement (ONS) / equipment sourcing document (ESD) through command S-3/G-3 channels by the commander. This data must then be delineated with the rear detachment, UME, and deploying equipment manifest and corrected as necessary to ensure complete accountability of property book items. (Figure 1-9)

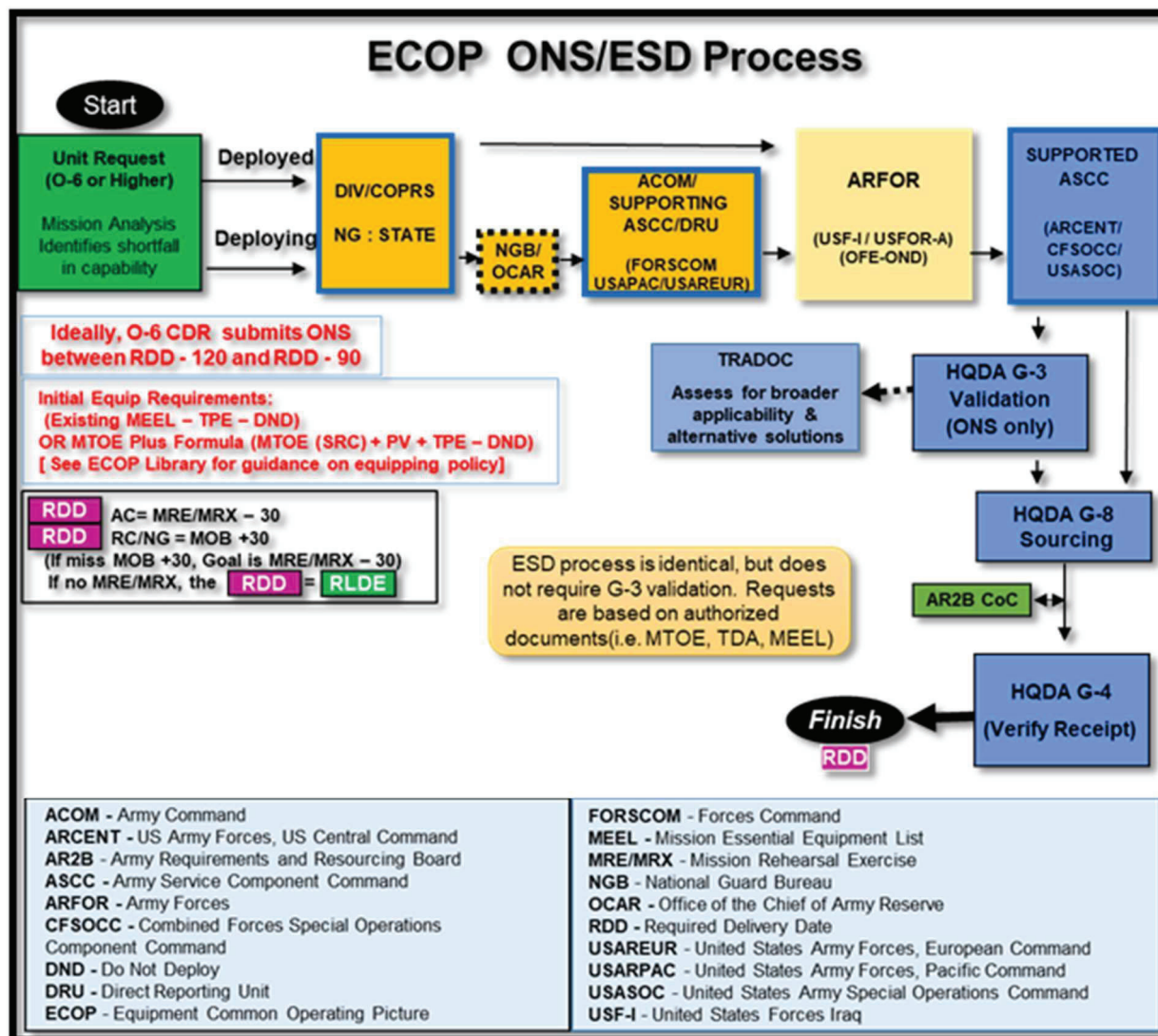


Figure 1-9. ONS/ESD Process

1-6b. Equipment Validation

Utilizing the command’s Enterprise Resourcing Planning (ERP) system (i.e., GCSS-Army / DST), the APO will ensure that UIC transfer of applicable units is accomplished prior to deployment of the APO. APOs will validate:

