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Maintenance of Supplies and Equipment
OPERATIONAL READINESS FLOAT (ORF)

*This pamphlet supersedes EUSA Pam 750-5, 17 February 1995.

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Summary. This pamphlet provides guidance and establishes policies, responsibilities and procedures to be followed for the management of ORF assets at Field Maintenance units.

Summary of Change

- Revised responsibilities of each level of Command involved in ORF program to reflect Army transformation into two-level maintenance and SAMS-E environment.
- Deleted the function of 19th ESC SPO as the Theater ORF Coordinator and modified whole chain of reporting and coordinating procedures.

Applicability. This pamphlet applies to all Eighth Army units engaged in the authorization, accountability, maintenance, use, transfer, and report of ORF.

Supplementation. Supplementation of this pamphlet and establishment of command and local forms are prohibited unless prior approval is obtained from the Eighth Army G4 (EAGD), Unit #15236, APO AP 96205-5236.

Forms. AK forms are available at http://8tharmy.korea.army.mil/g1_ag/.

Records Management. Records created as result of processes proscribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Record Information Management System website <https://www.arims.army.mil/>.

Suggested Improvements. Users of this pamphlet are invited to send comments and suggestions for improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Eighth Army G4 (EAGD), Unit #15236, APO AP 96205-5236.

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Chapter 1 Introduction

1-1. Purpose

To provide guidance and set procedures for the use and management of ORF within Eighth Army.

1-2. References

Required and related publications are listed in Appendix A.

1-3. Abbreviations and Terms

Abbreviations and terms used in the pamphlet are explained in the glossary.

1-4. General

Operational Readiness Float (ORF) is a strategic asset deployed to an installation consisting of an authorized quantity of assets used to maintain established readiness levels or to meet training availability requirements during peace time. ORF assets are maintained by TDA and MTOE maintenance activities with a Field or Sustainment maintenance mission to exchange with supported units when repairs cannot be accomplished within the established Eighth Army guidelines. ORF assets awaiting exchange will be maintained at the appropriate TM XX-10/20 standard.

1-5. Responsibilities

a. Eighth Army G4:

(1) Has overall staff responsibility of the ORF program in theater to include:

(a) Approving the establishment of a new ORF account.

(b) Distributing ORFs within the Eighth Army ORF accounts.

(c) Determining the minimum quantity of ORF assets satisfying unit requirement and ensuring that ORF quantity on hand and on requisition does not exceed the Total Army Equipment Distribution Plan (TAEDP).

(d) Establishing repair time criteria to be used as the basis for issue of ORF assets. The current established criteria is 15 days for ground and 45 days for aircraft, but this criteria may be adjusted if deemed necessary by the Eighth Army G4.

(e) Reporting the previous calendar year ORF demand data to the AMC Logistics Support Activity (LOGSA).

(2) Will include ORF requisitioning in the new equipment fielding milestones to ensure appropriate actions are taken by the supporting account and to assist in the preparation for the supportability of the item being fielded.

b. Major Subordinate Command (MSC) ORF Managers will:

(1) Act as the MSC point of contact (POC) for ORF management providing regular coordination /communicates with Eighth Army G4. MSC ORF Managers will provide a copy of appointment orders to Eighth Army G4.

(2) Provide the previous calendar year ORF demand data, AHO-041, generated from their battalions' SAMS-2E.

(3) Coordinate with Eighth Army G4 in order to determine the minimum quantity of ORF assets required to satisfy unit requirements.

(4) Recommend additions or deletions to the ORF support list throughout the year. These recommendations, with supporting justification, are submitted through Eighth Army G4 to AMC LOGSA.

(5) Ensure request for any excess or unauthorized ORF assets have been reported through 19th ESC SPO, Eighth Army G4, to DA for disposition instructions.

(6) Conduct semi-annual ORF management inspections for ORF account holders to ensure the ORF management compliance with all pertinent regulations and guidance. Inspection results will be provided the Eighth Army G4 during the first week of October and April.

(7) Submit monthly and yearly ORF utilization reports IAW this pamphlet to Eighth Army G4.

(8) Ensure that ORF account holders have completed all required transactions with appropriate documentation.

c. ORF Account Holders (SSA Accountable Officer for each MSC) will-

(1) Ensure that ORF assets are accounted for on the stock record account (SRA) of the SSA utilizing SARSS-1.

(2) Hand-receipt ORF assets to units that are responsible for the ORF assets' maintenance and storage. Ensure that all ORF Basic Issue Items (BII) are on hand and serviceable. Also ensure that any missing BII or Component of End Items (COEI) are placed on order with valid document numbers and annotated on the shortage annex. Responsibility for accountability and control of BII will remain with the accountable officer.

(3) Ensure that ORF assets are maintained in a fully mission capable (FMC) status at all times. Non-mission capable (NMC) ORF equipment will be job ordered to the supporting maintenance activity for required repairs.

(4) Ensure the ORF transactions are processed IAW AR 710-2, AR 735-5, DA Pam 710-2-2 and this pamphlet.

d. Shop Officers will-

(1) Sign for ORF assets with BII from the Accountable Officer.

(2) Maintain all ORF equipment and conduct required Preventive Maintenance Checks and Services (PMCS) and scheduled services IAW applicable publications. Additionally, shop officers will submit a separate monthly readiness report using utilization code 4 per AR 700-138, para 2-3.

(3) Assist in ensuring ORF items are not used as a source of repair parts (through controlled exchange or cannibalization).

(4) Direct ORF transactions if the repair of the unserviceable equipment from a customer cannot be accomplished within the established Eighth Army guidelines. When float transactions merit, assists customer units in submitting ORF request for issue and turn-in through the Accountable Officer.

1-6. Authorization

a. Army Command (ACOM) ORF levels will be computed by USAMC and distributed in the form of the TAEDP. The Eighth Army G4 will use reported demands, mission requirements, usage history, and ability to maintain equipment to determine the distribution of the authorized ORF assets within Eighth Army.

b. The Eighth Army G4 will prepare an annual ORF authorization document after USAMC has published the ACOM ORF levels. This is the official Eighth Army ORF Authorization Support Document and will be distributed to each MSC ORF Manager not later than the first working day of each February.

c. ORF assets identified in a final Material Fielding Plan (MFP) are authorized at the MFP quantity for a period of two years. The Eighth Army G4, in conjunction with each MSC ORF Manager will determine which account will be fielded the ORF assets.

d. Any ORF equipment received through Force Modernization will be promptly added to the gaining ORF account and reported through the MSC ORF Manager to Eighth Army G4.

e. Brigade ORF Managers must periodically review their on hand ORF assets to determine if they are mission critical. Any equipment that is not being utilized for its intended purpose may be identified as excess. The Eighth Army G4 will assist to expedite the disposition instructions.

f. Units desiring to add additional ORF equipment or are requesting to have an ORF account established must send an approved written request stating mission justification through their MSC Commander and MSC ORF Manager, to the Eighth Army G4 (See Appendix C). Final approval authority is Department of the Army (DA).

g. The losing unit Property Book Officer and MSC ORF Manager will initiate lateral transfer transactions, coordinate with and make delivery to the gaining unit if applicable. The equipment for lateral transfer will meet the appropriate TM XX-10/20 standard.

Chapter 2 Policies and Procedures

2-1. Accountability

a. Accountability of ORF will be conducted and maintained IAW AR 710-2, AR 735-5, DA Pam 710-2-2 and this pamphlet.

(1) IAW AR 710-2, Para 3-12, ORF will be added to and accounted for on the SRA of the SSA.

(2) Upon receipt of new ORF equipment, the MSC ORF Manager will immediately notify the Eighth Army G4 and coordinate with 19th ESC SPO Supply Branch to ensure that the ORF NIINs are added to appropriate SRAs with authorized stockage levels.

(a) SARSS2AC/B: Completed by adjusting the ABF of applicable SSA RICs by inputting the ORF NIINs with a SLC of "F", project code "ORF", and O/P "A" in the MLEV process.

