

UNIT LEVEL LOGISTICS SYSTEM-GROUND

ULLS-G

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ULLS-G Information

1. Current database update is SCP 07-03. Check to see if this is currently on the operating system that you use.
2. Maintain a tracking system of your units dropping their ULLS-G disk or blasts at the SAMS1 and SARSS sites. If you operate a DSU or SSA, track this process for your customers as well. It will be critical when maintenance briefing rolls around. Have your DSU and the SSA prepare a weekly turn-in chart showing units that dropped off their daily disks. These disks are critical in CL IX status updates as well as maintaining accurate readiness reporting. Failure to process SAMS1 disks from the SSA **will** result in inaccurate readiness reporting.
3. Now that the Army is reporting under an automated readiness reporting system, units **must** verify the correct status of each piece of reportable NMC equipment daily at COB. This process ensures correct status reporting of the equipment to SAMS2 and, more importantly, the end of month readiness report will be accurate. Motor Officers **must** verify that the statuses on the NMC Report are accurate at their level as well as those provided by the DSU. Processing daily SAMS-1 disks will ensure that units have the current support level status. Motor Officers must work with Shop Officers to ensure the DSU is providing updated statuses. Update your statuses by ensuring that equipment has the required parts on order or on valid work request with the DSU prior to processing your ULLS to SAMS1 transfer. The status that ULLS-G has at COB is the status it will use to calculate NMC time for the month. Units cannot change NMC dates under the automated system. Units must closeout “R” (closed—awaiting pick-up) status jobs immediately. IAW DA Pam 738-750, “R” status counts NMC time on the owning unit not the DSU. If a job is in “R” status overnight, the unit just lost a NMC day and the date cannot be corrected. “R” status management is vital to the improvement of readiness reporting at unit level.
4. Enter all equipment that requires organizational maintenance into ULLS-G. This includes NBC equipment (VDR-2s, Masks, M8s, etc.), weapons, night sights, radios, test equipment, trailers, etc. Often maintenance personnel want to only enter reportable equipment. **WRONG**. I guarantee that you will want to know when crew-served weapons are due services and are NMC. These are not reportable. This is not in the “Too Hard to Do Column.” It makes maintenance management more challenging but better for the soldiers and equipment. This also provides you the best information to make decision.
5. The ULLS-G operating system has 26 output reports and listings that are used as management and inspection tools. The reports and listings are produced from Supply Outputs, The Army Maintenance Management System (TAMMS) Outputs, and Army Materiel Status System (AMMS) Outputs. All the reports are useful tools in maintenance management, but there are several reports that are particularly useful to you as a Motor Officer or Commander.
 - **Commander’s Financial Transaction Report.** This report lists all requisitions for the DODAAC. It provides a total of all CL IX expenses. Use this report to monitor budget expenses.
 - **Demand Analysis Report.** This report calculates the demands for a unit’s PLL and makes changes and recommended changes to the unit’s PLL. This report calculates on the

new 9 demands to add and 6 demands to retain in 180 days criteria. The commander can change any changes made by the process.

- **Excess Management Report.** All commanders hate excess. This report will provide you a listing of the excess on hand in the unit. This report considers Due Ins as on hand. Unit commanders should run this report monthly. Run this report after the **Demand Analysis Report**.

- **PLL Daily Management Report.** This report will provide the Zero Balance Percentage as well as a listing of those lines at zero balance. Unit commanders should brief this to you at least weekly.

- **Parts Received/Not Installed Report.** This report lists all parts that the PLL clerk received in the ULLS-G that are not installed. AR 750-1 states that all parts on hand will be installed. Thus, these parts need to be installed. Parts may be on hand for services or deferred so have your motor officers explain each part that is not yet installed.

- **Non-Mission Capable Report.** This report is basically the backside DA 2406. It will list all pertinent information on a piece of deadlined equipment. This report reports all equipment—AMSS reportable or not. This report will tell you the parts on order with document number, the status of the requisition, the status of the work order at support maintenance, the dates NMC, and the dates to Organizational and DS shops. Look at the dates to make sure they are within your standard for entering the shops. Also, ensure your clerks are ordering required parts timely by looking at the original date NMC and the Julian date in the document number. These dates should be no more than 3 days or IAW your SOP.

