DIRECTORATE OF LOGISTICS

1. LOGISITCS MANAGEMENT POLICY.

1.1. Provides guidance on interpretation of directives.

1.2. Assists units, organizations, and activities of the state in logistics management policy matters.

2. REVIEWS INTER-SERVICE SUPPORT AGREEMENTS (ISSAS).

3. NEW EQUIPMENT FIELDINGS.

3.1. Coordinates with FIRO on new equipment fielding.

3.2. Publishes material fielding plans.

3.3. Identifies command logistics requirements for new equipment training (NET).

3.4. Coordinates total package fielding with the appropriate program manager.

3.5. Executes force integration plans.

4. MOBILIZATION SUPPORT.

4.1. Oversees the development of logistical support plans for the deployment and redeployment of assigned units.

4.2. Coordinates logistics support in IDT/AT, mobilization, military support for federal and state missions, and CONUS/OCONUS training exercises.

5. ENVIRONMENTAL COMPLIANCE. ENSURES COMPLIANCE WITH ENVIRONMENTAL POLICIES AND REQUIREMENTS AS PERTAINS TO LOGISTICS MATTERS.

6. AWARDS PROGRAMS.

6.1. Manage HQDA unit logistics awards programs.

6.2. Manage state unit logistics awards programs.

7. LOAN/LEASE PROGRAM. COORDINATES ALL LOANS/LEASE OF FEDERAL EQUIPMENT.

8. MANAGES AUTHORIZATION DOCUMENTS.

9. INSTALLATION SUPPORT.

9.1. Coordinates input to service base costing (SBC) and installation support requirement (ISR) programs.

9.2. Responsible for input to DUERS report.

9.3. Coordinates input to the state energy conservation program.

10. REPORT OF SURVEY PROCESS.

10.1. Maintains statistics on reports of survey.

10.2. Submits ROSR to NGB.

11. BUDGET MANAGEMENT.

11.1. Activity manager for ROS investigation funds.

11.2. Activity manager for FMAT funds.

11.3. Activity manager for change of command funds.

11.4. Oversight for budget preparation.

12. LOGISTICAL PLANNING. REVIEWS AND MANAGES ARNG/STATE LOGISTICAL PLANS AND PROGRAMS.

13. OVERSIGHT FOR THE FOOD SERVICE PROGRAM.

14. MONITORS AND COORDINATES LOGISTICS READINESS ISSUES TO INCLUDE UNIT STATUS REPORT AND DIRECTS REDISTRIBUTION OF COMMAND EQUIPMENT TO IMPROVE EQUIPMENT ON HAND READINESS.

