



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON, DC 20310-0103

SAAL-ZL

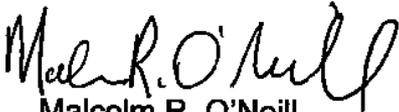
JUN 24 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Item Unique Item Identification (IUID) Data Entry Into Property Book Unit Supply Enhanced (PBUSE) Prior To Equipment Fielding

1. When fielding equipment, Program Executive Officers (PEOs) and Program Managers (PMs) will ensure that IUID data is entered in their PBUSE account prior to transferring PBUSE records to the gaining command property book officer for accountability and acceptance. This policy, effective with the date of this memorandum, expands upon the enclosed All Army Activity message, subject: Worldwide PEO/PM Equipment Fielding and Accountability using PBUSE, dated 230131Z December 2008, which required PMs to use PBUSE when fielding equipment.
2. The Office of the Secretary of Defense is required to provide equipment delivery reports to Congress that show transparency and traceability, from budget justification to unit delivery, for equipment acquired with procurement funding. When a Unique Item Identifier (UII) is present for the equipment, entry of UII data into PBUSE provides the required reporting data with increased speed, completeness, accuracy and confidence; thus, significantly reducing the administrative burden for reporting.
3. Additional information and detailed instructions can be found in the ASA(ALT) Guide to Fielding Equipment Using Property Book Unit Supply Enhanced (PBUSE) dated 10 May 2010, found at <https://www.us.army.mil/suite/doc/12756242>.
4. My overall point of contact is Mr. Stephen Hayes at commercial 703-604-7449, DSN 664-7449, or e-mail: steve.hayes1@us.army.mil. Questions concerning PBUSE should be directed to CW5 Leslie Carroll at commercial 703-601-7404, DSN 329-7404, or e-mail: leslie.carroll@us.army.mil.

Encl


Malcolm R. O'Neill
Assistant Secretary of the Army
(Acquisition, Logistics and Technology)

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**SUBJECT: Mandatory Item Unique Item Identification (UID) Data Entry Into
Property Book Unit Supply Enhanced (PBUSE) Prior To New Equipment Fielding**

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(CONT)**

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**SUBJECT: Mandatory Item Unique Item Identification (IUID) Data Entry Into
Property Book Unit Supply Enhanced (PBUSE) Prior To New Equipment Fielding**

DISTRIBUTION: (CONT)

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P 230131Z DEC 08
FM PTC WASHINGTON DC//ALARACT//
TO ALARACT
ZEN/RMY/OU=ORGANIZATIONS/OU=ADDRESS LISTS/CN=AL ALARACT(UC)
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***** THIS IS A COMBINED MESSAGE *****
SUBJ: ALARACT 310/08: WORLDWIDE PEO/PM EQUIPMENT FIELDING AND
ACCOUNTABILITY USING PROPERTY BOOK UNIT SUPPLY ENHANCED (PBUSE) (FOUO)
UNCLASSIFIED//
THIS MESSAGE IS BEING SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER
ON BEHALF OF DA WASHINGTON DC//SAAL-ZS// FOR THE ASA(ALT)

REF/A/ HQDA G4 MESSAGE 091329Z NOV 07, SUBJECT: PEO/PM EQUIPMENT
FIELDING AND ACCOUNTABILITY IN THE CENTCOM AOR

REF/B/HQDA MESSAGE 221759Z DEC 07, SUBJECT: FRAGO -PEO AND PM
EQUIPMENT FIELDING AND ACCOUNTABILITY IN THE CENTCOM AOR, MNC-I
INVENTORY PROPERTY ASSISTANCE TEAMS (IPAT)

REF/C/ASA(ALT) GUIDE TO FIELDING EQUIPMENT USING PROPERTY BOOK UNIT
SUPPLY ENHANCED/3 NOVEMBER2008/SAAL-ZS/HTTPS://WWW.US.ARMY.MIL/SUIT
E/PAGE/558826 (NO CAPS)

