

UNITED STATES ARMY

NATIONAL GUARD BUREAU  
ARMY NATIONAL GUARD  
LEAD MATERIEL INTEGRATOR'S- DECISION  
SUPPORT TOOL (LMI-DST) HANDBOOK

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For Proposed Sourcing Decision Processing and Other Useful Information  
in the Decision Support Tool

Proponent: Army National Guard Logistics Division, Supply  
and Services Branch, NGB-ARNG-ILS-E

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Version 1.2

## ***Summary of Change***

Army National Guard Lead Materiel Integrator's- Decision Support Tool (LMI-DST) Handbook

This administrative revision, dated 27 April 2015:

- o Adds additional guidance on accomplishing changes to DST User accounts, p. 6.
- o Clarifies DCSLOG/G4 and USPFO responsibilities for processing unit excess PSDs to ARNG-ILS-E and adds information requirements for USPDO DST Planners (Corps) in the PSD or vetting feedback notes, p. 9.
- o Clarifies lateral transfer procedures for equipment processed to the ARNG from COMPO 1, p. 10-11.
- o Adds DST suspense date management guidance in Section VIII., p. 13.
- o Adds information and clarifies guidance on lateral transfer and turn-in procedures, p. 14-16.
- o Provides additional references for examples of notifications, p. 18.
- o Clarifies when PSDs are submitted on items listed in the Automatic Disposal List (ADL) and Master Divestiture List (MDL) in the DST LIN Catalog, p. 18.
- o Adds guidance on redistribution of single stock funded items, p. 20-22.
- o Adds guidance on equipment pass backs for mobilizing, CBRNE CERFP and HRF requirements, p. 22.

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## I. Introduction

Lead Material Integrator – Decision Support Tool (LMI-DST) was released by the Army Materiel Command's Logistics Support Agency (LOGSA) on 15 Dec 11 to lead Army materiel stakeholders through the planning and execution of materiel distribution and redistribution. Incorporating Army processes, DST assists commands within the Army National Guard (ARNG) at all levels to staff and make materiel decisions. The LMI-DST is a tool that provides a decision on proposed material distribution and redistribution actions; decisions reached are executed in the applicable system of record in accordance with directives published by material managers at each command level of authority.

The LMI-DST allows ARNG materiel stakeholders across commands to electronically staff the movement of materiel with coordinating comments and "vetting" windows ultimately resulting in disposition instructions. LMI-DST tracks actions from initiation to completion in two modules, DST-Sourcing Module (DST-SM) and DST-ET (Execution Tracker). The LMI-DST in conjunction with LIW, integrates Army logistics and requirements data, enabling the LMI, Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs) and other materiel managers to make informed, optimized, effective equipping decisions up to two years in the future. LMI-DST has two modules,

This Handbook applies to ARNG in the States, Territories and District of Columbia. It is intended as an internal guide to assist in processing equipment for distribution, redistribution and divestiture using the LMI-DST. The business rules listed in this handbook do not replace logistics policies, but strive to enhance automated processes for efficient and effective redistribution efforts within Army regulations, policies, and directives.

This handbook is a progressive document, will change in the future as processes change and mature, and will change based on system enhancements as LMI-DST is improved over time. Comments and improvements are addressed to the Army National Guard Logistics Division, Supply and Service Branch (NGB-ARNG-ILS-E) for validation and inclusion in this Handbook.

## II. Using DST to Enhance Equipment on Hand Readiness

Equipping readiness starts with property accountability at the unit level. Commanders must bring all property to record and “align” property books in PBUSE so equipment on hand is aligned under the correct authorizations on the MTOE or TDA. Aligning property in PBUSE allows commander to realize their full- S-rating potential in readiness reporting systems and identify equipment on hand shortages or excess. Using the LMI DST functions will assist unit commanders and PBOs conduct property book realignment to achieve highest equipment on hand readiness potential.

It is recommended States and Territories create a quarterly cyclical process that synchronizes and directs the prioritized redistribution of equipment across their organizations. Using DST to implement a quarterly phased process will align equipment to correct authorizations in PBUSE and identify excess for possible redistribution or turn in. Each quarter a three phased process can be initiated consisting of:

a. Phase I, Internal Planning – Commanders bring all property to record in PBUSE as an ongoing process. The first month of each quarter unit commanders “align” property books in PBUSE so appropriate LINS on hand are aligned under the correct authorizations on the MTOE or TDA using PSD recommendations validated by the commander and PBO for realignment generated by DST. Proposed Sourcing Decisions created on excess equipment identified during Internal Planning at the unit level are processed to the DCSLOG/G4 for possible redistribution within the State/Territory. Redistribution actions generated by PSDs within the State/Territory are executed by the DCSLOG/G4.

b. Phase II, Processing Proposed Sourcing Decisions – During the second month of the quarter the DCSLOG/G4 will process PSDs on excess equipment that is not redistributed within the State/Territory to the USPFO for validation. Upon validation of the excess equipment, the USPFO will open the PSD to ARNG-ILS-E for vetting for redistribution to a State/Territory with a shortage. Proposed Sourcing Decisions on equipment excess to ARNG requirements are processed to ASC/LCMC by ARNG-ILS for a disposition decision.

c. Phase III, Execution of Sourcing Decisions – During the last month of the quarter directives derived from approved PSDs are processed for redistribution or turn-in.

## III. ARNG System Access Request (SAR) Procedures to LMI-DST

The State/Territory DCSLOG/G4 LMI POC/Alternate are responsible for controlling access to LMI-DST, managing user roles, and user access to Force Activity Sets (Supply Sets) in the SAR process. NGB-ARNG Division leadership POCs are responsible for controlling access to LMI-DST for their staffs.

To facilitate the SAR approval process and inform LOGSA SAR Administrators of leadership decisions on individual user access to LMI-DST, the respective State/Territory/ARNG Division Staff LMI POC/Alternate will use the “Complete DST Production SAR Survey” hot button on the ARNG-ILS-E DST GKO Web page at

<https://gkoportal.ng.mil/arng/G4/D03/B07/DST/SitePages/Home.aspx> for individuals who require access to DST, a change user roles (viewer, vetter, planner), or when users need to be deleted from access to LMI-DST. The information entered into this survey is used by the LOGSA SAR Administrators to approve SARs users submit for access to LMI-DST “Production” on LIW. Failure to complete survey information will result in DST SARS not being approved by LOGSA.

