



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, NATIONAL TRAINING CENTER AND FORT IRWIN  
FORT IRWIN, CA 92310-5000

AFZJ-CG

23 MAY 12

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NTC Policy Letter 17, Excess Materiel Management and Reduction Policy

1. PURPOSE: To reinforce the Army and FORSCOM policy on property accountability standards as a basic supply discipline, and to require all NTC Commanders to provide oversight, technical supply and maintenance expertise required to identify, redistribute, and turn-in excess materiel.

2. APPLICABILITY: This policy applies to all military personnel, civilian employees, and applicants for employment at the National Training Center and Fort Irwin. This policy requires specific reporting and applies to all classes of supply.

3. REFERENCES:

- a. Army Regulation 710-2, Supply Policy below the National Level, 28 Mar 08.
- b. Army Regulation 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.
- c. Headquarters, Department of the Army (HQDA) ALARACT 037/2009, Subject: Consolidated HQDA Left Behind Equipment (LBE) Policy and Procedures (FOUO) 12 Feb 09.
- d. Headquarters, Department of the Army (HQDA) ALARACT 210/2010, Subject: EXORD 259-10 Campaign on Property Accountability (FOUO).
- e. Forces Command (FORSCOM) Policy Memo 11, Forces Command (FORSCOM) Excess Materiel Management and Reduction Policy, 6 Feb 2012.

4. GENERAL: Over the last 10 years, the operational tempo has resulted in overall poor property accountability. Many factors have contributed to this, such as rapid fielding of non-program of record equipment and left behind equipment, theater provided equipment programs, continued MTOE changes, and MTOE modernization efforts. Additionally, our junior leaders have not been properly educated on the standards of property accountability. Our goal is to reconcile all NTC equipment to improve accountability and overall readiness.

5. POLICY:

- a. Brigade-Level Commanders will provide oversight and the technical supply and maintenance expertise required to identify all excess materiel and process that materiel for redistribution or turn-in. Commanders will establish timelines and ensure compliance with the

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published policy focusing their efforts on identifying and turning-in all excess. Commanders or designated representatives will validate the monthly report by memorandum to the G4. Annex B is an example of the memo.

b. All non-expendable equipment above current MTOE & TDA authorizations will be reported to NTC G4. Disposition instructions to cross-level equipment between brigades will be provided within 10 business days. The G4 will request disposition instructions from FORSCOM for equipment other than required for cross-leveling between NTC FORSCOM organizations within 10 business days. All other equipment will be disposed of in accordance with (IAW) procedures in the enclosed Annex A.

c. Exemptions: Equipment identified on approved Operational Need Statements (ONS), Commercial off-the-shelf items with approved Letters of Retention, Force Development Updates, future MTOE & TDA authorizations, approved DA Form 4610-R documents, loaned property, and equipment listed in a Mission-Essential Equipment List (MEEL) will not be considered for redistribution or turn-in.

d. Brigade-Level Commanders or designated representative will validate, lateral transfer, redistribute, and turn-in excess equipment IAW Annex A and this policy memorandum.

e. Disposition of all LBE identified as above unit authorizations will be redistributed or reported IAW paragraph 4.b. of this policy memorandum.

f. All MTOE and TDA changes will be included in asset posture computations.

6. Brigade-Level Commanders are required to report monthly, no later than the 4<sup>th</sup> work day of each month, with status as of the last calendar day of the prior month. Reports are required to be the format in accordance with Annex A.

7. The G4 is the proponent for the policy. The POCs are Ms. Ferguson at 760-380-5687 and Ms. Mendoza at 760-380-6503 or Samantha.mendoza@us.army.mil.

Encl  
as

  
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ANNEX A:

1. Verification, lateral transfer, redistribution and turn-in of excess equipment will be conducted as follows;

a. Brigade Level Commanders will:

(1) Appoint an Asset Manager, with property book expertise, and

(2) Develop and publish an execution plan defining excess identification, classification and redistribution procedures.

b. Commanders should use available NTC Subject Matter Experts (SME) and resources to train and educate unit personnel on managing property, accounting for and properly redistributing or turning-in excess materiel.

c. Unit personnel in conjunction with available SMEs will remove excess material from containers and storage areas and compare that material against authorizations to establish an excess baseline.

