

Appendix F

Guide to Army War Reserve Operations

This appendix, and attached annexes, provides information concerning the OPP; site preparation and area management; and preparation, maintenance, and transfer of AWR equipment.

Annex A to Appendix F Off-load Preparation Party

PURPOSE

The OPP facilitates the discharge, processing, and transfer of APA equipment and materiel. USAMC SOP and APA battlebooks outline OPP tasks.

OPP operations, as well as APA discharges, are a subset of RSOI within the AOR. RSOI operations and doctrine focus on the efficient and effective introduction of combat forces into a theater of operations. The goal is to integrate the combat forces within the TAA as rapidly and effectively as possible. The success of this process is key and essential to force projection.

COMPOSITION

Assignment of the OPP depends on the type of vessel and the cargo it carries. Composition of the OPP depends upon the condition of the equipment on-board the ship, USAMC provides overall C2 for the OPP. It will ensure OPP personnel receive briefings and training regarding procedures and operational requirements to insure the success of the OPP. The OPP personnel are comprised of USAMC government and contractor personnel which may be a mix of on-board contractor personnel who are assigned to the respective vessels, personnel assigned to an USAMC "Tiger Team," other USAMC contractor personnel, and an USAMC OPP OIC. A representative of MTMC and/or the port operator, a USAMMA representative, and others may join the OPP based on METT-T. (Generally, the receiving brigade will provide advance party representatives.)

OPERATIONS

Once on board the vessel, the OPP will coordinate with the ships's master for specific guidance regarding authorized

operations aboard the vessel. OPP operations will include (not in order of precedence):

- Annotating equipment shortcomings.
- Validating equipment onboard and condition for the port operator and the CDR, USAMC LSE.
- Correcting maintenance problems where possible.
- Annotating log and weapon books availability of each vehicle, as required.
- Maintaining and providing readiness information.

USAMC OPP SOP and APA battlebooks contain more detailed descriptions of these tasks.

The port operator is responsible for discharge of the vessel. In order to avoid interfering with ship discharge, OPP functions and discharge operations begin at portside. Upon completion of OPP functions, USAMC personnel not permanently assigned to the APA vessel then transition to the C2 of the USAMC LSE ashore. Other units' personnel who assist the OPP will revert to their respective parent organizations as a de facto advance party element and will provide logistics intelligence to the respective organizations regarding the equipment status and problems impacting discharge and receipt as appropriate.

RESPONSIBILITIES

USAMC will:

- Coordinate for strategic lift and movement of personnel from the APOD to the

ship(s).

- Coordinate to ensure ship-to-shore and ship-to-ship communications and data transfer.

Have a representative with the port operator for accountability purposes.

USAMMA will:

- Coordinate for strategic lift and movement of personnel from the APOD to the ship(s).

- Have a representative with the port operator for accountability purposes.

Annex B to Appendix F Site Preparation and Area Management

The LSE AWR Team advance party is responsible for preparing the Hand-off Staging Area. The advance party consists of team leader/OIC, each section chief, the LSE contracting officer, the LSE real estate specialist, and other LSE personnel required to make necessary arrangements for acquiring and establishing the AWR Hand-off Staging Area. Responsibilities include:

- Conducting site survey and selecting:
 - Initial holding area.
 - Configuration area.
 - Maintenance area.
 - Unit set configuration area.
 - Temporary storage site for unissued and excess stock.

- LSE AWR forward maintenance section repair facilities.

- Coordinating Hand-off Staging Area plans with the TSC. Coordination may include direct contact with port operations personnel (MTMC or CTG) for APA operations.

- Establishing a traffic management plan (time permitting) for the movement of AWR materiel through, in, and around the LSE AWR Hand-off Staging Area in order to minimize confusion during movement of AWR equipment. This can be accomplished by using signs, colored barrels, or other materiel useful for traffic control purposes.

- Accomplishing necessary coordination for establishing site and equipment security.

Annex C to Appendix F Preparation for Hand-Off

The LSE MSB, with assistance from the SMD, is responsible for preparing for the hand-off of AWR materiel. It also requires cooperation from recipient brigade personnel. Generally, the LSE MSB will accomplish Preparation for Hand-off activities at AWR facilities, pier-side for APA, or at the initial holding area where issued AWR stocks are stored/delivered. Actions to be accomplished are below.

- Scan all rolling stock and containers as they are moved from AWR facilities or APA vessels.

- Remove all nested equipment from rolling stock in the holding area, and account for the nested cargo using bar code scanners.

- Perform initial quality assurance checks to include:

- Asset documentation.

- Combat technical inspections.

- Maintenance repairs if they can be completed in fifteen minutes or less.

- Availability of repair parts in the LSE AWR Class IX pack or on the on-ordered list provided by HQ IOC.

- Ensure all pre-order Class IX stocks requisitioned by the AWR maintenance personnel are available.

- Remove preservation and packing materiel.

- Move equipment to the configuration area in order to:

- Install weapons and communications equipment.

- Load BII.

- Load SKO.

