

**Army Regulation 700-4**

**Logistics**

# **Logistics Assistance**

**Headquarters  
Department of the Army  
Washington, DC  
20 August 2002**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 700-4

Logistics Assistance

Specifically, this revision--

- o Defines major Army command responsibilities for providing support to the Logistics Assistance Program in accordance with current Army reimbursable policies (para 1-4).
- o Defines procedures for documenting logistics assistance manpower requirements (para 3-1).
- o Reorganizes the AMC Logistics Assistance Program under Field Support Command and Operation Support Command (paras 1-4f and h).
- o Defines requirements to document logistics assistance base support requirements (para 4-3).

## Logistics

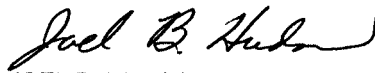
### Logistics Assistance

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**By Order of the Secretary of the Army:**

ERIC K. SHINSEKI  
*General, United States Army*  
*Chief of Staff*

**Official:**

  
JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation establishes policy and procedures and outlines the organizational structure for the Army Logistics Assistance Program. This revision outlines changes in organizational structure created by establishment of the Field Support Command and the Operation Support Command. This revision also updates policy for documenting logistics

support manpower requirements and reflects current Army reimbursable policy for base support provided to the logistics assistance program.

**Applicability.** This regulation applies to the Active Army, the Army National Guard of the United States (ARNGUS) including periods when operating in an Army National Guard (ARNG) capacity, and the U.S. Army Reserve. It includes provisions for the logistics assistance support to and from other Department of Defense service elements and U.S. Government agencies.

**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 to this regulation that are consistent with controlling law and regulation. Proponents may delegate this approval authority, in writing, to a division chief under their supervision within the proponent agency in the grade of colonel or the civilian equivalent.

**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 HQDA (DALO-SMM), Washington, DC 20310-0546.

**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 (DALO-SMM), 500 Army Pentagon, Washington, DC 20310-1546. It is preferred that users submit their suggested changes using the new electronic version of DA Form 2028.

**Distribution.** This publication is available in electronic media only and is intended for command level C for the Active Army, C for the Army National Guard of the United States, and D for the U.S. Army Reserve.

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\*This publication supersedes AR 700-4, dated 30 June 1995.

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## Chapter 1 Introduction

### 1-1. Purpose

This regulation—

- a. Establishes policies and procedures for providing logistics assistance to major Army commands (MACOMs) and Army operational forces through the establishment of an Army Logistics Assistance Program (LAP).
- b. 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 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. This includes—

- (1) Allocating resources.
- (2) Developing overall objectives.
- (3) Developing logistics assistance plans for peace and war.
- (4) Directing the LAP. Exercising operational control of the LAP through the Operation Support Command (OSC) and the major subordinate commands (MSCs).
- (5) Assisting the CG, AMC in managing the LAP.

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

- (1) Command the LAP.
- (2) Provide and manage an AMC worldwide LAP. The Department of the Army has delegated authority to CG, AMC to manage the worldwide LAP.
- (3) Determine requirements, establish staff, and maintain logistics assistance offices (LAOs).

c. Commander, U.S. Army Corps of Engineers, The Surgeon General (TSG), Commander, U.S. Army Signal Command (USASC), and Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC) provide logistics assistance to U.S. Army forces for proponent materiel, projects, and systems.

d. Major Army commanders will—

- (1) Develop a program for achieving self-sufficiency in logistics readiness that will allow for the attainment of their mission. Such program will not duplicate the responsibilities assigned in this regulation.
- (2) Cooperate with and fully support personnel of the AMC LAP.
- (3) Provide base support for assigned tenant LAP personnel in accordance with applicable Army Reimbursable Policy (see AR 5-9).

(4) Provide medical and life support services and facilities to LAP personnel when they are deployed on contingencies and exercises.

(a) Medical services when LAP personnel are deployed will be in accordance with DA Pam 690-47 and AMC-R 690-11.

(b) During deployment of LAP personnel, Life Support will be in accordance with AR 210-50, table 3-1.

(c) AR 210-50 defines GS-15 equivalent to an O-6, GS-13/14 to an O-5, and GS-12 to an O-4.

