2133d Transportation Company
Detachment 1

Admin / Supply NCO
Continuity Book

Electronic version of this continuity book is located in the 2133 Public Folders > Continuity Books. It is titled Det 1 Admin Supply NCO.

TABLE OF CONTENTS

BACKGROUND INFORMATION

Continuity books are not an Army standard, and for good reason. Each duty position, and each unit, does things a little different. An Admin/Supply NCO in another unit may not have the same duty description or assigned tasks as you.

The purpose of a continuity book is just that, continuity. Personnel turn over happens often at the SGT and SSG level in the AGR program. This creates problems when the new person steps in and creates their own system. The Soldiers being supported have to learn a new system and this sets back progress.

The ultimate goal of any AGR Soldier working in the admin or supply field is to provide the best service possible. So keeping this goal in mind, this continuity book was developed as a tool for new Admin/Supply NCOs in the Muscatine garrison.

This book probably focuses more on the supply rather than admin because the unit has developed a very useful Human Resource SOP. The HR SOP was actually derived primarily from the first version of this continuity book.

Use this book as a daily guide, even if you know the job forwards and backwards. Using it daily will help keep it relevant. Feel free to update and change it as changes occur in the duty position. The electronic version of this continuity book is located in the 2133 Public Folders > Continuity Books. It is titled Det 1 Admin Supply NCO.

Some of the information contained in this book was incorporated into the 2133d Trans Co Human Resource SOP. However, there are still valuable bits of information in this book. Use them both as tools to be successful.

DUTY DESCRIPTION

Job Announcement Duty Description:

Provides administrative support to unit. Prepares orders or requests for orders. Assists unit personnel in preparing personnel actions. Types military and non-military correspondence. Proof reads prepared copy for correctness, proper use of grammar, punctuation, spelling, and proper format. Determines reportable changes, category, duty status codes, and other documentation required for SIDPERS transactions. Processes personnel in and out of unit. Prepares DA Form 1379 for submission. Responsible for all financial (pay and benefits) actions for all unit members. Performs functions of unit supply. Assists in development of equipment requirements. Computes supply usage factors. Processes supply requests. Prepares, reviews, and corrects hand receipt property listings and annexes. Post transactions to record of demand. Prepares clothing and equipment records. Prepares follow-up and cancellation requests. Processes supply request. Prepares request and turn-in documents. Performs other duties as assigned.

NCOER Duty Description:

Serves as the Team Leader for headquarters personnel of Detachment 1; responsible for accountability, training, and welfare of 3 Soldiers; serves as the senior AGR Admin NCO, providing guidance and training to 2 other AGR Admin NCOs; performs daily personnel and logistical support tasks for 54 soldiers; supervises administration, food service, NBC, arms room, and supply operations of the detachment; maintains accountability and status of 35 vehicles; performs Dispatcher duties in the Operations Section during whole-company operations.

Additional Duties

Assistant Operator Records NCO (AORN)
Retention NCO
AWOL Recovery Team
Sponsorship
AA&E Physical Security Manager
AA&E Key and Lock Control Custodian
OCIE Locker Key and Lock Control Custodian
Vehicle Key and Lock Control Custodian
CSDP Monitor
Publications NCO
TMDE Calibration Support Coordinator

Permissions – you will need permissions to the following programs:
CIF Website
CCDF Website
iMARC
RCAS:
        UPS
        RPAM
        IDVPER
        MILPO
CMS Webservices:
        Discharges
        EPS
        DA21
        NCOER

CHECKLISTS

There are just too many small details to remember in this job. The idea for these checklists came from a very seasoned NCO that worked in the AGR program for many years and from whom I learned a great deal (Thanks go to SFC (Ret) Ken LeMaster of Co C 224th Engr Bn). Over the years, these checklists have been developed as a tool to help you remember what needs to be done. Using them not only helps you remember what needs done, but it also keeps the checklists relevant for the next person.

HINT: Add the things on the checklists (except for daily) to your Outlook calendar with reminders set for a specific day of time.

Daily Checklist

MORNING

_____   Check the answering machine for new messages
_____   Check e-mail
_____   Check MILPO for orders
_____   Check AKO for new FRAGOs
_____   Check the HR Suspense Tracker
_____   Check the Supply Suspense Roster

END OF THE DAY →   Start at 1600

_____   Update the "TO DO" list for the next day
_____   Check for any outgoing mail and prepare it to go out
_____   Log off the computer

Maintenance/Dispatch

_____   Check the windows
_____   Check the tool room door
_____   Reconcile the vehicle keys

Supply Room

_____   Check the Vault, date and initial the Security Container Check Sheet
_____   Check the Safe, date and initial the Security Container Check Sheet
_____   Check the window
_____   Check the supply room issue doors
_____   Reconcile OCIE Locker Key Box
_____   Check the Activity Security Checklist

Orderly Room

_____   Reconcile the Armory Key Box
_____   Check the Activity Security Checklist

Weekly Checklist

_____ WEDNESDAY (every other) – open the gate in the morning for garbage p/u

_____ FRIDAY – send the Weekly SITREP to the Readiness NCO by 1000 hrs

_____ FRIDAY – Clean out the Shredding and Recycling boxes

_____ FRIDAY – Empty the shredder

_____ FRIDAY – Empty trash cans: Orderly Room, Training NCO Office, Common Use Desk, Det Commander/Sergeant Office, Supply Room, Latrines, etc.

Monthly Checklist

_____   Check for new MILPER, Awards Branch and ALARACT Messages (1st Monday) (generally done by the Senior Admin NCO)

_____   Reconcile DA Form 200 Transmittals (1st Monday of the month)

_____   Submit Food Service request for next month (1st Friday of the month)

_____   Allocate and Approve CARE Credit Card (19th or 20th)

_____   Send copies of the credit card statement and receipts to the billing official

_____   Send the CARE Report and copies of receipts to the Bn S4 (by the 24th)

_____   Change the Activity Checklists and Security Container Checklists (end of month)

Quarterly Checklist

Perform in March, June, September and December
Set a reminder on your Outlook Calendar to remind yourself to do these things.

_____   Print the Commander's OCIE Report, get it signed in BLUE ink, and send to CIF

_____   Conduct a sensitive items inventory (based on direction from the Supply Sgt)

_____   Inventory state and installation property

_____   Inventory common area hand receipts
(Orderly Rm, ICN, DFAC, Maintenance, Training Rm, Drill floor, Upstairs)

_____   Review and update the bulletin boards

_____   Conduct a Physical Security self-inspection

_____   Conduct a S1 CIP self-inspection

_____   Conduct a CSDP self-inspection

_____   Conduct a SAAIT self-inspection

_____   Conduct a COMET self-inspection

_____   Conduct a Bn Maintenance CIP self-inspection

Semi-Annual Checklist

Set a reminder on your Outlook Calendar for a date that is no more than 6 months after the date this was last performed.

_____   Serial number inventory of all keys: Date Last Completed: _____

                 AA&E Keys in the safe
                 AA&E Keys stored at 554 QM Bn
                 Personally Retained OCIE locker keys
                 OCIE locker keys in the key box
                 Vehicle keys in the key box

Annual Checklist

_____ Change vault and safe combinations, and change IDS passcodes:
Date Last Completed: _____ (set a reminder for next year)

_____ APRIL – Send physical security coordination letters to fire and law enforcement
agencies

_____ JUNE – Prepare working copies of the E7 NCOERs

_____ JULY – Prepare working copies of the E6 NCOERs

_____ AUGUST – Prepare working copies of the E5 NCOERs

_____ SEPTEMBER – Review 12-series Publication Account

_____ DECEMBER – Search the internet for next year's W-4 form

Pre-Drill Checklist

(Start this on Monday before drill)

Other Misc.

