

Training and Logistics

Inactive Duty Training and Annual Training Equipment Requirements

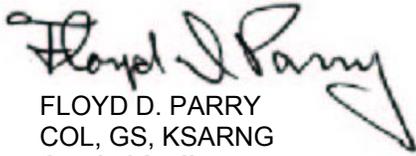
By Order of the Adjutant General:

JONATHAN P. SMALL
 Brigadier General, KSARNG
 Commander, KSARNG

History. This printing publishes a new KSARNG SOP.

Summary. This SOP prescribes KSARNG policy for the loan and borrowing of KSARNG equipment. This publication provides KSARNG units standards for FORSCOM Form 156-R submission and processing. It will be used in conjunction with other applicable KSARNG, NGB, and Army directives.

Official:



FLOYD D. PARRY
 COL, GS, KSARNG
 Chief of Staff

Suggested Improvements. The proponent of this publication is the Director of Training and the Director of Logistics. Users are invited to send comments and suggested improvements to The Adjutant General's Department, ATTN: AGKS-DOL, 2800 SW Topeka Blvd, Topeka, KS 66611-1287.

Distribution: A

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
Chapter 1 – Introduction		
Purpose-----	1-1	3
Scope-----	1-2	3
References-----	1-3	3
Chapter 2 – Internal Duties and Responsibilities		
United States Property and Fiscal Office for Kansas-----	2-1	3
Directorate of Plans Operations and Training-----	2-2	3
Major Subordinate Commands (Includes KSRTI) -----	2-3	3
Battalions-----	2-4	3
Companies/Batteries-----	2-5	3
Chapter 3 – External Duties Responsibilities		
Kansas Air National Guard Elements-----	3-1	3
ARNG/State Headquarters-----	3-2	4
USAR Major Subordinate Commands-----	3-3	4
Active Component Installations-----	3-4	4
Other Reserve Component Units (USNR, USMCR, & USCGR)-----	3-5	4
Chapter 4 – Procedures for Kansas Army National Guard Units		
Company-----	4-1	4
Battalion-----	4-2	4
MSC/KSRTI-----	4-3	4
Chapter 5 – Procedures for Other Army National Guard Units		
Procedures-----	5-1	5
Costs-----	5-2	5

Chapter 6 - Procedures for United States Army Reserve

Procedures-----	6-1	5
Costs-----	6-2	5

Chapter 7 - Procedures for Active Component Installations

Procedures-----	7-1	5
Costs-----	7-2	6

Chapter 8 - Procedures for Other Reserve Component Elements

Procedures-----	8-1	6
Costs-----	8-2	6

Appendixes

A - Time line for submission -----		7
B - FORSCOM Form 156-R Flowchart -----		8
C - Memorandums of Agreement (MOA) -----		9
D - FORSCOM Form 156-R Completion Instructions -----		10

Figures

C-1 - Sample Memorandum of Agreement -----		9
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Chapter 1 Introduction

1-1. Purpose. This SOP establishes policies and procedures for the borrowing of Kansas Army National Guard equipment.

1-2. Scope. This SOP pertains to all organizations internally and externally which borrow and loan equipment dealing with the Kansas Army National Guard.

1-3. References.

- a. AR 700-131, Loan and Lease of Army Materiel
- b. FORSCOM Regulation 350-12, Procedures for Tasking and Support from FORSCOM Installations and Units
- c. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level

Chapter 2 Internal Duties and Responsibilities

2-1. United States Property and Fiscal Office for Kansas.

- a. Receives validated FORSCOM Form 156-R (Annual Training Equipment Requirements) from DPOT-T and cross-levels property.
- b. Develops equipment tasking for MSC.
- c. Develop memorandum of agreement if required.
- d. Coordinates with DOM for CL IX MIPR requirement.
- e. Submits tasking to MSC and to DPOT-T.
- f. Coordinates unsupported requirements with DPOT-T.