(d) For contingencies: Adhere to the Theater Commander's determination whether side arms for personal defense may be issued to civilian personnel accompanying the force. Due to the deployment requirements for logistics assistance representatives (LARs), provide a military issue sidearm and appropriate annual weapons training per FM 23-35 to LAP personnel, on a voluntary basis. Familiarization training, hands-on training and firing of the sidearm are strictly voluntary per AR 690-11. Side arms for this purpose are limited to 9MM and .45 caliber pistols and standard Government issued ammunition.

e. In addition to paragraph d above, overseas major Army command (MACOM) commanders will furnish the LAP personnel with—

- (1) Medical care, legal services, and housing (as authorized by overseas MACOM policy).
- (2) Authorization for concurrent travel of dependents or reasons for denial.
- (3) Authorization for privately owned vehicle and household goods shipment or reasons for denial, or other restrictions involved.
- (4) Area clearance to cover approved permanent change of station (PCS) requirements.
- (5) Delegation of authority to Theater AMC Forward element to provide theater clearances for AMC sponsored

temporary duty (TDY) visitors. At a minimum, MACOMs will provide a copy of all theater clearances for AMC sponsored personnel approved at MACOM level to facilitate tracking and accountability of AMC sponsored personnel in theater.

*f.* The Commander, OSC will—

- (1) Exercise operational control of the LAP.
- (2) Provide staff supervision of the overall LAP.
- (3) Oversee the development and execution of policies, plans, procedures, programs, and objectives for managing the overall LAP.
- (4) Evaluate the overall effectiveness of the LAP.

*g.* AMC MSC commanders will plan, program, and execute the LAP for their assigned areas. These commanders 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, manage, and senior rate LARs.
- (4) Establish and maintain technical communication channels between field assigned personnel and support elements within the MSC.

*h.* The Field Support Command will—

- (1) Exercise command and control of the LAOs.
- (2) In coordination with AMC MSCs, develop and execute policies, plans, procedures, programs, and objectives for managing the overall LAP.
- (3) Plan, program, budget, and defend current and projected resource requirements (personnel and funds).
- (4) Be the coordinating and focal point for the overall program.
- (5) Assist in the evaluation of the overall effectiveness of the LAP.
- (6) Assist in the staff supervision of the overall LAP.

*i.* LAO chiefs will represent the CG, AMC by serving as the single point of contact (POC) between the logistics support community and field commanders in all matters of mutual interest. Area LAO chiefs will supervise/rate all assigned/attached LARs and coordinate the use of all resources provided for the operation of the LAP to—

- (1) Assist supported units in identifying and resolving problems impacting on readiness and provide logistics intelligence feedback on actions taken to alleviate problems.
- (2) Selectively make logistical assessments in coordination with the supported command to determine current status, historical trends, and corrective and preventive measures for improving unit, command, and/or weapon systems readiness. Principal focus of this effort will be the identification and correction of systemic problems.
- (3) Provide logistics intelligence to the wholesale community.
- (4) Plan for LAP support of mobilization, hostilities, and other contingencies to include natural disaster relief efforts, humanitarian relief, and civil disorders.
- (5) Assist the supported command and the wholesale community 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.
- (6) Assist other U.S. Government agencies with problems related to Army managed materiel. This assistance may be reimbursable (for example, through foreign military sales (FMS) Letters of Offer and Acceptance).

## **1–5. Logistics Assistance Program**

*a.* Commanders may be confronted with logistics problems that are beyond their resources or capability to resolve. LAP assistance is hereby provided to commanders in analyzing readiness, identifying problems, determining the responsibility for resolution, and when appropriate, assisting with resolution.

*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 LAP—

- (1) Provides commanders with technical guidance necessary to resolve 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 all logistics support activities to contact field units.
- (5) Provides commanders with a single POC for logistics assistance.

*d.* The LAP is oriented to the early detection and resolution of logistics-related problems that affect unit and/or materiel readiness.