- **Service Schedule Report.** This report will list all the services due on a piece of equipment. You can also look back. Have your clerks run a **Service Schedule Report by date range**. Enter the date of 1 year from today. This will print out all services NOT completed in the ULLS-G. The service may be complete but the service was never “completed” in the ULLS-G. Also, use this report to have services placed on unit training schedules. AR 350-1 directs that scheduled services reflect on the training schedules.

- **Equipment Maintenance and Inspection Worksheet (DA 5988-E).** This form replaces the old DA 2404 and the DA 2408-14 (Uncorrected Fault Record). This form prints uncorrected faults in the middle of the form that tells the operator, supervisor and you the faults/deficiencies not corrected and parts on order for those faults/deficiencies. So, if you get the old “Sir, the parts are on order to fix that!” pitch, you can look at the DA 5988-E. If the part is on order, it will appear in the parts information portion of the form. Otherwise, the part is not on order for the fault/deficiency. This report also lists mileage/hours, TM data and other useful equipment data. Do a visual check of the equipment data (mileage/hours, serial numbers and TMs that the operators are using) to see if your operators and platoon leaders have an effective system in place for unit maintenance. Mileage is critical since it is the primary scheduling method for AOAP and scheduled services. If the mileage is off, then odds are the service and AOAP is past due and now you are explaining overdue services and AOAP to the Brigade Cdr or CG. These are simple checks that are there for the operators.

- **Projected Fully Mission Capable Report.** This Army Materiel Status System (AMSS) report will provide you with a projected look at what your unit will report on the 15th

“if everything remained the same as today.” This report shows you the FMC percentage of each LIN in the unit. The report shows how many days needed to reach the DA goal of 90%. Negative numbers indicate days to be “found” between today and the end date. Run this report as often as needed. This report is a useful tool in managing resources to those items that may require more attention to reach the DA goal. It is recommend you brief unit commanders weekly on their efforts on items that project to be below the "10/20 " standard goal.ⁱ

6. The ULLS clerk is only "in charge" of your budget if you allow him/her to be. Commanders can remain in charge, if they choose to. Below is an example of how one Commander did it:

...the following policy is in effect:

(1) Prior to creating the ULLS Supply Transactions Diskette or sending out requisitions through BLAST or other means, the ULLS Commander's Exception Report process will be run. This process prints, as a by-product of it, the Commander's Financial Transaction Listing.

(2) Company Commanders (XO/1SG are acceptable substitutes if the Company Commander is not immediately available) will review the Commander's Financial Transaction Listing to ensure that all requisitions about to be sent when "sending" transactions to SSA/SOS, or when the Supply Transactions Diskette is created, are approved for submission. Requisitions to maintain equipment to "10/20 standards" (as defined in AR 750-1) will be approved, and may not be deferred. If an XO/1SG approved the submission, the Company Commander will review it as soon as it is feasible for him/her to do so.

(3) Requisitions not approved for submission will be lined out on the Commander's Financial Transaction Listing. The unit PLL Clerk will delete all requisitions lined through by the Company Commander (or XO/1SG) from the Supply Transactions File through the Request for Cancellation process, before creating the Supply Transaction Diskette or sending out requisitions to higher. If any of the lined out requisitions were for recoverable items, the hard copy AOA that had already printed for each recoverable item request (that had been lined out by the commander) will be destroyed, and the document register entry for that recoverable item request will be closed by entering a "BQ" status (utilizing the manual status process).

(4) Upon completion of the Company Commander's review, he/she will sign the Commander's Financial Transaction Listing. Signed copies will be maintained in the unit motor pool for 90 days.

¹ Information copied/extracted from Policy Letter #11, 1994, by COL Mitchell H. Stevenson

Twelve Answers To Questions That A Motor Officer Must Know

1. **When did you last run PLL/DCR RECON? Explain how you corrected what you found. Explain why this process is important.**

ANSWER: Recommend you run this process MONTHLY (some units even do it weekly). This process will check to ensure that all dues in to PLL (in the ULLS PLL file) have matching open document register entries; for those mismatches it finds, it corrects the ULLS PLL file to the correct due-in quantity, and if required based on the corrected due-in quantity, generates PLL replenishment.

