SUMMARY of CHANGE

NGR 750-5
Army National Guard Maneuver Area Training Equipment Site and Unit Training Equipment Site Operations
19 April 2016

- This regulation replaces National Guard Regulation 750-2, Army National Guard Maneuver Area Training Equipment Site and Unit Training Equipment Site Operations, 20 January 2006.
History. This regulation replaces National Guard Regulation (NGR) 750-2, Army National Guard Maneuver Area Training Equipment Site and Unit Training Equipment Site Operations, 20 January 2006.

Summary. This regulation provides procedures for operating and managing Army National Guard (ARNG) Maneuver Area Training Equipment Sites (MATES) and Unit Training Equipment Sites (UTES).

Applicability. This regulation applies to the ARNG, the Active Army, the U.S. Army Reserve, other Department of Defense (DOD) components, and Federal agencies contributing or using equipment positioned at MATES/UTES facilities.

Proponent and Exception Authority. The proponent of this regulation is the ARNG G4, ARNG-ILZ, 111 S. George Mason Drive, Arlington VA 22204.

Management Control Process. This regulation follows maintenance metrics and performance measures identified in Appendix B of Army Regulation 750-1, Army Materiel Maintenance Policy. Management controls must also be evaluated in accordance with AR 11-2 Managers' Internal Control.

Supplementation. Supplementation is prohibited without prior approval from the ARNG G4, 111 S. George Mason Drive, Arlington VA 22204.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the ARNG G4, 111 S. George Mason Drive, Arlington VA 22204.

Distribution. B.

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Chapter 1
Introduction

1-1. Purpose
This regulation provides procedures for ARNG MATES and UTES operations in support of training and maintenance of equipment to the Army standard as outlined in AR 750-1, Army Materiel Maintenance Policy. It provides information on readiness reporting of equipment in MATES/UTES as outlined in AR 700-138, Army Logistics Readiness and Sustainability. This regulation addresses the care and storage of supplies and equipment as outlined in AR 710-2. It provides guidance for use of Support Agreements as outlined in AR 700-131, Loan, Lease, and Donation of Army Materiel, and Department of Defense Instructions (DoDI) 4000.19, Support Agreements.

1-2. References
Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of abbreviations and special terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities
a. Director, ARNG (DARNG). The DARNG will:
   (1) Prescribe criteria, responsibility, objectives, and procedures for establishing, terminating, and operating MATES and UTES facilities.
   (2) Approve the allocation and establishment of MATES and UTES activities.
   (3) Allocate Federal funds to States identified to establish, operate, modify, and expand MATES and UTES.
   b. The Adjutants General (TAG). TAGs will:
      (1) Request establishment of a MATES or UTES to support training requirements and IAW NGR 415-10, and NG Pam 415-12, ARNG Facilities Allowances.
      (2) Recommend to DARNG the location, relocation, expansion, or closing of facilities.
      (3) Approve the maintenance mission of these activities, in writing, as required.
      (4) Establish and adjust full-time support requirements for MATES and UTES.
      (5) Approve temporary positioning of equipment from the Army or other Department of Defense activities, or Federal Law Enforcement/Disaster Relief Agencies at the MATES and UTES.
      (6) Approve Host/Contributor equipment stationing Memorandums of Agreement (MOA),
      (7) Ensure compliance with annual requirement to submit a Host/Contributor MOA to ARNG-HRM by 1 March of each year, for the next fiscal year’s contributed equipment.
      (8) Approve loans and agreements with other Department of Defense (DOD) Components, contractors, non-governmental organizations, and foreign country representatives.
      (9) Ensure contributing and borrowing units comply with the support activities procedures outlined in applicable Property, Supply, and Maintenance regulations.
      (10) Approve requests to draw equipment in excess of unit Modified Table of Organization and Equipment (MTOE) authorization from support activities.
      (11) Approve contributing ARNG units to maintain assets at the support activities.
   c. United States Property and Fiscal Officer (USPFO). USPFO’s ensure execution and reconciliation of funding requirements of MOAs and loans, up to and including Work Breakdown Structures (WBS) and Military Interdepartmental Purchase Request (MIPR), as applicable.
   d. State Deputy Chief Of Staff For Logistics (DCSLOG). The DCSLOG will:
      (1) Serve as the action officer for loan/lease of ARNG equipment as applicable.
      (2) Disseminate necessary guidance to ensure support activities are managed and operated IAW applicable regulations.
      (3) Coordinate stationing of MOA equipment, full-time support requirements, and funding.
      (4) Overseer logistics support for State stationing plan.
   e. Surface Maintenance Manager (SMM). The SMM will:
      (1) Ensure equipment from all units are maintained IAW the Army Maintenance Standard.
      (2) Maintain historical, operational, and supply records, IAW AR 750-1.
      (3) Plan for continued operation or inactivation of facilities during unit mobilization.
(4) Ensure equipment and support activity’s facilities are available to support contributing units’ training.
(5) Provide Full-Time Support Personnel upon request to support unit training at support activities during annual Training (AT) and Inactive Duty Training (IDT) periods.
(6) Provide technical supervision, operational and administrative control of the support activity through the support activity’s Supervisor.
(7) Ensure the support activities establish internal and external Standing Operating Procedures (SOP).
(8) Administers applicable loan agreements, MOAs, and contracts as outlined in AR 700-131.
(9) Submit Host/Contributor MOAs to ARNG G4 as applicable.
(10) Establish and adjust full-time support manning IAW NGB Pam 570-1.
(11) Resolve unsatisfactory conditions of supported equipment reported by the borrowing unit.
(12) Ensure support activities provide supported units necessary information for timely and accurate reporting of equipment operational status.