- e. The LAP provides a means for logistics support activity managers to observe and identify materiel and logistics systems problems in the field.
- f. The LAP is designed to—
  - (1) Improve and sustain the readiness of materiel systems and logistics support of Active Army, National Guard, and the U.S. Army Reserve forces by—
    - (a) Assisting commanders with logistics problems affecting materiel readiness that are their responsibility but are beyond their capability or organic resources.
    - (b) Analyzing field operations to determine the logistics impact and requirements for improvement.
    - (c) Improving logistics support based on materiel analyses, contact with using units, and other sources.
    - (d) Furnishing command information and assistance for force modernization, including displaced materiel (in accordance with AR 750-1).
  - (2) Develop and coordinate plans to ensure that required assistance will be provided during mobilization, hostilities, and other contingencies (for example, natural disaster relief, humanitarian and civil disorder missions).
  - (3) Assist other U.S. Government agencies with problems related to Army-managed equipment.

## **Chapter 2**

### **Logistics Assistance Personnel and Budget Policy and Procedures**

#### **2-1. General**

- a. DA will furnish commanders with assistance to identify and resolve logistics-related problems.
- b. AMC manages a worldwide Logistics Assistance Program through the MSCs, field support command (FSC) and the LAO network. Logistics assistance representatives are located at major installations and field commands to include divisions and separate brigades. Functions of the AMC LAP are prescribed in chapter 4.
- c. Providing commands will develop and maintain mobilization programs that include the establishment of key and emergency essential (E-E) positions, and the mobilization table of distribution and allowances (TDAs) and/or individual mobilization augmentee (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 E-E LAR positions.
- e. All program executive officer (PEO)/program manager (PM), and AMC visitors, to include sponsored contractors, are required to pre-coordinate TDY plans with the appropriate AMC Forward element and LAO. AMC-Fwd-Europe and applicable LAO, AMC-Fwd-Far East and applicable LAO, and AMC-Fwd-South West Asia and applicable LAO will be contacted a minimum of 60 days in advance of actual travel to obtain theater clearance. AMC CONUS and LAOs will be contacted a minimum of 30 days in advance of actual travel to coordinate the visit. Entrance and exit interviews with the appropriate AMC Forward element/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) LARs may perform hands on maintenance to resolve unique readiness situations or to effect substantial cost savings, subject to approval of the providing MSC. LARs may also perform hands on maintenance when demonstrating diagnostic or troubleshooting procedures during training sessions with supported unit personnel.

(4) Provide providing command managers 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*) Using command military or civilian personnel.

(*b*) Contractors/contractor personnel unless assigned as contracting officer's representative (COR).

(2) Fill supported command's vacant authorizations.

(3) Increase a commander's authorized resources.

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

(5) Be assigned as inspectors. (Exception: At the request of the providing command, logistics assistance personnel may perform onsite 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 (MAIT) per AR 750-1.

(7) Assist or advise contractors performing contract maintenance except when determined appropriate in writing by providing or using command through the COR.

(8) Be assigned to a Command Logistics Review Team (CLRT) or Command Logistics Review Team Expanded (CLRTX), 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) Give new equipment training (NET). (Exception: LARs may assist in the NET process when authorized by the providing command.)

(11) Audit communications security (COMSEC) 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 in the materiel fielding coordination loop.)

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

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

### **2-3. Assignment and control of personnel**

*a.* The providing command will—

(1) Determine the most suitable assignment method, that is, TDY or PCS.

(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 providing command.

(3) Establish and maintain a rotational base with a sufficient number of mandatory mobile, key E-E, and 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 3.

### **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, National Guard, or U.S. Army Reserve Activity, or other support not covered by this regulation will be on a reimbursable basis (for example, interservice support agreements and foreign military sales).

*b.* The funding of contractor engineering and technical services under any budget program will be in accordance with AR 5-14. The above regulation prescribes policy and responsibilities, and outlines procedures for managing contracted advisory and assistance services (CAAS). Contractor engineering and technical services are a major category (Category D) 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.* 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, National Guard, U.S. Army Reserve, 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 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 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 their current authorizations as a baseline. The package will be coordinated with applicable supported commands and through LAP channels.

