

Example

82nd Brigade Support Battalion (BSB)- Manual Recon Worksheet

SUSPENSE DATE: 7 October 2011

Supported units will perform the customer reconciliation process twice a month. To fulfill this requirement, the SSA will output manual customer's reconciliation on the 1st and 15th of each month. The reconciliation that you receive on the 15th does not have to be returned. Supported units are required to reconcile and validate their open documents and return this cover sheet and the reconciliation back to the Stock Control section of the SSA.

Unit DODAAC: W36BX3 Unit Name: HHC BDE

POC Phone # 396-9653 POC: SGT Long

Use the following reconciliation codes to process your reconciliation:

- X Open request
- C Full cancellation of the entire quantity
- K Request for cancellation follow-up
- R Item has been received

To calculate your units reconciliation match rate:

Step 1. Count the number of records that are open on the DCR and not on the recon. 0

Step 2. Count the number of records that are on the recon and not on the DCR. 0

Step 3. Add the results of Steps 1 and 2 above to find the total miss-matches. 0

Step 4. Count the number of records on the DCR that match the recon. 31

Step 5. Add the results of Steps 3 and 4 to get the total number of records reviewed. 31

Step 6. Divide the answer to Step 4 by the answer to Step 5 and multiply by 100 (4/5 X 100)
100% (recon match rate)

Note: Regulatory requirements make it necessary for supported units to perform a face-to-face reconciliation with the SSA if step 6 is less than 95%; Division policy is 95%, DA standard is 90%. Do not research any document closed for more than 30 days. BA statuses should not be more than two weeks old unless they are dedicated requests (DFA's on the Reconciliation)

The following DIC's are listed for your convenience:

DGA = Customer Due-out Document A5A = Materiel Release Order/Issue

DFA = Customer Due-in Document AE_ = Status Document

AS_ = Shipment Status D6_ = Receipt Document

COMMANDER'S SIGNATURE BLOCK:

[Signature]



3rd BCT SSA
W36LKJ / WAP
RECEIVED
DATE 1278 INITIAL MS.

EXAMPLE

SSA 643-6588
Chief - 432-3620

2/21/2012

SSA Daily Issue/Recon Tracker

Unit	DODAAC	Supply Class	# Days not picked up	# of Pallets	RECON status	RECON %
HHC 1/505	W908W4	II & IV	1		PU 1st NOV	100%
	W91ZTG	IX			PU 1st NOV	89%
A CO. 1/505	W36Q0F	VII	4		PU 1st NOV	
	W91RH6	IX			PU 1st NOV	
	W908WU	II & IV			PU 1st NOV	
B CO. 1/505	W911F0	IX			PU 1st NOV	
	W36Q0G	VII			NR	NR
	W908WX	II & IV			NR	NR
C CO. 1/505	W91RHJ	IX			NR	NR
	W36Q0H	VII			NR	NR
	W908WR	II & IV			NR	NR
D CO. 1/505	W91JSJ	IX			PU 1st NOV	
	W908WP	II & IV			NR	NR
	W36TR9	VII			PU 1st NOV	
E CO. BSB	W91ZFE	II & IV			NR	NR
	W9102V	IX			PU 1st NOV	
	W91Y9V	VII			PU 1st NOV	

Recon Legend	
Recon Status	PU= Report has been pickup NR= Negative Report/ No Recon available Blank= Report Not picked up yet
Recon %	95%-100% 90%-94.99% Report not Turned in or 0-89.99%

Parts Legend	
Parts Should be picked up NLT 72hrs after arrival to the SSA	
1DAY	
2Days	
3Days	
SSA does not count Holidays or weekends	

SSA TRIFOLD DATA SAMS to SARSS and CLIX Parts Pick up Tracker

SAMS to SARSS	Monday	Tuesday	Wednesday	Thursday	Friday
1P				YES	
2P		YES	YES		
Gladiator		YES	YES		
Recon		YES	YES	YES	
Gator		YES	YES	YES	
Loyalty			YES	YES	
Pick Up from SSA	Monday	Tuesday	Wednesday	Thursday	Friday
1P			YES	YES	
2P					
Gladiator		YES	YES	YES	
Recon		YES	YES		
Gator		YES	YES	YES	
Loyalty		YES	YES		
SSA Status	CL II	CLIV	CL VII	CL IX	Other
# Lines				1374	
Zero Balance				34	16-Feb
% Zero Balance				2	
PLL Status	Total LInS	# Zero Bal	% Zero Bal	Total Value	



Property Accountability Recovery Teams (PARTS) **FREE ISSUE WAREHOUSE!**



FORSCOM has established an excess redistribution point, (PARTS) to assist YOU (customer) with disposition and redistribution of units' excess.

WE ISSUE:

Class II, IV, and IX expendable parts (Note: All of our parts are classified under condition code A or B). "No paperwork is needed" Required items needed to receive parts are listed below.

- **DODAAC** (for accountability propose only)
- **NSN** (to identify proper item)
- **Quantity**

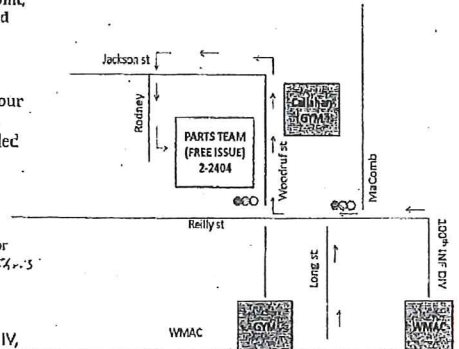
For part availability and to be added to our distribution list for our daily listing of parts call (910-396-0207). *D66/CA-3*

WE ACCEPT DROP OFFS/ CONDUCT PICK UPS:

We accept Serviceable and Unserviceable Class II, IV, and IX (Repair parts). We will turn-in your unserviceable items to DOL and DRMO for you.

To schedule a pick up call (910-396-4355) all drop offs must be scheduled in advanced.

Business hours are Monday-Friday 0730-1600 call or visit us at Our Fort Bragg location in BLDG 2-2404,



For information on acquiring and shipment of parts from other FREE PARTS location please contact
 Mr. Quinones
 FLRC Recovery Items Manager
 Tel. (910) 432-9246
 Fax. (910) 432-9100