REF/D/PBUSE ELECTRONIC USERS MANUAL (EUM)/HTTPS://WWW.US.ARMY.MIL/SU
ITE/FOLDER/13459000 (NO CAPS)

REF/E/SAAL-SR ARMY KNOWLEDGE ONLINE (AKO) SITE/HTTPS://WWW.US.ARMY.M
IL/SUITE/PAGE/558826 (NO CAPS)

PURPOSE: THIS MESSAGE PROVIDES FURTHER IMPLEMENTATION GUIDANCE TO
ALL ASSISTANT (SEC)RETARY OF THE ARMY ACQUISITION, LOGISTICS, AND
TECHNOLOGY (ASA(ALT)) PROGRAM EXECUTIVE OFFICES (PEOS) AND PROGRAM
MANAGERS (PMS) IN REGARD TO THE EQUIPMENT FIELDING PROCESS USING
PROPERTY BOOK UNIT SUPPLY ENHANCED (PBUSE).

1. SITUATION: THIS MESSAGE AND REF A AND B ABOVE ADDRESS THE NEED
FOR BETTER PROPERTY ACCOUNTABILITY BY THE GAINING COMMAND FOR EQUIPMENT
ISSUED BY PEO AND PM ORGANIZATIONS DURING THE MATERIEL FIELDING
PROCESS. PREVIOUS MESSAGES CONCENTRATED ON EQUIPMENT FIELDING IN THE
CENTCOM AREA OF RESPONSIBILITY (AOR). THIS MESSAGE MANDATES THE USE
OF PBUSE FOR EQUIPMENT FIELDINGS WORLDWIDE BY ALL ASA(ALT) PEOS AND
PMS BY 31 MARCH 2009.

2. MISSION. THE MISSION IS FOR ASA(ALT) PEOS AND PMS TO ASSIST IN
THE IMPROVEMENT OF ARMY EQUIPMENT ACCOUNTABILITY AND TOTAL ASSET
VISIBILITY OF FIELDED EQUIPMENT THROUGH THE USE OF PBUSE.

3. EXECUTION.

3.A. INTENT: THE INTENT IS FOR ALL PEO AND PMS TO USE PBUSE TO FIELD
EQUIPMENT TO ALL GAINING COMMANDS BY 31 MAR 09, NO MATTER THE
LOCATION; THEREBY, ENSURING UP-FRONT ACCOUNTABILITY BY THE GAINING

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COMMAND AT THE TIME OF ISSUE.

3.B. CONCEPT OF OPERATIONS:

3.B.1 PHASE I (COMPLETED): BASED ON THE ASA(ALT) MILITARY DEPUTY (MILDEP) "HEADS UP" EQUIPMENT FIELDING & ACCOUNTABILITY MESSAGE TO ALL PEO/PMS 291945Z MAR 07, THE ASSISTANT (SEC)RETARY OF THE ARMY, ACQUISITION, LOGISTICS, AND TECHNOLOGY (ASA(ALT)) AND THE ARMY G4 DEVELOPED A DETAILED FLOW CHART WHICH DOCUMENTED THE RECOMMENDED PROCESS FOR FIELDING AND ACCOUNTING FOR EQUIPMENT IN THEATER. THIS FLOW CHART ADDRESSED EACH STEP IN THE MATERIEL FIELDING PROCESS FROM THE PM ACCEPTING OR PURCHASING EQUIPMENT TO ISSUING TO THE GAINING COMMAND.

3.B.2 PHASE II (COMPLETED). ASA(ALT)/ARMY G4 DEVELOPED AN INITIAL/PRIORITIZED LIST OF PEO/PMS (TO INCLUDE MRAP) WITH PROJECTED EQUIPMENT FIELDINGS TO UNITS/AGENCIES IN THE CENTRAL COMMAND (CENTCOM) THEATER DURING FISCAL YEAR (FY) 07 AND FY 08.

3.B.3 PHASE III (COMPLETED): ASA(ALT) COORDINATED WITH PEO ENTERPRISE INFORMATION SYSTEMS (EIS) TO TRAIN A SELECT NUMBER OF PEO/PM IDENTIFIED IN PHASE II. TRAINING WAS CONDUCTED IN AUG 07.