2-2. Directorate of Plans Operations and Training

- a. Confirm and validate requirement against Unit Training Plan
- b. Approve or disapprove requirement
- c. Approved requirement submitted USP&FO/DOL
- d. Disapproved requirement returned to MSC for further justification

2-3. Major Subordinate Commands (Includes KSRTI)

- a. G3/S3 validate training (equipment) requirement against YTC/ATP
- b. G3/S3 validate MTOE authorization
- c. G3/S3 prepare justification endorsement
- d. G4/S4 cross-level requirement with MSC property on hand parent level listing
- e. G4/S4 validates FORSCOM Form 156-R for submission to DPOT

2-4. Battalions

- a. S3 validate training (equipment) requirement against YTC/ATP
- b. S3 validate MTOE authorization
- c. S3 prepare justification cover letter
- d. S4 cross-level requirement with BN EOH
- e. S4 prepare and submit FORSCOM Form 156-R for submission to MSC

2-5. Companies/Batteries. Determine any equipment requirements for training that are not on hand.

Chapter 3 External Responsibilities

3-1. Kansas Air National Guard Elements must use KS SOP 700-131

- a. Executive Support Officer KANG submits requests to Chief of Staff, KSARNG.
- b. Chief of Staff, KSARNG receives request from KSANG and forwards to DPOT and USP&FO.

- c. DPOT responsibilities: These responsibilities are the same with all types of the following elements.
 - (1) DPOT reviews requests and checks for conflicts within KSARNG.
 - (2) Upon completion of review DPOT submits to USP&FO for tasking to MSC.
- d. USP&FO Responsibilities: These responsibilities are the same with all types of the following elements.
 - (1) USP&FO receives validated request from DPOT-T
 - (2) Cross-levels property for equipment tasking.
 - (3) Contacts borrowing unit's higher HQ for MIPR & MOA POC
 - (a) After MOA execution and MIPR Receipt USP&FO develops tasking to MSC
 - (b) Coordinates with DOM for CL IX MIPR requirement.
 - (c) Submits tasking to supporting MSC and furnishes a copy of tasking to DPOT-T.
 - (d) Coordinates any unsupported requirements with DPOT-T.

3-2. ARNG/State Headquarters. STARC Chief of Staff. Submits request to Chief of Staff KSARNG. Chief of Staff, KSARNG, receives request from STARC and forwards to DPOT and USP&FO.

3-2. USAR Major Subordinate Commands

- a. Submits request to Chief of Staff KSARNG.
- b. Chief of Staff, KSARNG. Receives request from USARC and forwards to DPOT and USP&FO

3-4. Active Component Installations

- a. Appropriate RCSD. Submits request to Chief of Staff KSARNG.
- b. Chief of Staff, KSARNG. Receives request from RCSD and forwards to DPOT and USP&FO

3-5. Other Reserve Component Units (USNR, USMCR, & USCGR) must use KS SOP 700-131

- a. RC Major Command. Submits request to Chief of Staff KSARNG.
- b. Chief of Staff, KSARNG. Receives request from RC Major Command and forwards to DPOT and USP&FO

Chapter 4

Procedures for Kansas Army National Guard Units

4-1. Company

- a. Companies will review YTC/ATP and determine training (equipment) requirements.
- b. Submit request for shortages identified, on FORSCOM Form 156-R, to battalion with company commander signature to meet timeline in Appendix A.

4-2. Battalion

- a. Battalion S3 will validate training (equipment) requirement against YTC/ATP and MTOE authorization. The S3 will approve or disapprove the requirement. Upon S3 approval the request is forwarded to the S4 for resourcing.
- b. Battalion S4 will review equipment on hand within the battalion to determine if request can be resourced. If a requirement **can be resourced**, a unit within the battalion will be tasked to provide equipment. If resourcing **cannot** be accomplished, the S4 will prepare a consolidated FORSCOM Form 156-R, with all requirements unable to be resourced at the battalion level. The 156-R is forwarded to the Battalion S3 for justification, endorsement, and Battalion Commander signature. The FORSCOM Form 156-R is then forwarded to next higher HQ.

4-3. MSC/KSRTI

- a. MSC/KSRTI S3 will validate training (equipment) requirement against YTC/ATP and MTOE authorization. The S3 will approve or disapprove the requirement. Upon S3 approval the request is forwarded to S4 for resourcing.
- b. MSC/KSRTI S4 will review equipment on hand within the MSC/KSRTI to determine if the request can be resourced. If a requirement can be resourced, a battalion within the organization will be tasked to provide equipment. If resourcing cannot be accomplished, the S4 will prepare a consolidated FORSCOM Form 156-R, with all requirements unable to be resourced at the MSC level. The FORSCOM Form 156-R is forwarded to the MSC/KSRTI S3 for justification endorsement, and then

forwarded to AGKS-DPOT-T with an informational copy sent to USPFO-DOL. All procedures need to be accomplished in accordance with the timeline in Appendix A.

