



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CELD-MS (672)

14 OCT 1998

MEMORANDUM FOR COMMANDERS, USACE COMMANDS
ATTN: DIRECTORS/CHIEFS LOGISTICS OFFICES

SUBJECT: FY 99 Guidance for Implementation of the Army Supply
Excellence Award (SEA)

1. Reference memorandum, HQDA DALO-SMP, 18 August 1998, SAB.
2. This memorandum provides U.S. Army Corps of Engineers (USACE) implementing instructions for the FY 99 Army Supply Excellence Award (SEA).
3. The U.S. Army Quartermaster Center and School (USAQMCS), Fort Lee, VA is designated as executive agent by the Army Deputy Chief of Staff for Logistics. The American Defense Preparedness Association (ADPA), in conjunction with the Department of the Army, will sponsor the award program and participate in the presentation of awards and other forms of recognition which support program objectives.
4. The Chief of Staff, Army (CSA), the Vice Chief of Staff, Army (VCSA), the Deputy Chief of Staff for Logistics (DCSLOG), or their designated representatives, will present trophies or plaques to the winner and runner-up. NOTE: These awards are honorary, and not monetary. However, commanders are encouraged to consider a monetary award within their command in accordance with the USACE Incentive Awards Program.
5. Headquarters USACE will evaluate all submissions and forward one Corps nominee to DA. All major subordinate commands, districts, laboratories and FOA with a supply function are eligible to be considered for this award. Organizations, not individual personnel, are to be nominated. Nominations will be in accordance with guidance in the Appendices.
6. Submissions are due NLT 25 November 1998, to USACE Directorate of Logistics, ATTN: CELD-MS, and should be endorsed by division commanders or directors. The Quartermaster School will evaluate all nominees between 1 January and 15 June 1999. The winner will be announced in July 1999 with the award presented in August/September 1999.

CELD-MS

SUBJECT: FY 99 Guidance for Implementation of the Army Supply Excellence Award (SEA)

7. The USACE nominee will receive the USACE Supply Excellence Award.

8. The objectives of the SEA are: to enhance the logistical readiness and supply effectiveness of organizations by providing a positive incentive for extraordinary supply operations, property accountability, and resource management; to advance awareness of the Army Command Supply Discipline Program (CSDP) prescribed in AR 710-2 and AR 735-5; and to provide a forum for recognition of performance improvements, initiatives, and supply operations.

9. Demonstrated success is the primary criteria for evaluation of the organization supply operations. Toward this end, organizations should develop evaluations using existing supply documents and management information files. The Department of the Army (HQDA) evaluation teams will look at the active files and 1-year inactive files.

10. Nominees should keep an informal information folder of accomplishments that supports their nomination to show review teams during their onsite evaluation.

11. The point of contact is Jeff Davis, (202) 761-1620.

FOR THE COMMANDER:


GARY I. ANDERSON
Director of Logistics

2 Encls

APPENDIX 1 - Supply Excellence Award Submissions
APPENDIX 2 - Army Supply Excellence Award (SEA) Checklist

APPENDIX 1

SUPPLY EXCELLENCE AWARD SUBMISSIONS

Memorandum of Nomination.

a. The memorandum of nomination will consist of:

(1) A cover memorandum no more than two typewritten pages in length and signed by the commander. The cover memorandum must identify the nominee, identify any special recognition or awards the organization has received, and provides sufficient justification for the SEA nomination. The HQUSACE Command Group will endorse the memorandum of the USACE winner and forward it to HQDA for further competition.

(2) An enclosure providing a narrative for each of the four major areas: Appearance and Management; Nonexpendable Equipment Accountability; Management of Expendable/Durable Supplies; and Logistics Management. The narrative will address the items listed under paragraph 3 below, and should not exceed two typewritten pages. Enclosures containing statistical data and other substantiating documents may be attached. Organizational initiatives should be cited to show originality and creativity in improving supply operations.

b. The checklist provided at Appendix 2 will be completed and submitted as part of the memorandum of nomination. It will not be forwarded to HQDA, but will be used to aid in the selection of the USACE winner. It is keyed to the four major areas of the narratives.

c. Four copies of each nomination will be submitted to HQUSACE, ATTN: CELD-ZA, Washington, DC, 20314-1000. (Districts will submit an additional copy of the nomination to their MSC commander.) The award program will utilize existing supply documents and files. A one-year active and one-year inactive database will be used in the evaluation process to depict and evaluate supply operations.

