
NGMMC RS-TOPS

User Handbook



Version 1.0

Prepared By

KYLOC

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PREFACE

This User Handbook provides the detailed information needed by POC level personnel ordering military materiel from NGMMC using NGB's RS-TOPs web system.

To maximize its usefulness to the POC, a user's handbook should integrate "how to" information with regulatory and policy guidance. No two bases will choose to issue identical policy and regulatory guidance. To accommodate this fact, this handbook is provided to bases in electronic format, to insert local policy for the individual bases.

NGMMC provides unparalleled service to the Guardman. Class IX parts and OCIE materiel are available for order. Units have a choice of ordering for delivery to the base within three to seven days (routine) or next day delivery (emergency).

The concept of stewardship is a central part of the new way of doing business. To a large degree, its success is dependent on the Supply Personnel stewardship. A Supply Personnel order is not reviewed prior to being filled by NGMMC. Scrutiny of the Supply Personnel stewardship is an after-the-fact event, using reports provided to headquarters and the annual on-site review as part of the Command Supply Discipline Program (CSDP).

This handbook will provide the Supply Personnel with all of the information tools needed to provide outstanding service to the unit's Guardman. The three keys to success are as follows:

- Understand the mechanics of the program by reading these instructions.
- Know and apply command policies concerning Class IX and OCIE materiel.
- Exercise stewardship by providing the Guardman with the materiel he/she needs while concurrently thinking like a taxpayer.

CONTENTS

1.0 OVERVIEW	1
2.0 REQUESTS FOR CHANGES TO HANDBOOK.....	2
3.0 POINTS OF CONTACT	3
4.0 SYSTEM SUMMARY	4
5.0 SYSTEM ENVIRONMENT.....	5
6.0 ACCESS TO RS-TOPS.....	6
7.0 CREATING A REQUEST.....	7
APPENDIX A	12
APPENDIX B	13
INDEX	14

1.0 OVERVIEW

The purpose of this user handbook is to provide the (POC) Supply Personnel with general instructions or the processes to be used to obtain and account for military “Special Projects” materiel from the NGMMC *using NGB’s RS-TOPS web system*. For information on the overall ordering process from NGMMC, please refer to the **NGMMC Class IX / OCIE / Special Projects User Handbook**.

2.0 REQUESTS FOR CHANGES TO HANDBOOK

Suggestions for changes to this handbook may be submitted to CW2 David Henry at- dhenry@ngmmc.com, DSN 745- 3656, or CML 859-293-3656.

3.0 POINTS OF CONTACT

Below is a list of POCs at NGMMC and at National Guard Bureau (NGB). Any questions or concerns related directly to using RS-TOPS web system should be forwarded to either Bobby Pelath or Harry Johnson.

Points of Contact for Specific Questions:

SUBJECT	NAME	PHONE	E-MAIL
Assistant Director	Chris Ripy	DSN 745-3475 CML (859-293-3475)	cripy@ngmmc.com
Director, NGMMC	CW2 David Henry	DSN 745-3656 CML (859-293-3656)	dhenry@ngmmc.com
Information Systems	Heath Tucker	DSN 745-3342 CML (859) 293-3342	cripy@ngmmc.com
Unit Orders and Shipments to Units	Teresa Vance	DSN 745-3939 CML (859) 293-3939	tvance@ngmmc.com
Chief, Supply and Services Branch, NGB	Harry Johnson	CML (703) 607-7496 DSN 327-7496	harry.johnson@ngb.army.mil
RS-TOPS (NGB)	Judy Slater	DSN 327-7497 CML (703) 607-7497	judy.slater@ngb.army.mil

4.0 SYSTEM SUMMARY

The National Guard Class IX and OCIE distribution system is designed to provide consistent and responsive support to National Guard enlisted soldiers by allowing units to order directly from the distribution facility and delivering orders directly to base supply.

There are several methods of ordering Class IX / OCIE materiel from NGMMC (these methods vary if the type of item ordered is classified as Special Projects). Most orders will be requested by contacting NGMMC via phone or e-mail, or using the NGMMC website. **However, if the item is classified as Special Projects and is available for request in RS-TOPS, then it MUST be requested through the RS-TOPS system.** This manual provides general instructions on requesting and tracking your request in RS-TOPS

5.0 SYSTEM ENVIRONMENT

Use of RS-TOPS requires an IBM-compatible computer with Microsoft Internet Explorer version 5.0 with SP1 or higher. AOL users should be aware that the AOL version number is not necessarily the Internet Explorer browser version number.