Most important for users to understand is that the Force Activity Set chosen for their DST SAR User Role permissions is based the applicable Supply Set (UICs) listed in the Supply Sets Tab of DST-SM Filter Sets; in other words, Force Activity Set equals Supply Set for DST Production SAR purposes. All DST SARs to LOGSA will use the official Supply Sets created and managed by NGB-ARNG for NGB, USPFO, and DCSLOG/G4 users; State and Territories will create official Supply Sets (UICs) for BDE and Unit level users based on the span of control the LMI determines for these users. The following table lists the various Supply Sets NGB Staff, USPFO, DCSLOG/G4, and BDE/Unit users will use as the Force Activity Set in the DST Production SAR process.

User Level	Supply Set (Force Activity Set)	Creator/Owner
ARNG-ILS	_NGB ALL	ARNG-ILS
ARNG-RMQ	_NGB ALL (including COMPO 2 Supply Pool)	ARNG-ILS
USPFO, DCSLOG/G4	_NGB (Full State/Territory Name), example: _NGB Iowa	ARNG-ILS
* BDE & Unit Level	#NGB_(Two Letter State/Territory Abbreviation)_, Example: #NGB_TN_230_En	State/Territory LMI POC or Alternate
* Supply Set (Force Activity Set) must be created by LMI POC before individual user submits DST Production SAR to LOGSA LIW		

The following steps, using the guidance discussed above, will be followed by State/Territory LMI POC/Alternate and NGB-ARNG Division POCs to establish a new user in LMI-DST (sequenced):

a. Select individual and determine: User Role (viewer, vetter, planner), Level ACOM/ASCC/DRU (NGB), CORPS/MSE/DRU (USPFO), DIV (DCSLOG/G4), BDE, or Unit and Force Access Set (Supply Set).

b. The new user completes LMI-DST LOGSA Interactive Multimedia Instruction (mandatory) and appropriate Level II-VII DCO Courses (as determined by the State/Territory LMI POC) at [https://www.logsa.army.mil/training/liw\\_training-dst.cfm](https://www.logsa.army.mil/training/liw_training-dst.cfm).

c. State/Territory LMI POC/Alternate completes DST Production SAR Survey on the new user at <https://gkoportal.ng.mil/arng/G4/D03/B07/DST/SitePages/Home.aspx>

d. The new user submits a DST SAR at <https://liw.logsa.army.mil/>. Instructions are at the GKO portal listed above.

e. Once a DST user has established DST access based on approved SAR, changes in user roles that increase an individual’s role level (viewer to vetter, vetter to planner, etc.) requires an update of the DST Production SAR Survey at

<https://gkoportal.ng.mil/arng/G4/D03/B07/DST/SitePages/Home.aspx> by the LMI POC and

submission of a new SAR to LOGSA on LIW by the user. All other changes to DST user accounts may be accomplished by the LMI or NGB-ARNG Division POC sending an email to [ng.ncr.ngb-arng.mbx.g4-dst@mail.mil](mailto:ng.ncr.ngb-arng.mbx.g4-dst@mail.mil) or Mr. Harry Johnson at [harry.e.johnson14.ctr](mailto:harry.e.johnson14.ctr).

#### IV. Creating and Maintaining Filter Sets

DST data is accessed in the tool using filter sets for LIN, Unit, Supply, Location, and Sourcing Strategy sets. Standardized naming convention formats for filter set creation must be followed to ensure all users can easily identify organizational sets in the filter tables. As discussed in Section III above, official naming convention for filter sets managed by ARNG-ILS-E must use `_NGB` (example: `_NGB ALL`, and `_NGB Alaska`, etc.) and State/Territory created official filter sets will begin with `#NGB_` (Two letter abbreviation), (example: `#NGB_IA`). Requests by State/Territories for changes to ARNG-ILS-E managed filter sets may be submitted by email to the Owner.

Subject-Matter- Experts (SMEs) are responsible to ensure filter sets are accurate and updated quarterly. These sets are designated as the official sets for NGB and used when pulling reports to present to leadership at all levels. As discussed above, the Official Supply set is also used as the Force Access Set to establish user roles. This ensures everyone is using the same common operating picture (COP).

Example:

Name	Visibility	Owner	Count	Tag1	Tag2	Tag3
_NGB ALL	public	HARRY JOHNSON	7791	ACCESS	NGB	Updated 09/02/14 HEJ

States and Territories who create filter sets will format by `#NGB_`(State/Territory two letter abbreviation)\_, Division\_, Brigade\_, Unit/s as applicable. Example: `#NGB_MO_110th_MEB`. Due to the nature of the units, the naming conventions after `#NGB_`(State/Territory two letter abbreviation) are not directed, but should have the minimum information for easy identification. There are three tags available when building filter sets, one of those tags must include date of validation. All users that create Filter Sets should delete older versions to reduce confusion and purge outdated information that is no longer used.

Example:

Name	Visibility	Owner	Count	Tag1	Tag2	Tag3	Created By
#NGB_MO_175th_MP_BN	public	MICHAEL HARRIS	4		S4	Validated 10/20/14	MICHAEL HARRIS

## V. Managing the Force Tree in DST

The Force Tree functionality was designed to improve user navigation within DST. Every structured UIC in the Army is contained within the Tree and a UIC can only be used in one location of the tree. The Force Tree capability depicts graphically the hierarchical structure within commands; the Force Tree does not affect the designated Force Activity Set (official Supply Sets) or other filter sets of DST users.

a. The State/Territory LMI will manage the Force Tree and will notify ARNG-ILS-E with a POC and alternate they designate with this responsibility. Upon notification, ILS-E will grant the POC and alternate permissions to edit the Force Tree in DST. As stated above, Force Tress do not affect supply and other filter sets; UIC changes to official Supply Sets are discussed in Section IV.

b. Force Tree Management. Once access is granted by ARNG-ILS-E, designated Force Tree managers in the States/Territories will have the permission to edit their particular branch (or branches) of the Force Tree. The edit Force Tree capability is located within the Filter Sets module. Only users with the “Force Tree Edit” permission will be allowed to edit the Force Tree within the Filter Sets module. Any new units that are added to the Army inventory will be automatically placed in the “Unassigned Units” branch of the Force Tree.

c. To edit any UIC or group of UICs, simply click on the UIC (or branch), then right click and click on “Edit.” This will display the Edit Force Tree Parent dialogue box. This box allows you to assign a new “Parent” for the UIC (or branch).