_____ Prepare in/out-processing checklists

_____ Prepare an operation order & risk assessment for A/S Team (Team Leader)

_____ Complete training outlines and <u>rehearse</u>, <u>rehearse</u>, <u>rehearse</u> (Team Leader)

_____ Prepare admin and supply work plans and task lists

_____ Check the Operator Records Ledger for any expirations coming up (AORN)

_____ Print the vehicle PMCS report (Dispatcher)

_____ Prepare Dispatcher's Notes (Dispatcher)

Administration

_____ FRIDAY - Update AGR & technician job announcements on the bulletin board

_____ Review and print address roster and phone & e-mail roster

_____ Pre-code and print the platoon 1379 rosters

_____ Check the 1379 to see if anyone was promoted; prepare for formation

_____ Review and update information on the Retention Control Log

_____ Prepare the Retention Work Plan and retention data cards

_____ Prepare ISFs for Birth Month Reviews

_____ Check the Longevity Awards Tracker, type award memos as needed

_____ Check the Driver/Mechanic Badge Tracker, type award memos as needed

_____ Check the Family Care Plan Tracker, prepare FCPs for review as needed

_____ Check the Medical Follow-up Tracker, provide a copy to the Plt Sgt & Sqd Ldrs if Soldiers still need follow-up actions

_____ Print the Longevity Awards Report and Driver/Mechanic Badge Tracker - 1 for each Squad/Section Leader, Plt Sgt, Plt Ldr

_____ Print the Jr. Enlisted Advancement Report, 1 for each Sqd/Sec Ldr, Plt Sgt, Plt Ldr (will need to type the 4187s after the Det Cdr makes a determination of who to advance)

Supply

_____ WEDNESDAY - Request catered meals from vendor

_____ Check all fire extinguishers in the supply room and vault

_____ Conduct the monthly count of weapons

_____ Prepare supply room for issuing clothing and OCIE

_____ Print new rosters for masks, weapons, lockers, and special equipment

_____ Prepare A&E and sensitive item inventory sheet and Memorandums

_____ Review the Unconfirmed Clothing Report and Pending Actions reports from CIF

_____ Review the 1379 against the clothing records; remove records of Soldiers that have dropped off the 1379

_____ Print "Supply Request Status" sheet, make copies for the Plt Sgt & Sqd Ldrs

_____ Print PMCS Reports for masks, weapons, and NVGs, make copies for (PS & SL)

_____ Prepare the Payroll Deduction sheets (IA ARNG Form 1544)

Post Drill Checklist
(listed in order of priority)

Other Misc.
_____ MONDAY – update the vehicle PMCS report
_____ MONDAY – copy, scan, and e-mail the 2404s to the FMS
_____ MONDAY – send the mileage/hours report to the FMS
_____ Review in/out-processing checklists, see what needs done

Administration
_____ SUNDAY - Get the commander's signature on AWOL letters, non-judicial
    punishment, and notification of consideration for discharge
_____ Complete the Retention Work Plan and file the Extension Data Cards
_____ Update the Retention Control Log, then print it and post to the binder
_____ Process any paperwork from Birth Month Reviews
_____ Update contact information (if not done during drill) and e-mail new
    rosters to the unit leadership

Supply
_____ MONDAY - Go to the vendor and pay for meals
_____ MONDAY - Complete Food Service paperwork
_____ Process requests for clothing or OCIE
_____ Perform the monthly IDS tests
_____ Reconcile temp hand receipts with FMS
_____ Send the sensitive item inventory results to the Supply Sergeant
_____ Post A&E and sensitive item inventory memos in the Physical Security binder
_____ Update information from mask, weapon, NVG and other rosters
_____ Update the PMCS reports for masks, weapons, NVG and others
_____ Inventory the janitorial supplies and prepare request for next C.D. trip
_____ Process the diesel fuel receipts

DISPATCH
IN-PROCESSING CHECKLIST

RANK/NAME: _____

DATE STARTED: _____ DATE COMPLETED: _____

_____ Input the Soldier's information to the Operator Records Ledger
_____ Request licensing documentation from the Soldier or the last unit
_____ Get a copy of the Soldier's civilian license
_____ Ensure the Soldier completes the Defensive Driving Course online
_____ Complete and forward a Learner's Permit packet to the Operator Records NCO

In-Processing Completed and Verified by Dispatcher: _____

Created by SGT Robert G. Olinger, Last updated 26 Jan 07   Printed Name   Signature

DISPATCH
OUT-PROCESSING CHECKLIST

RANK/NAME: _____

DATE STARTED: _____ DATE COMPLETED: _____

_____ Intrastate Transfer – Forward all operator records to the gaining unit
_____ Interstate Transfer – Forward all operator records to the gaining unit
_____ Conditional Release – Give the Soldier all operator records
_____ Transfer to ING – Put operator records with the Soldier's ISF in the inactive section
_____ Discharge (ETS, retirement, etc.) – destroy operator records

Out-Processing Completed and Verified by Dispatcher: _____

Created by SGT Robert G. Olinger, Last updated 26 Jan 07   Printed Name   Signature

**ADMINISTRATION
IN-PROCESSING CHECKLIST**

SEE THE 2133 TRANS CO HUMAN RESOURCE SOP FOR THIS CHECKLIST

**ADMINISTRATION
OUT-PROCESSING CHECKLIST**

SEE THE 2133 TRANS CO HUMAN RESOURCE SOP FOR THIS CHECKLIST

SUPPLY
IN-PROCESSING CHECKLIST

RANK/NAME: _____

DATE STARTED: _____   DATE COMPLETED: _____

BEFORE FIRST DRILL
_____ Assign an OCIE Locker and make a name tag _____
_____ Update KIRS and print the DA Form 5513, post it to the binder for issuing
_____ Assign a Weapon and Protective Mask _____
_____ Prepare a weapon card and mask card
_____ Call the last unit to get supply records, or start a new folder
_____ Add the Soldier to the Supply Actions at Drill tab of the Supply Actions Tracker

FIRST DRILL – WITH SOLDIER
_____ Measure the Soldier for clothing
_____ Issue the Soldier's locker key on the DA Form 5513 in the binder
_____ Explain the importance of property accountability, statement of charges, and FLIPL
_____ Conduct a showdown of clothing and OCIE

AFTER FIRST DRILL
_____ Order clothing
_____ Order OCIE

In-Processing Completed and Verified by Full-time Staff: _____

Printed Name   Signature

SUPPLY
OUT-PROCESSING CHECKLIST

RANK/NAME: _____

DATE STARTED: _____   DATE COMPLETED: _____

UPON NOTIFICATION OF TRANSFER/DISCHARGE
_____ Check the CIF website and cancel any pending requests

LAST DRILL
_____ Turn-in OCIE locker key(s) and put a blank label on the locker
_____ Destroy weapon and mask cards
_____ Turn-in reflective belt
_____ Turn-in weapon cleaning kit and TM
_____ Clear other temporary hand receipts
_____ Inventory and turn-in clothing & OCIE as follows
           Intrastate Transfer – None
           Interstate Transfer – OCIE
           Conditional Release – OCIE
           Transfer to the ING – Clothing & OCIE
           Discharged – Clothing & OCIE
_____ Forward supply records as follows:
           Interstate Transfer – mail to the gaining unit, or give to the soldier to hand carry
           Conditional Release – give to the soldier to hand carry

AFTER THE ORDER IS PUBLISHED
_____ Remove from the weapon, mask, and locker rosters
_____ Forward supply records as follows:
           Intrastate Transfer – mail to the gaining unit, and transfer soldier out on the CIF website
           Transfer to the ING – move records to the inactive section
           Discharged – move to the record holding area (RHA)

Out-Processing Completed and Verified by Full-time Staff: _____

Printed Name   Signature

Camp Dodge Run Checklist
(plan ahead, get the full benefit from the trip)

RECOMMENDATION: Be ready to leave the armory at 0600. This will get you to Camp Dodge at about 0830, which allows the employees to get to work and get settled in. This will also have you back to the armory generally not later than 1530.

_____ Load the truck the day before and stage it for the morning

_____ Fax the janitorial supply request to W-3, or drop it off when you first arrive at Camp Dodge

_____ Turn-in OCIE at your scheduled appointment time with CIF

_____ Turn-in clothing to the USPFO Receiving Section (dock)

_____ Pick-up 2 boxes of paper from the CIPBO Office

_____ Pick-up anything on the USPFO Issuing side (dock)

_____ Stop by WH-12A and pick-up mail for Muscatine

_____ Pick-up your janitorial supplies at W-3.

_____ Stop by JFHQ and see DCSIM supply, or any other necessary offices

_____ Travel back to Muscatine

"HOW TO" FOR COMMON TASKS

This section does not detail the step-by-step process for every action you could ever possibly do as the Admin/Supply NCO but it does explain how to perform common tasks.

