

Army Regulation 700-4

Logistics

Logistics Assistance

**Headquarters
Department of the Army
Washington, DC
2 May 2013**

UNCLASSIFIED

SUMMARY of CHANGE

AR 700-4

Logistics Assistance

This major revision, dated 2 May 2013--

- o Clarifies the responsibilities and functions of the Logistics Assistance Program (para 1-4).
- o Clarifies the use of logistics assistance personnel in the Army field support brigade (military and/or civilian) (para 2-2).
- o Cites current financial references (para 2-4).

Logistics

Logistics Assistance

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This regulation establishes policy and outlines the organizational structure for the Army Logistics Assistance Program.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority.

The proponent of this regulation is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions and identifies key internal controls that must be evaluated in accordance with AR 11–2 (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Headquarters, Department of the Army, Deputy Chief of Staff, G–4 (DALO–ORR), 500 Army Pentagon, Washington, DC 20310–0500.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Department of the Army, Deputy Chief of Staff, G–4 (DALO–ORR), 500 Army Pentagon, Washington, DC 20310–0500.

Distribution. Distribution of this publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation establishes policies and procedures for providing logistics assistance to Army commands (ACOMs), Army service component commands (ASCCs), direct reporting units (DRUs) and other Army forces through the establishment of an Army Logistics Assistance Program (LAP). Because of the complexity of modern weapon systems and the rapid pace of technological change, the Army Modular concept and the technical expertise that logistics assistance representatives (LARs) provide is more vital than ever before.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. Deputy Chief of Staff, G–4. The DCS, G–4 is the program manager (PM) for the LAP. The DCS, G–4 controls and monitors the development and execution of the overall program and ensures that the program is consistent with Department of Defense (DOD) guidance. The DCS, G–4 will—

- (1) Program and defend resource requirements.
- (2) Develop overall objectives.
- (3) Validate and resource logistics assistance plans to support full spectrum operations.
- (4) Develop and issue policy for the LAP.

b. Commanding General, U.S. Army Materiel Command . The CG, AMC will—

- (1) Execute the LAP.
- (2) Perform program execution and management of the LAP.
- (3) Determine requirements, staff, and maintain Army field support brigades (AFSBs), Army field support battalions (AFSBns), logistics support elements (LSEs), logistic support teams (LSTs), brigade logistics support teams (BLSTs) and Group Logistics Support Teams (GLSTs).
- (4) Coordinate with the Assistant Chief of Staff for Installation Management and U.S. Army Installation Management Command (IMCOM) for base support requirements, to include housing, office space, and resources within the purview of the Assistant Chief of Staff for Installation Management and IMCOM that are required to support the mission.

- (5) Plan, program, budget, and defend current and projected resource requirements.
- (6) Exercise ACOM staff supervision, to include policy and doctrine development, in coordination with and approval of DCS, G–4.

c. Supported commanders of Army commands, Army service component commands, and direct reporting units. Supported commanders of ACOMs, ASCCs, and DRUs will—

- (1) Implement and operate within DCS, G–4 policy and Army-approved doctrine.
- (2) Provide medical and life support services and facilities to LAP personnel when they are deployed, in accordance with DA-approved policies and procedures.

d. Commanding General, U.S. Army Sustainment Command. The CG, ASC will—

- (1) Execute and manage the LAP through its AFSB and their subordinate elements..
- (2) Evaluate and recommend improvements to the LAP.
- (3) Plan, program, budget, and defend current and projected resource requirements.

e. Commanders, U.S. Army Materiel Command Life Cycle Management Commands. The Commanders, AMC LCMCs will plan, program, and execute the LAP for their assigned areas and will—

- (1) Develop worldwide program plans, objectives, goals, and policies for improving and sustaining readiness of assigned systems and materiel.
- (2) Plan, program, budget, and defend current and projected resource requirements (personnel and funds).
- (3) Recruit, train, assign, reassign, and manage LARs.
- (4) Plan for LAP support of mobilization, hostilities, and other contingencies including providing support to civil authorities.
- (5) Establish and maintain technical communication channels between field assigned personnel and support elements within the LCMC.

f. The Army field support brigades commanders. The AFSB commanders will—

- (1) Ensure that logistics assistance is included in supported ACOM, ASCC, DRU, corps, division, and brigade plans, to include specific provisions for mobility and/or deployment support of LAP personnel.

