



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

9 October 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction (LOI) Lead Material Integrator (LMI) Decision Support Tool (DST) Excess Management – FY20 REVISION

1. REFERENCES.

a. White Paper, ARNG G4, subject: Implementation of Lead Material Integrator (LMI) Decision Support Tool (DST), 14Aug14. (Appendix A)

b. Handbook, NGB, Lead Material Integrator (LMI) Decision Support Tool (DST), VERSION Final, 1Apr19. (Appendix B)

c. Slides, LMI-DST-User Registration. (Appendix C)

d. Slide, NIIN Inclusion/Exclusion Business Rules (Appendix D)

2. PURPOSE. This LOI provides guidance to Property Book Officers (PBOs) regarding the NGB policies for Excess Management utilizing the DST tool.

3. GENERAL. Lead Material Integrator – Decision Support Tool (LMI-DST) was released by the Army Materiel Command's Logistics Support Agency (LOGSA) on 15 Dec 11 to lead Army materiel stakeholders through the planning and execution of materiel distribution and redistribution.

a. The LMI-DST allows ARNG materiel stakeholders across commands to electronically staff the movement of materiel with coordinating comments and "vetting" windows resulting in disposition instructions. LMI-DST tracks actions from initiation to completion.

b. Reference 1a above provides NGB policy change in the planning, equipping and sustainment of the ARNG utilizing the DST tool for managing our equipment.

c. Reference 1b above is the updated NGB Handbook which provides ARNG specific instruction on DST processing to include pass backs for mobilization using AMET.

MNPF-SS

SUBJECT: Letter of Instruction (LOI) Lead Material Integrator (LMI) Decision Support Tool (DST) Excess Management – FY20 REVISION

d. Reference 1c above provides step by step instructions on how to request access to the DST application in LIW.

e. Reference 1d above provides the Business Rules for NIIN inclusion and exclusion for reporting in DST.

#### 4. BACKGROUND.

a. July 2014 – NGB Pilot Program began with MS & MO ARNG. Lesson learned; implement DST to Property Book level.

b. November 2014 – NGB established “train the trainer” opportunities at Rock Island Arsenal for USP&FO, DCSLOG and FIRO key personnel.

c. December 2014 & January 2015 – six personnel traveled to RIA and completed the resident training.

d. 20-21 January 2015 – Property Management Branch and DOL representatives were trained at home station on DST. We currently have five active users on DST.

e. 26 February 2015 – provided PBOs an overview of DST.

f. 30 April 2015 – OSCAR and TOPS system will no longer be utilized.

g. May 2015 –Warehouse (GCSS-A) equipment excess added to DST for disposition actions. Stock funded equipment will now be vetted in DST.

h. April 2016 – PBUSE converted to GCSS-A Wave 2 which interfaces with DST.

i. October 2017 – LIW DST on-line training no longer required.

j. May 2019 – NGB published new DST Handbook.

#### 5. ACCESS REQUIREMENTS.

a. The DST application resides in the Logistics Information Warehouse (LIW) program. All Property Book Officers (PBOs) must have an LIW account to access DST.

b. DST access permissions are controlled by User Roles, Command Level and Force Access Set (Supply Set).

MNPF-SS

SUBJECT: Letter of Instruction (LOI) Lead Material Integrator (LMI) Decision Support Tool (DST) Excess Management – FY20 REVISION

c. The LMI Lead POC for the state will register DST users via NGB GKO DST link. This information will be used by LOGSA Access Administrators to determine approval for roles and permissions (Role, Level, and Force Supply Sets). LOGSA will not react to a DST user request without this step completed.

d. Once input to GKO, the LMI POC will notify the user via email to complete the LIW User Registration Procedures to request access to DST.

e. Ensure the LMI DST User Registration instructions in Appendix C are followed to request access to the LMI-DST production site.

## 6. COORDINATING INSTRUCTIONS.

a. All Force Access Sets (Supply Sets) have been built for each NYARNG PBO and are named using NGB standardized naming conventions as follows:

- (1) #NGB\_NY\_27BCT
- (2) #NGB\_NY\_42<sup>ND</sup>\_AVN
- (3) #NGB\_NY\_42<sup>ND</sup>\_DIV
- (4) #NGB\_NY\_53\_153
- (5) #NGB\_NY\_53\_53
- (6) #NGB\_NY\_53<sup>RD</sup>\_369<sup>TH</sup>
- (7) #NGB\_NY\_53<sup>rd</sup>\_53\_369
- (8) #NGB\_NY\_JFHQ
- (9) #NGB\_NY\_PFO
- (10) #NGB\_NY\_PFO\_WHSE

b. All Email groups have been built for each NYARNG PBO and are named using NGB standardized naming conventions as follows:

- (1) #NGB\_NY\_153<sup>RD</sup> TC
- (2) #NGB\_NY\_27<sup>TH</sup> BCT
- (3) #NGB\_NY\_369<sup>TH</sup>
- (4) #NGB\_NY\_42<sup>ND</sup> CAB
- (5) #NGB\_NY\_42<sup>ND</sup> DIV
- (6) #NGB\_NY\_G4\_DISTRO
- (7) #NGB\_NY\_JFHQ PBO
- (8) #NGB\_NY\_USP&FO (Used by NGB and ASC to email PSD memos)

c. Supply Set Hierarchy for Vetting Proposed Sourcing Decisions.

