



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

MNPF-SS

21 November 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction (LOI) Lead Material Integrator (LMI) Decision Support Tool (DST) Excess Management – FY23

1. REFERENCES.

- a. Handbook, ARNG, Lead Material Integrator (LMI) Decision Support Tool (DST), Handbook Final, Jul22. (Appendix A)
- b. Slides, IDM DST SAAR-User Registration. (Appendix B-1, B-2)
- c. Slide, NIIN Inclusion/Exclusion Business Rules (Appendix C)
- d. Flowchart, MNL, DST Process Map (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 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 is the updated NGB Handbook which provides ARNG specific instruction on DST processing to include processing Master Divestiture List (MDL) equipment and visibility of incoming equipment being fielded with Mission Support Plans (MSPs).

- c. Reference 1b above provides step by step instructions on how to request access to the DST application in AESIP.

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

e. Reference 1d above provides the timelines for identifying and reporting excess to include obtaining condition code technical inspections from supporting shops.

4. ACCESS REQUIREMENTS.

a. The DST application resides in the Army Enterprise Portal (AESIP). All Property Book Officers (PBOs) and PBO clerks must have an AESIP Enterprise Basic account to access DST.

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

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

5. 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_42ND_AVN
- (3) #NGB_NY_42ND_DIV
- (4) #NGB_NY_53_153
- (5) #NGB_NY_53_53
- (6) #NGB_NY_53RD_369TH
- (7) #NGB_NY_53rd_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_153RD TC
- (2) #NGB_NY_27TH BCT
- (3) #NGB_NY_369TH
- (4) #NGB_NY_42ND CAB

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- (5) #NGB_NY_42ND 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.

OFFICE	VETTING LEVEL	APPROVAL LEVEL
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 Master Divestiture List (MDL) items, 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 A.

(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.

(4) Ensure the timelines established in Appendix D, DST Process Timelines are followed.

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

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(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.

(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 DST APPROVED Lateral Transfer Directive MEMO derived from the DST PSD.

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

(c) Inventory documentation if applicable (DA Form 2062) component sub hand receipt (GCSS-A BOM).

(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 (PGI) 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.

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(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 \$\$.

(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.

f. 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.

FOR THE USP&FO for New York:

DEBORAH M. HOLSER
Supply Management Officer

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