The screenshot shows the DST-SM interface with the Force Tree module active. The main window displays a hierarchical tree of units. A context menu is open over a selected unit, with 'Edit Parent' highlighted. An 'Edit Force Tree Parent' dialog box is overlaid, showing a dropdown menu for the parent unit and a list of units to be assigned. The Properties panel on the right shows details for the selected unit, including its code, name, home station, and owners.

**Filter Sets**

LIN Sets | Unit Sets | Supply Sets | Location Sets | Sourcing Strategy Sets | **Force Tree**

Find: [ ]

**Properties**

Code: WYDDAA  
 Name: 1ST BATTALION, 131ST AVIATION REGIMENT  
 Home Station: HOPE HULL G1 - GEES  
 COMPO: 2-ARNG  
 Force Tree ACOM: ARNG  
 Last Modified On: 09-Oct-2014  
 Last Modified By: DST  
 Parent: W84FAA: 621ST TROOP COMMAND DETACHMENT  
 Owners: [ ]  
 Name: [ ]  
 HARRY JOHNSON  
 MICHAEL HARRIS

**Subordinates (5)** [Change Display Order]

Code	Name
WYDDT0	1ST BN 131ST AVIATION HHC
WYDDA0	1ST BN 131ST AVIATION CO A
WYDDB0	COMPANY B 1ST BATTALION 131ST AVIATION REGIMENT
WYDDD0	0131 TH AV BN 01 CO D AVIATION M
WYDDE0	0131 TH AV BN 01 CO E FORWARD SP

**Edit Force Tree Parent**

Parent\* [W84FAA: 621ST TROOP COMMAND DETACHMENT]

Assign parent to the following:

[WYDDAA: 1ST BATTALION, 131ST AVIATION REGIMENT]

OK Cancel

**For the Selected:**

- Edit Parent
- Edit Owners
- Set As Default
- View Unit Properties
- Reload Data
- Export Force Tree

In this example, the AL ARNG, 1<sup>st</sup> Battalion, 131<sup>st</sup> Aviation Regiment branch of the Force Tree was selected for edit. Its current Parent is W84FAA: To change the parent, click in the Parent box and start typing the new parent UIC or Name. The parent box will auto sort through the UICs and unit names in DST, based on whatever is typed. Once the proper "Parent" UIC is selected, click the "OK" button to save changes. The UIC or branch that you changed will now display under the "Parent" selected.

## VI. Requirements for Proposed Sourcing Decisions (PSDs)

### Processing Unit Excess:

a. The preferred method of identifying excess equipment is by Property Book Officers conducting property book alignments and executing PSDs that result in higher equipment on hand readiness levels.

b. PSDs created at the unit level will be processed as Turn-In (Virtual) and referred to higher DST role levels for vetting (Brigade, Division (DCSLOG/G4), Corps (USPFO)) IAW local policies for possible redistribution within the State/Territory. Initiation of a Turn-In PSD by a DST Planner is not an authorization to post the transaction to the Accountable Property System of Record (APSR). Turn-In PSDs processed by subordinate commands in the State/Territory are converted to Lateral Transfer status for vetting and/or redistribution to gaining unit/s within the State/Territory by the USPFO or DCSLOG by selecting the "edit" feature of the PSD and selecting the gaining UIC.

c. As stated above, all PSDs processed to NGB-ARNG for excess equipment by the State/Territory will be referred as Turn-In (virtual) PSDs to ARNG-ILS-E. By forwarding the Turn-In PSD on excess equipment to ARNG-ILS-E, the DCSLOG and USPFO are certifying the equipment cannot be cross leveled to displace older model equipment (modernization requirements) on hand and is excess to all approved MTOE and TDA documents for force structure assigned or to be assigned to the respective State/Territory. All turn-in PSDs referred to ARNG-ILS-E (ACOM/ASCC/DRU) by the USPFO (CORPS) will, at a minimum, have the following information in the PSD notes or Vetting Feedback notes; more information is better, tell the story:

*Excess to (Name of State/Territory) and is not required for modernization. Total authorized (XXX), On Hand (XXX), condition code (X), serial number (XXXXXX), registration number (XXXXXXX) Number (if applicable), NGB action requested. Name, email, phone number.*

*Note:* See Section V for PSD documentation requirements.

d. Upon receipt of a PSD, NGB-ARNG-ILS-E Item managers will determine if a State/Territory has a shortage of the equipment listed in the PSD. If a shortage is identified the PSD will be transitioned to a Lateral Transfer PSD using the UIC of the gaining USPFO and the PSD is referred to the respective State/Territory USPFO.

The State/Territory will determine what gaining organization (UIC) will receive the lateral transfer and refer the PSD to ARNG-ILS-E (ACOM/ASCC/DRU) with the following information in the Feedback Notes of the PSD:

*Concur, Lateral Transfer to (UIC)*

*Ship to:*

*USPFO (State/Territory) UIC, DoDAAC*

*Address*

*City, State, Zip Code*

*Gaining PBO POC: Rank, Name, email, phone number*

*Receiving Location POC: Rank, Name, email, phone number, List any unique delivery instructions*

*Note:* Equipment may be shipped to a USPFO approved alternate location, (MATES, UTES, etc.); however, under no circumstances will equipment be shipped directly to a receiving unit.

e. Processing incoming PSDs from the gaining USPFO by ARNG-ILS-E. Upon receipt of the PSD from the gaining State/Territory USPFO with the selected unit in the Feedback Notes, ARNG-ILS-E will “edit” the PSD to the receiving UIC selected by the State/Territory and process the PSD for approval and publish the lateral transfer directive to the losing/gaining organizations using the distribution lists in the DST email feature of the tool.

f. PSD non-concurrences will contain the following information in the :

*Return to (Vetting Level). Non-concur, Reason. Name, email, phone number.*

g. All turn-in requests referred to ASC by ARNG-ILS-E will include the following statement in the notes:

*Excess to ARNG, ASC action requested. Name, email, phone number.*

Once passed to ASC, ARNG-ILS-E equipment managers will continue to track progress and report to the Branch Chief any PSDs taking longer than 10 days to receive disposition instructions. In theory, true excess should move quickly through the system.

h. *Condition Codes:* All requests for turn-ins will include a letter condition code. FMC and 10/20 are not condition codes. Use selection codes provided in the tool (Example: A, B, F, G, H).

i. Pertinent excerpts from the HQDA EXORD 119-14 BCT REORGANIZATION/490 EXCESS EQUIPMENT DRAWDOWN, dated 15 Apr 14, concerning equipment transfers, accountability, maintenance, receipt, and funds.