f. Commanders. Commanders will:
   (1) Verify the supporting activity has current copies of unit appointment orders and delegation of authority.
   (2) Conduct annual visits as required to maintain command responsibility for equipment readiness.
   (3) Position equipment at the support activity as required to accomplish training objectives IAW para 2-3.
   (4) Ensure equipment hand receipts are updated and all weapons systems are positioned with Components of End Items (COEI) and Basic Issue Items (BII). Valid requisitions must be submitted for shortages.
   (5) Prepare and submit required maintenance and supply forms for equipment issued/received from the support activity.
   (6) Ensure equipment requested from a support activity for training, does not exceed the unit's training requirements or ability to properly operate and maintain.
   (7) Notify support activity representatives and State SMM of any unsatisfactory conditions of equipment or support.
   (8) Coordinate with the support activity supervisor to perform Preventive Maintenance Checks and Services (PMCS), schedule services, and repairs of all unit equipment stationed there as part of the unit’s maintenance plan.
   (9) Ensure all organic tools, test sets, technical manuals, and necessary supplies are available to the unit for PMCS, operator, and crew repairs, and field level maintenance.
   (10) Coordinate for Class III and Class IX requirements.
   (11) Ensure operator/crew PMCS, field level maintenance has been performed, or coordinate with the support activity for completion of follow on maintenance to TM 10/20 standards prior to turning in equipment.

Chapter 2
Policies and Procedures

2-1. Overview
   a. Support activities store and maintain section or platoon sets of equipment at or near training sites for use by units conducting training or units ordered to Federal or State active duty. Support activities provide consolidated maintenance support to the Modified Table of Organization and Equipment (MTOE) and Table of Distribution and Allowances (TDA) contributing units within their respective geographic vicinity. Units shall position equipment at the support activity closest to their primary training area. Support activities reduce over-the-road transport requirements for oversized, tracked, or other equipment restricted by local highway movement regulations and perform field and sustainment tasks (repair and return to user). Overriding training requirements or geographical considerations may dictate placing equipment at a support activity not located at the unit’s primary training site.
   b. External ARNG contributors establish an MOA between the external contributing units State and the host State, approved by each TAG. The MOA is limited to 12 months duration, typically administered by the SMM, and renewed annually. The renewal request is due no later than 1 March for the upcoming fiscal year.
   c. Non-Contributing units requesting equipment shall coordinate the appropriate Memorandum of Understanding (MOU), Memorandum of Instruction, or Loan/Lease of Equipment with the support activity.

