

Financial Management
TACTICAL UNIT FINANCIAL MANAGEMENT INFORMATION SYSTEM (TUFMIS)

SUMMARY. This regulation establishes procedures for an automated financial management system that furnishes information to monitor the dollar value of requisitions processed through Direct Support Standard Supply System (DS4) and has been revised.

APPLICABILITY. This regulation applies to all III Corps and Fort Hood tactical organizations and the Directorate of Logistics (DOL).

IMPACT ON NEW MANNING SYSTEM. This regulation does not contain information that affects the new manning system.

SUPPLEMENTATION. Local supplementation of this regulation is prohibited except upon approval of the Directorate of Resource Management (DRM), AFZF-RM-IA.

INTERIM CHANGES. Interim changes to this regulation are not official unless authenticated by the Directorate of Information Management (DOIM). Users will destroy changes on their expiration dates unless sooner superseded or rescinded.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is DRM. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-RM-IA, Fort Hood, TX 76544-5056.

OVERVIEW

		<u>1</u>
Purpose	This regulation establishes responsibilities and procedures for	
	<ul style="list-style-type: none">● monitoring supplies and equipment expenditures.● processing Operation Maintenance Army (OMA) to OMA cost transfers for issues from Direct Support Units (DSU) and DOL Aircraft Maintenance Division.	<u>1a</u>
References	Defense Finance and Accounting Service (DFAS) draft TM-38-C02-11, TUFMIS Functional User Manual.	<u>1b</u>

RESPONSIBILITIES

		<u>2</u>
DRM/DAO	DRM/Defense Accounting Office (DAO)	
	<ul style="list-style-type: none">● issues instructions and procedural guidance● assists TUFMIS users in resolving problems	

DRM/DAO
(continued)

- coordinates problem resolution with DFAS
- assigns and distributes Accounting Processing Codes (APCs)
- inputs TUFMIS cost transfers
- inputs system change requests
- distributes system change package

2a

ACofS,
G3/PTM

Assistant Chief of Staff (ACofS), G3/PTM (Program Training Manager)

- computes commitment targets based on Budget Activity Code 1 (BA1) mission Annual Funding Program (AFP)
- distributes commitment targets on Resource Allocation Document (RAD)
- adjusts commitment targets as necessary based on the obligation position

2b

Commanders,
MSCs

Commanders of Major Subordinate Commands (MSCs)

- control commitment expenditures of BA1 mission funds
- ensure overall MSC commitment targets are not exceeded
- monitor

- commitment expenditures
- undelivered orders
- obligations incurred and
- adjust separate company commitment targets as needed

Commanders, 1st Cavalry Division (1CD) and 2d Armored Division (2AD) provide automated data processing (ADP) support for TUFMIS.

Commander, 13th Corps Support Command (COSCOM) provides ADP support for 13th COSCOM and nondivisional units.

2c

DOL

Directorate of Logistics (DOL)

- controls commitment expenditures for Aircraft Maintenance Division and supported customers
- ensures commitment targets are not exceeded
- provides ADP support for TUFMIS for Aircraft Maintenance Division and supported customers

2d

DEFINITIONS

3

Commitment

Commitment is

- the informal reservation of funds to pay for supplies and equipment
- a forerunner to obligations
- the funds committed when a request is placed in the supply system

3a

Commitment Target	<p>Commitment Target</p> <ul style="list-style-type: none"> ● is the dollar amount given to MSC commanders ● gives authority to requisition supplies and equipment not to exceed that target and ● is assigned IAW the AFP 	3b
Annual Funding Program	<p>An AFP is the amount of commitment/obligation authority given to an organization to finance annual training and readiness programs.</p>	3c
RAD	<p>The RAD provides AFPs to MSCs.</p>	3d
TUFMIS FUNCTIONS		4
Functions	<p>Through an automated process, TUFMIS will</p> <ul style="list-style-type: none"> ● cost each request for issue which is introduced into the supply system ● record the commitment of funds for these RFI's ● identify for management review excess or large dollar value requests ● provide detailed data on commitments and balance of funds available 	4a
Procedures	<p>TUFMIS Reports Utilization (RCS exempt: AR 335-15, para 5-2b(1))</p> <ul style="list-style-type: none"> ● used to monitor commitments at all levels of command ● procedures described in this regulation are the minimum standards for successful fund control of supplies and equipment ● sample operating procedures for TUFMIS are listed in Appendices A through G ● system files, transaction processing, and output formats are contained in the draft TM 38-C02-11 	4b
Credit Table	<p>Percentage granted for general support (GS) Repairables, SFDLR, Accounting Stockage List (ASL) and Nonstockage Lists (NSL) will be established and loaded as of 1 October of each year and updated quarterly or as directed.</p>	4c
Commitment Targets	<p>Commitment Targets will be</p> <ul style="list-style-type: none"> ● loaded as of 1 October of each year ● based upon the AFP ● used to control requests for supplies ● allocated at least down to battalion/separate company level 	4d