Users are strongly encouraged to test their browser to verify functionality. To verify the version of Internet Explorer:

1. Open browser
2. Click **Help**.
3. Click on **About Internet Explorer**.

This screen will display the version and service pack information.

Note: You can download the latest version of Internet Explorer from www.microsoft.com.

Please check with your DOIM office before downloading.

6.0 ACCESS TO RS-TOPS

RS-TOPS is a National Guard Bureau (NGB) application. To gain access to RS-TOPS, you must:

1. Have an approved Guard Knowledge Online (GKO) account
2. Request access from the RS-TOPS Administrator (Bobby Pelath) via phone or e-mail (see Section 3 for contact information).

Note: The GKO account alone will not gain you access to RS-TOPS. Your account must be given access to RS-TOPS by the administrator.

7.0 CREATING A REQUEST

1. Using Internet Explorer 5.0 SP1 or greater, login to Guard Knowledge Online using your GKO account (<https://gko.ngb.army.mil/login/welcome.aspx>).
2. At the top of the home page, click on the **Applications** link. This displays the Application page (see Figure 7-1)

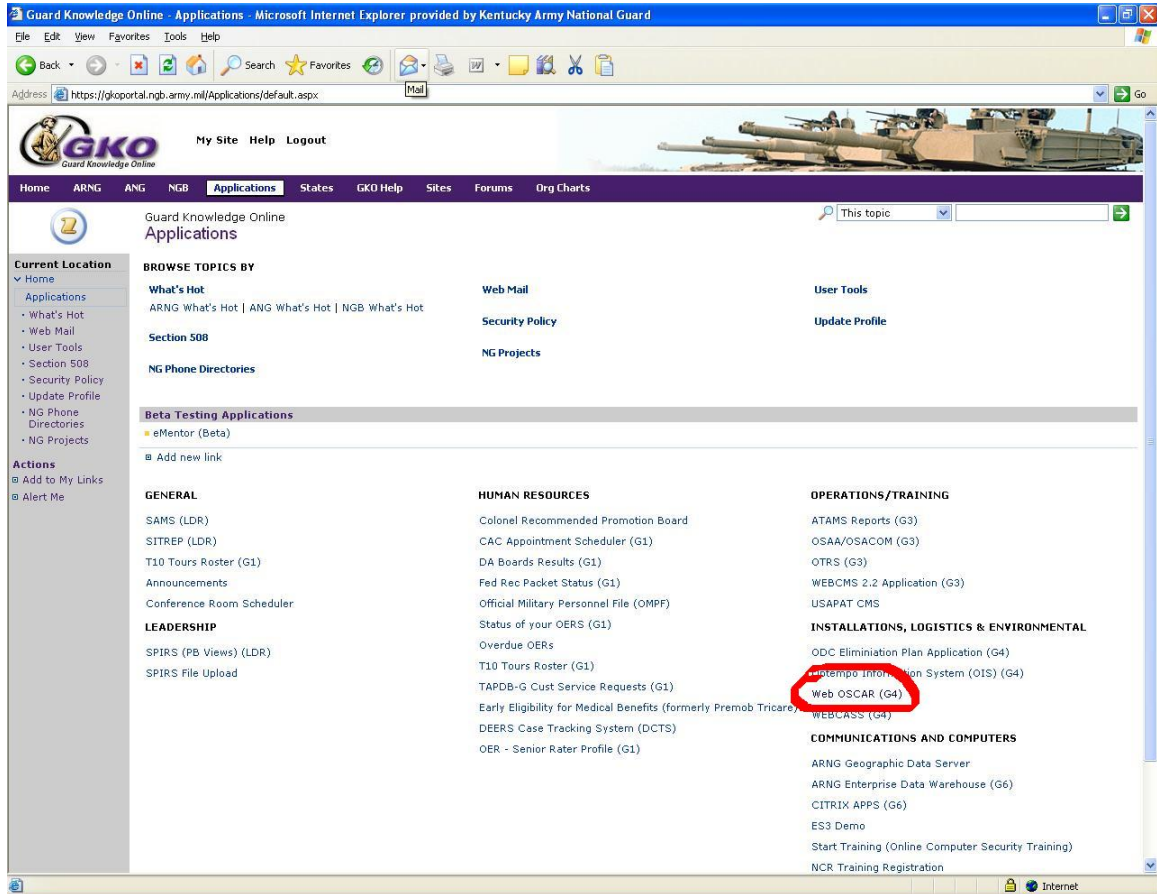


Figure 7-1 Applications Page with Web Oscar Link

3. Click on the **Web OSCAR (G4)** link in the bottom right-hand corner of the page. This displays the Web OSCAR main menu (see Figure 7-2)



