

Department of the Army  
Headquarters, U.S. Army  
Industrial Operations Command  
Rock Island, Illinois 61299-6000

\*IOC Memorandum 37-2

21 MAR 1995

Financial Administration

INSTALLATION PROGRAM DIRECTIVE/CHANGE REQUEST

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**Applicability.** This memorandum applies to all HQ, IOC elements involved in the processing of AMSIO Form 37-2-E.

**Decentralized Printing.** All IOC installations are authorized to locally reproduce this memorandum.

**Suggested improvements.** The proponent of this memorandum is the HQ, IOC Investment Appropriations Division. Users are invited to send comments and suggested improvements to Commander, HQ, IOC, ATTN: AMSIO-RMI, Rock Island, IL 61299-6000.

**Distribution.** Distribution of this memorandum is made in accordance with requirements submitted by IOC organizations.

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FOR THE COMMANDER:

Official:

  
JOANNA TENDALL  
Chief, Investment Appropriations Division

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1. **Purpose.** This memorandum prescribes responsibilities and procedures for processing AMSIO Form 37-2-E (Installation Program Directive/Change Request).

2. **References.**

a. DD Form 448, Military Interdepartmental Purchase Request (MIPR).

b. AMSIO FL 710-1, MIPR/Purchase Order Memorandum.

c. AMSIO FL 710-2, Review of MIPR/Purchase Order.

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\*This memorandum supersedes AMCCOMM 37-12, 15 Mar 84.

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3. Acronyms/Terms. See Glossary.

4. Responsibilities. The Investment Appropriations Division (AMSIO-RMI) will issue procurement programs to the following HQ, IOC managers: the Ammunition Production and Logistics Division (AMSIO-IOA); the CAWCF Management Division (AMSIO-SMC); the Program Management Division (AMSIO-IRP); the Fund Control and Compliance Division, (AMSIO-RMC); the Information Mission Area Logistics and Operations Division (AMSIO-IML); the Tank Ammunition Office (AMSIO-SMT); the Transportation Operations Division (AMSIO-TMO); the Ammunition Product Line Office (AMSIO-SMP); and the Ammunition Support and Maintenance Division (AMSIO-SMA). Release of the program by AMSIO-RMI will be coordinated as follows:

a. Direct Army Ammunition End Item program releases will be coordinated with AMSIO-SMC. Ammunition Peculiar Equipment (APE) and Cartridge/Propellant Actuated Device (CAD/PAD) programs will be coordinated with AMSIO-SMP. 105mm and 120mm Tank Ammunition will be coordinated with AMSIO-SMT. This will be prior to the actual release of the AMSIO Form 37-2-E.

b. A DD Form 448 for customer ammunition will be staffed through AMSIO-RMF, AMSIO-SMA, AMSIO-SMC, and AMSIO-IOA. APE and CAD/PAD programs will also be staffed through AMSIO-SMP. 105mm and 120mm Tank Ammunition will also be staffed through AMSIO-SMT. This will be prior to acceptance and the actual release of the AMSIO Form 37-2-E.

c. Production Base programs will be coordinated with AMSIO-IRP prior to actual release of the AMSIO Form 37-2-E. Demil programs will be coordinated with AMSIO-IOA prior to actual release of the AMSIO Form 37-2-E.

d. FMS will be coordinated with DFAS Accounting Operations Division, PAA/FMS Branch (DFAS-RI-AOT), Ammunition Management Division (AMSIO-ILA), AMSIO-RMC, AMSIO-SMA, AMSIO-SMC and AMSIO-IOA. 105mm and 120mm Tank Ammunition will also be staffed through AMSIO-SMT. This will be prior to actual release of the AMSIO Form 37-2-E.

5. Procedures.

a. AMSIO-RMI will upon receipt of funding approval in the form of a MIPR acceptance for customer or funding authorization from PBAS for Direct Army, initiate the coordinated AMSIO Form 37-2-E and release to the appropriate program manager.

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b. AMSIO-RMC upon receipt of AMSIO Form 37-2-E from AMSIO-RMI will update PBAS as appropriate. For Direct Army Procurement Appropriation programs only, PBAS automatically updates SAPAS.

c. HQ, IOC program analysts will request an AMSIO Form 37-2-E from AMSIO-RMI when more program dollars are needed or if dollars are excess.

d. AMSIO-SMC will:

(1) Coordinate AMSIO Form 37-2-E with AMSIO-SMA and accept the funds for CAWCF. Coordinate 105mm and 120mm Tank Ammunition programs with AMSIO-SMT.

(2) Update MIP to assure proper weekly updates of CCSCA.

