

ARMY NATIONAL GUARD  
LEAD MATERIEL INTEGRATOR'S- DECISION SUPPORT TOOL (LMI-DST) HANDBOOK

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For Proposed Sourcing Decision Processing and ARNG Policy Regarding Use of Decision  
Support Tool

Proponent: Army National Guard Logistics Division,  
Supply and Services Branch, ARNG-LGS

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## Summary of Changes

### Army National Guard Lead Materiel Integrator's-Decision Support Tool (DST) Handbook

This administrative revision, dated 1 April 2019:

- Adds additional guidance on accomplishing changes to DST User accounts (Page 3).
- Clarifies vetting timeline (Page 14).
- Clarifies DCSLOG/G4 and USPFO responsibilities for processing excess PSDs to ARNG-LGS and adds information requirements for USPFO DST Planners in the PSD vetting feedback notes (Page 17).
- Clarifies lateral transfer procedures for equipment processed to the ARNG from other COMPOs (Page 10).
- Adds information and clarifies guidance on lateral transfers and turn-in procedures for assets within the ARNG (Page 8).
- Clarifies Single Stock Fund turn in and redistribution procedures (Page 19).
- Adds information on DST reporting functions.
- Updates policy on PSD requirements for Master Divestiture List (MDL) equipment (Page 8, 14, 17-19).
- Adds information on the ARNG Mobilization Equipping Tool (AMET) pass back and Operational Needs Statement (ONS) process (Page 20).
- Adds best practices for PSD and filter set management (Page 6).
- Adds policy on Pass-through PSDs (Page 18).

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## Introduction

The Lead Materiel Integrator – Decision Support Tool (LMI-DST) was released by the Army Materiel Command's Logistics Data Analysis Center (LDAC), formerly known as Logistics Support Agency (LOGSA), on 15 Dec 2011 to lead Army stakeholders through the planning and execution of the materiel distribution and redistribution process. DST assists commands within the Army National Guard (ARNG) at all levels to staff and make materiel sourcing and redistribution decisions. DST is a tool that provides a decision on proposed materiel distribution and redistribution actions. Decisions reached are executed in the applicable system of record in accordance with directives published by materiel managers at each command level of authority.

DST allows ARNG materiel stakeholders across commands to electronically staff the movement of materiel with coordinating comments and "vetting" windows ultimately resulting in disposition instructions. DST tracks actions from initiation to completion, and acts as a repository that stores historical Proposed Sourcing Decision (PSD) data. DST integrates Army logistics and requirements data, enabling Materiel Integrators, Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), and other materiel managers to make informed, optimized, effective equipping decisions up to two years in the future.

This Handbook applies to the ARNG in the States, Territories, and the District of Columbia. For the purpose of brevity, ARNG States, Territories and the District of Columbia will be referred to as "States" throughout this document. It is an internal guide to assist in processing equipment for redistribution and divestiture using DST. The business rules and best practices listed in this handbook do not replace logistics policies or Army regulation, but strives to enhance automated processes for efficient and effective redistribution efforts within Army regulations, policies, and directives.

This handbook is a progressive document that will be updated as processes change and DST improves over time. Comments and improvements are addressed to the Army National Guard Supply Policy and Programs Division, Supply Branch (ARNG-LGS) for validation and inclusion in this Handbook. Submit comments or suggested changes to the ARNG-LGS mailbox at: **[ng.ncr.ngb-arng.list.nggb-arng-ilz-ils-e-item-mgr@mail.mil](mailto:ng.ncr.ngb-arng.list.nggb-arng-ilz-ils-e-item-mgr@mail.mil)**

## Using DST to Enhance Equipment on Hand (EOH) Readiness

Equipping readiness starts with property accountability at the unit level. Commanders must bring all property to record and align property books in GCSS-Army so equipment on hand is under the correct authorizations on the MTOE or TDA. Aligning property allows Commanders to realize their full S-rating potential in readiness reporting systems and identify EOH shortages or excess. The DST functions will assist unit commanders and PBOs in conducting property book realignment to achieve the highest readiness potential.

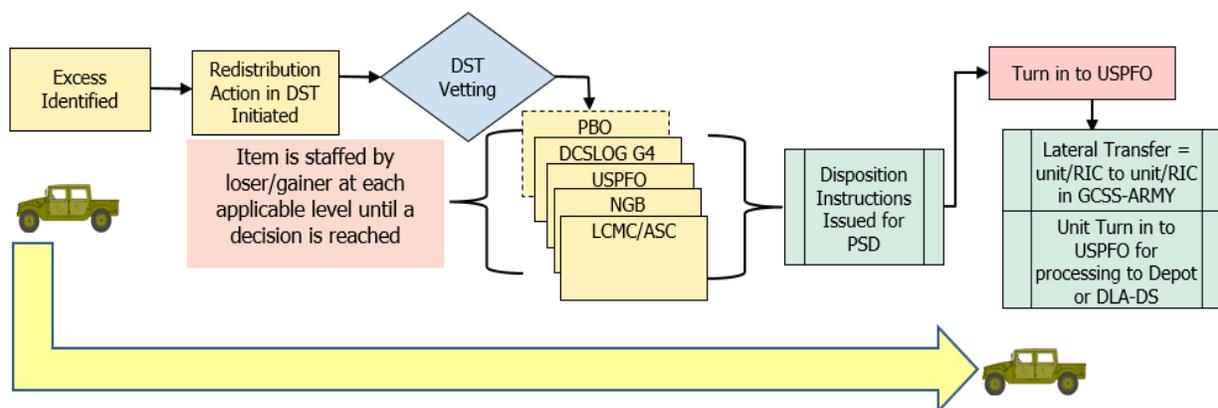
It is recommended that States create a quarterly cyclical process that synchronizes and directs the prioritized redistribution of equipment across their organizations. Using DST to implement a quarterly phased process will align equipment to correct authorizations in GCSS-Army and identify excess for possible redistribution or turn in. Each quarter, a three phased process can be initiated consisting of:

**Phase I. Internal Planning** – Commanders bring all property to record in GCSS-Army as an ongoing process. During the first month of each quarter, unit commanders align property books so that appropriate LINS on hand are organized under the correct authorizations of the MTOE and TDA. This can be done by using Property Book Alignment PSD recommendations validated by the commander and PBO. PSDs created on excess equipment identified during Internal Planning at the unit level are processed to the DCSLOG/G4 for possible redistribution within the States. Redistribution actions generated by PSDs within the States are executed by the DCSLOG/G4.

