



LOUISIANA NATIONAL GUARD

PROTECT WHAT MATTERSSM

LOUISIANA MILITARY DEPARTMENT
(LMD)





Outline

- **Purpose**
- **Mission**
- **Organization**
- **Steady State Operations**
 - **Installations**
 - **Armory Repair**
- **All Hazard Operations**
 - **Claims (Accidents/Injuries)**
 - **Logistics under STAD**
- **Contact Info**



Purpose

To provide CDRs & 1SGs an understanding of the mission, capabilities and key contacts within the Louisiana Military Department

Most importantly : The What, Why, and How of LMD Documentation Requirements



PROTECT WHAT MATTERSSM

Louisiana Military Department

**Mission: Protect and serve the citizens of Louisiana
by providing a highly trained, qualified and reliable
force to support All-Hazard Responses and “At-
Risk” Youth Education Programs**



Louisiana Military Department Functions

- **Maintain power projection platforms (Armories / Readiness Center) at a high level of readiness in order to respond effectively to All-Hazard events**

- **Maintain Regional Staging Area (RSA) to support state commodity distribution operations**

- **Totally integrated into all state emergency support functions**

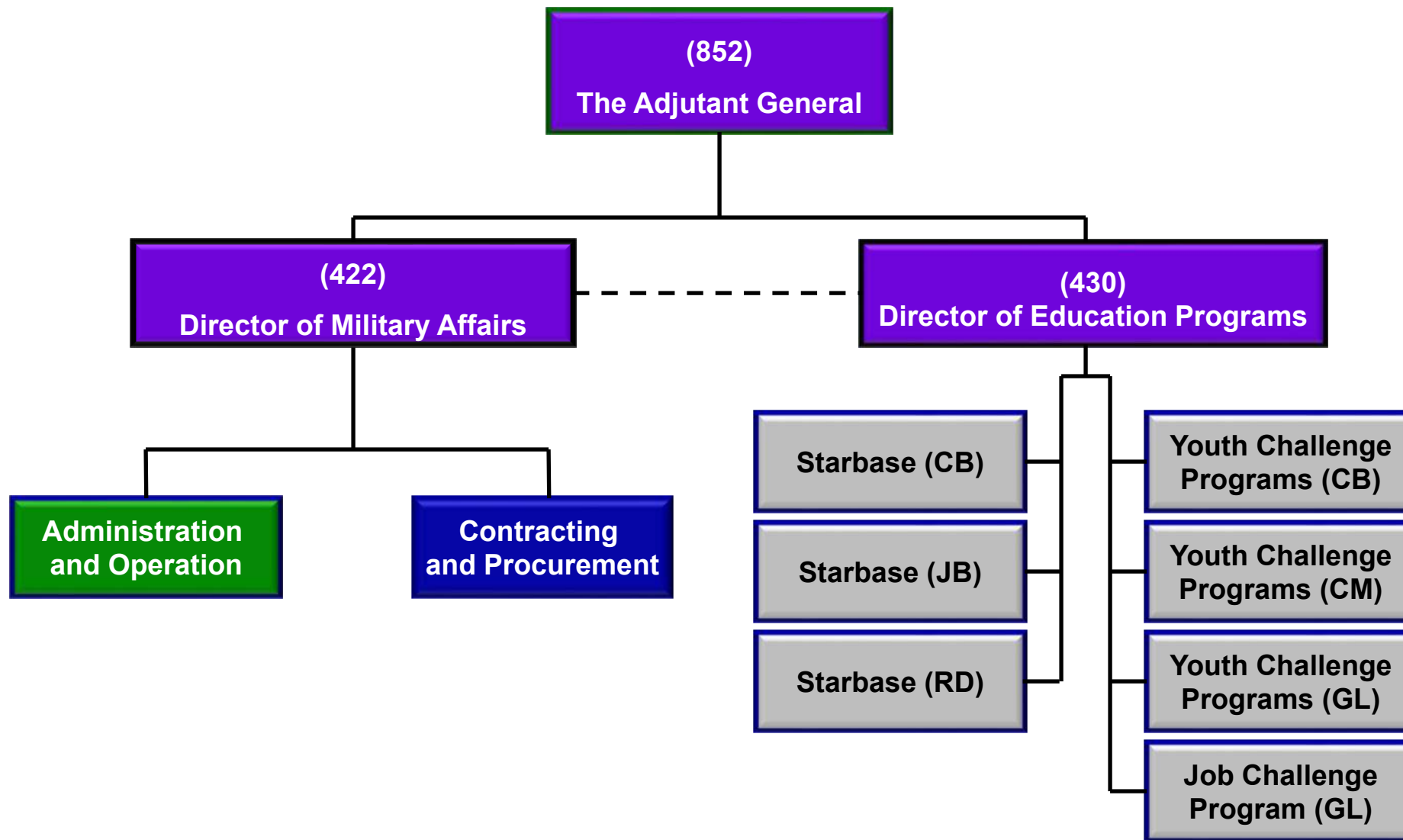
- **Provide commodity distribution (ESF 7) management (PODS) for the state during Emergency operations**

