

Army Regulation 700-4

Logistics

Logistics Assistance

**Headquarters
Department of the Army
Washington, DC
14 December 2007**

UNCLASSIFIED

SUMMARY of CHANGE

AR 700-4

Logistics Assistance

This revision, dated 14 December 2007--

- o Incorporates U.S. Army field support brigade transition to U.S. Army Sustainment Command (chap 1).
- o Revises the Logistics Assistance Program to support the Army's modular force structure (chap 4).
- o Incorporates Army field support brigade, logistics support element, and brigade logistics support team (chap 4).
- o Incorporates new Logistics Assistance Program structure (chap 4).
- o Updates publication listings (app A).
- o Incorporates Army changes from Major Command to Army Commands, Army Service Component Commands, or Direct Reporting Units throughout the publication.
- o Corrects general administrative errors throughout the publication.

Logistics

Logistics Assistance

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
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 procedures 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 management control process. This regulation does not contain management control provisions.

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, ATTN: DALO-MNF, 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, ATTN: DALO-SMM, 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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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 Army operational forces through the establishment of an Army Logistics Assistance Program (LAP). It also assigns responsibilities for providing logistics assistance.

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 special terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. The Department of the Army (DA) Deputy Chief of Staff, G–4 (DCS, G–4) is the program manager (PM) for the LAP. The DA 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) Petition for resources.
- (2) Develop overall objectives.
- (3) Develop logistics assistance plans for peace and war.
- (4) Develop and issue policy for the LAP.

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

- (1) Execute the U.S. Army LAP.
- (2) Perform program execution and management of the U.S. Army LAP.
- (3) Determine requirements, staff, and maintain Army field support brigades (AFSB), logistics support elements (LSE), brigade logistics support teams (BLST), and LAP, in accordance with DA, Deputy Chief of Staff, G–3/5/7 (DCS, G–3/5/7) structures.
- (4) Coordinate with Assistant Chief of Staff for Installation Management and Installation Management Command for base support requirements, to include such things as housing, office space, and so on.
- (5) Plan, program, budget, and defend current and projected resource requirements.
- (6) Exercise ACOM staff supervision, to include policy and doctrine development, in coordination and approval of DA DCS, G–4.

c. Supported ACOM, ASCC, and DRU commanders will—

- (1) Exercise staff supervision by implementing DA 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. The Commanding General, U.S. Army Sustainment Command (CG, ASC) will—

- (1) Exercise command and control (C2), program execution, and management of the U.S. Army LAP through AFSB and their subordinate elements.
- (2) Evaluate and recommend improvements to the LAP.
- (3) Provide staff supervision of the overall U.S. Army LAP.
- (4) Plan, program, budget, and defend current and projected resource requirements.

e. The AMC major subordinate command (MSC) commanders and life cycle management command (LCMC) commanders will plan, program, and execute the LAP for their assigned areas. These commands 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 logistics assistance representatives (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 MSC and LCMC.

f. 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/deployment support of U.S. Army LAP personnel.
- (2) Assist ASC with U.S. Army LAP resource requirements. 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) Assist in the staff supervision of the overall LAP.

(5) Closely coordinate with deployed Defense Logistics Agency (DLA) contingency support teams to ensure Class IX readiness issues are resolved.

(6) Coordinate time-phased force development data, theater clearances, individual mobilization augmentee (IMA) ready reserve support, LAP personnel replacements, and any other factors that will ensure responsive U.S. Army LAP support.

g. The LSE commanders, BLST chiefs, and logistics assistance office (LAO) chiefs will—

(1) Provide logistics situation awareness of issues to national level support activities in the sustaining base.

(2) 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/materiel.

(3) Assist other U.S. 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 U.S. Army LAP is oriented to the early detection and resolution of logistics-related problems that affect unit and/or materiel readiness.

b. The establishment of the LAP does not relieve the commander of logistics readiness responsibilities or functions. Rather, the commander is responsible for developing a self-sustaining readiness capability. The LAP is not an authorization for Army commanders to relinquish their readiness mission responsibilities and capabilities.

c. The U.S. Army LAP—

(1) Provides commanders with technical guidance necessary to resolve weapon systems, equipment, and systemic logistics problems.