- (2) Plan, program, budget, and defend current and projected resource requirements (personnel and funds).
 - (3) Assist supported units in identifying and resolving problems impacting on readiness and provide logistics intelligence feedback on actions taken to alleviate problems. Assist in the evaluation of the overall effectiveness of the LAP.
 - (4) Closely coordinate with deployed Defense Logistics Agency (DLA) contingency support teams to ensure Class IX readiness issues are resolved.
 - (5) Coordinate time-phased force deployment data, theater clearances, LAP personnel replacements, and any other factors that will ensure responsive LAP support.
- g. The Commanders and Chiefs of Army Field Support Battalions, Logistics Support Elements, Logistics Support Teams, Brigade Logistics Support Teams, and Group Logistics Support Teams. The Commanders and Chiefs of AFSBns, LSEs, LSTs, BLSTs, and GLSTs will—*
- (1) Assist in resolution of logistics readiness issues—whether supply, maintenance, or any other nature. Assist the supported command and the sustainment base with force modernization. They will also assist during the period of transition to maintain a high state of readiness on new and displaced weapon system and/or materiel.
 - (2) Assist other Government agencies with problems related to Army-managed materiel. This assistance should be reimbursable (for example, through foreign military sales (FMS) letters of offer and acceptance).

1–5. Logistics Assistance Program

- a.* The LAP is intended to aid in the early detection and resolution of logistics-related problems that affect unit and/or materiel readiness.
- b.* The establishment of the LAP, however, does not relieve the commander of logistics readiness responsibilities or functions. Rather, the commander is responsible for developing a self-sustaining readiness capability.
- c.* The LAP forms a complete support package for Soldiers and—
 - (1) Provides commanders with technical guidance necessary to resolve weapon systems, equipment, and systemic logistics problems. LARs are an asset to assist the commander in solving readiness issues at unit level, as well as elevating those that cannot be solved at the unit level. The LARs are subject matter experts from the AMC LCMCs, Aviation and Missile Command, Tactical Command LCMC, Communications-Electronics Command, Joint Munitions Command, and ASC who provide assistance to commanders in analyzing equipment readiness, identifying problems, determining responsibility for resolution, and when appropriate, assisting with resolution.
 - (2) Identifies and reports through channels all logistics issues that have an adverse impact on logistics readiness. This includes supply, maintenance, transportation, personnel, training, organization, systems, and doctrine.
 - (3) Provides a means to collect, correlate, assess, and disseminate logistics information required to respond to problems from the materiel or system users.
 - (4) Establishes an organizational structure and procedures for logistics support activities to contact and interface with field units.
 - (5) Provides commanders with a single point of contact between the “warfighter” and AMC for logistics assistance.
 - (6) Provides a means for equipment life cycle managers to observe and identify materiel and logistics system problems in the field.
- d.* The LAP is designed to—
 - (1) Improve and sustain the readiness of materiel systems and logistics support of the Active Army, Army National Guard (ARNG), and the U.S. Army Reserve (USAR) forces by—
 - (a)* Assisting commanders to resolve logistics problems affecting materiel readiness that are beyond their capability or organic resources.
 - (b)* Analyzing field operations to determine the logistics impact and requirements for improvement.
 - (c)* Assisting Joint forces and Government agencies to resolve problems related to Army-managed equipment.
 - (2) Assist commanders in development and coordination of plans in support of mobilization, deployment, and other contingencies (for example, natural disaster relief, humanitarian aid, and civil support missions).
 - (3) Assist allied and coalition force commands when approved cross-service agreements exist.

Chapter 2 Logistics Assistance Personnel: Budget Policy and Procedures

2–1. General

- a.* The DCS, G–4 will provide commanders assistance to identify and resolve logistics-related problems.
- b.* The Commander General, AMC manages a worldwide LAP through the AFSB, AFSBn, LSE, LST, BLST, and GLST network. The ASC and/or LCMC LARs (supply, readiness, weapon systems specific) are embedded in this network and are located at major installations, to include commands at the theater, corps, division, and brigade level.

c. AMC will develop and maintain mobilization programs that include the establishment of key and emergency essential (EE) positions, mandatory mobile (MM) positions, and mobilization table of distribution and allowances positions to—

- (1) Maintain critical overseas requirements during mobilization, hostilities, or other contingencies to include natural disasters, humanitarian relief efforts, and civil disorders.
- (2) Provide readily deployable support personnel.

