



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-CIO

30 August 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Process for Fielding DTTP/RCAS Assets to the ARNG and USAR

1. At the request of the Deputy Director, Army National Guard, the National Guard Bureau Internal Review Division (NGB-IR) conducted an audit of property accountability within the Distributive Technology Training Program (DTTP). NGB-IR included four states and 10 learning centers as part of their review. The audit had two objectives. The first objective was to determine if the recommendations for improvement by the process action team (directed by the Senior Level Steering Group) were implemented and whether those improvements were effective. The second objective was to determine the adequacy of management controls over the accounting and reporting of program equipment.
2. Results of the audit prompted changes to the process for fielding DTTP assets to the ARNG and USAR. The most notable changes include improved communication from the DTTP/RCAS Program Office to the USP&FOs and ensuring that USP&FOs are on site to receive and sign for equipment at delivery. These changes are key to proper accounting and reporting of program equipment.
3. The revised process, which includes fielding of RCAS assets, has been reviewed and approved by the NGB-PF and the USP&FO Council chair, and is provided in enclosure (1) for implementation. Request that you disseminate this process within your organizations and assist us in implementing this process immediately.
4. The AITS Program Office POC for this action is Lou Dinicolantonio, Chief, Life Cycle Support Division, RCAS/DTTP Program Office, 571-226-1708, lou.dinicolantonio@ngbcio.ngb.army.mil and Garvey Jones, Support Contractor, 571-226-1826, garvey.jones@ngbcio.ngb.army.mil. The J6 POC is Judy Peterson, 703-607-3369, judy.peterson.ngbcio.ngb.army.mil.

Encl

Maureen T. Lischke
MAUREEN T. LISCHKE
Chief Information Officer

NGB-CIO

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DISTRIBUTION:

NGB-PF

Each USPFO

Each DCSIM

Each DL POC

AITS (RCAS/DTTP PMO) GFE Deployment Process for ARNG and USAR

AITS PMO PA

- Sends Notification Memorandum to intended Command/unit, and USP&FO, or USAR PBO **approximately 30 days** prior to scheduled delivery date, via electronic and regular mail.
- Notification memorandum includes: (1) designated site(s) the GFE will be utilized, (2) equipment list(s), and (3) projected date(s) of delivery.

USP&FO/USAR PBO

- Within 5 days, confirms receipt of Notification Memorandum via electronic and regular mail to AITS Property Administrator (PA) and SRA with: (1) designated representative Name(s)/Phone Numbers(s) and, (2) location where equipment should be shipped.

SRA (Prime Contractor)

- Receives USP&FO shipping and receiving guidance, depicting site location GFE is to be shipped, and site representative POC designated to receive GFE, via DA Form 1687.
- Prepares DD-250(s) to be enclosed with the GFE shipment, and encloses the original AITS PMO PA Notification Memorandum, utilizing designation addresses and guidance provided by the USP&FO, further depicting respective USP&FO address in block 13, and site address in block 14 of the DD-250 where the GFE will be utilized.
- Tracks shipment from origin to destination via SRA or Vendor tracking number.

USP&FO/USAR PBO or Designated Representative at Site

- Once GFE is received, validates shipment by opening containers, signs Bill of Lading and DD-250 in block 22, and return both documents to **SRA within 3 days**, via electronic and regular mail.

SRA (Prime Contractor)

- Receives signed DD 250(s) and Bill of Lading(s), and submits completed invoice to AITS BMO for payment.