DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
1401 DESHLER STREET SW
FORT MCPHERSON, GA 30330-2000
1 January 1998

* **USARC Regulation 700-1**

Logistics
LOGISTICS COMBAT SERVICE SUPPORT HANDS-ON-TRAINING MISSION PROGRAM

CONTENTS *(Listed by paragraph number)*

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* **This regulation supersedes USARC Regulation 700-1, 1 November 1994**

Chapter 1
General

1-1. Purpose
This regulation assigns responsibilities and prescribes policies and procedures for implementing the Combat Service Support (CSS) Hands-on-Training (HOT) Mission Program within the U.S. Army Reserve Command (USARC) and it's subordinate units. This program will be known as the CSS HOT Mission Program.

1-2. References
Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations
Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities
   a. The USARC Deputy Chief of Staff for Logistics (DCSLOG) will--
      (1) Act as program manager for the CSS HOT Mission Program.
      (2) Review and analyze the CSS HOT Mission Quarterly Reports (USARC Forms 57-R), RCS: RCLG-025 (see para 7-2) with the various functional area HOT mission representatives (i.e., Maintenance, Transportation, Systems, and Aviation) to identify training and workload trends for each MSC.
      (3) Monitor HOT mission performance of these units assigned real support missions to ensure that the level of support to customer units meets established DA standards.
      (4) Review, analyze, and validate MSC Reserve Personnel, Army (RPA) and Operation and Maintenance,

Army Reserve (OMAR) funding requirements related to the CSS HOT Mission Program.
      (5) Maintain a file for each MSC with approved HOT missions.
      (6) Conduct assistance visits to MSCs and HOT mission units as required, or as requested, and provide the USARC staff program coordinator after action reports of visits.
      (7) Brief the USARC staff on the status of the CSS HOT Mission Program, as required.
      (8) Within resource capability co-host (with the DCSOPS) an annual CSS HOT Mission Program workshop.
   b. The USARC Deputy Chief of Staff for Operations (DCSOPS) will--
      (1) Appoint a HOT Mission Program coordinator.
      (2) Monitor training programs and other documents pertaining to unit training.
      (3) Ensure HOT Missions are included in the Yearly Training Plan (YTP) and the Yearly Training Calendar (YTC) for units with HOT Missions.
      (4) Ensure procedures are followed for properly documenting METL and lanes and sustainment training within a unit.
      (5) Within resource capability, co-host (with the DCSLOG) an annual CSS HOT Mission Program workshop.
   c. The MSCs will--
      (1) Establish a CSS HOT Mission Program at the MSC level.
      (2) Appoint an MSC CSS HOT Mission Program Manager. A copy of the memorandum containing the appointment will be provided to this Headquarters, ATTN: AFRC-LGS-S (RCS exempt, AR 335-15, para 5-2a(1)).

(3) Approve assignment of CSS HOT missions within their respective commands. A copy of the assignment memorandum will be furnished to this Headquarters, ATTN: AFRC-LGS-S, as well as to the participating unit and their intermediate headquarters (RCS exempt, AR 335-15, paragraph 5-2a (6)).

(4) Coordinate the implementation of the CSS HOT missions that involve customer units or activities when different supporting installations and/or other MSCs are involved. In these cases, a Memorandum of Agreement (MOA) will be developed and signed by the appropriate commands. A copy of the MOA will be forwarded to Headquarters, USARC, ATTN: DCSLOG (RCS exempt AR 335-15, paragraph 5-2a(6)).

(5) Review and analyze CSS HOT Mission Quarterly Reports (USARC Forms 57-R), RCS: RCLG-025, identifying training and workload trends within the command. Apprise this Headquarters of any significant changes from the previous quarter or proposed changes for the ensuing quarter. Make comments in this area in the "remarks" section of the report. When necessary, recommend corrective action to the Program Manager at all levels of command. Negative reports are not required.

(6) Advise this Headquarters when a unit is added or removed from the CSS HOT Mission Program.

(7) Ensure intermediate commands provide administrative support to and supervise CSS HOT missions within subordinate units.

(8) Ensure that units properly document the MOS, METL, and lanes and sustainment training received through performance of the HOT mission using the procedures contained in this regulation, chapter 7.

(9) Program and provide the necessary RPA and OMAR funds to establish, operate, supervise, and evaluate HOT missions.

(10) Coordinate with the appropriate support installation, or the RSC with regional BASOPS responsibility, when developing HOT missions which cannot be accomplished at government-owned facilities to ensure projected lease costs are incorporated in that command's fiscal year (FY) budget report.

(11) Incorporate RPA and OMAR funds required to support HOT missions into the appropriate budget schedules (either Command Operating Budget (COB) or unfinanced requirements submissions) in accordance with the current fiscal year budget and unfinanced instructions/guidance.

(12) Ensure that problems related to a HOT mission unit (e.g., lack of mission-related work or manpower shortages) that cannot be resolved at the MSC level, are reported to this Headquarters.

(13) Ensure 50 percent of training is devoted to HOT mission-related training.

  d. Intermediate Commands (Group or Battalion) will--

(1) Appoint an individual as program manager for their respective command to coordinate actions for HOT mission units within the group or battalion.

(2) Recommend prospective HOT mission units to the MSC for inclusion in the HOT mission program.

(3) Advise and assist HOT mission units in developing, implementing, and evaluating support missions.

(4) Review and analyze HOT mission reports (RCS: RCLG-025) to identify and evaluate training and workload trends in each unit.

(5) Participate in annual ASL inventories, review boards, and HOT mission unit evaluations.

(6) Ensure HOT missions assigned to subordinate units are correct in accordance with current doctrine and regulations.

(7) Ensure units properly document the MOS, METL, and lanes and sustainment training received through performance of HOT mission.

(8) Monitor workload within HOT mission units to ensure unit capabilities are not exceeded and that training needs are met.

(9) Review SOPs, training programs, and other regulatory documents pertaining to CSS HOT missions and forward a copy, with recommendations and comments, to the MSC for approval.

(10) Ensure that problems related to a HOT mission unit (e.g., lack of mission-related work or manpower shortage) that cannot be resolved at the intermediate command level are reported to the MSC for resolution.