Figure 7-2 Web Oscar Main Menu

4. Click on the **State Transfer of Property** (RS-TOPS). This will display the RS-TOPS main menu (see Figure 7-3).



Figure 7-3 RS-TOPS Main Menu

5. Click the **Disposition** button. This will display a listing of items from which you can request (see Figure 7-4).

Note: There may be multiple pages of items to view. Use the page number links at the bottom of the screen to navigate through multiple pages.

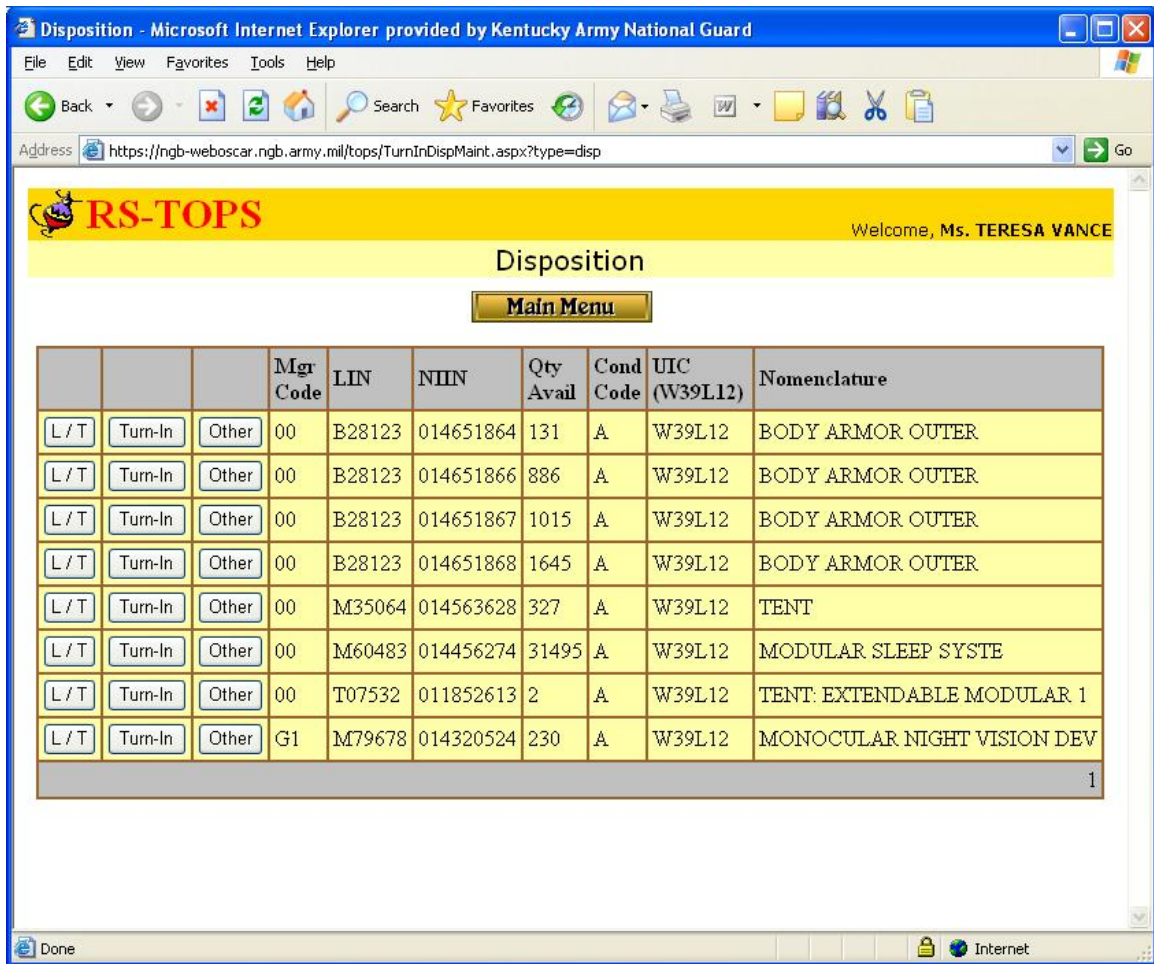


Figure 7-4 Disposition Page

- Next to the item you want to request, click the **L/T** button. This displays the Lateral Transfer Memorandum page (see Figure 7-5)