15. MANAGES THE COMMAND SUPPLY DISCIPLINE PROGRAM.

16. TRAINING. OVERSEES LOGISTICAL TRAINING PLANS FOR UNITS, FTUS, AND TRADITIONAL SOLDIERS.

17. LOGISTICS MANAGEMENT.

17.1. Administers personnel.

17.1.1. Indoctrinates personnel.

17.1.2. Rates performance.

17.1.3. Endorses evaluation (senior rater).

17.1.4. Nominates personnel for award.

17.1.5. Monitors management improvement program.

17.1.5.1. Assists subordinate.

17.1.5.2. Processes suggestion.

17.2. Manages personnel.

17.2.1. Schedules personnel.

17.2.2. Develops maintenance policy.

17.2.3. Directs work center activity.

17.2.3.1. Inspects work.

17.2.3.2. Coordinates status.

17.2.3.3. Informs work center personnel.

17.2.3.4. Prepares correspondence.

17.2.4. Counsels personnel.

17.3. Reviews incoming distribution.

17.4. Reviews outgoing distribution.

17.5. Reviews report and statistical data.

17.6. Conducts inspection.

17.6.1. Inspects shop physical security program.

17.6.2. Inspects shop safety program.

17.6.3. Conducts command inspection program.

17.6.4. Inspects HAZMAT program at the shop level.

17.7. Receives and assists visiting official.

17.8. Convenes annual army maintenance excellence award board.

17.8.1. Convenes unit award board.

17.8.2. Convenes organizational maintenance shop (OMS) award board.

17.9. Appoints safety council IAW AR/NGR 385-10.

17.10. Appoints authorized stockage list (ASL) IAW AR 710-2, chap 3.

17.11. Attends conference.

17.12. Travel.

18. BUDGET.

18.1. Prepares budget estimate.

18.1.1. Prepares annual review.

18.1.2. Prepares mid-year review.

18.2. Executes budget.

18.3. Manages general accounting agency (GSA) fleet fund.

18.4. Maintains stock funded depot level repairable (SFDLR).

18.5. Attends process budget action committee (PBAC) meeting.

18.6. Prepares state emergency/FEMA operations expenditure report.

18.7. Manages training/travel account.

18.7.1. Active guard reserve (AGR) account.

18.7.2. Technician training account.

18.7.3. Technician travel account.

18.7.4. Maintenance training (active duty for special work).

18.8. Manages IMPAC card invoice.

18.9. Prepares military interdepartmental purchase request (MIPR).

18.10. Prepares blanket purchase agreement (BPA).

18.11. Reviews monthly transaction register.

18.12. Reviews unliquidated obligation record.

19. TECHNICAL OPERATIONS.

19.1. Establishes command maintenance evaluation team (comet).

19.1.1. Prepares for comet visit.

19.1.2. Conducts comet visit.

19.1.3.   Prepares comet quarterly status report.

19.2. Reviews quality deficiency report (GDR).

19.3. Provides shop support.

19.4. Establishes maintenance procedure.

19.5.   Develops OPTEMPO requirement.

19.6. Implements supply support.

19.6.1. Reviews resource availability.

19.6.2. Administers shop operation.

19.6.3. Administers shop supply operation.

19.6.3.1. Reviews requisition.

19.6.3.2. Processes shop requisition.

19.6.3.3. Conducts inventory.

19.6.3.4. Maintains property book.

19.7. Monitors environmental/hazardous material (HAZMAT) program.

19.8. Reviews occupational safety and health agency (OSHA) guidance.

19.9.   Manages technician training.

19.9.1. Administers technician training program.

19.9.2. Develops training material.

19.9.3. Conducts training.

19.9.3.1. Prepares for training.

19.9.3.2. Instructs trainee.

19.9.3.3. Administers test.

19.10.   Manages class IX activity.

19.11. Performs travel.

20. MAINTENANCE ANALYSIS.

20.1. Evaluates maintenance procedure.

20.2. Analyzes manpower document.

20.3. Prepares report.

20.3.1. Quarterly NGB backlog report.

20.3.2. Non tactical vehicle report.

20.3.3. Quarterly 2406 report.

20.3.4. Quarterly DA form 3266-1 report (missile report).

20.3.5. Weapon record data card report (DA form 2408-4).

20.3.6. Watercraft usage report (DA form 2408-9).

20.3.7. Cost mapping report (ISM program).

20.3.8. Army material status system (AMSS).

20.3.9. CALMIS/TIMMS report.

20.3.10. Army oil analysis program report.

20.3.11. Maintenance support plan: reviews, prepares, and submits report.

20.3.12. Quality deficiency report.

20.3.13. Report of discrepancy.

20.4. Manages program.

20.4.1. Bio-medical maintenance program.

20.4.2. AOAP program.

20.4.3. Equipment product improvement (pi) program.

20.4.4. Modification work order (MWO) program.