## Lateral Transfers:

a. Lateral transfers originating from COMPO 1 will include Losing and Gaining POC information, including emails and phone numbers. The originator's contact information is also listed. This information is found in the body of disposition instructions and in the Feedback Notes portion of the PSD in DST. Lateral transfers from COMPO 1 will be directed to the USPFO Transformation Account UIC in PBUSE; upon receipt, the equipment will be brought to record. This action posting equipment to the USPFO Transformation Account UIC is the least preferred method. Equipment standard is TM 10/20 except for organizations impacted by BCT reorganization as discussed below.

b. Regardless of information listed in the ASC directive, the equipment transfer standard is FMC+Safety for COMPO 1 units affected by reorganization IAW HQDA EXORD 119-14 as listed below. Equipment received in less than FMC+Safety will have the FMC+Safety Fault Summary Worksheet completed with attachments and emailed to NGB-ARNG ILS-E mailbox at NG NCR NGB ARNG List NGGB ARNG-ILZ ILS-E Item Mgr. The FMC+Safety Fault Summary Worksheet can be found in the DST Document Library <https://gkportal.ng.mil/arnng/G4/D03/B07/DST/SitePages/Home.aspx> . Once received, ILS-E will forward to the applicable ACOM for resolution.

c. Pertinent excerpts from the HQDA EXORD 119-14, dated 15 Apr 14, concerning lateral transfer, accountability, maintenance, receipt, and funds involving equipment redistributed from COMPO 1 BCT Reorganization:

3.C.2 .A. (U) INTERCOMMAND TRANSFER DIRECTIVES WILL BE CONCURRENTLY STAFFED WITH THE AFFECTED COMMANDS AND THE ARSTAF TO SHORTEN THE CYCLE TIME REQUIRED TO SUPPORT PROVIDING GUIDANCE TO THE EXECUTING UNITS. FOR LATERAL TRANSFERS OUTSIDE OF THE ACOM, VETTING WILL BE ACCOMPLISHED THROUGH ALL ACOM/ASCC/DRU/COMPOS FOR COMMENT AND THEN REVIEWED BY THE ARSTAF.

3.C.5.B. (U) INTER-COMMAND EQUIPMENT TRANSFERS: MTOE EQUIPMENT WILL TRANSFER TO UNITS IN GAINING COMMANDS AS FOLLOWS:

3.C.5.B.1. (U) TRANSFER STANDARD IS FMC PLUS SAFETY WITH SHIPPING UNIT PROVIDING THE TECHNICAL INSPECTION, APPROVED SHORTAGE ANNEXES AND ALL EQUIPMENT LOG BOOKS. AMC WILL PROVIDE TECHNICAL SUPPORT TO ADJUDICATE CONDITION CODE DISAGREEMENTS BETWEEN SHIPPING AND RECEIVING UNITS. AMC DETERMINATION IS FINAL AND NOT SUBJECT TO FURTHER ADJUDICATION.

3.C.5.B.2. (U) THE RECEIVING UNIT WILL ACCEPT THE EQUIPMENT LATERAL TRANSFER IN PBUSE WITHIN 10 DUTY DAYS OF COMPLETING THE JOINT CHANGE OF CUSTODY INVENTORY/INSPECTIONS. INSPECTIONS BY THE RECEIVING UNIT WILL BE PERFORMED TO VALIDATE CONDITION AND TO

IDENTIFY LOSSES OR DAMAGE IN TRANSIT.

3.C.5.B.3. (U) THERE WILL BE NO FUND TRANSFERS REQUIRED BETWEEN COMMANDS; THE INTENT IS TO QUICKLY BUILD EQUIPMENT ON HAND READINESS IAW THE FORCE DESIGN DECISIONS AND MAINTAIN EQUIPMENT READINESS IN THE GAINING UNITS AS AVAILABLE (PRIORITIZED) RESOURCES ALLOW.

3.C.5.C. (U) INTRA-COMMAND TRANSFERS: ACOM/ASCC/DRU COMMANDERS WILL ESTABLISH INTERNAL PROCEDURES, MAINTENANCE STANDARDS, TIMELINES AND AUTHORITY FOR INTRA-COMMAND TRANSFERS. PROGRESS WILL BE REPORTED AT THE MONTHLY HQDA, G4 (44S) HOSTED BCT/REORG EQUIPMENT CASCADE IN PROCESS REVIEWS (IPRS). COMMANDERS WILL ENSURE THAT SELECT TACTICAL WHEELED VEHICLES ARE REDISTRIBUTED IAW THE GUIDANCE PROVIDED TO RETAIN THE MOST MODERNIZED EQUIPMENT IN UNITS.

d. Disposition instructions that contradict the EXORD are reported to ARNG-ILS-E for resolution with the Army Sustainment Command to the FORSCOM equipment manager.

## VII. PSD Documentation Requirements

Regardless of PSD type (lateral transfer/turn in) if the equipment has a serial number and/or registration number, the information must be included in the PSD notes for proper processing.

a. *V Vehicle Turn-In Requests:* Vehicles are tracked by serial and registration numbers. Technical inspection documentation on equipment for "rolling Stock" (tactical wheeled or towed vehicles with FSCs 2310, 2320, 2330 and 4950) or power generation equipment, submit a DA form 461-5 (Vehicle Classification Inspection), the serial number and registration number with the PSD. Document requirements may be different depending on the type of vehicle and divestiture program. Please contact the ARNG-ILS-E item manager for specific requirements. All other condition codes are handled by exception based on the resulting disposition decision.

b. *Equipment damaged beyond repair:* All PSDs for equipment that is damaged beyond repair must include the technical inspection (TI) documents to determine if the estimated cost of damage (ECOD) exceeds the Maintenance Expenditure Limit (MEL) for proper processing. Please refer to AR 750-1, para 4-4 for more information regarding technical inspections.

c. *Sets, Kits, and Outfits (SKOs):* All SKOs require DA Form 2062, Shortage Annex to process the PSD at ARNG-ILS-E.

