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Supply Management Personnel
GUIDANCE AND IMPLEMENTATION OF THE CHIEF OF STAFF, ARMY SUPPLY EXCELLENCE
AWARD (CSA/SEA) FY 03 AND FY 04 PROGRAMS

History. This is the second printing of this circular since it was rescinded in October 1995.

Applicability. This circular applies to Forces Command (FORSCOM) Active Component (AC) and U.S. Army Reserve (USAR) Table of Organization and Equipment (TOE) units, and comparable Table of Distribution and Allowances (TDA) units such as training divisions and NCO Academies.

Changes. Changes to this circular are not official unless the Assistant Deputy Chief of Staff, G6 FORSCOM authenticates them.

Suggested improvements. The proponent agency of this circular is the Deputy Chief of Staff, G4 FORSCOM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Deputy Chief of Staff, G4 AFLG-SMS, 1777 Hardee Avenue, SW, Fort McPherson, GA 30330-1062.

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Copies furnished: HQ FORSCOM (AFCE-A) (record copy).

1. Purpose

This circular prescribes requirements and procedures for recognizing units with outstanding supply accomplishments.

2. Procedures

Nomination instructions and format – Appendix B

3. Responsibilities

a. Headquarters, Department of the Army (HQDA), administers the Chief of Staff/Army Supply Excellence Award (CSA/SEA) program and establishes policies, procedures and necessary rules for the conduct of the competition in conjunction with the United States Army Quartermaster Center & School (USAQMC&S).

b. Commandant, USAQMC&S is HQDA executive agent for the awards program, establishes evaluation criteria, and provides teams for on-site evaluations of MACOM-nominated finalists. The USAQMC&S selects winners and runners-up Army-wide and provides trophies, plaques and other awards as appropriate.

c. The Deputy Chief of Staff, G4 FORSCOM, will:

(1) Provide FORSCOM units with detailed guidance and implementation instructions for all upcoming competition. Guidance will be published in a FORSCOM circular and will cover fiscal years (FY) in increments of two.

(2) Head a FORSCOM Supply Excellence Evaluation Board consisting of at least one

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representative from each major subordinate command to conduct supply packet (book) evaluations of select Active Component (AC) nominee units for FORSCOM and Department of the Army (DA)-level competition. The guidance and instructions listed in AR 710-2, Appendix B, the Command Supply Discipline Program (CSDP) and instructions contained in this circular will be the primary documents used in all evaluations. A FORSCOM memorandum outlining the date of the evaluation will be dispatched in sufficient time for nominated units to prepare and submit their packets for evaluation.

(3) The evaluation board may nominate two parent level units or activities in each of the levels in categories A and C, and one for category B for DA-level competition. The categories and levels of competition under which units may compete are identified in paragraph 7 of this circular.

(4) Review the results of the evaluation team findings and recommendations for competitive analysis and selecting FORSCOM winners and HQDA nominees.

(5) Provide awards and other forms of recognition for units participating in the FORSCOM competition.

d. The FORSCOM major subordinate commanders will—

(1) Provide one supply representative to the FORSCOM Supply Excellence Evaluation Board. The representative must be knowledgeable in unit and organizational supply operations. Additionally, a Direct Supply Support (DSS) representative will be provided on a rotational basis among each major subordinate command. This representative must be knowledgeable in DSS operations.

(2) Ensure that an aggressive CSDP plan of inspection is developed and executed to select the most qualified units and activities for nomination for the FORSCOM competition.

(3) Nominate as a maximum two AC units in each Category, as explained above, for competition. All evaluations will be as outlined in paragraph 3c(2) above. The method that the major subordinate commands use in making their selections will be at the commander's discretion but should be in concert with the CSDP.

(4) Include in their nominations non-major subordinate command aligned units that are within their boundaries (i.e., FORSCOM units on non-FORSCOM installations).