2–2. Use of logistics assistance personnel (military and/or civilian)

The purpose of the LAR is to—

- a. Provide advice and guidance to commanders to assist them in attaining and sustaining materiel readiness.
- b. Analyze, advise, assist, and train in all areas of logistics. Training will supplement, not replace, individual and unit training. Training areas will include the following:
 - (1) Functionality and capabilities.
 - (2) Concept for system sustainment.
 - (3) Operations.
 - (4) Transportation.
 - (5) Maintenance.
 - (6) Supply support.
 - (7) Modifications.
 - (8) Disposal of materiel.
 - (9) Effectiveness of logistics support and management systems.
 - (10) Automated logistics systems.
 - (11) Diagnostic and/or operator software.
- c. The LARs may perform hands-on maintenance to resolve unique readiness situations or to effect substantial cost savings, subject to approval of the providing LCMC. LARs may also perform hands-on maintenance when demonstrating diagnostic or troubleshooting procedures during training sessions with supported unit personnel.
- d. Provide supported command managers and senior leaders with timely information on the effectiveness of materiel and support systems in the field.
- e. Keep the supported commander informed of their activities, readiness degradation, or degradation trends on AMC furnished materiel.
- f. Comply with host command regulations and requirements.

2–3. Assignment and control of personnel

- a. The Commander General, AMC in conjunction with ASC and/or LCMCs will—
 - (1) Ensure that personnel selected for assignment in the LAP have current knowledge and broad experience in their responsible logistics specialties and disciplines, and a broad general knowledge in a related specialty code or military occupational specialty. These personnel will receive technical training necessary to maintain current technical competence and familiarity with materiel and systems logistics procedures.
 - (2) Establish and maintain a rotational base with a sufficient number of key EE and/or MM highly skilled personnel to support the program consistent with manpower authorizations.
- b. If a skill required to perform a logistics assistance function is not available in the Army, the service may be obtained by contract as prescribed in chapter 5.

2–4. Programming and budgeting

- a. Programming and budgeting procedures for logistics assistance are prescribed in DOD 7000.14–R, and Defense Finance and Accounting Service–Indianapolis (DFAS–IN) Regulation 37–100. Assistance provided to any customer not assigned to an Active Army, ARNG, or USAR activity, or other support not covered by this regulation will be on a reimbursable basis (for example, inter-Service support agreements and FMS). Reimbursement will be in accordance with DOD 7000.14–R, DODI 4000.19, and DFAS–IN Regulation 37–1.
- b. The funding of contractor engineering and technical services (CETS) under any budget program will be in accordance with AR 5–14, which prescribes policy and responsibilities, and outlines procedures for managing contracted advisory and assistance services (CAAS). CETS are a major category (Category C) of CAAS.

Chapter 3 Logistics Assistance Requirements

3-1. Manpower requirements

a. The Commander General, AMC, in conjunction with ASC and/or LCMCs, will develop LAP peacetime manpower requirements in accordance with AR 570-4.

b. These requirements will be based on factors such as:

(1) Types, number, priorities, and dispersion of using and support units. (This includes Active Army, ARNG, USAR, and other Services.)

(2) Supported units authorized levels of organization, mission, and readiness postures.

(3) Amount of materiel currently on hand or scheduled (density of equipment) for the AFSB, AFSBn, LSE, LST, BLST, and/or GLST mission area.

(4) The degree of complexity of materiel and systems.

(5) Reliability, availability, and maintainability of materiel and systems.

(6) Ability of using units to support existing, new, modified, or displaced materiel systems.

c. The procedures for developing peacetime manpower requirements will be as follows:

(1) A manpower requirement package will be developed by AMC using its current authorizations as a baseline.

(2) The Commanding General, AMC will forward the manpower requirements package for the upcoming fiscal year to DCS, G-4 (DALO-ORR) not later than 31 December of the current year to permit documentation in The Army Authorization Document System during the June-May command planning process. The DCS, G-4 (DALO-ORR) has final approval authority.

3-2. Special requirements

Commanders requiring special short-term or emergency assistance not included in the approved peacetime annual man-year program will notify their area AFSB, AFSBn, LSE, LST, BLST, and/or GLST and submit their requirements to AMC.

3-3. Requests for logistics assistance

Any nonroutine requests for assistance will include the following:

a. Name and location of organization requiring assistance.

b. Specific types of materiel, weapons, or systems (make and model) for which assistance is needed and a general description of the problem.

c. Amount of materiel.

d. Statement why organic resources are not available.

e. Estimated length of time assistance is required, starting date, and point of contact.

f. Type of logistics assistance skills required.

g. Specific requirements for security clearance in accordance with AR 380-5.