## VIII. Vetting Timeline and Managing DST Suspense Dates

### Vetting Timeline:

LMI-DST's primary benefit is allowing PSDs to be vetted at all levels prior to approval. Vetting provides interested parties the opportunity to concur with the proposal and communicate on meeting the completion timeline, request additional time by exception, or identify problems before execution. Vetting synchronizes communication on equipment shortages or excess that may not be reflected on the property books as seen in LMI-DST screens on the day data is reviewed. All parties see the comments and can track the dialogue in the notes and comments as the PSD progresses through LMI-DST.

The vetting timeline is different from the completion timeline. The vetting timeline is as follows:

- a. *Turn-in (virtual) PSDs initiated by units.* States and Territories (CORPS/DIV/BDE) will have 10 working days to collectively vet the PSD before forwarding to ARNG-ILS-E. Once the USPFO concurs with the turn-in request, ARNG-ILS-E has 5 working days to take action via concurrence to ASC for turn-in approval or conversion to lateral transfer directive. All End-Items for turn-in should be complete with Component of End Item (COEI) and available Basic Issue Items (BII). This standard does not apply to equipment identified as obsolete or with standing "as- is" disposition instructions. Any equipment exceeding the Maintenance Expenditure Limit will have appropriate documentation attached.
- b. *ARNG-ILS-E initiated lateral transfers.* Losing and Gaining units have 10 days from the day the lateral transfer PSD is opened for vetting to vet the PSD prior to ARNG-ILS-E approval. Equipment disposition for transfer will be directed after 10 working days unless the USPFO states an objection or otherwise does not comment on the action.
- c. *Turn-in (virtual) PSDs converted to Lateral Transfers.* Gaining States/Territories have 10 working days from the day the lateral transfer PSD is opened for vetting by ARNG-ILS-E to vet the PSD prior to ARNG-ILS-E approval. Turn-in PSDs submitted to ARNG-ILS-E that are converted to lateral transfer and opened for vetting to a gaining State/Territory will require the equipment to be brought to TM 10/20 standard by the losing unit before transfer IAW AR 750-1, see section VII.h. below.

### Managing Suspense Dates:

A suspense date in DST is established by the planner when the PSD is created. Factors that impact processing time frames for both the PSD and equipment must be carefully considered by the DST planner before establishing a suspense date. Once a redistribution decision is reached on a PSD, Item managers at ARNG-ILS-E will adjust the suspense to 60 calendar days from the directive date to complete lateral transfers on ARNG issued directives. Losing UIC/RIC unable to complete PSD directives by the suspense date must notify their chain of command and supporting Property Management Branch (PMB) of the USPFO. The USPFO PMB will adjust the suspense date as

necessary by editing the PSD and notify the applicable ARNG-ILS-E item manager of the change in the PSD's notes.

## IX. Directive Completion / PSD Closeout

The directive completion timeline starts once the PSD is approved.

a. *Lateral Transfers.* DST has the capability to automatically match losing and gaining document numbers to each lateral transfer PSD. A few exceptions will occur where DST finds multiple document numbers for similar items and a manual match is required for PSD close-out. Lateral transfer directive close-outs occur when the gaining and losing PBOs have completed the transaction in PBUSE. In the case where there are multiple document numbers for similar items, the PBO will manually match the document numbers in DST-Execution Tracker Transaction Matching Workflow. DST will validate the transaction from PBUSE and automatically close the directive.

1) All disposition directives derived from LMI-DST PSDs for redistribution of equipment in the ARNG will be executed in the APSR as a lateral transfer and be processed through the losing and gaining State/Territory USPFO Supply Support Activity. Assets will be laterally transferred via DA Form 3161 in accordance with applicable regulations.

2) Upon approval of a PSD, the DST Planner processes the PSD to "DST Approved". Upon assignment of an APSR document number, DST-SM associates the document number to the lateral transfer transaction and the DST system changes the PSD to "DST Directed" in DST-SM. When the gaining organization receipts for the item/s in the APSR, DST matches the losing and gaining document numbers and the DST system changes the PSD to "Closed" at which time the PSD is removed from DST-SM and placed in Decision Support Tool-Execution Tracker (DST-ET). Historical data on closed PSDs can only be found in DST-ET.

3) Processing procedures for lateral transfer include the requirement of the sending unit to bring materiel to Technical Manual (TM) 10/20 maintenance standard and fill all components of end items (COEI) and basic issue items (BII), and sets, kits, and outfit (SKO) shortages prior to executing a lateral transfer within the APSR. Inspection and inventory documentation will accompany equipment at the time of shipment. Additionally, Item Unique Item Identification (IUID) registration and marking application must be completed before the equipment is processed for any lateral transfer actions.

4) The sending unit will provide documentation to accompany the equipment that include: the lateral transfer directive derived from the DST PSD; any supporting documentation enclosed, attached or provided in DST associated with the PSD; supporting technical inspection documentation as applicable (DA Form 461-5, DA Form 2404, etc.); inventory documentation as applicable (DA form 2062); a completed DA Form 3161.

Upon completion of all processing to ready the equipment for transfer, the losing unit will coordinate with the USPFO Supply Support Activity SSA to arrange shipment of the equipment to the gaining state/territory.

5) ***The sending unit will process a lateral transfer transaction document number in the APSR only when all equipment processing is complete, and the USPFO SSA are ready to receive the item for shipment.*** The USPFO SSA representative will receipt for the equipment from the losing organization by signing block 14 of DA Form 3161. All BII and COEI will be crated, banded or otherwise secured to prevent loss or pilferage during shipment. The USPFO SSA representative will ensure unit materiel is prepared for shipment and conduct final coordination with the USPFO Commercial Transportation Office (CTO). Equipment will be processed for shipment to the gaining State/Territory USPFO address listed in the lateral transfer directive.

6) The USPFO CTO will ensure the DD Form 1149 (Requisition and Invoice/Shipping Document) and the continuation sheet DD Form 1149C is filled out clearly and legibly. Description of Articles, Block 4b. and 6b. (as applicable), will include serial numbers in description of the articles section of the form for all Army serial number tracked items; additionally, the CTO will record the PSD identification number from the lateral transfer directive in block 4b or 6 b.

7) Upon receipt of materiel by the gaining USPFO, the SSA representative will verify for the items by completing block 19 of the DD Form 1149 for the acceptance, transfer of materiel and contact the gaining unit for completion of the lateral transfer. 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. The gaining unit must also complete the Receipt of Lateral Transfer prior to evacuating equipment for technical inspection. Materiel and equipment evacuated for maintenance inspection is not exempt from property accountability. Gaining units or activities will post the equipment in the property book within 30 calendar days upon receipt of equipment from the USPFO SSA by signing and dating block 15 of the DA Form 3161 to complete the lateral transfer process.

