



NATIONAL GUARD BUREAU
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ARNG-ILS

APR 30 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard (ARNG) Materiel and Equipment Transfers, Turn-ins, and Divestiture Actions

1. References:

a. Army Regulation 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.

b. Army Regulation 750-1, Army Material Maintenance Policy, 12 Sep 13.

c. Army Regulation 710-1, Centralized Inventory Management of the Army Supply System, 20 Sep 07.

d. Message, Headquarters, Department of the Army, ALARACT 035/2012, Subject: Army EXORD 095-12 for the Army's Lead Materiel Integrator (LMI) Management Approach, 16 Feb 12.

e. Publication, U.S. Army Deputy Chief of Staff, G8, Army Equipping Roles, Responsibilities, Procedures and Authorities (RPAA), 10 Sep 13.

f. Army National Guard G4, Logistics Division, Implementation of Lead Materiel Integrator (LMI) Decision Support Tool (DST) White Paper, 14 Aug 14.

2. This memorandum supersedes ARNG-ILS-E Memorandum dated 13 Feb 15, Subject: Lateral Transfer Equipment Accountability and ARNG-ILS-E Memorandum dated 19 Apr 13, Subject: Army National Guard Receipt Processing Time.

3. This memorandum reiterates the 30 April 2015 transition from Objective Supply Capability Adaptive Redesign (OSCAR) Transfer of Property System (TOPS) to LMI-DST for materiel redistribution management in the ARNG. Additionally, this memorandum provides guidance to ensure accountability is maintained for all ARNG materiel and equipment transfers, turn-ins, and divestiture actions.

4. The Army's goal for total auditability requires accountability of all property; however, recently identified lapses require leadership focus on corrective actions that maintain property accountability through the materiel redistribution process. Policy described in paragraph 5 and Annex A enable commanders to properly maintain equipment accountability and supply readiness. These policies support actions regarding equipment disposition via the LMI-DST or alternate lateral transfer directives.

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5. Upon receipt of this memorandum all lateral transfer directives between States and Territories will be accomplished by property book lateral transfer from losing to gaining organizations. The gaining unit will complete the receipt of lateral transfer to bring the item to record regardless of condition the item is received and prior to evacuating equipment for technical inspection. Materiel and equipment evacuated for maintenance inspection is not exempt from property accountability.

6. Upon receipt of this memorandum the United States Property and Fiscal Officers will no longer accept turn in of major end item materiel (Procurement of Equipment & Missiles (PEMA) funded) to the Supply Support Activity (SSA) from a supported customer without that customer presenting a directive with disposition instructions derived from DST or other approved source. Contained in Annex B is guidance to obtain disposition on excess equipment on hand in SSAs.

7. Effective 8 May 15, Mobilization (M) and Stock Funded (SF) TOPS are no longer used. Passbacks for equipment shortages that cannot be resolved through State/Territory internal cross-leveling actions to support mobilization, CBRNE Response Force Package (CERFP) and Homeland Response Force (HRF) are submitted using the procedures at <https://gkportal.ng.mil/arng/G4/D03/B05/AMET/SitePages/Home.aspx>, ARNG Mobilization Equipping Tool (AMET). Procedures to cross level or turn-in stock funded materiel are listed in the current version of the National Guard Bureau Army National Guard Lead Materiel Integrator's - Decision Support Tool (LMI-DST) Handbook.

8. My points of contact are Mr. Michael J. Harris, Deputy Branch Chief, DSN 327-7496, 703-607-7496, or michael.j.harris159.civ@mail.mil and CW4 Ricky R. Vigil, Property Accountability Officer, DSN 329-7112, 703-601-7112, or ricky.r.vigil4.mil@mail.mil.