Parameters Parameters will be established so that all requests for issue for over \$.01 will be reflected on output reports.

Data parameters will be established as of 1 October of each year.

4e

Reconciliation Compare the TUFMIS PCN 085A (weekly unit report) to the Unit Level Logistics System (ULLS) Document Control Register or the SAMS-1 Open Document Register to identify missing documents and/or dollar amount discrepancies.

4f

The proponent of this regulation is the Directorate of Resource Management

FOR THE COMMANDER:



JAMES P. O'NEAL
Brigadier General, USA
Chief of Staff

WILLIAM E. PARKER
LTC, SC
DOIM

DISTRIBUTION:

IAW FH FORM 1853, A
LESS: 1-21, 23, 24, 26- 30, 33, 34, 37-54, 56, 59, 62, 66, 70-73
Plus: IM-AO (2)
IM-Pubs (100)
IM-ARL (1)

APPENDIX A

Procedures for Division Comptrollers

- Sustain the use of TUFMIS.
- Ensure development of unit expenditure plans.
- Determine financial requirements.
- Request commitment targets from ACofS, G3/PTM using FH Form 153, RAD.
- Prorate targets to units and DMMO.
- Operate TUFMIS according to procedures published in the draft TM-38-C02-11.
- Establish parameters in TUFMIS so all RFIs for \$.01 and over will be reflected on reports.
- Establish data parameters as of 1 October each year.
- Ensure the TUFMIS Catalog Data File (TCDF) is updated monthly.
- Ensure TUFMIS credit tables are updated quarterly or as directed.
- Ensure that the appropriate charge or credit adjustments submitted on FH Form 37-X6 are input to TUFMIS.
 - Part number requests
 - local purchase requests
 - COPARS sales
 - medical requests
 - lumber requests
- Verify closing balance of previous reports to opening balance of new reports to ensure report validity.
- Distribute the PCN AVE 085A report (TUFMIS Weekly Report) to the battalion/separate company level weekly.
- Spot check the PCN AVE 085A report to ensure a daily cycle was not omitted. If a daily cycle does not appear, take necessary action to recapture the data. This can be accomplished by checking two nonstockage list (NSL) requests per day from the PCN AVE 075A report (TUFMIS daily report) and verifying they appear on the PCN AVE 085A report.
- Assist unit commanders in the use of TUFMIS for financial management.
- Ensure the delivery of the TUFMIS cost transfer diskette to DAO Systems Accounting Branch weekly.
- Establish high dollar parameters in TUFMIS.
- Coordinate TUFMIS year-end closeout procedures with DRM, DAO, and ACofS, G3/PTM.
- Advise the Fort Hood DRM/DAO office of TUFMIS operational problems and of innovative ideas to improve the overall use of TUFMIS.