8) The gaining unit's maintenance support facility performs all inspections and repairs in accordance with Army Regulation (AR) 750-1 upon receipt. The gaining unit identifies items that are less than TM 10/20 standard during a technical inspection or, if possible, a joint technical inspection with the losing unit for the reimbursement of Class IX. Reimbursement of labor repair costs only applies to DoD components, other federal agencies and the public outside of the ARNG. Joint technical inspections are encouraged for all lateral transfers contingent on funding availability.

9) The gaining unit submits through their DCSLOG and USPFO a discrepancy report to the losing State/Territory USPFO and DCSLOG no later than 30 calendar days after receipt for resolving action if the item received is less than TM 10/20 standard. The gaining State/Territory DCSLOG or USPFO also submits a copy of the discrepancy report to the ARNG ILS-E mailbox at NCR NGB ARNG List NGGB ARNG-ILZ ILS-E Item Mgr.

Discrepancy reports must include technical inspection documentation with parts, COEI, and BII, to bring the materiel to TM 10/20 standard. States/Territories transferring funds to bring the items to TM 10/20 standard will use the DD Form 448, Military Interdepartmental Purchase Request (MIPR) or Work Breakdown Structure (WBS). Failure of losing unit's State/Territory to issue a MIPR or WBS, or otherwise correct the TM 10/20 deficiency, will result in ARNG-ILS redistribution of Annual Funding Program for the next fiscal year from the losing to gaining State/Territory in the dollar amount documented in the discrepancy report.

b. *Turn-Ins.* The USPFO SSA will cease accepting turn-in of Procurement of Equipment & Missiles (PEMA) funded materiel from command customers who do not possess a directive issued by NGB-ARNG, Army Sustainment Command (ASC) or applicable Life Cycle Management Command (LCMC). Items in the DST Line Item Number (LIN) Catalog with National Stock Number (NSN) listed with Master Divestiture List (MDL) and/or Automatic Disposal List (ADL) instructions must also have a directive derived from a DST PSD before this materiel may be turned in and processed to Defense Logistics Agency Disposition Services.

1) Currently, many LCMC item managers have ceased using the Report of Excess process (Document Identifier Code (DIC) = FTE, FTR, etc.) inherent in SARSS and GCSS-Army that report FTE data to Logistics Modernization Program (LMP), and instead use DST to staff disposition and issue subsequent instructions.

2) Use of the Report of Excess FTE processes in USPFO GCSS-Army and remaining SARSS SSAs are suspended until further notice. Under no circumstances will a FTE be generated on PEMA funded materiel on hand in the SSA.

3) In Lieu of the FTE process, USPFO DST Planner/s will generate Turn-In PSDs on materiel the USPFO determines is excess. Technical inspection documentation on equipment for "rolling stock" (tactical wheeled or towed vehicles with FSCs 2310, 2320, 2330 and 4950) must be uploaded into the PSD. The registration and serial number will also be listed in the PSD; any additional information requirements will be communicated in PSD vetting. These PSDs are processed through ARNG-ILS-E for redistribution, turn-in, or divestiture decisions.

4) ARNG units are not authorized to make direct turn-in of equipment to any Depots. Specific to weapons turn-in at Anniston Army Depot, the USPFO will coordinate for contract carrier to ship weapons to Anniston Army Depot with satellite tracking in accordance with AR 190-11. Use RIC B14 and DODAAC SW3120 for all USPFO weapon turn-ins; do not use BA4 and DODAAC SV3120.

5) Turn-in documents for all items requiring serial number accounting, weapons and Controlled Cryptographic Items (CCI) will contain the serial number. As per AR 380-40, all CCI equipment must be zeroed out (no cryptographic key is resident within the unit or receiver transmitter).

6) DST has the capability to automatically close a turn-in PSD when the losing unit document number is a full quantity match. In the case where there are multiple document numbers for similar items, the PBO will manually match the document numbers in DST-Execution Tracker Transaction Matching Workflow for the full quantity for close out.

c. Army Worldwide Transportation (AWT formally known as Second Destination Transportation (SDT)) costs for lateral transfers and turn-ins will be paid by AWT funds at losing State/Territory unless otherwise noted in disposition instructions.

## X. PSD Management

Managing the Vetting Level of a PSD.

a. Once a PSD is vetted, the manager must assign it to the next level for action.

1) Levels are not skipped over when vetting PSDs. For example, DSCLOG/G4 (Division) should not refer PSDs for action to ARNG-ILS-E. All PSDs will flow through the USPFO for analysis and vetting feedback.

2) Users will only action PSDs at their assigned user level. A user may set notifications that inform them a PSD is open for vetting for a UIC in a chosen Filter Set; however; feedback should only occur when the PSD is referred to their level when superior or subordinate users have provided vetting feedback.

3) PSDs levels only change during feedback types of Concur, Non Concur, and Return for Further Action. "Other" feedback types do not pass the action or change the vetting level even if the user selects a different level.

b. Once a PSD is approved, ensure the directive is sent to the appropriate parties and assign the PSD to the next level below for notification of completion.

c. If additional time is required to research an item for the appropriate action, select HOLD PENDING DECISION and keep it at the user's level for research.

d. If a PSD is converted from a turn-in to a lateral transfer and the user is waiting gaining unit concurrence, assign the PSD to the next level for vetting (while maintaining visibility on the timeline).

e. If the user requires additional information for a PSD, the user must select RETURN FOR FURTHER ACTION, with specific notes for the information needed, and assign to the appropriate level. If no acknowledgement is received after 10 days, mark that PSD as DST Not Approved. This will trigger the unit to resubmit a PSD with the required information.

f. Non-concurred PSDs are limited to 30 days for response. If no action is been taken after 30 days, mark that PSD as DST Not Approved. This action releases the assets back to the ledger for a follow-on PSD, if necessary.

g. A PSD is complete unless it has a status other than OPEN or INFEASIBLE in DST-ET. Concurring with a PSD does not complete the requirement. If awaiting action from a higher level, the lower user must engage the higher user after 10 days for a status.

h. Everyone will establish a tracking mechanism for PSD accountability. This will ensure that if you have placed a PSD at another level for action, you must maintain visibility of that PSD until it is complete. (see Notifications section)

*NOTE* - Mandatory verbiage is required for each PSD concurrence/non-concurrence. Lack of correct verbiage will stop PSD as not escalated to the next level, which may exceed the timeline set by leadership.

i. Marking PSDs Not Approved.