**Phase II. Processing Proposed Sourcing Decisions** – During the second month of the quarter the DCSLOG/G4 will process PSDs on excess equipment that is not redistributed within the States to the USPFO for validation. Upon validation of the excess equipment, the USPFO will open the PSD to ARNG-LGS for vetting and redistribution to a State with a shortage. PSDs on equipment excess to ARNG authorizations are processed for disposition by ARNG-LGS.

**Phase III. Execution of Sourcing Decisions** – During the last month of the quarter, directives derived from approved PSDs are processed for redistribution or turn-in. This process is represented in the image below.

**Figure 1: Excess Divestiture Flow Chart**



## **ARNG System Access Request (SAR) Procedures for Access to DST**

Acquiring DST access is a two-step process. New users must complete GKO DST Production SAR Survey and submit a SAR through the Enterprise Logistics Portal (formerly LIW). The States DCSLOG/G4 LMI Primary/Alternate POCs are responsible for controlling access to DST, managing user roles and user access to Force Activity Sets (Supply Sets) in the SAR process. ARNG-LGS Division POCs are responsible for controlling access to DST for their staffs.

A user's role determines their access privileges to the various DST functions. The hierarchy consists of Planners, Vettors, and Viewers. In DST a Planner can view any data within the tool, and is able to create/edit/vet PSDs for equipment within their force structure. A Vetter can view any data within the tool and provide comments on PSDs within their force structure. A Viewer can only view data within the tool.

The Command Level is the user's organizational command level within the U.S. Army materiel and logistics hierarchy which are listed as follows: HQDA, ASC, LCMC, ACOM/ASCC/DRU, CORPS/MSE/TSC, DIV, BDE, UNIT and OTHER. The vetting levels are: ACOM/ASCC/DRU = NGB CORPS/MSE/TSC = USPFO, DIV = DCSLOG & FIRO, BDE = PBO and Unit = All other users. Force Access Set is the set of materiel holding force elements (units & SSAs) for which the user has vetting or planning privileges. Force access set = supply set within the Filter Set Module.

A DST user profile consists of one role, one command level and one force access set. The above statement is true for DST users requesting the role of planner or vetter. DST users requiring viewer role access will not have a command level or force access set. No Enterprise Logistics Portal DST SAR is required for viewer access.

To facilitate the SAR approval process and inform LDAC SAR Administrators of leadership decisions on individual user access to DST, the respective State LMI Primary/Alternate POC will use the "Complete DST Production SAR Survey" hot button on the ARNG-LGS DST GKO Web page <https://gkoportal.ng.mil/arnng/G4/D03/B07/DST/SitePages/Home.aspx>. This link is to be used for individuals who require access to DST, change in user roles (Viewer, Vetter, Planner), or when users need to be deleted from access to DST. The information entered into this survey is used by the LDAC SAR Administrators to approve SARs and make changes to user accounts. Failure to complete the survey information will result in DST SARs being rejected by LDAC.

All DST SARs to LDAC will use the official Supply Sets created and managed by ARNG-LGS for NGB, USPFO, and DCSLOG/G4 users. States will create official Supply Sets for BDE and Unit level users based on the span of control the LMI determines for these users.

State LMI Primary/Alternate and ARNG-LGS Division POCs will use the following steps and the guidance above to establish a new user in DST: Select individual and determine - User Role (Vetter or Planner), Vetting Level Corps (USPFO), DIV (DCSLOG/G4), BDE, or Unit and Force Access Set (Supply Set). State LMI POC/Alternate completes DST Production SAR Survey on the new user at <https://gkoportal.ng.mil/arnng/G4/D03/B07/DST/SitePages/Home.aspx>

Once a DST user has established DST access based on an approved SAR, changes in user roles that increase an individual's role level (Viewer to Vetter, Vetter to Planner) requires an update of the DST Production SAR Survey at <https://gkportal.ng.mil/arng/G4/D03/B07/DST/SitePages/Home.aspx> by the LMI POC and submission of a new SAR to LDAC by the user.

