

SMART Evaluator User's Guide

Suggestion and Maintenance Assessment and Review Team (SMART)

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Suggestion and Maintenance Assessment and Review Team Overview.

1. About the Application. This AEPS User Guide explains the roles and benefits of the SMART Application. This Chapter gives some insight about AEPS, The SMART Application, and the major role-players within the SMART Process. The rest of the Chapters include screen captures and direct instructions on how to use the application itself. There are five role players: The Suggester, The CASCOM SMART Office, The Agency Coordinator, The Agency Evaluator, and the Evaluator. The Suggester kicks off the process by submitting an idea. The CASCOM SMART Office is the central hub where the suggestion is accepted and keeps in contact with the suggester. As for the Agency Coordinator and Agency Evaluator, they make sure a Evaluator is assigned and is working the suggestion. The Evaluator reviews the suggestion by completing a DA Form 2440 on statistics on the suggestion would affect the Army if implemented. The last two steps consist of the Coordinator's concurrence and the CASCOM SMART Office's final acceptance.

a. About AEPS. The Army Electronic Product Support Web Site is a world-class logistics portal for the Army Materiel Command, providing one stop service for AMC customers and offers powerful tools for logisticians to accomplish their daily task. The mission of Army Electronic Product Support (AEPS) team is to investigate, integrate, and implement innovative web solutions to modern logistics issues, and establish a common operational environment with retail level logistics systems. The main goal of AEPS is to provide timely and useful logistics information to its customers by becoming the AMC's primary web portal for all supply, maintenance, technical and procurement logistics information. Other goals are to integrate with other DoD systems without the need for multiple passwords, integrate databases with other DoD systems, develop web enabled business applications, facilitate readiness reporting, provide near real time information to users simultaneously, establish centralized repositories of AMC logistics documents, permit secure on-line communications, allow authorized users to submit transactions, and provide web security for systems that become part of the AEPS domain.

b. About SMART. The Suggestion and Maintenance Assessment and Review Team (SMART) is an application within the AEPS web site where AEPS Users can upload suggestions for review. This application is available to support our customers by retaining suggestions made, processing new suggestions, and administering control lists pertaining to each suggestion. The suggestions are disbursed to reviewers dependent upon what the suggestion pertains to, workload, and functional requirements. The SMART Office and Agency Coordinator are on an existing reviewer access control list. Where as the Agency Evaluator and Evaluator can access SMART pages when receiving authentication within a SMART email. After the suggestion is reviewed and accepted by all the reviewers then the CASCOM SMART Office will send an approval to the original submitter. Each suggestion entered is assigned a SMART number in chronologically order for tracking purposes. When a suggestion is assigned

to an Agency Coordinator there is a 60-day suspense date activated. When the 60-day suspense date passes a reminder is automatically emailed to the CASCOM SMART Office and Agency Coordinator.

c. About the CASCOM SMART Office. The CASCOM SMART Office accepts/rejects suggestions and evaluations for this process. When a suggestion is entered into the SMART application the SMART Office will receive an email. The email will include a link to bring them to a page within the SMART Application to view and accept/reject the initial suggestion. The CASCOM SMART Office accepts evaluations, coordinates implementation, and submits awards for approved suggestions. The CASCOM SMART Office also has rights to extend suspense dates, update Coordinator access control lists, and edit the SMART history database.

d. About the Agency Coordinator. The Agency Coordinator is tasked by the SMART system, via email before and after a suggestion has been evaluated. The first email will entail the Agency Coordinator to assign an Agency Evaluator. The second email will entail the Agency Coordinator to concur on the Evaluation or Form 2440 before the CASCOM SMART Office authorizes the final acceptance. The Agency Coordinator has the ability to return the review back to the Evaluator with comments for editing purposes. The Agency Coordinator has rights to edit their personal identification, which is important in order for the application to run properly.

e. About the Agency Evaluator. The Agency Evaluator's purpose is to assign an Evaluator. The Agency Evaluator receives authentication from the Agency Coordinator within the SMART system, via email. The email will include a link to bring them to a page within the SMART Application to view the suggestion and to assign an Evaluator.