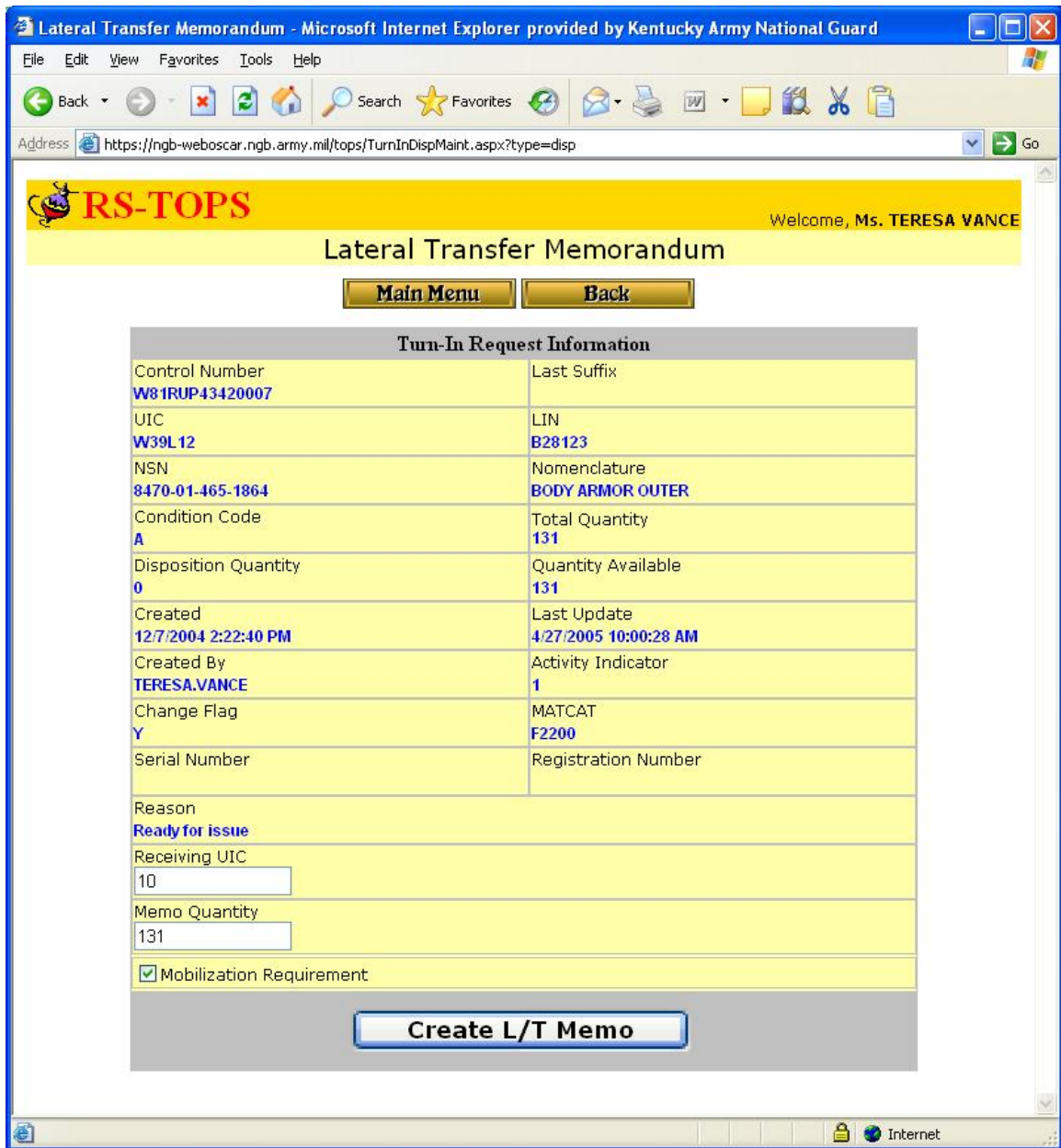


Figure 7-5 Lateral Transfer Memorandum Page

7. Enter the quantity you want to order in the **Receiving UIC** field.
8. If required for mobilization, check the **Mobilization Requirement** box.
9. To submit your request, click the Create L/T Memo button. **This will create the request and automatically e-mail it to the requested unit/CIF.** See Appendix A for an example of the Request for Lateral Transfer memo that is created in the e-mail attachment.