3-4. Foreign military sales

Expenses associated with a member of a technical assistance team in support of a FMS program will be reimbursed through the FMS letter of offer and acceptance. Support of training to foreign governments or international organizations is normally provided pursuant to FMS procedures. Detailed information on FMS procedures can be found in AR 12-1.

Chapter 4 United States Army Materiel Command Worldwide Logistics Assistance Program

4-1. General

The Commanding General, AMC manages and controls the LAP. Execution of this program is accomplished by the following organizational elements.

a. The ASC maintains a network of AFSBs, AFSBns, LSEs, LSTs, BLSTs, and GLSTs at key locations throughout supported ACOMs, ASCCs, and/or DRUs. ASC assigns their supply and readiness LARs to this network.

b. The AMC LCMCs also recruit, train, assign, reassign, and manage LARs in support of ASC's organizational network. These LARs provide weapon systems-specific functional expertise (for example, for Apache airframe and electronics).

4-2. Establishment of Army Field support structures

a. When a valid requirement exists, an AFSB, AFSBn, LSE, LST, BLST, or GLST will be established by mutual agreement between AMC and the requesting command.

b. In the field, the AFSB, AFSBn, LSE, LST, BLST, or GLST will provide the administrative structure for the LAP. The AMC supporting commands will furnish the technical expertise and direction necessary to accomplish LAP requirements. The AFSB, AFSBn, LSE, LST, BLST, or GLST will execute the LAP effort in the field in accordance with the supporting commands' overall priorities and the supported commands' mission requirement and objectives.

c. The AFSB and AFSBn commander and/or LSE, LST, BLST, or GLST chief serves as the single point of contact for the interface between AMC and the supported commanders on all logistics matters of mutual interest. The AFSB, AFSBns, LSEs, LSTs, BLSTs, and GLSTs are the points of contact for the interface between the AMC and the supported units on all technical/logistics matters involving supported weapon systems and materiel.

d. In matters related to the identification and resolution of readiness problems, the AFSB, AFSBns, LSEs, LSTs, BLSTs, and GLSTs will communicate directly with appropriate elements of the DOD, DA, DLA, General Services Administration, ACOMs, ASCCs, DRUs, and other Services, as required.

e. The AFSB, AFSBns, LSEs, LSTs, BLSTs, and GLSTs are authorized to coordinate assistance from any element of the logistics support community, as needed, to support the LAP mission.

4-3. Documentation of Logistics Assistance Program and base support

AMC will negotiate memorandums of understanding with supported ACOMs, ASCCs, and DRUs in accordance with Army Reimbursable Policy, to define the terms and responsibilities of the respective commands regarding LAP assistance provided to the supported ACOM, ASCC, and/or DRU and base support they provide to tenant Army LAP offices and personnel. These memorandums of understanding will be supplemented with separate support agreements between host installations and tenant AFSB, AFSBns, LSEs, LSTs, BLSTs, and GLSTs to define support, basis for reimbursement for each category of support, billing and payment processes, and other conditions of the agreements.

4-4. Logistics Assistance Program structure

a. The AFSB is the highest unit in the logistics chain, coming next under the Army Sustainment Command, followed by its subordinate AFSBns. In turn, there are LSEs, LSTs, and/or BLSTs that provide logistics assistance, irrespective of the size, location, or type of units supported. In most cases, each LAP activity will fit under or be part of the following structure:

b. The AFSB supports Army headquarters organizations at ACOM, ASCC, DRU, or theater level, which includes geographic combatant commands, Joint task force commands, combined and/or Joint force land component commands, or theater sustainment commands. The AFSB will exercise command and control (C2) of all assigned AFSBns, LSEs, LSTs, BLSTs and GLSTs in the theater area of responsibility or within the continental United States geographical region.

c. The LSE supports Army organizations at corps level. LSE will—

(1) Exercise integrated C2 over LSTs and/or GLSTs, as assigned by the AFSB commander.

(2) Provide U.S. Army LAP support to nonbrigade combat team units, USAR, ARNG, sustainment brigades, battlefield surveillance brigades, combat support brigades (maneuver enhancement), and fires brigades, or Joint, allied, and coalition forces in the area of operation.

d. The AFSBn supports Army organizations at division level and will exercise integrated C2 over BLSTs.

e. Maintain a working relationship with the supported brigade in garrison, during field training exercises, and deployments.

f. Operate under integrated C2 of an LSE.

