



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514

MNPF-SS

1 April 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction (LOI) for Request, Distribution and Accounting Procedures for MNCI Life Cycle Replacement (LCR) Computers and Commutations Network Support Items (CNSI) - REVISED

1. REFERENCE. Excess PAT meeting and discussion regarding subject above, 23 April 2014.
2. PURPOSE. This LOI provides guidance to customer units, MNCI Program Manager (PM), and Property Book Officers (PBOs) regarding the request, distribution and accounting procedures for MNCI Life Cycle Replacement (LCR) Computers and Commutations Network Support Items (CNSI)
3. BACKGROUND. At various times throughout the course of each FY, MNCI receives funding to purchase LCR equipment. These items require property book accountability. MNCI works closely with the USP&FO Warehouse, GOCOM G4's and PBOs to request, receipt and account for these items.
4. PROCEDURES for LCR ISSUE AND TURN-IN.
 - a. MNCI determines what unit's equipment will be replaced using established LCR procedures.
 - b. MNCI POC prepares a DA Form 3953 and provides to the unit's G4 & PBO. DA Form 3953 must list the USP&FO warehouse as the "ship to" address.
 - c. Unit PBO validates/signs the DA Form 3953 and assigns a **GFEBSDODAAC** document number (from the PBO's HHD/HHC property account) and returns to the MNCI POC.
 - d. MNCI will process the DA Form 3953 through the funding/contracting process.
 - e. Once the equipment is received at the USP&FO warehouse, MNCI will be notified and will inventory the equipment, validate serial numbers and process the DD Form 1155 for payment.
 - f. Warehouse supervisor will then store the equipment in a secure location.

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g. MNCI will notify the warehouse supervisor as to date, quantity, model of equipment, serial numbers and the gaining unit/UIC that will be picked up and taken to Latham to have software installed. MNCI personnel picking up equipment must be authorized to sign for the equipment via a valid/current DA Form 1687 on file at the warehouse.

(1) Warehouse supervisor will prepare a manual DA Form 3161 made out to the gaining unit/UIC.

(2) DA Form 3161 must contain actual serial numbers of the equipment being issued to the unit.

(3) Warehouse supervisor will sign block #13 of the DA Form 3161 and the MNCI personnel picking up the equipment are required to sign block #14.

(4) Warehouse supervisor will provide the MNCI representative the original copy of the DA Form 3161, which will serve as a temporary hand receipt and will retain a copy.

(5) MNCI personnel remain completely responsible for the equipment until signed for by the gaining unit supply sergeant.

h. Once the equipment has been serviced at the Latham MNCI office, the gaining unit, the unit's GOCOM G4 and PBO will be notified via e-mail that the equipment is ready for pick up (provide a copy of the DA Form 3161 attached to the e-mail) as well as what equipment is being displaced (by serial number) and needs to be turned in.

(1) Units are required to contact the MNCI helpdesk to make appointment for actual pickup date/time.

(2) Units will keep their G4 & PBO advised of the pickup date.

i. Once PBO's are advised as to what equipment requires turn in they will move the displaced equipment from the PBIC it currently resides in to PBIC "D" and provide turn in document numbers to the unit level. **These displaced items will NOT be input to DST but can be scheduled for turn in to the warehouse.**

j. During this process, units are responsible to back-up all data/files on computers that must be turned in. Assistance with this process can be obtained from local APOC's or MNCI help desk(s).

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(1) Unit's are not required to turn in the displaced equipment at the time of pickup of the new equipment. However, MNCI tracks displaced equipment from the date of issue of the new equipment and removes the displaced items from the DMNA network after ten (10) days.

(2) Turn in of displaced equipment must be completed NLT 30 days after receipt of new equipment. The following items are required in order to complete the turn in process at the warehouse:

- (a) DD Form 1348, with PBO level document number.
- (b) SSN-LIN Automated Management & Integration System (SLAMIS) "MCN/NSN Detail" print-out clearly showing the nomenclature of the item for turn-in.
- (c) DLA Form 2500, Certification of Hard Drive Disposition, signed by authorized personnel.

k. Unit supply sergeants are responsible to provide all issue and turn in documents to their respective PBOs for posting to the unit's property account.

5. PROCEDURES for CNSI ISSUE AND TURN-IN.

a. A slightly different process needs to be used for CNSI equipment, such as servers and routers. The MNCI POC will work closely with PBO's and MNFE (Facilities Management) to determine which unit in a facility/armory is the OIC. This will determine which unit's property account CNSI equipment will be accounted for.

b. Procedures outlined in para 4 above remain the same for CNSI equipment, the process changes depending on who will install/remove the CNSI.

c. Equipment installed by MNCI personnel:

(1) The warehouse supervisor will prepare the manual DA Form 3161 as above.

(2) MNCI will pick up the equipment at the warehouse, sign block # 14 of the DA Form 3161 and transport to/install at the facility.

(3) MNCI personnel will have the responsible supply sergeant of the gaining unit accept the equipment by signing the DA Form 3161, block #15.

(4) MNCI personnel will retain a copy of this document for his/her records and provide a copy to the warehouse supervisor and the PBO concerned.

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d. Equipment installed/removed by an AVAYA contractor:

(1) The warehouse supervisor will again prepare a manual DA Form 3161 to be shipped with the selected items.

(2) MNCI will pick up the equipment at the warehouse; sign block # 14 of the DA Form 3161 and transport to the MNCI Latham office and prepare the equipment for installation.

(3) MNCI will ship the equipment to the facility/supply sergeant concerned via FedEx/UPS. Shipping label must contain the rank/name of the supply sergeant for the unit responsible to account for the equipment. FedEx/UPS tracking number will be emailed to the responsible supply sergeant, unit supply sergeant G4 and PBO.

(4) When the equipment is received at the facility, the responsible supply sergeant must sign block #15 of the DA Form 3161 and provide copies to the warehouse supervisor and the respective PBO.

(5) The PBO will provide a copy to the MNCI POC. Responsible supply sergeant must work with the AVAYA contractor to confirm installation is complete and take control of the displaced equipment and prepare the item for turn in IAW para 4i-k above.

(6) Supply sergeant must turn in displaced equipment NLT 30 days after receipt of new equipment.

e. Equipment installed/removed by the local APOC.

(1) The warehouse supervisor will again prepare a manual DA Form 3161 to be shipped with the selected items. MNCI will pick up the equipment at the warehouse; sign block # 14 of the DA Form 3161 and transport to the MNCI Latham office and prepare the equipment for installation.

(2) MNCI will ship the equipment via FedEx/UPS. Shipping label must contain the rank/name of the supply sergeant for the unit responsible to account for the equipment. FedEx/UPS tracking number will be emailed to the responsible supply sergeant, unit supply sergeant G4 and PBO.

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(3) When the equipment is received at the facility, the responsible supply sergeant must sign block #15 of the DA Form 3161 and provide copies to the warehouse supervisor and the respective PBO.

(4) The PBO will provide a copy to the MNCI POC. Responsible supply sergeant must work with the APOC to confirm installation is complete and take control of the displaced equipment and prepare the item for turn in IAW para 4i-k above.

(5) Supply sergeant must turn in displaced equipment NLT 30 days after receipt of new equipment.

6. The point of contact for this office is the undersigned, cml (518) 272-3700, or e-mail deborah.m.holser.civ@mail.mil.

FOR THE USP&FO for New York:


DEBORAH M HOLSER
Supply Mgt Officer

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