(11) Monitor training performance within HOT mission units to ensure that a minimum of 50 percent of duty time of all personnel assigned to the program and who are present for duty is devoted to mission-related tasks. If this requirement cannot be met (e.g., due to lack of maintenance candidates to repair or lack of requisitions to process), the reasons will be noted in the "Commander's Narrative" section of the CSS HOT Mission Quarterly Report (USARC Form 57-R), RCS: RCLG-025.

(12) Review and analyze CSS HOT Mission Quarterly Reports (USARC Forms 57-R), RCS: RCLG-025), identifying training and workload trends within their respective command. Inform the MSC of any significant changes from the previous quarter or proposed changes for the ensuing quarter. Make comments in this area in the "Commander's Narrative" section of the report. When necessary, recommend corrective action to the commander of the HOT mission unit.

(13) Brief MSC representatives on the status of the HOT mission program in the battalion/group, as required.

(14) Visit each HOT mission unit, as needed.

  e. HOT mission unit commanders or their designees will--

(1) Submit a copy of the proposed HOT mission to the USARC. As a minimum, the HOT mission description should include--

(a) Type of HOT mission (e.g., Supply, Maintenance, Transportation).

(b) The training plan.

(c) Unit designation and MSC.

(d) Anticipated number of personnel trained.

(e) Location of HOT mission.

(2) Only request HOT missions after concluding that required tools, equipment, adequate work space or facility, and trained personnel are available to perform the mission.

(3) Conduct HOT missions in accordance with this regulation.

(4) Provide customer assistance to supported units and activities.

(5) Publish internal and external SOPs governing the unit's HOT mission and submit copies of the SOPs to the intermediate command for review.

(6) Preschedule IDT training locations to ensure personnel availability for continuous HOT mission support.

(7) Ensure that all personnel assigned to the mission and present for duty devote a minimum of 50 percent of the duty time to HOT mission-related tasks.

(8) Prepare the CSS HOT Mission Quarterly Report (RCS: RCLG-025), USARC Form *57-R* (see para 7-2), and submit a copy through channels to the MSC. Identify significant changes from the previous quarter or proposed changes for the ensuing quarter. Make comments in this area in the "Commander's Narrative" section of the report.

(9) Ensure proper documentation of METL and lanes and sustainment training received through performance of the HOT mission.

(10) Ensure the unit's HOT mission workload does not exceed unit capability, but is still adequate to meet training needs.

(11) Submit performance reports required by Army Regulations and other regulatory documents governing the specific mission.

(12) Ensure that mission-related problems (e.g., lack of mission-related work, manpower shortage) which cannot be resolved at the unit level are reported through command channels.

1-5. General

a. Purpose. The purpose of the CSS HOT Mission Program is to provide training in military occupational specialty (MOS), Mission Training Plan, and sustainment training to soldiers of selected U.S. Army Reserve (USAR) units through the assignment and performance of specific, appropriate support missions. These units conduct the support missions primarily during inactive duty training (IDT) periods, but they can also be conducted during annual training (AT), year-round AT, and active duty for training (ADT). The CSS HOT mission units have authorization to provide support to designated Active Component (AC), Army National Guard (ARNG), and U.S. Army Reserve

(USAR) customer units and/or other approved agencies and AMC activities. However, such support will not interfere with, nor hinder, the training mission.

b. Objectives. The objectives of the CSS HOT Mission Program are to--

(1) Provide training in CSS skills using the Commander's METL.

(2) Sustain individual soldier's performance of technical MOS tasks.

(3) Train platoons/sections to perform *METL* specific missions.

(4) Prepare units to perform wartime support missions in a theater of operations.

(5) Provide training for selected staff elements at the intermediate command and at MSC level to manage, supervise, and evaluate the logistics support operations of the subordinate unit(s).

(6) Give MSC commanders the flexibility of augmenting or enhancing support capabilities of designated support activities (AMSA, ECS, installation, etc.) by providing specific types of logistical support as a direct result of HOT training missions.

(7) Maximize the number of units and unit personnel who receive sustainment training through performance of CSS HOT Mission training.

1-6. Basic policies

a. When policies or procedures in this regulation are found to be in conflict with directives from subordinate commands, the provisions of this regulation will apply pending reconciliation of the conflicting instructions or questions. Higher command regulations have precedence. Report all instances of conflicting instructions or direct questions through the chain of command to this Headquarters, ATTN: AFRC-LGS-S.

b. Planning, programming, and budgeting will be in accordance with Army Management Systems procedures. Implementation will occur only when initial and sustainment costs are adequately resourced.

c. The MSCs will use assigned units to assist in meeting their internal logistics support requirements rather than relying totally upon fixed, non-deployable TDA support activities; e.g., Equipment Concentration Sites (ECS), Area Maintenance Support Activities (AMSA), and support installations. However, the training benefits derived by the performance of the CSS HOT mission is of prime importance; the generation of production is secondary. When making such assignments, the following conditions will be met:

(1) When assigning HOT missions to USAR CSS units at any level up to and including their full MTOE capabilities, base these HOT missions on support-specific missions listed in the appropriate METL.

(2) Assign HOT missions to units only after ensuring that required tools, equipment, work space or facility, and trained personnel are available to perform the mission.

(3) When HOT missions are undertaken, MSCs will ensure that, if the continuation of such mission is counterproductive to training or its performance is no longer feasible, the responsibility for the support mission reverts to the original activity without interruption or degradation of such support.

(4) Use Reserve personnel in executing all phases of the assigned support mission. Full-time unit support (FTUS) personnel are normally trainers, and will also be involved in the performance of the mission to provide continuity between IDT periods. However, use these personnel only when absolutely necessary, and not in lieu of drilling Reservists. Assignment of FTUS personnel for the sole purpose of conducting HOT missions is not authorized.

(5) For the purpose of this regulation, CSS HOT Mission workload is any support task specifically required by an MSC (such as movement, supply, services, maintenance, repair parts, water distribution).