(2) The providing MACOM will forward the manpower requirements package for the upcoming fiscal year to HQDA (DALO-SMP) no later than 31 December of the current year to permit documentation in The Army Authorization Document System (TAADS) during the June-May command plan process. The DA program manager (DALO-SMM) 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 LAO and submit their requirements to the appropriate major subordinate command.

#### **3-3. 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.

*h.* Security clearance, when required (see AR 380-5).

#### **3-4. Foreign military sales**

Expenses associated with a member of a technical assistance team in support of a FMS program will be reimbursed through the FMS Letter of Offer and Acceptance. Support of training to foreign governments or international organizations are normally provided pursuant to FMS procedures. Detailed information on FMS procedures can be found in AR 12-8.

## **Chapter 4**

### **AMC Worldwide Logistics Assistance Program**

#### **4-1. General**

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

(1) A network of LAOs at key locations throughout the supported MACOMs, which are under the operational control of the AMC Forward Activity. The Deputy to the Commander, AMC Forward Element is designated as the Chief, LAO, for that element area of operation.

(2) AMC major subordinate commands.

*b.* All AMC logistics assistance personnel and operations will be under the operational control of the LAO Chief. Geographic areas are listed in paragraph 4-4. All LAP personnel serving in the field (permanently stationed or temporary duty) will be assigned or attached by orders, as appropriate, to the applicable LAO. All LARs assigned or attached to an area LAO (for example, division, separate brigade, or installation) will be under the day-to-day first line supervision of the LAO Chief.

*c.* The Commander, AMC-Fwd-Europe has command or operational control over all AMC units and personnel in U.S. Army, Europe (USAREUR) and 7<sup>th</sup> U.S. Army areas of responsibility. Authority for the LAP is delegated to and exercised by the Chief, LAO-Europe. The Commander, AMC-Fwd-Far East has command or operational control over all AMC units and personnel assigned to all AMC units in the operational areas of the Eighth U.S. Army (EUSA) and the U.S. Army Pacific Command (USARPAC) areas of responsibility. Authority for the LAP is delegated to and exercised by the Chief, LAO Far East. The Commander, AMC-Fwd-South West Asia has command or operational control over all AMC units and personnel assigned to all AMC units in the operational areas of the U.S. Army Central Command (CENTCOM) areas of responsibility. Authority for the LAP is delegated to and exercised by the Commander, Combat Equipment Group (CEG) South West Asia. The Commander, AMC CONUS will provide an in-theater command and control element for all AMC organizations and activities in the area of responsibility of all forces within the continental United States (CONUS), Joint Forces Command (JFCOM), U.S. Army Central Command (ARCENT), Special Operations Command (SOCOM) and U.S. Southern Command (SOUTHCOM). Authority for the LAP within the CONUS, JFCOM, ARCENT, SOCOM, and SOUTHCOM (USARSO) is delegated to and exercised by the Chief, LAO CONUS.

*d.* All mobile LAP personnel have been designated key E-E and occupy key E-E positions as prescribed in AR 690-11. All provisions and entitlements applicable to key E-E civilian employees apply per AR 690-11.

#### **4-2. Establishment of logistics assistance offices**

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

*b.* LAOs will be responsive to requests from commanders of all AMC elements as well as directors within headquarters (HQ), AMC. Extensive cooperation 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 MACOMs. In the field, the LAO Chief will provide the administrative structure and supervisory direction for the LAP. AMCs providing activities will furnish the technical expertise and direction necessary to accomplish LAP requirements. The LAO Chief will execute the LAP effort in the field in accordance with the providing commands' overall priorities and the supported command's mission requirement and objectives.

*c.* The LAO Chief serves as the single POC for interface between AMC and the supported commanders on all logistics matters of mutual interest. The LARs are the POCs for interface between the MSC/FSC and the supported units on all technical/logistic matters involving supported weapon systems and/or items of supply.

*d.* In matters related to the identification investigation and resolution of readiness problems, the LAOs/LARs will communicate directly with appropriate elements of the Department of Defense, Defense Logistics Agency, DA, General Services Administration, other MACOMs, and other Services as required.