APPENDIX B**Procedures for 13th COSCOM Comptroller**

- Sustain the use of TUFMIS for 13th COSCOM and non-divisional units, i.e., 3d Signal Bde, 89th MP Bde, 504th MI Bde, 6th Cav Bde (AC), 31st ADA Bde and HQ Command.
- Ensure development of 13th COSCOM units' expenditure plans.
- Determine 13th COSCOM financial requirements.
- Request commitment targets from ACofS, G3/PTM using FH Form 153, RAD.
- Prorate targets to 13th COSCOM units.
- Operate TUFMIS according to procedures published in the draft TM 38-C02-11.
- Establish parameters in TUFMIS so all RFI for \$.01 and over will be reflected on reports.
- Establish data parameters as of 1 October each year.
- Ensure the TCDF is updated monthly.
- Ensure TUFMIS credit tables are updated quarterly or as directed.
- Take necessary action on Fort Hood Form 37-X6 to ensure that appropriate charge or credit adjustments appear on TUFMIS reports. This includes input from the non-divisional units.
- Prepare, publish and maintain a SOP that provides detailed instructions to ensure the following type transactions are manually input to TUFMIS. This includes transactions for the non-divisional units:
 - part number request
 - local purchase
 - COPARS sales
 - medical request
 - lumber requests
- Verify closing balance of previous reports to opening balance of new reports to ensure report validity.
- Distribute the PCN AVE 085A report to the 13th COSCOM battalion/separate company level weekly.
- Distribute the PCN AVE 085A report to the Financial Management Office (FMO) in the non-divisional units.
- Spot check the PCN AVE 085A report to ensure a daily cycle was not omitted. If a daily cycle was omitted, take necessary action to recapture the data. This can be accomplished by checking two NSL requests per day from the PCN AVE 075A report, TUFMIS daily, and verify they appear on the PCN AVE 085A report.
- Assist unit commanders in the use of TUFMIS for financial management.
- Ensure delivery of the TUFMIS cost transfer diskette to the DAO System Accounting Branch weekly.

- Establish high dollar parameters in TUFMIS.
- Coordinate TUFMIS year-end closeout procedures with DRM, DAO and ACofS, G3/PTM
- Advise the Fort Hood DRM/DAO office of TUFMIS operational problems and of innovative ideas to improve the overall use of TUFMIS.

APPENDIX C

Procedures for Nondivisional Unit Financial Managers

- Sustain the use of TUFMIS.
- Ensure development of unit expenditure plans.
- Determine financial requirements.
- Request commitment targets from ACofS, G3/PTM using FH Form 153, RAD.
- Prorate targets to units.
- Operate TUFMIS according to procedures published in the draft TM 38-C02-11.
- Ensure the following type transactions and appropriate charge or credit adjustment to TUFMIS are provided on FH Form 37-X6 to the 13th COSCOM Comptroller for input to TUFMIS:
 - erroneous charges or credits
 - part number requests
 - local purchase
 - COPARS sales
 - medical request
 - lumber requests
- Distribute the PCN AVE 085A report to the battalion/separate company levels weekly.
- Advise the Fort Hood DRM/DAO office of TUFMIS operational problems and of innovative ideas to improve the overall use of TUFMIS.

APPENDIX D

Procedures for DOL, Resource and Management Division

- Sustain the use of TUFMIS in the DOL Aircraft Maintenance Division and supported customers.
- Ensure development of unit expenditure plans.
- Determine financial requirements.
- Prorate targets to DOL Aircraft Maintenance Division and attack helicopter-64 (AH-64) rotational units.
- Operate TUFMIS according to procedures published in the draft DFAS Functional User Manual, TM 38-C02-11.
- Establish parameters in TUFMIS so that all requests for issue for \$.01 and over will be reflected on reports.
- Ensure the TCDF is updated monthly.
- Ensure TUFMIS credit tables are updated quarterly or as directed.
- Prepare, publish, and maintain a SOP that provides detailed instructions to ensure the following type transactions are manually input to TUFMIS:
 - part number requests
 - local purchase requests
 - COPARS sales
 - medical requests
 - lumber requests
- Ensure distribution of the PCN AVE 085A report to DOL aircraft maintenance supported customers.
- Spot check the PCN AVE 085A report to ensure a daily cycle was not omitted. If a daily cycle was omitted, take necessary action to recapture the data. This can be accomplished by checking two NSL requests per day from the PCN AVE 075A report, and verify that they appear on the PCN AVE 085A report.
- Establish high dollar parameters in TUFMIS.
- Coordinate TUFMIS year-end closeout procedures with DRM and DAO.
- Ensure weekly delivery of the TUFMIS cost transfer diskette to the DAO Systems Accounting Branch.