1) Once a PSD is non-concurred to finality, the organization with directive authority of both UICs will edit the PSD as "DST Not Approved" and provide reason in the PSD notes or PSD feedback notes. This releases the assets back into the ledger, while keeping a record of PSD with comments for historical purposes. If ARNG-ILS-E non-concurs a PSD and there is no feedback within 30 days, the PSD will be marked as DST Not Approved with reason. Each State/Territory should develop their own internal process regarding their organization's timeline for marking a PSD as DST Not Approved.

2) There is no cancellation process for PSDs. In circumstances where a PSD was created in error, users with edit authority of PSD will "edit" the PSD to "DST Not Approved" and provide comments in the PSD notes indicating the reason (error).

## XI. Notifications

Each user establishes notifications in LMI-DST to efficiently manage PSDs. The notifications should include which PSDs requiring action, PSDs awaiting final disposition instructions, and which PSDs have been approved for action. This provides users the visibility to track open PSDs still on the property book or LIN/Unit profile until completion. Users may build up to 20 specific notifications to monitor and manage PSDs at a given level. Examples of notifications are found in the DST Document Library at <https://gkoportal.ng.mil/arng/G4/D03/B07/DST/SitePages/Home.aspx>

Delinquent PSDs				Current PSDs			
> 90 days	61 to 90 days	31 to 60 days	1 to 30 days	0 to 30 days	31 to 60 days	61 to 90 days	> 90 days

Example Notification set up:

Results:

Notifications (by Suspense Date)		Last Updated: 03-Nov-2014 2019 Z							
Notification (by Suspense Date) Name	All PSDs	Delinquent PSDs				Current PSDs			
		>90 days	61 to 90 days	31 to 60 days	1 to 30 days	0 to 30 days	31 to 60 days	61 to 90 days	>90 days
MS PSDs	23			1	1	7	14		

## XII. Disposition Instructions

Disposition instructions issued by ASC are forwarded to the ARNG-ILS-E item manager, who in turn will forward to the State/Territory. Disposition instructions processed by ARNG-ILS-E will be forwarded to the State/Territory USPFO and DCSLOG DST email distribution list.

## XIII. Automatic Disposition

Proposed Sourcing Decisions on excess will be processed for all items listed in the DST LIN Catalog as Automatic Disposal List (ADL)/Master Divestiture List (MDL) through ARNG-ILS-E. Army Sustainment Command or LCMC will issue directives according to the Auto Disposition feature in the DST LIN Catalog for NIINs requiring vetting. NIIN properties for Auto Disposition can only be added/ edited by users with the "LIN Catalog: Edit" privilege and command level of LCMC.

a. How Auto Disposition Affects PSDs. When creating a turn-in PSD with a NIIN and condition code (CC) that matches a NIIN/ CC combination established in NIIN Properties, auto disposition logic will be applied.

b. Within NIIN Properties, if a NIIN has auto disposition and vetting required set as "yes", auto disposition will not be provided until vetted by ASC. Within NIIN properties, if a NIIN has auto disposition and vetting required set as "no", auto disposition will be provided by ARNG-ILS-E.

## XIV. Auto Sourcing

Auto sourcing is an added capability provided by LMI-DST to enhance the efficiency of property distribution and redistribution. Users must analyze the results to ensure accuracy prior to opening PSDs for vetting. This is a useful function; however, users must recognize that LMI-DST will source to a shortage with no analysis, no consideration of substitutes, and no consideration of In-Lieu-Of equipment.

## XV. Naming Conventions and Email Distribution Address Sets

Standard naming conventions for filter sets were discussed in Section IV. Standard naming conventions are critical to enable quick access to information in DST.

a. The naming convention for Directive Templates, Address Sets, and Addresses created by the State/Territory will be in the following format #NGB\_(Two Letter State/Territory Abbreviation)\_(Unit)\_. Examples of a State/Territory naming convention using this format are #NGB\_MS\_USPFO or #NGB\_MO\_175<sup>th</sup>\_MP

b. Each State/Territory will create and maintain two email distribution address sets in the following format that contain the individual USPFO and DCSLOG/G4 POCs that will receive ARNG-ILS-E directives. The format for the USPFO is #NGB\_\_(Two Letter State/Territory Abbreviation)\_USPFO\_DISTRO; format for DCSLOG/G4 is #NGB\_\_(Two Letter State/Territory Abbreviation)\_G4\_DISTRO. Examples are: #NGB\_MS\_USPFO\_DISTRO and #NGB\_MO\_G4\_DISTRO respectively.

## XVI. Open Requisitions

Requisitions submitted by units for MTOE/TDA shortages may be DST Directed by LCMC item managers to satisfy the requirement. These DST Directed PSDs are not opened for vetting. It is important for units to validate open requisitions quarterly with the USPFO Supply Support Activity to insure the equipment is still required IAW DA Pam 710-2-1, paragraph 2-31.

## XVII. Redistribution of Single Stock Funded Items

Redistribution of stock funded items provides approximately \$10M dollars a year in cost avoidance for ARNG forces; however, it may not be economically feasible to redistribute all stock funded materiel and equipment. Stock funded items in condition code A or B and costing more than the amount to process and ship may be redistributed to other States and Territories; stock funded items that do not meet these criteria will be turned in to the supporting USPFO SSA. The procedures explained below replace the Stock Funded Transfer of Property System (SF-TOPS) and depend upon the DST virtual turn in and notification process using LIN Filter Set #NGB\_SF\_ALL. Criteria for ARNG-ILS-E selecting a receiver among more than one requester are lower shipping costs; followed by DARPL sequence.

Single stock fund (SSF) excess will be processed as Turn-In (Virtual) PSDs and referred to higher DST role levels for vetting (Brigade, Division (DCSLOG/G4), Corps (USPFO)) IAW local policies for possible redistribution within the State/Territory. Once the State/ Territory validates SSF Turn-In (Virtual) PSDs as excess (see para XVII c. below) , all other

Days at Current Vetting Level				
>30 days	15 to 30 days	10 to 15 days	5 to 10 days	<5 days

States/ Territories can request excess items through vetting. All excess SSF items not requested for redistribution twenty calendar days after excess validation by the losing State/ Territory will receive turn-in disposition instruction from ARNG-ILS-E.