1-7. HOT mission assignment memorandums
a. The unit requesting a HOT mission will originate the request for assignment. The unit will prepare the request in memorandum format and submit it through the chain of command to the MSC commander, who is the final approving authority. Each request will include--
(1) Name of unit.
(2) Location of unit.
(3) Proposed mission.
(4) Requirement and justification for all OMAR and RPA funds to be used in establishing and operating the HOT mission.
(5) Personnel strength.
(6) Statement of adequacy of facilities.
(7) Proposed methodology for assessing unit performance and achieving the stated training objective.
(8) Units to be supported. Indicate how these units are currently supported, independent of the HOT Mission Program.
(9) Statement of training objective for the unit in terms that indicate the unit is attempting to enhance unit training readiness.
(10) Identification of mission essential task(s) to be trained, aligning them to the METL. Review and redefine where necessary, on an annual basis.
(11) Internal SOP.
(12) External SOP (including customer list).
b. Prior to approval of the request, the MSC logistics and training staffs will review and validate the proposed mission to ensure it meets the following requirements:
(1) Availability of adequate internal and external SOPs.
(2) Unit's assigned strength is sufficient to perform the proposed mission.
(3) The proposed mission is consistent with the mission as stated in the MTOE of the unit and it will provide MOS sustainment training to the majority of unit personnel.

(4) Resource requirements are valid and channels/methodology for disbursement of funds are/is identified.
(5) Funding and the projected training meets the USARC Commander's guidance and are within established priorities.
(6) The mission supports WARTRACE requirements.
(7) Coordination is made with support installation(s) and other MSCs, as appropriate, to ensure that support to customer units are not interrupted or degraded. If the support to be provided is not the total mission, the remainder continues to be performed by the responsible activity.
c. When requirements outlined above are met and both the logistics and training staffs concur with the establishment of the HOT mission, the MSC will issue an approval memorandum. This memorandum will serve as the authority for the unit to have an operational HOT mission. Provide a copy of all approval memorandums to Headquarters USARC, ATTN: AFRC-LGS-S (RCS exempt, AR 335-15, para 5-2a(6)).

1-8. Hands-on-Training mission Memorandum of Agreement (MOA)
a. When a HOT mission unit provides support to a customer in another MSC, the supporting MSC will prepare an MOA. The MSC of both the supporting and supported unit(s) will sign the MOA. Furnish a signed copy of the MOA to this Headquarters, ATTN: AFRC-LGS-S, and to the Directorate of Logistics (DOL) of the support installation, if the installation is also affected (RCS exempt, AR 335-15, para 5-2a(6)).
b. The MSCs will review, approve, and sign the MOA in the following order:
(1) The MSC having a unit that will provide support.
(2) The MSC(s) of the unit(s) receiving the support.
c. If support is provided to ARNG or AC units, the MSC of the supporting unit will develop and sign the MOA with the State Adjutant General Office or the installation commander of the AC unit.

1-9. Assistance to HOT mission units
Assistance for the establishment and operation of logistics support missions, if needed, may be obtained from the following agencies, both inside and outside of the USAR chain of command:
a. Headquarters, USARC (DCSLOG, DCSOPS, DCSFOR, DCSENGR).
b. Readiness Groups.
c. USARF schools.
d. Army service school Mobile Training Teams (MTTs).
e. AMC Logistic Assistance Office (LAO) or support installations.
f. Support installations.

g. Customer Assistance Office (CAO) in the Installation Supply Division, DOL.

1-10. Documentation of HOT mission training

a. Logistics units with an assigned operational HOT mission will use both of the following documents to record MOS sustainment training provided to individuals through performance of the HOT mission:

    (1) Unit training schedule.

    (2) CSS HOT Mission Quarterly Report (USARC Form 57-R), RCS: RCLG-025.

b. HOT Mission units will use the following documents to record collective sustainment training provided to platoons/sections through performance of the HOT mission:

    (1) Platoon/section portion of unit monthly training schedules.

    (2) CSS HOT Mission Quarterly Report (USARC Form 57-R), RCS: RCLG-025.

c. The above documents provide training management with an audit trail of the HOT mission unit's training performance.

Chapter 2
CSS HOT Mission Program Resource Management

2-1. General

Resource management for the HOT mission program involves two major types of appropriations: Operation and Maintenance, Army Reserve (OMAR) and Reserve Personnel, Army (RPA). As with any other major USARC logistics program, the HOT mission program requires a continuous, ongoing dialogue between resource management and logistics personnel within the *appropriate* headquarters to ensure proper management of the program, and identification and resourcing of requirements.

2-2. HOT Mission Program resource management policies

a. The MSCs will resource HOT missions in subordinate units within established priorities and programmed objectives.

b. The MSCs which conduct HOT missions for other MSCs will not fund or budget for the commodity, e.g. Class IX. *To do so will misalign distribution of funds from this headquarters and have an adverse impact on analyzing program execution.* Upon written request, after initial distribution of fiscal year funds, USARC will withdraw and redistribute HOT mission commodity funds to the MSC conducting the HOT mission, as appropriate.

c. The MSCs will identify the OMAR/RPA resources necessary to establish, operate, supervise, and evaluate HOT missions. These resources, both OMAR and RPA, will be identified on a fiscal year basis and requirements

included in the MSC's COB submissions to HQ USARC. The MSC will also consider plans for expansion of existing HOT missions and the addition of new HOT mission units when formulating HOT mission program input to the MSC COB. The MSCs will minimize unfinanced requirements (UFRs) and forward them to HQ USARC for review and possible funding. All UFRs must contain a detailed explanation and be prioritized by the MSC.

d. There are no dedicated RPA, nor OMAR HOT Mission funds. HOT missions are no different than any other training program and, as such, are not separately funded by the USARC.

e. The MSC CSS HOT Mission program manager/project officer for the HOT mission program should also be the point of contact in the MSC headquarters for HOT mission program resource management.

f. The MSCs should advise the commander/ accountable officer of each unit operating a HOT mission of the amount of OMAR/RPA funds programmed by the MSC for supporting the HOT mission during the fiscal year.