3.B.4 PHASE IV (COMPLETED): BASED ON PEO/PM REQUIREMENTS, PEO EIS TRAINED APPROXIMATELY 500 PEO/PM PBUSE OPERATORS FROM MAY 08 AND THROUGH SEPTEMBER 08. ADDITIONALLY, ASA(ALT) SAAL-SR TOOK APPROPRIATE ACTION WITH THE HQDA G3/5/7 TO ESTABLISH AN ASA(ALT) UNIT TASK ORGANIZATION (UTO) THAT INCLUDED "AA" LEVEL UNIT IDENTIFICATION CODES (UICS) FOR SIXTY-EIGHT O-6 LEVEL PMS.

3.B.5 PHASE V (COMPLETED): THE ASA(ALT) UNIT TASK ORGANIZATION (UTO) WAS BUILT INTO PBUSE IN THE BEGINNING OF SEPTEMBER 2008 ALLOWING THE PMS THAT HAD BEEN TRAINED TO BEGIN GAINING ACCESS TO THE PBUSE SYSTEM. DUE TO THE DELAY IN INITIALIZING THE PM PBUSE ACCOUNTS, THE PMS BEGAN USING AN INTERIM SOLUTION WITH THE 402D ARMY FIELD SUPPORT BRIGADE (AFSB) IN JULY 2008. THIS SOLUTION ALLOWED PM FIELDED EQUIPMENT TO BE PLACED INTO A THEATER PROVIDED EQUIPMENT (TPE) PBUSE ACCOUNT AND FOLLOWING ISSUE, THE EQUIPMENT WAS TRANSFERRED FROM THE TPE PBUSE ACCOUNT TO THE GAINING UNITS/COMMANDS/AGENCIES PROPERTY BOOK.

3.B.6. PHASE VI: BEGINNING THE 3D QUARTER FY 09, ALL PMS WILL FIELD EQUIPMENT USING PBUSE UNLESS A WAIVER HAS BEEN GRANTED BY THE DIRECTOR OF ACQUISITION AND SYSTEMS MANAGEMENT, ASA(ALT) AND PROVIDED TO THE GAINING COMMAND.

3.B.7. PHASE VII. CONFIRM THE FIELDING PROCESS IN 4TH QUARTER FY 09 TO ENSURE ARMY EQUIPMENT ACCOUNTABILITY AND VISIBILITY HAS COMMENCED AT THE TIME OF ISSUE.

3.C. TASKS

3.C.1. GAINING COMMANDS

3.C.1.A. ENSURE THAT THE GAINING UNIT/AGENCY SIGNS FOR ALL PM ISSUED EQUIPMENT AND THE PBO ACCEPTS THE PBUSE ELECTRONIC TRANSFER FROM

THE PM IN A TIMELY MANNER (WITHIN 5 WORKING DAYS).

3.C.1.B. MEDIATE ANY ACCOUNTABILITY ISSUES THAT ARISE BETWEEN THE PM AND THE GAINING UNIT/AGENCY DURING EQUIPMENT FIELDING AND ELEVATE TO THE APPROPRIATE PEO OR COMMAND WHEN NECESSARY.

3.C.1.C. CONTACT ASA(ALT) POC WHEN ACCOUNTABILITY ISSUES CANNOT BE RESOLVED BY THE PEO/PM OR GAINING UNIT/AGENCY IN A TIMELY MANNER.

***** START OF SECTION 2 *****

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3.C.2. ARMY G-4. REVIEW APPROPRIATE PROPERTY ACCOUNTABILITY REGULATIONS AND POLICIES AND UPDATE AS NEEDED.