**Figure 2: Unit and Supply Sets in Filter Sets Module**

Unit Sets (94)					Supply Sets (85)				
Name	System Maintained	Visibility	Count	Where I am an Owner	Name	System Maintained	Visibility	Count	Where I am an Owner
<input type="checkbox"/> #NGB Alabama All		public	150		<input type="checkbox"/> _NGB ALL		public	6,248	
<input type="checkbox"/> #NGB Alaska All		public	42		<input type="checkbox"/> _NGB ALL (including COMPO 2 Sup		public	6,208	
<input type="checkbox"/> #NGB All		public	6,537		<input type="checkbox"/> _NGB ARIZONA		public	99	
<input type="checkbox"/> #NGB All FRU Donor		private	4,256		<input type="checkbox"/> _NGB ARKANSAS		public	130	
<input type="checkbox"/> #NGB Arizona All		public	92		<input type="checkbox"/> _NGB CALIFORNIA		public	275	
<input type="checkbox"/> #NGB Arkansas All		public	114		<input type="checkbox"/> _NGB COLORADO		public	92	
<input type="checkbox"/> #NGB California All		public	267		<input type="checkbox"/> _NGB CONNECTICUT		public	80	
<input type="checkbox"/> #NGB Colorado All		public	85		<input type="checkbox"/> _NGB DC		public	40	
<input type="checkbox"/> #NGB Connecticut All		public	75		<input type="checkbox"/> _NGB DELAWARE		public	48	
<input type="checkbox"/> #NGB D.C. All		public	34		<input type="checkbox"/> _NGB FLORIDA		public	173	
<input type="checkbox"/> #NGB Delaware All		public	41		<input type="checkbox"/> _NGB GEORGIA		public	176	
<input type="checkbox"/> #NGB FY19 FRU		public	654		<input type="checkbox"/> _NGB GUAM		public	41	
<input type="checkbox"/> #NGB Georgia All		public	156		<input type="checkbox"/> _NGB HAWAII		public	68	
<input type="checkbox"/> #NGB Guam All		public	26		<input type="checkbox"/> _NGB HQDA All Minus NGB		public	23,161	
<input type="checkbox"/> #NGB HQDA All Minus NGB		public	17,718		<input type="checkbox"/> _NGB IDAHO		public	67	
<input type="checkbox"/> #NGB Hawaii All		public	64		<input type="checkbox"/> _NGB ILLINOIS		public	177	
<input type="checkbox"/> #NGB Idaho All		public	59		<input type="checkbox"/> _NGB INDIANA		public	169	
<input type="checkbox"/> #NGB Illinois All		public	170		<input type="checkbox"/> _NGB IOWA		public	112	
<input type="checkbox"/> #NGB Indiana All		public	154		<input type="checkbox"/> _NGB KANSAS		public	109	
<input type="checkbox"/> #NGB Iowa All		public	107		<input type="checkbox"/> _NGB KENTUCKY		public	100	
<input type="checkbox"/> #NGB Kansas All		public	93		<input type="checkbox"/> _NGB LOUISIANA		public	144	
<input type="checkbox"/> #NGB Kentucky All		public	91		<input type="checkbox"/> _NGB MAINE		public	47	
<input type="checkbox"/> #NGB Louisiana All		public	132		<input type="checkbox"/> _NGB MARYLAND		public	107	
<input type="checkbox"/> #NGB Maine All		public	42		<input type="checkbox"/> _NGB MASSACHUSETTS		public	99	
<input type="checkbox"/> #NGB Maryland All		public	100		<input type="checkbox"/> _NGB MICHIGAN		public	119	
<input type="checkbox"/> #NGB Massachusetts All		public	91		<input type="checkbox"/> _NGB MINNESOTA		public	141	
<input type="checkbox"/> #NGB Michigan All		public	107		<input type="checkbox"/> _NGB MISSISSIPPI		public	159	
<input type="checkbox"/> #NGB Minnesota All		public	130		<input type="checkbox"/> _NGB MISSOURI		public	147	
<input type="checkbox"/> #NGB Mississippi All		public	149		<input type="checkbox"/> _NGB MONTANA		public	55	
<input type="checkbox"/> #NGB Missouri All		public	123		<input type="checkbox"/> _NGB NEBRASKA		public	88	
<input type="checkbox"/> #NGB Montana All		public	50		<input type="checkbox"/> _NGB NEVADA		public	66	
<input type="checkbox"/> #NGB Nebraska All		public	82		<input type="checkbox"/> _NGB NEW HAMPSHIRE		public	45	
<input type="checkbox"/> #NGB Nevada All		public	63		<input type="checkbox"/> _NGB NEW JERSEY		public	105	
<input type="checkbox"/> #NGB New Hampshire All		public	40		<input type="checkbox"/> _NGB NEW MEXICO		public	58	
<input type="checkbox"/> #NGB New Jersey All		public	97		<input type="checkbox"/> _NGB NEW YORK		public	145	
<input type="checkbox"/> #NGB New Mexico All		public	55		<input type="checkbox"/> _NGB NORTH CAROLINA		public	149	

## Notifications

Each user establishes notifications in DST to efficiently manage PSDs. The notifications should include PSDs requiring action, PSDs awaiting final disposition instructions and PSDs that have been approved for action. This provides users the visibility to track open PSDs still on the property book or LIN/Unit profile until completion. Users may build up to 20 specific notifications to monitor and manage PSDs at a given level. See example notifications provided in Figure 3 for lateral transfer and turn PSDs at the Corps level.

**Figure 3: Example Notifications**

**Edit Notification (by Vetting Level Assignment Date)**

Name: ARNG CORP Turn-ins

Select at least one option from the following filter combinations:

**Supplier Set or Force Tree**

Supplier Set  Supplier Force Tree

[select] #NGB State All [select]

**Receiver Set or Force Tree**

Receiver Set  Receiver Force Tree

[select] [select]

**LIN or NIIN Set**

LINs  NIINs

[select] [select]

PSD Type: Turn-In, Other PSD Status: Open

Vetting Status: Vetting Open Vetting Level: CORPS/MSE/TSC (Losing), CORPS,

Is Pass Through: [select] PSD Priority: All

Color Coding (click a range to edit)

Days at Current Vetting Level				
>30 days	15 to 30 days	10 to 15 days	5 to 10 days	<5 days

OK Cancel

**Edit Notification (by Vetting Level Assignment Date)**

Name: ARNG CORP Lateral Transfer

Select at least one option from the following filter combinations:

**Supplier Set or Force Tree**

Supplier Set  Supplier Force Tree

[select] [select] W00QFF: ARNG (HEADER) \*

**Receiver Set or Force Tree**

Receiver Set  Receiver Force Tree

[select] #NGB State All [select]

**LIN or NIIN Set**

LINs  NIINs

[select] [select]

PSD Type: Lateral Transfer, SRA Transfer PSD Status: Open

Vetting Status: Vetting Open Vetting Level: CORPS/MSE/TSC (Losing), CORPS,

Is Pass Through: [select] PSD Priority: All

Color Coding (click a range to edit)

Days at Current Vetting Level				
>30 days	15 to 30 days	10 to 15 days	5 to 10 days	<5 days

OK Cancel

## Creating and Maintaining Filter Sets

DST data is accessed in the tool using filter sets for LIN, Unit, Supply, Location, and NIIN sets. Standardized naming convention formats for filter set creation must be followed to ensure all users can easily identify organizational sets in the Filter Sets Module. Official naming convention for filter sets managed by ARNG-LGS must use \_NGB (example: \_NGB ALL, and \_NGB Alaska, etc.), and State created official filter sets will begin with #NGB\_ (Two letter abbreviation), (example: #NGB\_IA). Requests by States for changes to ARNG-LGS managed filter sets may be submitted by email to the Owner.