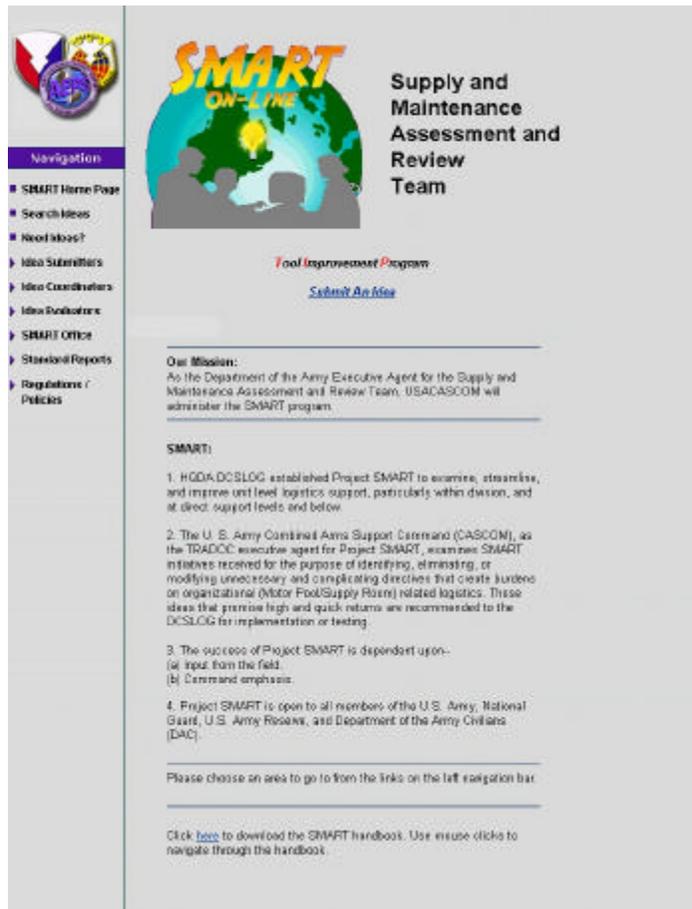
f. About the Evaluator. The functional person identified in this role provides statistical data (DA Form 2440) about the suggestion. The Evaluator receives authentication from the Agency Evaluator with the SMART system, via email. The Evaluator provides the approved adoption, new method (suggestion), former method, and total dollar benefits in the Form. After information is submitted via the SMART application, an automatic email will be sent to the Agency Coordinator. The Agency Coordinator can return the form to the Evaluator for edits, before it is sent to the CASCOM SMART Office for final acceptance.

g. About Password/Access Request. The Suggester has access to the SMART application from the AEPS Public page and has the ability to do many things, without an AEPS password. The Agency Evaluator and Evaluator are granted authentication provided in an email, so their access is limited to the suggestion and task at hand. The current folks that are in the role of the CASCOM SMART Office and Agency Coordinator have an AEPS User ID allowing them to work specific areas within SMART. If you are a part of the

CASCOM SMART Office or Agency Coordinator and access is deemed necessary then contact the SMART POC and submit a request for an AEPS User ID and Password. To request for an AEPS User ID and Password then register at <http://aeps.ria.army.mil/aepspublic.cfm> and click on the "Access Request Form". Your request on a Username is stored in the AEPS holding area until processed. If no response is received from your supervisor, and your request resides in the holding area for over 10 days, an email message is generated programmatically and will be sent to you. You should contact your supervisor and find out why he/she has not responded to your request. If your supervisor has NOT received the request via email, it could be that you provided a wrong email address for him/her. If this is the case, you should have received an email stating that we have an erroneous email address for your supervisor and were unable to forward your request. Please contact your supervisor and verify his/her correct email address, then notify the AEPS help desk at Comm. (309) 782-0699 or DSN 793-0699, so that we can update the information for your application and resend your request for access to your supervisor. If no response is received within 30 days, your request will be deleted from our database and you will need to complete the Request Form process over again.

2. Public Pages. The SMART Application is located on the Public Page of AEPS, URL:<http://aeps.ria.army.mil>, anyone is able to view policies and regulations, standard reports, and ideas. The user also submits ideas/suggestions from this location.

Figure 1. SMART Home Page.



The screenshot shows the SMART Home Page. On the left is a navigation menu with a purple header. The main content area features the SMART logo (a globe with a lightbulb) and the text 'Supply and Maintenance Assessment and Review Team'. Below this is a 'Tool Improvement Program' section with a 'Submit An Idea' link. A 'Our Mission' section follows, describing the program's goals. A 'SMART' section lists four points regarding the program's establishment and objectives. At the bottom, there is a link to download the SMART handbook.

Navigation

- SMART Home Page
- Search Ideas
- Need Ideas?
- Idea Submitters
- Idea Coordinators
- Idea Evaluation
- SMART Office
- Standard Reports
- Regulations & Policies

SMART

Supply and Maintenance Assessment and Review Team

Tool Improvement Program

[Submit An Idea](#)

Our Mission:
As the Department of the Army Executive Agent for the Supply and Maintenance Assessment and Review Team, USACASCOM will administer the SMART program.