(5) Forward AC nominations Supply Packets for FORSCOM-level competition to Deputy Chief of Staff, G4, FORSCOM, AFLG-SMS, 1777 Hardee Avenue, SW, Fort McPherson, GA 30330-1062, to arrive no later than (NLT) 1 October of each year.

See Appendix B for information that must be included in each Supply Packet for each nominee unit or activity.

e. United States (US) Army Reserve Command (USARC) commander will—

(1) Publish implementing instructions for USAR units and activities. A copy of subject implementing instructions must be forwarded to the FORSCOM Deputy Chief of Staff, G4, ATTN: AFLG-SMS for approval.

(2) Select two USAR units in each category and level, except Category C. All evaluations will be In Accordance With (IAW) AR 710-2, Appendix B and the instructions contained in the USARC approved implementation guidance. The method of selection will be at the discretion of the USARC commander.

(3) Forward USAR nominations (via memorandum) to Deputy Chief of Staff, G4, FORSCOM, AFLG-SMS, 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062, to arrive NLT 30 November of each year.

4. The CSA/SEA Program

a. The CSA/SEA program is open to all AC and USAR Table of Organization and Equipment (TOE) and comparable Table of Distribution and Allowances (TDA) units, e.g., Training Divisions, Noncommissioned Officer (NCO) Academies and separate entities down to the company level.

b. The American Defense Preparedness Association (ADPA), in conjunction with HQDA, sponsors the program and participates in the presentation of awards and other forms of recognition in support of program activities. The USAQMC&S is DA DCSLOG executive agent for the CSA/SEA program.

c. Each major subordinate command must forward AC nominee packets for FORSCOM-level competition IAW Appendix B of this circular. A FORSCOM Supply Excellence Evaluation Board, consisting of a FORSCOM DCSLOG representative (Team Chief) and representatives from each FORSCOM major subordinate command, will select the finalist in each category. The finalists will represent FORSCOM at the DA-level competition.

d. The USARC commander must forward USAR nominations for DA-level competition IAW paragraph 3e(3), above. Units selected by the USARC will represent FORSCOM at the DA-level competition.

e. The CSA/SEA program has been structured to use existing supply documents (specifically the CSDP, AR 710-2) and files (active and 1-year inactive) to minimize unit administrative requirements.

f. All units that desire to participate in the CSA/SEA program will use Appendix B of AR 710-2. This appendix and tables are the guide for commanders to observe and to determine the preparedness of their finalist. However, when submitting nominees to FORSCOM from Active/Reserve Component (AC/RC) units and activities, provide information as requested by Appendix B of this circular.

g. The submission of nominations implies consent to be evaluated and authorizes USAQMC&S and FORSCOM to coordinate directly with nominated units. Intermediate commands may request information copies of correspondence to this headquarters or through the same to the USAQMC&S Team in regard to these communications.

h. This circular covers FY 2002 and 2003 competitive periods.

5. Objectives

The CSA/SEA program is designed to—

a. Enhance the logistical readiness and supply effectiveness of organizations by providing a positive incentive for extraordinary supply support.

b. Improve property accountability and reduce waste by encouraging awareness of the CSDP.

c. Provide a structure for and recognition of supply initiatives and operations at the organizational level, to improve the effectiveness and efficiency of supply operations within the total Army force structure.

d. Provide a management tool to ensure the achievement of standardization of supply support functions and procedures.

e. Improve operations within the supply arena and the ability to support and sustain our forces while providing a means for recognizing exceptional performance and standards.

f. Add to the development of competitive programs within FORSCOM by providing higher competition and commensurate recognition.