(b) SARSS-1: Once the SSA's ABF reflects the addition of suitable ORF NIIN stockage levels (with a SLC "F", Project Code "ORF", O/P "A"), the SSA accountable officer ICW MSC ORF managers ensure that authorized ORF assets on hand are properly added to the SRA. Specific instructions on how to process ORF transactions in SARSS-1 can be found in Appendix B of this pamphlet.

(c) The SSA accountable officer must ensure that on hand ORF assets are located in maintenance areas and that the use of the highest customer FAD to requisition ORF for initial issue or replacement is done IAW AR 710-2.

b. BII will be maintained for all on hand ORF assets.

(1) BII will be segregated, packaged, banded, tagged, and stored IAW DA Pam 710-2-2. The SSA Accountable Officer will hand receipt the BII with the ORF equipment to the shop officer.

(2) SSA Accountable Officer ensures that BII not physically on hand is annotated on a shortage annex, put on order, and MSC ORF managers verify that the document numbers are valid.

c. The lack of original BII or COEI does not release the SSA Accountable Officer from the responsibility of having all items on hand or on requisition.

(1) Upon initial receipt of ORF equipment the SSA Accountable Officer or their designated representative must inventory the item and prepare a shortage annex utilizing the SDR and FLIPL as supporting documentation to initiate actions to account for and recoup missing COEI/BII.

(2) All documented shortages are required to be on hand or on order prior to turn-in or lateral transfer of the ORF asset.

d. BII will accompany ORF items when turned in or transferred from the ORF account. BII **will not** be exchanged during routine ORF exchange transactions with customer units.

e. The ORF assets are identified separately in automated asset control systems. Each Accountable Officer and Shop Officer must know their ORF UIC and DODAAC.

f. Upon change of SSA Accountable Officer, a joint supply inventory will be conducted IAW AR 710-2 and other pertinent regulations. The MSC ORF Manager must be present for the inventory of ORF assets and any discrepancies will be documented. If any BII/COEI items are missing, a FLIPL will be initiated and the replacement of the missing item(s) will have a valid requisition order number.

g. Prior to issuing ORF assets due to an approved ORF exchange transaction, a joint technical inspection will be conducted IAW AR 710-2 and all pertinent regulations. The MSC ORF Manager must be present for the inventory, and any discrepancies will be reported to the MSC Support Operations Officer (SPO) and the MSC Commander. ORF discrepancies will be surveyed by an individual appointed under the authority of the MSC Commander.

2-2. Establishing/Adding ORF: Field Maintenance

a. Units desiring to add additional ORF equipment or requesting to have an ORF account established must send an approved written request stating mission justification through their MSC ORF Manager to the Eighth Army G4 (See Appendix C). Final approval authority is DA.

(1) The request must state what items and quantities are requested, full justification of why ORF is required, and must include a copy of the Field Maintenance Unit ORF SOP if requesting to open a new account.

(2) The Eighth Army G4 will review and validate the requests; review the Field Maintenance ORF SOP for compliance with this pamphlet and other pertinent regulations; and determine the quantity of ORF authorization.

(3) Approval from HQ, Department of the Army, G4 ((HQDA, G4) is not a quantity but is an ORF factor or percentage of the ACOM density. The Eighth Army G4 will apply the ORF factor/percentage to the ACOM authorized density to determine the quantity authorized for stockage in the ACOM. Based on the authorization, the Eighth Army G4 will update requisition-validation (REQ-VAL) through the USAMC LOGSA LIDB ORF database showing the quantity authorized for each ORF account by UIC. The REQ-VAL quantity is the authorization.

b. If applicable, MSC ORF Manager submits a formal request for DUIC through Brigade S4 to Eighth Army UIC Coordinator (See Appendix D).

c. If applicable, MSC ORF Manager submits a formal request for an ORF DODAAC through their Brigade S4 to the Eighth Army DODAAC Coordinator (See Appendix E).

d. Upon approval of the ORF account and/or additional ORF authorizations, the Eighth Army G4 will notify the MSC ORF Manager. MSC ORF Manager will then collect, review, and consolidate all ORF requests and forward approved requests to the applicable Property Book Officer. The Property Book Officer will then requisition the authorized ORF equipment using the highest customer priority and using the normal standard Army requisitioning process.

e. Upon receipt of new equipment, either through issue from Force Modernization or through the supply system receipt process, MSC ORF Managers will immediately contact the Eighth Army G4.

(1) SSA Accountable Officer will ensure that all new on hand balances are properly added to the SRA using the procedures annotated in Appendix B of this pamphlet.

(2) MSC ORF Managers will ensure that SAMS-1E and SAMS-2E are set-up to accommodate and process ORF transactions. More information on this process can be found in Paragraph 11 of this pamphlet.

2-3. ORF Transactions

a. See Appendix H for detailed instructions and guidance on the Eighth Army ORF transaction process and procedures.

b. IAW AR 750-1, ORF assets in support of unscheduled maintenance requests may only be used when PD 01 through 06 is assigned to the work order request.

c. The decision to float an ORF asset in support of unscheduled maintenance is made as rapidly as possible by the Maintenance Activity Shop Officer. All equipment, except aircraft, will be considered for an ORF transaction if the estimated repair time is 15 days or more. Every effort should be made to float equipment that is anticipated to have more than 30 days of non-mission capable time.

(1) Field Maintenance Level Transactions. ICW the SSA Accountable Officer, the Shop Officer will screen local on hand assets on the SRA and recommend issue to the customer unit if available. If a float is needed, but equipment is not on hand, the Shop Officer will submit a request for a lateral transfer from another ORF account through the MSC ORF Manager to the Eighth Army G4. A decision and instructions will be provided by the Eighth Army G4 within 48 hours.

(2) For pacing items, ORF assets may be floated even though the projected turnaround time does not exceed the specified time period.

d. In the event of a wartime mobilization, ORF assets will be exchanged with unserviceable equipment to the maximum extent possible. As long as ORF assets are available, they will be used to fill MTOE shortages.

2-4. Prohibited Uses Of ORF Assets

ORF assets will not be used to:

- a. Provide a source of repair parts (controlled exchange or cannibalization).
- b. Expand currently assigned missions or set up new operational missions.
- c. Replace items that have been cannibalized during peacetime.
- d. Satisfy temporary loan requirements.
- e. Set up a peacetime pool of equipment to be held as assets to reconstitute the force.
- f. Fill unit equipment shortages.
- g. Replace uneconomically repairable equipment (waiverable by Eighth Army G4).

2-5. Automated Management

a. The SAMS-E suite is the Eighth Army STAMIS of record that is used for the collection of ORF demand data. A demand data flow chart can be found in Appendix F of this pamphlet.

b. The SAMS-1E and SAMS-2E System Administrators will ensure the EMF has a "Y" in the ORF DA authorized field for all items on the DA approved ORF list. A listing of DA approved ORF assets are updated and published annually. To obtain a copy, MSC ORF managers must forward a request to the Eighth Army G4.

c. SAMS-1E is designed to make ORF transactions easier. Once the decision is made by the shop officer to float an item, SAMS-1E takes care of the exchange of the unserviceable end item for the serviceable end item. It does not cover the automated property book and stock record

accounting procedures; they must be handled by the affected property book officer and the SSA Accountable Officer IAW DA PAM 710-2-2.

(1) ORF items are designated in the EMF by having a “Y” in the ORF DA field and a “Y” in the ORF AUTH field. The ORF DA field indicates the item is designated, by the DA, as eligible to be stocked as an ORF item. The ORF AUTH field indicates an ORF item that is authorized to be stocked. (This does not mean the item is on hand.)

(2) Each time a new work order is opened, the NSN is verified against the EMF in SAMS-1E. An ORF transaction code can be entered on the work order and is based on the following criteria:

(a) If ORF DA Field equals = Y and ORF AUTH equals = N, an L is entered.

(b) If ORF DA Field equals = Y and ORF AUTH equals = Y, an R is entered.

