

CHAPTER 8
ARMORY TRANSFER AND OPERATIONAL CONTROL
OF
STATE ARMORIES/FACILITIES

8-1. Purpose.

a. To set forth guidelines for the orderly transfer to the Indiana Guard Reserve (IGR) operational control of Indiana State Armories and Facilities and such other State and Federal installations as directed.

b. For the purpose of this chapter, the term armory will be used to refer to any designated installation. Assumption of operational control of an armory will also be referred to as armory transfer.

c. This chapter is structured for use by all units of the IGR, during actual transfer of armory control when the National Guard is mobilized. During training exercises, directions in this regulation will be followed as they are deemed applicable and feasible.

d. The guidelines are addressing only routine circumstances expected to be faced in an armory transfer. As armories differ in their structure and organization, special situations specific to individual armories will arise. The IGR Officer in Charge will handle such situations on the spot.

8-2. Responsibilities. Each IGR member, Officer and Enlisted, shall be familiar with this chapter, and know the responsibilities involved in the assumption of operational control of an armory.

8-3. Administrative Instructions.

a. As a rule, notification of an armory transfer will be sent THRU channels to the respective IGR commander by HQ IGR through channels. If, under conditions of urgency, the local IGR Commander receives the notification of an armory transfer from an authority other than HQ IGR - such as STARC-IN; the commander of the mobilizing armory, etc. - the local commander will immediately contact the notifying authority as well as contact his/her next higher headquarters in order to verify and confirm the assignment and to ensure proper notification of HQ IGR through command channels.

b. Upon confirming the assignment of armory transfer, the IGR-OIC will contact the commander of the mobilizing armory and establish the exact time and date the transfer will be effected. It is suggested to schedule the transfer as close as possible to the departure of the mobilized unit in order to reduce the opportunity for inadvertent removal of property designated to remain on premises.

c. After agreeing on time and date of transfer, the IGR-OIC will contact IGR personnel assigned to serve on the armory transfer team and order them to report for duty at the armory. For exercise purposes, the team will consist of the IGR-OIC, the IGR member of the local armory board (if different from the IGR-OIC), and no more than two survey members of the mobilized units.

d. Upon arrival at the mobilizing armory, the IGR-OIC (and accompanying personnel, if any) will present proper identification (IGR-ID card), and request to be directed to the commander (Officer or NCO) of the armory. The IGR-OIC will then:

(1). Inform the commander of the assignment received from (name of proper authority) to assume operational control of the armory upon departure of the mobilizing unit.

(2). Request that a member of the armory commander's staff be assigned to assist the IGR team in the transfer of armory control, and request designation of a work area for IGR personnel.

e. An Operations Journal will be established that will be maintained in duplicate throughout the operation. Upon completion of the operation, the original will be retained in the armory board files. The duplicate copy will be submitted to Brigade headquarters for forwarding through channels to HQ IGR. An OPERATIONS JOURNAL JFHQIN-IGR Form 11R will be used to start the log, (additional copies will be added as needed.) The journal will include:

(1). Time and date armory transfer notice was received.

(2). Time and date of IGR-OIC arrival at the armory.

(3). Full name and rank of the individual contacted at the armory.

(4). Name and rank of armory personnel assigned to assist.

(5). Name, Rank and Time of Arrival of IGR personnel assigned to report for duty.

(6). Any action or event deemed relevant to the operation.

f. The IGR-OIC will establish and maintain communications with higher headquarters by telephone (commercial or military) or by military radio. He/she will:

(1). Report his/her arrival at the armory, and the name and rank of each of the IGR personnel assigned to assume duties in the armory transfer;

(2). Arrange for operational progress reports to be made once daily thereafter, or more frequently if required.

g. The IGR-OIC, (or designated representative), will conduct a visual inspection of all facilities and inventories, reconcile existing property with State Property Records (usually in form of computer printouts), and record in detail all shortages and deficiencies. Following inspection of the premises, the IGR-OIC should see to it that all premises are locked, or, if not lockable, he/she should post sentries. As soon as possible, all deficiencies in State Property will be reported to Headquarters IGR in writing.