20.4.5. Depot rebuild/overhaul program.

20.4.6. Combat vehicle evaluation program.

20.4.7. Coordinated logistics support program (CLSP).

20.4.8. The army unit level logistics system (ULLS-G) program.

20.4.9. GSA fleet management program.

20.4.10. Manages readiness program.

20.5. Prepares mission support plan (MSP)

20.6. Operates standard army maintenance support system (SAMS-2).

21. MANAGES MAINTENANCE ASSISTANCE AND INSTRUCTION (MAIT) PROGRAM.

21.1. Prepares for unit training and assistance.

21.2. Obtains material.

21.3. Conducts unit training and assistance.

21.3.1. New equipment training.

21.3.2. Displaced equipment training (DET).

21.4. Prepares after action report.

21.5. Performs travel.

22. AUTOMATION.

22.1. Conducts automation systems analysis.

22.2. Maintains automated systems software and hardware.

22.2.1. Maintains automated system software.

22.2.2. Maintains automated systems hardware.

22.3. Performs travel.

23. SUPERVISION.

23.1. Administers personnel.

23.1.1. Indoctrinates personnel.

23.1.2. Rates performance.

23.1.3. Endorses evaluation.

23.1.4. Nominates personnel for award.

23.1.5. Monitors management improvement program.

23.1.5.1. Assists subordinate.

23.1.5.2. Processes suggestion.

23.2. Supervises personnel.

23.2.1. Schedules personnel.

23.2.2. Develops directive.

23.2.3. Directs work center activity.

23.2.3.1. Inspects work.

23.2.3.2. Coordinates status.

23.2.3.3. Informs work center personnel.

23.2.3.4. Prepares correspondence.

23.2.4. Counsels personnel.

23.3. Reviews incoming distribution.

23.4. Reviews report and statistical data.

23.5. Develops budget estimate.

23.6. Inspects facility.

23.7. Investigates accident or incident.

23.8. Receives and assists visiting official.

24. ADMINISTRATION.

24.1. Types communication.

 24.1.1. Types memorandum.

24.1.2. Types message.

24.1.3. Types report.

24.1.4. Types plan, schedule, or roster.

24.1.5. Types evaluation (performance report).

24.1.6. Types endorsement to evaluation.

24.1.7. Types statistical data.

24.2. Processes unclassified distribution.

24.2.1. Processes unclassified distribution.

24.2.1.2. Processes incoming distribution.

24.2.1.3. Processes outgoing distribution.

24.3. Maintains unclassified correspondence file.

24.3.1. Establishes file.

24.3.2. Files correspondence.

24.3.3. Maintains suspense file.

24.3.4. Disposes of record.

24.3.5. Maintains log and register.

24.3.6. Maintains security file.

24.3.7. Maintains personnel locator file.

24.3.8. Maintains classified material.

24.3.8.1. Controls material.

24.3.8.2. Inventories material.

24.3.8.3. Safeguards material.

24.3.8.4. Destroys material.

24.4. Maintains unclassified publication file.

24.4.1. Obtains administrative publication.

24.4.2. Maintains index.

24.4.3. Maintains publication.

24.4. Operates copying machine.

24.4.1. Operates machine.

24.4.2. Collates copies.

24.5. Maintains stock of blank forms.

24.6. Maintains status chart or bulletin board.

24.7. Maintains time and attendance card.

24.8. Provides stenographic service.

24.8.1. Takes dictation.

24.8.2. Takes minutes.

24.8.3. Transcribes notes and recordings.

24.9. Maintains appointment record.

24.10. Acknowledges visitor.

24.11. Processes ADP action.

25. MEETINGS.

25.1. Prepares for meeting.

25.2. Conducts or attends meeting.

26. TRAINING.

26.1. Administers training.

26.2. Develops training material.

26.3. Conducts training.

26.3.1. Prepares for training.

26.3.2. Instructs trainee.

26.3.3. Administers test.

26.4. Receives training.

26.4.1. Receives instruction.

26.4.2. Takes test.

26.4.3. Reads publication.

27. SUPPLY.

27.1. Processes equipment request.

27.2. Conducts inventory.

27.3. Maintains custodian document.

27.4. Obtains expendable supply.

28. EQUIPMENT MAINTENANCE.

28.1. Maintains office equipment.

28.2. Maintains shop equipment.

28.2.1. Maintains machinery.

28.2.2. Maintains test equipment.

28.2.3. Maintains consolidated tool kit.

28.2.4. Maintains individual tool kit.

28.3. Maintains assigned vehicle.

29. CLEANUP.

29.1. Prepares work area.

29.2. Puts work away.

29.3. Cleans work area.

30. PROVIDES STARC LOGISTICS GUIDANCE AND POLICIES TO IMPROVE LOGISTICS READINESS AND COMMAND SUPPLY DISCIPLINE. IN UNITS WITHIN THE STATE BY FOCUSING ON COMMAND INVOLVEMENT.