*e.* LAOs/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**

AMC will negotiate Memorandums of Understanding (MOU) with supported MACOMs, in accordance with Army Reimbursable Policy, to define the terms and responsibilities of the respective commands regarding LAP assistance AMC provides to the supported MACOM, and base support host MACOM installations provide to assigned tenant AMC LAP offices and personnel. These MOUs will be supplemented with separate support agreements between host installations and tenant LAO defining the support, basis for reimbursement for each category of support, billing and payment processes, and other conditions of the agreements.

#### 4-4. Geographic areas of responsibility

LAOs are attached to the MACOM or installation headquarters for administrative and logistical support only. Their specific geographic areas of responsibility are as follows—

a. *Chief, AMC Europe* . All geographic areas assigned to the U.S. Army, Europe, and 7th U.S. Army. Geographic and area LAOs are listed in paragraph b, below.

b. *LAO Europe, Heidelberg, Germany.*

- (1) LAO, V Corps, Seckenheim, Germany.
- (2) LAO 3d COSCOM, Wiesbaden, Germany.
- (3) LAO 1st AD, Wiesbaden, Germany.
- (4) LAO 1st ID, Kitzingen, Germany.
- (5) LAO 7th Army Training Ctr (ATC), Vilseck, Germany.
- (6) LAO 21st TSC, Kaiserslautern, Germany.
- (7) LAO 5th Signal Command, Mannheim, Germany.
- (8) LAO 69th ADA, Giebelstadt, Germany.
- (9) LAO SETAF, Vicenza, Italy.

c. *Chief, LAO Far East* . All geographic areas and units assigned to the U.S. Army Pacific and Eighth U.S. Army. Geographic (LAO) and area LAOs are listed in paragraph d, below.

d. *LAO Far East (Camp Market, Bupyong, South Korea).* All geographic areas will include Japan (Honshu and Okinawa).

- (1) LAO Seoul, Camp Market, Bupyong, South Korea.
- (2) LAO 2d ID, Tongduchon, South Korea.
- (3) LAO 19th TAACOM, Taegu, South Korea.
- (4) LAO Camp Humphreys, Pyongtaek, South Korea.
- (5) LSE-FE LNO, USARPAC, Fort Shafter, Hawaii.
- (6) LAO 25th ID, Schofield Barracks, Hawaii (Pacific Rim less Japan, Okinawa).
- (7) LAO Alaska, Fairbanks, Alaska.

e. *Chief, LAO CONUS* . 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/ARNGUS HQs are supported by the area LAO. Geographic (LAO) and area LAOs are listed in paragraph f, below.

f. *LAO CONUS (Fort McPherson, GA).*

- (1) LAO XVIII Airborne Corps, Fort Bragg, NC.
- (2) LAO USASOC, Fort Bragg, NC.
- (3) LAO 82nd Airborne Div, Fort Bragg, NC.
- (4) LAO 1st COSCOM, Fort Bragg, NC.
- (5) LAO 101st Airborne Div, Fort Campbell, KY—southern KY (south of I-64), entire state of Tennessee.
- (6) LAO 10th ID, Fort Drum, NY—Connecticut, Massachusetts, Maine, New Hampshire, New York, Rhode Island, Pennsylvania, Vermont, and New Jersey.
- (7) LAO 3rd ID, Fort Stewart, GA—Florida, eastern GA (east of I-75).
- (8) LAO Fort Benning, GA—western GA (west of I-75) (all USAR/NG in Atlanta area).
- (9) LAO Fort Eustis, VA—Virginia, West Virginia, Delaware, District of Columbia, Maryland.
- (10) LAO Fort Gordon, GA—South Carolina.
- (11) LAO Fort Rucker, AL—Alabama.
- (12) LAO 13th COSCOM, Fort Hood, TX—Texas USAR/NG (less 49th AD, less Fort Bliss and TX counties west of Pecos River).
- (13) LAO 1st Cavalry Div, Fort Hood, TX. (Incl 49th Armor Div.)
- (14) LAO 4th ID, Fort Hood, TX.
- (15) LAO 11th ADA, Fort Bliss, TX—New Mexico, west Texas (counties west of the Pecos River).
- (16) LAO Fort Knox, Radcliff, KY—KY north of I-64, Michigan, Indiana, Ohio, and Illinois.
- (17) LAO Fort Leonard Wood, MO—Iowa and Missouri.
- (18) LAO Fort Polk, LA—LA and MS.
- (19) LAO Fort Riley, KS—Kansas, Minnesota, Nebraska, and Wisconsin.
- (20) LAO Fort Sill, OK—Arkansas and Oklahoma.
- (21) LAO 3rd ACR, Ft. Carson, CO—Colorado, Wyoming, Montana, Utah, North and South Dakota.
- (22) LAO Fort Huachuca, AZ—Arizona and Nevada.
- (23) LAO Fort Irwin, CA—South CA (USAR/NG units south of San Francisco).
- (24) LAO Fort Lewis, WA—Idaho, Oregon, Washington, and North CA, including San Francisco.