3.C.3. ARMY MATERIEL COMMAND (AMC). BY THE END OF 2D QUARTER FY 09, MAKE AVAILABLE A PEO/PM MODULE IN THE LOGISTICS INFORMATION WAREHOUSE (LIW) THAT WILL READILY ALLOW THE PM TO DETERMINE: WHAT EQUIPMENT IS CONTAINED IN THE PM PBUSE ACCOUNT READY FOR ISSUE (BY QUANTITY); WHAT EQUIPMENT HAS BEEN ISSUED BUT NOT YET ACCEPTED BY THE GAINING PBO (BY DOCUMENT NUMBER); AND WHAT EQUIPMENT HAS BEEN ISSUED AND ACCEPTED BY THE GAINING PBO (BY QUANTITY).

3.C.4. ASA(ALT)

3.C.4.A. CONFIRM COMPLIANCE WITH THIS INSTRUCTION IN 4TH QUARTER FY 09.

3.C.4.B. PEOS AND PM

3.C.4.B.1. SYSTEM MANAGER. EVERY PM ACTIVELY FIELDING EQUIPMENT WILL ESTABLISH A PBUSE ACCOUNT USING ESTABLISHED UICS AND ASSIGN A PBUSE SYSTEM MANAGER IAW REF C. THE PM SYSTEM MANAGER MUST BE A GOVERNMENT EMPLOYEE (MILITARY OR CIVILIAN) AND HAVE COMPLETED PM SPECIFIC PBUSE TRAINING, PBUSE PBO TRAINING, OR OTHER CERTIFIED TRAINING. THE SYSTEM MANAGER WILL REQUEST ACCESS TO THEIR PBUSE ACCOUNT IN THE SAME MANNER AS A UNIT PBO (SEE REF D APPENDIX L).

3.C.4.B.2. PM PBUSE OPERATORS. THE SYSTEM MANAGER CAN ASSIGN USER ROLES TO OTHER PERSONNEL (INCLUDING CONTRACTORS). PM PBUSE OPERATORS MUST HAVE AN ARMY KNOWLEDGE ONLINE (AKO) ACCOUNT AND PBUSE SKILLS/ABILITIES VERIFIED BY THE SYSTEM MANAGER.

3.C.4.B.3 THE PM PBUSE ACCOUNT WILL ONLY BE USED TO TRANSFER EQUIPMENT TO THE GAINING COMMAND OR TO ACCEPT PROPERTY FROM THE GAINING COMMAND FOR REPAIR AND SUBSEQUENT REISSUE/TRANSFER. PMS ARE NOT TO USE THE PBUSE ACCOUNT TO ACCOUNT FOR ANY PROPERTY OTHER THAN THAT BEING ACTIVELY FIELDING AND CANNOT BE USED TO REQUISITION ANY MATERIEL OR SUPPLIES.

3.C.4.B.4. PRIOR TO RECEIPT AND ISSUE, A NON-STANDARD LINE ITEM NUMBER (NSLIN) WILL BE REQUESTED BY THE PM FOR ANY NATIONAL STOCK NUMBER (NSN) ITEM THAT HAS NOT YET BEEN ASSIGNED A LINE ITEM NUMBER (LIN) USING THE STANDARD STUDY NUMBER-LINE ITEM NUMBER AUTOMATED MANAGEMENT AND INTEGRATING SYSTEM (SLAMIS) ([HTTPS://WWW.SLAMIS.ARMY.PENTAGON.MIL](https://www.slamis.army.pentagon.mil)). FOR EQUIPMENT WITHOUT AN ASSIGNED NSN, THE PM WILL ADDITIONALLY REQUEST THROUGH SLAMIS A MANAGEMENT CONTROL NUMBER (MCN).

3.C.4.B.5. ONLY ISSUE EQUIPMENT USING THE PROVIDED PM PBUSE UICS (SEE REF C APPENDIX A). DO NOT USE ANY OTHER PBUSE ACCOUNT TO LATERALLY TRANSFER THE EQUIPMENT TO THE GAINING COMMAND (SUCH AS THE THEATER PROVIDED EQUIPMENT (TPE) PBO). ANY UNISSUED PM EQUIPMENT CONTAINED ON OTHER PBUSE ACCOUNTS MUST BE TRANSFERRED TO THE PMS PBUSE ACCOUNT BY 15 FEBRUARY 2009. ANY EQUIPMENT ISSUED BUT NOT YET ACCEPTED BY THE GAINING UNIT/AGENCY MUST BE RECTIFIED PRIOR TO THE TRANSFER OF THE UNISSUED EQUIPMENT TO THE PMS PBUSE ACCOUNT.