2-2. Establishment of Facilities
   a. MATES/UTES are established for support of pre-positioned equipment for units conducting training. Requests to establish these facilities will be submitted IAW NGR 415-10, NGR 415-12 and ARNG G4 policies and procedures. These requests will include but are not limited to the following:
      (1) List of supported Force Elements/Unit Identification Code (UIC).
(2) How the facilities are acquired, leased, licensed, and the estimated cost.
(3) If leased, annual terms and cost of lease.
(4) Renovation or rehabilitation costs that are required before occupancy.
(5) Estimated annual operations and maintenance cost of proposed facility.
(6) The effect relocation will have on the technician workforce. Follow NGB Pam 570-1, Fulltime Support Manning for the ARNG, for manning criteria and applicable State Human Resource Office (HRO) guidance.

b. To determine space allowance for support activities utilize NGB Pam 415-12, ARNG Facilities Allowances.
c. Support activities are authorized equipment IAW their TDA. Request equipment additions or deletions to the TDA by using DA Form 4610-R, through the Force Management System Web Site (FMSWeb) at https://fmsweb.army.mil.
d. Ensure TDA and the Common Table of Allowances (CTA) property of support activities are accounted for IAW AR 710-2.

2-3. Equipment Authorization Levels
TAGs approve contributor’s equipment stationed at training support activity locations. Contributors must position equipment at support activities in sufficient quantities to maximize training while minimizing over-the-road transportation costs. Contributing Commanders are to position 50% of tracked or 33% of wheeled vehicles when possible. Equipment for training support shall consist of complete systems or section or platoon sets. Unit training requirements, Home Station training, and facility capability are the primary considerations in developing equipment-stationing plans.

2-4. Equipment Request/Use/Turn-in
a. Contributing Commanders will request, use and turn-in their own equipment. Requests for equipment is submitted to support activities no less than 90 days prior to the training date IAW AR 700-131, Loan, Lease, and Donation of Army Materiel and local SOPs. Contributing units’ equipment requests take precedence over noncontributing units.
b. Requests to exceed MTOE authorizations require written approval by TAGs.
c. Equipment loans to noncontributing units will be accomplished IAW AR 700-131 and local SOPs. Noncontributing units planning to use the support activity assets must coordinate with the Host States’ DCSLOG no fewer than 180 days prior to the training event and establish a support agreement. Support activities are not authorized to distribute equipment without written approval from the owning unit.
d. Adequate time must be allocated on unit training schedules, for equipment issue and perform maintenance prior to turn-in.
e. Procedures for the issuance, use, and turn-in of equipment will be developed by each support activity. Refer to local SOPs for further guidance.
f. Units are responsible for performing operator PMCS and field level maintenance within their capability while equipment is their possession.
g. Joint technical inspections (TIs) between the support activity and the requesting unit will follow procedures outlined in local SOPs and IAW the applicable technical manuals. Discrepancies will be resolved prior to the unit leaving the facility.
h. All equipment deficiencies/shortcomings detected during issuance and turn-in, to include BII, air-to-air interface and communications-electronics operating instructions are corrected on the spot, or IAW prior arrangements established in a MOA/MOU.

2-5. Support Agreements
a. Support Agreements are provided by one DOD Component to another DOD Component requesting support. Support Agreements require legally sufficient consideration in return for the promise of support and are governed by general contract law. These binding documents set forth the duties and responsibilities of those involved. The Loan and lease of Army materiel is performed IAW AR 700-131, and DoDI 4000.19.

2-6. Funding Policy
a. ARNG G4 provides OPTEMPO funding guidance. OPTEMPO funding is allocated directly to the State in which the contributing unit is assigned. The State DCSLOG or G4 provide funding sources for all classes of supply to support the In-State equipment supported by the support activities.
b. External contributors and non-contributors are responsible for providing a funding source to the host States’ USPFO for all classes of supply to support contributed equipment. External non-contributors will be charged costs associated with using equipment, as agreed upon in a signed Support Agreement.

c. Non-ARNG organizations will be charged ARNG OPTEMPO rates, fully burdened hourly labor rates for issue, turn-in, and repair of equipment, current Federal Logistics (FEDLOG) pricing, or other metrics identified in the Support Agreement for payment.