h. While most of the Federal Property will be deployed with the mobilized unit, some non-deployable Federal Property will remain on armory premises. Such property must be accurately identified, recorded, and kept separated from State Property. At the earliest opportunity, the IGR-OIC will forward the information through channels to Headquarters IGR and STARC-IN, and request instructions for the disposition of Federal Property.

i. Items of property on armory premises not on the State or Federal Property lists will be inventoried on a separate sheet and remain accountable for by the IGR-OIC. These items include, but are not limited to, armory board property, items donated to or in possession of the local armory. Armory board property is that property which has been purchased from local armory board funds for that specific armory.

j. During the inventory review process, the IGR-OIC will take charge of:

(1). Keys and key records.

(2). State of Indiana Property Account Book/Records for all State property located in, and on the grounds of the armory. Also records for Federal property if any present.

(3). Armory's bank account book, check book, and cash funds -- all of which have to be carefully checked and verified.

(4). Blueprints of all buildings and other structures within armory's responsibility, and existing service contracts such as for fire protection, trash removal, grounds maintenance, etc.

(5). List of full-time custodial personnel and whether or not they are to be mobilized and deployed with the mobilizing unit.

(6). Listing of all members of the armory board, and all armory board records. Records will be reviewed as soon as possible. All rental agreements and other commitments for the use of armory facilities will be submitted through channels for review and confirmation.

(7). A complete roster of the mobilized unit, and a record of all information that may be of future historical significance such as type of mobilized unit, (artillery, MP, medical, etc.), reason for mobilization and deployment, destination, and any special circumstances, etc.

(8). Address of the mobilized units staging areas.

(9). List of all non-deployable personnel such as Students, AWOL's, Individuals who are Hospitalized, Not Notified, Out-of-State, etc. When such individuals become deployable, STARC-IN will be notified through channels. AWOL's will be taken into custody and detained by civil enforcement authorities pending notification and disposition by STARC-IN. The IGR will not detain or hold such persons unless specifically authorized and directed to do so by proper authority.

k. When the IGR is ready to assume full control of the armory, the IGR-OIC will so inform the mobilizing commander and arrange for the completion of the transfer.

l. Upon departure of the mobilized unit, the IGR-OIC will report by telephone or radio to his next higher headquarters. The report will include:

(1). Name and location of the armory.

(2). Date and time the IGR had assumed control of the armory.

(3). IGR-OIC's Name, Rank, and SSN.

(4). Number, Names and SSN's of IGR personnel assigned to the operation.

(5). Any other information considered relevant.

m. As soon as practical, the verbal report to Headquarters IGR will be followed by a written report restating the above and reporting in detail all State property deficiencies.

n. The IGR-OIC will establish physical security and key control for the armory in accordance with current regulations. These will remain in effect until return of the resident unit. If needed, additional IGR personnel will be requested through channels in order to secure adequate human resources for the completion of the mission.

o. The IGR-OIC will establish a roster of assigned personnel and assign duties as needed.

p. The IGR-OIC will establish and maintain liaison with such organizations as the mayor's office; local law enforcement organizations; commanders of local, Federal, and State military installations, Civil Defense, Red Cross, Fire Departments, etc. Family Assistance Teams will be established at this time as required.

q. Arrangements regarding the messing of IGR personnel will be announced at the time of order to State Active Duty. (During exercises, IGR personnel will be individually responsible for their meals, which will be obtained outside of the armory. However, if invited to join the messing in the armory, the individuals will pay for meals consumed).

r. Arrangements regarding the transportation of IGR personnel will be announced at the time or order to State Active Duty. (During exercises, local area transportation of IGR personnel will be by privately owned vehicles (POV). No allowance for mileage is available at this time. Insurance for POV's will be the responsibility of the individual vehicle owner).