6. Participation

a. All FORSCOM units or activities are encouraged to participate. Commanders of FORSCOM major elements (e.g., U.S. Army Signal Command, Corps, Divisions, and Separate Brigades) electing not to compete will advise Deputy Chief of Staff, G4, FORSCOM, AFLG-SMS, 1777 Hardee Avenue, SW, Fort McPherson, GA 30330-1062 by message NLT 1 October of each year, with information copy to United States Army Quartermaster Center & School, (ATSM-LTD-SE), 22 D Street, Fort Lee, VA 23801-1621. The USAR activities will advise the Deputy Chief of Staff for

Logistics, USARC, (AFRC-LGS-S), 1401 Deshler Street, SW, Fort McPherson, GA 30330-2000.

b. Nominated units must be prepared for the USAQMC&S on-site Evaluation Team visit anytime during the month they are scheduled for the evaluation. Itineraries may change. If the evaluation date(s) change, nominee unit will be notified within 24 hours and “always within the same month they are scheduled.” If unit cannot accommodate the change, they will be eliminated from the competition for that year.

7. Categories and Levels of Competition

The categories and levels of competition under which units may compete are identified below. The Unit Identification Code (UIC) will be used to determine if a unit is eligible to compete on its own or under its parent organization. To compete for the award, position 5-6 of the UIC must be AA. This identifies a parent unit. The intent is to have units with like complexity and responsibility compete against each other.

a. Categories and Levels (See Table 1-1 below):

(1) Category A – Modified Table of Organization and Equipment (MTOE).

(a) Level I (A) This is a Company, Battery, Troop or Detachment-level MTOE unit that maintains its own property book. Records and equipment from an Augmentation Table of Distribution and Allowances (AUGTDA) will be considered in the evaluation of these units.

(b) Level I (B) This is defined as a Company, Battery, Troop or Detachment level MTOE unit that is organic to/operates under a parent organization, which manages the property book functions. This unit controls a primary hand receipt from the next higher level for property management operations. Records and equipment from an AUGTDA will be considered in the evaluation process of these units.

(c) Level II (A) Battalion/Squadron. This is defined as a unit that operates as a MTOE parent organization and maintains a consolidated property book for its subordinate units. Units competing at this level may not nominate a subordinate unit for participation in Level I of this competition. Records and equipment from an AUGTDA will be considered in the evaluation process of these units.

(d) Level II (B) Battalion/Squadron. This is defined as a unit that operates as an MTOE parent organization and provides staff guidance/supervision of supply accountability functions for subordinate units. These units do not maintain a consolidated property book for their subordinate units. Units competing at this level may not nominate a subordinate unit for participation in Level I of this

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competition. Records and equipment from an AUGTDA will be considered in the evaluation of these units.

(2) Category B - Table of Distribution and Allowances (TDA). This category consists of units that operate under an authorized TDA document having an established paragraph for performing internal unit or organizational supply management functions including property book accountability functions. It has two levels of competition, which is based on managed equipment density and supported internal personnel population. All units (less MEDCOM) will use current TDA documentation to determine the level at which an organization will compete. Mobilization TDAs (MOBTDA) and AUGTDA are not eligible for competition in this category. To determine the level in which a TDA unit is to compete, the calculations below will be used and entered on Exhibit B-2 below. MEDCOM activities will compete using the calculations listed below and in Table 1-1. The computed level data will be entered in Exhibit B-2. Calculations for the various levels are as follows:

X = The number of personnel authorized by the TDA.

Y = The Line Item Numbers (LINs) authorized by the TDA.

Z = The number of pieces of equipment authorized to the TDA.

X VALUE – Equal to or less than 50 =1
51-100=2

Greater than 100=3

Y VALUE – Equal to or less than 200=1
201-750=2

Greater than 750=3

Z VALUE – Equal to or less than 500=1
501-1500=2

Greater than 1500=3

(a) Level I - Lower Category (Small). This category consists of organizations where the values of $(X+Y+Z)/3$ are less than or equal to 2.00. The MEDCOM may submit one U.S. Army Medical Activity for participation at this level.

(b) Level II - Upper Category (Large). This category consists of organizations where the values of $(X+Y+Z)/3$ are greater than 2.00. The MEDCOM may submit one U.S. Army Medical Center for participation in this level.

Example:

The number of personnel authorized by the TDA is 79; based on the above table this means the value of X is 2.

The Line Item Number (LIN) assigned to the TDA is 332; based on the above table this means the value of Y is 2.