(c) Both of these codes capture demand data even though an ORF asset was not issued. See Appendix G in this pamphlet for a complete list of ORF Transaction Codes and their definition.

d. SAMS-2E. Accumulates demand data from SAMS-1E and maintains ORF asset balances and NMC visibility in the ORF File. A demand is a valid request for an ORF item and the item does not have to be issued to create a demand.

(1) ORF UIC accounts must each have a record with a Utilization Code of “4”.

(2) The SAMS-2E EMF is used to validate ORF demands and LOGSA created records with an “N” at the top of the EMF screen indicates that the ORF DSG can be modified. The “N” must be changed to a “Y” in order to accumulate demands.

e. Instructions for proper ORF STAMIS procedures are located in the SAMS-1E End User Manual (AIS Manual 25-L21-AHN-ZZZ-EM, 15 Aug 2005), Chapter 4.2.4.2 & 4.9.8 and in the SAMS-2E End User Manual (AIS Manual 25-L26-AHO-ZZZ-EM, 15 Aug 2005), Chapters 4.5.

2-6. ORF Maintenance and Supply Management

a. Demand data is accumulated, reported annually and is used to justify ORF authorizations and float factor adjustments (see AR 750-1 and DA PAM 710-2-2). The accumulative fields on the ORF File must be reset to zero at the beginning of the new ORF reporting period using the Purge ORF File process. Automated unit demand data will be captured during normal Daily and Weekly Work Order Transfer if proper work order procedures are followed.

b. Reports

(1) Monthly Float Usage Report, PCN AHO-039/AHO-040. This report shows the ORF usage for a specified timeframe. This report should be run monthly and cover all dates since the last monthly float usage report was generated. SAMS-2E system administrators are required to maintain the monthly float usage reports, PCN AHO-039/040, on file. MSC ORF Managers are required to submit December monthly usage reports to the Eighth Army G4 NLT the last working day of December. The report dates are 01 January through 31 December.

(2) ORF Status and Utilization Report, PCN AHO-041. This report is used to update requests to DA for ORF changes. The system uses ORF criteria to calculate a new RO quantity for each LIN. New quantity can be used as an indicator of stock requirements, or as input to the SSA Accountable Officer to assist in stock determination. MSC ORF Managers are required to submit the ORF Status and Utilization Report, PCN AHO-041 to the Eighth Army G4 NLT the last working day of each December. The report dates are 01 January through 31 December.

c. A list of recommended additions and deletions to the ORF support list may be submitted along with annual demand usage report through the MSC ORF Manager to the Eighth Army G4. Units are encouraged to provide input to this list, but written justification must be included. See Appendix C in this pamphlet for a sample Additional ORF Asset Authorization Request memorandum.

d. When applicable, ORF aircraft will be reported monthly on DA Form 1352, Army Aircraft Inventory Status and Flying Time Report, by the supporting AVIM Activity. A copy of this report will be forwarded through the MSC ORF Manager to the Eighth Army G4 by the 10th day of the following month.

e. Maintenance Guidelines

(1) ORF is to be maintained in FMC condition. The shop office ORF SOP will include provisions for routine maintenance and servicing of ORF assets.

(2) ORF assets which are classified as FMC, yet still require parts or maintenance to correct deficiencies, will be considered available for issue.

(3) Unserviceable ORF assets will be job-ordered on the highest customer priority. Serviceable ORF assets with non-deadline deficiencies will be job-ordered on the next lower priority.

(4) Supported customers will accept ORF items issued when the equipment is FMC. The FMC equipment must be complete and fully operable with no deficiencies listed in the "equipment is not ready/available if" column of the operators PMCS sheet. Any customer turning down a serviceable ORF asset will have the maintenance repair priority of their equipment dropped to the next lower priority.

(5) ORF authorizations may be reduced or eliminated if ORF assets are not maintained IAW applicable technical manuals and this pamphlet.

(6) ORF equipment will be dispatched IAW DA Pam 738-750. A separate DA Form 2401 (Organization Control Record for Equipment) will be used for ORF assets.

(7) ORF assets must be exercised and have a PMCS performed with appropriate documentation as outlined in DA PAM 750-8.

(a) Aircraft may be flown up to 4 hours per month, not to exceed 48 hours per year. Any request to exceed these limits will be submitted in writing with proper justification through MSC ORF Managers to Eighth Army G4.

(b) Vehicles may be driven up to 20 miles per month.

(c) Radios may be operated up to 1 hour per month.

(d) Generators may be operated up to 1 hour per month.

(8) Supported units, unless precluded by the operational situation, will accomplish all authorized maintenance as prescribed in applicable technical publications prior to the ORF transaction. This will help maintain a higher standard of equipment in the ORF accounts.

(9) The ORF assets under the AOAP will have a routine sample pulled based on intervals specified in DA Pam 750-8, TB 43-0106, and IAW the Eighth Army AOAP SOP, or upon notification by the servicing AOAP laboratory.

2-7. Records

a. The SSA Accountable Officer:

(1) Ensures that ORF assets are accounted for on the SSA SRA. SARSS-1 is the primary STAMIS system used to maintain accountability and to conduct ORF float transactions.

(2) Ensures that the SSA SRA continues to be maintained IAW AR 710-2, AR 735-5, DA Pam 710-2-2 and this pamphlet.

(3) In addition to the automated management that occurs in SARSS-1, maintains an ORF packet containing, at a minimum, the following:

(a) A manual DA Form 1296 updated to reflect ORF transactions. The DA Form 1296 must reflect the job order number that was used to return an ORF asset to a serviceable status and it must also reflect the document numbers used to conduct an ORF exchange transaction. The DA Form 1296 must be completely filled out. The combined balance of serviceable and unserviceable assets must equal the on hand quantity reflected on both the manual SRA and the ABF in SARSS-1.

(b) A copy of the Maintenance Request, DA Form 5990-E/2407/5504. It will be maintained by the SSA Accountable Officer for all unserviceable equipment received into the SRA with an open work order. A copy of the completed and closed out Maintenance Request will also be forwarded and maintained by the SSA Accountable Officer so that the SRA can be updated to reflect the change of condition code from unserviceable to serviceable condition.

(c) Copies of the Request for Issue/Turn-in, DA Form 2765-1, from when conducting ORF Exchange transactions.

(d) DA Form 2408-9 (Equipment Control Record). This form is used to track equipment acceptance, gains, losses, transfers, usage, overhaul, rebuilds, recapitalization, NSN changes, and registration numbers. LOGSA at Redstone Arsenal, AL is responsible for maintaining the TAMMS - TEDB and the DA Form 2408-9 is the primary source of information in support of the database. The database supports the Army's budget, equipment procurement, operating tempo determinations, and provides data output summaries and reports in support of equipment age, ownership, asset position, usage, overhaul/rebuilds/recapitalization, and safety recall requirements.

(4) Assist ORF Managers, IAW DA Pam 750-8, with ensuring that all DA Form 2408-9s are present and part of the equipment records folder and are accurately reflecting equipment data. A Copy of the DA Form 2408-9 will be forwarded from the SSA Accountable Officer to MSC ORF Manager. The MSC ORF Manager will ensure that all ORF equipment control records, DA Form 2408-9's, are inputted into LOGSA TEDB system.

(5) Assist the MSC ORF Manager with ensuring that a transfer report is prepared and submitted by both the losing organization (report code 1) and the gaining organization (report code

2) when an ORF float transaction occurs and equipment is transferred from the ORF UIC to a customer unit UIC. Automated systems are now available and operational at LOGSA and take precedence over manual reporting of DA Form 2408-9s. The DA Form 2408-9 file upload link is located on the LOGSA LIW website at <https://liw.logsa.army.mil>. Enter WebLog using the WebLIDB icon and look in the WebLIDB Reporting, Maintenance section (right side of the web page). Click on WebLog Links and select "File Upload for TEDB Equipment and Work Orders". Special permissions may be required to access these links and authorization to do so can be obtained by at <https://liw.logsa.army.mil>

(6) Submit a DA Form 2408-4, Weapon Record Data, when applicable. This form is used to record firings and other information on the service life of weapons with cannon or mortar tubes. This information is important to safety.