APPENDIX E

**Procedures for Division Materiel Management Office (DMMO) and
DOL Aircraft Maintenance Division**

- Monitor commitments to ensure targets are not exceeded.
- Ensure all supply transactions are reported in TUFMIS.
- Monitor the PCN AVE 075A report to ensure the validity of requests that result in a commitment of funds.
- Maintain adequate controls to ensure that high dollar requests are valid prior to release to a higher supply source.
- Ensure internal controls are in place to ensure walk-thru requests are input into the automated system.

APPENDIX F**Recommendations for Battalion/Separate Company Commanders**

- Prepare expenditure plans consistent with commitment allocations.
- Ensure receipt of the PCN AVE 085A report. If not received, contact the supporting comptroller.
- Ensure TUFMIS commitments are monitored using the PCN AVE 085A report. This report reflects charges and credits and keeps a balance of funds available.
- Ensure reconciliation of the PCN AVE 085A report with the ULLS Document Control Register (Figure F-1) and the SAMS-1 Operations Document Register (Figure F-2). Each supply transaction from these reports should appear on TUFMIS.
- Ensure the reconciliation of the Due-out to Unit Listing upon receipt from the supply support activity to the ULLS Document Control Register (Figure F-1) and the SAMS-1 Open Document Register (Figure F-2).
- Ensure FH Form 37-X6 (Figure F-3), Corrections to the TUFMIS weekly report, is prepared and submitted to the comptroller/FMO when the reconciliation identifies the following conditions:
 - duplicate commitments
 - duplicate cancellation credit
 - document appears on the due-in listing with no TUFMIS commitment recorded
 - shipping status received with no TUFMIS commitment recorded
- Ensure that if after three PCN AVE 085A reconciliations to the ULLS Document Control Register (Figure F-1) or SAMS-1 Operations Document Register (Figure F-2) with no charge appearing in TUFMIS, follow-up action is taken through the supporting supply support activity.
- Compare commitments against program; if a program change is required, submit a request to the comptroller/FMO.
- Ensure that dollar/quantity figures on the TUFMIS weekly report are reviewed for errors and appropriate action is taken through supply channels to correct any error.

DATE: 04-JAN-93 DOCUMENT CONTROL REGISTER FOR A RANGE AWASF256
 W45U86 SVC ENTRY 2192 EA 100

DOCUMENT NUM	NIIN				NOUN	ADMIN NUM	PRI	D/L	U/I
QTY REQ	QTY DUE	QTY REQ	QTY ACQ		INSTALL	CURRENT STATUS/DATE	ESD		DATE COMP
W45U86 AOA	2171 00002	0012 00002	008086072 00000	-----	CONTROL Y	PLL BB 92219	06 0		EA 0
W45U86 AOA	2177 00001	0007 00001	009681603 00000	-----	SPRING A N	SVC 83 BM 92219	05 0	N	EA 0
W45U86 AOA	2177 00001	0014 00001	011092309 00000	-----	 N	STE/IC BB 92219	12 0	N	EA 0
W45U86 AOA	2182 00001	0006 00001	008092190 00000	-----	 Y	PLLCLK BM 92219	05 0	N	BX 0
W45U86 AOA	2191 00001	0001 00001	011961290 00000	-----	RAIL,HAN N	SVC 6 BB 92350	12 0	N	EA 0
W45U86 AOA	2196 00001	0005 00001	007354577 00000	-----	COUPLER N	SVC40T BM 92219	12 0	N	EA 0
W45U86 AOA	2196 00001	0010 00001	002697383 00000	-----	INNER TU Y	PLL BA 92219	13 0	N	EA 0
W45U86 AOA	2197 00001	0003 00001	003376471 00000	-----	STOP LIG N	SVC 86 BB 92219	12 0	N	EA 0
W45U86 AOA	2206 00001	0002 00001	001905034 00000	-----	SUPPORT N	SVC40T BA 92352	05 0	N	EA 0
W45U86 AOA	2211 00001	0006 00001	002050103 00000	-----	OVER ST N	SVC 81 BB 92219	12 0	N	EA 0
W45U86 AOA	2211 00002	0000 00002	011528442 00000	-----	CUSHION, N	SVC 22 BM 92219	12 0	N	EA 0
W45U86 AOA	2224 00001	0002 00001	011209958 00000	-----	KNOB N	SVC 27 BM 92219	12 0	N	EA 0
W45U86 AOA	2224 00001	0007 00001	011312951 00000	-----	INDICATO N	SVC 27 BA 92350	12 0	N	EA 0
W45U86 AOA	2227 00001	0003 00001	011661384 00000	-----	LADDER,V Y	SUPPLY BA 92350	12 0	N	EA 0