2-7. Inspections, Staff Visits and Technical Assistance

a. Unit equipment positioned at support activities are not exempt from inspection programs.

b. Commanders, or authorized representatives, of contributing units will visit support activities at least annually to update primary hand receipts IAW applicable regulations. An IDT/AT assembly can suffice as the annual visit.

c. Commanders will assess if the position of unit equipment at the support activity is adequately supported and accurately reported. Any unresolved issues between the support activity supervisor and the contributing unit Commander will be reported to the hosting State's SMM and the contributing units' State DCSLOG.

d. Technical assistance is provided through the SMM IAW AR 750-1.

Chapter 3
Equipment Status

3-1. General
This chapter identifies reports pertaining to equipment positioned at MATES/UTES.

3-2. Army Materiel Status System (AMSS)


(1) Configure Army Information Systems to submit materiel readiness reports, maintain historical records, and sustain daily operations in IAW AR 700-138, Army Logistics Readiness and Sustainability.

(2) Support activity supervisors will ensure separate AMSS “Send to Higher” files for each contributing units’ (AA level) equipment are created.

(3) Supervisors will use utilization code 7 for contributed and supported units and use utilization code 8 for MATES TDA equipment IAW AR 700-138.

(4) When interfacing with Standard Army Maintenance – Enhanced (SAMS-E) in other States verify each State is using the same Software Change Packages (SCP) for proper communication and avoiding data corruption.


(1) Provide near real time equipment status using Equipment Status Report identified as Z_EQUST.

(2) Go to BI Reports, to access DA Form 2715 feeder report data, for use as a maintenance management tool and analyzing equipment readiness.

3-3. Equipment Usage
Commanders will ensure vehicle usage and all required documentation is properly recorded in the system of record.

3-4. Not Mission Capable (NMC) Equipment and Equipment Availability
Availability of equipment is not guaranteed. Coordination between commanders and support activities supervisors is required to review operational status and equipment availability before scheduled training periods.

Chapter 4
Supply and Accounting Procedures

4-1. General
This chapter lists the supply policies and procedures used in support activities operations.
4-2. MTOE Property Accountability
   a. Commanders account for unit MTOE equipment positioned at support activities following guidelines in DA Pam 710-2-1, Using Unit Supply System (Manual Procedures). Contributing units must provide the support activities supervisor with updated copies of unit hand receipts.
   b. Unit equipment sent to the support activities requires unit representation to inventory and hand receipt equipment upon arrival.
   c. When the support activity assumes custody of equipment, they are accountable for its care, and safe use.
   d. Contributing unit representatives will conduct physical inventories at support activities IAW AR 710-2 and DA Pam 710-2-1. The support activity will retain the record of inventory. The support activity supervisor ensures all sensitive and serial number item inventories are completed and submitted to the owning unit within the regulatory periods required.
   e. Local SOP determines accountability for any tools (CLII), packaged petroleum (CLIII), or repair parts (CLIX) issued during IDT/AT assemblies. Borrowing units shall return uncomsumed supplies, CLII, CLIII, and CLIX, to include recoverable items to the support activity at the conclusion of training or prior to leaving the training area/facility.

4-3. Replacement of Equipment
   a. Units will report lost, stolen, damaged, or destroyed equipment during the time equipment was under their control before departing the training site. Any lost property issued by the support activity will be accounted for IAW AR 735-5 or AR 15-6, as appropriate.
   b. Shortages of COEI and BII items will be requisitioned by the owning unit. Copies of the funded requisition and signed hand receipt annex will be furnished to the support activity.
   c. The support activity will notify the owning unit to replenish BII/COEI and system components (i.e. radios, machine guns, etc.) when those items become unserviceable through wear and tear.