(2) Identifies and reports through channels all logistics functions 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 (POC) for logistics assistance.

(6) Provides a means for equipment life cycle managers to observe and identify materiel and logistics systems 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 with 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 U.S. Government agencies with problems related to Army-managed equipment.

(2) Assist commanders in development and coordination of plans in support of mobilization, deployment, hostilities, and other contingencies (for example, natural disaster relief, humanitarian and civil disorder 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 DA will furnish commanders with assistance to identify and resolve logistics-related problems.

b. The AMC manages a worldwide LAP through the MSCs, LCMCs, and the worldwide AFSB, LSE, BLST, and LAO network. LARs are located at major installations, posts, camps, and stations, to include commands at the theater, corps, division, and brigade level. Functions of the U.S. Army LAP are prescribed in chapter 4.

c. Providing commands will develop and maintain mobilization programs that include the establishment of key and emergency essential (EE) positions, mandatory mobile (MM) positions, and the mobilization table of distribution and allowances and/or IMA 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.

d. Providing commands will establish and maintain a continental United States (CONUS) rotational base for key EE/MM LAR positions.

e. All AMC MSC, LCMC, program executive office (PEO)/PM, and AMC visitors, to include sponsored contractors, are required to pre-coordinate temporary duty (TDY) plans with the appropriate AMC AFSB and applicable LAO, LSE, or BLST. Each AFSB, LSE, BLST, and/or LAO will be contacted in advance of actual travel to obtain theater clearance. Entrance and exit interviews with the appropriate AFSB, LSE, BLST, and/or LAO will be conducted in every case.

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

a. Logistics assistance personnel will—

(1) Provide advice and guidance to commanders to assist them in attaining and sustaining materiel readiness.

(2) 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:

(a) Equipment design.

(b) Integrated logistics support.

(c) Operations.

(d) Transportation.

(e) Maintenance.

(f) Supply support.

(g) Modifications.

(h) Disposal of materiel.

(i) Effectiveness of logistics support and management systems.

(j) Automated logistics systems.

(k) Diagnostic/operator software.

(3) The LARs may perform hands on maintenance to resolve unique readiness situations or to effect substantial cost savings, subject to approval of the providing MSC or LCMC. LARs may also perform hands on maintenance when demonstrating diagnostic or troubleshooting procedures during training sessions with supported unit personnel.

(4) Provide supported command managers and senior leaders with timely information on the effectiveness of materiel and support systems in the field.

(5) Keep the supported commander informed of their activities, readiness degradation, or degradation trends on AMC furnished materiel.

(6) Comply with host command regulations and requirements.

b. Logistics assistance personnel will not—

(1) Command, supervise, administer, control, or evaluate the following:

(a) Military or civilian personnel of supported command.

(b) Contractor personnel unless assigned as contracting officer's representative (COR) or contracting officer technical representative (COTR).

(2) Fill supported command's vacant authorizations.

(3) Increase a commander's authorized resources.

(4) Administer or supervise supported command's military procurement activities. (Note: After coordination with the supported command, logistics assistance personnel may be the COR or COTR at field locations for materiel or services provided from AMC funded contracts.)

(5) Be assigned as inspectors. (Exception: At the request of the providing command, logistics assistance personnel may perform on-site technical inspections to assist in developing depot overhaul requirements, property disposal actions, or the training of maintenance personnel in materiel inspection; or at the request of the supported command, logistics assistance personnel may assist in accident investigations when the purpose is to identify unsafe operational practices or possible contributing equipment design features.)

(6) Be assigned to a maintenance assistance and instruction team per AR 750-1.

(7) Assist or advise contractors performing contract maintenance except when determined appropriate in writing by the providing or supported command or PEO/PM through the COR and/or the COTR.

(8) Be assigned to a command logistics review team or command logistics review team expanded, except in advisory capacity per AR 11-1.