4-5. Geographic areas of responsibility

The AFSB are attached to the ACOM, ASCC, DRU, or installation headquarters for administrative and logistical support only. Their specific geographic areas of responsibility are depicted in table 4-1.

Table 4–1
Army field support brigades

AFSB	Location	Coverage area
401st AFSB	Camp Arifjan, Kuwait; and Camp As Sayliyah, Qatar	Southwest Asia; all geographic areas and units assigned to Army Central Command located outside continental United States, less Iraq
402d AFSB	Kuwait	Iraq, Kuwait, and Qatar
403d AFSB	Korea	All geographic areas and units assigned to Eighth US Army, including Japan (Honshu and Okinawa)
404th AFSB	Fort Lewis, WA	All areas and units assigned to U.S. Army Pacific except those assigned to Eighth U.S. Army, including Japan. Also supports Washington, Oregon, Idaho, California, Montana, Utah, Nevada, Arizona, Alaska, and Hawaii
405th AFSB	Kaiserslautern, Germany	All geographic areas assigned to the U.S. Army, Europe, and 7th U.S. Army, including U.S. Army Africa
406th AFSB	Fort Bragg, NC	Supports areas east of the Mississippi River, Louisiana, and Camp Shelby, MS
407th AFSB	Fort Hood, TX	Supports Texas, New Mexico, Oklahoma, Kansas, Colorado, Wyoming, Nebraska, South Dakota, North Dakota, Minnesota, Iowa, Missouri, Kentucky, and Arkansas.

Chapter 5 Contractor Assistance

5–1. General

a. This chapter pertains to CETS that are available to the LAP during the introduction and transfer of engineering and technical knowledge. This chapter also contains contractor interface with AFSBs, AFSBn, LSEs, LSTs, BLSTs, and GLSTs.

b. Procurement of CETS will be in accordance with Federal Acquisition Regulation, the Defense Federal Acquisition Regulation Supplement, the Army Federal Acquisition Regulation Supplement, and in accordance with challenge and appeal decisions pursuant to Public Law 105–270.

c. Provisions for CETS are prescribed in AR 5–14 and this regulation.

5–2. Logistics Assistance Program contractor engineering and technical services

a. Contractor engineering and technical services may be utilized when LAP capability is not available and/or cannot be developed in time to meet the needs of the ACOM, ASCC, and/or DRU. Contractor engineering and technical services include advice, instruction, and training to DA personnel in the installation, operation, and maintenance of weapon systems, equipment, and components.

b. Three basic types of contractor engineering and technical services are as follows:

(1) Contractor plant services are those engineering and technical services provided to DA personnel by a manufacturer. These services are provided in the manufacturer’s facilities by engineers and technicians employed by the manufacturer.

(2) Contractor field services (CFS) are those engineering and technical services provided to DA personnel by technically qualified contractor representatives. These are generally one-time services such as those provided in the hand-off of equipment, and include information, instruction, formal training, and on-the-job training (OJT), provided at an Army installation or materiel fielding hand-off site.

(3) Contractor field service representatives are those employees of a manufacturer or supplier of military equipment or components who provide full-time on-site liaison or advisory services between their company and the military users of their company’s equipment or components.

c. The contractor plant services will be continually reviewed and controlled to ensure that it is limited to the minimum needed to achieve and ensure effective and dependable self-sufficiency, in-house capability, and readiness.

d. Contracts for CFS and field service representatives (FSRs) may not continue for longer than 5 years without review by the DOD component CAAS Director, or designee, for compliance with AR 5–14.

e. During the contract period, the using and providing commands will develop in-house capabilities to support the system and/or equipment after contractor support expires. Concurrent assignment of personnel from the using and providing commands will be made to the maximum extent possible. There must be a continuing work relationship and information flow among contractor representatives, LARs, and user personnel to ensure the transfer of technical knowledge. This will aid in building LAR and user sustainment ability and gain user in-house capability.

f. The providing command may request appointment of LAP personnel as contracting officer representative (COR) or contracting officer technical representative (COTR) for engineering and technical services supplied under this regulation.

5-3. Procurement of Logistics Assistance Program contractor engineering and technical services

a. Authority to process requests for the procurement of LAP contractor engineering and technical services is restricted to the CG, AMC; The Surgeon General; CG, Network Enterprise Technology Command; CG, U.S. Army Corps of Engineers; and CG, Training and Doctrine Command. This authority may be exercised only when the requirement has been validated, funds have been identified in the budget for this purpose, and when one of the following conditions exists:

(1) The complexity of new or modified equipment and/or systems is such that organic support, if used, may be inadequate. Onsite contractor integration to support operations will be required if DA personnel are required to ensure the following:

- (a)* Installation.
- (b)* Operation.
- (c)* Maintenance proficiency of personnel to meet DA standards.