31. DEVELOPS AND EXECUTES THE LOGISTICS FUNDING PLAN. IN CONCERT WITH THE TAG AND USPFO.

32. SERVES AS MAJOR ACTIVITY DIRECTOR (MAD) FOR ALL LOGISTICAL OM&G FUNDS AND SELECTED NGPA FUNDS.

32.1. Provides overall logistics funds management and command funds program management.

33. CHANGE OF COMMAND MAN-DAYS.

Food service funding

DLR/CL 9

GSA

POL

OCIE

33.1. Recommends the installation and unit stockages levels. In concert with the USPFO.

34. DIRECTS THE LOGISTICS OPERATIONS CELL TO SUPPORT STARC EMERGENCY OPERATIONS CENTER IN SUPPORT OF FEDERAL AND STATE MISSIONS.

35. DIRECTS AND COORDINATES LOGISTICAL STAFF VISITS AND INSPECTIONS.

35.1. Of units to determine the adequacy of required facilities, effectiveness of command logistical functions in support of programs and to ensure coordination between such functions.

36. DEVELOPS COMMAND LOGISTICS POLICIES AND PROCEDURES TO ASSURE EFFECTIVE SUPPORT OF READINESS AND TRAINING MISSION REQUIREMENTS.

36.1. Provides technical and administrative advice on command logistical matters.

36.2. Coordinates with internal and external, state and federal agencies. Other STARC, NGB and other staff officers as necessary.

37. RESPONSIBLE FOR THE DEVELOPMENT AND PUBLISHING OF LOGISTICS POLICIES AND PROCEDURES.

38. MANAGES ALLOCATED HUMAN RESOURCES WITHIN THE LOGISTICS COMMUNITY.

39. IMPLEMENTS MANAGEMENT CONTOLS PROGRAM FOR LOGISTICS OPERATIONS.

40. DIRECTS AND CONTROLS ALL FUNCTIONS RELATING TO SUPPLY, SERVICES, TRANSPORTATION, AND MAINTENACE.

41. MANAGES RECYCLING PROGRAM.

42. MANAGEMENT OF S&S FUNCTIONS.

42.1. Plans, organizes, and manages, S&S functions (includes supply, storage, and property accountability management).

42.2. Formulates and implements supply operating procedures and policies.

43. ASSISTS UNITS, ORGANIZATIONS, AND ACTIVITIES OF THE STATE IN SUPPLY AND SERVICE MATTERS.

44. REVIEWS AND IMPLEMENTS INTER-SERVICE SUPPORT AGREEMENTS (ISSAS).

45. EQUIPMENT MANAGEMENT.

45.1. Coordinates and manages all loans of equipment.

45.2. Provides logistics staff control and executes internal and external (OSCAR) distribution/redistribution of equipment.

45.3. Monitors and advises on excess management across the state.

46. MANAGES STATE AND FEDERAL SUPPLY AWARDS PROGRAMS.

47. PROPERTY MANAGEMENT.

47.1. Coordinates authorization document implementation.

47.2. Monitors DODAAC submissions and coordinates with unit and state DODAAC coordinator.

47.3. Manages, controls, analyzes, recommends corrective action for property loss.

47.4. Monitors unit equipment inventories.

47.5. Monitors warehouse operation with automated system support to ensure property record accuracy through required reconciliations.

47.6. Participates in scheduling and conducting of change of PBO inventory.

47.7. Manages command serialization program.

47.8. Monitors CBS-X submissions.

47.9. Manages material return program (MRP).

47.10. Manages velocity management (VM) program.

48. REPORT OF SURVEY PROCESS.

48.1. Manages report of survey process.

48.2. Provides input and documents the ROSR.

49. MANAGES THE COMMAND SUPPLY DISCIPLINE PROGRAM.

50. ENERGY CONSERVATION PROGRAM.

50.1. Provides input to state energy conservation program.

50.2. Serves as the command mobility energy management officer (fuel).

51. DEVELOPS STATE LOGISTICS CONTINGENCY STOCKAGE PLAN.

52. PROVIDES INPUT TO SUPPLY/STORAGE FACILITIES DESIGN AND MAINTENANCE/REPAIR.

53. PROVIDES BUDGET INPUT TO IMO.

54. COORDINATES SAAIT ACTIVITIES ON SELECTIVE INVENTORIES.

55. STAMIS SOFTWARE MANAGEMENT.

55.1. Performs as the state focal point for CSS software management with NGB and CASCOM.

55.2. Provides operator level support for all CSS STAMIS' within units and TDA activities.

55.3. Responsible for receipt, distribution, implementation, retrieval, and disposal of all CSS software.

55.4. Provide user level assistance, system troubleshooting, and replacement of software.

55.5. Ensures that all systems change packages are applied in the proper order along with review of all system problem reports and engineer change proposals (ECP).