Figure F-1. ULLS Document Control Register

PREPARED 29 NOV 93

SAMS-1 OPEN DOCUMENT REGISTER

PCN AMN-008

UIC SUPPORT	UNIT NAME SUPPORT	DODAAC																		
WVDC84	LSSI (SSUFT)	WBIFSN																		
SSA			A																	
DOCUMENT NO.	DSG	RIC	PART	MSN	UI	PART	MOUN	R	**	REQUEST	FDR	***	QUANTITY	DIC	STATUS	ESD				
								C	WON/LOC	STIC	SUPADR	PD	RQN	DI	CANC	REC	CD	DATE	CD	DATE
W4SCHU30810133	A	S9I	5306-01-337-9032	EA	BOLT,MAC	X	A310613	W	Y10613	06		1	1	0	0	AOA	93081	BB	93319	93335
W4SCHU31060015	A		7-211180089-601	EA	HOLSTER ASSY	X	A311670	W		03		2	2	0	0	AOE	93106	BM	93111	90001
W4SCHU31130110	A	F	5306-01-177-5712	EA	BOLT,MAC	X		S	Y11670	06		4	4	0	0	AOA	93113	BB	93117	
W4SCHU31160966	A	S9I	5330-01-173-5066	EA	RETAINER	X	A312016	W	Y12016	06		1	1	0	0	AOA	93116	BB	93308	94097
W4SCHU31170062	A	S9I	5330-01-173-5066	EA	RETAINER	X	A311755	W	Y11755	06		1	1	0	0	AOA	93117	BB	93308	94097
W4SCHU31410031	A	S9E	6685-01-240-6752	EA	GAGE,PRE	X		S	Y11670	06		1	1	0	0	AOA	93141	BB	93308	93321
W4SCHU31450014	A	F	5306-01-177-5712	EA	BOLT,MAC	X		S	Y11875	03		4	4	0	0	AOA	93145	BB	93147	
W4SCHU31590047	A	S9E	5935-01-110-7937	EA	SOCKET,P	X	A313338	W	Y11242	06		20	15	0	5	AOA	93159	J	93315	93254
W4SCHU31600047	A	F	5306-01-177-5712	EA	BOLT,MAC	X		S	Y12340	03		4	4	0	0	AOA	93160	BB	93162	
W4SCHU31600077	A	S9E	5950-01-193-4371	EA	TRANSFOR	X	A209971	W	Y09971	06		1	1	0	0	AOA	93160	BZ	93308	93317
W4SCHU31680109	A	F	2620-00-269-7709	EA	INNER TU	X	A312670	W	Y12670	06		1	1	0	0	AOA	93168	BB	93172	
W4SCHU31810047	A		3644711	EA	CABLE	X	A312846	W		-03		1	1	0	0	AOE	93181	BV	93245	
W4SCHU31820020	A	F	2620-00-269-7709	EA	INNER TU	X	A312681	W	Y12681	06		1	1	0	0	AOA	93182	BB	93187	
W4SCHU31870039	A	F	5998-00-145-3218	EA	CIRCUIT	X	A370191	W	Y70191	03		1	1	0	0	AOA	93187	BB	93189	
W4SCHU32030069	A	F	1270-01-181-2108	AT	TUBE AND	X	A312952	W	Y12952	03		1	1	0	0	AMA	93327	BA	93271	
W4SCHU32070032	A	F	5930-01-232-9564	EA	SWITCH,R	X	A313338	W	Y13338	13		1	1	0	0	AOA	93207	BA	93308	
W4SCHU32100013	A	F	2620-00-269-7709	EA	INNER TU	X	A313418	W	Y13418	06		1	1	0	0	AOA	93210	BB	93214	
W4SCHU32160064	A	F	1270-01-181-2108	AT	TUBE AND	X	A313404	W	Y13404	03		1	1	0	0	AMA	93323	BK	93326	
W4SCHU32160064	A	F	1270-01-181-2108	AT	TUBE AND	X	A313508	W	Y13508	03		1	1	0	0	AMA	93323	BK	93326	
W4SCHU32220048	A	S9E	9330-00-268-9826	SH	PLASTIC	X	A313338	W	Y13338	13		1	1	0	0	AOA	93222	BB	93308	94011
W4SCHU32240048	A	S9I	5306-01-165-2890	EA	BOLT,MAC	X	A313453	W	Y13453	06		6	6	0	0	AOA	93224	BB	93319	93329
W4SCHU32300044	A	F	5826-01-169-9234	EA	POWER FR	X	A313343	W	Y13343	06		1	1	0	0	AOA	93230	BB	93239	