1. Identify FWD and Rear Primary Hand Receipt Holder (PHRH) (D-150)
 - Forward PHRH: Identify which property book items will deploy.
 - Rear PHRH: Responsible for any property not going forward with the unit.
 - Conduct Change of Command (COC) in-brief with rear and forward PHRH.
2. Identify deployable and Unit Maintained Equipment (UME), formerly known as left behind equipment (LBE) (D-150)

- Units should separate deploying equipment to prevent PB from posting to the incorrect Primary Hand Receipt.
- The unit will execute lateral transfers for equipment that has been identified as forward.
- Provide roles and responsibilities to personnel that require access to the system of record (GCSS-Army: ZAMW)

1-6c. Arms, Ammunition and Explosives (AA&E) Validation

Units requesting ammunition from the Ammunition Supply Point (ASP) (CL V) will require DA Form 1687 and Assumption of Command Orders in accordance with (IAW) AR 710-2.

Once units have received and validated the ammunition a copy of the DA Form 581 will be taken to the APO to account on the units Primary Hand Receipt (PHR).

APOs will be utilize the appropriate Accountable Property System of Record (APSR) when accounting for ammunition on PHRs verifying quantities and lot numbers from the received DA Form 581.

While TAMIS accounts are not mandatory for APOs due to receiving DA Form 4949s via link from the system. Accounts will be required if APOs request access to previously signed forms and reports. TAMIS retains DA Form 4949s to maintain auditability and data validation.

Note: To maintain positive control and accountability of all small arms/ light weapon shipments, APOs will ensure:

Unit-level commanders have designated a representative in writing for both gaining and losing organizations.

Coordination with the transportation officer for packaging certification and shipping services that allow 24HR online tracking to enhance live monitoring and assist in recovering missing or stolen items.

Proper Documentation is held at the property book and unit level.

(For further guidance, see EXORD 167-23 and DTR Part II, CH205)