The number of pieces of equipment authorized to the organization based on the TDA is 1,957; based on the table above the value of Z is 3.

$(X+Y+Z)/3 = (2+2+3) = 7/3 = 2.333$. This unit will participate in the Upper Category.

(3) Category C - Direct Support Unit (DSU).

This category has three levels of competition based on volume of managed activity and supported customer population. Each level is further subdivided into TDA or MTOE organizational elements for competition purposes. This category has restrictions for competition as follows:

(a) Class II, IV and VII activities will only compete against “other” Class II, IV and VII activities.

(b) Class IX activities will only compete against “other” Class IX activities and those Supply Support Activities (SSA’s) that support “all” classes of supply.

(c) Reserve units with the mission of receipt, store and issue will only compete against “like” units.

(d) Reserve units with no mission to receive, store, and issue will compete against “like” units. In this case, ASL size will not be a factor to determine level of competition. Only monthly volume and number of customers will be used.

(e) The USAQMC&S on-site SEA Evaluating Team will have the authority to move a SSA into the appropriate level of competition, if that SSA meets the requirements of a different level of competition.

(f) (ADDED): To determine the level in which a Class IX unit is to compete, the following calculations will be used:

X = The average number of Authorized Stockage List (ASL) lines.

Y = The average monthly transaction volume.

Z = The number of unit level customers supported by the DSU.

X VALUE – Equal to or less than 700 =1
701-1500 =2

Greater than 1500 =3

Y VALUE – Equal to or less than 5000 =1
5,000 – 10,000 =2

Greater than 10,000 =3

Z VALUE – Equal to or less than 30 =1
31 – 60 =2

Greater than 60 =3

(g) To determine the level in which a Class II, IV and VII unit is to compete, the following calculations will be used:

$(X + Y + Z)/3$

X VALUE – Equal to or less than 500 = 1

501 – 1000 =2
Greater than 1000 =3
Y VALUE – Equal to or less than 1000 =1
1001 – 2500=2
Greater than 2500=3
Z VALUE - Equal to or less than 15=1
16 – 35=2
Greater than 35=3

1. Level I - Small-sized DSU. This category consists of organizations where the values of $(X+Y+Z)/3$, rounded off to the nearest whole equals 1.

2. Level II - Medium-sized DSU. This category consists of organizations where the value of $(X+Y+Z)/3$, rounded off to the nearest whole equals 2.

3. Level III - Large-sized DSU. This category consists of organizations where the value of $(X+Y+Z)/3$, rounded off to the nearest whole equals 3.

Example: The average number of ASL lines is 3,724; based on the above formula and Exhibit B-2 below, which means that the value of X is 3. The average monthly transactions volume is 6,332, based on the above formula and Exhibit B-2, which means that the value of Y is 2. The number of unit level customers supported by the DSU is 47; based on the formula above, the value of Z is 2.

$(X+Y+Z)/3 = (3+2+2)/3 = 7/3 = 2.333$. This unit will participate in the Medium-sized DSU category.

CSA/SEA CATEGORIES AND LEVELS OF COMPETITION

Table 1-1:	Category A MTOE	Category B TDA	Category C DSU
Level I	N/A	N/A	SMALL DSU $(X=Y+Z)/3=1$
Level I (A)	Company Battery Troop Detachment w/A Prop Book	LOWER LEVEL $(X=Y+Z)/3 < 2.00$	N/A
Level I (B)	Company Battery Troop Detachment Op under Parent Org	N/A	N/A
Level II	N/A	UPPER LEVEL $(X=Y+Z)/3 > 2.00$	MED DSU $(X=Y+Z)/3=2$
Level II (A)	Battalion Squadron w/A Consol PB	N/A	N/A
Level II (B)	Battalion Squadron Parent Org Staff Guid	N/A	N/A
Level III	N/A	N/A	LARGE DSU $(X=Y+Z)/3=3$