W4SCHU32300047	A	F	5826-01-169-9234	EA	POWER FR	X	A313342	W	Y13342	06		1	1	0	0	AOA	93230	BB	93239	
W4SCHU32310067	A		13080453-009	EA	COVER ASSEMB	X	A313342	W		03		1	1	0	0	AOE	93231	BB	93257	93266
W4SCHU32350011	A		5306-01-177-5712	EA	BOLT,MAC	X	A313638	W	AOE	03		4	4	0	0	AOE	93235			
W4SCHU32360953	A	S9I	5340-01-331-8707	EA	COVER,AC	X	A313784	W	Y13784	03		1	1	0	0	AOA	93236	BZ	93308	93316
W4SCHU32370001	A		1650-01-279-4702	EA	USERVOCTL	X		S	AIMI	03		1	1	0	0	AOE	93237			
W4SCHU32370039	A	F	1270-01-181-2108	AT	TUBE AND	X	A313747	W	Y13747	03		1	1	0	0	AMA	93323	BK	93326	
W4SCHU32370041	A	F	1270-01-181-2108	AT	TUBE AND	X	A313745	W	Y13745	03		1	1	0	0	AMA	93323	BK	93326	
W4SCHU32370948	A	F	5961-00-912-9908	EA	TRANSISTOR	X	A313636	W	Y13636	13		12	2	0	10	AOA	93237	5	93315	93243
W4SCHU32390019	A	S9C	4720-01-278-2704	EA	HOSE	X	A314823	W	Y13422	03		1	1	0	0	AOA	93239	BB	93308	94040
W4SCHU32420018	A	S9E	1680-01-230-0536	EA	LIGHT HO	X	B311882	W	Y11882	03		1	1	0	0	AOA	93242	BB	93319	93333
W4SCHU32420027	A	F	1005-01-320-5984	EA	FEEDER,A	X	A313638	W	Y13638	03		22	6	0	16	AOA	93242	BB	93244	
W4SCHU32430022	A	F	7050-01-232-2349	EA	CONVERTER	X	A313903	W	AMMA	03		1	1	0	0	AOA	93243	BB	93246	
W4SCHU32440001	A	F	5999-01-289-4733	EA	CIRCUIT	X	A313894	W	Y13894	02		1	1	0	0	AOA	93244	BB	93246	
W4SCHU32440031	A	F	5330-00-759-7069	EA	PACKING,	X	F313638	W	Y13638	03		1	1	0	0	AOA	93244	BB	93246	
W4SCHU32440047	A	F	5998-01-306-5820	EA	CIRCUIT	X	A313903	W	Y13903	03		1	1	0	0	AOA	93244	BB	93246	
W4SCHU32460013	A	F	5325-01-184-1838	EA	STUD,TURMLDC	X	A313638	W	Y13638	03		4	3	0	1	AOA	93246	BA	93298	
W4SCHU32500042	A	S9I	5305-00-045-4508	EA	SCREW	X	A313721	W	Y13721	03		12	12	0	0	AOA	93250	BB	93308	93348
W4SCHU32500105	A	S9I	5310-01-316-5288	EA	WASHER,FLAT	X	A313735	W	Y13735	06		1	1	0	0	AOA	93250	BV	93319	93346
W4SCHU32510003	A		1615-00-060-1062	EA	ASHWASHPLATE	X	A313719	W	AMMA	03		1	1	0	0	AOA	93251			
W4SCHU32520051	A	F	1680-01-271-7591	EA	HOUSING	X	A313638	W	Y13638	03		1	1	0	0	AOA	93252	BB	93257	
W4SCHU32520073	A	F	1270-01-181-2108	AT	TUBE AND	X	A313954	W	Y13954	03		1	1	0	0	AMA	93323	BK	93326	
W4SCHU32520074	A	F	1270-01-181-2108	AT	TUBE AND	X	A314089	W	Y14089	03		1	1	0	0	AMA	93323	BK	93326	
W4SCHU32520079	A	F	1270-01-181-2108	AT	TUBE AND	X	A313794	W	Y13794	03		1	1	0	0	AMA	93323	BK	93326	
W4SCHU32520092	A	F	5360-01-179-7351	EA	SPRING	X	A313594	W	Y13594	06		2	2	0	0	AOA	93252	BB	93308	94052
W4SCHU32520094	A	F	5999-01-289-4733	EA	CIRCUIT	X	A313694	W	Y13694	13		1	1	0	0	AOA	93252	BB	93257	