Chapter 5

Procedures for Other Army National Guard Units

5-1. Requests for equipment from other Army National Guard units in other states should be submitted to the Chief of Staff, KSARNG in writing, to arrive NLT 90 days prior to need and must include the following information:

- a. Completed FORSCOM Form 156-R.
- b. Name and address of individual who will sign the hand receipt.
- c. Complete shipping address, including DODAAC, where equipment is to be shipped.
- d. Detailed justification for loan to include urgency of need.
- e. Duration of loan.
- f. Accounting classification code for funds to defray transportation, handling, and any repair costs that maybe needed upon return of equipment. See paragraph 5-2.
- g. Serviceability requirements.
- h. Additional instructions for delivery of equipment.

5-2. The borrower will pay all costs associated with the loan or lease. These costs include transportation, packing, crating, handling, delivery and return of the item. At the time of return of the item, the recipient is required to pay any costs necessary to restore the item to its original condition or pay for any item that is lost, or not returned within the approved period of the loan or lease.

Chapter 6

Procedures for United States Army Reserve

6-1. Requests for equipment from the Army Reserve are submitted in writing to the Chief of Staff, KSARNG, to arrive NLT 90 days prior to the date material is required and must include the following information:

- a. Completed FORSCOM Form 156-R.
- b. Name and address of individual who will sign the hand receipt.
- c. Complete shipping address, including DODAAC, where equipment is to be shipped.
- d. Detailed justification for loan to include urgency of need.
- e. Duration of loan.
- f. Accounting classification code for funds to defray transportation, handling, and any repair costs that may be needed upon return of equipment. See paragraph 6-2.
- g. Serviceability requirements.
- h. Additional instructions for delivery of equipment.

6-2. The borrower will pay all costs associated with the loan or lease. These costs include transportation, packing, crating, handling, delivery and return of the item. At the time of return of the item, the recipient is required to pay any costs necessary to restore the item to its original condition or pay for any item that is lost, or not returned within the approved period of the loan or lease.

Chapter 7

Procedures for Active Component Installations

7-1. Loan requests for materiel from an Army activity. Request is made through the supporting Reserve Component Support Division to the Chief of Staff, KSARNG. Routine requests for loan of equipment will be sent in writing 90 days prior to the date that the materiel is required. The request will include the following:

- a. Completed FORSCOM Form 156-R.
- b. Name and address of individual who will sign the hand receipt.
- c. Complete shipping address, including DODAAC, where equipment is to be shipped.
- d. Detailed justification for loan to include urgency of need.
- e. Duration of loan.

- f. Accounting classification code for funds to defray transportation, handling, and any repair costs that may be needed upon return of equipment. See paragraph 7-2.
- g. Serviceability requirements.
- h. Additional instructions for delivery of equipment.

7-2. The borrower will pay any and all costs associated with the loan or lease. These costs include transportation, packing, crating, handling, delivery and return of the item. At the time of return of the item, the recipient is required to pay any costs necessary to restore the item to its original condition or pay for any item that is lost, or not returned within the approved period of the loan or lease.

Chapter 8

Procedures for Other Reserve Component Elements

8-1. Requests for materiel from reserve components other than Army, are submitted in writing to the Chief of Staff, KSARNG, to arrive NLT 90 days prior to the date material is required and must include the following information:

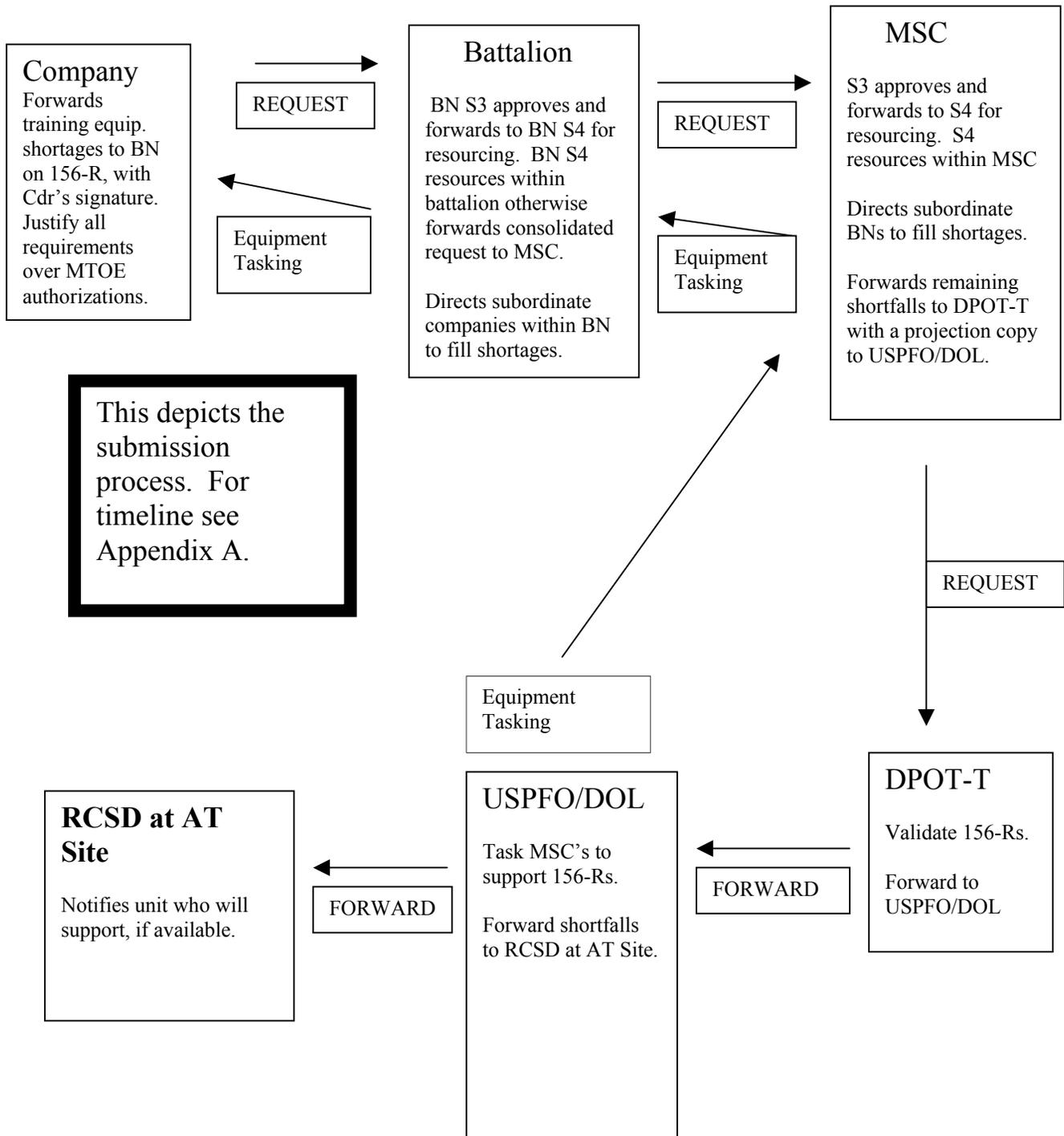
- a. Requesting activity (full organizational name).
- b. Name and address of individual who will sign the hand receipt and Memorandum of Agreement.
- c. Complete shipping address, including DODAAC, where equipment is to be shipped.
- d. Complete identification of materiel to include NSN/LIN, as appropriate, and quantity required.
- e. Detailed justification for loan to include urgency of need.
- f. Duration of loan.
- g. Accounting classification code for funds to defray transportation, handling, and any repair costs, that may be needed upon return of equipment. See paragraph 8-2.
- h. Serviceability requirements.
- i. Additional instructions.

8-2. The borrower will pay all costs associated with the loan or lease. These costs include, transportation, packing, crating, handling, delivery and return of the item. At the time of return of the item, the recipient is required to pay any costs necessary to restore the item to its original condition or pay for any item that is lost, or not returned within the approved period of the loan or lease.