s. Upon return of the resident unit, or arrival of a person authorized to assume control of the armory, the IGR-OIC, (and such personnel as needed), will remain on station to assist in an orderly transfer of armory control relieving the IGR of that responsibility.

t. Not later than (NLT) the 5th day of each month, the IGR-OIC will submit a written situation report to higher headquarters. The last report will be submitted NLT the 5th day after the completion of the operation when control of the armory has been returned to the resident military unit, or transferred to another authorized person or organization. The reports will contain:

- (1). Date, Name, and Location of the armory.
- (2). Name and Rank of the IGR-OIC.
- (3). Name and Rank of all Assigned IGR Personnel.
- (4). Date, Name, Rank or Title of all visitors since the last report.
- (5). Date time group (DTG) of all messages received or sent since the last report.
- (6). Report on all activities and/or problems since the last report.
- (7). Suggestions about operational improvements (may include actions that might have been taken, or actions recommended to be taken).
- (8). Name, Rank, and Unit or Organization of the authorized person who has assumed operational control of the armory, and the date and times the IGR-OIC has been relieved.

u. The implementation of the above must in no way interfere with operations and departure of the mobilizing unit. However, the property present on the premises must be reconciled with the State/Federal property records before the departure of the mobilizing unit. The IGR-OIC will sign only for Property, Funds, and Items that have been accounted for.

8-4. Armory Board Membership:

a. The Indiana Code provides that there will be a local armory board located at each armory in the State of Indiana. The portion of Baer Field, Fort Wayne, and Hulman Field, Terre Haute, which are under State control are also considered as armories of the Indiana National Guard.

b. The senior IGR officer should be appointed as a member of the armory board when an IGR unit is stationed at the armory. The purpose of having IGR officers on the board is for them to become familiar with the armory operations since it will be their responsibility to manage the armory in the event of mobilization of the National Guard unit.

c. Since assuming operational control of armories is one of the primary missions of the IGR, it is important that commanders make every effort to maintain active IGR officers on all armory boards. When an IGR unit is not active in an armory, the responsible Battalion Commander will make every effort to fill the position with a qualified officer from his personnel

assets. If this is not possible due to distance, etc., a Brigade Staff Officer, HHD Staff Officer, or qualified Senior NCO will be assigned. Personnel that are not willing or able to attend armory board meetings are not to be appointed as members of the board.

d. Brigade Commanders, must recommend assignment of qualified officers/senior NCO's as members of armory boards using Memorandum format. The recommendation should be coordinated with the local armory board president. The memorandum will be utilized to recommend appointment, reassignment/transfer, and/or removal from the armory board. The form will be forwarded through command channels to Headquarters IGR. Commanders will ensure that each appointed member receives a copy of the appointment order. Newly appointed members will visit the armory, indicate their availability to attend armory board meetings, and will work out details on use of the armory by the IGR. The Joint Forces Headquarters Indiana publishes all appointment of armory board members. Headquarters IGR will maintain a roster of all members appointed to armory boards.

8-5. Regulation Maintenance: A copy of this regulation will be kept at each Unit, and a copy will be provided to each IGR member who is serving on an armory board. In addition, each IGR member serving on an armory board will maintain copies of applicable armory management manuals, a copy of the guide for message preparation with necessary supplies, and the supporting manuals for telephone and radio communications.

8-6. Basic Related Publications:

- a. JFQHQIN Reg 210-1, Local Armory Board Management.
- b. JFHQIN Pam 190-2. Lock and Key Control.
- c. JFHQIN Pam 190-51, Risk Analysis for Armory Property.
- d. IMDR 190-16, State Physical Security Plan.
- e. JFHQIN Pam 710-1, Using Unit Supply Procedures

8-7. IGR Related forms:

- a. JFHQIN-IGR Form 10R (1 October 2007), Summary Guide for IGR-OIC.
- b. JFHQIN-IGR Form 11R (1 October 2007), Operations Journal.
- c. JFHQIN-IGR Form 12R (1 October 2007), Task Check List.