2. **When did you last get a Reconciliation Listing from your supporting SSA? What exactly do you do with it when you get it? How long do you keep them?**

ANSWER: You should receive this output regularly—most SSAs provide it at least monthly; it is produced right at the SSA, from their SARSS1 terminal. It comes in DOCNO sequence. The first thing a unit should do with the reconciliation listing is check each organizational repair parts requisition on the back side of their 2406 (i.e. the ULLS-G “Non-Mission Capable Report”) for validity. If all components of the ULLS/SARSS interface are working perfectly, then this is not necessary; however, because humans operate each echelon of the system, this double-check on the most important of all your requisitions (those deadlining reportable stuff) can only benefit, and it doesn’t take long at all. Another use is to check all open entries in the ULLS Document Register (DCR) by printing all records from the DCR and comparing that listing to the reconciliation listing, inputting corrections to the ULLS DCR when mismatches are found. In addition, ULLS offers an automated follow-up feature, which will generate automated follow-up requests for status on all or selected open DCR entries, and when status is received back from the DSU as a result of running this process, that status is posted to the DCR. Gross disconnects found between what you thought was due-in to you and what the reconciliation listing your SSA provides says is due-in should be investigated in a face-to-face session with your DSU (which should be done quarterly anyway). Speaking of reconciling, this is a fairly complex action, that you cannot just expect your PLL clerks to know how to do without any guidance—the best way to understand it is to do one PERSONALLY—you’ll be amazed at what you will learn. Good, efficient ULLS operations is all about CONFIDENCE—allowing poorly conducted recons is a sure guarantee that your operators will lose confidence in the system (ULLS and SARSS) -- and it will only be this way if commanders allow it. Keep your reconciliation listings for at least one quarter - one year is not unreasonable.

3. **Let me see a copy of your PLL Listing. Has the unit commander signed it? Do you have anything in your PLL that is not demand supported? If so, show me written approval from the first GO in your chain of command authorizing it to be stocked on your PLL. When did you last inventory your PLL? Who checks it?**

ANSWER: The PLL Listing can be printed as often as you like, in the motor pool. Recommend it be re-printed whenever changed, or quarterly, whichever comes sooner (running PLL demand analysis monthly will likely result in the PLL changing monthly, so commanders should probably be reviewing the changes and signing monthly). Regulation requires the PLL be reviewed no less than quarterly, and that the unit commander sign it (might be a useful technique to require CO CMDRs to bring a copy along to their interviews with you as part of the change of command process). Parts that are not demand supported must be justified individually to the first GO in your chain of command; authorization statements signed by that GO should be on file. PLLs should be inventoried at least quarterly (regulation requires this); active PLLs might do well to be inventoried monthly. Someone (e.g., the CO or BN XO) should periodically spot check/sample inventory and location accuracy. Inaccuracies should be corrected on the PLL file in ULLS on the same day found. Finally, you might ask about excess management—what happens when inventories reveal excess parts, or when a PLL review results in removal of an item from the PLL?

4. Who signs Commanders Exception Reports? How often? Show me the file.

ANSWER: Use of PD 02 and 05, and high dollar requests, require the unit commander's authentication. With ULLS, there is no document register to sign like we used to do; instead, ULLS creates a Commander's Exception Report each day, listing those requisitions generated which are "high priority" (02/05); it will also list those requisitions which exceed \$500.00. Recommend you require this report to be signed by the CO CMDR (or his designee, XO or 1SG) BEFORE the requisitions are sent to SARSS or the GATEWAY. Copies of the Commander's Exception Report should be kept on file for two years (along with the closed document register (DCR)).

NOTE: While authenticating this report, encourage your CO CMDRs to ask if their PLL clerks are using RDDs for their Hi-Priority, NMCS requisitions—did you know that DLA downgrades the transportation priority on requisitions without RDDs to "routine?"

Another nice by-product of this process is that immediately following the printing of the Commander's Exception Report, the Commander's Financial Transaction Report also prints, which is handy if you are interested in knowing the dollar value of requisitions created that day (ALL documents are listed, not just those over \$500.00).