2 Encls

1. Annex A, Lateral Transfer Procedures
2. Annex B, Processing Excess at Supply Support Activities

for Cynthia L. McLaughlin, Deputy
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Colonel, LG
Chief, Logistics Division

DISTRIBUTION:

Deputy Chief of Staff, Logistics (DCSLOG)
United States Property and Fiscal Officer (USPFO)
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Annex A, Lateral Transfer Procedures

1. Guidance listed below is for losing States/Territories whose units are sending a lateral transfer to gaining States/Territories. Lateral transfer directives to other Army components will follow these procedures unless specifically noted in the directive received from NGB-ARNG.

a. Equipment redistribution actions between states and territories directed by NGB-ARNG will no longer be processed through the supporting United States Property and Fiscal Office (USPFO) Standard Army Retail Supply System or Global Combat Support System-Army (GCSS-Army) Wave 1 Supply Support Activity (SSA) Routing Identifier Code (RIC). Property book lateral transfers will accomplish the redistribution of equipment between the losing and gaining State/Territory.

b. Processing procedures for lateral transfer include the requirement of the sending unit to bring materiel to Technical Manual (TM) 10/20 maintenance standard and fill all shortages prior to executing a lateral transfer within the Accountable Property System of Record (APSR). Inspection and inventory documentation will accompany equipment at the time of shipment. Additionally, Item Unique Item Identification (IUID) registration and marking application must be completed before the equipment is processed for any lateral transfer actions.

c. The sending unit will provide documentation to accompany the equipment that include: the lateral transfer directive derived from the Decision Support Tool (DST) Proposed Sourcing Decision (PSD); any supporting documentation enclosed, attached or provided in DST associated with the PSD; supporting technical inspection documentation as applicable (DA Form 461-5, DA Form 2404, etc.); inventory documentation as applicable (DA form 2062); a completed DA Form 3161. Upon completion of all processing to ready the equipment for transfer, the losing unit will coordinate with USPFO SSA and Commercial Transportation Office (CTO) to arrange shipment of the equipment to the gaining state/territory.

d. The sending unit will process a lateral transfer transaction document number in the APSR only when all equipment processing is complete, and the USPFO SSA and CTO are ready to receive the item for shipment. The USPFO SSA representative will receipt for the equipment from the losing organization by signing block 14 of DA Form 3161. All BII and COEI will be crated, banded or otherwise secured to prevent loss or pilferage during shipment. The USPFO SSA representative will ensure unit materiel is prepared for shipment and conduct final coordination with the USPFO CTO. Equipment will be processed for shipment to the gaining State/Territory USPFO address listed in the lateral transfer directive.

e. The USPFO CTO will ensure the DD Form 1149 (Requisition and Invoice/Shipping Document) and the continuation sheet DD Form 1149C is filled out clearly and legibly. Description of Articles, Block 4b. and 6b. (as applicable), will include serial numbers in description of the articles section of the form for all Army serial

number tracked items; additionally, the CTO will record the PSD identification number from the lateral transfer directive in block 4b or 6 b.

f. The losing State/Territory must have control measures in place to ensure equipment is transferred in Technical Manual (TM) 10/20 standard and end items of equipment are complete with all Basic Issue Items (BII) and Components of End Items (COEI).

g. A suspense date in DST is established by the planner when the PSD is created. Factors that impact processing time frames for both the PSD and equipment must be carefully considered by the DST planner before establishing a suspense date. Once a redistribution decision is reached on a PSD, Item managers at ILS-E will adjust the suspense to 60 calendar days from the directive date to complete lateral transfers on ARNG issued directives. Losing UIC/RIC unable to complete PSD directives by the suspense date must notify their chain of command and supporting Property Management Branch (PMB) of the USPFO. The USPFO PMB will adjust the suspense date as necessary and notify the applicable ILS-E item manager of the change in the PSD's notes.

h. Turn-in documents for all items requiring serial number accounting, weapons and Controlled Cryptographic Items (CCI) will contain the serial number. As per AR 380-40, all CCI equipment must be zeroed out (no cryptographic key is resident within the unit or receiver transmitter).

2. Guidance listed below is for States/Territories receiving a lateral transfer from the losing States/Territories.

a. Upon receipt of materiel by the gaining USPFO, the SSA representative will verify for the items by completing block 19 of the DD Form 1149 for the acceptance, transfer of materiel and contact the gaining unit for completion of the lateral transfer. The gaining unit will complete the lateral transfer immediately upon receipt to bring the item to record and close the open shipment regardless of the condition the item is received in. The gaining unit must also complete the Receipt of Lateral Transfer prior to evacuating equipment for technical inspection. Materiel and equipment evacuated for maintenance inspection is not exempt from property accountability. Gaining units or activities will post the equipment in the property book within 30 calendar days upon receipt of equipment from the USPFO SSA by signing and dating block 15 of the DA Form 3161 to complete the lateral transfer process.