(9) Perform routine maintenance except as a part of supervised instruction or training per AR 750-1.

(10) Provide new equipment training (NET). (Exception: LARs may assist in the NET process when authorized by the providing command.)

(11) Audit communications security accounts per TB 380-41.

(12) Be assigned to a new equipment fielding team. (Exception: LARs may be a member of fielding teams for low density, short-term fielding efforts that would not justify assignment of full-time personnel. The intent of this provision is to prevent LARs from being diverted from logistics assistance efforts. Although LARs should not be part of a new equipment fielding team, they should be included in the materiel fielding coordination process in accordance with AR 700-142.)

(13) Be assigned or appointed as investigating officials for supported units/customers (for example, AR 15-6, and so on).

(14) Be placed on any supported unit/installation duty roster that will detract from their primary logistics assistance mission.

(15) Be subject to recall to the military Reserves (to include the ARNG), or subject to recall to active duty from retired military status, per DOD Directive (DODD) 1200.7. Procedures for requesting exemption from retiree recall are contained in AR 601-10 and AR 690-11.

(16) Be members of the Ready Reserve or Standby Reserve, per DODD 1200.7. Procedures for requesting removal from the Ready Reserve are contained in AR 135-133 and AR 690-11.

2-3. Assignment and control of personnel

a. The MSC/LCMCs in conjunction with ASC will—

(1) Determine the most suitable assignment method: TDY, permanent change of station (PCS), or temporary change of station (TCS).

(2) 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 (MOS). These personnel will receive technical training necessary to maintain current technical competence and familiarity with materiel and systems logistics procedures. Training is the responsibility of the supporting command and/or PEO/PM depending on the life cycle logistics support plan for the equipment.

(3) Establish and maintain a rotational base with a sufficient number of key EE/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 the AR 37-100 series. The providing command will fund and finance its LAP personnel. 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).

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.

c. Resources used in the LAP will be accounted for and reported per DFAS-IN Regulation 37-1 and this regulation.

d. The providing commands will determine the type, frequency, and content of reports required from their logistics assistance personnel. Logistics assistance personnel will submit reports of their activities to the providing command and using command as required.

e. The LAP personnel will report cost avoidance and cost savings attributable to their logistics assistance efforts.

Chapter 3 Logistics Assistance Requirements

3-1. Manpower requirements

a. The providing command, in coordination with the supported commands, will develop LAP peacetime manpower requirements in accordance with AR 570-4.

b. These requirements will be based on the following:

(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 LSE/BLST/LAO mission area.

(4) The degree of complexity of materiel systems.

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

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

- (7) Long-term training requirements for LAP personnel on new complex materiel and systems.
 - (8) The LAP personnel rotation base.
 - (9) Required levels of logistics and readiness intelligence feedback on fielded systems.
- c. The procedures for developing peacetime manpower requirements will be as follows:
- (1) A manpower requirement package will be developed by each providing command using its current authorizations as a baseline. The package will be coordinated with applicable supported commands and through LAP channels.
 - (2) In coordination with AMC, the ACOMs, ASCCs, and DRUs will forward the manpower requirements package for the upcoming fiscal year to HQDA DCS, G-4 (DALO-MNN) no later than 31 December of the current year to permit documentation in The Army Authorization Document System (TAADS) during the June-May command planning process. The DA DCS, G-4 PM (DALO-MNN) 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 LSE/BLST/LAO and submit their requirements to the appropriate AMC, MSC, or LCMC.

3-3. Training Requirements

All new logistics assistance personnel are required to attend an initial orientation to the U.S. Army LAP which will be coordinated by ASC. All new LARs must attend this course, and LARs who have not attended the course within the last three years are required to attend. Coordination will be made with ASC to attend courses. MSCs/LCMCs are responsible for technical training of their assigned LARs.

3-4. Requests for logistics assistance

Any non-routine 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 POC.
- f. Type of logistics assistance skills required.
- g. Specific requirements for security clearance in accordance with AR 380-5.

3-5. 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 12-8.