SMART:

1. HQDA DCSLOG established Project SMART to examine, streamline, and improve unit level logistics support, particularly within division, and at direct support levels and below.
2. The U. S. Army Combined Arms Support Command (CASCOM), as the TRADOC executive agent for Project SMART, examines SMART initiatives received for the purpose of identifying, eliminating, or modifying unnecessary and complicating directives that create burdens on organizational (Motor Pool/Supply Room) related logistics. Those ideas that promise high and quick returns are recommended to the DCSLOG for implementation or testing.
3. The success of Project SMART is dependent upon:
 - (a) Input from the field.
 - (b) Command emphasis.
4. Project SMART is open to all members of the U.S. Army, National Guard, U.S. Army Reserve, and Department of the Army Civilians (DAC).

Please choose an area to go to from the links on the left navigation bar

Click [here](#) to download the SMART handbook. Use mouse clicks to navigate through the handbook.

a. Regulations/Policies. The USAPA Army Regulation is available to read and download.

b. Standard Reports. The user can view reports pertaining to data in the SMART database, select the “Standard Report” link from Figure 1, and a list of separate reports will come into view on the left navigation bar on the SMART Home Page. After selecting a report an initial window will appear needing a start and end date. The following reports can be selected: Total Suggestions, Total Suggestions Adopted, Cost Savings, and Dollar Awards Recommended.

Figure 2. Standard Reports



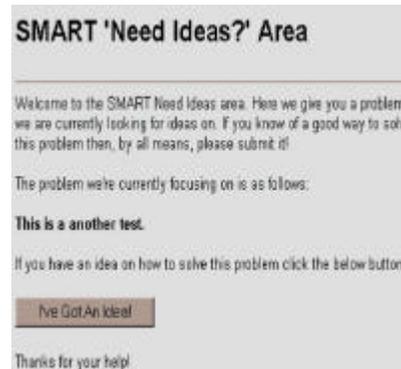
Figure 3. Search Reports

A screenshot of a web form titled "Please enter the following information:". The form contains two input fields: "Start Date:" and "End Date:". Below these fields is a "Submit" button.

(1) Fill Form. Enter the date into Figure 8 to establish the beginning and end date of your canned report. The report will become visible online after selecting the “submit” button.

c. Need Ideas. To see solicited problems posted by the CASCOM SMART Office, select “Need Ideas” link to search problems that need resolution. (Figure 1)

Figure 4. SMART Ideas listing



(1) Listed in this example (Figure 4) is one problem that is currently being focused on. Click on “I’ve Got An Idea” button to submit a suggestion to the problem.

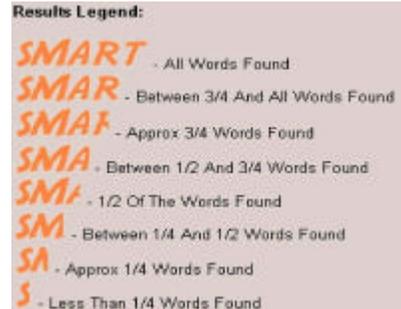
d. Search Ideas. Go to this link to view other suggestions that are current or archived within the SMART database, by entering a key word to search. A legend will appear for results, select “Search link Ideas” (Figure 1) the search may take up to one minute. Your entry may retrieve different responses.

Figure 5. Search SMART ideas



(1) Enter a key word (Figure 5); select one radio and “search” button to start a search.

Figure 6. Results Legend



Indicator	Description
SMART	- All Words Found
SMAR	- Between 3/4 And All Words Found
SMAT	- Approx 3/4 Words Found
SMA	- Between 1/2 And 3/4 Words Found
SMA	- 1/2 Of The Words Found
SM	- Between 1/4 And 1/2 Words Found
SA	- Approx 1/4 Words Found
S	- Less Than 1/4 Words Found

(2) Above is an example (Figure 6) of the legend, displaying search results. One of the examples will appear next to matches found.

3. SMART POCs. These are the names to contact if you have any necessary comments about the SMART application: Dorsey Kimbrel or Kim Powers at CASCOM. If you have any questions when submitting a suggestion feel free to call DSN 687-3435.

Evaluator

1. About the Evaluator. The Evaluator completes a DA Form 2440 through the SMART application. The following steps will assist in successfully using this application. It is important that the Evaluator file and save the original email notification that contains authentication in order to login into the AEPS SMART page.