Appendix A
Time Line for SubmissionANNUAL TRAINING SUSPENSE DATES FOR CLASSES OF SUPPLY

	INITIAL	FINAL
Class I	90 days	21 days
Class II	120	30
Class III	120	30
Class IV	120	45
Class V	(send to DPOT)	
Class VI	120	30
Class VII (156 R)	210	90
Class VIII	180	60
Class IX	(send DOM)	

Appendix B
FORSCOM Form 156-R Flowchart



**Appendix C
Memorandums of Agreement (MOA)**

C-1. Upon approval of FORSCOM Form 156-R (Annual Training Equipment Requirements) and before shipment or issue of the materiel, the USPFO-DOL will develop a written memorandum of agreement. The agreement will cite any and all costs, which the borrower will be responsible.

C-2. Memorandum of agreements will be held by the issuing activity until termination and final settlement of each loan.

C-3. When the borrowing agency's authorized representative is transferred, etc., the lending agency must be notified in writing to include the replacement's name, title, and telephone number. In any case, the borrowing agency remains responsible for the borrowed materiel.

MEMORANDUM OF UNDERSTANDING or MEMORANDUM OF AGREEMENT
BETWEEN
USPFO KANSAS AND USPFO ILLINOIS

SUBJECT: Equipment Support for Annual Training 99

1. Purpose. To identify the special requirements for Kansas to loan Illinois, 1/202 ADA, 20 each, PVS-7B, Night Vision Goggles for their AT period 18 Jun 99 through 2 Jul 99, Fort Riley, Kansas.
2. Reference. FORSCOM 156-R from 1/202 ADA, IL ARNG, dated 22 Dec 88.
3. Problem. This equipment cannot be approved without the MOA for repair and possible replacement. This equipment is classified as sensitive items and is new to our inventory. We have experienced extensive repairs due to improper usage and exposure to direct sunlight causing damage to the Image Intensifier Tubes. The replacement costs of these tubes is \$1,373.00.
4. Scope. The loaning state, Kansas agrees to loan 20 PVS-7Bs to the 1/202 ADA provided the conditions of paragraph 5 are met.
5. Understandings, agreements, support and resource needs.
 - a. USPFO of Illinois agrees to provide USPFO of Kansas a Class IX reimbursable MIPR of \$5,000 for possible NOD repair.
 - b. USPFO of Illinois agrees to MIPR OCE funds (Fedlog price) to USPFO of Kansas in the event of loss, or damage beyond repair, of any PVS-7Bs on loan to the 1/202 ADA.
6. Effective date: 15 Jun 99.

DENNIS L. ELLIOTT
COL, NGB
USPFO for Kansas

JOHN W. NEWMAN
COL, NGB
USPFO for Illinois

Figure C-1. Sample Memorandum of Agreement

Appendix D
FORSCOM Form 156-R Completion Instructions

Legend for Appendix D:

Block 1: Enter the organization preparing form, to include zip code and complete telephone number.

Block 2: Enter estimated Annual Training strength and Authorized strength.

Block 3: Unit Identification Code of Block 1.

Block 4: TOE/MTOE/TDA/MTDA number.

Block 5: Is this an original request? If not identify date of one this replaces.

Block 6: Does this request include more than one unit? If so list units consolidated.

Block 7: Distance, in miles, to Annual Training Site or equipment need site.

Block 8: Location of Annual Training or Site where equipment needed.

Block 9: Schedule dates for training.

Block 10: Date this form prepared.

Block 11: State or command to which unit preparing form assigned.

Block 12: Sequential number of items listed for need.

Block 13: Line Item Numbers of equipment requested.

Block 14: Nomenclature and National Stock Number of equipment needed. (Ensure correct and current with FEDLOG) Ensure that items that are components of Major End items or SKO's are not identified separately on 156-R's (Only the end item).

Block 15: Total authorized by authorization document. (TOE/MTOE/TDA/MTDA)

Block 16: Total quantity on hand at home station/unit.

Block 17: Total quantity required for Annual Training.

Block 18a-d: Self-explanatory.

Block 19: Actual quantity for that item that is short for training. Needs resourced.

Block 26: Self-explanatory. Source codes of who makes remarks are at the bottom of the form.

Block 27: Signed by commander or designated representative.