Chapter 4

United States Army Materiel Command Worldwide Logistics Assistance Program

4-1. General

a. The CG, AMC provides, manages, and controls the Army's LAP. Execution of this program is accomplished by the following organizational elements:

(1) The ASC maintains a network of LAOs, LSEs, and BLSTs at key locations throughout the supported ACOMs, ASCCs, and DRUs. These LSEs/BLSTs/LAOs are attached to the AFSBs. The AFSB commander is designated as the chief, LAO, for that element's area of operation.

(2) The AMC MSCs and LCMCs.

b. All AMC logistics assistance personnel are attached to the LAO chief, LSE commander, or BLST chief. Geographic areas are listed in paragraph 4-5, below. All LAP personnel serving in the field (permanently stationed or TDY) will be assigned or attached by orders, as appropriate, to the applicable LAO, LSE, or BLST. All LARs assigned or attached to the LAO, LSE, or BLST will be under the day-to-day first line supervision of the LSE commander, BLST chief, or LAO chief. The MSCs/LCMCs will maintain technical authority over its assigned LARs in order to efficiently and effectively support equipment and systems.

c. All LAR personnel have been assigned to key EE/MM positions as prescribed in AR 690-11. All provisions and entitlements applicable to EE/MM civilian employees apply per AR 690-11.

4-2. Establishment of logistics assistance offices

a. When a valid requirement exists, a LSE, BLST, or LAO will be established by mutual agreement between AMC and the requesting command.

b. The LSE, BLST, and LAOs will be responsive to requests from commanders of all AMC MSCs and LCMCs as well as directors within headquarters (HQ), AMC. Extensive cooperation, collaboration and interaction between activities responsible for the acquisition, supply, maintenance, and other logistics functions will be required to achieve program objectives. This dictates a need for cooperation, coordination, and communication among all AMC elements and supported ACOMs, ASCCs, and DRUs. In the field, the LSE, BLST, or LAO will provide the administrative structure and supervisory direction for the LAP. AMC supporting commands will furnish the technical expertise and direction necessary to accomplish LAP requirements. The LSE, BLST, and LAO 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 LSE commander, BLST chief and/or LAO chief serves as the single POC for the interface between AMC and the supported commanders on all logistics matters of mutual interest. The LSEs, BLSTs, LAOs, and/or LARs are the POCs for the interface between the AMC, MSC, or LCMC and the supported units on all technical/logistic matters involving supported weapon systems and materiel.

d. In matters related to the identification investigation and resolution of readiness problems, the LSEs, BLSTs, LAOs and/or LARs will communicate directly with appropriate elements of the DOD, DA, DLA, General Services Administration, ACOMs, ASCCs, DRUs, and other Services as required.

e. The LSEs, BLSTs, LAOs, and LARs 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

The AMC will negotiate memorandums of understanding (MOU) 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 DRU and base support they provide to tenant Army LAP offices and personnel. These MOUs will be supplemented with separate support agreements between host installations and tenant LSEs/BLSTs/LAOs 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

The LAO is a generic term for the different U.S. Army LAP activities worldwide which 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:

a. The AFSB supports Army HQ organizations at ACOM, ASCC, DRU or theater level, which includes geographic combatant commands, Joint task force commands, combined/Joint force land component commands, or Theater Sustainment Commands. AFSB will—

(1) Exercise C2 of all assigned LSEs, BLSTs, and LAOs in the theater area of responsibility or within the CONUS geographical region.

(2) Determine reporting schemes for subordinate LSEs, BLSTs, and LAOs on mission, enemy, terrain, troops available, time available, and civil considerations (METT-TC) and the commander's intent.

b. The LSE supports Army organizations at divisions and corps. LSE will—

(1) Exercise integrated C2 over BLSTs, as assigned by the AFSB commander.

(2) Provide U.S. Army LAP support to non-brigade combat team (non-BCT) units, USAR, ARNG, sustainment brigades, battlefield surveillance brigades, combat support brigades (maneuver enhancement), fires brigades, or Joint, allied, and coalition forces in the area of operation, based on METT-TC and the commander's intent.

c. The BLST supports the BCT which may be infantry, heavy, Stryker and combat aviation brigades. BLST will—

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

(2) Operate under tactical control of the supported brigade commander.