(25) LAO USARSO, Ft Buchanan, Puerto Rico. All geographic areas and units assigned to U.S. Southern Command and USARSO—Central and South America and entire Caribbean.

*g. Commander, Combat Equipment Group (CEG) South West Asia.* All geographic areas and units assigned to U.S. Army Central Command (ARCENT) located outside continental United States (OCONUS). Geographic (LAO) and area LAOs are listed in paragraph h, below.

*h. CEG South West Asia (Doha, Qatar).*

(1) *LAO Kuwait.* All geographic areas and units assigned to Army Training and Security—Kuwait (ARTAS–K) (Kuwait).

(2) *LAO Saudi Arabia* —All ARCENT geographic areas of responsibility and units in Saudi Arabia.

## **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 AMC field offices and LAOs.

*b.* Procurement of contractor engineering and technical services 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 the Federal Activities Inventory Reform (FAIR) Act, posted at Web site, <http://www.asamra.-army.pentagon.mil/fair>.

*c.* Provisions for contractor engineering and technical services 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 MACOM. 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 that provided in the hand-off of equipment, and include information, instruction, formal training, and hands-on (OJT) training, provided at an Army installation or materiel fielding hand-off site.

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

*c.* 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 FSR may not be continued for longer than 5 years without review by the DOD Component CAAS Director, or designee, for compliance with this directive.

*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 for engineering and technical services supplied under this regulation.

### **5–3. Procurement of LAP contractor engineering and technical services**

*a.* Authority to process requests for the procurement of LAP contractor engineering and technical services is restricted to Commanding General (CG), AMC, TSG, CG, USASC, Commander, U.S. Army Corps of Engineers; and Commander, 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. Onsite contractor indoctrination and training will be required if DA personnel are needed 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 contractor engineering and technical services will be in accordance with challenge and appeal decisions pursuant to the Federal Activities Inventory Reform (FAIR) Act determinations of what functions are or are not inherently governmental and exemption decisions promulgated pursuant to paragraph 4-2, AR 570-4.
  - c. Contractor engineering and technical services will be procured through a separate service contract or will be included as an identifiable line item separately priced within an end item procurement contract. Contracts covering contractor engineering and technical services will show the man-years and cost of those services and will outline their duties in the statement of work (SOW).
  - d. 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 providing MACOM must coordinate for contract personnel. Coordination must be made by the AMC element/logistics support element (LSE) with the receiving command to ensure that billeting, mess, and other support requirements are met.
  - e. For contractor engineering and technical service 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 on-the-job training 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) Transition 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.

#### **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 Federal Activities Inventory Reform (FAIR) Act posted at Web site, <http://www.asamra.army.pentagon.mil/fair>. In addition, to ensure compliance a review by local legal authorities is advised. Examples of how contractors will not be utilized are the following:

- 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.
- 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 (OPM).
  - (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 channel.

#### **5-5. Interface with Army Materiel Command forward elements, field support commands, and logistic assistance offices**

a. LAOs at major bases and installations will be the central focal points for information dealing with contracts on AMC fielded equipment. Overall responsibility to represent HQ AMC in Europe is AMC-Fwd-Europe; in the Far East area will be the responsibility of AMC-Fwd-Far East; in South West Asia area will be AMC-Fwd- South West Asia; AMC CONUS and South America area will be the responsibility of AMC CONUS.