State LMIs are responsible to ensure filter sets are accurate and updated quarterly. These sets are designated as the official sets for NGB and used when pulling reports to present to leadership at all levels. As discussed above, the Official Supply set is also used as the Force Access Set to establish user roles. Changes to users' force access sets need to be requested through ARNG-LGS GKO page at:

<https://gko.portal.ng.mil/arnng/g4/D03/B07/DST/SitePages/Home.aspx>.

State created filter sets will format by #NGB\_ (State two letter abbreviation)\_, Division\_, Brigade\_, Unit(s) as applicable. Example: #NGB\_MO\_110th\_MEB. Due to the nature of the units, the naming conventions after #NGB\_ (States two letter abbreviation) are not directed, but should have the minimum information for easy identification. There are three tags available when building filter sets. At least one of those tags must include date of validation. All users that create Filter Sets should delete older versions to reduce confusion and purge outdated information that is no longer used. It is recommended that multiple owners are assigned to these sets to ensure that someone in State can manage the set as necessary.

### Naming Conventions and Email Distribution Address Sets:

Standard naming conventions are critical to enable quick access to information in DST. Email filters sets are important because ACOM and ASC item managers use them to send email directives.

States will use the following format: #NGB\_(Two Letter States Abbreviation)\_(Unit) for Directive Templates, Address Sets and Addresses. Examples: #NGB\_MS\_USPFO or #NGB\_MO\_175TH\_MP.

Each State will create and maintain two email distribution address sets for receiving directives – USPFO and DCSLOG/G4. The format is #NGB (Two Letter State Abbreviation) \_USPFO\_DISTRO and #NGB\_ (Two Letter States) \_G4\_DISTRO. Examples: #NGB\_MS\_USPFO\_DISTRO and #NGB\_MO\_G4\_DISTRO.

To ensure directives get to the appropriate individuals, States should not deviate from this naming convention. Users that create Email Address Sets should delete older versions to reduce confusion and purge outdated information that is no longer used. It is recommended that there be multiple owners assigned to these sets to ensure that someone in the State can manage the set as necessary.

## Managing the Force Tree in DST

The Force Tree functionality was designed to improve user navigation within DST. Every structured UIC in the Army is contained within the Tree and a UIC can only be used in one location of the tree. DST does not currently pull in derivative UICs. The Force Tree capability depicts graphically the hierarchical structure within commands. The Force Tree does not affect the designated Force Activity Set (official Supply Sets) or other filter sets of DST users.

a. The State LMI Primary/Alternate POCs will manage the Force Tree and will notify ARNG-LGS of any alternate they designate with this responsibility. Upon notification, ARNG-LGS will grant the Primary/Alternate POC permissions to edit the Force Tree in DST.

b. Once designated, the Force Tree managers in the State will have the permission to edit their particular branch of the Force Tree. The edit Force Tree capability is in the Force Administration module under "Force Tree Setup". Only users with the "Force Tree Edit" permission can edit the Force Tree within the Force Administration module. Any new units that are added to the Army inventory will be automatically placed in the "Unassigned Units" branch of the Force Tree.

c. To edit any UIC or group of UICs, simply click on the Force Tree Setup tab and type the UIC in the find box, then right click and click on "Edit Parent." This will display the Edit Force Tree Parent dialogue box. This box allows you to assign a new "Parent" for the UIC.

d. To change the parent, click in the Parent box and start typing the new parent UIC or Name. The parent box will auto sort through the UICs and unit names in DST based on whatever is typed. Once the proper "Parent" UIC is selected, click the "OK" button to save changes. The UIC or branch that you changed will now display under the "Parent" selected.

## Requirements for Proposed Sourcing Decisions (PSDs)

All lateral transfer directives between States will be accomplished by property book lateral transfer from losing unit to gaining unit. **The gaining unit will complete the receipt of lateral transfer to bring the equipment to record regardless of the condition in which the item is received and prior to evacuating equipment for Technical Inspection (TI).** Equipment evacuated for maintenance inspection is not exempt from property accountability.

Property Book Officers conducting property book alignments and executing PSDs that result in higher EOH readiness levels is the preferred method of identifying excess equipment. Units will create and process PSDs as Turn-in (Virtual) and vet PSDs to higher DST role levels: Unit, Brigade, Division, Corps (USPFO) IAW local policies for possible redistribution within the State. Initiation of a Turn-In PSD by a DST Planner is not an authorization to post the transaction to the Accountable Property System of Record (APSR). Turn-in PSDs processed by subordinate commands in the State are converted to Lateral Transfer status for vetting and/or redistribution to gaining unit(s) within the State by the Corps by selecting the "edit" feature of the PSD and selecting the gaining UIC. Internal State Lateral transfers do not require ARNG-LGS (ACOM) approval.