(3) Operate under integrated C2 of an LSE, as directed by the AFSB commander.

4-5. Geographic areas of responsibility

The AFSBs are attached to the ACOM, ASCC, DRU, or installation headquarters for administrative and logistical support only. Their specific geographic areas of responsibility are as follows:

a. *AFSB Europe.* All geographic areas assigned to the U.S. Army, Europe (USAREUR), and 7th U.S. Army.

b. *AFSB Korea.* All geographic areas and units assigned to Eighth U.S. Army, including Japan (Honshu and Okinawa).

c. *AFSB Pacific (Fort Lewis, Washington).* All areas and units assigned to U.S. Army Pacific except those assigned

to Eighth U.S. Army including Japan. Also supports western states of Washington, Oregon, Idaho, California, Montana, Utah, Nevada, Arizona, Alaska, and Hawaii

d. AFSB CONUS East (AFSB-CE) and AFSB CONUS West (AFSB-CW). All geographic areas and units assigned to U.S. Army Forces Command (FORSCOM); U.S. Army Training and Doctrine Command (TRADOC); U.S. Army Central Command (ARCENT) in CONUS; and U.S. Southern Command (SOUTHCOM). Individual USAR/ARNG HQs are supported by appropriate LSE.

e. AFSB CONUS East. Fort Bragg, North Carolina supports areas east of Mississippi River.

f. AFSB CONUS West. Fort Hood, Texas supports the state of Texas, New Mexico, Oklahoma, Kansas, Colorado, Wyoming, Nebraska, South Dakota, North Dakota, Minnesota, Iowa, Missouri, Arkansas, and Louisiana to include Camp Shelby, MS.

g. AMC LNO, FORSCOM, Ft McPherson, GA. No geographic area of responsibility exists for the area.

h. AFSB Southwest Asia. Camp Arifjan, Kuwait and Camp As Saliyah, Qatar. All geographic areas and units assigned to ARCENT located outside the continental United States (OCONUS).

i. AFSB Iraq. LSA Anaconda and Iraq.

Chapter 5 Contractor Assistance

5-1. General

a. This chapter pertains to contractor engineering and technical services that are available to the LAP in the introduction and transfer of engineering and technical knowledge. This chapter also contains contractor interface with AFSBs, LSEs, BLSTs, and LAOs.

b. Procurement of CETS will be in accordance with Federal Acquisition Regulations (FAR), DOD FAR Supplement, and Army FAR Supplement, and in accordance with challenge and appeal decisions pursuant to Public Law 105-270, the Federal Activities Inventory Reform (FAIR) Act, posted at Web site, <http://www.asamra.army.pentagon.mil/fair>.

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 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 (CPS) 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 (CFSR) 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 CPS 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 (FSR) 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/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 COR or 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 (TSG); CG, Network Technology Command (NETCOM), CG, U.S. Army Corps of Engineers; and CG, TRADOC. 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 exist:

(1) The complexity of new or modified equipment/systems is such that organic support, if used, may be inadequate. On-site contractor integration to support operations will be required if DA personnel are required to ensure—

- (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 the FAIR Act determinations of what functions are or are not inherently governmental and exemption decisions promulgated pursuant to AR 570-4, paragraph 4-2.

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 (SOW).

d. The CFS and FSR contracts will include clauses (mobilization/deployment clauses) that provide for negotiation of services during periods of hostilities and mobilization. If the skill is required during mobilization/contingency, the PEO/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 SOW 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 U.S. Government personnel on maintenance and operation techniques pertaining to adjustment, calibration, troubleshooting, routine maintenance, inspection, and repair of prime system/equipment, including related support/test equipment.

(2) Technical knowledge to develop an organic capability for Soldiers in the supported units, LARs, and other U.S. Government personnel.