4-4. Storage and Marking Equipment
   a. Vehicles/equipment are stored at the support activity, with weapons and sensitive items secured separately IAW AR 190-11. Physical Security of Arms, Ammunition and Explosives, all DOD and Army regulations, and the local SOP. When issued to a unit, the unit shall secure the equipment IAW AR 190-51. Consult with unit Special Security Officer/Security Manager regarding storage of classified materiel or equipment.
   b. Support activities shall maintain COEI and BII in a secure area within the support activity. Integrate shelf-life management into warehouse operations IAW DOD 4140.27-M, Shelf-Life Management Manual.
   c. Contributing Units will provide the support activity supervisor with the required marking data (alphanumeric designation), by serial number for each item of equipment.
   d. Mark sub systems removed from vehicles, i.e., weapons and sensitive items, to identify the specific vehicle to which the equipment is assigned.
   e. Using/borrowing units/agencies will not remove owning unit markings from equipment issued or loaned by support activity. The using unit may cover the owning unit's marking and apply their own temporary unit identification. Remove any temporary coverings before turn-in.
   f. Assignment of site (support activity) numbers are at the option of the host State. Remove these numbers prior to permanent transfer or return of equipment to the owning unit.
   g. Support activities can place tactical vehicles and trailers that are anticipated to accumulate less than 65 percent of the listed equipment’s utilization in a low-usage status IAW AR 750-1.
   h. Unit Commanders are encouraged to capitalize on equipment inducted into the ARNG Corrosion Prevention Control (CPC) Long-Term Preservation program for maximum cost avoidance on equipment pre-positioned at support activities or in an inactive status. Controlled Humidity Preservation and Operational Preservation programs will follow guidance IAW AR 750-59, Corrosion Prevention and Control for Army Materiel and ARNG CPC regulations/policies.
Appendix A
References

Section I
Required Publications

AR 15-6
Procedures for Investigating Officers and Boards of Officers (cited in paragraph 4-3a)

AR 190-11
Physical Security of Arms, Ammunition and Explosives (cited in paragraph 4-4a)

AR 190-51
Security of Unclassified Army Property (Sensitive and Non-sensitive) (cited in paragraph 4-4a)

AR-700-131
Loan, Lease, and Donation of Army Materiel (cited in paragraph 1-1, 1-4c(8), 2-4a, b, 2-5a)

AR 700-138
Army Logistics Readiness and Sustainability (cited in paragraph 1-1, 3-2a(1)(3))

AR 710-2
Supply Policy Below the National Level (cited in paragraph 1-1, 2-2d, 4-2a)

AR 735-5
Policies and Procedures for Property Accountability (cited in paragraph 4-3a)

AR 750-1
Army Materiel Maintenance Policy (cited in paragraph 1-1, 1-4e(2), 2-7d, 4-4g)

AR 750-59
Army Corrosion Prevention and Control for Army Materiel (cited in paragraph 4-4h)

DA Pam 710-2-1
Using Unit Supply System (Manual Procedures) (cited in paragraph 4-2a, d)

DODI 4000.19
Interservice and Intragovernmental Support Agreements (cited in paragraph 2-5a)

DOD 4140.27-M
Shelf-Life Management Manual (cited in paragraph 4-4b)

NGB Pam 570-1
Full-Time Support Manning for the Army National Guard (cited in paragraph 1-4e(10), 2-2a (6))

NGR 415-10
Army National Guard Facilities Construction (cited in paragraph 1-4b(1), 2-2a)

NGB Pam 415-12
Army National Guard Facilities Allowances (cited in paragraph 2-2a(6))
Section II

Related Publications
A related publication is a source of additional information. The user does not have to read a related reference to understand this regulation. ARNG Publications are available at http://www.ngbpdc.ngb.army.mil/default.htm.

AR 220-1
Unit Status Reporting

AR 700-4
Logistics Assistance Program

AR 700-127
Integrated Logistics Support

AR 735-11-2
Reporting of Supply Discrepancies

AR 740-3
Stock Readiness

NGR 415-5
Army National Guard Military Construction Program Development and Execution

TM 38-470
Storage and Maintenance of Army Prepositioned Stocked Material

Section III
Prescribed Forms
This section contains no entries.

