

APPENDIX J

ARMORY TURNOVER - SUMMARY GUIDE
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1. Upon receipt of armory transfer notification, contact notifying authority and IGR next higher headquarters to verify and confirm the assignment.
2. Contact military commander of the mobilizing armory and agree on time and date for the execution of armory transfer.
3. Contact IGR personnel assigned to serve on armory transfer team.
4. Go to the armory and report to commander (Officer or NCO in charge). Request assignment of an assistant and a working area for IGR personnel.
5. Establish operations journal. Record chronologically all relevant occurrences and operational details.
6. Establish communications with IGR next higher headquarters and report status of operations.
7. As soon as practical, undertake inspection of all state property (also federal, if any). Lock inspected premises or post sentries if not lockable.
8. Notify next higher headquarters about federal property and request instructions from STARC-IN regarding its disposition.
9. Take charge of:
 - a. Keys and key records.
 - b. State/Federal property records.
 - c. Armory bank book, check book, cash, and accounting records.
 - d. Blueprints of all structures in armory's charge and service contracts for fire protection, trash removal, grounds maintenance, etc.
 - e. Names of full time custodial staff and their status regarding mobilization and deployment.
 - f. Names and addresses of all armory board members.
 - g. Armory board records and minutes.
 - h. Addresses of mobilizing unit(s) staging areas.
 - i. List of non-deployable personnel (AWOL's, Hospitalized, Not Notified, etc).
 - j. Roster(s) of mobilizing unit(s) and make record of any information of potential future historical significance.

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10. Arrange with mobilizing commander the completion of transfer of armory control and assume full command.
11. Establish physical security and key control for the armory.
12. Report to next higher headquarters of command of the armory.
13. Establish duty roster for IGR personnel and assign duties.
14. Establish family assistance operation (if required).
15. Establish liaison with local key agencies: other local state and federal military organizations, military family assistance organization, Civil Defense, state and local police, Red Cross, etc.
16. Arrange for the messing and transportation of IGR personnel according to directions received from Headquarters, Indiana Guard Reserve.
17. Prepare and submit written situation reports to next higher headquarters NLT the 5th day of each month, and the last report NLT the 5th day after the completion of the mission.