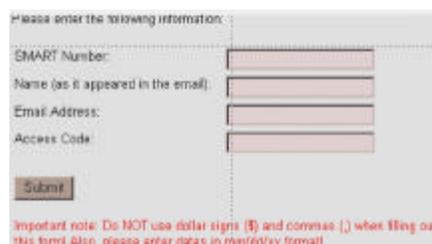
2. Reviews. The Evaluator has been chosen by the Evaluating Agency to complete a DA Form 2440 in reference to a suggestion submitted into the SMART application. The evaluator will be tasked by an email with a link and authentication to the AEPS SMART page. It is viable when entering the link within the email to login using the correct authentication. The information the Agency Evaluator supplied in this email notification needs to be logged in identically. It is suggested to copy and paste the name, email address, and password because it is so sensitive. After the review is completed and submitted the Agency Coordinator is to concur, and then the CASCOM SMART office accepts it for final approval.

Figure 28. Evaluator



a. Suggestions. Click on the hyper link within the email notification sent. Enter the authentication to reach the AEPS SMART pages in order to select "Print or review an evaluation" to start. Look over the suggestion, there is the ability to print or review it on-line, in order to complete the DA Form 2440.

Figure 29. Authentication.

A screenshot of an authentication form. At the top, it says "Please enter the following information:". Below this are four input fields: "SMART Number:", "Name (as it appeared in the email):", "Email Address:", and "Access Code:". A "Submit" button is located below the "Access Code" field. At the bottom of the form, there is a red text note: "Important note: Do NOT use dollar signs (\$) and commas (,) when filling out this form! Also, please enter dates in mm/dd/yyyy format".

(1) The Evaluator will receive an email with link provided when tasked to evaluate a suggestion. In the email authentication is provided and needs to be copied; then after clicking on the link, paste the information into Figure 29. **IT IS CRITICAL THAT** the Evaluator makes sure that everything is the same as typed in the email.

(2) Fill out the DA 2440 Form. The Evaluator has entered the link correctly to view the DA 2440 Form below.

Figure 30. DA FORM 2440

For use of this form, see AR 672-20, the proponent agency is Office of the Deputy Chief of Staff for Personnel.

TO: (Include ZIP Code) Project SMART 3901 A Avenue Suite 220 Fort Lee, VA 23801-1809		FROM: (Include ZIP Code) AMC AMCLG ME 5001 Eisenhower Avenue Alexandria, VA 22333-0001					
ACTION TAKEN OR RECOMMENDED							
3a. APPROVED FOR ADOPTION: <input type="checkbox"/> TOTALLY <input type="checkbox"/> PARTIALLY OR WITH MODIFICATION (Explain in Item 4)							
DATE SUGGESTION WAS OR WILL BE PUT INTO EFFECT: 11/19/99		<input type="checkbox"/> ALSO RECOMMEND CONSIDERATION FOR FURTHER APPLICATION AS INDICATED IN ITEM 4.					
3b. <input type="checkbox"/> ALREADY IN USE OR UNDER CONSIDERATION (Explain in Item 4, indicating whether this suggestion contributed to the action in any way.)							
3c. <input checked="" type="checkbox"/> NOT APPROVED FOR ADOPTION FOR REASONS SHOWN IN ITEM 4.							
3d. <input type="checkbox"/> RECOMMENDED ADOPTION, BUT APPROVAL NOT WITHIN JURISDICTION OF THIS OFFICE. (Explain in Item 4.)							
3e. <input type="checkbox"/> OTHER (Specify in Item 4.)							
adopted) This is a stupid idea.							
BENEFITS (Complete for all suggestions adopted or reasons noted for adoption.)							
5a. <input type="checkbox"/> TANGIBLE (Show actual or estimated dollar savings, including the cost of conversion and first year savings.)							
(1) FACTORS	LABOR			MATERIAL			TOTAL COST OF LABOR AND MATERIAL
	MANHOURS INVOLVED	COST PER MANHOUR	TOTAL COST	NUMBER OF UNITS	COST PER UNIT	TOTAL COST	
FORMER METHOD	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
NEW METHOD	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
						TOTAL DOLLAR BENEFITS:	\$0.00
(2) COST OF CONVERTING TO NEW METHOD LABOR: \$0.00 MATERIAL: \$0.00 TOTAL: \$0.00 <input type="checkbox"/> ACTUAL <input type="checkbox"/> ESTIMATED	(3) TOTAL FIRST YEAR NET DOLLAR BENEFITS (Labor and material savings less cost of conversion.) \$0.00 - \$0.00 = \$0.00						
5b. <input checked="" type="checkbox"/> INTANGIBLE (Describe effect on operations, health, safety, welfare, or morale; and number of people and specific organizations affected. Based on criteria in paragraph 2-8, AR 672-20, indicate the value of the benefit and the extent of application.)							
(1) VALUE OF BENEFIT IS:		(2) EXTENT OF APPLICATION:					
<input type="checkbox"/> MODERATE <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> HIGH <input type="checkbox"/> EXCEPTIONAL		<input type="checkbox"/> LIMITED <input type="checkbox"/> EXTENDED <input type="checkbox"/> BROAD <input type="checkbox"/> GENERAL					
(3) EXPLAIN THE FACTORS SELECTED IN (1). Go Away with this							
(2) INDICATE AMOUNT OF AWARD RECOMMENDED FOR TANGIBLE BENEFITS. \$0.00							
6. DATE: 11/19/99	7. NAME, TITLE, TELEPHONE EXTENSION OF EVALUATOR: JBone, Manager, 544-7894	8. SIGNATURE & TITLE OF RESPONSIBLE OFFICIAL:					
DA FORM OCT 83 2440 EDITION OF 1 JUN 72 WILL BE USED.							
Submit	Save For Later Editing	Request More Information					