2-3. Identification of HOT Mission Program OMAR elements

When determining the OMAR resources required for the establishment, sustainment, operation, supervision, and evaluation of a logistics HOT mission, MSCs should consider costs associated with each of the following elements and their applicability to the unit's specific support mission:

a. Stockage and replenishment of authorized stockage list (ASL) in supply, maintenance units, and bench stock for component repair sections in aircraft maintenance companies.

b. Establishment and replenishment of Repairable Exchange stockage in maintenance units.

c. Establishment and replenishment of Shop Stock in DS/GS/AVIM supply and maintenance units.

d. Replenishment of Shop Stock in AMSA/ECS/ASF that are customers of HOT mission supply and maintenance units.

e. Operational costs which include, but are not limited to, the following (these will be programmed as unit operational costs):

    (1) Consumable supplies needed for the operation of the HOT mission.

    (2) Caging and shelving necessary for warehouse/storage operations.

    (3) Replacement of tools and other equipment lost or damaged in the course of performing the HOT mission.

    (4) Transportation costs, to include postage and freight, needed for movement of supplies (applies to supply HOT missions).

f. OMAR-funded TDY travel and per diem relative to the establishment, sustainment, operation, supervision

and evaluation of each HOT mission unit by each of the following command levels:

     (1) Unit.
     (2) Battalion/Group.
     (3) Materiel Management Center/Movement Control (as applicable).
     (4) MSC.

2-4. Identification of HOT Mission Program RPA elements

    a. When determining the RPA resources required to establish, operate, supervise and evaluate a CSS HOT mission, MSCs will be concerned mainly with RPA special training funds. RPA special training funds are normally used within the HOT Mission Program to fund the ADT necessary for training and operations outside the time limits and operational constraints imposed by AT and IDT. Care must be taken to ensure accurate reporting of man-days expended. These man-days provide the basis for computation of MSC RPA dollar requirements and for program validation.

    b. The MSCs should consider each one of the following areas and its applicability to the unit's specific support mission when computing RPA special training requirements:

     (1) ASL review boards.
     (2) Inventories.
     (3) HOT Mission Program review.

    c. The MSCs will consider the RPA special training requirement at each level of command involved in the HOT mission when formulating program input to the MSC COB.

2-5. Funding of support missions

Support missions will be funded by the respective HOT mission unit's MSC. Support to customer units within the MSC will be provided on a non-reimbursable basis. Support to other MSCs may be either reimbursable or non-reimbursable. Support to ARNG and AC units will be provided strictly on a reimbursable basis. The MOU between the MSCs, State AG, and installations concerned will document the type of support and the method of reimbursement.

Chapter 3
Supply Support HOT Missions

3-1. General

    a. Units possessing an MTOE supply support capability qualify for assignment of a Supply Support Activity (SSA) HOT mission. Units will provide supply support only for the classes of supply for which they are organized, manned, and equipped unless otherwise approved by the MSC.

    b. An MSC seeking to use any other unit as an SSA should seek approval from the USARC.

3-2. Scope

    a. Units assigned SSA HOT missions are authorized to provide supply support in the following classes of supply, within mission capability:

     (1) Class I (Subsistence, Non perishable).
     (2) Class II (General supplies - to include maps).
     (3) Class III (Packaged petroleum products).
     (4) Class IV (Construction materiel).
     (5) Class VII (Major end items).
     (6) Class VIII (Medical supplies).
     (7) Class IX (Repair parts).

    b. The MSCs are authorized to assign direct support missions to general support (GS) units, where necessary, when employed in the support role.

    c. The MSCs may designate TDA activities such as Area Maintenance Support Activities (AMSAs), Equipment Concentration Sites (ECSs), and Aviation Support Facilities (ASFs) as customers of supply and maintenance units with a Class IX supply support capability. Customer units will be listed by Department of Defense Activity Address Code (DODAAC) as an enclosure to the HOT supply support mission assignment letter.

3-3. Stock Record Account (SRA) establishment and operations

    a. Each unit assigned a supply support HOT mission will establish a customer support SRA. A Stock Record Officer (SRO) will operate the SRA. The account will be established only upon receipt of a HOT mission assignment memorandum from the MSC.

    b. The support installation will assign a DODAAC to each SRA and the DODAAC will serve as the account serial number. The unit requests a DODAAC for the SRA from the appropriate support installation.

    c. The SRO is the accountable officer and will account for supplies in the SRA (in accordance with AR 710-2) from time of receipt until they are issued to customer units, turned in to the higher source of supply, or dropped from accountability per AR 735-5. The unit will appoint the SRO in writing (in accordance with AR 735-5, paragraph 2-10) and will provide copies of the appointment order to intermediate commands (battalion/group), MMC, support installations, and the MSC headquarters, as required.

    d. Units using a manual stock record account will use policies and procedures outlined in AR 710-2, chapter 3, and DA Pamphlet 710-2-2.

    e. Units operating under, or supported by, an approved automated supply system will follow the appropriate procedural manuals for that system.

3-4. Equipment Redistribution Activity (ERA) operations

    a. The MSCs are authorized to establish an ERA HOT mission in either a Supply & Service Co (DS) or a General Supply Co (GS).

    b. The ERA is an MSC level turn-in/holding area for organizational clothing and individual equipment

(OCIE) excess to the authorization and needs of assigned units. These items may be retained by the MSC to support future requirements generated by unit activations, changes/increases in authorized level of organization (ALO), and no-notice AT and/or OCONUS requirements. The ERA may also be used as a readily available turn-in point for CTA 50-900 items that became excess due to unit inactivations, ALO decreases, etc., pending redistribution within the MSC or other disposition action. Since the ERA is an excess repository and holding area for the MSC, it is not authorized to requisition CTA 50-900 and 50-909 items to increase on-hand quantities within the ERA.

c. The ERA will use an SRA to formally account for all CTA 50-900 items received, stored, and issued in accordance with paragraph 3-3 above.

d. The ERA will issue items in accordance with standard supply procedures and only to the property book officer of the supported unit or his/her representative designated on a current DA Form 1687 (Notice of Delegation of Authority). Use of temporary hand receipts to issue equipment is NOT authorized.

e. Turn-ins from the ERA to the support installation will be made as directed by the MSC commander.

f. The ERA will identify their CTA 50-900 items that are assets by the appropriate Stockage List Code on manual stock records.

