



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

ARNG-ILS-E

24 April 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: OSCAR/TOPS NGB-ARNG-ILS-E ALERT MSG 04-2015. ARNG-ILS-E Web OSCAR/Transfer Of Property System (TOPS) Shutdown procedures

1. The purpose of this memorandum is to provide the States/Territories with guidance for Web OSCAR/TOPS Programs
2. OSCAR will migrate the TOPS programs to the LMI Decision Support Tool (DST) on 30 April 2015. The DST will take over the tasks of TOPS at that time.
3. The following instructions will be used as guidance for the transition:
 - State Transfer of Property System (S-TOPS)
 - Permissions will be restricted to only allow the State Property Manager to receipt for actions taken.
 - S-TOPS "Move to SF-TOPS" parameter will be set to One (1) day.
 - SF-TOPS "Days before Turn-in to State Warehouse" parameter will be set to One (1) day.
 - States/Territories will enter Single Stock Funded turn-ins into DST for distribution actions.
 - States/Territories will need to review any open records remaining in S-TOPS and, if required, report them through DST.
 - Readiness/Mobilization Transfer of Property (R/M-TOPS).
 - M-TOPS Pass backs and R-TOPS Requests will be canceled.
 - R-TOPS Excess will be cancelled and listing provided to each State/Territory for reporting through DST.
 - OSCAR excess reporting through the Standard Army Retail Supply System (SARSS) will continue until all States have been converted to GCSS-Army. Those States wishing to report SARSS excess through DST may do so, but coordination must be made to ensure that excess assets are not duplicated.
4. Request for assistance in the above actions will be provided upon request from NGB-ARL-E, Mr. Robert Pelath, (540) 786-9744 or Email: Robert.p.pelath.ctr@mail.mil.

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5. Point of contact for this action is Mr. Robert Pelath at 540-786-9744 or Robert.p.pelath.ctr@mail.mil.

//S//
EDWARD A. BROWN
LTC, LG
Chief, Supply and Services

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