

## Before Unit Deployment

- Conduct GCSS-A and AESIP inquiries 180 days before the deployment.
- Use the ZFE\_PSC DFPS role and the /n/ISDFPS/FDP2 Transaction Code (T-Code) in GCSS-A to conduct a DoDAAC activation query to see what DoDAACs are currently loaded in GCSS-A, if position is required and if Property Book Identifier (PBID) structure changes are needed before submitting the request.
- Identify the UICs and DoDAACs slated for deployment, including Type Unit Codes (TUCs) 910 – Maintenance, 920 – Property Book, 940 – MED-GC SSA and 950 – Unit Supply.
- Identify the UICs and DoDAACs in the unit's supporting Supply Support Activity (SSA). Use TUC 930/LRS SSA (960).
- Coordinate with the PBO and other required position access administrators to identify positions and relevant relationship structure requirements for all UICs involved.
- Use T-Code ZSEC1 (Position) to see which positions are already loaded and if the B290 or ZA3 structure relationships are required.
- Use the AESIP DoDAAC Inquiry Custom Master (DoDAAC) inquiry, Property Book Identifier (PBID) Query and /n/ISDFPS/FDP2 Force Element Structure inquiry.
- Make sure PBO orders are being prepared or are in place so access administrators can maintain proper support structure.
- Identify the property book chain of command to identify the operational PBID based on the UICs involved.
- Prepare and submit a position template with the incident/request ID. Specify the positions required for each UIC as well as the UICs, 4-character folders and PBIDS required for the b290 column to allow transactions in that structure. Identify positions and related UICs/folders in the

ZA3 column to allow requesting access administrators the capability to onboard or off-board personnel into or out of required positions.

- Prepare and submit a PBID template to identify the property book chain of command for UICs based on the correct PBID.
- Maintain communications with all parties involved to make sure requirements are met and requested actions are completed quickly.
- Enter the appropriate service request through the AESIP Warfighter module or Service Now.