(3) Coordinate acceptance of orders with AMSIO-SMA. Coordinate with AMSIO-SMT for 105mm and 120mm Tank Ammunition.

(4) Verify unit price. 105mm and 120mm Tank Ammunition unit prices will be verified with AMSIO-SMT.

e. DFAS-RI-AO will update SAPAS and CCOF as appropriate.

f. AMSIO-SMA will:

(1) Determine source of supply for customer orders only.

(2) Assign NSN, nomenclature, quantity, DODIC, required delivery date, CAWCF requisition number, signal/fund code, SSN, and the IPD.

(3) Coordinate acceptance of orders/MIPRs with AMSIO-IOA and AMSIO-SMC as appropriate. Coordinate 105mm and 120mm programs with AMSIO-SMT. Coordination will consist of determining whether there is a technical data package, forecast of award, economical procurement, customer required delivery date, validation of unit price, validation of NSN, etc.

g. AMSIO-SMP will coordinate with AMSIO-IO as appropriate for APE items.

h. AMSIO-IOA will receive Production Base Demil program AMSIO Form 37-2-E and take appropriate action.

i. For informational purposes, detailed process flows for each type of AMSIO Form 37-2-E is included in Appendix A.

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DETAIL PROCESS FLOWS OF AMSIO FORM 37-2-E

OVERVIEW

INCOMING ORDERS

- o Direct Army
- o Other Department of Defense (DOD) and Non-DOD Hardware Orders - No Funded Reimbursable Authority (FRA) Required
- o Other DOD and Non-DOD Hardware Orders - FRA Required (Retention of Inventory, Sale From Stock (RS) or Augmentation and Modernization of Army Inventory (AM))
- o Direct Sales - Scrap Sales from Demil (FRA Required)
- o Non-CAWCF Service Orders (FRA Required)
- o FMS (Modified Direct Cite - No FRA Required)

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DIRECT ARMY (No FRA Required)

1. AMSIO-RMC receives authorized funds from HQ,AMC by individual program line item through PBAS.
2. AMSIO-RMI prepares draft AMSIO Form 37-2-E, based on PBAS authorized funding amount and accompanying guidance and forwards it to AMSIO-RMC. Note: for CAWCF programs only, coordination is required with the AMSIO-SMA-D item manager to obtain specific maximum quantity and dollar amounts which equate to the established even unit pack quantity for the ammunition item be ordered. Coordination with AMSIO-SMT is required for 105mm and 120mm Tank Ammunition Programs.
3. Based on information on the draft AMSIO Form 37-2-E, AMSIO-RMC creates an allotment document in PBAS. SAPAS is later updated with this same allotment data by an automated interface with PBAS. For CAWCF orders only, AMSIO-RMC certifies fund availability on the AMSIO Form 37-2-E. The draft AMSIO Form 37-2-E is then returned to AMSIO-RMI.
4. AMSIO-RMI signs and releases the original AMSIO Form 37-2-E as follows:
  - a) CAWCF programs are released to AMSIO-SMC-E.
  - b) APE and CAD/PAD programs are released to AMSIO-SMP.
  - c) Components for Renovation programs are released to AMSIO-IOA.
  - d) ARMS and Conventional Ammo Demil programs are released to AMSIO-IOA-I.
  - e) First Destination Transportation (FDT) programs are released to AMSIO-TMO.
5. For CAWCF programs only, AMSIO-SMC-E logs/accepts/makes distribution to: DFAS-RI-AOT, DFAS-RI-AOU, AMSIO-SMA-D, and AMSIO-RMI. AMSIO-SMT receives a copy of all 105mm and 120mm Tank Ammunition programs.

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OTHER DOD AND NON-DOD HARDWARE ORDERS (No FRA Required)

1. AMSIO-RMF receives incoming customer order, e.g., MIPR (DD Form 448), where it is logged in and reviewed.

2. AMSIO-RMF forwards customer order to AMSIO-SMA-D for acceptance by the SMCA Center. AMSIO-SMA-D accepts order via DD Form 448-2 and sends original to the customer and a copy to AMSIO-RMF along with an AMSIO FL 710-1 Memorandum. For 105mm and 120mm Tank Ammunition only: AMSIO-SMT Inventory Manager reviews and provides comments to the AMSIO FL 710-1 prior to acceptance of the MIPR by AMSIO-SMA-D. In addition, AMSIO-SMT, Production Manager and Pricing Analyst review and approve the AMSIO FL 710-2 prior to acceptance of the MIPR by AMSIO-SMA-D.

3. AMSIO-RMF reviews the acceptance and forwards it to AMSIO-RMI along with the MIPR and AMSIO FL 710-1 Memorandum.

4. AMSIO-RMI prepares and distributes the AMSIO Form 37-2-E based on the AMSIO FL 710-1 instructions. Original document is sent to AMSIO-SMC-E.