2. Rating.

a. A screening panel will determine the best qualified of the nominations.

b. The Director of Logistics, HQUSACE, will select three people within USACE having familiarity with supply functional areas

and/or organizational management to serve as members of the screening panel.

c. The screening panel members will rank and rate the nominations in accordance with a rating scheme developed from the criteria in this Appendix, and make recommendations to the Commander, USACE, for his final approval. One nomination will be forwarded to DA to compete for the SEA. Evaluating elements may be weighted by the screening panel to recognize special program emphasis.

3. Evaluation Criteria. DA will establish on-site evaluation teams for the purpose of conducting final evaluations of all nominated organizations. The primary criterion for evaluation is demonstrated success in supervisory/managerial responsibilities in compliance with the Army's standard supply policy and procedures, and the Army Management Philosophy. Recommendation for the Army SEA will be based solely on the on-site evaluation. The DA team will be looking at the following when they visit the USACE nominee:

a. Appearance and Management.

- (1) Layout and organization of operation/security
- (2) Standard operating procedures
- (3) Files management and administration
- (4) Financial management and management of funds
- (5) Management and use of imprest funds
- (6) Publications and authorization documents
- (7) Facilities management to include work requests
- (8) Self-help program/custodial services/real property
- (9) Unit initiative/training/personnel utilization
- (10) Key control procedures

b. Non-Expendable Equipment Accountability.

- (1) Property book (PB) maintenance (manual or automated)
- (2) Document register/due-in suspense file
- (3) Hand-receipt (HR) and sub-HR procedures
- (4) Request, issue, and turn-in procedures

- (5) Inventories
- (6) Basic loads (class I, III, and V)
- (7) Adjustment documents
- (8) Organizational clothing and individual equipment (OCIE)

c. Management of Expendable/Durable Supplies.

- (1) Document register and due-in suspense file
- (2) Control and management of expendable/durable supplies
- (3) Self-service supply center control and procedures
- (4) Management of Prescribed Load List (PLL)/shop stock
- (5) Petroleum, Oil and Lubricants (POL) operations and control

d. Logistics Management.

- (1) Storage procedures
- (2) Continuing Balance System-Expanded (CBS-X) reporting
- (3) Supply economy
- (4) Control and management of excess (nonexpendable)
- (5) Control and management of reparable

Those items in the list that do not pertain to the organization under review will not be considered in the final evaluation process.

APPENDIX 2

Army Supply Excellence Award (SEA) Checklist

Circle 0 if question is not applicable. Circle 1 through 5 indicating degree of achievement. 1 is low and 5 is high achievement.

A. Appearance and Management.

1. Layout and organization of operation/security.

a. Does the office present a neat appearance and professional atmosphere? 0 1 2 3 4 5

b. Is the office operation organized to allow for effective document control and a logical flow of actions? 0 1 2 3 4 5

c. Is the storage area organized so that the space is efficiently used? Are excess items tagged to indicate what disposition is being taken; e.g., turn-in/technical inspection? 0 1 2 3 4 5

d. Are all fire, safety, and physical security standards being met (AR 190-11, AR 385-10, DA Pam 385-1)? 0 1 2 3 4 5

2. Standing Operating Procedures (SOPs).

a. Does the unit/office maintain a current copy of the SOPs for customer and internal operations? 0 1 2 3 4 5

b. Are the SOPs inclusive of all aspects of the operation? 0 1 2 3 4 5

c. Are pertinent personnel familiar with the content of the SOP? 0 1 2 3 4 5

d. Are the SOPs updated periodically to reflect regulatory and operational changes? 0 1 2 3 4 5

3. Files management and administration.

a. Are the files established and maintained IAW AR 25-400-2? 0 1 2 3 4 5

b. Are files screened annually so that old files are destroyed or sent to the records holding area as required? 0 1 2 3 4 5