Daily
1. Check MILPO for Orders
2. Check the HR Suspense Tracker
3. Check the Supply Suspense Roster
4. Use a DA Form 200 to Send Documents
5. Reconcile Key Boxes

Weekly
6. Weekly SITREP

Monthly
7. Reconcile DA form 200s
8. Submit Food Service request for the next month
9. Submit the electronic CARE EDI Report to the Bn S4
10. Process government credit card statement

Quarterly
11. Process the Commander's OCIE Report
12. Inventory state and installation property
13. Inventory common area hand receipts
14. Conduct self-inspections

Semi-Annually
15. Conduct a serial number inventory of all keys

Annually
16. Send physical security coordination letters to fire and law enforcement agencies
17. Prepare working copies of NCOERs
18. Review the 12-series publications account

Pre-Drill
19. Prepare in/out-processing checklists
20. Prepare admin and supply work plans and admin/supply task list
21. Check the Operator Records Ledger
22. Prepare and print the vehicle PMCS report
23. Update AGR & technician job announcements on the bulletin board
24. Review and print the address roster and phone & e-mail roster
25. Pre-code and print the Det 1 1379 rosters
26. Check the 1379 for any advancements (PV1-SPC)
27. Review and update information on the Retention Control Log
28. Prepare the Retention Work Plan and retention data cards

29. Prepare ISFs for Birth Month Reviews
30. Check the Longevity Awards Tracker
31. Check the Driver/Mechanic Badge Tracker
32. Check the Family Care Plan Tracker
33. Check the Medical Follow-up Tracker
34. Request catered meals from the vendor
35. Check fire extinguishers in the supply room and vault
36. Conduct the monthly count of arms (weapons)
37. Prepare supply room for issuing clothing and OCIE
38. Post new rosters for masks, weapons, and OCIE lockers
39. Prepare A&E and sensitive item inventory sheet and memorandums
40. Review the Unconfirmed Clothing Report and Pending Actions reports from CIF
41. Purge inactive individual supply records
42. Print and distribute the Supply Request Status sheet
43. Print and distribute PMCS reports for masks, weapons, and NVGs
44. Prepare payroll deduction sheets (IA ARNG Form 1544)

Post-Drill
45. Update the vehicle PMCS report
46. Submit vehicle 2404s to the FMS
47. Send the mileage/hours report to the FMS
48. Review in/out-processing checklists
49. Complete the Retention Work Plan and file extension data cards
50. Update the Retention Control Log
51. Process paperwork from Birth Month Reviews
52. Update contact information
53. Complete Food Service Reports After Drill
54. Process requests for personal clothing or OCIE
55. Perform the monthly IDS test
56. Reconcile temporary hand receipts or job orders with the FMS
57. Process the sensitive item inventory results
58. Post the A&E and sensitive item inventory memos in the physical security binder
59. Update information from mask, weapon, NVG and other rosters
60. Update PMCS report for masks, weapons, NVG and others
61. Inventory janitorial supplies and prepare request for next Camp Dodge trip
62. Process Diesel Fuel Receipts

Non-Routine
Process requests for clothing or OCIE
Request clothing from CCDF
Receive clothing from CCDF
Request OCIE from CIF
Receive OCIE from CIF
Order replacement publications (resupply)
Receive publications
Complete a DA 4187 for advancement

1. Check MILPO for Orders
1. Open the Internet Explorer. Click on favorites and open RCAS. Then select MILPO.
2. Look for any orders that pertain to Det 1.
3. Print as many copies as needed IAW the 2133 HR SOP, then click on File, and Save As.
4. Save them to the 2133 Public Folders, HR Electronic Files, Orders.
5. Title them according to the 2133 HR SOP (ex. Johnson DISCH 16JUN06)
6. Three-hole punch 1 of the printed orders and post it to the DCSPER Orders Reference binder in alphabetical order. File the others IAW the 2133 HR SOP.
7. Update the Retention Control Log and the LOSSES board.

2. Check the HR Suspense Tracker
The HR Suspense Tracker is located in the 2133 Public Folders > HR Electronic Files.
Check it on a daily basis to make sure you are not going to be late on any suspense dates.

3. Check the Supply Suspense Roster
The Supply Suspense Roster is located in the 2133 Public Folders > Det 1 Supply NCO Folders.
Check it on a daily basis to make sure you are not going to be late on any suspense dates.

4. Use a DA Form 200 to Send Documents
Open a DA Form 200 in Pure Edge. (open internet explorer, type ianet in the address bar and click GO, click on Tools & Services, then Electronic Forms Library, DA 2-1 thru DA 1058-R, scroll down to DA 200, then click on PureEdge)
1. Security Classification: FOUO or other appropriate security level
2. Shipment Number: two digit year and two digit sequence number (07-35)
3. Title/File Identification: description of the documents being sent
4. As of Date: not used
5. Shipment Date: date the documents will be sent
6 & 7: not used
8. Person to Contact: type in your name and telephone number
9. Not used
10. Shipped From: self-explanatory
10a. Typed Name and Title of Sender: self-explanatory
11. Shipped To: self-explanatory AND X the box for return receipt requested
Other spaces may be used as necessary

Print the form. Sign in block 10b. Highlight the "Return Receipt Requested." Make a copy of the form. 3-hole punch the copy and post it to the Transmittal Records binder and record the TR on the log.

5. Reconcile Key Boxes
Use the DA Form 5513, Key Control Register and Inventory, to account for all the keys listed on the form. The keys should either be in the key box or be signed out on the Key Issue and Turn In/Daily Reconciliation page. If all the keys are accounted for, write ALL in the Key Number column, write the date and time in the Issued column, then print your name and sign in the Issued By column, then write Daily in the Turned In column.

If the keys aren't all accounted for, then contact the garrison Physical Security Manager.

6. Weekly SITREP
The Weekly SITREP format is located in the 2133 Public Folders. Copy it to a location on your desktop or your H drive. Complete it and e-mail it to the Readiness NCO by 1000 hrs on Friday.

7. Reconcile DA form 200s
On first Monday of each month, reconcile your 200s. Open the binder, and see which DA 200s you haven't received back. Call those offices or people and ask if they have received the documents. If they have then write RECEIVED and the date of your conversation on the copied DA 200 in the binder. Mark the Transmittal Log as Returned.

8. Submit Food Service Request for Next Month
A link to the Food Service Navigator is located in the 2133 Public Folders > Det 1 Supply NCO Files > Food Service. Complete the Food Service Navigator according to the IA ARNG Garrison Food Service SOP.

9. Submit the Electronic CARE EDI Report to the Bn S4
1. Copy and scan all credit card receipts into your computer onto your desktop.
2. Go to the CARE EDI website (https://care.usbank.com) and log in using your username and password and click on Reports
3. Set the following conditions for your search:
    Select Report: Cardholder Full Transaction Detail
    Report By: Cycle End Date and select appropriate month and year
    Show Allocation: YES
    Report Output: Excel
4. Click submit, then click Save. Name the file D1 2133 Month CARE Report and save it to your desktop.
5. E-mail the report and scanned receipts to the Bn S4 NCOIC (SFC Harold Tackett)

10. Process Government Purchase Card Statement
1. The purchase card statement will come in the mail each month.
2. Review the statement and make sure the transactions listed are correct.
3. Sign the back of each page of the statement.
4. Make a copy (front and back) of the statement.
5. Make a copy of your receipts.
6. Fill out a DA 200 and send the copy of your statement and copies of receipts to your billing official (1SG Kennebeck – Bn Ops Sgt).
7. Staple your original receipts to your original statement and file it. You must keep your statements and receipts for the amount of time specified in your credit card training.

11. Process the Commander's OCIE Report
1. Log in to the CIF website; click on Secure Unit Transaction Page; and select your UIC (PGLA1).
2. Click on Reports, then Commander's Report.
3. Adjust the text size to smallest by clicking on View, Text Size, Smallest.
4. Print the report, put a yellow sticky note on it to SIGN IN <u>BLUE</u> INK, and put it in the Det Cdr's Signature File.
5. After the Det Cdr signs the report, make a copy for your records, and send the original with a DA 200 to USPFO-IA-CIF.

12. Inventory State and Installation Property
1. Pull the state property sub-hand receipt and the installation property sub-hand receipt from the Hand Receipt binder.
2. Use those sub-hand receipts to inventory the state and installation property. This is done on a quarterly basis to gain tighter control on property.
3. Report any discrepancies to the company supply sergeant.

13. Inventory Common Area Hand Receipts
1. Common areas are the orderly room, drill floor, ICN room, maintenance office, training room, DFAC/classroom, and upstairs.
2. The hand receipts will be behind the doors of those areas. The drill floor hand receipt is behind the orderly room door.
3. Inventory the common areas using these hand receipts. Report any discrepancies to the company supply sergeant.

14. Conduct Self-Inspections
Use the most current checklists to inspect yourself and your areas of responsibility on a quarterly basis. Fix any problems that you find. This will help you be better prepared for actual inspections.

15. Conduct a Serial Number Inventory of all Keys
1. Stored keys are AA&E keys in the safe, AA&E keys at the battalion headquarters, OCIE locker keys in the key box, and vehicle keys. Personally retained keys are ones issued to the Soldier for their OCIE locker.
2. Inventory stored keys by serial number using the key control roster found in those functional areas. Fill out the Inventories section of DA Form 5513 by filling in the date and time of the inventory; the key holder will be the name of the functional area, and the Key Custodian is you.
3. Inventory personally retained keys by serial number using the key control register and inventory sheet for the specific Soldier. Fill out the Inventories section of the DA Form 5513 by filling in the date and time of the inventory; the key holder will be the Soldier, and the Key Custodian is you.