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, etc.). 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) Arrival of contract employment date.
- (k) Estimated departure or contract employment termination date.
- (l) Security clearance.
- (m) Nationality (U.S. Citizen, German, etc.).
- (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 LSE/LAO (see para 4-4). 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.

#### **AMC-R 690-11**

Civilian Personnel Mobilization Planning and Management, dated 10 February 1997. (Available at [www.amc.army.mil/amc/ci/reg.html](http://www.amc.army.mil/amc/ci/reg.html) or obtain from the U.S. Army Materiel Command, 5001 Eisenhower Ave, Alexandria, VA 22333-0001.)

#### **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**

Joint Security Assistance Training (JSAT)

#### **AR 15-6**

Procedures for Investigating Officers and Boards of Officers

#### **AR 25-1**

Army Information Management

#### **AR 37-100 series**

The Army Management Structure (Fiscal Code)

#### **AR 40-501**

Standards of Medical Fitness

#### **AR 40-61**

Medical Logistics Policies and Procedures

#### **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**

Mobilization, Planning and Management

**AR 700-127**

Integrated Logistics Support

**AR 700-138**

Army Logistics Readiness and Sustainability

**AR 700-142**

Materiel Release, Fielding, and Transfer

**AR 702-6**

Ammunition Stockpile Reliability Program (ASRP) and Army Nuclear Weapons Stockpile Reliability Program (ANWSRP)

**AR 702-12**

Quality Assurance Specialist (Ammunition Surveillance)

**AR 710-2**

Inventory Management Supply Policy Below the Wholesale 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 and Retail Maintenance Operations

**AR 750-2**

Army Materiel Maintenance Wholesale Operations

**DA PAM 690-47**

Civilian Personnel Handbook, Department of the Army Civilian Employee Deployment Guide

**DA Pam 738-750**

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

**DFAS-IN Regulation 37-1**

Finance and Accounting Implementation ([www.asafm.army.mil/pubs/dfas.asp](http://www.asafm.army.mil/pubs/dfas.asp))

**DOD FAR**

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

**DODD 1400.24**

Civilian Mobility Program ([www.dtic.mil/whs/directives/corres/dir1.html](http://www.dtic.mil/whs/directives/corres/dir1.html))



**DODD 4205.2**

Acquiring and Managing Contracted Advisory and Assistance Services (CAAS) ([www.dtic.mil/whs/directives/corres/dir1.html](http://www.dtic.mil/whs/directives/corres/dir1.html))

**DOD 1000.21-R**

Passport and Passport Agent Services Regulation ([www.dtic.mil/whs/directives/corres/html/100021r.htm](http://www.dtic.mil/whs/directives/corres/html/100021r.htm))

**DOD 5200.1-R**

Information Security Program Regulation ([www.dtic.mil/whs/directives/corres/html/52001r.htm](http://www.dtic.mil/whs/directives/corres/html/52001r.htm))

**DODI 4000.19**

Interservice and Intragovernmental Support ([www.dtic.mil/whs/directives/corres/ins1.html](http://www.dtic.mil/whs/directives/corres/ins1.html))

**FAIR Act**

Federal Activities Inventory Reform (FAIR) Act (<http://www.asamra.army.pentagon.mil/fair>)

**FM 23-35**

Combat Training with Pistols and Revolvers ([http://155.217.58.58/cgi-bin/atdl.dll/fm/23-35/fm\\_23-35.htm](http://155.217.58.58/cgi-bin/atdl.dll/fm/23-35/fm_23-35.htm))

**TB 380-41**

Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Materiel (U) (Order through the USAPA Web site Ordering System. The publication identification number (PIN) for this TB is 033876.)

**Section III****Prescribed Forms**

This section contains no entries.

**Section IV****Referenced Forms**

This section contains no entries.