MNPF-SS

SUBJECT: Letter of Instruction (LOI) Lead Material Integrator (LMI) Decision Support Tool (DST) Excess Management – FY20 REVISION

<u>OFFICE</u>	<u>VETTING LEVEL</u>	<u>APPROVAL LEVEL</u>
Army Spt Cmd	ASC	Highest Level in DST Hierarchy
NGB	ACOM/ASCC/DRU	Highest Level in NGB Hierarchy
USPFO	CORPS/MSE/TSC	Highest Level in NYARNG
DCSLOG	DIV	Next Level
PBO	BDE	Lowest Level

## 7. DST EXCESS PROCEDURES.

a. All excess at PBO level, to include stock funded equipment and Automatic Disposal Items (ADL), will be monitored and vetted thru DST using above Vetting Hierarchy. Do not go above the next level in the hierarchy chain to request disposition.

b. Follow procedures established in the NGB LMI-DST Handbook, Appendix B.

(1) Lateral Transfers within a PBO Supply Set will be DST approved at the BDE (PBO) level. The DST Proposed Sourcing Decision (PSD) directives will be emailed to the affected units and both the USP&FO and G4 mail group will be copy-furnished.

(2) Excess outside of a PBO Supply Set will be vetted by the DIV (DCSLOG) level first.

(3) The USP&FO warehouse will no longer accept turn-in of major end items without a PSD directive with disposition instructions. **Exceptions** are those Line Item Numbers (LINs) listed in DST as **NOT** requiring "DST Vetting". These items are usually Master Divestiture List and are authorized for USP&FO disposition to local Defense Logistics Agency-Disposition Services (DLA-DS) (formerly DRMO). A screen shot of the DST NOT requiring "DST Vetting", with the turn in will assist in expediting the process.

(4) Stock funded procedures are listed in para Redistribution of Single Stock Funded Items on page 18 of the handbook.

c. We will follow equipment transfer and turn-in guidance as published in the NGB Handbook, Directive Completion and PSD Closeout para on page 15.

(1) All PSD directed lateral transfers, outside of your GOCOM, include the requirement of the losing unit to bring materiel to Technical Manual (TM) 10/20 maintenance standards to include filling all shortages. Inspection and inventory documentation will accompany equipment at the time of shipment.

MNPF-SS

SUBJECT: Letter of Instruction (LOI) Lead Material Integrator (LMI) Decision Support Tool (DST) Excess Management – FY20 REVISION

(2) Item Unique Item Identification (IUID) registration and marking must be completed before equipment is processed for lateral transfer actions.

(3) The following documentation must accompany the equipment to be transferred:

(a) The Lateral Transfer Directive derived from the DST PSD.

(b) Supporting Technical inspection documentation (DA Form 461-5, DA Form 2404). As per NGB and TACOM guidance, ADL vehicles also require the DA Form 461-5.

(c) Inventory documentation if applicable (DA Form 2062).

(d) Completed GCSS-A DA 3161, lateral transfer signed by losing unit.

(4) The losing unit will coordinate with the USP&FO warehouse to schedule turn-in of equipment to be transferred.

(5) The warehouse will coordinate with the Commercial Transportation Office to arrange shipment of the equipment to the gaining state/entity to include Commercial Bill of Lading (CBL) submission.

(6) The losing unit PBO will process the lateral transfer in GCSS-A when the USP&FO warehouse is ready to ship the equipment. The USP&FO warehouse representative will receipt for the equipment by stamping and middle-block signing of the DA 3161.

(7) All BII and COEI will be crated, banded and secured to prevent loss or pilferage during shipment.

d. All incoming lateral transfers from other states/entities will be received in the USP&FO warehouse.

(1) 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.

(2) If less than 10/20, we will work with losing state for MIPR \$\$.

MNPF-SS

SUBJECT: Letter of Instruction (LOI) Lead Material Integrator (LMI) Decision Support Tool (DST) Excess Management – FY20 REVISION

(3) Gaining units will post the equipment in the property book within 30 calendar days upon receipt of equipment from the USP&FO warehouse.

e. All GCSS-A transactions are sent to DST, Asset Visibility is updated daily. Incoming and Outgoing DST Tracking Reports will be sent to the PBOs by the undersigned bi-weekly. Close out of completed PSDs will be performed in DST-SM. PBOs can close out via Transaction Matching in DST-SM as follows.

(1) Turn-ins: Losing activity document number closes out PSD.

(2) Lateral Transfer: Gaining activity document number closes out PSD.

e. The Excess Process Action Team (PAT), which includes PBOs and GOCOM G4 members, will continue to meet quarterly to review DST progress and the NY Excess Report.

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

FOR THE USP&FO for New York:

DEBORAH M. HOLSER  
Supply Management Officer

DISTRIBUTION:  
PBOs  
GOCOM G-4s  
MNL