

SECTION 1. GENERAL

1.1 Purpose of the End User Manual. The End User Manual for the corps and echelons above corps (EAC) Standard Army Retail Supply System (SARSS2AC/B) provides users with information to manage the system. Users include commanders, staff personnel, managers, supervisors, and operators.

a. This manual contains guidelines for the management and use of the Corps/Theater Automatic Data Processing Service Center-Phase II (CTASC-II) system. It includes the purpose, input (batch and interactive), and an overview of SARSS2AC/B processes. It also includes descriptions of each process, output (magnetic media and hard copy), and other information to help users at the corps and EAC accomplish their supply management mission.

b. The procedures in this manual comply with Department of the Army (DA) policy and apply only to the CTASC-II system. This manual will be updated as needed to comply with any new policy requirements. If this manual conflicts with a regulation or field manual:

(1) Report the conflict to the United States Army Information Systems Software Development Center, Lee (USAISSDCL). Include, as a minimum, the activity, point of contact, and telephone number.

(2) Use the procedures in this manual until written notification by USAISSDCL states otherwise or until policy changes are announced or incorporated.

1.2 Purpose of the System. The CTASC-II is a computer-based information system whose primary purpose is to satisfy tactical information requirements of commanders under wartime conditions. It is designed to provide logistical support for combat service support (CSS) applications of corps and EAC.

1.3 References. See Volume III, Appendix A, References, for a list of documents referred to in the manual.

1.4 Terms and Abbreviations. See Volume III, Appendix B, Terms and Abbreviations, for terms, abbreviations, and acronyms used in this manual.

1.5 Security. The automated data processing system security officer (ADPSSO) is responsible for developing a physical security plan. Commanders and supervisors are responsible for implementation and compliance with this requirement.

a. The plan must ensure that the SARSS2AC/B software and CTASC-II hardware are protected against computer-related crimes. It must prevent unauthorized use of automated data processing equipment (ADPE) and improper use of or access to SARSS2AC/B data.

b. Additional physical security guidelines are in AR 380-19, Information Systems Security, or may be obtained from the ADPSSO.

c. The standing operating procedure (SOP) should include the security plan. It should outline the duties and functions for each level of responsibility and include standard procedures and practices for routine actions. It should also provide guidance for nonroutine and unusual circumstances.

1.5.1 Hardware Security. SARSS2AC/B equipment should be located in an area with controlled, restricted access. This area should provide physical security protection equal to or greater than the security requirements of the users' command.

1.5.2 Software and Files Security. User identification codes (IDs) and passwords control access to SARSS2AC/B. The system administrator will assign user IDs and passwords, allowing only assigned personnel to operate the system and access certain processes. This password protection prevents unauthorized access to system files and processing.

1.6 Requests for and Changes to Manuals. Send requests for additional copies and suggestions for changes to manuals to:

DEPARTMENT OF THE ARMY
USAISSDCL DCD SSD L76
ATTN AMSEL SE IS SDL SS
3901 C AVE SUITE 102
FORT LEE VA 23801-1815

a. Submit requests for this manual on Requisition for Publications and Blank Forms, DA Form 17. Include justification for replacement copies or for new or revised requirements. Provide all information necessary for proper shipment of materiel. Also include a point of contact, building number, and telephone number.

b. Send inquiries or suggested changes to this manual on DA Form 2028. To avoid duplication, send them through proper command channels.

c. The Project Manager, Integrated Logistics Systems (PM ILOGS), maintains a worldwide web site which includes a complete up-to-date version of the SARSS2AC/B End User Manual that is available for downloading. The address of the web site is <[HTTP://ILOGS.ARMY.MIL/SARSS.HTM](http://ILOGS.ARMY.MIL/SARSS.HTM)>.

1.7 System Maintenance. The USAISSDCL maintains this system. Submit recommendations concerning changes to automated processes on Engineering Change Proposals-Software (ECP-S), DA Form 5005-R, through your major Army command (MACOM).