55.6. Coordinates and monitors recommended system changes submitted.

55.7. Responsible for the integration of any required databases of new units.

55.8. Provides CSS automation support to units and activities within the respective state.

56. STAMIS HARDWARE MANAGEMENT.

56.1. Responsible for maintaining and managing the state CSS automation float and coordinating accountability of exchanges.

56.2. Manages the receipt, issuing and redistribution of hardware.

56.3. Monitors hardware accountability.

56.4. Ensures proper installation, testing, and evaluation of SRAMIS hardware.

57. COMMUNICATIONS MANAGEMENT.

57.1. Responsible for coordination of signal/communications support actions and requirements with respective DCSIM and/or signal units.

57.2. Manages, in coordination with major commands, tactical communications systems.

58. SYSTEMS MANAGEMENT.

58.1. Acts as system integrator for all CSS automation systems. 4.2. Responsible for assisting units/TDA activities with CSS automation coop planning and execution.

58.2. Responsible for interacting with DA/NGB respective functional levels for CSS system support.

59. TRAINING.

59.1. Supports units STAMIS training requirements.

59.2. Assists with user level sustainment training program within the state.

59.3. Develops and/or coordinates the presentation of specialized training as required.

60. STAMIS HARDWARE MAINTENANCE. PERFORMS LIMITED MAINTENANCE ON HARDWARE AS DIRECTED BY APPROPRIATE AUTHORITIES.

61. BUDGET.

61.1. Identifies funding requirements to support CSSAMO operations.

61.2. Provides input to budget development for STAMIS automation training.

62. FOOD SERVICE MANAGEMENT.

62.1. Supervises, manages, and administers the food service program.

62.2. Ensures maximum accountability and efficient use of food service resources.

62.3. Monitors the food cost and feeding strength summary.

62.4. Approves special requirements for subsistence requests for support from commercial sources or other DOD agencies.

62.5. Acts as food service liaison with commercial vendors and contractors, other DOD agencies, support installations and army managers and logisticians at various levels of command.

62.6. Annually reviews and validates cash meal payment sheets.

62.7. Chairs menu board and produces/distributes minutes.

62.8. Reviews and interprets regulations, directives and reports.

62.9. Recommends changes to state food service policies.

62.10. Recommends stockage level for operational rations.

63. BUDGET.

63.1. Provides input to FMAT budget.

63.2. Executes FMAT inspection budget.

63.3. Monitors the use of the impact credit card.

63.4. Prepares and executes state subsistence budget.

64. VISITS/INSPECTIONS.

64.1. Makes periodic visits during IDT and at periods to provide assistance.

64.2. Conducts inspections that ensure compliance with policies and regulations and to identify systemic problems.

65. AWARDS PROGRAM.

65.1. Manages the department of the army Philip A. Connelly awards program.

65.2. Participates as an evaluator for the regional/national Connelly Competition.

66. FOOD SERVICE TRAINING.

66.1. Schedules, develops, conducts, and coordinates training for food service
Personnel.

66.2. Conducts command or higher HQ sponsored workshops, seminars, or conferences.

66.3. Initiates and recommends action to implement programs designed to provide optimum food service support.

66.4. Assists, administers, and serves as the command authority for special requirements and programs such as food service automation, annual training support, and exercise planning.

66.5. Translates complex and lengthy logistics directives into understandable format for use at local levels.

67. POLICY GUIDANCE.

67.1. Receives and reviews new logistics regulations from higher headquarters and/or other agencies to determine requirements for additional guidance/changes to policies and procedures.

67.2. Reviews, generates and disseminates supplemental regulatory document to the command.

67.2.1. Initiates draft document for establishing logistics policies and procedures.

67.2.2. Performs coordination activities with other staff to determine operational impacts.

67.2.3. Finalizes document for IMO/DOL approval.

67.2.4. Disseminates supplemental regulatory guidance documents to the command.

67.3. Responds to inquiry/request for clarification of plans and policy guidance from external organizations.

67.4   publishes logistics policy guidance document for HQDA logistics awards program for current FY.