4. Financial reporting and management of funds.
- a. Are funds not required at the end of the fiscal year returned for other needs? 0 1 2 3 4 5
- b. Are financial reports completed, and is this information used to better manage the financial assets? 0 1 2 3 4 5
5. Management and use of imprest funds.
- a. Are purchases from the imprest fund controlled to prevent inappropriate use and purchases above the prescribed ceiling? 0 1 2 3 4 5
- b. Are the supported customers aware of the provisions and procedures of the imprest fund? 0 1 2 3 4 5
6. Publications and authorization documents.
- a. Are all publications applicable to the operation of the organization on hand or on order? 0 1 2 3 4 5
- b. Does the DA Form 12 series list all required publications? 0 1 2 3 4 5
- c. Are all equipment authorization documents; TDA, MTOE, CTA, etc., on hand and current? 0 1 2 3 4 5
7. Facilities management to include work requests.
- a. Does the unit/office submit facilities engineering work requests in a timely manner. 0 1 2 3 4 5
- b. Are follow-up actions taken to ensure progress is being made? 0 1 2 3 4 5
8. Self-help program/custodial services/real property.
- a. Is there an active self-help program for building maintenance in the unit? 0 1 2 3 4 5
- b. Is recognition given to those people who excel in maintaining their work areas, quarters, and grounds? 0 1 2 3 4 5
9. Unit initiative/training/personnel utilization.
- a. Are supply personnel receiving adequate training? 0 1 2 3 4 5

b. Are personnel utilized in areas relative to their Military Occupational Specialties? 0 1 2 3 4 5

c. Are there school-trained ammunition specialists assigned? 0 1 2 3 4 5

d. Are training records maintained to reflect technical training for supply personnel? 0 1 2 3 4 5

e. Does the staff recognize and support subordinate's initiative? 0 1 2 3 4 5

10. Key control procedures.

a. Has a primary/alternate key custodian been appointed in writing? 0 1 2 3 4 5

b. Is the key control register properly maintained? 0 1 2 3 4 5

c. Are key/lock inventories conducted at least semiannually? 0 1 2 3 4 5

B. Nonexpendable Equipment Accountability.

1. Property Book (PB) maintenance (manual or automated).

a. Has the current commander appointed the Property Book Officer (PBO) and is a copy of the appointment on file with the PB? 0 1 2 3 4 5

b. Is the statement of accountability by the PBO and statement of responsibility by the commander filed with the PB? 0 1 2 3 4 5

c. Are postings made to the PB within the required timeframes? 0 1 2 3 4 5

d. Is all equipment listed in the "authorized" column of the applicable MTOE, TDA, or JTA on hand or on request? 0 1 2 3 4 5

e. Is every entry in the PB supported by the document register and document supporting file? 0 1 2 3 4 5

2. Document register/due-in suspense file.

a. Is the document register properly maintained? 0 1 2 3 4 5

b. Is there status on file supporting all open entries in the document register? 0 1 2 3 4 5

c. Are all high-priority supply requests properly reviewed and approved? 0 1 2 3 4 5

d. Is a reconciliation with the (Supply Support Activity (SSA)) conducted at least quarterly on all outstanding requests? 0 1 2 3 4 5

3. Hand Receipt (HR) and sub-HR procedures.

a. Are HRs established for all PB and durable items that have been issued? 0 1 2 3 4 5

b. Are all nonexpendable items in possession of the user listed on a valid HR? 0 1 2 3 4 5

c. Are hand receipt holders documenting their actions when lending property to others? 0 1 2 3 4 5

4. Request, issue, and turn-in procedures.

a. Are all nonexpendable items on request authorized in the MTOE, TDA, JTA, CTA, or other authorization document? 0 1 2 3 4 5

b. Are items required by the customer placed on order within 2 days after notification? 0 1 2 3 4 5

c. Are items issued to the customer within 2 days after receipt of item? 0 1 2 3 4 5

d. Are funds deobligated on requests for which a confirmed cancellation is received? 0 1 2 3 4 5

e. Are items that have been turned in and no longer required deleted from the authorization document? 0 1 2 3 4 5

5. Inventories.

a. Are signed copies of responsible officer inventories kept in the property book office? 0 1 2 3 4 5

b. Are inventories current? 0 1 2 3 4 5

c. Are sensitive items inventoried monthly? 0 1 2 3 4 5

d. Does a disinterested party conduct the weapon and ammunition inventories? 0 1 2 3 4 5

6. Basic loads (class I, III, and V).

a. Is the basic load of class I, III, and V items properly safeguarded and listed on record? 0 1 2 3 4 5

b. Are basic loads inventoried when required? 0 1 2 3 4 5

c. Are all computations for class V items based on number of weapons authorized FM 101-10-1 and CTA 50-909)? 0 1 2 3 4 5

d. Is PB accountability kept for basic load of ammunition and subsistence? 0 1 2 3 4 5

e. Is responsibility always assigned when operational ammunition is issued to individuals; i.e., control sheet or log? 0 1 2 3 4 5