16. Send Physical Security Coordination Letters
1. The coordination letter formats for Det 1 can be found in 2133 Public Folders, Det 1 Supply NCO files, AA&E Physical Security. There is one for the police department and one for the fire department.
2. Update the information on the letters, then print and sign them. Make a copy to keep in the physical security binder.
3. Send the letters to the Muscatine Police Department and Fire Departments for their acknowledgement. When the signed letters are returned, remove the copies from the binder and post the signed originals.

17. Prepare NCOER Shells –NCOER shells can be prepared by two methods, one being the NCOER module of CMS Webservices and the other is manually in PureEdge. Each will be discussed here:
NCOER in CMS Webservices
1. To prepare a NCOER shell in CMS webservices, go to the website (https://cms/cmswebservices) and click on the NCOER module. The rating scheme must be completed for this to work. If it is not, complete the rating scheme first.
2. At the top of the screen click on NCOER, Evaluations, New. Type in the NCO's name and click submit. Select the correct NCO from the list that appears.
3. The majority of the information is already completed. Verify that the information in parts 1 and 2 is current or make changes as necessary. The most common areas to change are: Reason for Submission, Period Covered, and CMD CODE – should be OT not NG. Also verify the APFT and height/weight data.
4. Click on Print 2166-8 MAR 2006. Print the form, then click the BACK button.
5. Back on the NCOER screen click Submit. Provide the NCOER shell to the rater.
PureEdge
1. Open the DA Form 2166-8 in PureEdge.
2. Complete Parts I and II, the principal duty title in Part III, and the APFT and height/weight data in Part IV.
3. Save the NCOER shell to the appropriate file in the 2133 Public Folders > HR Electronic Files > NCOER.
4. Print the NCOER shell and give it to the rater.

18. Review the Unit Publications List and 12-Series Publications Account
This is a multiple step process:
Review the Unit Publications List
1. Print several copies of the Unit Publications List, found in the 2133 Public Folders > Det 1 Supply NCO Files > Publications Account.
2. Provide a copy to the platoon leader, platoon sergeant, section/squad leaders, and training NCO. Ask them to review the list and provide feedback of any additions or deletions they feel are necessary.
3. Update the Unit Publications List with appropriate changes. Print the new list and post it to the Publications Account binder.

Review the 12-series Publications Account
1. Go to the Army Publishing Directorate website (www.apd.army.mil).
2. On the left side of the screen, click on Ordering.
3. Enter the account number (H0294) and the password (57261) and click LOGIN.
4. At the User Information screen, verify the information is correct then click YES.
5. At the Menu Options screen, click on On-Line Reports.
6. For Report Type, select Subscription Report (12-series) and click Run Report. Print this report.
7. Review posters, Army Regulations, DA Pamphlets, and other miscellaneous publications to ensure they are still needed for current operations.
8. Compare the Field Manuals and Technical Manuals on this report to the Unit Publications List. Also check the quantity of each publication. Write changes on this report.
9. Make additions, deletions, or change quantity as necessary.

Additions, Deletions, Quantity Changes
To Add Publications to the Account:
1. Go to the Army Publishing Directorate website (www.apd.army.mil).
2. On the left side of the screen, click on Ordering.
3. Enter the account number (H0294) and the password (57261) and click LOGIN.
4. At the User Information screen, verify the information is correct then click YES.
5. At the Menu Options screen, click on APD Online Ordering.
6. Click on SEARCH, and type in the publication number you need, and click Search.
7. Find the correct publication, then click in the Subscribe box, enter the quantity you need and click ADD TO SELECTION.
8. Click on SEARCH and start the process over.
9. Once you have subscribed to all of the new publications you need, click on VIEW SELECTIONS. Verify that it is correct.
10. Click on SUBMIT SELECTIONS. Print the screen, then click Submit.
11. Three-hole punch and post the printed request to the Publications Account binder.
To Delete or Change Quantities:
1. Go to the Army Publishing Directorate website (www.apd.army.mil).
2. On the left side of the screen, click on Ordering.
3. Near the bottom of the screen, is **Alternate Ordering Method**. Click on 12-series.
4. Enter the account number and zip code.
5. To delete publications, enter the 6 digit IDN number from the 12-series report you previously printed, and click the delete box.
6. To change quantities, enter the 6 digit IDN number and enter the new quantity you need to have on your account.
7. Once you have entered all your changes (no more than 9), click on Submit Subscription.
8. If you have more changes to make, the next screen will have a link that will take you back to the manual subscription page. If all changes have been made, go to the next step.

1. Go to the Army Publishing Directorate website (www.apd.army.mil).
2. On the left side of the screen, click on Ordering.
3. Enter the account number (H0294) and the password (57261) and click LOGIN.
4. At the User Information screen, verify the information is correct then click YES.
5. At the Menu Options screen, click on On-Line Reports.
6. For Report Type, select Subscription Report (12-series) and click Run Report. Print this report.
7. Review the report, then write REVIEWED, the date and your name on the last page. Sign your name, then three-hole punch and post the report to the Publications Account binder.

19. Prepare In/Out-Processing Checklists

1. Checklists can be found:
    > HR – 2133 Public Folders > HR Electronic Files > In Out Processing
    > Supply – 2133 Public Folders > Det 1 Supply NCO Files > In Out Processing
    > Dispatch – 2133 Public Folders > Dispatch > Forms
2. Print a HR, Supply, and Dispatch in-processing checklist for each Soldier being in-processed. Staple the 3 together.
3. Print a HR, Supply, and Dispatch out-processing checklist for each Soldier being out-processed. Staple the 3 together.
4. Put the in/out-processing checklists in the FOR DRILL file.

20. Prepare Admin and Supply Work Plans and Task Lists

1. The Admin Work Plan and Admin Task List is located in 2133 Public Folders > HR Electronic Files > FOR DRILL.
2. The Supply Work Plan and Supply Task List is located in 2133 Public Folders > Det 1 Supply NCO Files > FOR DRILL.
3. Fill out the work plans. Put a copy of the Admin Work Plan in the Unit Clerk Guide. Put a copy of the Supply Work Plan on the desk in the supply room. Keep a copy for yourself.
4. Fill out the admin and supply task lists. Post a copy of each on the white board outside supply and give a copy to section/squad leaders. Put a copy of the admin task list in the Unit Clerk Guide, and a copy of the supply task list on the desk in the supply room.

21. Check the Operator Records Ledger

1. The Operator Records Ledger is the 2133 Public Folders > Dispatch.
2. Review the ledger and write down the names of Soldiers whose operator permit, civilian license, bi-annual sustainment training, or DDC course has expired or will expire in the next 60 days.
3. Make enough copies of these lists, to provide one to the platoon leader, platoon sergeant, and section/squad leaders. Leaders are responsible for ensuring that civilian licenses are renewed, bi-annual sustainment training is conducted, and that the Soldier completes the DDC course.
4. Expiration dates on operator permits are normally the same as the civilian license. Therefore, when a Soldier renews their civilian license, the dispatcher will complete the appropriate paperwork to have the Soldier's operator permit updated.

22. Prepare and Distribute the Vehicle PMCS Report
1. The vehicle PMCS report is located in the 2133 Public Folders > Dispatch. The report should have been updated after the previous drill in accordance with this continuity book.
2. Review the report to ensure it is accurate. Print enough copies to provide one to the platoon leader, platoon sergeant, and section/squad leaders.

23. Update AGR & Technician Job Announcements on the Bulletin Board
1. Go to the Iowa National Guard website (www.iowanationalguard.com).
2. Print all job announcements that have a closing date that falls after drill.
3. Two-hole punch the pages at the top and post them on the bulletin board.

24. Review and Prepare the Address Roster and Phone & E-mail Roster
1. The address roster is located in the 2133 Public Folders > HR Electronic Files > Unit Newsletters. The phone & e-mail roster is located in the 2133 Public Folders > Contact Info Rosters.
2. Review the rosters and add or delete any Soldiers necessary. Print the rosters and put them on the top outside the orderly room for the Soldiers to review during drill.

25. Pre-code and Distribute the Det 1 1379 Rosters
1. The Det 1 1379 roster is located in the 2133 Public Folders > HR Electronic Files > Drill Attendance. The roster is divided into 3 parts; detachment headquarters, 1st squad and 2nd squad.
2. Input any codes that you know in advance. Examples would be Soldiers who have split-trained before drill, or those that will split-train after drill. Code AGR and ADSW Soldiers as C for constructive.
3. Print the three rosters and distribute them to the section/squad leaders at the first leader meeting of drill. Tell them the rosters must be turned-in to you by 0800.