All PSDs processed to ACOM for excess equipment will be referred as Turn-In (virtual) PSDs. By forwarding the Turn-in PSD on excess equipment to ACOM, the Corps is certifying that the equipment cannot be cross leveled to displace older model equipment (modernization requirements) on hand and is excess to all approved MTOE and/or TDA documents. All turn-in PSDs referred to ACOM by the Corps will, at a minimum, have the following information in the Vetting Feedback notes. However, the more information provided the better:

**Excess to (State Name)**  
**Not required for modernization**  
**Total authorized (XXX), On Hand (XXX)**  
**Condition code (X)**  
**Serial number (XXXXXX), registration number (XXXXX) Number (if applicable)**  
**Type of NGB action being requested.**  
**POC info should include: Name, email, phone number**

Upon receipt of a PSD, ARNG-LGS Item managers will determine if a State has a shortage of the equipment listed in the PSD. If a shortage is identified, the Item Manager will transition the PSD to a Lateral Transfer using the UIC of the gaining USPFO and the PSD is referred to the gaining State Corps for vetting. **Under no circumstances should a unit transfer or turn in equipment outside of their State without ACOM disposition.**

The gaining State Corps will determine what organization (UIC) will receive the transfer and refer the PSD to ACOM with the following information in the Feedback Notes of the PSD:

**Concur, Lateral Transfer to gaining (UIC)**  
**Ship to:**  
**USPFO UIC, DoDAAC, Address**  
**City, State, Zip Code**  
**Gaining PBO POC: Name, email, phone number**  
**Receiving Location POC: Name, email, phone number**  
**List any unique delivery instructions**

**Note: Equipment may be shipped to a USPFO approved alternate location (MATES, UTES, WTC, etc.); however, under no circumstances will equipment be shipped directly to a receiving unit, DEPOT, or DLA/DS site.**

ARNG-LGS will edit the PSD to the receiving UIC or USPFO UIC as directed by the State and publish the lateral transfer directive to both the losing/gaining organizations using the official State email address sets.

If the potential receiver does not need the equipment, they can non-concur the PSD. PSDs should be returned to ACOM vetting level and will contain the following information in the feedback notes:

**Reason**  
**Name, email, phone number**

If the losing unit wants a reversal they will return the PSD to ACOM vetting level with vetting feedback requesting a cancellation of the PSD.

If the equipment is excess ARNG-LGS will provide disposition or report to Army Sustainment Command (ASC) for disposition if ASC vetting is required. All turn-in requests referred to ASC by ARNG-LGS will include the following statement in the Feedback notes:

**Excess to ARNG**  
**ASC action requested**  
**Name, email, phone number**

Once passed to ASC, ARNG-LGS will continue to track progress and follow up on PSDs to ensure ARNG States receive disposition in a timely manner.

Condition Codes: All requests for turn-ins will include a letter condition code. Units must report materiel in the proper condition to prevent having it rejected or returned by ARNG-LGS for proper classification. FMC, 10/20, and AS IS are not condition codes. Use selection codes provided in DST (Example: A, B, F, G, H). Assets nominated as excess in DST that are not condition code A or B will require technical inspection documents (Example: DA Form 461-5, DA form 5988-E, and DA form 2408-13-3). The exception for the technical inspection requirement are PSDs for equipment listed on the Master Divestiture List (MDL). While technical inspection documents are not required for MDL equipment they are not exempt from the condition code requirement and still require the serial number in the PSD if applicable.

## Cross-COMPO Lateral Transfers

Lateral transfers originating from other COMPOs will include Losing and Gaining POC information, including emails and phone numbers. The originator's contact information is also listed. This information is found in the body of disposition instructions and in the Feedback Notes portion of the PSD in DST. Lateral transfers from external COMPOs will be directed to the USPFO Transformation Account UIC in DST and GCSS-Army. **Upon receipt and regardless of condition, the equipment will be brought to record.** The gaining unit will complete the receipt of lateral transfer to bring the item to record regardless of the condition the item is received and prior to evacuating equipment for maintenance. Equipment standard is TM 10/20 except for organizations impacted by BCT reorganization.

Equipment transferring to another unit will be transferred at TM 10/20 standards per AR 750-1. If equipment is not received in TM 10/20 standards, the State should attempt to resolve the discrepancies at the lowest level possible. If the State cannot resolve the discrepancy, the USPFO or G4 should have the TM 10/20 Fault Summary Worksheet filled out with attachments and email to NGB- ARNG LGS mailbox at: [ng.ncr.ngb-arng.list.nggb-arng-ilz-ils-e-item-mgr@mail.mil](mailto:ng.ncr.ngb-arng.list.nggb-arng-ilz-ils-e-item-mgr@mail.mil). The TM 10/20 Fault Summary Worksheet can be found in the DST Document Library on GKO <https://gkoportal.ng.mil/arng/G4/D03/B07/DST/SitePages/Home.aspx>. Once received, ARNG-LGS will forward to the applicable ACOM for resolution.

## **PSD Documentation Requirements**

Regardless of PSD type (lateral transfer/turn-in), if the equipment has a serial number the information must be included in the serial number column for proper processing.

a. Processing procedures for lateral transfers include the requirement of the losing 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 Identification (IUID) registration and marking application must be completed before the equipment is processed for any lateral transfer actions.

b. The losing unit will provide documentation to accompany the equipment to include: the lateral transfer directive derived from the PSD, any supporting documentation enclosed, attached or provided in DST associated with the PSD; supporting technical inspection documentation as applicable, inventory documentation as applicable (DA form 2062), and a completed DA Form 3161. Upon completion of all processing to prepare 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 States.

c. Vehicle Turn-In Requests: Vehicles are tracked by serial numbers. Technical inspection documentation is required on equipment for "Rolling Stock" (tactical wheeled or towed vehicles with FSCs 2310, 2320, 2330 and 4950) or power generation equipment. Submit a DA form 461-5 and the serial number with the PSD. Document requirements may be different depending on the type of vehicle and divestiture status. Please contact ARNG-LGS item manager for specific requirements. All other condition codes are handled by exception based on the resulting disposition decision.

d. Equipment damaged beyond repair: All PSDs for equipment that is damaged beyond repair must include the technical inspection documents to determine if the estimated cost of damage exceeds the Maintenance Expenditure Limit (MEL) for proper processing.

e. Sets, Kits, and Outfits (SKOs): All SKOs require DA Form 2062 and Shortage Annex to process the PSD at ACOM.

## PSD Management

Managing the Vetting Level of a PSD.

a. Once a PSD is vetted, it must be assigned to the next vetting level for action.