3-5. Authorized stockage list (ASL) establishment

a. The MSC is the approving authority for establishing an ASL in a supply support HOT mission unit. The MSC may use any one of the three methods prescribed in DA Pamphlet 710-2-2, paragraph 4-3.

b. The MSC will ensure initial ASLs are capable of supporting the prescribed load lists (PLLs) in customer units to include the Shop Stock Lists of AMSA/ECS/ASF.

c. The MSC will internally coordinate the development, approval, requisitioning and funding of initial ASL, and will also coordinate the establishment and maintenance of these ASLs with the support installation or MMC serving as the higher source of supply for the HOT Mission unit.

3-6. ASL Review Board

a. The MSCs will convene and conduct an ASL Review Board annually. The method used to convene and conduct review boards should be the most convenient and most economical. The MSC DCSLOG, or his/her representative will chair the board. The board will include, as a minimum, representatives from the following commands:

(1) Supply Support Activity (typically the SRO, Supply Platoon Leader, and personnel from the Stock Control and Storage sections).

(2) Intermediate Commands (battalion/group).

(3) Material Management Center (MMC) (if applicable).

(4) MSC(s) of customer units.

(5) For Class IX ASL, the board will also include maintenance representatives.

b. The chairperson may invite Readiness Group representatives and installation DOL (direct support unit's (DSU's) higher source of supply) to attend ASL Review Board meetings.

c. As a minimum, ASL Review Boards will--

(1) Review the depth and range of ASL, recommend any changes and authorize the turn-in of items to higher source of supply.

(2) Review HOT mission internal and external SOPs.

(3) Review supply performance statistics and trends since previous board meeting and from periodic reports.

(4) Ensure the ASL supports the unit's customers.

d. The chairperson will ensure that all attendees and the Supporting Installation Supply Activity receive a copy of the review board meeting minutes.

3-7. ASL management

a. The MSCs will manage ASLs in accordance with procedures prescribed in AR 710-2, chapter 3, and stockage criteria set forth in paragraph 3-8, same regulation, and FORSCOM Supplement 1 thereto.

b. The SSA commander and the SRO will approve routine ASL additions based on demand criteria (nine demands within 360 days to stock); they will not be delayed pending approval by next ASL Review Board. The SRO will move ASL items no longer meeting the retention criteria (three demands in the last 360 days to retain), to the Non-Stockage List (NSL) asset file. These items will not be turned in to the higher source of supply without approval of the ASL Review Board.

c. The ASL Review Boards will pay particular attention to ASL items that support force modernization items of equipment fielded to customer units. Such items will be carried on the ASL under Stockage List Code (SLC) "P".

d. Command-directed (SLC "M") items are controlled and require the approval of the ASL review board. These items will not exceed five percent of the SLC "Q" demand supported items.

3-8. Disposition of ASLs upon mobilization

a. As part of the mobilization planning process, USAR nondivisional Direct Support System (DSS) units will compute and document combat ASLs based on WARTRACE-assigned support missions. During mobilization, each designated HOT mission unit will deploy from home station to mobilization station with all ASL lines listed on their combat ASL. Items not on the combat ASL will be transferred to another HOT mission unit within the MSC or to the activity assuming the responsibility for the support mission.

b. The mobilization plan of each unit with HOT mission demand-supported ASL will specifically address how the unit will move this ASL from home station to mobilization station.

c. Upon mobilization, Class IX SSAs will give priority to the movement of ASL line items having an Essentiality Code of C, D, E and J. ASL line items having other Essentiality Codes will be moved to the mobilization station if time and transportation assets permit. Upon arrival at the mobilization station, ASLs will remain under the control of the Stock Record Officer (SRO). Deployment of the ASL will be determined in accordance with FORSCOM Regulation 700-2.

3-9. ASL inventories

a. The SROs will inventory HOT mission unit ASLs annually and upon change of SRO. Annual inventory will be either: (1) closed (wall to wall), or (2) open or cyclic. In either case, each item must be verified at least annually in accordance with AR 710-2, paragraph 3-29. The SRO will also perform special inventories and location surveys as required or as directed by AR 710-2, paragraphs 3-29e through g.

b. Intermediate commands (battalions/groups), MMC/MCC, and MSC will assist HOT mission units in the conduct of these inventories to ensure minimal time is lost in support of customer units.

3-10. ASL storage operations

a. HOT mission units will store the ASL in one or more of the following locations:
    (1) MTOE authorized repair parts vans.
    (2) Available space within the Reserve Center.
    (3) Available space designated by the MSC.

b. To identify locations. HOT mission SSAs will use the five-character (alphanumeric) storage location code system described in FM 38-741 and FM 38-725.

c. The commander and SRO of each direct support unit (DSU)/general support unit (GSU) will institute physical security measures to safeguard ASL classified as sensitive or pilferable. The Army Master Data File (AMDF) identifies these items with a SEC code other than "U".

Chapter 4
Maintenance Support HOT Mission

4-1. General

a. Maintenance units and other activities with maintenance support capability which have the necessary personnel, equipment, and tools are candidates for assignment of a maintenance support HOT mission.

b. When feasible, units assigned a maintenance support mission will have their workload managed by an MMC. If an MMC is not available, the unit will have their workload managed at the lowest level possible.

4-2. Scope

a. Maintenance units may provide support to one or more of the following types of customer units/activities listed in the following priority:
    (1) USAR units/activities to include AMSA/ECS/ASF.
    (2) ARNG units/activities.
    (3) Active Component units/activities.

b. When an AMSA/ECS/ASF determines that an item of equipment requires support maintenance, they will first offer the equipment to the maintenance unit with the local HOT mission for that commodity prior to the AMSA/ECS/ASF repairing that item or evacuating the item to the DOL at the supporting installation. If the MMC or Group/Battalion workload manager (if in the chain of command), or the maintenance control section of the HOT mission unit determines the unit is not capable of providing the requested maintenance in a timely manner due to other operational and training requirements, they will notify the AMSA/ECS/ASF within 48 hours of the request for maintenance support.

c. The MSCs will not normally job order equipment that is either high priority or dedicated to a deploying unit, unless the MSC determines that the HOT mission maintenance unit can perform the repair in time to meet mission requirements.

d. Aircraft maintenance companies have authorization to directly support aviation support facilities and to perform maintenance on operational readiness float aircraft. Guidance involving operational readiness float aircraft is contained in AR 750-1 and AR 710-2.