26. Check the 1379 for Any Advancements (PV1-SPC)
1. Once the Training NCO has prepared the working copy of the 1379, compare it to the one from last month to see if any Soldiers have been advanced in rank.
2. If a Soldier has been advanced, login to PERMS and find the DA 4187 that advanced the Soldier and print 2 copies. One copy will go into the Individual Soldier File (ISF).
3. Get the appropriate rank from the supply room and attach it to the second copy of the DA 4187, and have it ready for first formation. Inform the platoon leader/platoon sergeant that there is an advancement ready for formation.

27. Review and Update the Retention Control Log
1. The Retention Control Log is maintained by the Battalion Retention NCO. A link to it is maintained in the 2133 Public Folders > HR Electronic Files > Retention.
2. Review and update the log as necessary.

28. Prepare the Retention Work Plan and Retention Data Cards
1. The retention work plan is located in 2133 Public Folders > HR Electronic Files > Retention.
2. Update the drill dates. The YTD extension rate, last month's extension rate, and YTD turnover rate are found on the roll-up sent out via e-mail by the battalion headquarters.
3. Under each heading list the name of Soldiers who require these type of actions and include short descriptive comments to help the Det Cdr better understand the situation.
4. On the second page, update the drill dates. Fill in the first 3 columns. The last column (REMARKS) will be completed later.
5. Print the work plan. Pull the retention data cards for this month out of the card file box. Attach the cards to the work plan with a paperclip and put them on the Det Cdr's desk.
6. Include the list of Soldiers that require orientation interviews, extension interviews, sponsorship or AWOL counseling on the Admin Task List.

29. Prepare ISFs for Birth Month Reviews (BMR)
1. Get the list of Soldiers requiring BMR from the Birth Month Review Roster located in the 2133 Public Folders > HR Electronic Files.
2. Print enough ISF Review Checklists and ISF Review Counseling forms to have one for each Soldier. Both forms are located in the 2133 Public Folders > HR Electronic Files > ISF.
3. Put one of each form inside the first flap of the ISF, then put them on the desk for drill.
4. Include the list of Soldiers requiring BMR on the Admin Task List and include BMR on the Admin Work Plan.

30. Check the Longevity Awards Tracker
1. The Longevity Awards Tracker is located in the 2133 Public Folders > HR Electronic Files.
2. Check the tracker to see if any Soldiers will have earned an award between this drill and the next one.
3. If so, type the award memorandum and put it in the Det Cdr's Signature File. Award memorandum templates are found in the 2133 Public Folders > HR Electronic Files > Awards > Templates.

31. Check the Driver/Mechanic Badge Tracker
1. The Driver/Mechanic Badge Tracker is located in the 2133 Public Folders > HR Electronic Files.
2. Check the tracker to see if any Soldiers have earned the badge since last drill.
3. If so, type the award memorandum and put it in the Det Cdr's Signature File. Award memorandum templates are found in the 2133 Public Folders > HR Electronic Files > Awards > Templates.
32. Check the Family Care Plan Tracker
1. The Family Care Plan Tracker is located in the 2133 Public Folders > HR Electronic Files.
2. Review the tracker to identify any Soldiers whose plan is due for annual recertification.
3. Pull those Soldier's plans from their ISFs and put the plans in the Det Cdr's Signature File with a note explaining that the recertification is due.
4. Include the list of Soldiers requiring plan recertification on the Admin Task List.

33. Check the Medical Follow-up Tracker
1. The Medical Follow-up Tracker is located in the 2133 Public Folders > HR Electronic Files.
2. Make a list of Soldiers still requiring follow-up actions and provide this list to the platoon leader, platoon sergeant, and section/squad leaders.

34. Request Catered Meals from the Vendor
1. Contact your current vendor the prescribed number of days in advance. Each vendor is different.
2. Tell the vendor what you are willing to pay per meal. My recommendation is to go one dollar less than the standard catered meal allowance. This will provide you with a cushion in case something goes wrong.
3. Tell the vendor the menu for each meal you are requesting. Tell them where and when you want the meal delivered.

35. Check Fire Extinguishers in the Supply Room and Vault
1. Check each fire extinguisher in the supply room and vault (should be 4 total).
2. Verify that the extinguisher is still serviceable and the gage reads the correct amount of pressure.
3. Write your initials and the date on the inspection tag.

36. Conduct the Monthly Count of AA&E
1. Open the safe and write the time of opening on the SF 702 on the outside of the safe. Get the AA&E keys from the drawer.
2. Open the vault and write the time of opening on the SF 702 on the outside the vault door. Use the AA&E keys to open all containers inside the vault.
3. On the AA&E Daily/Monthly Count sheet, fill in the top portion with the date and time of opening and your name and signature.
4. Circle Y or N, referring to visual signs of forced entry. Circle M for monthly.
5. Count everything listed on the sheet and write in the numbers counted under the opening column.
6. When closing the vault, close all containers first. Fill out the heading again, and conduct your closing count. Secure the vault and write the closing time on the SF 702.
7. Put the AA&E keys back into the safe drawer, secure the safe, and write the closing time on the SF 702.

37. Prepare Supply Room for Issuing Clothing and OCIE
1. As clothing and OCIE was received throughout the month, it should have been placed on the ISSUE shelf with the proper paperwork and the Soldier's name on the box.
2. Sort and shelve boxes and equipment in alphabetical order. Ensure the Soldier's name is on the box or that the name is clearly visible with a yellow sticky note.
3. Make a list of Soldiers who have clothing or OCIE to be issued.
4. Include the list of Soldiers on the Supply Task List and include Issue clothing & OCIE on the Supply Work Plan.

38. Post New Equipment Rosters
1. Links to the equipment rosters are located in the 2133 Public Folders > Det 1 Supply NCO Files > Rosters.
2. Open, review, update, and print a new roster for masks, weapons, NVGs, and OCIE lockers.
3. Three-hole punch the rosters and post them to the appropriate binders in the supply room and vault.

39. Prepare A&E and Sensitive Item Inventory Sheet and Memorandums
1. The A&E inventory memo is prepared each month. The sensitive item inventory memo is prepared once per quarter based on guidance from the supply sergeant. Both memos are located in the 2133 Public Folders > Det 1 Supply NCO Files > Inventories.
2. Change the date of the inventory. Input any ammunition or weapons that are not on-hand. Change the signature block to match the name, rank, and position of the NCO that will be conducting the inventory.
3. Save the memos, then print. Put them in the FOR DRILL file with the sensitive item listing provided by the supply sergeant.

40. Review the Unconfirmed Clothing Report and Pending Actions Reports from CIF
1. Open Internet Explorer. Click on favorites, then CIF. Click on Secure Unit Transaction Page, then select your UIC (PGLA1) and click Submit.
2. Unconfirmed: Click on Reports, then Unconfirmed Clothing Form Report. Change the text size by clicking on View, Text Size, Smallest. Print the report.
3. Pending: Click on Reports, then Pending Action Reports, then choose a report (pending turn-in, loss, or request). Change the text size by clicking on View, Text Size, Smallest. Print the report.
4. Review the reports for accuracy and make any necessary notes, then print and sign your name, rank and the date of review. File the reports for proof during the next CSDP and SAAIT.

41. Purge Inactive Individual Supply Records
1. Once the Training NCO has prepared the 1379 working copy, use it to purge the inactive supply records.
2. Any Soldiers that are no longer on the 1379 will be purged. Keep the folder to be used later, and destroy all forms in the record.

42. Distribute the Supply Request Status Report
1. The Supply Request Status report is a tab in the Supply Actions Tracker which is located in the 2133 Public Folders > Det 1 Supply NCO Files.
2. Review the report and make any necessary updates. Only delete a request if all items requested have been received and then issued to the Soldier.
3. Print enough copies of the report to provide one to the platoon leader, platoon sergeant, and section/squad leaders. Put the reports in the FOR DRILL file.
4. Distribute the reports during the first leader meeting of drill.

43. Distribute PMCS Reports
1. The PMCS reports for masks and weapons are tabs in their respective rosters. The NVG roster contains the PMCS report for NVGs. These rosters are located in the 2133 Public Folders > Det 1 Supply NCO Files > Rosters.
2. Review and make any necessary updates. Then print enough copies of the sheet to provide one to the platoon leader, platoon sergeant, and section/squad leaders. Put the reports in the FOR DRILL file.
3. Distribute the reports during the first leader meeting of drill.

44. Prepare Payroll Deduction Sheets (IA ARNG Form 1544)
1. The payroll deduction sheet is located in the 2133 Public Folders > Det 1 Supply NCO Files > Food Service > Forms.
2. Update any information as necessary and then print 2 copies.
3. Fill in blocks 8 and 20 with the date meals will be served. Use a separate form for each day.
4. Put the forms in the FOR DRILL file.
5. During drill, put the form at the beginning of the chow line. Write in the name of the headcount in block 5.