Table 1-1

b. The MTOE Battalions with supplemental TDAs cannot participate as a TDA battalion.

c. Battalions must include all of their assigned subordinate units when competing in Category A, Levels II(A) and (B).

d. Divisional units operating under centralized automated accounting systems with property management functions centralized at the Battalion S4 may compete in Category A, Level II. Area Support

Groups equal to but not larger than company/battalion size units may compete in Level I and II as the group equates to paragraph 7a, above.

e. Units nominated to participate in the CSA/SEA competition by their commands and later find that due to military exigency(ies) they cannot, the unit or command must forward an exception memo to this headquarters explaining the reason of their exigency

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and the need for the unit to withdraw from the competition.

8. Milestones

Milestones for the CSA/SEA program are—

- a. The FORSCOM Circular 710-XX-X to the field in July, every second year of competition, e.g., FY 03-04.
- b. Unit exceptions to participation, NLT 1 November of each year.
- c. The FORSCOM message to U.S. Army Signal Command, I Corps, III Corps, and XVIII Airborne Corps G4s requesting a command representative to serve as a FORSCOM CSA/SEA on-site evaluation team member will be forwarded NLT 15 June each year.
- d. AC nominee supply packets are due to FORSCOM NLT 1 October each year.
- e. RC list of nominees are due to FORSCOM NLT 30 November each year.
- f. The FORSCOM Supply Excellence Evaluation Board convenes at this headquarters the third week in October (5 days) each year, taking into consideration holidays, the number of participating units or activities involve will determine the duration of the board.
- g. The FORSCOM memorandum to HQDA and USAQMC&S listing AC/RC nominees to compete at the DA-level is forwarded NLT 10 December each year. Only AC first place winners and RC nominees will be evaluated on-site by the USAQMC&S team.
- h. The FORSCOM message to field announcing FORSCOM winners and runners-up will be forwarded NLT 31 December each year.
- i. The FORSCOM awards for AC and RC winners and participants will be distributed during the January/February time frame each year.
- j. The DA message for on-site evaluations will be announced in January of each year.
- k. The DA on-site evaluations will begin in January of each year, unless otherwise notified.
- l. The DA message to the field announcing Army-level winners and runners-up will be forwarded in July of each year.
- m. The DA annual ceremony presentation will be held in Aug/Sep of each year.

9. Awards

- a. The DA-level winners will receive their awards from Senior Army leadership at the Pentagon. If DA cannot present an award at their annual awards ceremony, it will be mailed to the local commander for presentation.
- b. The FORSCOM commander or his designated representative will present appropriate trophies or

plaques and certificates that complement unit achievement to first and second place winners and certificates for units that competed for the FORSCOM awards. If the FORSCOM Commander or his representative cannot participate in presenting the award(s), it will be mailed to the local commander for presentation.

- c. A Certificate of Commendation will be provided to each USAR unit nominated by the USARC for the DA-level competition.

- d. It is recommended that commanders at all levels present awards as appropriate.

10. Publicity

- a. All echelons should make an effort to publicize and market this program. This may be accomplished through public affairs offices and may include, but is not limited to the following:

- (1) Local newspaper announcements of winners at each level of competition and identification of key unit personnel. Highlight the fact that the unit has been selected at that level for further competition in the awards program. Special care will be taken to avoid the impression that winning at lower levels constitutes winning at the DA-level.

- (2) Background information about the worldwide aspects of the awards program and the resultant enhancement of the Army unit-level supply posture.

- b. The ADPA should receive publicity for its sponsorship of this program and the DoD program in command news release and other publicity media. Their support includes furnishing DA-level trophies and other forms of recognition. Care should be taken to avoid any action that selectively benefits the ADPA (Per AR 360-61 and AR 600-50).

- c. At their discretion, DA DCSLOG apprises PS Magazine and the Public Affairs Office of events surrounding the CSA/SEA program.