Figure F-2. SAMS-1 Open Document Register.

APPENDIX G

Recommendations for Supply/PLL Clerk/Battalion Motor Officer (BMO)/Motor Sergeant

- Submit RFI or turn-in IAW established supply procedures.
- Reconcile the TUFMIS PCN 85A report to the ULLS Document Control Register (Figure F- 1) or SAMS-1 Operations Document Register (Figure F-2) weekly to ensure requests that caused a charge to a unit are correct. Each requisition appearing on the TUFMIS printout will be checked against these documents and the calendar date of the TUFMIS printout should be entered in the right hand margin (as shown in Figures F-1 and F-2).
- FH Form 37-X6 (Figure F-3), can be used to note discrepancies on TUFMIS, i.e.,
 - transactions not appearing on TUFMIS
 - duplicate charges appearing
 - duplicate cancellations appearing
- FH Form 37-X6 should be forwarded to the comptroller/FMO for TUFMIS correction action.
- If no charge appears on TUFMIS after two weeks of RFI submission, follow-up action through supply channels should be initiated.

Glossary

ACofS, G3/PTM	Assistant Chief of Staff, G3/ Program Training Manager
ADA	Air Defense Artillery
ADP	automated data processing
AFP	annual funding program
AH-64	Attack Helicopter 64
APC	accounting processing code/codes
ASL	Authorized Stockage List
BA1	Budget Allocation Code 1
BMO	Battalion Motor Officer
Bde	brigade
COPARS	Contractor-Operated Parts Store
DAO	Defense Accounting Office
DFAS	Defense Finance and Accounting Service
DMMC	Division Materiel Management Center
DOIM	Directorate of Information Management
DOL	Directorate of Logistics
DRM	Directorate of Resource Management
DS4	Direct Support Standard Supply System
DSU	direct support units
FMO	Financial Management Office
GS	general support
HQ	headquarters
IAW	in accordance with
MP	Military Police
MSC	Major Subordinate Command/Commands
NSL	Nonstockage List
OMA	Operation Maintenance Army
PCN AVE 075A	Tactical Unit Financial Management Information System (TUFMIS) Daily Report
PCN AVE 085A	Tactical Unit Financial Management Information System (TUFMIS) Weekly Unit Report
PLL	Prescribed Load List
RAD	Resource Allocation Document
RFI	Request for Issue
SAMS-1	Standard Army Maintenance System - 1
SOP	Standing Operating Procedure
TCDF	Tactical Unit Financial Management Information System (TUFMIS) Catalog Data File
TUFMIS	Tactical Unit Financial Management Information System
ULLS	Unit Level Logistics System
1CD	1st Cavalry Division
2AD	2d Armored Division
6th Cav Bde (AC)	6th Cavalry Brigade (Air Combat)
13th COSCOM	13th Corps Support Command