5. AMSIO-SMC-E logs, accepts, and makes distribution to: AMSIO-RMC, DFAS-RI-AOT, DFAS-RI-AOU, AMSIO-SMA-D, and AMSIO-RMI. AMSIO-SMT receives a copy of all 105mm and 120mm Tank Ammunition Programs.

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OTHER DOD & NON-DOD HARDWARE ORDERS (Requires FRA)  
RETENTION OF INVENTORY, SALE FROM STOCK (RS) OR  
AUGMENTATION AND MODERNIZATION OF ARMY INVENTORY (AM))

1. AMSIO-RMF receives incoming customer order, e.g., MIPR (DD Form 448), where it is logged in and reviewed.
2. AMSIO-RMF forwards customer order to AMSIO-SMA-D for acceptance by the SMCA Center. AMSIO-SMA-D accepts order via DD Form 448-2 and sends original to the customer and a copy to AMSIO-RMF along with an AMSIO FL 710-1 Memorandum. For 105mm and 120mm Tank Ammunition only: AMSIO-SMT Inventory Manager reviews and provides comments to the AMSIO FL 710-1 prior to acceptance of the MIPR by AMSIO-SMA-D. In addition, AMSIO-SMT, Production Manager and Pricing Analyst review and approve the AMSIO FL 710-2 prior to acceptance of the MIPR by AMSIO-SMA-D.
3. AMSIO-RMF reviews the acceptance and forwards to AMSIO-RMI along with the MIPR and AMSIO FL 710-1 Memorandum.
4. AMSIO-RMI prepares AMSIO Form 37-2-E based on the AMSIO FL 710-1 and sends to AMSIO-RMF.
5. AMSIO-RMF reviews/validates the form, comparing it to the basic order.
6. AMSIO-RMF sends form to AMSIO-RMC for entry into PBAS.
7. AMSIO-RMC pulls the FRA in PBAS and returns the form to AMSIO-RMF.
8. AMSIO-RMF sends AMSIO Form 37-2-E to DFAS-RI-AOT for entry into SAPAS.
9. Upon entry into SAPAS, DFAS-RI-AOT initials, dates and forwards the form to AMSIO-RMI.
10. AMSIO-RMI signs and releases the original AMSIO Form 37-2-E as follows:
  - a) RS orders: to AMSIO-SMC-E which logs, accepts, and makes distribution to: DFAS-RI-AOT, DFAS-RI-ACU, AMSIO-SMA-D, AMSIO-RMC and AMSIO-RMI. AMSIO-SMT is copy furnished for 105mm and 120mm Tank Ammunition programs.
  - b) AM orders - to AMSIO-RMC.

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DIRECT SALES - SCRAP SALES FROM DEMIL (Requires FRA)

1. AMSIO-RMF receives copy of contract and copy of the customer's check.
2. AMSIO-RMI prepares AMSIO Form 37-2-E and forwards it to AMSIO-RMC.
3. AMSIO-RMC pulls the required FRA in PBAS and forwards the form to DFAS-RI-AOT.
4. DFAS-RI-AOT posts the order in SAPAS and forwards initialed form to AMSIO-RMI.
5. AMSIO-RMI signs and distributes AMSIO Form 37-2-E.
6. Original form is sent to AMSIO-IOA-I where it is logged in and forwarded to the action office responsible for execution of the direct sales order.

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NON-CAWCF SERVICE ORDERS (Requires FRA)

1. AMSIO-RMF receives incoming customer order, e.g., MIPR (DD Form 448), where it is logged in and reviewed.
2. AMSIO-RMF forwards customer order to AMSIO-SMA-D for acceptance by the SMCA Center. AMSIO-SMA-D accepts order via DD Form 448-2 and sends original to the customer and a copy to AMSIO-RMF along with an AMSIO FL 710-1 Memorandum. For 105mm and 120mm Tank Ammunition only: AMSIO-SMT Inventory Manager reviews and provides comments to the AMSIO FL 710-1 prior to acceptance of the MIPR by AMSIO-SMA-D. In addition, AMSIO-SMT, Production Manager and Pricing Analyst review and approve the AMSIO 710-2 prior to acceptance of the MIPR by AMSIO-SMA-D.
3. AMSIO-RMF reviews the acceptance and forwards to AMSIO-RMI along with the MIPR and the AMSIO FL 710-1 Memorandum.
4. AMSIO-RMI prepares AMSIO Form 37-2-E based on the AMSIO FL 710-1 and sends to AMSIO-RMF.
5. AMSIO-RMF sends form to AMSIO-RMC for entry into PBAS.
6. AMSIO-RMC pulls the FRA in PBAS and returns the form to AMSIO-RMF where the PBAS entry is validated.
7. AMSIO-RMF sends AMSIO Form 37-2-E to DFAS-RI-AOT for entry into SAPAS.
8. Upon entry into SAPAS, DFAS-RI-AOT initials, dates and forwards the form to AMSIO-RMI.
9. AMSIO-RMI signs, dates, and distributes the original AMSIO Form 37-2-E to AMSIO-SMC-E for execution by the SMCA Center. AMSIO-RMI copy furnishes applicable offices.