4-3. Class IX Repairable Exchange (RX) Activity

a. Units will establish and operate a Class IX Repairable Exchange (RX) when authorized by the parent MSC in accordance with procedures contained in AR 710-2 and DA Pamphlet 710-2-2.

b. Maintenance units will stock and exchange only those items that are within the units' capability to repair.

c. Units providing repairable exchange to AMSA/ECS/ASF must structure their exchange operations so as to provide service during the normal working hours of the supported unit or activity.

4-4. Shop and bench stock

a. All units with assigned maintenance HOT missions will stock expendable bench stock and demand-supported shop stock repair parts required for efficient shop operations. The units will only use these supplies and repair parts for internal shop support and they will not be intermingled with the unit's PLL or ASL.

b. The MSC may authorize the initial maintenance shop stock list and designate those items to be managed as bench stock and those to be managed as demand

supported shop stock in accordance with AR 710-2 and DA Pamphlet 710-2-2. There is a USARC-directed $200.00 limit for bench stock in aviation.

4-5. Workload

The MSCs, MMCs, and intermediate commands will monitor the assignment and performance of work orders in each maintenance unit to ensure the workload meets the individual and collective training needs of the commodity-oriented platoon/section. The maintenance production control section in each maintenance unit will assign and monitor the status of work orders in each platoon/section.

4-6. Class IX SSA

The MSCs may give authorization to maintenance units with supply support activities for Class IX supply HOT missions. The Class IX supply HOT mission must be run in accordance with appropriate ARs, DA pamphlets, and procedures outlined in chapter 3 of this regulation.

Chapter 5
Field Services HOT Mission

5-1. General

Units possessing an MTOE capability to provide field services to other units may be assigned field services HOT missions.

5-2. Scope

a. Units have authorization to provide support in one or more of the following areas:

(1) Laundry and shower.
(2) Clothing and textile renovation and repair.
(3) Mortuary affairs.

b. Laundry procedures are outlined in FM 10-280. Units may provide laundry support (with prior coordination) to units conducting FTXs, CPXs, lanes training, and during a unit's IDT in the local area. Laundry support may be provided to ERAs. Items to be laundered may include personal military clothing and organizational clothing and individual equipment (OCIE).

c. Shower procedures are outlined in FM 10-280. Bath HOT missions would include providing bath support to units conducting CPXs, FTXs, and lanes training the local area, normally in a field environment.

d. Units with mortuary affairs capabilities should seek training opportunities and may include providing support, where permitted, to city, county, and national cemeteries, as well as to the local coroner's office. Procedures are found in FM 10-286. Clothing and textile renovation procedures are outlined in FM 10-16. Units should be assigned missions to provide clothing and renovation/repair to other USAR units in the area. Units may provide these services to ERAs and AMSA/ECS. Items to be repaired may include personal military clothing, organizational clothing and equipment, tentage, and vehicle canvas/tarpaulins.

Chapter 6
Transportation HOT Mission

6-1. General

Transportation units that have the necessary personnel and equipment by MTOE are eligible for the assignment of a transportation HOT mission.

6-2. Scope

a. Transportation HOT mission possibilities are limited only by MTOE capabilities, imagination of the transportation planner, and/or the availability of resources.

b. Possible types of HOT missions may include, but are not limited to:

(1) Transportation/logistical support to other units during IDT.

(2) Support to Reserve Component or Active Component units conducting Emergency Deployment Readiness Exercises.

(3) Participation/support in hauling equipment, vessel loading/discharge operations in support of major exercises.

(4) Unit Training Assembly(UTA)/Multiple Unit Training Assembly (MUTA)/annual training at military ocean terminals, outports and commercial port facilities.

(5) Planning, conducting, and evaluating mobilization exercises at MOB sites.

(6) Line haul support and evacuation of deadlined equipment to units, MSCs, TAGs, AMSAs, ECSs, and installations.

(7) Drivers' training and testing.

c. When working mileage figures for each unit with an assigned Transportation HOT mission, the MSC will ensure the figures represent the actual miles driven.

Chapter 7
CSS HOT Mission Reporting Requirements and Procedures

7-1. General

a. The MSC will ensure that each subordinate unit, with an assigned HOT Mission, prepares and submits a CSS HOT Mission Quarterly Report (USARC Form 57-R), RCS: RCLG-025. The MSC will consolidate all reports under one endorsement and forward them to Commander, U.S. Army Reserve Command, ATTN: AFRC-LGS-S. The MSC will also provide a copy of each report to the appropriate RG. The purpose of the report is to identify the OMAR/RPA funds expended on the HOT mission, the training value received, and to provide information on the activities conducted and performance data concerning the effectiveness of customer support provided. Use USARC Form 57-R (Combat Service Support Hands-on-Training Mission Quarterly Report, RCS: RCLG-025) to prepare and submit the report in accordance with completion instructions in paragraph 7-2. A blank copy of the form

is at the back of this regulation for reproduction purposes.

b. The cut-off dates for the report are 31 Dec, 31 Mar, 30 Jun, and 30 Sep of each year. Units will forward reports through the chain of command to the USARC so as to arrive within *30* days after the cut-off date.

c. Units not performing any HOT mission-related training or activities within the quarter will submit a negative report (indicate in Section I, Item 5, of USARC Form 57-R). Identify reasons for inactivity in the commander's narrative of training data (USARC Form 57-R, Section II, Item 2) and identify next quarter training plans in Section II, Item 3.

7-2. Instructions for completing USARC Form 57-R (Combat Service Support Hands-on-Training Mission Quarterly Report, RCS: RCLG-025)

a. *SECTION I: General Information.*

(1) Item 1. Enter unit designation.

(2) Item 2. Enter MSC name.

(3) Item 3. Enter report period (e.g., 1st qtr FY 93).