Establish the following notifications in DST-SM to monitor SSF excess Turn-Ins and Lateral Transfers. ARNG-ILS-E created and maintains the LIN Set #NGB\_SF\_All which captures all SSF LINs for possible redistribution. Ensure this LIN set is utilized in all SSF notifications. Follow the below procedures to meet all requirements for proper SSF processing.

a. SSF State/ Territory Vetting Open Turn-In (Virtual) PSDs: This notification allows the State/ Territory to monitor vetting open SSF PSDs still being vetted within the State/ Territory at every vetting level (Unit, Brigade, Division (DCSLOG/G4), Corps (USPFO)).

b. USPFO must validate SSF Turn-In PSDs are excess to the State/ Territory with a feedback note that contains: Feedback Type: Concur. Vetting Level: ACOM/ ASCC/ DRU. Notes: Enter the following statement at a minimum:

*Excess to (Name of State/Territory), condition code (X). Name, email, phone number.*

c. SSF Items Available for Redistribution: This notification displays all USPFO validated SSF Turn-In PSDs that are available for redistribution to another State/ Territory.

d. To request excess SSF assets, the potential gaining USPFO must complete and email a Single Stock Fund Excess Request Form to the following email: ng.ncr.ngb-arng.mbx.g4-dst@mail.mil. The Single Stock Fund Excess Request Form Template can be found in the GKO DST Library at: <https://gkoportal.ng.mil/arng/G4/D03/B07/DST/Documents/Forms/AllItems.aspx>.

e. ARNG-ILS-E will monitor the above mailbox daily for Single Stock Fund Excess Request Forms. ARNG-ILS-E will allow nineteen (19) calendar days from the date a SSF Turn-in PSD is concurred to the vetting level ACOM/ ASCC/ DRU as validated excess by the USPFO to receive requests. On the twentieth (20) day, ARNG-ILE-E will select the requesting unit(s) among all requesters with the lowest shipping costs followed by DARPL sequence. Next, ARNG-ILS-E will edit and change the Turn-In to a Lateral Transfer and email the disposition directive to both the losing and gaining USPFOs and DCSLOGs for execution. If no State/ Territory requests

Days at Current Vetting Level				
>30 days	15 to 30 days	10 to 15 days	5 to 10 days	<5 days

SSF excess after twenty (20) calendar days, ARNG-ILS-E will vet the Turn-in to Army Sustainment Command for disposition instructions.

f. Monitor DST Approved and DST Directed SSF Due Outs: This notification allows the State/ Territory to monitor DST Approved and DST Directed SSF PSDs where the State/Territory is the losing organization.

Create New Notification (by Suspense Date)

Name \*  
DST Approved & DST Directed Stock Funded Due Outs

PSD Type  
Lateral Transfer, Depot Issued, Other, Turn-In

Vetting Status  
DST Approved, DST Directed

Vetting Level  
All

Feasible?  
All

*You must specify at least one of the following sets from the options below:*

Supplier Set  
+\_NGB NEW JERSEY (133) \*

Receiver Set  
[select]

LIN Set  
+\_NGB\_SF\_ALL (9494) \*

Color Coding (click a range to edit)

Delinquent PSDs				Current PSDs			
>90 days	61 to 90 days	31 to 60 days	1 to 30 days	0 to 30 days	31 to 60 days	61 to 90 days	>90 days

OK Cancel

g. Monitor DST Approved and DST Directed SSF Due Ins: This notification allows the State/ Territory to monitor DST Approved and DST Directed SSF PSDs where the State/ Territory is the gaining organization.

Create New Notification (by Suspense Date)

Name \*  
DST Approved & DST Directed Stock Funded Due Ins

PSD Type  
Lateral Transfer, Depot Issued

Vetting Status  
DST Approved, DST Directed

Vetting Level  
All

Feasible?  
All

*You must specify at least one of the following sets from the options below:*

Supplier Set  
+\_NGB ALL (7872) \*

Receiver Set  
+\_NGB KANSAS (143) \*

LIN Set  
+\_NGB\_SF\_ALL (9494) \*

Color Coding (click a range to edit)

Delinquent PSDs				Current PSDs			
>90 days	61 to 90 days	31 to 60 days	1 to 30 days	0 to 30 days	31 to 60 days	61 to 90 days	>90 days

OK Cancel

## XVIII. Equipment Pass Backs for Mobilizing Units

Mobilization – Transfer of Property System (M-TOPS) is replaced by the pass back procedures found on the ARNG-ILS-L GKO portal at <https://gkoportal.ng.mil/arng/G4/D03/B05/AMET/SitePages/Home.aspx> for mobilizing, and ARNG CBRNE CERFP, and HRF units.

- a. Pass backs may only be submitted by the J4/DCSLOG/G4 or USPFO level representatives, access to the portal is limited to action officers at that level.
- b. After registration, the equipment requirements listed on the Passback spreadsheet, submitted by the State/Territory using the procedures on this portal, will be validated by ARNG-ILS-L. Equipment requirements validated by ARNG-ILS-L are passed to ARNG-ILS-E for redistribution to the deploying unit using the Decision Support Tool (DST). Redistribution decisions in support of validated pass backs are vetted by losing and gaining USPFO (Corps) and DCSLOG (Div) level DST planners before ILS-E will publish the directive.
- c. Prior to submitting pass back requirements, the State/Territory must first cross-level equipment to meet deploying unit's requirements. Cross-leveling must also be completed for any ARNG CBRNE CERFP and HRF requirements before submitting pass back requests.

## XIX. Assistance

Users will contact experts within their chain of command for local training and routine issues. There are three avenues for assistance: (1) Training is available via DCO. Users can access the LOGSA website [https://www.logsa.army.mil/training/liw\\_training\\_dst.cfm](https://www.logsa.army.mil/training/liw_training_dst.cfm) and register for training. (2) Users may request assistance with DST from ARNG-ILS-E at the hot button “DST Assistance” under Help at <https://gkoportal.ng.mil/arng/G4/D03/B07/DST/SitePages/Home.aspx>. (3) Users should not contact LOGSA directly with issues. ASC is the executing agent for LMI and should mitigate all issues/concerns with DST.