b. The gaining unit's maintenance support facility performs all inspections and repairs in accordance with Army Regulation (AR) 750-1 upon receipt. The gaining unit identifies items that are less than TM 10/20 standard during a technical inspection or, if possible, a joint technical inspection with the losing unit for the reimbursement of Class IX. Reimbursement of labor repair costs only applies to DoD components, other federal agencies and the public outside of the Army National Guard (ARNG). Joint technical inspections are encouraged for all lateral transfers contingent on funding availability.

c. The gaining unit submits through their Deputy Chief of Staff, Logistics (DCSLOG) and USPFO a discrepancy report to the losing State/Territory USPFO and DCSLOG no later than 30 calendar days after receipt for resolving action if the item received is less than TM 10/20 standard. The gaining State/Territory DCSLOG or USPFO also submits a copy of the discrepancy report to the ARNG ILS-E mailbox at NCR NGB ARNG List NGGB ARNG-ILZ ILS-E Item Mgr. Discrepancy reports must include technical inspection documentation with parts, COEI, and BII, to bring the materiel to TM 10/20 standard. States/Territories transferring funds to bring the items to TM 10/20 standard will use the DD Form 448, Military Interdepartmental Purchase Request (MIPR) or Work Breakdown Structure (WBS). Failure of losing unit's State/Territory to issue a MIPR or WBS, or otherwise correct the TM 10/20 deficiency, will result in ARNG-ILS redistribution of Annual Funding Program for the next fiscal year from the losing to gaining State/Territory in the dollar amount documented in the discrepancy report.

3. ARNG units are not authorized to make direct turn-in of equipment to any Depots. Specific to weapons turn-in at Anniston Army Depot, the USPFO will coordinate for contract carrier to ship weapons to Anniston Army Depot with satellite tracking in accordance with AR 190-11. Use RIC B14 and DODAAC SW3120 for all USPFO weapon turn-ins; do not use BA4 and DODAAC SV3120.

Annex B, Processing Excess at Supply Support Activities

1. The Army National Guard implemented Decision Support Tool (DST) in the 54 States and Territories to manage the distribution and redistribution of equipment. Redistribution, turn-in, and divestiture decisions for equipment commands determine as excess are now made via DST and directives are published authorizing Accountable Property System of Record (APSR) transactions. No APSR equipment transactions between States/Territories or between States/Territories and other Army components may occur without a DST vetted NGB-ARNG Proposed Sourcing Decision (PSD) and published directive.
2. The United States Property and Fiscal Officer (USPFO) Supply Support Activity will cease accepting turn-in of Procurement of Equipment & Missiles (PEMA) funded materiel from command customers who do not possess a directive issued by NGB-ARNG, Army Sustainment Command (ASC) or applicable Life Cycle Management Command (LCMC). Items in the DST Line Item Number (LIN) Catalog with National Stock Number (NSN) listed with Master Divestiture List (MDL) and/or Automatic Disposal List (ADL) instructions must also have a directive derived from a DST PSD before this materiel may be turned in and processed to Defense Logistics Agency Disposition Services.
3. Many LCMC item managers have ceased using the Report of Excess process (Document Identifier Code (DIC) = FTE, FTR, etc.) inherent in SARSS and GCSS-Army that report FTE data to Logistics Modernization Program (LMP), and instead use DST to staff disposition and issue subsequent instructions.
4. Use of the Report of Excess FTE processes in USPFO GCSS-Army and remaining SARSS SSAs are suspended until further notice. Under no circumstances will a FTE be generated on PEMA funded materiel on hand in the SSA.
5. In Lieu of the FTE process, USPFO DST Planner/s will generate Turn-In PSDs on materiel the USPFO determines is excess. Technical inspection documentation on equipment for "rolling stock" (tactical wheeled or towed vehicles with FSCs 2310, 2320, 2330 and 4950) must be uploaded into the PSD. The registration and serial number will also be listed in the PSD; any additional information requirements will be communicated in PSD vetting. These PSDs are processed through ARNG-ILS-E, ASC and LCMC for redistribution, turn-in, or divestiture decisions.
6. All materiel management decisions are made using DST; all property book and supply support activity transactions resulting from DST derived decisions are completed in the applicable APSR. All APSR transactions are visible in DST Execution Tracker.