(4) Item 4. Enter type of support activity (e.g., movement, supply, services, maintenance, repair parts, water distribution).

(5) Item 5. Check applicable box to indicate if report is negative. (If "YES" is checked, identify reasons for inactivity in Section II, Item 2, Commander's Narrative.)

(6) Item 6. Enter number of training man-days used during the quarter in the applicable block: IDT/AT or ADT.

(7) Item 7. Enter total dollars expended during quarter in the applicable block: RPA, OMAR.

b. *SECTION II: Training Data.*

(1) Item 1. Enter number of personnel trained by MOS during the quarter in the following format: MOS-# (e.g., 76P-4, 76V-7, 76Y-2).

(2) Item 2. Enter commander's narrative. Provide a brief narrative on METL Training and MOS sustainment training accomplished during the quarter. For negative reports, identify reasons for inactivity.

(3) Item 3. Enter a brief narrative on training planned for the upcoming quarter.

c. *SECTION III: Mission Support Activity.*

(1) Item 1. Enter type of supply HOT mission.

(a) Items 1(a) through 1(k). Self explanatory.

(b) Item 1(l). Enter reasons for inventory (e.g., annual).

(c) Item 1(m). Enter type of inventory (e.g., open).

(d) Items 1(n) through 1(t). Self explanatory.

(e) Item 1(u). Enter number of requisitions processed with UMMIPS in the applicable block: PD 1-3 or PD 4-8.

(f) Items 1(v) and 1(w). Self explanatory.

(2) Item 2. Enter type of maintenance HOT mission (e.g., DS, GS).

(a) Items 2(a) through 2(g). Self explanatory.

(3) Item 3. Enter type of transportation HOT mission.

(a) Items 3(a) through 3(d). Self explanatory.

(4) Item 4. Enter type of field service HOT mission. (i.e. laundry, renovation, bakery).

(a) Item 4(a). Self explanatory.

(b) Item 4(b). Enter number of service requests received by type during the quarter in the applicable block(s): laundry, renovation, bakery.

(5) Item 5. Enter type of aviation HOT mission.

(a) Item 5(a) through 5(c). Self explanatory.

(b) Item 5(d). Enter quantity and value of fuel used in applicable block(s): JP4, JP5, and JP8.

Chapter 8
Productivity Based Training (PBT) Program

8-1. General

a. In order to better prepare Reserve units for the future, the PBT Program places greater emphasis on productivity. The PBT Program will provide greater training opportunities than the current HOT missions. The introduction of PBT will improve mission limitations, time constraints (training periods), manning, funding, operational base, automation capability, and base operations support (BASOPS).

b. The PBT Program will train Reserve soldiers on assigned tasks in an environment commensurate to their unit's organic capability and wartime (MTOE) mission. The MSC will designate organizations to maintain sustained unit operations within their respective current organizational structure, using assigned equipment. The majority of all missions will be performed by Reserve personnel on staggered IDT or alternate AT.

c. The creation of a production-based operating system will emphasize productivity, without compromising training. Under PBT, USAR units will perform specific support missions, with organic capability, on a geographic area basis. Each support mission will be contingent on the unit's MTOE mission, will be driven by the unit's METL, and will be customer based.

d. Under the PBT, the MSCs will assign support missions to USAR units in order to support other USAR units. These missions will become the training base for USAR soldiers for MOS sustainment. Under the expanding automated environment, productivity-based training also provides USAR soldiers the necessary hands-on-training with assigned Standard Army Management Information Systems (STAMIS) without which they could not perform their missions. In fact, those STAMIS make this type of training a necessity to ensure that unit personnel master and retain the ability to operate them.

e. Manning for PBT missions will be based on the support provided and the productivity of the unit. Reserve personnel will perform the majority of the work

during IDT and alternate AT. They would be augmented by a minimum number of FTS personnel who will serve as trainers, handle high priority requirements and accomplish tasks the Reservists could not complete within allotted time frames.

f. Funding for the PBT program will be budget mandated and MSC managed. Both mission and Shop Smart funds will be used to fund the program. Reserve personnel training requirements will continue to be funded from RPA training funds.

g. Training will no longer be the sole priority. Mission accomplishment, achieved from productivity and accompanying training opportunities, is the ultimate goal.

h. The current HOT mission program will still be available for units in areas where PBT cannot be implemented or the unit is not capable of taking on a complete mission.

8-2. Basic policies

a. The PBT program will not be for all units. Rather, it will augment the present HOT mission program. Some units will continue to conduct HOT missions while other will be assigned specific missions for the conduct of PBT. In order to move from the current HOT mission to PBT, the updated version of this regulation will establish the guidance required to transition the two programs.

b. Both the HOT and the PBT programs encompass CSS organizations and functions. Although most HOT missions are within the logistics arena, the program is open to other specialties; e.g., Medical, Engineer, Public Affairs, etc. The PBT program could also be made available to all CSS units within their capability and the needs of the USAR community.

Appendix A
References

Section I
Required Publications

AR 710-2 w/ FORSCOM Suppl 1	(Supply Policy Below the Wholesale Level). Cited in paras 3-3c, 3-3d, 3-7a, 3-9a, 4-2d, 4-3a, 4-4b.
AR 735-5	(Policies and Procedures for Property Accountability). Cited in para 3-3c.
AR 750-1 w/ FORSCOM Suppl 1 .	(Army Materiel Maintenance Policies) Cited in para 4-2d
DA Pam 710-2-2 w/ FORSCOM Suppl 1	(Supply Support Activity (SSA) Supply System). Cited in paras 3-3d, 3-5a, 4-3a, 4-4b.
FM 10-16	(General Fabric Repair). Cited in para 5-2d.
FM 10-280	(Mobile Field Laundry, Clothing Exchange, and Bath Operations). Cited in para 5-2c.
FM 10-286	(Identification of Deceased Personnel). Cited in para 5-2d.
FM 38-725-1	(Direct Support System (DSS) Commander's Handbook). Cited in para 3-10b.
FM 38-741	(Direct Support Unit (DSU) Storage Operations). Cited in para 3-10b.
FORSCOM Reg 700-2	(FORSCOM Standing Logistics Instructions). Cited in para 3-8c.
CTA 50-900	(Clothing and Individual Equipment). Cited in paras 3-4b, c, and f.
CTA 50-909	(Field and Garrison Furnishing and Equipment). Cited in paras 3-4b.