(2) An urgent requirement develops for additional evaluation, increased reliability, or training that cannot be supplied by DA organic personnel.

b. Approval for LAP CETS will be in accordance with challenge and appeal decisions pursuant to Public Law 105-270 determinations of what functions are or are not inherently governmental and exemption decisions promulgated pursuant to AR 570-4.

c. Contractor engineering and technical services will be procured through a separate service contract or will be included as an identifiable line item separately priced within an end item procurement contract. Contracts covering contractor engineering and technical services will show the man-years and cost of those services and will outline their duties in the statement of work.

d. The CFS and FSR contracts will include clauses (mobilization and/or deployment clauses) that provide for negotiation of services during periods of hostilities and mobilization. If the skill is required during mobilization and/or contingency, the program executive office and/or program manager (PEO and/or PM) and LCMC must coordinate for contract personnel. Coordination must be made by the applicable AFSB and subordinate elements with the receiving command to ensure that billeting, mess, and other support requirements are met.

e. For CETS contracts providing services under this regulation, the statement of work will include provisions that the contractor will meet the following requirements:

(1) Provide on-site classroom and/or OJT to Soldiers in supported units, LARs, and other Government personnel on maintenance and operation techniques pertaining to adjustment, calibration, troubleshooting, routine maintenance, inspection, and repair of prime system and/or equipment, including related support and/or test equipment.

(2) Ensure transition of necessary technical documentation to sustain LAR proficiency training and specific knowledge for maintaining the equipment.

f. Certification of performance, logistics support, travel, identification, privileges, reports, and other considerations will be coordinated between the using and providing commands. They will conform to appropriate provisions of the Federal Acquisition Regulation (FAR) as incorporated into the contract for the services.

g. Contractor personnel will be under the supervision and control of their companies, but must perform under Government oversight, rules and regulations. Any LCMC LAR personnel may be appointed as COR and/or COTR at field locations.

h. Program managers will coordinate new FSR requirements with the LCMC and gain approval from AMC prior to award of new contracts.

5-4. Limitations on the use of contractor personnel

Utilization of contractor personnel providing engineering and technical services is guided by AR 570-4 and AR 715-9, and in accordance with challenge and appeal decisions pursuant to Public Law 105-270. In addition, a review by local legal authorities is advised to ensure compliance. Contractors will not be—

a. Appointed or employed by a Federal officer. They will not be under the supervision, direction, or evaluation of any Government employee, military, or civilian (Exception: LCMC LAR personnel may be appointed as COR and/or COTR).

b. Placed in a staff or policy-making position.

c. Placed in a position of command, supervision, administration, or control over DA military or civilian personnel or personnel of other contractors.

d. Placed in a position to become a part of a Government organization.

(1) Used to avoid manpower ceilings or other personnel rules and regulations as directed by DA or the Office of Personnel Management.

(2) Used to administer or supervise military procurement activities.

(3) Used to provide logistics assistance to contractors during contract maintenance.

(4) Used to establish requisitioning objectives, station stockage lists, or direct supply channels to a manufacturer.

(5) Circumvent established DA supply channels.

5-5. Interface with Army Materiel Command Army field support brigades, logistics support elements, and brigade logistics support teams

The AFSBs, AFSBn, LSEs, LSTs, BLSTs, and GLSTs at major bases and installations will be the central focal points for information dealing with contracts on AMC, PEO and/or PM fielded equipment. Overall responsibility to represent Headquarters, AMC is in accordance with paragraph 5-4.

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. DOD publications are available at <http://www.dtic.mil/whs/directives>.

AFARS

(Available at <http://farsite.hill.af.mil/VFAFAR1.HTM>.)

