



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION AND FORT CARSON
6105 WETZEL AVENUE, BUILDING 1435
FORT CARSON, CO 80913

AFYB-CS

18 September 2023

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #6: 4th Infantry Division Commanding General Policy for Division Internal Lateral Transfers

1. References:

- a. AR 735-5, Property Accountability Policies, 9 November 2016
- b. AR 710-2, Supply Policy Below the National Level, 28 March 2008
- c. AR 750-1, Army Material Maintenance Policy, 28 October 2019
- d. AR 700-145, Item Unique Identification, 16 December 2020
- e. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), 1 December 2016
- f. EXORD 010-15, Global Combat Support System (GCSS) Army Wave 2, 20 January 2015
- g. DA PAM 750-8, The Army Maintenance Management System (TAMMS) Users Manual, 22 August 2005

2. Purpose. Reaffirm the importance of command oversight in regards to divesting excess equipment and establish Division guidance on the execution of internal lateral transfers.

3. Applicability. This policy applies to all commands, units, activities, and personnel assigned to 4ID.

4. The execution of lateral transfers internal to 4ID will be completed NLT the suspense date listed on each Proposed Sourcing Decision (PSD). Refusal to satisfy the transfer by either losing or gaining unit is not authorized.

5. The Division G4 Asset Visibility and Supply & Services (S&S) section regularly reviews 4ID subordinate units' property books to identify equipment shortages and resource equipment from within to fill those shortages. The transfer of equipment

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will be consistent with instructions outlined in AR 710-2, paragraph, 2-13.

6. Commanders at all levels are responsible for establishing the proper management and oversight of supply requisitioning procedures and the proper utilization of resources in support of unit readiness through lateral transfer procedures.

7. Guidance for internal lateral transfer actions.

a. Losing unit will perform all repairs to ensure equipment is transferred to the gaining unit at the condition code outlined in the PSD. In the event the gaining unit receives equipment not meeting the PSD standard, the gaining unit will be reimbursed from losing unit funds to bring the equipment to the transfer standard. This will be executed through a G8 funding transaction.

b. The following items are required to satisfy equipment transfers:

(1) Equipment inspection and Maintenance Worksheet (DA Form 5988-E)

(2) BOM and Material Slip (if shortages are present)

(3) DA Form 3161 (GCSS-A Generated)

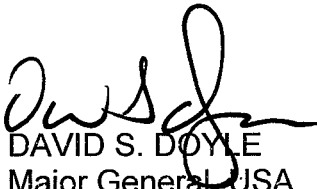
c. Gaining unit will conduct a joint technical inspection (TI) with the losing unit, annotating any deficiencies identified. If a joint T/1 cannot be conducted, the gaining unit will have 14 days to report any discrepancies. TI's requiring a funding transaction between units will be forwarded to the G4 S&S and Maintenance sections for review. G4 will submit to G8 for funding actions.

d. Upon completion of this transfer action, notify the 4ID G4 S&S of completion for closeout of this directive in the Decision Support Tool (DST). In completing the lateral transfer, the Property Book Officers (PBO) of the gaining and losing units will take immediate action to comply with the procedures contained in DA Pam 710-2-1, paragraphs 3-17 and 3-18, respectively. If unable to meet the transfer timeline, notification to the gaining and losing PBO POC is required NLT two weeks prior to suspense.

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8. Questions regarding this policy should be addressed to the 4ID Deputy
Chief of Staff, G-4. The proponent for this policy is the 4ID Deputy Chief of
Staff, G-4.



DAVID S. DOYLE
Major General, USA
Commanding General