Section II
Related Publications

AR 5-9	(Intraservice Support Installation Area Coordination).
AR 11-22	(Mutual Support and Equipment Sharing Program).
AR 37-49	(Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities).
AR 140-1	(Army Reserve Mission, Organization, and Training).
AR 140-483	(Army Reserve Land and Facilities Management Subscription Form: 1209-E Blk 5316).
AR 190-51	(Security of Army Property at Unit and Installation Level).
AR 310-25	(Dictionary of United States Army Terms).
AR 310-50	(Authorized Abbreviations and Brevity Codes).
AR 350-1	(Army Training).
AR 350-37	(Individual Training and Evaluation Program (ITEP)).
AR 405-10	(Acquisition of Real Property and Interests Therein).
AR 700-84	(Issue and Sale of Personal Clothing).
AR 710-1	(Centralized Inventory Management of the Army Supply System).
AR 725-50 w/ FORSCOM Suppl 1	(Requisitioning, Receipt and Issue System).
AR 735-11-1	(Uniform Settlement of Military Freight Loss and Damage Claims).
AR 735-11-2	(Reporting of Item and Packaging Discrepancies).
DA Pam 25-400-2	(Modern Army Record Keeping System (MARKS) for TOE and Certain Other Units of the Army).

DA Pam 710-2-1	(Using Unit Supply System, (Manual Procedures)).	FORSCOM Reg 37-7	(USAR Financial Management and Reserve Component Support).
DA Pam 738-750	(The Army Maintenance Management System).	FORSCOM Reg 350-2	(Reserve Component Training).
DA Pam 750-751	(Functional Users Manual for Army Material Management and Systems Aviation)	FORSCOM/ ARNG Reg 350-2	(Automated Supply Management and Operating Standard for SAILS).
FM 10-63-1	(Graves Registration Handbook).	FORSCOM/ TRADOC Reg 700-7	(Integrated Employment of TOE and TDA Logistic Support Units and Activities).
FM 25-100	(Training the Force).	CTA 50-970	(Expendable/Durable Items).
FM 25-101	(Battle Focused Training).	USARC Reg 750-1	(Maintenance Management)
FM 43-5	(Unit Maintenance Operations).		

DA Pam 710-2-1 (Using Unit Supply System, (Manual Procedures)).

DA Pam 738-750 (The Army Maintenance Management System).

DA Pam 750-751 (Functional Users Manual for Army Material Management and Systems Aviation)

FM 10-63-1 (Graves Registration Handbook).

FM 25-100 (Training the Force).

FM 25-101 (Battle Focused Training).

FM 43-5 (Unit Maintenance Operations).

FM 43-11 (Maintenance Operations (Intermediate)).

FM 43-20 (General Support Maintenance Operations).

FM 55-30 (Army Motor Transport, Units and Operations).

FM 710-27 (Logistics Inventory Management).

TM 38-L03 (The Standard Army Intermediate Level Supply (SAILS) System Functional Control Tables).

TM 38-L03-19 (The Standard Army Intermediate Level Supply (SAILS) Procedures for Customers).

TM 38-L09-11 (Functional Users Manual for Maintenance Reporting and Management (MRM)).

TM 38-L32-13 (Functional Users Manual for Direct Support Unit Standard Supply System (DS4)).

FORSCOM Reg 37-7 (USAR Financial Management and Reserve Component Support).

FORSCOM Reg 350-2 (Reserve Component Training).

FORSCOM/ ARNG Reg 350-2 (Automated Supply Management and Operating Standard for SAILS).

FORSCOM/ TRADOC Reg 700-7 (Integrated Employment of TOE and TDA Logistic Support Units and Activities).

CTA 50-970 (Expendable/Durable Items).

USARC Reg 750-1 (Maintenance Management)

Section III
Recordkeeping Requirements

This regulation requires the creation, maintenance, and use of the following specific records (see AR 25-400-2 for file number (FN) descriptions and dispositions).

FN 5-8a

Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU). Use this FN for the office responsible for overseeing agreements.

FN 700

General (action). Establish a case file under this FN for each HOT mission. Include the assignment memorandum, HOT mission program office copy of support agreements, and other documents relating to the particular mission.

FN 700-138h

Combat Service Support Hands-on-Training Mission Quarterly Report (USARC Form 57-R) and other assessments reported to higher headquarters.

Glossary

AC .... Active Component
ADT.......... Active Duty For Training
ALO.......... Authorized Level of Organization
AMSA....... Area Maintenance Support Activities
ARNG....... Army National Guard
ASL .... Authorized Stockage List

CAO.......... Customer Assistance Office
CPX .... Command Post Exercise
CSS........... Combat Service Support

DCSLOG .. Deputy Chief of Staff, Logistics
DCSOPS ... Deputy Chief of Staff, Operations
DS............. Direct Support

ECS........... Equipment Concentration Sites
ERA.......... Equipment Redistribution Activity

FTUS .... Full-TimeUnit Support
FTX .... Field Training Exercise

GS............. General Support

HOT.......... Hands-On-Training

IDT .... Inactive Duty Training

LAO .... Logistics Assistance Office

METL........ Mission Essential Task List
MMC......... Material Management Center
MOA .... Memorandum of Agreement
MTOE .... Modification Table of Organization and Equipment
MTT.......... Mobile Training Team
MSC.......... Major Subordinate Command
MUTA....... Multiple Unit Training Assembly

OCIE......... Organizational Clothing And Individual Equipment
OMAR....... Operation and Maintenance Army Reserve

RPA........... Reserve Personnel, Army
RSC............ Regional Support Command

SOP .... Standing Operating Procedures
SRA........... Stock Record Account
SSA .... Supply Support Activity

USARC...... U.S. Army Reserve Command
UTA .... Unit Training Assembly

YTP........... Yearly Training Plan
YTC .... Yearly Training Calendar