3.C.4.B.6. FOLLOWING ALL FIELDINGS, PROVIDE COMPLETED DOCUMENTATION TO THE GAINING UNIT/AGENCY PBO OFFICE WITHIN THREE WORKING DAYS IN PERSON OR BY EMAIL OR FAX. GAINING UNIT/AGENCY PBO CONTACT INFORMATION CAN BE FOUND USING LIW (SEE REF E FOR GUIDANCE).

3.C.5. PEO EIS

3.C.5.A. TRAIN PMS ON A CASE AVAILABLE BASIS AT FORT LEE, VIRGINIA AND FORT HOOD, TEXAS WITH PRIORITY GIVEN TO PM SYSTEM MANAGERS. TRAINING WILL BE REQUESTED BY THE PM THROUGH THE APPROPRIATE PEO. IF NO PBUSE TRAINING SLOTS ARE AVAILABLE FOR THE PM SYSTEM MANAGER, FORWARD THE REQUEST TO THE ASA(ALT) PBUSE POC FOR ADDITIONAL GUIDANCE.

3.C.5.B. RESEARCH THE CAPABILITY FOR AN ONLINE PBUSE TRAINING PROGRAM THAT ASA(ALT) CAN USE FOR FUTURE PBUSE TRAINING NEEDS.

4. COORDINATING INSTRUCTIONS.

4.A. PBUSE TRAINING

4.A.1. THE STANDARD PBUSE PBO TRAINING GIVEN AT FORT LEE AND FORT HOOD AND THE PM SPECIFIC TRAINING PREVIOUSLY PROVIDED FROM MAY 08 THROUGH SEP 08 CAN PROVIDE THE PM SYSTEM MANAGERS WITH THE TRAINING THEY NEED TO OPERATE PBUSE. CURRENTLY, NO ADDITIONAL PM PBUSE TRAINING COURSES ARE SCHEDULED. TRAINING CURRENTLY CONDUCTED AT FORTS LEE AND HOOD WILL BE AVAILABLE TO PM PERSONNEL ON A CASE AVAILABLE BASIS.

4.A.2. TRAINING FOR THE SYSTEM MANAGER WILL BE COORDINATED THROUGH THE APPROPRIATE PEO TO PM LIS. WHEN A SYSTEM MANAGER CANNOT BE SCHEDULED IN A PBUSE PBO TRAINING SESSION, SEND THE REQUEST TO THE ASA(ALT) PBUSE POC.

4.A.3. FOR OTHER THAN THE SYSTEM MANAGER, PEOS AND PMS THAT HAVE HAD INDIVIDUALS TRAINED IN THE USE OF PBUSE WILL USE THE TRAIN-THE-TRAINER CONCEPT FOR TRAINING ADDITIONAL PERSONNEL. PBUSE INTERNET TRAINING AIDS ARE AVAILABLE AT [HTTPS://PBUSE.US.ARMY.MIL](https://pbuse.us.army.mil). WHEN TRAINING CANNOT BE COMPLETED USING THE TRAIN-THE-TRAINER CONCEPT OR VIA THE INTERNET, TRAINING REQUIREMENTS WILL BE IDENTIFIED AND FORWARDED THROUGH THE APPROPRIATE PEOS AND SUBMITTED TO THE ASA(ALT) PBUSE POC FOR RESOLUTION.

4.B. PBUSE FIELDING PROCESS

4.B.1. REF C DETAILS THE SPECIFIC PBUSE PROCEDURES TO BE USED TO FIELD EQUIPMENT, ENSURING COMMONALITY THROUGHOUT THE ASA(ALT) ENTERPRISE. THE CURRENT GUIDE IS DATED 12 DECEMBER 2008. CURRENT VERSION CONTAINS AN IMPORTANT CHANGE TO ADD EQUIPMENT TO THE PMS PBUSE ACCOUNT. THIS CHANGE WILL ASSIST IN THE CLOSURE OF FIELDING

EQUIPMENT IN-TRANSIT DOCUMENTS.