1) Vetting levels are not skipped over when vetting PSDs. For example, Planners and Vettors at unit, division, and brigade levels should not refer PSDs for action directly to ARNG-LGS. All PSDs will flow through the USPFO (Corps) level for analysis and vetting feedback.

2) Users will only action PSDs at their assigned user level. A user may set notifications that inform them when a PSD is open for vetting for a UIC in a chosen Filter Set; however, feedback should only occur when the PSD is referred to their level when superior or subordinate users have provided vetting feedback.

3) PSDs levels only change during feedback types of Concur, Non Concur, and Return for Further Action. "Other" feedback types do not pass the action or change the vetting level even if the user selects a different level. This feedback type is reserved for adding notes without moving visibility.

b. Once ARNG-LGS approves the PSD, they will ensure the directive is sent to the appropriate parties and assign the PSD to the next Corps level for notification. **The directive completion timeline starts once the PSD is DST Approved and the suspense date is set. PSD directives must be actioned by the suspense date on the directive.** ARNG-LGS will establish a 90 day suspense date from the date of the directive.

c. If a PSD is converted from a turn-in to a lateral transfer and the user is awaiting gaining unit concurrence, assign the PSD to the next level for vetting (while maintaining visibility on the timeline).

d. If the user requires additional information for a PSD, the user must select RETURN FOR FURTHER ACTION with specific notes for the information needed, and assign to the appropriate level. If no acknowledgement is received after 15 days, the organization with edit authority will mark the PSD as DST Not Approved. The action will trigger the unit to resubmit PSD with required information.

e. PSDs have 5 Statuses: Open, Closed, Infeasible, Rejected, or Expired. Concurring with a PSD does not complete the requirement. If awaiting action from a higher level, the lower user must engage the higher user after 15 days for a status. **A PSD is closed when document numbers are matched in the Transaction Matching module in DST.** Turn-ins require one document number and lateral transfers require both the losing and gaining document number to close the PSD. PSDs will go to a status of Infeasible when the supplier's EOH is not sufficient to execute the PSD. In circumstances where a PSD was created in error or needs to be cancelled, users with edit authority for the PSD will change the PSD to a vetting status of "DST Not Approved" and provide PSD feedback notes indicating the reason for cancellation. PSDs that are DST Not Approved will have a status of rejected. A PSD's status changes to Expired at 365 days past the suspense date or 365 days past the last modified date.

## Vetting Timeline and Managing DST Suspense Dates

DST's primary benefit is allowing PSDs to be vetted at all levels prior to approval. Vetting provides interested parties the opportunity to concur or non-concur with the proposal and communicate on meeting the completion timeline, request additional time by exception, or identify problems before execution. Vetting synchronizes communication on equipment shortages or excess that may not be reflected on the property books as seen in DST screens on the day data is reviewed. All parties see the comments and can track the dialogue in the notes and comments as the PSD progresses through DST.

### The vetting timeline is different from the PSD completion timeline (Suspense Date).

The vetting timeline is as follows:

a. Turn-in PSDs initiated by units: **States will have 15 working days to collectively vet the PSD before forwarding to ARNG-LGS.** Once the Corps concurs with the turn-in request, ARNG-LGS item managers have 10 working days to take action via concurrence to ASC for turn-in approval or conversion to lateral transfer. All End-Items for turn-in should be complete with Component of End Item (COEI) and available Basic Issue Items (BII). This standard does not apply to equipment identified as obsolete or MDL equipment. Any equipment exceeding the MEL will have appropriate documentation attached.

b. ARNG-LGS initiated lateral transfers: Losing and Gaining units have 15 working days from the day the lateral transfer PSD is opened for vetting to vet the PSD prior to ACOM approval. After concurrence, ARNG-LGS will issue disposition for transfer in no later than 10 working days unless the USPFO states an objection or does not comment on the action.

c. Turn-in PSDs converted to Lateral Transfers: Gaining States have 15 working days from the day the lateral transfer PSD is opened for vetting to vet the PSD prior to ACOM approval. Turn-in PSDs submitted to ARNG-LGS that are converted to lateral transfer and opened for vetting to a gaining State will require the equipment to be brought to TM 10/20 standard by the losing unit before transfer IAW AR 750-1.

Managing Suspense Dates:

a. **A suspense date in DST is established by the planner when the PSD is created. ARNG and ASC IMs will assign a suspense date of 90 days from the date of PSD approval for execution of the PSD.** PSDs that are approved must be monitored to ensure that they will be actioned by their suspense. There are factors that impact processing time frames for both the PSD and equipment; therefore, suspense date adjustments can be made after the PSD has been approved. 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 Corps level user will request to have the suspense date adjusted as necessary by adding feedback notes to the PSD notifying ACOM of the requested change. ARNG-LGS will adjust suspense dates upon request or send to ASC for adjustment. Below are examples of how units can monitor approved PSDs that are past the suspense.

Figure 4: Example notification by suspense date (Corps level)

**Edit Notification (by Suspense Date)**

Name

Select at least one option from the following filter combinations:

**Supplier Set or Force Tree**  
 Supplier Set  Supplier Force Tree  
 #NGB State All

**Receiver Set or Force Tree**  
 Receiver Set  Receiver Force Tree

**LIN or NIIN Set**  
 LINs  NIINs

PSD Type:  PSD Status:

Vetting Status:  Vetting Level:

Is Pass Through:  PSD Priority:

Color Coding (click a range to edit)

Delinquent PSDs				Current PSDs			
>90 days	61 to 90 days	31 to 60 days	1 to 30 days	0 to 30 days	31 to 60 days	61 to 90 days	>90 days

Figure 5: Report for PSDs past their suspense

**PSD Filter Options**

Search:

Active: (2) PSD Status, Vetting Status

PSD Status:

Suspense Date Range: Start:  Finish:

Vetting Status:

From Supply Set:

Clear Selection

- #NGB D.C SET (53)
- #NGB\_MD\_AVN\_1297TH\_729THWP0RAA (1)
- All Active no NGB (25817)
- \_NGB ALL (6231)
- \_NGB HQDA All Minus NGB (23161)
- #NGB All FRU Donor (4241)
- #NGB FY18 All FRU (955)
- #NGB\_FL\_WPJFAA (1)

PSD Count: -  
 Maximum PSDs: 50,000 to Data Grid, 300,000 to Excel Export

## Directive Completion and PSD Closeout

1) All disposition directives derived from DST PSDs for redistribution of equipment in the ARNG will be executed in GCSS-Army as a lateral transfer and be processed through the losing and gaining State USPFO. Assets will be laterally transferred and divested in GCSS-Army in accordance with applicable regulations.