(a) IAW DA Pam 750-8, MSC ORF Managers in concert with SSA Accountable Officers will ensure that all DA Form 2408-4s are present, part of the equipment record folder and are accurately updated to reflect ORF weapon record data.

(b) The electronic DA Form 2408-4 is the preferred medium for recording all firing and non-firing data for tank, artillery, and mortar tubes. The electronic gun card can be accessed from the Army Electronic Product Support home page at <https://aeps.ria.army.mil/aepspublic.cfm>.

b. The Shop Officer of the maintenance support activity will do the following IAW DA Pam 710-2-2 and AR 750-1:

(1) Maintain a file of all job orders for which an ORF asset was issued. This file should be kept on a calendar-year basis and held for one year after completion of work performed.

(2) For non-automated units, a separate Maintenance Work Request Register, DA Form 2405, will be maintained to record all job orders against which an ORF would have been issued if a serviceable asset was available. This DA Form 2405 will be maintained on file for one year to support the Annual Demand Data Report.

(3) Provide demand data information as appropriate to the MSC ORF Manager to assist in the preparation of reports needing to be sent to the Eighth Army G4.

2-8. Asset Reporting

a. CBS-X reporting for ORF Float Transactions. AR 710-3 (Asset and Transaction Reporting System) requires that all activities report transactions for all RICC 2, A, B, C, and Z items.

b. Property book CBS-X/LIDB reporting is automatically accomplished if the property book is maintained by an automated system and has LIDB functionality.

c. If the property book is not automated, but the SSA through which issue and receipt transactions are processed is automated, then these transactions will be automatically reported to CBS-X/LIDB database.

d. Other transactions, such as lateral transfers and AAR, which are not processed through an SSA must be manually reported by the property book officer to the CCA.

e. If both the property book and supporting SSA through which issues and turn-ins are accomplished are manual, the Accountable Officer will manually report all transactions for reportable items to the CCA. The CBS-X file upload link is located on the LOGSA LIW website at

<https://liw.logsa.army.mil>. Enter WebLog using the WebLIDB icon and look in the Assets, Reportable Assets section (right side of the web page). Click on Assets Load and select "Manual Property Book Manual Transaction CBS-X Process". Special permissions may be required to access these links can be obtained by submitting a SAR at <https://liw.logsa.army.mil/index.cfm?fuseAction=sar.sarInitial>.

- f. The DA minimum goal for CBS–X/LIDB compatibility is 98 percent.

2-9. Aircraft

- a. Eighth Army G4, will determine distribution of aircraft ORF assets.
- b. The AVIM Production Control Officer will be the approving authority to use an ORF asset to satisfy a maintenance requirement. Aircraft will normally be considered ORF candidates, if repairs cannot be completed within 45 days.
- c. The Aviation Support Battalion Commander is authorized to make controlled substitution between ORF aircraft on an exception basis. The authority cannot be delegated to subordinate commanders. A memorandum to the Chief, Maintenance Branch, Materiel Support Division, Eighth Army G4 will be provided for informational purposes.
- d. All ORF transactions will be coordinated with the Eighth Army G4 for accountability of ORF assets.
- e. ORF transactions for other than maintenance float actions will be IAW AR 750-1, subparagraph 7-6.
- f. Aircraft ORFs will be stored at AVIM maintenance support activities but maintained and accounted for on the SRA.
- g. The AVIM production control officers will establish turn-in and receipt procedures including inventory requirements to execute ORF transactions.

2-10. Miscellaneous

- a. When lateral transfers are directed due to a change in ORF authorization or requirements, the action will be initiated by the losing unit. Suspense for transfers will be 30 days from notification.
- b. All ORFs are Eighth Army assets and are governed by this pamphlet. Request for exceptions to policy must be addressed through the supporting MSC ORF Manager to the Eighth Army G4.
- c. Any unit requesting turn-in of authorized ORF assets will request disposition instructions through their PBO, SSA, and finally to the 19th ESC SPO CL VII Section using the automated STAMIS request for turn-in process. Units will also contract Eighth Army G4, Material Readiness Branch, via email or memo informing them of the unit's intent to turn in ORF assets.
- d. An inspection of each ORF account will be conducted semi-annually by the MSC ORF Manager and the results will be sent to Eighth Army G4. See Appendix I in this pamphlet for the semi-annual ORF Program inspection checklist.

e. Float transactions may occur between account holders when the requirement and authorization exists. Units requesting a float transaction must have the ORF account holder supporting them contact their MSC ORF Manager to make coordination. The NMC equipment will remain with the supporting Field Maintenance unit until work is completed, however a copy of the open work order will be transferred to the Accountable Officer that is providing the asset.

f. The 19th ESC SPO CL VII Section will publish disposition instructions for excess ORFs within 30 days after the publishing of each year ORF authorization document. The Eighth Army G4 will assist in expediting the disposition instruction requirements.

Appendix A References

AR 750-1, Army Material Maintenance Policy

AR 710-2, Supply Policy below the National Level

AR 725-50, Requisitioning, Receipt, and Issue System

AR 700-138, Army Logistics Readiness and Sustainability

AR 710-3, Inventory Management Asset and Transaction Reporting System

DA PAM 710-2-1, Using Unit Supply System (Manual Procedures

DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedures

DA PAM 750-8, The Army Maintenance Management System (TAMMS) Users Manual

Automated Information System (AIS) Manual 25-L21-AHN-ZZZ-EM, [Standard Army Maintenance System Level 1-Enhanced (SAMS-1)]

AIS Manual 25-L26-AHO-ZZZ-EM, [Standard Army Maintenance System Level 2 –Enhanced (SAMS-2E)]

Automated Data Systems Manual (ADSM) 18-L1Q-AJP-ZZZ-EM, [Standard Army Retail Supply System (SARSS2AC/B) End User Manual]

ADSM 18-L1Y-AJT-ZZZ-EM, [Standard Army Retail Supply System (SARSS1) End User Manual]

Logistics Integrated Data Base (LIDB) ORF/RCF Online Program User's Guide

Appendix B Managing ORF Transactions in SARSS-1

SARSS-1 Logic:

- Operational Readiness Float (ORF) is carried on the SARSS-1 ASL in Stockage List Code (SLC) “F”, O/P Code “A” and Project Code “ORF”.
- The system will **NOT** automatically issue, replenish, or report excess lines in this category. This is the only specific project code that the SARSS-1 logic completely ignores when computing its net asset posture.

The following procedures are recommended for use with the management of ORF lines on the stock record account (SRA):

- **To increase stockage levels in the ORF Account:**
 - If ORF NIIN stockage level is not showing on ABF, Request for appropriate stockage level change increase at SARSS2AC/B and wait until the “YEB” transaction is processed in SARSS-1.
 - If ORF equipment is not on hand, process replenishment request through the interactive Request For Issue (ISS) Process at SARSS-1 using the applicable ORF DODAAC in the Document Number Field and cite the project code of “ORF” in the Project Code field.
 - When the item(s) are received at the SARSS-1 site, pick up through the Receipts Process (D6S) again citing “ORF” as the project code.
 - If the ORF equipment is already on hand, use the “**To process a Customer Turn-In to the ORF Stock Record Account**” instructions.
- **To Issue ORF assets out of Stock Record Account:**
 - Issuing ORF assets on an exchange basis will be accomplished at the SARSS-1 level and will be done after the time a customer turns in an unserviceable asset for maintenance.
 - The float issue transaction will be processed at SARSS-1 using the ISSP post-post process. The Request for Issue DA Form 2765-1 must cite “ORF” as the project code and the SSA must ensure that a valid ORF DODAAC is being used to build the document number. Operators are reminded that the ISSP process will continue to issue assets even if there is not stock on the ABF. It is critical that each operator checks to insure that on hand assets are on the ABF and PHYSICALLY in the storage (maintenance) area before taking this action. If not, the item will be placed under inventory with a Freeze Flag of “6”.
 - There will be no DENIAL capability.