68. PLANNING.

68.1. Receives and reviews operations plans.

68.2. Conducts formal coordination meetings and performs coordinating activities to determine and validate all logistics support requirements and short falls.

68.2.1. Prepares and distributes a coordination meeting memorandum. Distributes to all concerned/involved parties.

68.2.2. Prepares coordination meeting documentation (agenda, draft initial log annex of log plan) as needed.

68.3. Generates and disseminates logistics support plan (excluding material fielding plans (MFPS).

68.3.1. Initiates draft logistics support plan.

68.3.2. Briefs the draft logistics support plan to DOL for approval.

68.3.3. Generates and disseminates a final logistics support plan.

68.4. Conducts informal coordination meeting (telephonic, e-mail, office visits) to finalize and validate all logistics support requirements and short falls.

68.5. Receives and reviews the logistical data from the training, readiness & operations, unit planning, execution and resourcing system program (troupers).

68.6. Reviews and updates logistics annex to STARC mobilization plan.

68.6.1. Receives and reviews the STARC mobilization plan.

68.6.2. Reviews subordinate organizations' mobilization logistic plans in accordance with FORSCOM regulation 500-3-3.

68.6.3. Develops state logistics contingency stockage policy.

68.7. Reviews and updates logistics operations center sop for the STARC emergency operations center (EOC).

68.7.1. Receives and reviews the STARC EOC plan.

68.7.2. Validates requirements for EOC logistics support.

68.7.3. Publishes/updates STARC EOC, loc sop.

69. INSPECTION PROGRAMS.

69.1. Updates the logistics portion (change document) of the state command inspection program.

69.1.1. Identifies regulatory logistics requirements.

69.1.2. Researches all applicable regulatory requirements.

69.1.3. Compiles identified regulatory requirements into draft format.

69.1.4. Staffs draft document with all logistics elements.

69.1.5. Edits draft document.

69.1.6. Prepares final draft for DOL approval.

69.1.7. Delivers final document for implementation.

69.2. Provides recommendation memorandum to the supply and services on the command supply discipline program (CSDP) to effect changes/improvements to the program.

70. MANAGEMENT CONTROLS.

70.1. Updates a five-year internal management control (IMC) plan for all DOL division/activities.

70.1.1. Reviews pertinent IMC checklist to be accomplished by the respective DOL division/activities.

70.1.2. Staffs draft IMC plan with affected DOL division/activities.

70.1.3. Edits and finalizes IMC plan.

70.1.4. Submits IMC plan to DOL for approval.

70.1.5. Distributes IMC plan.

70.2. Compiles and submits a certificate of compliance annually.

70.2.1. Collects DA form 11-2-R.

70.2.2. Evaluates IMC evaluation certificates.

70.2.3. Identifies compliant/non-compliant areas.

70.2.4. Submits a recommendation memorandum to DOL to alleviate non-compliant areas.

70.2.5. Submits annual certificate of compliance to TAG.

71. MATERIAL FIELDING PLANS (MFP).

71.1. Receives and analyzes the MFP from DCSOPS to identify logistics support and logistics training requirements for full-time support personnel.

71.2. Develops a log annex/plan for the MFP.

71.2.1. Initiates draft a log annex/plan for the MFP.

71.2.2. Briefs the draft a log annex/plan for the MFP to DOL for approval.

71.2.3. Generates and disseminates a final a log annex/plan for the MFP.

71.3. Attends in-process review (IPR) in conjunction with new equipment distribution throughout fielding phase for readiness impact on units.

72. READINESS.

72.1. Develops and publishes EOH policy.

72.1.1. Research logistics readiness regulations.

72.1.2. Receives established readiness goals from SRC.

72.1.3. Reviews quarterly USR data.

72.1.4. Develops EOH policy memorandum.

72.2. Formulates a quarterly assessment of the command logistics readiness of the state by consolidating all logistics readiness indicators.