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 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 direction, rules and regulations. MSC and LCMC LAR personnel may be appointed as COR and/or COTR at field locations.

5-4. Limitations on the use of contractor personnel

Utilization of contractor personnel providing engineering and technical services is guided by AR 715-9 and AR 570-4, and in accordance with challenge and appeal decisions pursuant to the FAIR Act posted at Web site, <http://www.asa-mra.army.pentagon.mil/fair>. In addition, to ensure compliance a review by local legal authorities is advised. 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: 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, brigade logistics support teams, and logistic assistance offices

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

b. The AMC procurement activities will provide the affected LAP official with the following information upon assignment and departure of contractors:

(1) Contractor personnel arrival notification.

(a) Name.

(b) Date.

(c) Firm.

(d) Contract number.

(e) Type of contract effort (CFS, maintenance, sample data collection, materiel fielding, new equipment training, and so on). Weapon system/equipment/component supported.

(f) Contractor services required during mobilization/wartime (war clause).

(g) Duty location/office/telephone.

(h) Contracting officer representative (name/duty location/office/telephone).

(i) Contracting agency.

(j) Contract employment date.

(k) Estimated departure or contract employment termination date.

(l) Security clearance.

(m) Nationality (U.S. Citizen, German, and so on).

(2) Contractor personnel departure notification.

(a) Name.

(b) Date.

(c) Firm.

(d) Duty location.

(e) Departure or contract employment termination date.

c. For liaison and/or technical assistance visits to units/areas, all contractor personnel, whether at cost or not to the Government, will furnish advance and departure notices to the affected AFSB/LSE/BLST/LAO (see para 2-1*e*). Contractors will provide the following information:

(1) Name.

(2) Date of visit.

(3) Purpose.

(4) Type of assistance provided.

(5) Commitment made for future assistance.

Appendix A References

Section I

Required Publications

This section contains no entries.

Section II

Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 5-9

Area Support Responsibilities

AR 5-14

Management of Contracted Advisory and Assistance Services

AR 11-1

Command Logistics Review Program (CLRP)

AR 12-8

Security Assistance — Operations and Procedures

AR 12-15/SECNAVINST 4950.4A/AFI 16-105

Joint Security Assistance Training (JSAT)

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 25-1

Army Knowledge Management and Information Technology Management

AR 37-100 series

The Army Management Structure (Fiscal Code)

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 210-50

Housing Management

AR 335-15

Management Information Control System

AR 350-35

Army Modernization Training

AR 380-5

Department of the Army Information Security Program

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

Materiel Release, Fielding, and Transfer

AR 702-6

Ammunition Stockpile Reliability Program (ASRP)

AR 702-12

Quality Assurance Specialist (Ammunition Surveillance)

AR 710-2

Supply Policy Below the National Level

AR 715-9

Contractors Accompanying the Force

AR 725-50

Requisitioning, 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

Department of the Army Civilian Employee Deployment Guide

DA Pam 738-751

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

DFAS-IN Regulation 37-1

Finance and Accounting Policy Implementation (Available at <http://www.asafm.army.mil/pubs/dfas.asp>.)

DOD FAR

DOD Federal Acquisition Regulation (Available at <http://farsite.hill.af.mil/>.)

DODD 1000.21

DOD Passport and Passport Agent Services (Available at <http://www.dtic.mil/whs/directives/>.)

DODD 1200.7

Screening the Ready Reserve (Available at [http://www.dtic.mil/whs/directives/.](http://www.dtic.mil/whs/directives/))

DODD 1400.24

Civilian Mobility Program (Available at [http://www.dtic.mil/whs/directives/.](http://www.dtic.mil/whs/directives/))

DODD 4205.2

Acquiring and Managing Contracted Advisory and Assistance Services (CAAS) (Available at [http://www.dtic.mil/whs/directives/.](http://www.dtic.mil/whs/directives/))

DODD 5200.1

DOD Information Security Program (Available at [http://www.dtic.mil/whs/directives/.](http://www.dtic.mil/whs/directives/))

DODI 4000.19

Interservice and Intragovernmental Support (Available at [http://www.dtic.mil/whs/directives/.](http://www.dtic.mil/whs/directives/))

Public Law 105-270

Federal Activities Inventory Reform (FAIR) Act (Available at [http://www.gpoaccess.gov/.](http://www.gpoaccess.gov/))

FM 23-35

Combat Training with Pistols, M9 and M11 (Available at [https://atiam.train.army.mil/.](https://atiam.train.army.mil/))

TB 380-41

Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Materiel

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

This section contains no entries.