## **Glossary**

### **Section I Abbreviations**

**AMC**

United States Army Materiel Command

**ARNG**

Army National Guard

**ASA(FM)**

Assistant Secretary of the Army (Financial Management and Comptroller)

**CAAS**

contracted advisory and assistance services

**CEG**

Combat Equipment Group

**CENTCOM**

U.S. Army Central Command

**CFS**

contract field services

**CG**

commanding general

**CLRT**

Command Logistics Review Team

**CLRTX**

Command Logistics Review Team Expanded

**COMSEC**

communications security

**CONUS**

continental United States

**COR**

contracting officer's representative

**CPS**

contractor plant services

**DCG**

deputy commanding general

**DCS, G-4**

Deputy Chief of Staff, G-4

**EURA**

Eighth U.S. Army

**FAR**

Federal Acquisition Regulation

**FMS**

foreign military sales

**FORSCOM**

U.S. Army Forces Command

**HQ**

headquarters

**JFCOM**

Joint Forces Command

**LAO**

logistics assistance office

**LAR**

logistics assistance representative

**LSE**

logistics support element

**MACOM**

major Army command

**MAIT**

Maintenance Assistance and Instruction Team

**MFP**

Materiel Fielding Plan

**MOS**

military occupational specialty

**MSC**

major subordinate command

**NET**

new equipment training

**NGB**

National Guard Bureau

**OCONUS**

outside continental United States

**PCS**

permanent change of station

**PEO**

program executive officer

**POC**

point of contact

**SOCOM**

Special Operations Command

**SOUTHCOM**

U.S. Southern Command

**SOW**

statement of work

**TAADS**

The Army Authorization Document System

**TDA**

table of distribution and allowances

**TDY**

temporary duty

**TMDE**

test, measurement, and diagnostic equipment

**TRADOC**

U.S. Army Training and Doctrine Command

**TSG**

The Surgeon General

**USAR**

U.S. Army Reserve

**USAREUR**

U.S. Army, Europe

**USARPAC**

U.S. Army Pacific Command

**USASC**

U.S. Army Signal Command

**Section II****Terms****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 D) of CAAS.

**Key emergency-essential civilian employee**

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

**Emergency-essential civilian position**

A position located overseas or that would be transferred overseas during a crisis situation or that requires the incumbent to deploy or to perform temporary duty assignments overseas 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. That 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 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 (LAP)**

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**

Organization that is focal point for AMC's Logistics Assistance Program support within a specific geographic area consisting of a LAO Chief and AMC/MSC LARs.

**Logistics assistance representative**

A key emergency-essential, mandatory mobile individual assigned to the AMC Logistics Assistance Program.

**Logistics support element**

During deployment the LSE is an AMC umbrella organization comprised of military, DOD civilian, and contractor personnel. The LSE provides command and control (C2) of AMC assets during contingency and mobilization operations to include military operations other than war and humanitarian aid. All AMC military and civilian employees and AMC sponsored contractors deploying on support operations will be temporarily assigned to the LSE.

**Materiel**

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

**Mobilization**

This 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.

**Operational control (OPCON)**

With regard to the Logistics Assistance Program, operational control is the authority delegated to an Army Materiel Command (AMC) Logistic Assistance Office (LAO) Chief to direct attached major subordinate command (MSC) and field support command (FSC) logistics assistance representatives/supervisors for the accomplishment of specific missions/functions. This involves the assignment of tasks and the designation of local priorities necessary to accomplish the mission. Operational control does not include personnel administration, internal MSC/FSC organization and funding, supervision of MSC/FSC assets, or mission technical training. If conflicts arise they will be resolved at the lowest level with the appropriate supervisor.

**Providing command (Logistic Support Agency, Activity, or Community)**

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

**Using command (also referred to as supported and 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 publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310-50.

**ANCENT**

U.S. Army Central Command

**ASD(MI&L)**

Assistant Secretary of Defense (Manpower, Installations, and Logistics)

**ATC**

Army Training Center

**ETS**

engineering and technical services

**FAIR**

Federal Activities Inventory Reform

**FSC**

Field Support Command

**FSR**

field service representative

**IMA**

individual mobilization augmentee

**OSC**

Operation Support Command

**OPM**

Office of Personnel Management

**PM**

program manager

**USASC**

U.S. Army Signal Command

## **Index**

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