- **To process a Customer Turn-In to the ORF Stock Record Account:**
 - ❑ Turn-In of equipment to the ORF Account will be accomplished through the SARSS-1 Customer Turn-in Receipt Process (D6A)
 - ❑ Transaction will be processed at SARSS-1 using the D6A process. The Turn-In DA Form 2765-1 must cite "ORF" as the project code and the SSA must ensure the valid ORF DODAAC is being used to build the document number.

- **To reduce the authorized stockage level in the ORF Stock Record Account:**
 - ❑ Request for appropriate stockage level change at SARSS2AC/B and wait until the "YEB" transaction is processed in SARSS-1.
 - ❑ Process Post-Post (ISSP) to move desired quantity of the item out of the ORF account. NOTE: You must use the valid ORF customer DODAAC to build the Document Number and cite "ORF" as the project code.

- **To have SARSS-1 report an ORF item as excess:**
 - ❑ Pick the item up using D6A (Customer Turn-In), O/P "A", blank Project Code. Must use a valid customer ORF DODAAC to build the Document Number.

- **Example insert for SSA External SOP on ORF procedures.**

OPERATION READINESS FLOAT (ORF) PROCEDURES

1. ORF items are selected mission essential items that affect operational readiness. The items are exchanged on a one-for-one basis for items turned-in for repair. These items are accounted for on the SSA stock record account (SRA).

2. The decision to float an ORF asset in support of unscheduled maintenance is made by the field maintenance shop officer and this Soldier is the only one that can recommend this course of action to the Unit's Company Commander. Specific guidelines and policy on the determination of ORF material should be included in the Shop Office field maintenance SOP and can be referenced from AR 710-2, AR 750-1 and this pamphlet.

3. All ORF equipment will be located in the **XX UNIT NAME** Shop Office's area and labeled as ORF01 – ORFXX. If the Shop Officer and MSC ORF Manager have determined that your unit will require an ORF item, the following procedures need to be accomplished with the SSA in order to receive the float ORF asset.
 - A. A copy of the open work order, Float Exchange memorandum (signed by Shop Officer), ORF Transaction Acceptance memorandum (signed by gaining Company Commander)

 - B. Prepare and give the SSA a manual DA Form 2765-1 (Request for Issue) signed by the Unit Commander with all the appropriate information filled out correctly. Be sure to leave the DODAAC and document number fields blank (The SSA Accountable Officer and Shop Officer will fill these blocks out). Additionally, the highest priority needs to be assigned to the requisition.

C. Once the above criteria has been met, a joint TI will commence between the gaining unit and the shop officer to ensure that the equipment meets TM XX-10/20 standard. The ORF equipment and BII will then be issued to the customer unit from the shop officer on a DA Form 2062 by NSN and Serial Number.

4. It is the customer Unit's responsibility to ensure that the equipment returns in the same condition in which it was received.

Appendix C

Sample Memorandum to Request a New ORF Account or when Requesting to Add Additional ORF Equipment to a Pre-established ORF Account

DEPARTMENT OF THE ARMY
UNIT NAME
UNIT# XXXXX
APO AP XXXXX-XXXX

OFFICE SYMBOL

DATE

MEMORANDUM THRU: COMMANDER Eighth Army Major Subordinate Command, ATTN: Office Symbol, Unit#, APO AP XXXXX-XXXX

FOR: COMMANDER, Eighth Army, ATTN: EAGD, UNIT # 15286, APO 96205-5236

SUBJECT: Request Approval for New Operational Readiness Float (ORF) Account – or – Additional Operational Readiness Float (ORF) Asset Authorization Request

1. References:

- a. AR 750-1, (Maintenance of Supplies and Equipment – Army Material Maintenance Policy)
- B. Army in Korea (AK) Pam 750-5, Operational Readiness Float (ORF)

2. To assist in maintaining the readiness posture of this unit, request approval to establish float support for the below listed items at UNIT NAME IAW references Ia and Ib.

- a. End Item Nomenclature: Truck, CGO M985 W/W
End Item National Stock Number: 2320-01-194-9032
Line Item Number: T39654 (SUB T41721)
Unit Price: \$137,397.00
Unit of Issue: EA
Authorized Density:
Number of Job Orders (Demands) (12/85 – 11/86): 8
Total Days NMC: 184 Days
SCMC: 7B
MATCAT: J22
SSA RIC:

OFFICE SYMBOL

DATE

SUBJECT: Request Approval for New Operational Readiness Float (ORF) Account
Additional Operational Readiness Float (ORF) Asset Authorization Request

- or -

- b. Component of End Item (COEI) Nomenclature: Air Conditioner 18,000BTU
COEI National Stock Number: 4120-01-069-1321
Line Item Number: A34870
Unit Cost: \$9,225.00
Unit of Issue: SE
Authorized Density: 12
Number of Job Orders (Demands) (12/85 – 11/86): 18
Total Days NMC: 364
SCMC: 2C
MATCAT: I22
End Item Nomenclature: Truck, CGO M985 W/W
End Item National Stock Number: 2320-01-194-9032
SSA RIC:
- 3. The UNIT NAME, Requesting Unit ORF Identification Code (UIC) and Supply Support Activity (SSA) routing identifier code (RIC) of what stock record account (SRA) the assets will be accounted for at.
- 4. JUSTIFICATION. Examples include long maintenance turn-around-time in days, low density asset, high maintenance demands or critical to unit or Eight Army's warfighting capability.
- 5. **(Only use this line if requesting new ORF account – if not requesting new account do not include this line)**The Field Maintenance ORF SOP is attached (see Encl).
- 6. The POC is MSC ORF Manager Name at 7xx-xxxx, email@ako.

SIGNATURE BLOCK (MSC CDR)

Appendix D
Sample Memorandum Request for ORF DUIC

DEPARTMENT OF THE ARMY
UNIT NAME
UNIT# XXXXX
APO AP XXXXX-XXXX

OFFICE SYMBOL

DATE

MEMORANDUM THRU: COMMANDER Eighth Army Major Subordinate Command, ATTN: Office Symbol, Unit#, APO AP XXXXX-XXXX

FOR: COMMANDER Eighth Army, ATTN: EAGC-FD-S (UIC Coordinator), APO 96205-0009

SUBJECT: Request for Derivative UIC

1. Request a derivative UIC is established for the following unit(s):

<u>Parent UIC</u>	<u>UNIT</u>	<u>Location</u>	<u>APO</u>
WXXXAA	UNIT NAME	INSTALLATION	XXXXX-XXXX

2. JUSTIFICATION: State the purpose and why the derivative UIC is required. Indicate whether it is required for personnel and equipment or for equipment only, e.g., ORF.