45. Update the Vehicle PMCS Report
1. The vehicle PMCS report is located in the 2133 Public Folders > Dispatch.
2. Gather all the DA Form 2404s (or 5988-Es) that were completed during drill, from dispatch.
3. Input the date PMCS was performed, under the correct month column, for each vehicle.
4. For vehicles/equipment that were not available for PMCS during drill, input the reason and location.
5. Save and close the report.

46. Submit Vehicle 2404s to the FMS
1. Gather all the DA Form 2404s (or 5988-Es) that were completed during drill and have faults.
2. Scan them into your computer, and e-mail them to the shop chief at the supporting FMS (WOC Dan Lipper, FMS 15 Burlington).
3. File the originals in the truck/trailer files in the maintenance office.

47. Send the Mileage/Hours Report to the FMS
1. The Mileage/Hours Report is located in 2133 Public Folders > Dispatch > Monthly Mileage Reports > Det 1.
2. Gather all the DD Form 1970s (or DA 5987-Es) from dispatch. Go to other vehicles that were not dispatched and get the miles and hours.
3. Input the ending miles and hours from each vehicle.
4. Input remarks pertaining to the location of vehicles of which you were not able to get the miles or hours.
5. Save the report and title it with the month and year.
6. E-mail the report to the supporting FMS shop chief.

48. Review In/Out-Processing Checklists
1. Gather all the in/out-processing checklists that are currently in use.
2. Review them to identify the next actions, and complete as many as possible.
3. File the checklists in the Admin actions-in-progress files.

49. Complete the Retention Work Plan and File Extension Data Cards
1. Read the comments on the extension data cards, and write them on the retention work plan.
2. Make note of any special cases that may need the attention of the battalion retention NCO and notify him/her as soon as possible.
3. Three-hole punch the work plan and post it to the Unit Retention binder.
4. File the extension data cards back in the card file box based on the month of the Soldier's next scheduled interview.

50. Update the Retention Control Log
1. A shortcut to the battalion retention control log is located in the 2133 Public Folders > HR Electronic Files > Retention.
2. Open the retention control log and add any new retention issues.
3. Update other entries with a current status of their loss packet, or the order information.
4. Save and print the log, then close it.
5. Three-hole punch the printed log and post it to the Unit Retention binder.

51. Process Paperwork from Birth Month Reviews
1. Gather paperwork, checklists, and counseling forms from the birth month reviews.
2. Review checklists to see what needs follow-up for the next month. File follow-ups in the admin actions-in-progress files. File completed checklists in the ISF Review Records file.
3. Scan and upload documents into PERMS in accordance with the PERMS guide and other guidance provided by DCSPER-ARB.

52. Update Contact Information
1. Use the address roster and phone/e-mail roster, which Soldiers reviewed during drill, to update SIDPERS by using the Unit Personnel System (UPS).
2. To get to UPS, open the internet explorer, click on favorites, click on RCAS.
3. Log in to RCAS using your AKO username and password and select UPSCMS.
4. Click on Personnel, then Personnel Data.
5. In the box at the top, click on the three dots (...) and select the first Soldier whose information needs updated.
6. Type in the updated address, phone numbers, or e-mail address. Click save and continue. Choose another Soldier and continue until all updates are input to UPS.
7. Now update the rosters maintained at the unit. The address roster is located in the 2133 Public Folders > HR Electronic Files > Newsletters. The phone/e-mail roster is located in the 2133 Public Folders > Contact Info Rosters.
8. Update all the necessary information and save the rosters. Staple the annotated rosters together, write the month and year on the top, and file them in the Contact Info Updates file.
9. E-mail the updated address and phone/e-mail rosters to the platoon leader, platoon sergeant, squad leaders, team leaders and section leaders.

53. Complete Food Service Reports After Drill
See the Iowa ARNG Garrison Food Service SOP.

54. Process Requests for Personal Clothing or OCIE
1. Gather personal clothing and OCIE requests from the Supply NCO box in the supply room.
2. Open the Supply Actions Tracker, located in the 2133 Public Folders > Det 1 Supply NCO Files. Click on the Supply Transactions Counter tab.
3. Input the date and the Soldier's last name. Right click on the next cell (Type of Transaction), then click Pick From Drop-down List.
4. Choose Initial, Exchange, Replacement NR, or Replacement R. NR is nonrecoverable, and R is recoverable. NOTE: when a Soldier is requesting a recoverable item, another type of transaction should also take place. It will be a turn-in, statement of charges, or FLIPL.
5. The Sub Type will either be Clothing or OCIE.
6. Input the total number of items requested.
7. Next click on the Supply Request Status tab.
8. Input the Soldier's last name and the date of the request.
9. Next enter either a general description of the items requested (i.e.. ACUs, PFUs, Class As, etc.) or specifically identify the major items requested (i.e.. 2 berets, polypro tops, etc.)
10. When the clothing or OCIE is ordered thru CCDF or CIF, enter the date in the next column (Date Ordered by Supply NCO).
11. Choose from three status' for the next cell – Ordered, Partial Issue Arrived, Full Issue Arrived. Then enter the date of that status update.
12. Use the remarks column to provide more detailed information about the request and its current status.
13. Use the request forms to order clothing from CCDF and OCIE from CIF using their respective handbooks/SOPs.

55. Perform the Monthly IDS Test
See the IDS Testing Procedures located in 2133 Public Folders > Det 1 Supply NCO Files > AA&E Physical Security.

56. Reconcile Temporary Hand Receipts or Job Orders with the FMS
1. Call or e-mail the shop chief at the FMS with a list of trucks you have hand receipts or job orders for.
2. The shop chief can verify what you have or make corrections as necessary.

57. Process the Sensitive Item Inventory Results
1. Once the inventorying NCO is done. Have them sign the memo and the inventory listing. Line through the sentence that does not apply.
2. Scan and e-mail the memo and the listing to the Supply Sergeant.

58. Post the A&E and Sensitive Item Inventory Memos in the Physical Security Binder
Three-hole punch the memos and inventory listing then post them behind the appropriate tab of the Physical Security Binder.

59. Update Information from Mask, Weapon, Special Equipment and Other Rosters
1. Open the appropriate roster that needs updated. Shortcuts to all rosters are located in the 2133 Public Folders > Det 1 Supply NCO Files > Rosters.
2. Change the necessary information, then save and close the roster.

60. Update the PMCS Report for Masks, Weapons, Special Equipment and Others
1. PMCS reports are a tab of the rosters for masks, weapons and special equipment. The rosters are located in the 2133 Public Folders > Det 1 Supply NCO Files > Rosters.
2. Open the appropriate roster and click on the PMCS report tab.
3. Update the LAST PMCS date column. Save and close the roster.

61. Inventory Janitorial Supplies and Prepare Request for Next Camp Dodge Trip
1. Use the janitorial supply lists in the Janitorial Supplies binder to inventory the on-hand quantities.
2. At the same time, fill out a Janitorial Supply Issue Request Form.
3. After the inventory, fax the request to W-3 on Camp Dodge.
The blank electronic janitorial supply request form is located in the 2133 Public Folders > Det 1 Supply NCO Files > Janitorial Supplies.

62. Process Diesel Fuel Receipts
1. Blank credit card purchase worksheets are located in the GSA Vehicles & Fuel Cards binder behind tab 7.
2. Use the information from the receipt to complete the form. Write NO FUEL AT THIS ARMORY on the lines just above the signature line. Date and sign the worksheet, and staple or tape the receipt to the worksheet.
3. Complete a DA form 200 and copy the worksheets and the DA 200 and post them to the binder behind tab 8. Send the originals to USPFO-IA-S&S Attn: Commodity Manager.

NON-ROUTINE ACTIONS

Process a request for Personal Clothing or OCIE
1. Open the Supply Actions Tracker spreadsheet. It is located in the 2133 Public Folders >
Det 1 Supply NCO Files.
2. Input the information from the request form into the Supply Request Status tab.
3. Input the information into the Supply Transactions Counter tab. (NOTE: Total Quantity is the
total number of items being requested)
4. Go to Request clothing from CCDF or Request OCIE from CIF.