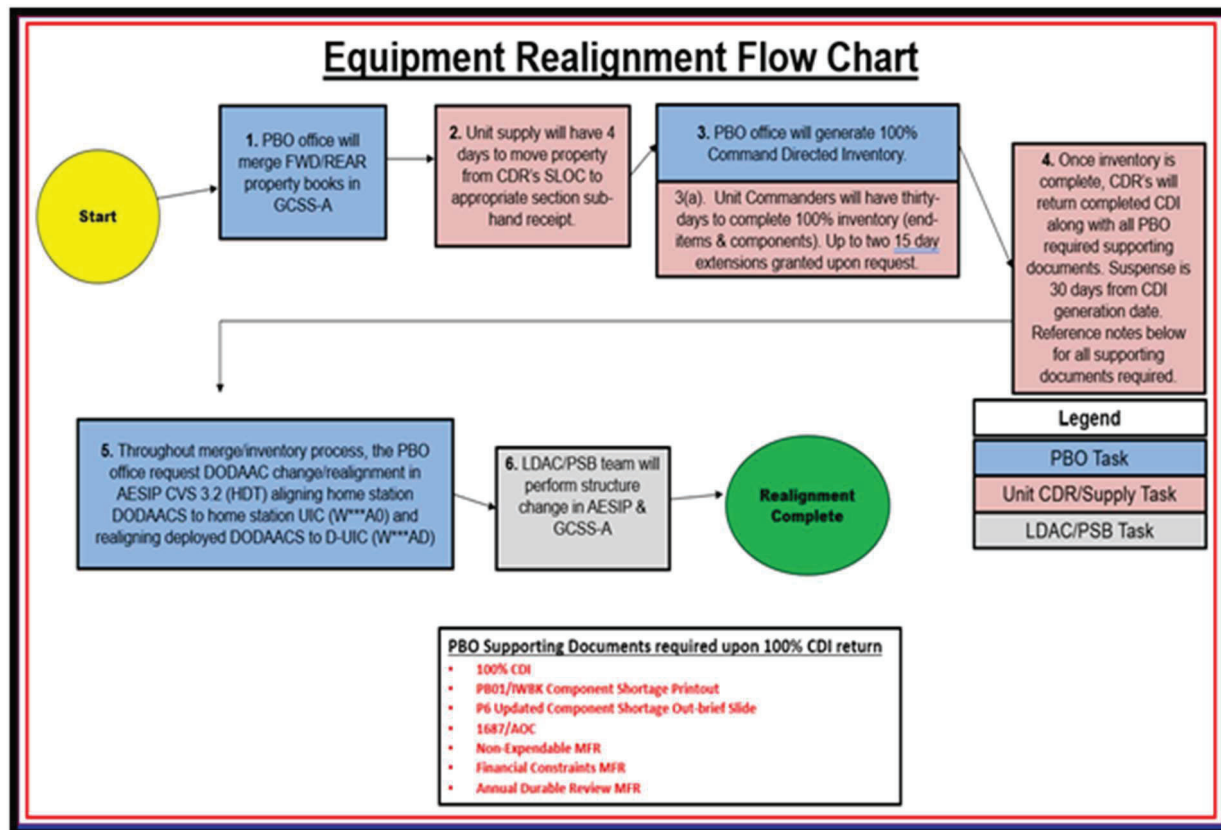


Figure 1-10. Equipment Realignment Flow Chart

1-6d. Equipment Realignment

T-Code: ZMOVEWB Use this transaction to align the prepared open Maintenance and Unit Supply documents (work order reservations, manual reservations, return purchase requisitions, and stock transport orders) from the losing unit's storage location (SLOC) to the gaining unit in a Department of Defense Activity Address Code (DODAAC) realignment.

Note: Before beginning this transaction, the both the losing and the gaining units must be in a brownout period and should be performing walk-ups to the Supply Support Activity (SSA). The following occurs in GCSS-Army when the losing unit is in a brownout period: The creation of stock transport orders from the losing unit to the SSA and the creation of outbound deliveries from the SSA to the losing unit is suspended. This is only applicable to the losing unit. The unit's SLOC is suspended from the Material Requirements Planning (MRP) batch runs that are automated in GCSS-Army. The automated cancellation of documents (purchase requisitions, purchase orders, and stock transport orders) via MRP is also suspended.

1-7. DODAAC Portability

The DODAAC Portability capability gives units the ability to re-direct their open orders and shop stock quickly and efficiently. DODAAC Portability allows unit to select open documents, on-hand stock and authorized forecast (ATF) stockage levels and move them from one storage location (SLOC) to another storage location. Move to/from Rear-D storage location to home station storage location.

DODAAC Portability's success requires normal coordination among the APO, maintenance officer, and materiel manager. APOs will transfer property between the commander's home station and deployable structures. Materiel managers will execute their current deploy/redeploy procedures to move in and out of an area of responsibility. Using the Move-it Workbench, the sustainment manager will set the conditions for the unit supply sergeant and maintenance manager to identify and move open documents.

DoDAAC Portability

Strategic Support Area | Security Area | Consolidation Area | Close Area | Deep Area

Intertheater | Intra-theater

Move To/From Rear-D Storage Location to Home Station Storage Location

Move from Deployed Storage Location to Home Station Storage Location

What is DoDAAC Portability?
The DoDAAC Portability capability gives units the ability to re-direct their open orders and shop stock quickly and efficiently.