- d. After the DA awards are announced and award presentations are completed, commanders will submit copies of news releases and publicity photographs for historical purposes to the United States Army Quartermaster Center & School, (ATSM-LTD-SE), 22d Street, Fort Lee, VA 23801-1621.

- e. The use of personal information in publicity releases or other documents in support of requirements established by this circular, or supplements thereto, will adhere to all privacy and Freedom of Information Act requirements.

- f. Units whose mission, location and or designation are classified, ensure that information provided can be used in news releases and for publicity purposes without requiring approval of the nominating command.

APPENDIX B

Guidance for the Chief of Staff, Army (CSA) Supply Excellence Award (SEA) Program Nomination Instructions and Format.

B-1. Unit Nomination Instructions and Format.

a. The evaluated result of a command's CSDP will be the criteria to consider units and activities for participation in the CSA/SEA program. The unit or activity that scores the highest within their category and level should become the representative candidate unit for the command.

b. The program has been structured to use existing supply documents and files (manual and automated) (active and 1-year inactive) to minimize unit administrative requirements. The framework for the packet (book) evaluation includes compliance to current policy, Total Army Quality Performance Improvement Criteria and management control objectives identified in the CSDP.

B-2. The Unit/Organizational Commander Will—

a. Prepare and submit his/her Supply Excellence Award Nomination Packet on the form listed at Exhibit B-1 below, for all Category A nominees. All lettered companies and unit type entities that are a part of a battalion/squadron will be listed by their full unit designation (no abbreviations). Units competing in Category B and C will use Exhibit B-2 and B-3 below. Recheck your calculations for accuracy in reporting the Class of supply, size and levels of your organizations.

b. Have signed memorandums of transmittal from his/her chain of command, to include an endorsement from the Brigade S4/PBO.

c. Units or activities located on non-FORSCOM installations that desire to participate in the CSA/SEA must complete the required forms and secure memorandums of transmittal from the immediate command element and the logistics support element, e.g., S-4/G4 or DOL/RBC, if these elements perform any type of inspections or evaluations of the unit or activity under AR 710-2, Appendix B. In absence of these assignments, a separate battalion or company commander may compete by taking action IAW paragraph 4 above.

d. Prepare and assemble his/her supply packet (book) in one standard three-ring 2 inch binder that holds 8-1/2 X 11 inch papers, only. The front of the binder must contain the complete unit designation, location, category and level of competition. This

may be in color but must be professional. Document protectors will be used to protect data and documents during the evaluating process.

e. Classified information should not be submitted. If required, it should be held to a minimum. Essential information (up to SECRET) may be submitted, however, it must be marked and submitted separately and be forwarded in accordance with physical security guidelines issued by the local security manager. All classified supply packets will be mailed ten (10) days prior to the normal supply packet submission date.

f. The internal time frames for submission of subordinate units/activities supply packets (books) will be at the discretion of the subordinate command..

g. Units and activities operating under the various Army automated systems will include the equivalent and most recent items that are requested to be placed in the supply packets (TABs). The term "as applicable" is used extensively because the requirements of this appendix pertains to Category A, B and C nominees, and not all subject matter pertains to all the units and activities that are competing for the FORSCOM award.

B-3. The contents of the unit's or activity Supply Packets (books) will be organized as follows:

- a. Prepare an index page.
- b. TAB A – FORSCOM Form 1065-R, according to the category of the participating organization. Following this will be the memorandums of transmittal endorsed by the chain of command/logistics support activity, as mentioned in paragraph B-2 above.
- c. TAB B- Strip Map on how to commute to the installation and organization from the local airport. Include the building number, local telephone number and POC.
- d. TAB C - Any current noteworthy activities generated as a result of this competition and significant contributions of supply officer, NCOs, supervisors and other key supply personnel should be included.
- e. TAB D - Copy of facility layout or planogram.
- f. TAB E – Copy of the organization's SOP. Include internal and external procedures. Ensure that the document(s) covers CSDP, Credit Cards, Safety, HAZMAT storage and disposition, as applicable.
- g. TAB F - Copy of the most recent Command Supply Discipline Program (CSDP) inspection.
- h. TAB G – Commander's written mission statement and assessment of his/her supply operation

effectiveness and what he/she has done to enhance the efficiency of property accountability, supply economy and discipline, training of supply personnel and meeting performance standards in his/her unit or activity. This assessment may include a narrative of projected planned short or long-term actions and include those key performance drivers that contributed to their establishment. Include a self-analysis of the unit/activity performance standards (No more than five pages).