AR 5-9

Area Support Responsibilities

AR 5-14

Management of Contracted Advisory and Assistance Services

AR 11-1

Command Logistics Review Program

AR 11-2

Managers' Internal Control Program

AR 12-1

Security Assistance, Training, and Export Policy

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 25-1

Army Knowledge Management and Information Technology Management

AR 25-30

The Army Publishing Program

AR 37-104-4

Military Pay and Allowances Policy

AR 40-61

Medical Logistics Policies

AR 40-501

Standards of Medical Fitness

AR 135-9

Participation in Joint Service Reserve Component Facility Boards

AR 135-133

Ready Reserve Screening, Qualification Records System and Change of Address Reports

AR 335-15

Management Information Control System

AR 380-5

Department of the Army Information Security Program

AR 420-1

Army Facilities Management

AR 570-4

Manpower Management

AR 690-11

Use and Management of Civilian Personnel in Support of Military Contingency Operations

AR 700-127

Integrated Logistics Support

AR 700-138

Army Logistics Readiness and Sustainability

AR 700-139

Army Warranty Program

AR 700-142

Type Classification, Materiel Release, Fielding, and Transfer

AR 702-6

Ammunition Stockpile Reliability Program

AR 702-12

Quality Assurance Specialist (Ammunition Surveillance) Program

AR 710-2

Supply Policy Below the National Level

AR 715-9

Operational Contract Support Planning and Management

AR 725-50

Requisition, Receipt, and Issue System

AR 735-5

Policies and Procedures for Property Accountability

AR 740-1

Storage and Supply Activity Operations

AR 750-1

Army Materiel Maintenance Policy

AR 750-10

Army Modification Program

DA Pam 690-47

Civilian Personnel Handbook, DA Civilian Employee Deployment Guide New Informational Pamphlet

DA Pam 738-751

Functional Users Manual for the Army Maintenance Management System-Aviation (TAMMS-A)

DFARS

(Available at <http://farsite.hill.af.mil/VFDFARA.HTM>.)

FAR

(Available at <http://farsite.hill.af.mil/>.)

FM 3–23.35

Combat Training with Pistols, M9 and M11

TB 380–41

Security: Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Material

DFAS–IN Regulation 37–1

(Available at <http://asafm.army.mil/pubs/dfas.asp>.)

DOD 7000.14–R

Reimbursable Operations, Policy and Procedures

DODD 1000.21E

DOD Passport and Passport Agent Services

DODD 1200.7

Screening the Ready Reserve

DODI 1400.24

Civilian Mobility Program

DODI 4000.19

Interservice and Intragovernmental Support

PL 105–270

Federal Activities Inventory Reform Act of 1998 (Cited in para (Available at <http://www.gpo.gov/fdsys/pkg/PLAW-105publ270/pdf/PLAW-105publ270.pdf>.)

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

Unless otherwise indicated below, DA Forms are available on the APD Web site (<http://www.apd.army.mil>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B**Internal Control Evaluation****B–1. Function**

The function covered by this evaluation is the administration of the LAP.

B–2. Purpose

The purpose of this evaluation is to assist commanders and their staff at all levels in evaluating the LAP compliance with the key internal controls listed below. It is intended as a guide and does not cover all controls.

B–3. Instructions

Answers must be based on actual testing of key internal controls (for example, document analysis, direct observation, sampling, and simulation). Answers which indicate deficiencies must be explained and the corrective action identified in supporting documentation. Although not every section is required by each organization, these internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

B-4. Test questions

- a.* Are organizations familiar with and have access to procedures for developing LAP manpower requirements?
- b.* Have logistics assistance personnel attended initial orientation?
- c.* Are support related requests for exceptions to policy or waivers being requested, processed and approved?
- d.* Is procurement of contractor engineering and technical services in accordance with the FAR?
- e.* Are contracts for contractor engineering and technical services less than 5 years?
- f.* Has the commander developed a self-sustaining readiness capability?

B-5. Supersession

Not applicable.

B-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Deputy Chief of Staff, G-4 (DALO-ORR), 500 Army Pentagon, Washington, DC 20310-0500.