(3) Tips. No dollar signs or commas are to be entered into the fields. The date format is MM/DD/YY. Spell check is available through certain fields. There is a hotlink to a pricing matrix within the Evaluation Form.

b. Submits the Review. There are a few options before submitting this document, such as saving and requesting more information.

(1) Saving allows the Evaluator to work offline and then return to the document to finish at a later date. To come back to the Form go to <http://aeprs.ria.army.mil/smart/smarthome.cfm> and select “continue evaluating an idea” under “Idea Evaluators” on the left navigational bar. Note: Clicking on the link in the email will **NOT** let you back into the evaluation form if you have saved it.

(2) Requesting more information allows the Evaluator to contact the originator while remaining anonymous. The Evaluator will be brought to a page to enter questions and then an automatic email is sent to the originator for their response. To view the responses, again select the hyper link within the email, select “View additional Information Responses”.

(3) Submit. When the Evaluator selects the Submit button an email goes to the Agency Coordinator. The Agency Coordinator has two choices, concur or return it to the Evaluator for corrections. If the Agency Coordinator concurs then the suggestion and Form is forwarded to the CASCOM SMART Office for final approval.

c. Re-evaluates the Review. If there are changes the Evaluator will need to re-evaluate and make corrections as advised by the Coordinator. At this time the Evaluator has received an email notification from the Agency Coordinator stating that they need to re-evaluate. The Evaluator will need to return to their original email, which contains authentication into the AEPS SMART Page. The Evaluator will use the hyper link in the original email and select “Re-evaluate an Idea” to make changes.

Appendix A: Emails

1. From CASCOM to the Agency Coordinator: You are the assigned coordinator for SMART idea number SMART NUMBER. You can view this idea at URL ADDRESS and assign an evaluator from there as well.

2. From The CASCOM SMART Office to the Agency Evaluator:

You have been selected to assign an evaluator for an idea for the SMART program by John Doe. Below is the information you will need to know to assign an evaluator the idea: Your Agency's Name: first name, last name

Your Agency's Email: doej@ria.army.mil

SMART Number: SMART NUMBER

Your Agency's Access Code: ACCESS CODE

You can assign an evaluator for this idea at URL ADDRESS and once completed the SMART coordinators will be automatically notified. You will need the above information to get into the site so please don't delete it.

3. From the CASCOM SMART Office to the Evaluator:

You have been selected to evaluate an idea for the SMART program by John Doe. Below is the information you will need to evaluate the idea:

Your Name:

Your Email:

SMART Number: SMART NUMBER

Your Access Code: ACCESS CODE

You can evaluate this idea at URL ADDRESS and once completed the SMART coordinators will be automatically notified. You will need the above information to get into the site so please don't delete it.

3. From the CASCOM Office to the Originator of a Suggestion.

a. Your idea has been received. We assigned SMART number ___ to your suggestion with the password of "xyz123", and tasked the proponent to do an evaluation. The proponent has 60 days to complete the evaluation and reply to this office. Please make record of this SMART number and the password you entered when you submitted the suggestion. You will need both to check the status of this SMART initiative in the future. Thanks.

b. Your SMART idea was approved! Look to be contacted via U.S. Mail in the near future.

5. Agency Coordinator Receives Informational Emails:

a. Name of person has been assigned to evaluate SMART Idea Number XX, and an email has been sent to them at personn@ria.army.mil.

b. Name was assigned to select an evaluator for SMART Idea number ___ by Jane Doe.