Glossary

Section I Abbreviations

ACOM

Army Command

AFSB

Army field support brigade

AFSB-CE

Army field support brigade-CONUS East

AFSB-CW

Army field support brigade-CONUS West

AMC

United States Army Materiel Command

ARCENT

U.S. Army Central Command

AOR

Area of Responsibility

ARNG

Army National Guard

ASC

Army Sustainment Command

ASCC

Army Service Component Command

BCT

brigade combat team

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

CFSR

contractor field service representative

CG

commanding general

CONUS

continental United States

COR

contracting officer representative

COTR

Contracting officer technical representative

CPS

contractor plant services

DA

Department of the Army

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DCS, G-4

Deputy Chief of Staff, G-4

DLA

Defense Logistics Agency

DOD

Department of Defense

DRU

Direct Reporting Unit

EE

emergency essential

FAIR

Federal Activities Inventory Reform Act

FAR

Federal Acquisition Regulation

FMS

foreign military sales

FORSCOM

U.S. Army Forces Command

FSR

field service representative

HQ

Headquarters

IMA

individual mobilization augmentee

LAO

logistics assistance office

LAP

Logistics Assistance Program

LAR

logistics assistance representative

LCMC

life cycle management command

LSE

logistics support element

METT-TC

mission, enemy, terrain, troops available, time available, and civil considerations

MM

mandatory mobile

MOS

military occupational specialty

MOU

memorandum of understanding

MSC

major subordinate command

NET

new equipment training

NETCOM

Network Technology Command

OCONUS

outside the continental United States

OJT

on-the-job training

PCS

permanent change of station

PEO

program executive office

PM

program manager

POC

point of contact

SOUTHCOM

U.S. Southern Command

SOW

statement of work

TAADS

The Army Authorization Document System

TCS

temporary change of station

TDY

temporary duty

TRADOC

U.S. Army Training and Doctrine Command

TSG

The Surgeon General

USAR

U.S. Army Reserve

USAREUR

U.S. Army, Europe

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. All AMC military, AMC civilian employees, and AMC-sponsored contractors deploying on support operations in the brigade AO will be, as a minimum, under the operational control to the BLST.

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 and humanitarian aid.

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.

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's 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 office

An organization that is a focal point for AMC's LAP support within a specific geographic area not assigned to a corps, division, or brigade. The LAO is comprised of a LAO chief and LARs from AMC's MSCs and LCMCs.

Logistics assistance representative

A key EE/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 DS BLST. These non-BLST supported units include the four types of support brigades: fire brigades, combat support brigades (maneuver enhancement), battle field surveillance brigades and sustainment brigades.

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.

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 PCS to assignments at CONUS and OCONUS locations.

Operational control

With regard to the LAP, operational control is the authority delegated to the AMC AFSB to direct attached MSC and LCMC logistics assistance representatives/supervisors to accomplish specific missions/functions. This involves the assignment of tasks and the designation of local priorities necessary to accomplish the mission in coordination with the MCS/LCMCs. Operational control does not include personnel administration, internal MSC/LCMC organization and funding, supervision of MSC/LCMC assets, or mission technical taskings/training.

Supporting command

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

Tactical control

Tactical control is inherent in operational control and allows the direct tactical use of logistics assets but does not provided authority to change organizational structure or direct administrative and logistical support.

Supported command (also referred to as user or using unit)

An Active Army or Reserve Component organization that has equipment or materiel assigned for its use or operation.

Section III

Special Abbreviations and Terms

This section contains no entries.

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