Request clothing from CCDF
1. Request clothing in accordance with CCDF Handbook.
2. Print the Individual Request screen, then click Submit Order. Print the Receipt Page.
3. Make an entry in the manual document register:
      a-b. Fill out the document number (a and b) with the document number on the CCDF
Form 3 – Personal Clothing Request.
      c. Document sent to (c) is CCDF.
      d. Enter the stock number (d) of the first item listed on the Individual Request sheet.
      e. Enter the noun (e) of the first item listed on the Individual Request sheet.
      f. Enter the first letter of the last name and the last four numbers of the social security
number under REQUEST FOR (f). (Example: Olinger, 3536 is O3536) If the order is a bulk
order, simply write BULK in this block.
      g. PD is the priority designator. This can be found under URGENCY on CCDF Form 3.
      h. Write in your initials (h).
      i. Enter the total number of items requested (i).
      n. Enter the last name of the Soldier (n).
4. Update the Supply Request Status tab of the Supply Actions Tracker spreadsheet found in the
2133 Public Folders, Det 1 Supply NCO Files.
5. Three-hole punch the Personal Clothing Request (CCDF Form 3) and the Individual Request
sheet. Post them in the binder in alphabetical order, with the Individual Request sheet behind on
the CCDF form 3.

Receive clothing from CCDF
1. Get the packing list (CCDF Form 3078-1) from the outside of the box. Open the box and get
the second packing list from inside.
2. Inventory the contents. If the packing list and the contents do not match, see the CCDF
Handbook.
3. Put one "packing list" back into the box, write the Soldier's name on the box and put it on the
ISSUE shelf in the supply room.
4. On the second "packing list" write RECEIVED and the date in the blank space near the
bottom.
5. Take the second "packing list" to the computer and login to the CCDF website.
https://www.ngmmc.ngb.army.mil/gmmc3/login.asp
6. From the Main Menu, click on Document Register, then Shipped Orders.
7. Find the correct document number on the website that matches the document number on your
"packing list." Then click on the RECEIVED button. Close the CCDF website.

8. Update the Supply Request Status tab of the Supply Actions Tracker spreadsheet located in the 2133 Public Folders, Det 1 Supply NCO Files.
9. Open the CCDF binder and update the manual document register:
        a. enter the number of items received in column j (REC'D/TURN-IN) in **PENCIL**.
        b. enter the number of items still due in column k (DUE-IN) in **PENCIL**.
        c. if all items requested, have been received, write the date received in column m (DATE COMPLETED) in **INK**. Use the Julian date.
10. Three-hole punch the "packing list" and post it behind the request form behind the alphabetical dividers. If the request is complete, staple all the documents together.

Request OCIE from CIF
1. Open the CIF webpage. (long way – open the internet explorer, type ianet in the address browser and click GO. Click on <u>Tools & Services</u>, then under tools click on <u>Central Issue Facility (CIF) Web Site</u>.
2. Click on <u>Secure Unit Transaction Pages</u>. Select your UIC (PGLA1) and click Submit. Click on <u>ISSUES</u>, then <u>GENERAL ISSUE</u>. Select the appropriate Soldier.
3. Select the item, change the quantity if necessary and the priority, then click ADD ITEM.
4. To change Soldiers, click on <u>RETURN TO NAMES</u>.

Receive OCIE from CIF
1. OCIE is picked up at Warehouse 12 (W-12) on the dock.
2. Open the boxes and pull the paperwork. Inventory the contents. If all equipment is present, load the boxes into your truck and bring them to the armory.
3. Once you are back to the armory move the boxes into the supply room.
4. Divide the equipment by Soldier using the warehouse pull sheets.
5. Put the equipment on the issue shelf, with the paperwork.

Order replacement publications (resupply)

Receive publications

Complete a DA 4187 for advancement

OPERATIONAL NOTES

CONTINGENCY PLANS
While you might have M-day Soldiers to help you during drill weekends, you can't always count that they will be at drill, or that they will even be assigned to the unit. Cross-training Soldiers to do other jobs is very important to successfully supporting the unit.

Here are a few ideas:

Dispatching is an 88M E-5 level task. If necessary, task and train other E-5 88Ms with dispatching vehicles. Ensure they know how to do it properly and don't forget about key control and fuel cards/keys.

Any Soldier can be trained to issue masks and weapons. Utilize other Soldiers from the platoon if you need assistance.

ISF Reviews are complicated, so if you don't have a dedicated unit clerk, do these yourself.

DESK DRAWER:

1. Signature Files
There are 3 signature files. One for the Commander, one for the Det Commander, and for Others. Inside each one is some SIGN HERE post-it flags. Before drill, put the Det Commander's file on his/her desk. Any time you will be near the Commander's home or work, take his/her signature file with you. The "Other's Signatures" file is for any documents you need to get signed rugin drill.

2. For Drill File
As the month moves along, there will be things that you need to address at drill. Put those things in this file to keep them together.

3. PERMS File
This file is used to keep documents that need to be PERM'd but are low priority. PERMS can be uncooperative at times, so it is easier to get into it once a week and PERM the low priority items. High priority items should be PERM'd immediately if possible.

4. ADMIN Actions In Progress File
This is a hanging file in the desk drawer. Keep manila file folders handy. When you're working on a long term project (example: incap packet, discharge packets, etc.), write the Soldier's name on the file. Write it in pencil so that when you're done with that action, you can reuse the file. Put the documents in the file and put the file in the drawer. This is an easy way to keep track of actions in progress.

5. Due-in File
Keep suspense copies of turn-in documents and requests for supplies.

6. SUPPLY Actions In Progress File
Same as the ADMIN Actions In Progress File.

7. Supply Record Files
These files are used to maintain record of miscellaneous actions, such as OCIE and clothing that has been ordered, or the monthly review of the unconfirmed clothing report, and pending action reports.

LESSONS LEARNED

Brain Binder/File
Keep a brain binder with current detachment and unit strength numbers, alert rosters, UMR, PQR, and a Camp Dodge phone book. This book can go with you anywhere.

Checklists
Checklists are the key! There are too many little details to remember. Use checklists to remind yourself to accomplish tasks. Use the checklists in this book as guides.

NCOERs
NCOERs seem to be a dreaded thing. Get ahead of the game. Follow this guide and you can't go wrong.

1. NCOER working copies will be produced (IAW AR 623-200) and given to the rater three months before the end month of the rating period.
2. The working copy will go all the way through the rating chain to be reviewed and signed before it is turned-in to be typed. This eliminates last minute corrections and changes after it has been signed.
3. If you get the working copy SSG and SGT NCOERs back and get them typed and signed before October's drill, leave the APFT and height/weight data blank AND leave the rating un-checked until after they take the APFT. Then after the APFT and weigh-in, use a typewriter (in Newton) to fill in the data.

Rank	Working Copy	Review	Turn-in & Type	Signatures	Follow-up
1SG	May	June	July	August	September
SFC	June	July	August	September	October
SSG	July	August	September	October	November
SGT	August	September	October	November	December

E4 Efficiency Reports
Ensure that first line leaders (FLL) review the 4100s with their Soldiers first. E4ERs are not required for Soldiers that elect to not be considered for promotion. This will help cut down on the amount of work required.

Role, Responsibilities, Authority
As the Admin NCO, you have the majority of control over administrative operations in the detachment. But as the Supply NCO, you are simply an assistant to the Company Supply Sergeant. Your role is to conduct daily business in his/her absence. The Company Supply Sergeant is still the overall authority on the set up, organization, and conduct of supply operations in the detachment.

DA Form 200 Transmittal Records
Use DA Form 200s for everything you send out of the office. There is a debate as to whether you need DA 200s for things you send to others in the company (Marshalltown and Centerville). I recommend you use them for everything, including inside the company. Keep a blank FormFlow DA 200 on your computer desktop. Open it, type the info, then print 2 copies. Keep one in a binder, and sign and send the other one with the documents you're mailing. Not many people are use to using DA 200s, so I recommend highlighting the part that says X return receipt requested. When you get the original back (or a fax with a signature), take the one out of the binder and replace it with this one.

Hours of Operation
Set hours of operation for the supply room and the admin office during drill. Otherwise you have people coming at you all weekend. Set times and stick with it. Don't feel guilty. You have a job to do, which is taking care of soldiers. But they have to want to take care of themselves, and they can do that by adhering to the set hours of operation.

Admin & Supply Actions Rosters
Provide the Squad Leaders a roster of soldiers that need to go to supply or that need to see the admin person. Keep a copy on the admin desk and in the supply room. Check off names as things are done. And at the end of the day on Saturday, let the Platoon Sergeant know who didn't get to supply or admin.

Birth Month Reviews VS. Battalion Admin Lanes
Use Birth Month Reviews to review Individual Soldier Files. There are usually 6 or fewer people per month and if their stuff is still the same it only takes about 10 minutes to review. Some soldiers will need more time to make changes. But this is so much better than trying to cram 500+ soldiers through a battalion admin lane in one day. Birth Month Reviews are also the time to inventory personal clothing. This makes after AT inventories go much quicker.