5. Are you getting supply status back from your SSA each day? If not, what have you done about it? What do you do about no records (status code "BF")/cancellations (status beginning with the letter "C")?

ANSWER: This is probably the most crucial element of ULLS to understand. Whenever you take a Class IX transaction disk to your SSA or blast via modem or lan (which should be at least once DAILY), the SARSS operator will read the transactions (requisitions, cancellations, follow-up requests, etc.) off it. Each requisition on the disk will generate status, which should be available to you no later than the next day you drop off a disk or the next time you blast (multiple disks or blasts daily CAN mean multiple status disks daily—your supporting SARSS operator controls how often status is written back to you). Speaking of disks, there is a LOT riding on this media, and they are not expensive—ensure your PLL clerks check/format regularly, and discard bad disks. The STATUS process updates the

DCR, and, if any of the statuses are bad (no records/cancellations), prints the requisitions with bad status onto a hard copy print out (called the "Exception Status Report"). All requisitions with bad status should be researched (i.e., NSN checked on the AMDF, etc.) BEFORE reordering. If confused by a particular status, ask your MMC or DSU materiel manager for assistance.

6. **Show me the date of the Catalog data file that you are using. Why is this important?**

ANSWER: The date of the last Catalog update will be posted to the ULLS Catalog process menu. Having the latest catalog data is EXTREMELY important; a fact that many units don't understand.

With the SCP 06-00 software change to ULLS and an ULLS computer with CD ROM capability, the operator can now take advantage of SCP 06's interactive CD-ROM capability—but this does not eliminate the need to do monthly catalog updates. When the ULLS operator uses the "Update Catalog By CD-ROM" process, the system will keep user created lines, match the record with the AMDF on FEDLOG and remove the remainder of the records, saving space and increasing system speed. When an NSN is requisitioned and not found on the catalog, ULLS will search FEDLOG and populate the catalog with the correct, current information, eliminating errors and cutting rejection rates for request. If something were ever to happen to your catalog file in ULLS, your SSA can help you get a replacement.

7. **Let me see your Parts Received/Not Installed Report. How often do you use this report?**

ANSWER: You should ask to see this report whenever you visit the motor pool; it is not unreasonable to expect the motor sergeant to run a fresh one daily. It lists all parts received ("RC" status posted on the DCR), which do not have application recorded on the ULLS 5988-E (see more on the 5988-E below). A caution: some PLL Clerks get into the bad habit of recording application of parts automatically when received from the SSA, rather than when actually applied to the vehicle. Do not let them get into this bad habit, as much can happen to a part (cross-level, etc.) or vehicle before the part actually is installed. Spot check the parts bin (where your PLL clerk keeps parts received that aren't yet installed on the vehicle) against this report to see.

8. **How often do you send AMSS transactions to higher (BN)? How often should AMSS transactions be sent to SAMS? Why is this process so important?**

ANSWER: AMSS transactions should be sent to higher (BN) as often as required by local (BN) SOP. Most BMOs will require daily transmissions, so that they can create Systems Status Summary and Projected FMC Rate reports at the request of the BN CMDR/XO. AMSS transactions must be sent to SAMS a minimum of monthly; if you are part of a BN, you only need to send to the ULLS-G computer in your BN that serves as the "rollup" computer ("BATTALION INDICATOR" set to "Y" in the Unit Parameter field), which means this computer receives ULLS-G data from each of the companies in the BN and is therefore able to roll-up data and create reports for the entire BN; this computer then is the one that sends AMSS transactions to SAMS (which passes the data electronically to LOGSA). **This process is CRITICAL, for two reasons:**

a) Failure to send AMSS transactions to higher in a timely manner will result in a distorted view of your unit's readiness at higher HQ (NOTE: Even the Chief of Staff of the US Army will get his monthly readiness information through your AMSS reporting).

b) Usage reporting (miles driven/hours operated) is now done in conjunction with AMSS reporting; that is, failure to send AMSS transactions to higher also means you are not reporting usage data. Your usage data is used to compute your budget—under-report your usage data, and you will be under-budgeted. By the way, the mileage/hours readings your operators put on their dispatches when they close them out and give them to your TAMMS clerk for entry into ULLS-G are also critical to this process—wrong miles/hours recorded means wrong usage reports (and therefore wrong budgets).