72.2.1. Obtains data from the USR.

72.2.2. Reviews readiness requirements and goals.

72.2.3. Prepares quarterly assessments.

73. FORCE MODERNIZATION/INTEGRATION.

73.1. Receives and reviews proposed future authorization documents.

73.2. Prepares impact statement to determine equipment availability.

73.2.1. Staffs draft impact statement with DOL division/activities.

73.2.2. Edits and finalizes impact statement.

73.2.3. Submits impact statement to DOL for approval.

73.2.4. Submits impact statement to DCSOPS.

74. DERIVATIVE UNIT IDENTIFICATION CODES (UICS) MANAGEMENT.

74.1. Receives approved request for the STARC logistics derivative unit identification code (UIC).

74.2. Requests assignment of the STARC logistics derivative unit identification code (UIC) from NGB.

74.3. Conducts annual review of STARC logistics derivative unit identification codes (UICS).

75. TRAINING MANAGEMENT.

75.1. Coordinates logistical training.

75.2. Identifies training requirements.

75.3. Identifies resources (funding levels available, personnel to be trained, Instructors required, training aids, etc.)

75.4. Develops, coordinates, and receives approval to conduct the training program.

76. SURFACE MAINTENANCE MANAGEMENT.

76.1. Administers personnel.

76.1.1. Indoctrinates personnel.

76.1.2. Rates performance.

76.1.3. Endorses evaluation (senior rater).

76.1.4. Nominates personnel for award.

76.1.5. Monitors management improvement program.

76.2. Manages personnel.

76.2.1. Schedules personnel.

76.2.2. Develops maintenance policy.

76.2.3. Directs work center activity.

76.2.4. Counsels personnel.

76.3. Reviews incoming distribution.

76.4. Reviews outgoing distribution.

76.5. Reviews report and statistical data.

76.6. Conducts inspection.

76.6.1. Inspects shop physical security program.

76.6.2. Inspects shop safety program.

76.6.3. Conducts command inspection program.

76.6.4. Inspects hazmat program at the shop level.

76.7. Receives and assists visiting official.

76.8. Convenes annual army maintenance excellence award board.

76.8.1. Convenes unit award board.

76.8.2. Convenes organizational maintenance shop (OMS) award board.

76.9. Appoints safety council IAW AR/NGR 385-10.

76.10. Appoints authorized stockage list (ASL) IAW AR 710-2, chap 3.

76.11. Attends conference.

76.12. Travel.

77. BUDGET.

77.1. Prepares budget estimate.

77.1.1. Prepares annual review.

77.1.2. Prepares mid-year review.

77.3. Execute budget.

77.3. Manages general accounting agency (GSA) fleet fund.

77.4. Maintains stock funded depot level repairable (SFDLR).

77.5. Attends process budget action committee (PBAC) meeting.

77.6. Prepares state emergency/FEMA operations expenditure report.

77.7. Manages training/travel account.

77.7.1. Active guard reserve (AGR) account.

77.7.2. Technician training account.

77.7.3. Technician travel account.

77.7.4. Maintenance training (active duty for special work).

77.8. Manages IMPAC card invoice.

77.9. Prepares military interdepartmental purchase request (MIPR).

77.10. Prepares blanket purchase agreement (BPA).

77.11. Reviews monthly transaction register.

77.12. Reviews unliquidated obligation record.

78. TECHNICAL OPERATIONS.

78.1. Establishes command maintenance evaluation team (COMET).

78.1.1. Prepares for comet visit.

78.1.2. Conducts comet visit.

78.1.3. Prepares comet quarterly status report.

78.2. Reviews quality deficiency report (QDR).

78.3. Provides shop support.

78.4. Establishes maintenance procedure.

78.5.   Develops OPTEMPO requirement.

78.6. Implements supply support.

78.6.1. Reviews resource availability.

78.6.2. Administers shop operation.

78.6.3. Administers shop supply operation.

78.7. Monitors environmental/hazardous material (HAZMAT) program.

78.8. Reviews occupational safety and health agency (OSHA) guidance.

78.9. Manages technician training.

78.9.1. Administers technician training program.

78.9.2. Develops training material.

78.9.3. Conducts training.

78.10. Manages class IX activity.

78.11. Performs travel.

79. MAINTENANCE ANALYSIS.

79.1. Evaluates maintenance procedure.

79.2. Analyzes manpower document.

79.3. Prepares report.

79.3.1. Quarterly NGB backlog report.

79.3.2. Non tactical vehicle report.

79.3.3. Quarterly 2406 report.

79.3.4. Quarterly DA form 3266-1 report (missile report).