3. The POC for this action is (name and phone number).

SIGNATURE BLOCK

Appendix E
Sample Memorandum Request for ORF DODAAC

DEPARTMENT OF THE ARMY
UNIT NAME
UNIT# XXXXX
APO AP XXXXX-XXXX

OFFICE SYMBOL

DATE

MEMORANDUM THRU: COMMANDER Eighth Army Major Subordinate Command, ATTN: Office Symbol, Unit#, APO AP XXXXX-XXXX

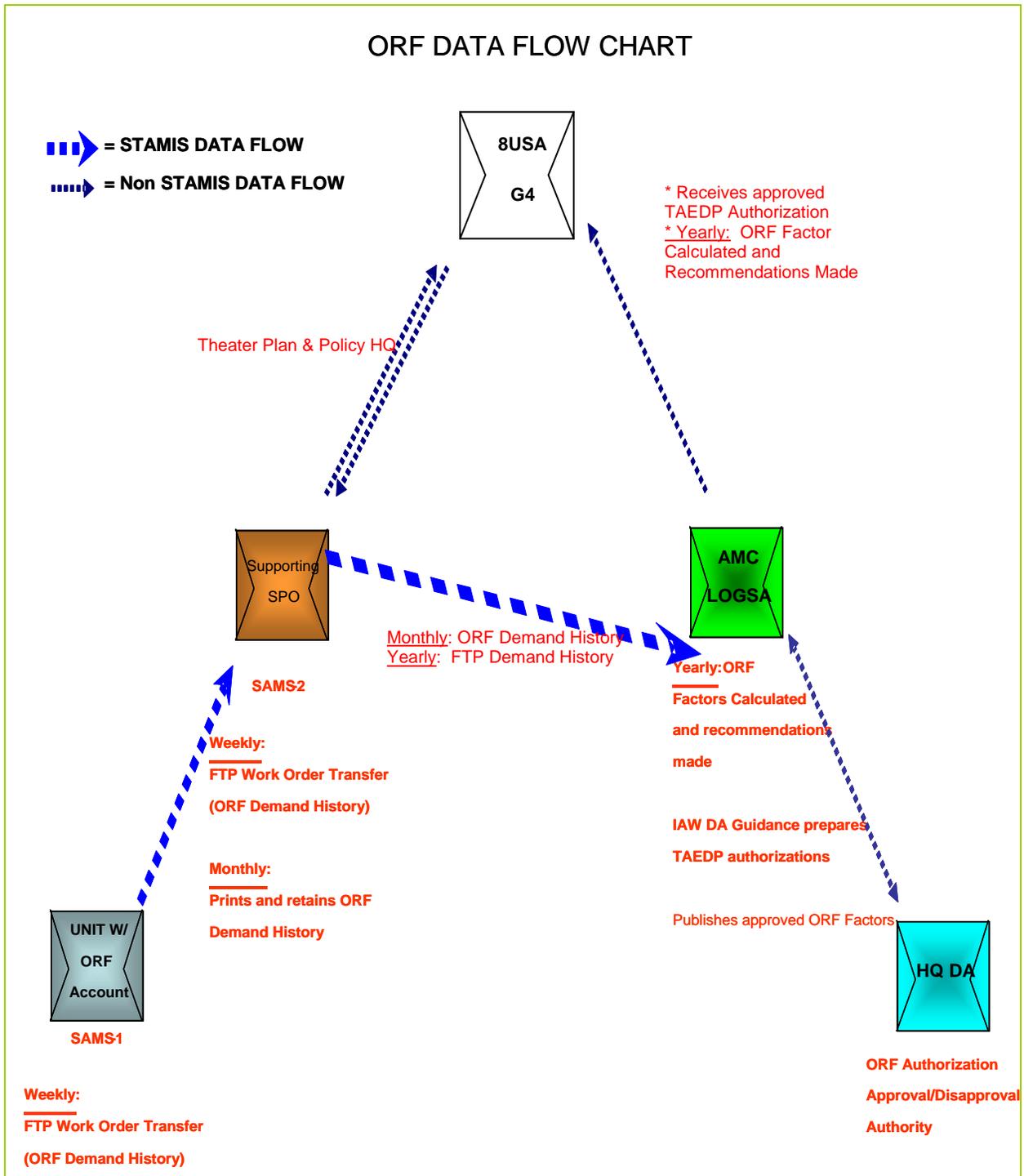
FOR: COMMANDER, 19th ESC SPO, Unit #15015, ATTN: EANC-DGM-LSD (Eighth Army DODAAC Coordinator), APO AP 96218-5015

SUBJECT: Request for New DODAAC

1. Request a DODAAC be issued UNIT NAME. The following information is provided.
 - a. **UIC:** WXXXXA
 - b. **In-the-clear address:** UNIT NAME, UNIT# XXXXX, INSTALLATION, BLDG#, PHONE# 7XX-XXXX, APO AP XXXXX-XXXX.
 - c. **Requisition authenticity Code (RAC):** XR
 - d. **STAMIS Type:** SAMS-1
 - e. **Justification:** Additional DODAAC is required for approval of ORF account.
 - f. **TDA number** ASW4J6AA, **effective date** 20001016.
 - g. **Responsible/Accountable Officer:** RANK/NAME, Property Book Officer, 7XX-XXXX.
2. **Request this action be expedited through the Command DODAAC Coordinator.**
3. The POC for this action is (name, phone number, email).

SIGNATURE BLOCK

Appendix F
ORF Demand Data Flow



Appendix G
SAMS-1 Operational Readiness Float (ORF) Transaction Codes

AIS Manual 25-L21-AHN-ZZZ-EM
SAMS-1 End User Manual
6 June 2005
Appendix B-14

These codes identify the status of an ORF item and are entered at the Register Parent Work Order process in SAMS-1 at the time an ORF float decision has been made.

<u>Alpha</u>	<u>Definition/Reason for Non Issue</u>
I	Issue and Demand
R	A float account item work ordered for repair
L	No Issue, authorized but not on hand - Demand
Z	A float Issue - Do not count the Demand

***NOTE: Of the above codes, all count as a Demand except Z.**

Appendix H

Eighth Army ORF Transaction Process and Procedures

H-1. The Preliminary Offer

The Supporting Maintenance Activity Shop Officer makes a decision and offers an ORF asset for work ordered equipment when:

- a. Parts on requisition have a prolonged Estimated Ship Date (ESD)
- b. Estimated Completion Date (ECD) of work is expected to take longer than 15 days
- c. Unit Readiness will drop below Department of the Army Operational Readiness Standards of 90% for most equipment
- d. When receives recommendation to conduct an ORF Exchange from the MSC SPO Officer or MSC ORF Manager

H-2. Initial Acceptance

a. Shop Officer completes part one of the ORF Exchange Recommendation Memorandum series. See figure H-1 for sample memorandum.

b. The Company Commander of owning equipment receives part one of the ORF Float Exchange Recommendation Memorandum series from the Shop Officer and only accepts the ORF asset after:

- (1) Verifying the affect on Unit Operational Readiness and,
- (2) Conferring with:
 - (a) Battalion S4
 - (b) Battalion Executive Officer / Commander
 - (c) **If Applicable:** Forward Support Company's Battalion Maintenance Officer or Battalion Maintenance Technician (BMT)

c. The Company Commander then completes part two of the ORF Float Exchange Memorandum series and returns to the Shop Officer by the suspense date. See figure H-2 for sample memorandum.

H-3. Command Approval

a. The MSC ORF Manager in concert with the Shop Officer prepares an ORF Float Exchange Approval Packet for the MSC Commander.

b. At a minimum, items included in this packet are:

- (1) MSC Headquarters Staffing Summary Sheet (if applicable)
- (2) MSC Commander's Approval Memorandum (see figure H-3 for sample memorandum)

OFFICE SYMBOL

DATE

MEMORANDUM FOR COMMANDER, (Equipment Owning Unit)

SUBJECT: Operational Readiness Float (ORF) Exchange Recommendation, Part #1

1. In accordance with Army in Korea (AK) Pam 750-5 the below listed equipment is being considered as an ORF candidate. Complete and return through to Field Maintenance Activity Unit Name Shop Office by NLT 011200JUL08. If accepting the ORF float recommendation, an approval packet will be forwarded to the MSC Unit Name Commander for final approval.

OWNING UNIT: _____ WO #: _____
NOUN: _____ NSN: _____
MODEL #: _____ LIN #: _____ SN #: _____
REG #: _____ ADMIN#: _____

2. End item listed in Para 1 will be exchanged with the following ORF asset which meets current TM serviceability standards.

NOUN: _____ NSN: _____ MODEL #: _____
LIN #: _____ SN #: _____ REG #: _____
ADMIN#: _____

3. Point of contact is the undersigned at DSN: 7XX-XXXX or at email john.l.doe@ako.

JOHN L. DOE
1LT, OD
Shop Officer

Figure H-1. Part One of the ORF Exchange Recommendation Memorandum Series

OFFICE SYMBOL

DATE

MEMORANDUM THRU SHOP OFFICER, (Field Maintenance Activity Unit Name), ATTN: 1LT John L. Doe

MEMORANDUM FOR COMMANDER, MSC Unit Name, ATTN: MSC ORF Manager

SUBJECT: Operational Readiness Float (ORF) Exchange Recommendation, Part #2 (NOUN / MODEL / ADMIN #)

1. The following indicates my preference concerning the ORF Float Exchange Recommendation.

/ / The item is essential to this unit mission and I accept the transaction.