2) Processing procedures for lateral transfers include the requirement of the losing unit to bring materiel to Technical Manual (TM) 10/20 maintenance standard and fill all components of end items (COEI), basic issue items (BII), as well as sets, kits, and outfit (SKO) shortages prior to executing a lateral transfer within GCSS-Army. 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.

3) The losing unit will provide documentation to accompany the equipment including: the lateral transfer directive provided with the 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), and a completed DA Form 3161. Upon completion of all processing to ready the equipment for transfer, the losing unit will coordinate with the USPFO SSA to arrange shipment of the equipment to the gaining State.

4) The losing unit will process a lateral transfer transaction document number in GCSS-Army only when all equipment processing is complete, and the USPFO SSA is ready to receive the item for shipment. 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 Commercial Transportation Office (CTO). Equipment will be processed for shipment to the gaining State USPFO SSA address listed in the lateral transfer directive.

5) 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 & 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 6b.

6) Upon receipt of materiel by the gaining USPFO, the SSA representative will verify items by completing block 19 of DD Form 1149 for the acceptance and transfer of materiel. When complete, the SSA representative will 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. **Gaining units or activities will post the equipment on the property book within 30 calendar days upon receipt of equipment from the USPFO SSA to complete the lateral transfer process.**

7) 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 repair parts. Reimbursement of labor repair costs only applies to DOD components, other federal agencies and the public outside of the ARNG. Joint technical inspections are encouraged for all lateral transfers contingent on funding availability.

8) The gaining unit submits a discrepancy report through their DCSLOG and USPFO to the losing States 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 States DCSLOG or USPFO also submits a copy of the discrepancy report to the ARNG LGS mailbox at **ng.ncr.ngb-arng.list.nggb-arng-ilz-ils-e-item-mgr@mail.mil**

9) Discrepancy reports must include technical inspection documentation with parts, COEI, and BII to bring the materiel to TM 10/20 standard. States 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 States to issue a MIPR, WBS, or otherwise correct the TM 10/20 deficiency, will result in a redistribution of Annual Funding Program for the next fiscal year from the losing to gaining States in the dollar amount documented in the discrepancy report.

b. The UPSFO SSA will not accept turn-in of Procurement of Equipment & Missiles Army (PEMA) funded materiel from command customers who do not possess a directive issued by ARNG-LGS, ASC, or applicable Life Cycle Management Command (LCMC). Items in the DST Item Catalog with National Stock Number (NSN) listed with Master Divestiture List (MDL) instructions must also have a directive derived from a DST PSD and approved by ACOM before this materiel may be turned in and processed to Defense Logistics Agency Disposition Services.

PEMA funded materiel on hand in the SSA:

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 ACOM for redistribution, turn-in, or divestiture decisions.

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.

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). Army Worldwide Transportation (AWT formally known as SDT) costs for lateral transfers and turn-ins will be paid by AWT funds at losing States unless otherwise noted in disposition instructions.

## Disposition Instructions

ARNG-LGS will forward processed disposition instructions and ASC issued disposition instructions upon receipt to State USPFO and G4 DST email distribution lists. States are responsible for ensuring that the email address sets are up to date with current POCs.

PSDs on excess will be processed for all items listed in the DST LIN Catalog as Master Divestiture List (MDL) through ARNG-LGS. Army Sustainment Command or LCMC will issue directives according to the Auto Disposition feature in the DST Item Catalog for NIINs requiring vetting. **All other disposition instructions, no matter the equipment, will be provided by ARNG-LGS.**

Within NIIN Properties, if a NIIN has auto disposition and vetting required set as "yes", auto disposition will not be provided until vetted by ASC. Within NIIN properties, if a NIIN has auto disposition and vetting required set as "no", auto disposition will be provided by ACOM. **No DST Planner below ACOM (ARNG-LGS) is authorized to cut disposition for equipment.** Units will not turn in equipment directly to DLA-DS or DEPOT. All ARNG units will turn in all property to the USPFO SSA. Consult DA PAM 710-2-1, DEC 16, Chapter 3 for further guidance.

## Pass-through Disposition Instructions

The pass-through capability was created exclusively for ASC to allow COMPO 1 units to be immediately relieved of accountability at the time equipment is transferred to the Logistics Readiness Center (LRC). When ASC vetting is required, the pass-through capability will be used to provide ARNG disposition instructions for cross-COMPO lateral transfers and turn-in PSDs. For lateral transfers going cross-COMPO, ASC will issue directions from ARNG unit to USPFO UIC and then from USPFO UIC to external COMPO. For Turn-ins that require ASC vetting they will provide instructions going from ARNG UIC to ARNG SSA RIC with pass-through to DLA-DS or DEPOT. Equipment already residing in the appropriate USPFO UIC/RIC does not require an additional pass-through PSD. ARNG-LGS is unable to provide disposition instructions for internal moves using the pass-through capability.

## Disposition for Organization Clothing and Individual Equipment (OCIE) in DST.

OCIE is accounted for in the Central Issue Facility-Installation Support Module (CIF-ISM). Items that are on the unit property book should be transferred immediately. If an item is unserviceable, it will not be processed through DST. The item will be turned in to the CIF who will then request disposition through the ARNG G4 OCIE team.