Glossary

Section I Abbreviations

ACOM

Army command

AFSB

Army Field Support Brigade

AFSBn

Army field support battalion

AMC

Army Materiel Command

ARNG

Army National Guard

ASC

Army Sustainment Command

ASCC

Army service component command

BLST

Brigade Logistics Support Team

C2

command and control

CAAS

contracted advisory and assistance services

CETS

contractor engineering and technical services

CFS

contract field services

CG

Commanding General

COR

contracting officer representative

COTR

contracting officer technical representative

CPS

contractor plant services

DA

Department of the Army

DCS, G-4

Deputy Chief of Staff, G-4

DFAS-IN

Defense Finance and Accounting Service-Indianapolis

DLA
Defense Logistics Agency

DOD
Department of Defense

DRU
direct reporting unit

EE
emergency essential

FAR
Federal Acquisition Regulation

FMS
foreign military sales

FORSCOM
U.S. Army Forces Command

FSR
field service representative

GLST
Group Logistics Support Team

IMCOM
U.S. Army Installation Management Command

LAP
Logistics Assistance Program

LAR
logistics assistance representative

LCMC
Life Cycle Management Command

LSE
Logistics Support Element

LST
Logistics Support Team

MM
mandatory mobile

OJT
on-the-job training

PEO
program executive office

PM
program manager

USAR
U.S. Army Reserve

Section II

Terms

Brigade logistics support team

An AMC logistics support team at brigade level comprised of military, DA civilian, and contractor personnel. The BLST provides C2 of AMC assets during peacetime, contingency, and mobilization operations, to include military operations other than war and humanitarian aid.

Contractor engineering and technical services

The furnishing of advice, instruction, and training to DA personnel, by commercial or industrial companies, in the installation, operation, and maintenance of weapons, equipment, and systems. This includes transmitting the technical knowledge necessary to develop an organic capability among DA personnel. Contractor engineering and technical services is a major category (Category C) of CAAS.

Defense Logistics Agency contingency support team

A forward deployed element of the DLA that provides supply expertise for Classes I, II, III(B)(P), IV, VIII, IX, and DRMS/property disposal. DLA contingency support team personnel also facilitate the expediting of delivery on an as-needed basis. The DLA contingency support team provides C2 of DLA assets in the respective area of operations during contingency operations to include military operations other than war

Emergency essential

EE means that the individual is essential to any mission, and must be present, even when other personnel may be furloughed or on holiday. Most LARs are EE and MM, but individuals can also be either EE or MM only.

Emergency-essential civilian position

A position that would be transferred during a crisis situation or that requires the incumbent to deploy or to perform temporary duty assignments during a crisis in support of a military operation. The position is required to ensure the success of combat operations or to support combat-essential systems subsequent to mobilization, an evacuation order, or some other type of military crisis. This position cannot be converted to a military position because it requires uninterrupted performance to provide immediate and continuing support for combat operations and/or support maintenance and repair of combat-essential systems.

Group Logistics Support Team

An AMC logistics support team at Special Forces Group or Regiment level comprised of military, DA civilian, and contractor personnel. The GLST provides C2 of AMC assets during peacetime, contingency and mobilization operations, to include military operations other than war and humanitarian aid.

Key emergency-essential civilian employee

An employee who occupies a key and EE position and who is expected to sign a DOD civilian employee overseas emergency-essential position agreement.

Key employee

A civilian employee who occupies a key position, or who has been designated to occupy a key position on mobilization.

Key position

A Federal position that cannot be vacated during a national emergency without seriously impairing the capability of its parent agency to function effectively.

Logistics information

The product resulting from the collection, evaluation, analysis, integration, and interpretation of all available information by field technicians and other internal sources on the performance, use, operational capability, and support of Army weapons systems and end items of equipment deployed with troops.

Logistics Assistance Program

DA plan of action in which technical resources are provided to assist using commands in identifying and resolving problems affecting materiel and logistics systems that are beyond the capability or responsibility of using field commands. It also provides for the collection, evaluation, and exchange of technical information.

Logistics assistance

Advice, training, and assistance provided by technically trained and experienced logistics personnel employed by or under contract to the Army.

Logistics assistance representative

A key EE and/or MM individual assigned to the AMC LAP.

Logistics support element

The LSE provides direct LAP support to the corps and division headquarters and Army units that do not have a direct support BLST. These non-BLST supported units include the five types of support brigades: fire brigades, combat support brigades (maneuver enhancement), battle field surveillance brigades, sustainment brigades and Special Forces Civil affairs Brigades, and Psychological Operations Groups.

Mandatory mobile

Army civilian employees (primarily LARs and deployable plans and operations personnel) must sign a mobility agreement which is a condition of employment. These mobility agreements require LARs and other affected personnel to periodically permanently change assignments.

Materiel

Vehicle systems, weapons systems, communications systems, and other equipment essential to the operational capability of the Armed Forces.

Mobilization

The act of assembling and organizing national resources to support national objectives in time of war or other emergencies. The process by which the Armed Forces or part of them are brought to a state of readiness for war or other national defense emergencies. This includes assembling and organizing personnel, supplies, and materiel for active military service.

Supporting command

A command that is responsible for the procurement, distribution, maintenance, or technical assistance for a particular item or for the development or operation of a logistics system.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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