- i. TAB H – List of the organization’s current file numbers.
- j. TAB I – Provide sample copies of your property book, hand receipt or ASL, as applicable. Subject copies should reflect information that can be easily correlated with an example of the document register, demand history file or adjustment documents. Including monthly reconciliation reports and results of ASL review board (No more than seven pages).
- k. TAB J – Include a copy of your document register, one that will correlate to the property book, hand receipt and ASL entries, or automated system documentation, as applicable. (No more than four pages).
- l. TAB K – Provide a copy of receipt for a Class II, IV, VII and IX item (manual or automated), as applicable.
- m. TAB L - Provide a sample copy of DA Form 4886 or memorandum of inspection, the unit copy of DA Form 3645/3645-1 and a copy of the CIF DA Form 3645/3645-1 for a male and female, as applicable.
- n. TAB M – Include a copy of the commander’s damage statement for OCIE, if applicable.
- o. TAB N – Provide a copy of a hand receipt manual or automated, whichever is applicable, reflecting items such as, an Accessory Outfit, Desk Set, Pistol, Radio, Rifle, Tool Kit, Truck or Water Trailer.
- p. TAB O - Include an approved copy of your Basic Load (No more than two pages in total).
- q. TAB P – Provide a copy of an active Component Hand Receipt/Annex. Manual or automated, as applicable. (No more than three pages).
- r. TAB Q - Provide a sample copy of an approved PPL/Shop Stock or the automated equivalent, reflecting what items are being stocked and their SLC, as applicable.
- s. TAB R – Provide copies of adjustment documents and asset reports that have had an impact on property/asset accountability, such as CBS-X and SIMS-X Reports. DODSASP, AARs, IARs, Cash

Collection, Statement of Charges and Tool Room Inventories, as applicable.

- t. TAB S – Provide a copy of a completed Report of Survey, as applicable.
- u. TAB T - Provide a copy of the most recent management review of the organization’s durable property that was forwarded to the next level of command.
- v. TAB U - Units/Activities that receive/store POL products, provide a sample copy of DA Forms 3643, 3644 and 4702-R, as applicable.
- w. TAB V – Include a completed Receipt for Training Ammunition, as applicable.
- x. TAB W – DSU must provide a current copy of their automated performance standards.
- y. TAB X – Include other information the unit or activity considers essential to this evaluation.

B-4. Functional Areas of Evaluation

The FORSCOM Evaluation Board will use AR 710-2, Appendix B in its evaluations of all units competing under the CSA/SEA program. Recommend that each participating organization review those areas that pertain to his/her functional operation, to include applicable Tables, to prepare their books for the best possible evaluation.

B-5. Results of the Evaluation.

- a. The FORSCOM Evaluation Board will make the selection for the finalist in each category and the results are not final until officially published by this headquarters.
- b. Participating units are encouraged to make inquiries through their command channels for information in regard to the CSA/SEA program, except those identified in Paragraph B-2c above.

B-6. Unnumbered Forms. FORSCOM does not use unnumbered forms in any of its programs. Permission was obtained from the USAQMC&S to use and designate subject forms listed in Exhibit B-1 and B-2 as such and they are the only authorized forms to be used in this program for competing FORSCOM units and activities. Corrections to applicable forms will be made as guidance is received from HQDA.