4.B.2. SHIPMENT. EQUIPMENT IS SENT TO THE STAGING SITE IN PREPARATION FOR ISSUE. IN THE CENTCOM AOR, PMS WILL ENSURE THAT EQUIPMENT IS SHIPPED TO ONE OF THE CENTCOM RETROGRADE PROPERTY ASSISTANCE TEAMS (RPATS), UNLESS AN EXCEPTION IN WRITING IS APPROVED BY ASA(ALT) AND THE UNITED STATES ARMY CENTRAL (ARCENT) G4.

***** START OF SECTION 3 *****

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4.B.3. RECEIPT. UPON RECEIPT OF EQUIPMENT AT THE STAGING SITE, PMS WILL PROCESS A PBUSE TOTAL PACKAGE FIELDING RECEIPT (SEE REF C). ACCOUNTABLE EQUIPMENT RECEIVED BUT NOT SHIPPED USING AN IN-TRANSIT DOCUMENT NUMBER WILL BE ENTERED AS A PBUSE ASSET ADJUSTMENT.

4.B.4. ISSUE. IN PREPARATION TO ISSUE EQUIPMENT TO THE GAINING COMMAND, THE PM PBUSE OPERATOR WILL TRANSFER THE FIELDDED EQUIPMENT FROM THE PM PBUSE ACCOUNT TO THE GAINING UNIT/AGENCY ACCOUNT USING THE PBUSE LATERAL TRANSFER PROCESS AND SYSTEM GENERATED DA FORM 3161. THE PM WILL ISSUE TO THE COMPANY/DETACHMENT LEVEL UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE WITH THE GAINING COMMAND.

4.B.5. AFTER ISSUE, THE PM WILL PROVIDE COPIES OF COMPLETED ISSUE PAPERWORK TO THE GAINING PROPERTY BOOK OFFICER (PBO) PER REF C. PBO CONTACT INFORMATION CAN BE FOUND ON LIW AT [HTTPS://LIW.LOGSA.ARMY.MIL](https://liw.logsa.army.mil) (INSTRUCTIONS CONTAINED AT REF E). THE EQUIPMENT FIELDING IS NOT COMPLETE UNTIL THE GAINING PBO HAS ACCEPTED THE TRANSFER AND THE EQUIPMENT HAS BEEN ELECTRONICALLY MOVED FROM THE PMS PBUSE ACCOUNT TO THE GAINING UNIT/AGENCY PBUSE ACCOUNT. THE TRANSFER MUST BE MONITORED BY THE PEO/PM AND THE GAINING COMMAND TO ENSURE ACCEPTANCE BY THE GAINING PBO. IF THE GAINING PBO HAS NOT YET ACCEPTED THE PBUSE TRANSFER AFTER FIVE DAYS, THE PM SHOULD NOTIFY THE GAINING COMMAND FOR ASSISTANCE. AFTER TEN DAYS WITH NO RESOLUTION, THE PM WILL CONTACT THEIR PEO. AFTER 15 DAYS, THE PM SHOULD CONTACT THE ASA(ALT) POC FOR ASSISTANCE. DELAY OF THE GAINING PBOS ACCEPTANCE CAN UNDERMINE THE ACCOUNTABILITY AND VISIBILITY OF THE FIELDDED EQUIPMENT BY THE GAINING UNIT/AGENCY.

5. POCS:

5.A. ASA(ALT): CW5 LESLIE CARROLL, LESLIE.CARROLL@US.ARMY.MIL, 703-693-1712, DSN 312-223-1712.

5.B. PEO EIS-PM LIS: JOSE ILARRAZA, JOSE.ILARRAZA@US.ARMY.MIL, 804-734-7106, DSN 687-7106.

6. EXPIRATION OF THIS MESSAGE CANNOT BE DETERMINED.