- Provide copy of hand receipts to the unit commander or designated property accountability officer of the recipient brigade so that a concurrent inventory can be accomplished.

- Move equipment to the Maintenance Area.

Annex D to Appendix F Maintenance Phase

The LSE Staging Section is responsible for actions during this phase. Maintenance of equipment begins when the first piece of equipment is issued/off-loaded and moved through configuration. Maintenance consists of preventive maintenance and services, organization, and DS. However, the successful and timely hand-off of the AWR stock to the recipient brigade will preclude any extensive maintenance activity at AWR sites. The concept requires the continued movement of AWR stock through the hand-off staging area to avoid any bottlenecks throughout the hand-off process. The following rules apply:

If equipment is repairable within 30 to 60 minutes using general mechanics tools, the Staging Team or any predesignated LSE Repair Team from the Maintenance Section should make the repairs.

Maintenance personnel should nest individual pieces of equipment requiring more than one hour repair time with the necessary repair part(s) and DA Forms 2404 and 2407, as required. If the part is not available, the LSE team member should request the LSE Supply Section parts expediter to requisition the part under priority 01, using the designated project code and the LSE's Class IX DODAAC.

- If the item can move under its own power and the deficiencies are not a deadlining defect, move it to the Unit Set Configuration Area for hand-off to the unit -- actual repair of these items will be performed after hand-off to the unit.

- For items that cannot move under their own power, the LSE will pull them off-

line, prepare work orders for repair, and move them to the LSE Forward Repair Maintenance Section.

- The LSE should prepare work orders for items with deadlining defects and move them to the LSE Forward Maintenance facility for immediate repair.

Maintenance area layout. The LSE will segregate equipment by commodity groups such as track vehicles, wheeled vehicles, power generation/reverse osmosis water purification unit (ROWPU), commo/radar, and other. The LSE Staging Section will provide overall management and coordination of activities within the Maintenance Area.

Operators provided by the recipient brigade conduct preventive maintenance and services, annotates shortcomings and deficiencies on DA Form 2404, and request assistance if necessary. The equipment specialist from the LSE Supply Support Section, augmented by the Property Accountability Section, and other LSE personnel, as required, will assist the recipient brigade commander and transfer property accountability within this area. Actions to be performed in the Unit Set Configuration Area are as follows:

- Organize equipment into unit sets (Detachment, Company, etc.)

- Unit commander signs for equipment (including items on work orders).

- Accomplish all boresighting and Armor Accuracy Checks with assistance from LSE.

Annex E to Appendix F LSE AWR Team Transition

LSE Hand-off Team assumes responsibility for establishing USAMC LSE Maintenance Repair activities and/or depot. However, during the Staging and Hand-off phases, the LSE Maintenance Section will establish initial DS plus maintenance capabilities to repair all the deficiencies identified during the Maintenance Phase. The Maintenance Section Chief is responsible for identifying necessary facilities and equipment (DMPE, DSS Pack, etc.).

The LSE Maintenance Section is responsible for repairing all of the AWR stock remaining from the Maintenance Phase of the hand-off process. Preferably, this will occur in concert with the staging/handoff process. However, immediate induction is recommended if the required repair can be accomplished within **six hours and prior to the transfer of accountability** to the unit. Immediate induction is also recommended if the item to be repaired was not repaired, and it would result in bringing the unit below the required quantity less unit float. All other repairs should be scheduled according to the priorities of the unit commander or designated maintenance officer.

The Maintenance Section assists the Deployed Direct Support Unit in performing critical and necessary maintenance on all AWR stock. It also provides backup maintenance capabilities to the JTF as directed through the LSE commander on the ground.

TRANSFER OF AWR OWNERSHIP. For Class VII major end items, the LSE will transfer ownership of AWR stock via hand receipt to the recipient brigade units. The LSE Property

Accountability Section will scan and store on disk information concerning the equipment to be transferred. This section provides the gaining commander a copy of the disc and a printout. The unit commander will sign for the equipment following arrangement of equipment in unit sets after the Maintenance Phase. The Team Chief will also provide a copy of the disc to the LOGSA CBS-X Team for immediate update of CBS-X and transfer back to HQ IOC. The signed copy of the hand receipt will serve as the voucher for posting receipts from the unit by the USAMC NICP Accountable Officer. The LSE LOGSA CBS-X is responsible for assisting the gaining units Property Book representative in updating unit property records.

The gaining unit will unload Class V at its ammunition storage or support facility where the LSE AST Section will prepare it for issue. The LSE AST will transfer the accountability of ammo from the NICP to the units designated accountable officer. The AST will have duplicate accountable records and will provide QASAS support. The AST will coordinate the transfer of ownership with the accountable officer and provide a printout (in duplicate) and a TACCS-E SAAS-4 computer disc accounting for all Class V assets being transferred. The gaining unit's accountable officer will sign one copy of the printout and return it to the NICP for its document support files which will in-turn update the NICP's Stock Record Account.

For Class VIII. Class VIII will move to the Medical supply holding area per the direction of the USAMMA representative.