In/Out-Processing Checklists
There are so many unique tracking methods in our daily business, that we forget to add soldiers to spreadsheets, or forget to assign them a locker. Use the In-Processing Checklist when new soldiers come to the unit. This includes people that transfer from Marshalltown or Centerville, from anther unit in Iowa, from another state, from active duty, from the ING, etc. Not all units use in/out-processing checklists, so you'll probably have to call their last unit to get admin and supply records. Use out-processing checklists to ensure you have completed all actions required and have sent the soldier's records to the next unit.

Office Supplies
Keep a "Wish List" of office supplies in the binder. Update it as you think of something or when you identify that you're getting low on an item. This makes it easier the next time you get a phone call asking what you want for office supplies.

Janitorial Supplies
Keeping an inventory of janitorial supplies is useless. Inventory the cleaning supplies after each drill so you can order more and pick them up on your next Camp Dodge run.

Suspense Dates
Microsoft Outlook calendar reminders are a great way to remind yourself of routine requirements that you don't do often. An example is food service requests. Program the reminders when you need them and let the computer help you remember.

Daily Work Plans
Even though there are 8 hours in the normal duty day, planning 8 hours of work is a mistake. On most days there will be interruptions, phone calls, immediate response things that take up your time. It is best to plan for 6 hours of work.

Contact Information Rosters
The Alert Roster in UPS only shows two telephone numbers. There are three more telephone numbers in UPS and a space for the e-mail address. Instead of putting the UPS Alert Roster out on the drill floor, use the spreadsheet versions already created. They are the Det 1 Mailing List, and the Unit Phone & Email Roster. Put these out for Soldiers to update their information. Then after drill (or the M-day admin clerk can do it during drill), update the information on the spreadsheets and also in UPS. To find the Det 1 Mailing list go to 2133 Public Folders, HR Electronic Files, then Unit Newsletters. For the Phone & Email Roster go to 2133 Public Folders and then Contact Info Rosters.

Personnel Rosters
When something comes down the chain that requires every Soldier, or a large group of Soldiers to complete (ex. ID tag worksheets, or E4ERs, or 4100s), it is easier to keep track by printing an alert roster from UPS. Check off the Soldiers names when they are complete. Keep the alert roster and the completed forms in a file in the Actions In Progress file

AWOL Letters, Non-Judicial Punishment, and Notification of Discharge
Take the time on Sunday (during lunch) to prepare AWOL letters, the NJP (IA Form 2627), and any Notifications of Discharge (9 AWOLs). Get them signed while the Detachment Commander is here. For the AWOL letter, there are blanks in the AWOL Recovery binder. Simply write in the dates, the soldier's name, etc. and have it signed. For the NJP, after the Det Cdr signs it, make a copy and have him/her sign the punishment part. This will speed up the process. After you receive the first one back, you can write in the punishment and then send the second one right away.

Camp Dodge Run
Make your run to Camp Dodge before Friday, preferably before Thursday since the mail room sends out mail on Thursdays.

Supply Out-Processing
When a soldier out-processes the supply room, check the CIF website to make sure the soldier doesn't have any pending requests.

Using Desktop Icons
Keep a tally of the things (files) you go to during a month. Then put shortcuts to the most used things on your desktop.

Retention Data Cards
When filling out a new card, write the name in INK, don't write the SSN, and write the grade, ETS, unit and date assigned in pencil.

Receiving Clothing from CCDF
When clothes come in from CCDF, deal with them immediately, don't let them sit. Use the 3078-1 in the box to post to the binder, it is much easier to 3-hole punch.

Prepare Notes
Before the RMP and before the morning leader's meeting make notes of things you need to talk about. Keep a notebook handy and as you think of something write it down.

Weapon & Mask Rosters
Print the rosters as they are (numerical). Then sort them alphabetically and print. Then undo the sort and save.

Supply Request Status
Log all supply requests on the Supply Request Status tab of the Supply Actions Tracker. Update it as changes occur. Then each month, print the report and give one to each squad leader, the platoon sergeant, and the platoon leader. This will save you from answering a million questions during drill, and it will also make the first line leaders responsible for the Soldiers the way they should be.

PMCS Reports
First line leaders are just as responsible for PMCS as you are. Print the report each month and provide a copy to each squad leader, the platoon sergeant and platoon leader. Again, this will make them take responsibility for their equipment.

Clothing Records & the 1379
Review the 1379 against the clothing records each month. Any Soldiers that have dropped off, should have their records removed from the others and put in an inactive section until after the next CSDP.

Junior Enlisted Advancement Report AND the Longevity Award Report
Same as the others above, pint these reports each month and provide a copy to the squad leaders, platoon sergeant, and platoon leader. This will save you from answering a bunch of questions, and will make the first line leaders responsible

POINTS OF CONTACT

OFFICE	NAME	NUMBER
Battalion S1	SFC Joe Robinson	5380
Automated Records Branch	SGT Jeremiah Chase	4275
RPAM NCO	SFC Dorothy McKeever	4285
Military Pay	Kim	4461
Travel Pay		
Health Systems Section	SFC Glenda Giese	4294
	SGT Diana Raymond	4580
Education Services Officer	CPT Donald Enright	4468
SRIP Manager	MSG Leroy Hornbuckle	4417
Battalion Retention NCO	SSG Doug Wickett	5380
Enlisted Personnel Branch	SFC Daniel Claar	4723
Iowa AMEDD Readiness NCO	SFC Christina Barnes	4141
Assistant Deputy State Surgeon	MAJ Jean Hollinrake	4659
2133d Company Supply Sergeant	SGT Marlene Brown	5161
Battalion S4	SFC Harold Tackett	5380
CIF Database Administrator	SGT Jeffery Bisom	4394
State Food Service NCOIC	SFC Patrick Parker	4515
TMDE		
State Quartermaster Asst.	Lois – Warehouse 3	4240 Fax 515-727-3111

REFERENCES & FORMS

Admin

NGR 600-200
AR 600-8-19 Chapter 7
INGR 135-91
NGR 614-1 (ING)

DA Form 4187 – Personnel Action Request
DA Form 4856 – Counseling Form
IA ARNG Form 7 – App for Disch/Trf to ING
DA Form 268 – Flag
DA Form 638 – Recommendation for Award
DA Form 200 – Transmittal Record
DA Form 4836 – Extension of Enlistment
DA Form 5960 – BAH
DD Form 93 – Record of Emergency Data
SGLV 8286 – SGLI
SGLV 8286A – Family SGLI
SGLV 8285 – Increase SGLI
DA Form 31 – Request for Leave
DA Form 2171
DA Form 2823
DD Form 1351-2 – Travel Voucher
SF 1199A – Direct Deposit Sign-up

Supply

AR 710-2
AR 735-5
JFHQ-IA Supplement 1 to CTA 50-900

DA Form 2062 – Temp Hand Receipt
DA Form 3161 – Issue/Turn-in Supplies
DD Form 200 – FLIPL
DA Form 3078
CCDF Form 3078-1
DA Form 7531 – FLIPL Checklist
DA Form 1659 – FLIPL Register
DA Form 2064 – Document Register

INTERNET RESOURCES

Save these websites to your favorites:

RCAS – https://rcasweb/rcasweb/mainmenu.aspx
PERMS – https://statepermsompf.hoffman.army.mil/rms/login.jsp
AFCOS – http://ia-uspfo-app01/afcos/
AKO – https://www.us.army.mil/suite/login/welcome.html
ARNG Personnel Intranet –
https://minuteman.ngb.army.mil/unsecured/akologin.aspx?ReturnUrl=%2f
CCDF – https://www.ngmmc.com/gmmc3/login.asp
CIF – http://ia-uspfo-app01/cif/
CMS – https://cms/cmswebservices/
IA Net – http://ianet/
IA ARNG Website – http://www.iowanationalguard.com/
LOD Module – https://apps.mods.army.mil/lod/
MEDPROS – https://apps.mods.army.mil/MEDPROS/secured/
MyPay – https://mypay.dfas.mil/mypay.aspx
USPFO Web Applications – http://ia-uspfo-app01/uspfo/
USPS Tracking –
http://www.usps.com/shipping/trackandconfirm.htm?from=home&page=0035trackandconfirm
Retirement Points calculator –
https://www.hrc.army.mil/site/reserve/soldierservices/retirement/retirementcalc.asp
CARE EDI – https://care.usbank.com/
GSA Office Supplies – www.gsaadvantage.gov
ARIMS – https://www.arims.army.mil/arimsnet/site/aersmain.aspx

RECENT INSPECTION & EVALUATION RESULTS

Battalion Maintenance Command Inspection

COMET Inspection

Battalion S1 Command Inspection

Asset Protection Program Inspection (use to be Physical Security)

CSDP Inspection

SAAIT Inspection

Food Service Record Review

ACTIONS IN PROGRESS