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FMS - MODIFIED DIRECT CITE (No FRA Required)

1. DFAS-RI-AOT receives FMS order from AMSIO-IL then sends it to AMSIO-RMC for review of pricing. Upon completion, AMSIO-RMC returns the order to DFAS-RI-AOT.
2. DFAS-RI-AOT sends written request to AMSIO-RMI to have AMSIO Form 37-2-E initiated.
3. AMSIO-RMI prepares draft AMSIO Form 37-2-E and forwards it to DFAS-RI-AOT.
4. DFAS-RI-AOT enters AMSIO Form 37-2-E data into PBAS and SAPAS and returns form to AMSIO-RMI.
5. AMSIO-RMI logs in, signs, dates the original form and makes final distribution as follows:
  - a) non-hardware orders: to AMSIO-IOA-I
  - b) hardware orders: to AMSIO-SMC-E;here the form is logged in, accepted into the CAWCF and distributed to: DFAS-RI-AOT, DFAS-RI-AOU, AMSIO-SMA-D, AMSIO-RMC and AMSIO-RMI. AMSIO-SMT is copy furnished for 105mm and 120mm Tank Ammunition programs.

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Appendix A (cont) IOC MEMORANDUM 37-2

AMSIO FORM 37-2-E PROCESSING POINTS OF CONTACT

AMSIO-RMC

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Rick Tinio 22813  
Non-FMS & PBAS - Rose Barnet 22865  
FMS - Scott Davis 22637

AMSIO-RMF

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Gary Strebel 22223

AMSIO-RMI

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FMS, Air Force, and Marine Corps - 21045  
Other Federal and Navy - Keith Enstrom 21049  
Direct Army - 22880  
PBS, Demil, Demil Scrap Sales - Keith Gayman 21041

AMSIO-SMA-D

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SMCA Center Acceptances for MIPR's 26632  
and Purchase Orders - Ron Breaker  
Components for Renovation programs - 24746  
Craig Johnson

AMSIO-SMC-E

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CAWCF Accepting Officer - 27332

AMSIO-SMP

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CAD/PAD and APE Programs - David Martin 24119

AMSIO-SMT

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120mm Inventory Manager - Marcia Perdieu 27095  
105mm Inventory Manager - Judy Jansen 27096  
Production Manager - Kim Leight 27094  
Pricing Analyst - Sandy Boehm 22745

AMSIO-TMO

-----  
FDT Program - Edie Holmstrom 26716

AMSIO-IOA-I (EDIO)

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Non-Hardware FMS Orders - Linda Miller 24367  
Conventional Ammo Demil and 26130  
Demil Scrap Sales - Ron Stevenson  
ARMS - Jyll Abbott 23831

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DFAS-RI-AOT  
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FMS - Linda Rielly

29658

SAPAS Orders (Direct Army and FRA  
Programs - Martha Shelangouski

29659

DFAS-RI-AOU  
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CAWCF Orders - Deb Hayes

29691

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GLOSSARY

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- a. APE - Ammunition Peculiar Equipment
- b. CAD/PAD - Cartridge/Propellant Actuated Device
- c. CAWCF - Conventional Ammunition Working Capital Fund
- d. CCOF - CAWCF Customer Order File
- e. CCSCA - Cost Control System for Conventional Ammunition
- f. DFAS - Defense Finance and Accounting Service
- g. DODIC - Department of Defense Identification Code
- h. EDIO - Executive Director for Industrial Operations
- i. FMS - Foreign Military Sales
- j. FRA - Funded Reimbursable Authority
- k. HQ, AMC - Headquarters, Army Materiel Command
- l. HQ, IOC - Headquarters, Industrial Operations Command
- m. IPD - Issue Priority Designator
- n. MIP - Major Item Plan
- o. MIPR - Military Interdepartmental Purchase Request
- p. NSN - National Stock Number
- q. PBAS - Program, Budget and Accounting System
- r. SAPAS - Standard Army Procurement Accounting System
- s. SMCA - Single Manager for Conventional Ammunition
- t. SSN - Standard Study Number