(1) Classification and Segregation. All excess material, including installation property, will be classified and segregated by class of supply, national stock number and quantity. All listings will be provided to the Brigade Asset Manager for research and disposition and reported to the G4 Asset Manager.

(2) Redistribution. All expendable, nondurable items regardless of class of supply will be turned in to the appropriate Supply Support Activity (SSA). Items identified as nonexpendable (Class II and VII) will be reconciled with unit property books. Items identified as not authorized or above unit authorizations will be reported to the G4 Asset Manager for research and disposition.

2. Property Book Officers (PBOs) will conduct authorized versus on hand plus due-in asset computations and direct cross-leveling where appropriate. The PBOs will report all non-expendable excess on hand to the G4 Asset Manager who will attempt to cross-level excess.

3. Left Behind Equipment (LBE) Asset Computation procedures (when appropriate). Brigade Level Commanders are responsible for LBE excess computations while their units are deployed. Commanders must identify and cross-level excess LBE within their footprints when the units return, report findings to the G4 Asset Manager.

4. Non-Expendable property not accounted for in unit property books (Found on Installation).

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a. All non-expendable, Found on Installation property will be accounted for on unit property books. G4 Asset Manager will cross-level all excess within the Installation and report all non-expendable excess that cannot be cross-leveled to FORSCOM G-4 for disposition.

b. Sensitive Controlled Cryptographic Items must be investigated IAW AR15-6. The AR 15-6 will not be used as authority to adjust property records or to assess financial liability. Excess not cross-leveled will be reported to NTC G4 for disposition.

5. Expendable Item Disposition Instructions: Commanders will open all containers and storage facilities and identify, classify, segregate and prepare materiel for disposition. Unit personnel, in coordination with SMEs will remove excess materiel from containers and storage areas and research against authorizations to establish an excess baseline. All excess expendable Class I, II, III(P), IV, V, VI, VIII, and IX will be turned-in to the appropriate SSA or as listed below:

a. Class I: Turn-in will be coordinated through the Troop Issue Subsistence Activity (TISA) and the local Dining Facility (DFAC) IAW current standard operating procedures (SOP).

b. Class II:

(1) Expendable items will be turned-in to the supporting SSA IAW current SOP.

(2) Organizational Clothing and Individual Equipment (OCIE) will be turned-in to the Central Issue Facility (CIF) IAW current SOP.

(3) Durable tools and Basic Issue Items (BII) including Sets, Kits, and Outfits (SKO) will be redistributed within the Brigade. All excess to the Brigade will be reported to the NTC G4 Asset Manager.

(4) Excess Class II non-expendable items will be reported to the appropriate PBO who will research and cross-level or request disposition from NTC G4.

c. Class III(P): Turn-in will be coordinated through the CL III(P) HAZMAT facility IAW current SOP.

d. Class IV: Will be turned-in to the SSA IAW current SOP.

e. Class V: Coordinate turn-in through the Ammunition Supply Point (ASP) IAW current SOP. The AR 15-6 or Financial Liability Investigation of Property Loss (FLIPL) will not be used unless the quantity lost exceeds those listed in AR 190-11, Appendix E.

f. Class VII: Expendable medical supply turn-in will be coordinated through the Medical Materiel Management Branch IAW current SOP.

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g. Class IX: Class IX excess will be turned-in to the appropriate SSA IAW current SOP.

6. Installation Property: Commanders will separate installation property from other items and reconcile with the Installation Property Book Office (IPBO) hand receipts. Property meeting installation property characteristics not included on IPBO hand receipts will be reported to the IPBO for disposition.

7. The monthly report to NTC G4 Asset Manager will address progress, pending actions, and projected completion dates by class of supply.

8. For additional information contact Ms Mendoza at 760-380-6503 or [Samantha.mendoza@us.army.mil](mailto:Samantha.mendoza@us.army.mil).