## Redistribution of Single Stock Funded (SSF) Items

Redistribution of stock funded items provides approximately \$10M dollars a year in cost avoidance for ARNG forces; however, it may not be economically feasible to redistribute all stock funded materiel and equipment. Stock funded items in condition code A or B and costing more than the amount to process and ship may be redistributed to other States. Stock funded items that meet the requirements for the business rules of DST will be turned in through DST.

States can request SSF equipment using the SSF Excess request Template and email to NGB-ARNG LGS mailbox at [ng.ncr.ngb-arng.list.nggb-arng-ilz-ils-e-item-mgr@mail.mil](mailto:ng.ncr.ngb-arng.list.nggb-arng-ilz-ils-e-item-mgr@mail.mil). This form can be found in the DST document library on GKO:

<https://gko.portal.ng.mil/arng/q4/D03/B07/DST/Documents/Forms/AllItems.aspx>

SSF excess will be processed as Turn-In (Virtual) PSDs and referred to higher DST role levels for vetting (Brigade, Division, Corps) IAW local policies for possible redistribution within the States. Once the State validates SSF Turn-In PSD as excess, ARNG-LGS will vet to States that have sent requests using the process outlined above. All excess SSF items not requested for redistribution twenty calendar days after excess validation by the losing State will receive turn-in disposition instructions from ACOM.

States should establish the following notifications in DST to monitor SSF excess Turn-Ins and Lateral Transfers. ARNG-LGS created and maintains the LIN Set #NGB\_SF\_All which captures all SSF LINs for possible redistribution. Ensure this LIN set is utilized in all SSF notifications. Follow the below procedures to meet all requirements for proper SSF processing.

SSF State Vetting Open Turn-In (Virtual) PSDs: This notification allows the State to monitor vetting open SSF PSDs still being vetted within the State at every vetting level (Unit, Brigade, Division, Corps).

Corps must validate SSF Turn-In PSDs are excess to the State with a feedback note that contains: Feedback Type: Concur. Vetting Level: ACOM.

**Notes: Enter the following statement at a minimum:**

**Excess to (Name of States)**  
**Condition code (X)**  
**Name, email, phone number**

LGS will allow nineteen (19) calendar days to receive requests of SSF Turn-in PSDs. On the twentieth (20) day, ARNG-LGS will select the requesting unit(s) with the lowest shipping costs. Next, ARNG-LGS will edit and change the Turn-In to a Lateral Transfer and email the disposition directive to both the losing and gaining USPFOS for execution. If no State requests SSF excess after twenty (20) calendar days, ARNG-LGS will provide disposition instructions. **SSF equipment must be transferred from unit to unit to avoid capitalization costs.**

## **Equipment Pass Backs for Mobilizing Units**

The ARNG Mobilization Equipping Tool (AMET) Pass Back process provides sourcing solutions for mobilizing units. All other requests such as Operational Needs Statements (ONS) are done through the Equipment Common Operating Picture (ECOP) system. The primary difference between the ARNG AMET process and the ONS process in ECOP is that an ONS requires validation/authorization and sourcing. Equipment requested in AMET has already been validated/authorized and therefore only requires sourcing solutions to fill shortages.

AMET is the current tool used to facilitate pass back redistribution efforts. The procedures are found on the ARNG-LGO GKO page at

<https://gkoportal.ng.mil/arng/G4/D03/B05/AMET/SitePages/Home.aspx> for ARNG CBRNE CERFP, mobilizing, and HRF units.

a. The J4/DCSLOG/G4 or USPFO level representatives will submit pass backs. Access to the portal is limited to action officers at that level.

b. ARNG-LGO will validate equipment requirements listed on Pass back spreadsheet and will pass validated requirement(s) to ARNG-LGS for redistribution to the deploying unit using DST. Losing and gaining USPFO (Corps) will vet redistribution decisions in support of validated pass backs before ARNG-LGS publishes directive(s).

c. Prior to submitting pass back requirements, the State must first cross-level equipment to meet the deploying unit's requirements. Cross-leveling must also be completed for any ARNG CBRNE CERFP and HRF requirements before submitting pass back requests.

## DST Help and Resources

Users will contact experts within their chain of command and ARNG-LGS for local training and routine issues. Users should not contact LDAC directly with issues. ASC is the executing agent and should mitigate all issues/concerns with DST.

There are two avenues for assistance:

a. Training is available via DCO. Users can access the LDAC website [https://www.LDAC.army.mil/training/liw\\_training-dst.cfm](https://www.LDAC.army.mil/training/liw_training-dst.cfm) and register for training.

b. Users may request assistance with DST from ARNG-LGS at the hot button “Decision Support Tool.”

Link: <https://gkoportal.ng.mil/arng/G4/D03/B07/DST/SitePages/Home.aspx>.

ARNG-LGS Item Management team has a page with additional resources in the GKO Portal.

Link: [https://gko.portal.ng.mil/arng/g4/D03/B07/Item\\_Managers/SitePages/Home.aspx](https://gko.portal.ng.mil/arng/g4/D03/B07/Item_Managers/SitePages/Home.aspx)

Item Management Library

Link: [https://gko.portal.ng.mil/arng/g4/D03/B07/Item\\_Managers/Documents/Forms/AllItems.aspx](https://gko.portal.ng.mil/arng/g4/D03/B07/Item_Managers/Documents/Forms/AllItems.aspx)

DST Document Library

Link: <https://gko.portal.ng.mil/arng/g4/D03/B07/DST/Documents/Forms/AllItems.aspx>

State LMI Primary/Alternate POCs

Link:

[https://gko.portal.ng.mil/arng/g4/D03/B07/Item\\_Managers/Lists/LMILeadAltPOC/AllItems.aspx](https://gko.portal.ng.mil/arng/g4/D03/B07/Item_Managers/Lists/LMILeadAltPOC/AllItems.aspx)