SUPPLY EXCELLENCE AWARD NOMINATION (FORSCOM Circular 710-02-1)			
SECTION I - GENERAL			
TYPE OF UNIT (MTOE/TDA/DSU)	LEVEL	NOMINATION FOR CATEGORY	
UNIT DESIGNATION	UIC	DODAAC	
PARENT ORGANIZATION	PARENT ORGANIZATION UIC	LOCATION	
MACOM	POC (Name, Rank, Branch, Position)	LOCATION	
TELEPHONE NUMBER	E-MAIL ADDRESS		
DSN	COMMERCIAL	FAX	
UNIT PERSONNEL (Name, Rank, and Branch of the following)			
CO COMMANDER	EXECUTIVE OFFICER/SUPPORT OPERATIONS OFFICER		
SUPPLY OFFICER/ACCOUNTABLE OFFICER	SUPPLY SERGEANT/NCOIC		
PLL CLERK/STOCK CONTROL SUPERVISOR	ARMORER/STORAGE SUPERVISOR		
SUPPLY/STOCK RECORDS CLERK	OTHER		
BATTALION COMMANDER	HIGHEST SECURITY CLEARANCE REQUIRED BY EVALUATORS		
SECTION II - CATEGORY DATA AND PARTICIPATION WORKSHEET			
CATEGORY A (LEVEL II) BATTALION/SQUADRON - SUBORDINATE UNIT IDENTIFICATION			
COMPETING BATTALION/SQUADRON	UIC	COMPETING FY	
SUBORDINATE UNITS			
UNIT	DESIGNATION	UIC	LOCATION

FORSCOM Circular 710-02-1

CATEGORY B - TDA COMPETITION LEVEL WORKSHEET																
COMPETING ORGANIZATION					UIC					COMPETING FY						
AREAS OF DETERMINATION																
				POINT VALUE												
PERSONNEL	1-50		1		X											
	51-100		2													
	> 100		3													
LINS	1-200		1		Y											
	201-750		2													
	> 750		3													
EQUIPMENT	1-500		1		Z											
	501-1500		2													
	> 1500		3													
				TOTAL (X+ Y+ Z) =								DIVIDED BY 3 =				
CATEGORY C - DIRECT SUPPORT UNITS (DSU) AVERAGE COMPUTATION WORKSHEET																
COMPETING DSU/ORGANIZATION					DSU CODE					COMPETING FY						
FY BEING REPORTED	PRIOR FISCAL YEAR DATA												TOTAL	AVERAGE		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP				
ASL LINES																
MONTHLY TRANSACTION VOLUME																
CUSTOMER SUPPORT DENSITY																
DSU COMPUTATION LEVEL WORKSHEET																
COMPETING ORGANIZATION					UIC					COMPETING FY						
AREAS OF DETERMINATION																
AVERAGE	FROM AVERAGE COMPUTATION WORKSHEET			POINT VALUE												
ASL LINES	1-1500		1		X											
	1501-3000		2													
	> 3000		3													
MONTHLY TRANSACTION VOLUME	1-5000		1		Y											
	5001-10000		2													
	> 10000		3													
CUSTOMER SUPPORT DENSITY	1-30		1		Z											
	31-60		2													
	> 60		3													
				TOTAL (X+ Y+ Z) =								DIVIDED BY 3 =		ROUNDED =		

Guidance for the Chief of Staff, Army
Supply Excellence Award (CSA SEA) Nomination Format

Used for Class II, IV and VII

TABLE A-5				SUPPLY EXCELLENCE AWARD CATEGORY C DSU COMPETITION LEVEL WORKSHEET			
COMPETING ORGANIZATION				UIC		COMPETING FY	
AREAS OF DETERMINATION							
AREA	FROM TABLE A-2	VALUE	POINT VALUE				
ASL LINES		<500	1				X
		501-1000	2				
		>1000	3				
MONTHLY TRANSACTION VOLUME		<1001	1				Y
		1001-2500	2				
		>2501	3				
CUSTOMER SUPPORT DENSITY		1-15	1				Z
		16-39	2				
		>40	3				
TOTAL (X+Y+Z) =					DIVIDED BY 3 =		
						ROUNDED	