9. Do you have the current version of the MMDF?

ANSWER: The Maintenance Master Data File (MMDF) must be the same at all units subordinate to the MMC SAMS-2, as this drives AMSS (readiness) reporting. The MMDF encompasses the latest from AR 700-138, and is provided (downloaded) to all SAMS1 and SAMS2 sites subordinate to the MMC SAMS2; its origin is LOGSA, but flows through the senior MMC SAMS2 at each installation/MACOM, so that, in addition to DA directed reportable items, the MACOM, and each level below, can add "maintenance significant" items to be reported. Having an outdated MMDF can cause you to not be sending all the data higher that higher HQ requires. Your CSSAMO should know what the "as of" date should be on the current MMDF.

10. What is a 5988-E, and why is it important?

ANSWER: This is the form number in ULLS-G for the form you probably know as the DA FORM 2404. Every piece of equipment in the ULLS-G Equipment Master File has one (by the way, every time your unit property book changes, where you either receive or turn-in a piece of property registered on the EMF, your TAMMS clerk needs to be updating the EMF—you might ask about that). Like all reports in ULLS, the 5988-E can be printed on demand, and even mass-printed for all equipment during an alert. It is used exactly like the old DA Form 2404, but what's really nice about it is that it contains all uncorrected faults for the piece of equipment (like the DA FORM 2408-14 used to have), and all parts on requisition not yet installed (if the part is not listed on the 5988-E, it's simply not on order). All subsystems (radios, weapons) for vehicles also have one, and need checked the same as you would check a vehicle's. The 5988-E is THE link between your operators and the PLL/TAMMS clerk in the motorpool.

11. Let me see your Scheduled Services Report. How do you ensure services are performed on time? Do operators/crews participate in services?

ANSWER: Another report printed on demand in the motor pool. The Battalion S3/Unit Training NCO needs a copy at least once each month, so that he/she can ensure scheduled services are posted to the Battalion Training Schedule. Once on the training schedule, you can monitor services easier, and they are more likely to be done on time. Obviously, operators/crews and LEADERS need to be present during services. A related point is that ULLS contains the training certification for all vehicle and equipment operators—might be a good idea for the BN S-3 to get real familiar with this aspect of

ULLS—might even get them to look at this while at the motor doing maintenance on THEIR equipment.

12. Let me see your reference library. Does it contain a current ULLS End User's Manual? Supply Update? Maintenance Update? Current AMDF/ARMYLOG/FEDLOG)? AMDF Code Reference Guide? Unit Maintenance SOP? SSA External SOP? Supporting DS Maintenance Unit SOP? Commanders' Guide to ULLS & AOAP? etc.

ANSWER: Without these basic references, ULLS may seem mysterious. With the correct publications, ULLS is really pretty simple, and can (by some of our sharper soldiers) be completely learned OJT. The ULLS EUM is now embedded in the ULLS program, and can even be completely printed from there; on-line help keys make turning to the reference EASY. Your Supply and Maintenance UPDATES come from the Baltimore Publications Center; the AMDF references and CDs come directly from the Catalog Data Activity in New Cumberland, PA (these guys have a HOTLINE which you can use to straighten out your account). A PLL clerk (and his/her supervisors) simply cannot be effective without these references, and Motor SGTs, Motor Officers, and other unit leaders should at least know they are available when needed. The Supply Update (current version is UPDATE 14) has DA PAM 710-2-1, the bible on PLL operations. The Maintenance Update (current version is UPDATE 14) has DA PAM 738-750. The AMDF (with a WORKING CD-ROM) is key to ensuring your requisitions are good the first time; the code reference guide explains in detail every code on the AMDF, like AAC (Acquisition Advice Code), perhaps the least understood code on the AMDF, but most responsible for seemingly "bad" requisitions. Finally, the Commanders' Guides should have been provided to you as part of your PCC; if not, copies can be readily obtained from the proponent.

¹ All information presented in this information sheet is a combined effort of CPT Todd Dudinsky, CPT Ericka Young-Jones and CPT Dan Gamel