Note: You will be notified via e-mail when your order is shipped. See Appendix B for an example of the Shipment Status memo that is attachment to your e-mail notification



APPENDIX A

DEPARTMENTS OF THE ARMY AND THE AIR FORCE

NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VIRGINIA 22204-1382

REPLY TO
ATTENTION OF:

S: 03 March 2005

NGB-ARL-E XXXXXX50390003 G1 16 February 2005

MEMORANDUM FOR XXXXXX

SUBJECT: MOBILIZATION REQUIREMENT -- Request for Lateral Transfer of Equipment.

1. The purpose of this memorandum is to direct the transfer of the equipment listed in paragraph two (2) below.
2. Request that the asset(s) listed below be transferred to the Unit Identification Code (UIC) identified in paragraph three (3) below.

LIN NOMENCLATURE	NSN	QTY	CC
M79678 MONOCULAR NIGHT VISION DEV	5855-01-432-0524	278	A

Serial Number:

Registration Number:

3. Ship to UIC: XXXXXX (XX)
 USPFO FOR XXXXXXXX
 CW4 XXXXX XXXXXX
 XXXX TROOP AVE, BLDG # XXXXX
 XXXXXX, XX XXXXX (XXXXXX)

SHIP BY 23 FEB 2005

4. Lateral Transfer must be completed within 15 days of this correspondence. Acknowledgement of the completion of this action must be furnished to the command directing the Lateral Transfer (L/T) within 5 work days of receipt.
5. The NGB-ARL-E Point of Contact (POC) for this action is XXXXXX XXXXXX, at DSN: XXX-XXXX, EMAIL: xxx.xxxxxxx@ngb.army.mil.

//s//

HARRY E. JOHNSON
GS-14
CHIEF, SUPPLY AND SERVICES
BRANCH

APPENDIX B



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VIRGINIA 22204-1382

NGB-ARL-E XXXXXX50390003 G1

23 February 2005

MEMORANDUM FOR XXXXXX (XX)

SUBJECT: Shipment Status.

REPLY TO
ATTENTION OF:

1. The purpose of this memorandum is to furnish Shipment Status on the item listed in paragraph 2.
2. The Donor unit has indicated that the asset(s) listed below have been shipped. Information on shipment follows:

LIN	NOMENCLATURE	NSN	QTY	CC
M79678	MONOCULAR NIGHT VISION DEV	5855-01-432-0524	278	A

Serial Number:

Registration Number:

Mode: J

TCN/GBL: XXXXXX50390003XXX

Donor Document Number: XXXXXX50390003

3. Donor UIC: XXXXXX

4. Receipt of Lateral Transfer (L/T) listed above must be acknowledged through WEBOSCAR within five (5) days of asset being received.

5. The NGB-ARL-E Point of Contact (POC) for this action is Ms. TERESA VANCE, at DSN: 745-3939, EMAIL: rstops@ngb.army.mil.

//s//

HARRY E. JOHNSON

GS-14

CHIEF, SUPPLY AND SERVICES
BRANCH

INDEX

A

access, 6
account, 6
address, 3
administrator, 6

B

browser, 5

C

changes, 2
contacts, 3
create, 11
csdp, ii

D

DSN, 3

E

e-mail, 3
emergency shipment, ii
environment, 5

G

GKO, 6, 7

H

headquarters, ii

I

internet explorer, 5

L

lateral transfer, 11
lateral transfer memo,
12
login, 7

M

main menu, 10
mobilization, 11

N

NGB, 6

O

overview, 1

P

phone, 3
POCs, 3
preface, ii

R

requests, 7

S

ship status memo, 13
ship time, ii
submit, 11
suggestions, 2
summary, 4

W

Web OSCAR, 7