Section IV
Referenced Forms

DA Form 2028
Recommended Changes to Publication and Blank Forms (cited in paragraph “Suggested Improvements, page “i”) (Available from www.apd.army.mil)

DA Form 2715
Feeder Report (cited in paragraph 3-2b(2)) (Available via SAMS-E, GCSS-Army)

DA Form 4610-R
Equipment Changes in TDA (cited in paragraph 2-2c) (Available from https://fmsweb.army.mil)
GLOSSARY

Section I
Abbreviations

AMSS
Army Materiel Status System

AR
Army Regulation

ARNG
Army National Guard

ARNG-ILI
Army National Guard G4 Installations Division

AT
Annual Training

BII
Basic Issue Items

CPC
Corrosion Prevention Control

COEI
Components of End Items

CTA
Common Table of Allowances

DA PAM
Department of the Army Pamphlet

DARNG
Director, Army National Guard

DCSLOG
Deputy Chief of Staff, Logistics

DOD
Department of Defense

DODI
Department of Defense Instruction

FEDLOG
Federal Logistics

HRO
Human Resources Office(r)

IAW
In accordance with
IDT
Inactive Duty Training

ARNG-G4
Logistics Division

LO
Lube Order

LTP
Long Term Preservation

MATES
Maneuver Area Training Equipment Site

MIPR
Military Interdepartmental Purchase Request

MOA
Memorandum of Agreement

MOI
Memorandum of Instruction

MOU
Memorandum of Understanding

MTOE
Modified Table of Organization and Equipment

NGB PAM
National Guard Pamphlet

NGR
National Guard Regulation

NMC
Not Mission Capable

OP
Operational Preservation

OPTEMPO
Operating Tempo

PBO
Property Book Officer

PBUSE
Property Book Unit Supply Enhanced

PMCS
Preventive Maintenance Checks and Services

SAMS-1E
Standard Army Maintenance System One-Enhanced
**SAMS-2E**
Standard Army Maintenance System Two-Enhanced

**SCP**
Software Change Package

**SINCGARS**
Single Channel Ground and Airborne Radio System

**SMM**
Surface Maintenance Manager

**SOP**
Standing Operating Procedures

**TAG**
The Adjutants General

**TB**
Technical Bulletin

**TDA**
Table of Distribution and Allowances

**TI**
Technical Inspection

**TM**
Technical Manual

**UIC**
Unit Identification Code

**USAR**
United States Army Reserve

**USPFO**
United States Property and Fiscal Office(r)

**UTES**
Unit Training Equipment Site

**WBS**
Work Breakdown Structure

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**Section II**

**TERMS**

**Contributing Unit or Contributors**
The owning unit or organization placing selected equipment at MATES/UTES.

**Department of Defense Component (DOD Component)**
An organizational entity of the Department of Defense

**Field Level Maintenance**
Field Level Maintenance is the on-system maintenance and repairs. Equipment returns to the operator or the user.
**Host State**
The state in which a MATES or UTES is located.

**Issue**
Temporary allocation of property from the MATES or UTES to an ARNG unit.

**Loan**
Temporary distribution of property from the MATES to a non-ARNG organization.

**MATES/UTES Supervisor**
The individual responsible for supervision of all activities within the support activity.

**Non-Contributing Unit**
Any unit or organization without equipment stationed at the MATES/UTES.

**Not Mission Capable (NMC)**
A materiel condition indicating that equipment cannot perform any one of its combat missions. NMC is divided into NMC maintenance or NMC supply.

**Preventive maintenance checks and services (PMCS)**
Preventive maintenance checks and service is the care, servicing, inspection, detection, and correction of minor faults before these faults cause serious damage, failure, or injury. The procedures and the category of maintenance to perform PMCS are found in the TM, Lube Order, and Electronic Technical Manual for 10 and 20 series.

**Support Activity**
A MATES or UTES maintenance facility

**Support Agreement**
This agreement is used between the activity and units requesting support and equipment loans.

**Sustainment maintenance**
Commodity-oriented repair of components returned to stock and repaired to the NMP standard.

**Training Equipment**
Those items from the contributing unit located at MATES/UTES.

**Work Breakdown Structure**
Work Breakdown Structures (WBS) for Intra-Governmental payment of services when both agencies are on General Fund Enterprise Business System.