What Does it do?
DoDAAC Portability allows units to select Open Documents, On-Hand Stock & Authorized to Forecast (ATF) Stockage levels and move them from one Storage Location (SLoc) to another Storage Location.
1. **Documents:**
• Reservations
• Purchase Requisitions
• Stock Transport Orders
2. **On-hand Stock (Shop Stock):**
• On-Hand materials can be selected by material number and quantity
3. **Stockage Levels:**
• Re-order Points
• Safety Stocks

Move R Workbench (ZMOVWR)

Unit Selection

Go/Get Shop Stock Retention Settings (ZMOVPR)
Confirm/Transfer/Receive Inventory (ZMTRF)
Validate Documents (ZMVALD)
Align Maintenance & Supply Stock Orders (ZMMSLOC)
Sustainment Manager Decision
Set WIP Control (ZMSP)
Align Documents (ZMALIGN)

What are the Benefits?

- Increases readiness
- Reduces the need to transfer funds (Reduce DEOBs)
- Eliminates the need to cancel and reorder parts during Re-deployment
- Allow units to transfer shop stock
- Mitigates de-obligation of funds

Available

7 DEC 19
Support Starts Here!

Enabling Agile and Adaptable Logistics

Figure 1-11 DODAAC Portability Capabilities

DoDAAC Portability
(Realignment of Provision Documents (Orders & Work Orders (WO)) and Shop Stocks)

Starts with: ZMOVWR

Phase I - Plan & Analysis

I. Review Preparation for Realignment (D-10)
Situational awareness of documents and stocks to be moved
Display ZMOVPR (documents: STO's, PO's, W-O's, manual reservations)
Display ZMTRF (stock situation)
Display ZMVALD (safety stock settings)
(Recommendation of baseline settings prior to any planned move)
Roles:
All user roles have access to display.

Phase II - Prepare Documents & Stocks for Transfer

ZMOVPR (Documents) Set SLocs for gaining SLocs and SSAs	ZMTRF (Stocks) Confirm materials and quantities of stock to be moved	ZMVALD (Safety Stock settings) Set, copy, and stage for Losing Unit
Roles: Maintenance Manager, Unit Supply Sergeant and above	Roles: EOP's clerk and unit supply clerk	Roles: Maintenance Manager Unit supply clerk, and above (plus whoever is authorized to forecast)

Phase III - Execute Transfer of Documents & Stocks

ZMOVPR (Documents) Move selected documents to gaining unit	ZMTRF (Stocks) Transfer selected stocks to in-transit	ZMVALD (Safety Stock settings) Set, copy, and stage for Gaining Unit
Roles: SAB Manager & Senior Manager, Sustainment Brigade Manager and Senior Manager	Roles: Maintenance Manager and SA NCO-DC	Roles: Maintenance Manager Unit supply clerk, and above (plus whoever is authorized to forecast)

Phase IV - Accept Documents & Stocks - Complete Realignment

ZMTRF (Documents) End Brownout by setting flag to (blank) Turn on Delivery Due List, MRP, and ZAUFCANCEL for Losing SLoc and MRP, and ZAUFCANCEL for the Gaining SLoc	ZMTRF (Stocks) Receive stocks from in-transit with recommended prompt put-away
Roles: SAB Manager & Senior Manager, Sustainment Brigade Manager and Senior Manager	Roles: SAB Manager & Senior Manager, Sustainment Brigade Manager and Senior Manager

Phase V - Prepare for Maintenance Planning (D-11 to D-16)

ZMMSLOC (Work Orders) Update Work Order for Gaining SLoc (Main NCC, Cost Center, Component SLocs)	ZMTRF (Work Orders) Update Work Order CFC's if any have changed
Roles: Maintenance Manager and MAASIT	Roles: Maintenance Manager and MAASIT

Legend:
[Blue Box] = Required for Transfer of Orders & Work Orders
[Green Box] = Required for Transfer of Inventory

Only required if you need to split your Property Book!

HIGHLIGHTS

- For Maintenance & Unit Supply (Plant 2000)
- Allows you to Transfer all or portions of your Open Orders, Work Orders and Shop Stock inventory
- Executed across 4 phases at different echelons by roles
- Up to 81 steps if all tasks are required

Figure 1-12. DODAAC Portability Realignment Phases