DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION AND FORT CARSON
6105 WETZEL AVENUE, BUILDING 1435
FORT CARSON, COLORADO 80913-4289

AFYB-CG

OCT 0 7 2025

MEMORANDUM FOR RECORD

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

1. References.

a. Army Regulation (AR) 735-5, Relief of Responsibility and Accountability, 10 March 2024.

b. AR 710-4, Property Accountability, 26 December 2023.

c. AR 750-1, Army Materiel Maintenance Policy, 2 February 2023.

d. AR 700-145, Item Unique Identification, 16 December 2020.

e. Department of the Army Pamphlet (DA PAM) 750-8, The Army Maintenance Management System (TAMMS) Users Manual, 22 August 2005.

f. EXORD 010-15, Global Combat Support System (GCSS) Army Wave 2, 20 January 2015.

2. Purpose. Reaffirm the importance of command oversight in regard to divesting excess equipment and establishing 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 no later than 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 will be consistent with instructions outline in AR 710-4, para 14-25.

6. Commanders at all levels are responsible for establishing 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. The 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-D).

(2) Component Hand Receipt/Bill of Materials (BOM) and Material Slip (if shortages are present).

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

c. The 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 Accountable Property Officer (APO) of the gaining and losing units will take immediate action to comply with the procedures contained in AR 710-4, para 14-25. If unable to meet the transfer timeline, notification to the gaining and losing APO POC is required no later than two weeks prior to suspense.

8. The proponent of this policy is the Assistant Chief of Staff, 4ID G-4.

PATRICK J. ELLIS
Major General, USA
Commanding