/ / The item is not essential to this unit's mission accomplishment and I decline the above offered ORF asset. I understand that I assume the readiness condition responsibility caused by my refusal to accept this ORF and request to downgrade the priority of original work request.

I.M. RESPONSIBLE
CPT, AR
Commanding

Figure H-2. Part Two of the ORF Float Exchange Memorandum series

- (3) Float Exchange Recommendation Series Memorandums (parts 1 and 2)
- (4) Owing Unit DA Form 5990-E (Maintenance Request)
- (5) Owing Unit DA Form 5988-E/2404 (Equipment Insp. and Maint. Worksheet)
- (6) Field Maintenance Support Activity DA Form 2404
- (7) Financial Liability Investigations of Property Loss (FLIPL) Release Statement (if Applicable)
- (8) Damage and/or Missing Parts Statement (if applicable)
- (9) Updated SAMS-1E AHN-006, Shop Section Summary

OFFICE SYMBOL

DATE

MEMORANDUM THRU SPO, (MSC Unit Name), ATTN: MSC ORF Manager

MEMORANDUM FOR COMMANDER, (MSC Unit Name)

SUBJECT: Proposed ORF Exchange Transaction, Noun/Model/Unit Name/Admin #

1. Recommend that the ORF Exchange Transaction be Approved / Disapproved.
2. Point of Contact for this action is MSC ORF Manager name at DSN: 7XX-XXXX or first.last@ako

5 Encls

1. Float Exchange Memos (parts 1&2)
2. DA Form 5990-E
3. DA Form 5988-E/2404
4. SAMS-1E AHN-006
5. FLIPL Release Statement

FIRST LAST

MAJ, OD
SPO Officer

OFFICE SYMBOL

SUBJECT: Proposed ORF Exchange Transaction, Noun/Model/Unit Name/Admin #

Float Transaction Approved / Disapproved

BENJAMIN FRANKLIN
XXX, XX
Commanding

Figure H-3. Sample memorandum for ORF Float Exchange Approval Packet

H-4. Joint Technical Inspection (TI) – Final Check

a. Once the MSC Commander approves the ORF Exchange Transaction a joint technical inspection will commence and be done IAW AR 710-2 and all other pertinent regulations.

b. Parties that should be involved in this process are the MSC ORF Manager, Shop Officer, SSA Accountable Officer (ORF Account Holder), Gaining Unit's Representative, and, if available, a Field Service Representative (FSR) or an Army Material Command (AMC) – Tank and Automotive Command (TACOM) Logistics Assistance Representative (LAR). The FSR or LAR would act as the honest broker and help arbitrate any issues found during the Technical Inspection process. The MSC ORF Manager or Shop Officer will coordinate for this representative to be present.

c. Should discrepancies be found that would prohibit the issuing of the ORF asset, the MSC ORF Manager will immediately notify the MSC SPO Officer and MSC Commander. ORF discrepancies will be surveyed by an individual appointed under the authority of the MSC ORF Manager's Commander. Discrepancies could include but are not limited to evidence of cannibalization, customer finds equipment to be NMC, or FSR/LAR finds missing parts

H-5. Closing Functions

Closing Functions include all other SAMS-1E, SARSS-1 and PBUSE paperwork submittal and automated process transactions.

a. SAMS-1E (V1)

(1) Do not close out the original work order request, yet.

(2) In order not to lose any further down time on losing floated equipment, create a Hand Receipt for ORF transactions, input an appropriate fault that contains identifiable information (NOUN/Model/etc...) related to the losing asset being replaced, and transfer any repair parts document number that are still valid to the newly created Hand Receipt.

(3) Send a copy of the Hand Receipt showing the document numbers to the MSC ORF Manager. Once the parts are received, the MSC ORF manager will check to ensure that they are transferred to the Maintenance Support Activity Shop Office. If the items are recoverable they are exchanged by doing a one for one swap (serviceable for unserviceable).

(4) Correct the original equipment NMC fault, close the work order request and conduct the equipment transfer process in SAMS-1E(V1) by sending the losing equipment to the Shop Office's ORF UIC.

(5) Fill out two DA Form 2765-1's, one for the request for issue and one for the request for turn-in. Leave blocks 9-12 blank as the Shop Officer will fill that information in.

(6) Go with the Shop Officer to the SSA to conduct the ORF transactions in SARSS-1.

b. SAMS-1E (V2)

(1) Open up a new SAMS work order under the ORF UIC and utilize the proper ORF transaction code. Codes can be found in Appendix G of this pamphlet or the SAMS-1E End User Manual (AIS Manual 25-L21-AHN-ZZZ-EM) in Appendix B-26.

(2) The Shop Office maintains the ORF UIC and ORF DODAAC therefore the Shop Office will fill in blocks 9-12 on the DA Form 2765-1 for the customer unit.

(3) Once paperwork is complete, the Shop Officer and customer unit jointly go to the SSA in order to conduct the request for issue and turn-in ORF transactions in SARSS-1.

c. SARSS-1

(1) The SSA Accountable Officer processes the ORF transactions using the information provided in Appendix B of this pamphlet and the SARSS-1 End User Manual (ADSM 18-L1Y-AJT-ZZZ-EM). Additionally, paragraphs 12-13 in this pamphlet will be used to capture any other requirements of the SSA when dealing with ORF. *The request for issue should be processed in SARSS-1 first.*

(2) The SSA Accountable Officer (ORF Account Holder) will provide a signed copy of the DA Form 2765-1's request for issue and turn-in to the Customer Unit, Shop Officer, MSC ORF Manager and Property Book Officer(s).

d. PBUSE - The Property Book Officer(s) will use the stamped copies of the DA Form 2765-1 request for issue and turn-in documents to conduct the appropriate property book transactions in PBUSE? (The customer unit's floated equipment is dropped and the gained ORF asset is added to the unit's property book.)

Appendix I
Semi-Annual MSC ORF Program Inspection Checklist

Operational Readiness Float (ORF) Program			
Automated, Maintenance & Supply Management – General	YES	NO	NA/REMARKS
1. Are ORF assets located in maintenance areas?			
2. Are all ORF assets classified as FMC being considered available for issue?			
3. Is all ORF BII segregated, packaged, banded, tagged, and stored IAW DA Pam 710-2-2?			
4. Is BII not being issued during routine ORF Exchange transactions with customer units?			
5. Is all ORF equipment included in unit scheduled gunneries and field training events?			
6. Does monthly PMCS inspections occur and are services scheduled for all ORF equipment?			
7. Are ORF vehicles being driven only up 20 miles per month?			
8. Are ORF radios being operated only up to 1 hour per month?			
9. Are ORF generators being operated only up to 1 hour per month?			
10. Are ORF assets that fall under the AOAP having routine samples pulled based on intervals specified in DA Pam 750-8, and TB 43-0106?			
11. Are all Eighth Army ORF Transaction Processes and Procedures which are prescribed in Appendix H of AK Pam 750-5, being followed?			
12. Prior to issuing an ORF Asset to a customer unit, is joint technical inspection occurring with the MSC ORF Manager, Shop Officer, SSA Accountable Officer, Customer Unit, and if available an FSC or AMC TACOM LAR?			
13. Are the proper SAMS ORF STAMIS procedures [which are located in the SAMS-1E End User Manual, Chapter 4.2.4.2 & 4.9.8 and in the SAMS-2E End User Manual, Chapters 4.5 being followed accordingly?			