79.3.5. Weapon record data card report (DA form 2408-4).

79.3.6. Watercraft usage report (DA form 2408-9).

79.3.7. Cost mapping report (ISM program).

79.3.8. Army material status system (AMSS).

79.3.9. CALMIS/TIMMS report.

79.4. Manages program.

79.4.1. Bio-medical maintenance program.

79.4.2. AOAP program.

79.4.3. Equipment product improvement (PI) program.

79.4.4. Modification work order (MWO) program.

79.4.5. Depot rebuild/overhaul program.

79.4.6. Combat vehicle evaluation program.

79.4.7. Coordinated logistics support program (CLSP).

79.4.8. The army unit level logistics system (ULLS-G) program.

79.4.9. GSA fleet management program.

79.4.10. Manages readiness program.

79.5. Prepares mission support plan (MSP).

79.6. Operates standard army maintenance support system (SAMS-2).

80. MANAGES MAINTENANCE ASSISTANCE AND INSTRUCTION (MAIT) PROGRAM.

80.1. Prepares for unit training and assistance.

80.2. Obtains material.

80.3. Conducts unit training and assistance.

80.3.1. New equipment training.

80.3.2. Displaced equipment training (DET).

80.4. Prepares after action report.

80.5. Performs travel.

81. AUTOMATION.

81.1. Conducts automation systems analysis.

81.2. Maintains automated systems software and hardware.

81.2.1. Maintains automated system software.

81.2.2. Maintains automated systems hardware.

82. MILITARY TRANSPORTATION MANAGEMENT.

82.1. Provides transportation guidance and support to individual units, organizations and activities.

82.2. Provides oversight of DOD movement in state.

82.2.1. Assists DOD entity utilizing the state highway network.

82.2.2. Supervise and coordinate DOD surface movement with military traffic management command (MTMC).

82.2.3. Supervise and coordinate ARNG air movement with air mobility command (AMC).

82.2.4. Manages the MOBCON automated support system state highway network database for resident state.

82.2.5. Monitors movement of units and resolves conflict.

82.2.6. Obtains permit for over-dimensional, hazardous cargo, arms, ammunition and explosives (AA&E).

82.2.7. Issues movement orders.

82.3. Manages the TMP/STARC bus/wheel vehicle fleet and procures military buses/wheeled vehicles from other installation in support of transportation of troops and cargo.

82.4. Coordinates with commercial traffic branch.

82.5. Provides technical guidance in development and publication of guidance, procedures and regulations.

82.6. Manages and provides guidance and technical supervision of OCONUS military driver licensing program.

82.7. Provides representative to the state emergency highway traffic regulation (EHTR) center.

82.8. Coordinates Air National Guard (ANG) fixed wing aircraft in support of state ARNG troop and cargo movement.

82.9. Provides ADACQ operation at non-military airfields.

83. MOVEMENT PLANNING.

83.1. Maintenance and execution of movement plans for ARNG units in the state.

83.2. Provides technical supervision to units in preparation, maintenance, and Execution of contingency movement plan.

83.3. Develops procedure for review, validation, and approval of movement plan.

83.4. Reviews, validate, and approve movement plan.

83.5. Assists unit in preparation of documentation required for movement.

83.6. Assists unit in identifying blocking, bracing, packing, crating and tie-down (BBPCT) material.

83.7. Manage, review and validate unit movement data (UMD), processes unit movement data (UMD) for transmission to FORSCOM.

83.8. Certify HAZMAT shipment for unit that has no one certified to certify the shipment.

83.9. Manage and certifies 463l pallet.

83.10. Manages inspect and certify containers.

83.11. Manages the TC-ACCIS/TC-AIMS program.

83.12. Provides oversight for transportation of hazardous materiel and hazardous waste within state.

83.13. Coordinates materiel handing equipment (MHE) requirements.

84. BUDGET.

84.1. Manages and provides oversight to transportation program budget preparation, long-range plans and forecasts.

84.2. Prepare and manage GSA budget.

85. TRAINING.

85.1. Provides training and instruction to unit movement personnel.

85.2. Develop and maintain program of instruction for unit movement officer (UMO).

85.3. Provides instruction on unit movement

85.4. Provides HAZMAT employee training.

86. GSA/LEASE VEHICLE PROGRAM. MANAGES AND SUPERVISES THE GSA VEHICLE LEASE PROGRAM.