7. Adjustment documents.

a. Are Reports of Survey (RS) for lost, damaged, or destroyed items prepared and processed on time? 0 1 2 3 4 5

b. Are administrative adjustment reports used for minor PB corrections? 0 1 2 3 4 5

c. Is the statement of charges and cash collection vouchers offered to persons who have lost or damaged Government property through neglect and willful misconduct? 0 1 2 3 4 5

8. Organizational clothing and individual equipment (OCIE).

a. Are clothing records established for individuals assigned OCIE? 0 1 2 3 4 5

b. Is the RS processed for organizational items found short during the inventory? 0 1 2 3 4 5

C. Management of Expendable/Durable Supplies.

1. Document register maintenance and due-in suspense file.

a. Are all expendable/durable document registers assigned by the PBO? 0 1 2 3 4 5

b. Are the registers reviewed periodically to ensure correct usage? 0 1 2 3 4 5

c. Does the unit/office completely 0 1 2 3 4 5

reconcile open supply requests with the SSA at least quarterly?

d. Is the most current status posted for each open document number? 0 1 2 3 4 5

e. Are suspense copies kept until supplies are received? 0 1 2 3 4 5

2. Control and management of expendable/durable supplies.

a. Are usage control records maintained for all durable items (AMC Form 2468-R)? 0 1 2 3 4 5

b. Are excess serviceable expendable/durable supplies returned to the SSA/Self-Service Supply Center (SSSC) for credit? 0 1 2 3 4 5

3. Self-Service Supply Center (SSSC) controls and procedures.

a. Are only authorized items issued through the SSSC? 0 1 2 3 4 5

b. Are all bins labeled for ease of customer identification? 0 1 2 3 4 5

c. Is the SSSC catalog complete and up-to-date? 0 1 2 3 4 5

d. Are inventory discrepancies within allowable losses? 0 1 2 3 4 5

4. Management of Prescribed Load List (PLL)/shop stock.

a. Are all PLL/shop stock items on hand or on request? 0 1 2 3 4 5

b. Are reviews and inventories done every 90 days or before the last day of the calendar quarter? 0 1 2 3 4 5

c. Does the PLL/shop stock support all equipment within the operation? 0 1 2 3 4 5

d. Has the PLL/shop stock been purged to delete all items for equipment turned in? 0 1 2 3 4 5

5. Petroleum, Oil and Lubricants (POL) operations and control.

a. Are bulk fuels accounted for on the stock record account? 0 1 2 3 4 5

b. Are bulk fuel inventories performed monthly? 0 1 2 3 4 5

c. Are package products used and replaced so as not to let the shelf life expire? 0 1 2 3 4 5

d. Are fuel losses within the allowable limits? 0 1 2 3 4 5

D. Logistics Management.

1. Storage procedures.

a. Are all storage areas secured with limited access? 0 1 2 3 4 5

b. Are items maintained in administrative storage limited to 90 days? 0 1 2 3 4 5

c. Are all other stored items identified to a current or future mission? 0 1 2 3 4 5

d. Are stored housing items segregated between family and unaccompanied personnel? 0 1 2 3 4 5

2. Continuing Balance System-Expanded (CBS-X) reporting.

a. Are CBS-X transactions submitted in a timely manner? 0 1 2 3 4 5

b. Does the central collection activity report for manual units? 0 1 2 3 4 5

c. Did the last reconciliation with the USAMC Systems Integration and Management Activity reflect at least 95 percent accurate reporting? 0 1 2 3 4 5

3. Supply economy.

a. During the editing process are prices reviewed to ensure they are not excessively high? 0 1 2 3 4 5

b. Are quality control measures implemented to ensure inferior products are not procured on a recurring basis? 0 1 2 3 4 5

c. Are local purchases controlled to ensure that "nice to have" items are not abused? 0 1 2 3 4 5

4. Control and management of excess (nonexpendable).

a. Is excess property promptly turned in to the SSA so it can be reported for disposition? 0 1 2 3 4 5

b. When items are found to be unservice- 0 1 2 3 4 5
able or no longer needed, are they turned in promptly?

c. When items are found to be on hand but 0 1 2 3 4 5
not accounted for on the PB, is an investigation
conducted to determine the reason for loss of
accountability?

5. Control and management of reparable.

a. Are all reparable properly 0 1 2 3 4 5
identified to a valid national stock number?

b. Are all class IX reparable properly 0 1 2 3 4 5
coded for the Selected Item Management System-
Expanded (SIMS-X) program?

c. Is reparable program management 0 1 2 3 4 5
included in your installation/activity SOPs?