	YES	NO	NA/REMARKS
14. Are ORF DUICs loaded on the UIC Master Files in SAMS-1E and SAMS-2E?			
15. Are all SAMS-1E and SAMS-2E STAMIS systems set-up properly to accommodate and process all ORF transactions? (AK Pam 750-5, Para. 11 details how to set-up the STAMIS)			
16. Are SAMS-2E system administrators maintaining monthly Float Usage and Accumulative report (PCN AHO-039/040) on file and submitting them to the MSC ORF Manager?			
17. Are SAMS-2E system administrators submitting through the MSC ORF Manager the Annual Demand Usage report (AHO-041) to the Eighth US Army G4 NLT than last working day of each December?			
18. Is the SAMS-2E ORF Parameters set up correctly IAW the SAMS-2E EUM, para 9.5.2 & 10.4?			
19. Does the SAMS-2E administrator perform ORF File Maintenance and update authorized FMC and NMC quantities of ORF assets monthly and as required?			
20. Are all ORF equipment's DA Form 2408-9s (Equipment Control Records) being updated accordingly in TEDB IAW DA Pam 750-8 and Eighth US Army Pam 750-5?			
<p>21. ORF Assets will not be used to:</p> <ul style="list-style-type: none"> A. Provide a source of repair parts (controlled exchange or cannibalization) B. Expand currently assigned missions or set up new operational missions C. Replace items that have been cannibalized during peacetime D. Satisfy temporary loan requirements E. Set up a peacetime pool of equipment to be held as assets to reconstitute the force F. Fill unit equipment shortages G. Replace uneconomically repairable equipment <p>Is there a policy letter published by the MSC that helps prevents these things from occurring?</p>			
22. Are property book officers being provided stamped copies of the DA Form 2765-1 request for issue and turn-in documentation in order to conduct the appropriate property book transactions in PBUSE? (The customer unit's floated equipment is dropped and the gained ORF asset is added to the unit's property book.)			

MSC ORF Manager	YES	NO	NA/REMARKS
1. Is the MSC ORF Manager appointed in writing and is there a signed copy of the appointment orders on file?			
2. Are all current ORF regulations and references on file? (See Appendix A in AK Pam 750-5 for a list.)			
3. If required, has the MSC ORF manager requested an ORF DUIC and DODAAC?			
4. Are ORF assets periodically being reviewed in order to determine if they are still considered mission critical?			
5. Upon an SSA change of Accountable Officer Inventory, is the MSC ORF Manager present and documenting any deficiencies?			
6. Upon receipt of new equipment, either through Force Modernization or the supply receipt process, is the MSC ORF Manager being notified?			
7. Is the AHO-032 being monitored weekly by the MSC ORF Manager for any ORF equipment listed and notifying the Eighth Army G4 of any exception data items which may require Eighth U.S. Army G4 assistance or intervention?			
8. Ensuring that supported units identified to receive an ORF item have completed all required transactions with the SSA, Property Book, and LOGSA (to include all appropriate paperwork) prior to the unit dropping the NMC equipment from the readiness report?			
SSA Accountable Officer (ORF Account Holder)	YES	NO	NA/REMARKS
1. Are all current ORF regulations and references on file? (See Appendix A in AK Pam 750-5 for a list.)			
2. Are procedures regarding ORF annotated in their internal and external SOPs?			
3. Is SARSS-1 being used to properly maintain ORF asset accountability (SLC = F, Project Code = ORF, O/P = A)?			
4. Are proper procedures for adding, increasing, decreasing, issuing, receiving and storing ORF assets occurring in SARSS-1?			
5. Has the SSA Accountable Officer hand receipted all ORF assets and BII to the maintenance support activity shop officer?			

	YES	NO	NA/REMARKS
6. During an SSA change of Accountable Officer Inventory, are the ORF assets and BII being inventoried properly?			
7. Is any missing BII/COEI items on order and annotated on a shortage annex?			
8. Upon initial receipt of new ORF equipment are the assets being inventoried for completeness to include all BII/COEI?			
9. Does the SSA Accountable Officer know the ORF DUIC and DODAAC?			
10. Are manual DA Form 1296's (Stock Accounting Record) properly updated to reflect ORF transactions?			
11. Are DA Form 5990-E/2407/5504 (Maintenance Requests) being maintained in the SSA's ORF packets?			
12. Are copies of the DA Form 2765-1 (Request for Issue/Turn-in being maintained in the SSA's ORF packets?			
Maintenance Support Activity Shop Officer	YES	NO	NA/REMARKS
1. Are all current ORF regulations and references on file? (See Appendix A in AK Pam 750-5 for a list.)			
2. Are procedures regarding ORF annotated in their internal and external SOPs?			
3. Has the Shop Officer signed for all ORF assets and BII from the SSA Accountable Officer?			
4. Does the Shop Officer know and maintain the ORF DUIC and DODAAC?			
5. Is the decision to float an ORF asset being considered when the estimated repair time is expected to take more than 15 days?			
6. Are all unserviceable ORF assets job ordered on the highest customer priority?			
7. Is ORF equipment being dispatched IAW DA Pam 750-8 and is a separate DA Form 2401 being maintained?			
8. Is a file being maintained for all job orders in which an ORF asset was issued?			

	YES	NO	NA/REMARKS
9. When required is demand data being provided to the MSC ORF Manager in order to assist in the preparation of reports that need to be sent to the Eighth US Army ORF Coordinator?			
REMARKS:			

Operational Readiness Float (ORF) Program

Proponent Agency is 19th ESC SPO

MSC UNIT INSPECTED:

DATE:

MSC ORF MANAGER:

PHONE:

EVALUATOR:

PHONE:

Rating Criteria: (Items identified by the asterisk (*) on this checklist are considered critical during this evaluation.)

● GREEN: Strong / Solid program in place.

● AMBER: Program in place with only minor deficiencies.

● RED: Program in place with major deficiencies or reoccurring findings.

● BLACK: No program in place.

NOTE: Evaluators using this checklist are encouraged to note areas not specifically covered but which may need future attention. Such notes will not be used as a basis for determining the unit rating.

Glossary
Abbreviations

AAR	Administrative Adjustment Reports
ABF	Availability Balance File
AOAP	Army Oil Analysis Program
AVIM	Aviation Intermediate Maintenance
BII	Basic Issue Item
CBS-X	Continuing Balance System-Expanded
CCA	Central Collection Activity
COEI	Integral Components of the End Item
DA	Department of the Army
DODAAC	Department of Defense Address Activity Code
DSG	Designator Code
DUIC	Derivative Unit Identification Code
EMF	Equipment Master File
ESC	Expeditionary Sustainment Command
ESD	Estimated Shipping Date
FAD	Force Activity Designator
FLIPL	Financial Liability Investigations of Property Loss
FMC	Fully Mission Capable
IAW	In Accordance With
ICW	In Concert With
LIDB	Logistics Integrated Database
LIN	Line Item Number
LOGSA	Logistics Support Activity
MACOM	Major Command

MFP	Materiel Fielding Plan
MLEV	Stockage Level Management
MSC	Major Subordinate Command
MTOE	Modification Table of Organization and Equipment
NIIN	National Item Identification Number
NLT	No Later Than
NMC	Non-Mission Capable
NSN	National Stock Number
O/P	Ownership/Purpose Code
ORF	Operational Readiness Float
PBO	Property Book Office
PD	Priority Designator
PMCS	Preventive Maintenance Checks and Services
REQ-VAL	Requisition-Validation
RIC	Routing Identifier Code
RO	Reorder
SAMS-1	Standard Army Maintenance System – 1
SAMS-2	Standard Army Maintenance System – 2
SAR	System Access Request
SARSS-1	Standard Army Retail Supply System – 1
SDR	Supply Discrepancy Report
SLC	Stockage List Code
SOP	Standing Operating Procedures
SPO	Support Operations
SRA	Stock Record Account
SSA	Supply Support Activity

STAMIS	Standard Army Management Information System
TAEDP	Total Army Equipment Distribution Program
TAMMS	The Army Maintenance Management System
TEDB	TAMMS equipment database
UIC	Unit Identification Code
USAMC	United States Army Materiel Command