



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRR

18 December 2019

MEMORANDUM FOR Army National Guard (ARNG) Recruiting and Retention Force (RRF)

SUBJECT: SMOM 20-016, Centralized Lifecycle Management of Recruiting and Retention Devices

1. References.

a. Memorandum, Guidance on Life Cycle Replacement (LCR) of End-Point Devices to Ensure Compliance with Secure Host Baseline – Army (SHB-A).

b. Army Regulation 735-5, Property Accountability Policies, 2 February 2015

c. Army Regulation 700-139, Army Warranty Program, 2 March 2015

d. Army Regulation 710-2, Supply Policy Below the National Level, 28 April 2008

e. Army Regulation 25-1 Army Information Technology, 15 July 2019

f. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), 1 December 2016

g. PPOM 19-047, Army National Guard Accession Options Criteria FY 20/21, Appendix D,

i. National Guard Regulation 601-1, Army National Guard Strength Maintenance Program, 1 January 2019

j. Memorandum, ARNG-HRR, 28 June 2018, subject: SMOM 18-057, Centralized Lifecycle Management of Recruiting and Retention Devices.

2. SMOM 18-057 is rescinded.

3. Purpose. This memorandum announces the consolidated purchasing and Lifecycle Management (LCM) of Recruiting and Retention devices. It serves as a tool to reduce complexity and improve efficiency. Centralized replacement reduces costs, promotes consistency across the enterprise, and reduces the need to test, approve, and support a variety of devices.

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4. Applicability. All Recruiting and Retention Commands (RRC) within the 54 States, Territories, and the District of Columbia, Military Entrance Processing Station (MEPS) Guidance Counselors, Strength Maintenance Division and the Strength Maintenance Training Center (SMTC).

5. This guidance only applies to the following LCR equipment. (Cell phones, MiFi's, projectors, etc., ARE NOT included and should be procured through the respective State or Territory.) Details about equipment receipt, accountability, use, care, and repair (to include optional toner support for printers and warranty agreements) are provided in Appendices A and B (enclosed):

a. laptops, monitors, docking stations, printers (scan capable), signature pads, select peripherals (keyboard/mouse/cable locks, etc.)

b. live scan devices

6. The Accession System Branch (ASB) will consolidate purchases with the Army, Cadet Command and Human Resources Command (HRC) to achieve process efficiencies and the greatest possible purchasing power, as outlined in reference 1a.

a. Purchases will be placed according to the Army's Computer Hardware Enterprise Software and Solutions System (CHESS) Consolidate Purchase, Reverse Auction schedule generally occurring twice a year from July through September and January through March.

b. ASB will provide detailed request projected LCR purchase list to the RRC Supply (S4), State Automation Non-Commissioned Officer (NCO) and Property Book Officer (PBO) 3 months prior to each consolidated purchase.

c. ASB will provide a spreadsheet of equipment to the Recruiting and Retention Force (RRF) PBO with expected delivery dates, quantities, and warranty agreements with Point of Contact (POC) information. MEPS Multi-Function Devices may have a lease agreement instead of a purchase agreement. Information will be addressed in the spreadsheet, to the RRF PBO.

d. Upon receipt, S4 will work with the RRF PBO to receive equipment as outlined in references 1b, d, and f.

e. Hand receipt procedures will be followed as equipment is issued to end users, as outlined in references 1b, d, and f

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7. Funding for LCR and warranty costs are withheld by the ASB based on LCR projections.
8. When requested by the ASB, the State Automation NCO or the Strength Maintenance Training Center Automation will conduct an inventory of all managed equipment.
9. After receipt of LCR equipment, States/Territories are required to complete and submit a DD 250 (as outlined in 1b), to ASB at ng.knox.ngb.list.asb-lifecycle@mail.mil.
10. In order to ensure States/Territories can expeditiously replace broken equipment or issue equipment to new hires, thereby increasing productivity and reducing “down time”, units are authorized to maintain an inventory of approved LCM equipment that will avoid disruption of operations. This will enable States/Territories to have a manageable working stock with which to equip their personnel.
11. Exception to Policy (ETP). In order to minimize costs and maximize the ability to work, States/Territories should limit ETP requests for laptops, printers (scan capable), and signature pads to items that are included in the LCM lists. Note that laptops, printers, and signature pads purchased outside of the LCM list must be tested and valeted through HRC prior to being added to the network, a process that can take several months.
 - a. It is recommended that ETPs first be sent to ASB through the LCM distribution list (ng.knox.ngb.list.asb-lifecycle@mail.mil) for research. ASB will coordinate directly with the requesting State/Territory to either validate the ETP or recommend corrections and/or modifications.
 - b. Questions regarding the ETP process should be forwarded to ng.ncr.ngb-arng-arng.mbx.hrr.recruiting-etp-req@mail.mil
 - c. ETPs for LCM related equipment should be sent to the HRR Resource Management branch at [https://gko.portal.ng.mil/arng/G1/D05/ResourceManagement/Lists/FY19%20ETP%20Submission/FY20 State Submission Status.aspx](https://gko.portal.ng.mil/arng/G1/D05/ResourceManagement/Lists/FY19%20ETP%20Submission/FY20%20State%20Submission%20Status.aspx)
12. POC for this SMOM is Mr. Russell Beausoleil at (502) 626-1117 or russell.e.beausoleil.civ@mail.mil and SGT Alannah Bechtel at (502) 684-3251 or alannah.j.bechtels@mail.mil. This message remains valid until 30 September 2020.

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A handwritten signature in purple ink, appearing to read 'D. Gilbert', with a horizontal line extending to the right.

2 Encls

1. Appendix A
2. Appendix B

DANIEL E. GILBERT
COL, LG
Chief, Strength Maintenance Division
Army National Guard