- **Sustain facilities to support federal (LANG) military operations**

- **Provide critical administrative and logistical support for all military education department programs (YCP/Starbase/Job Challenge)**

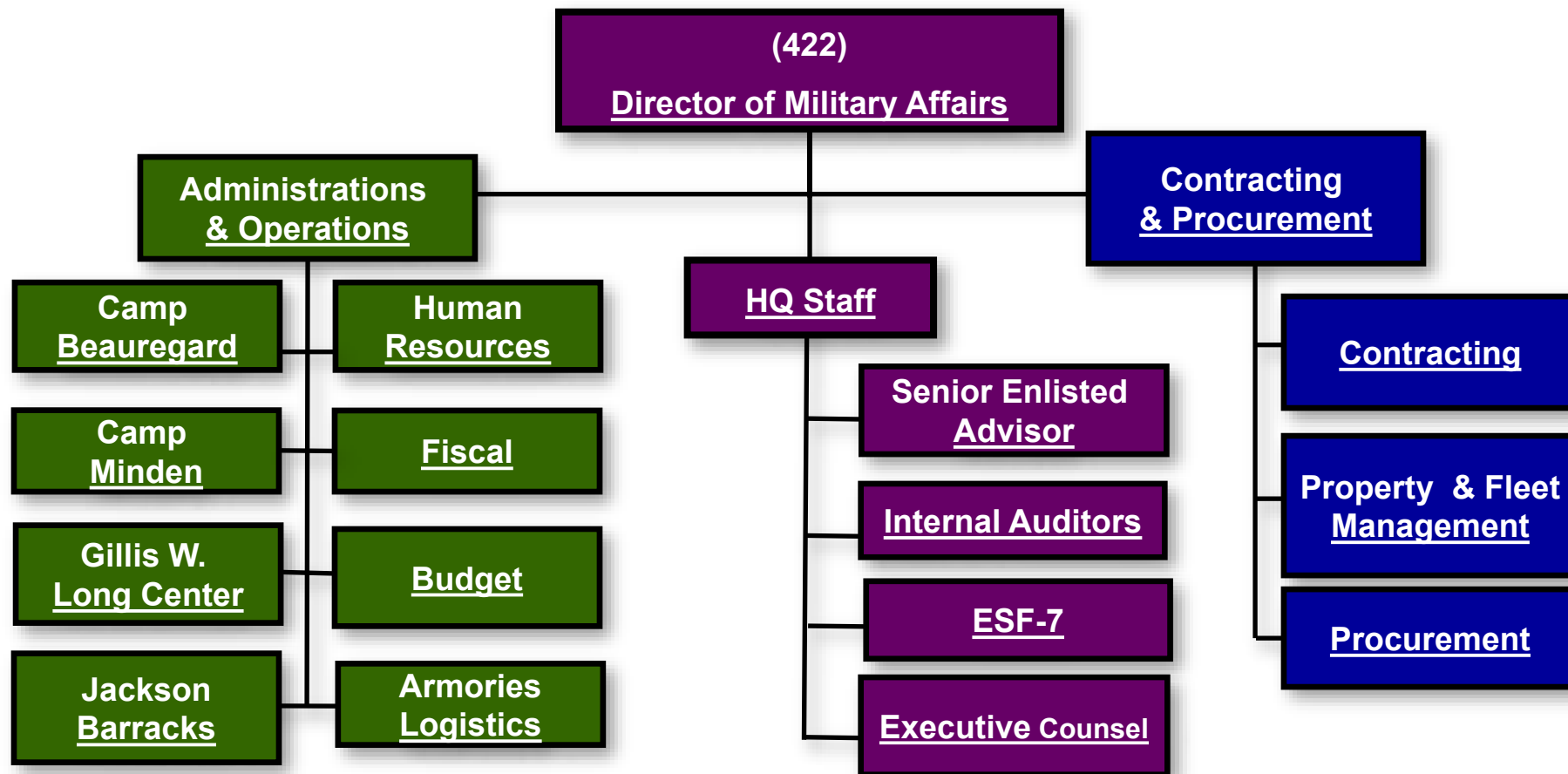


Louisiana Military Department



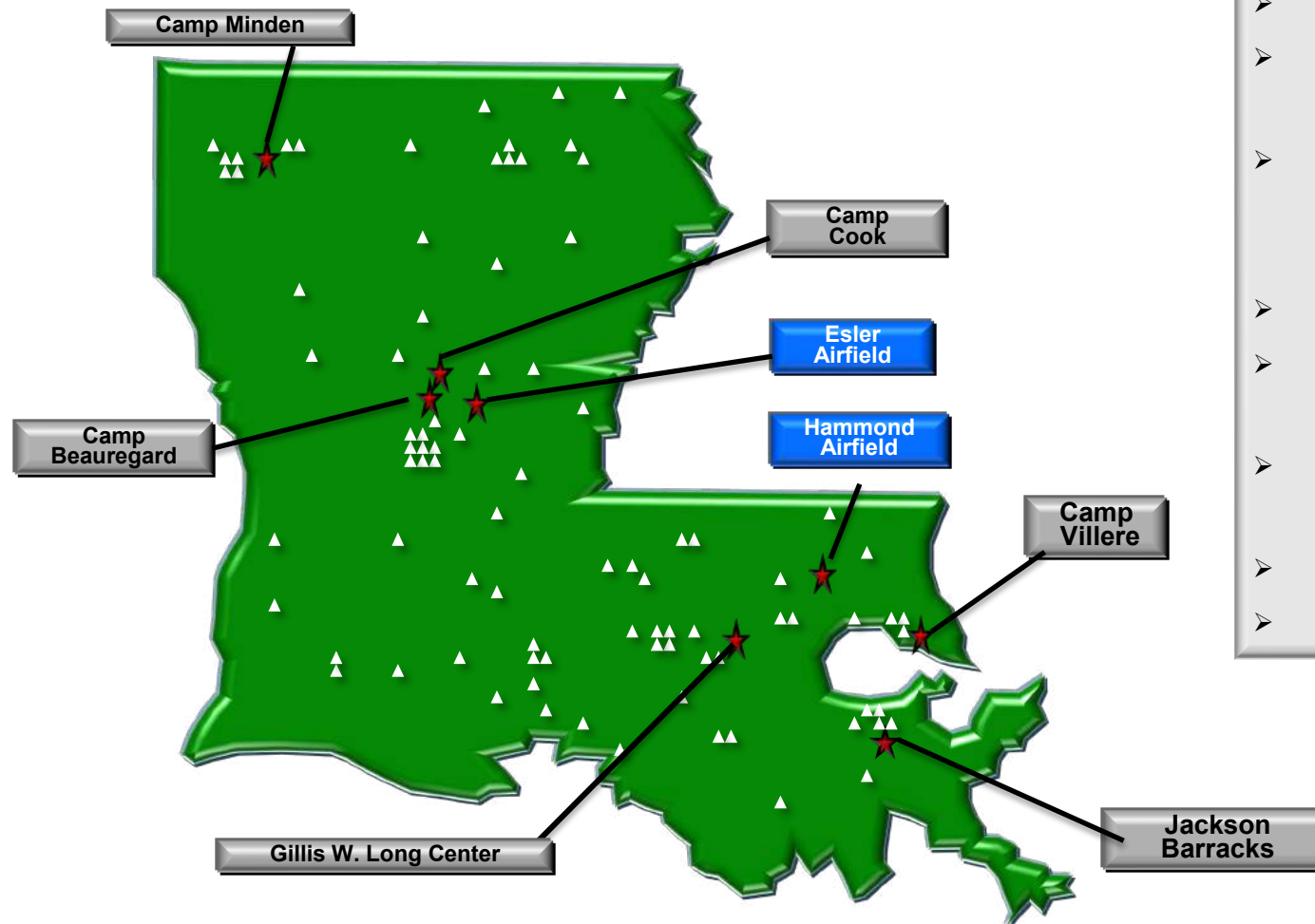


Military Affairs

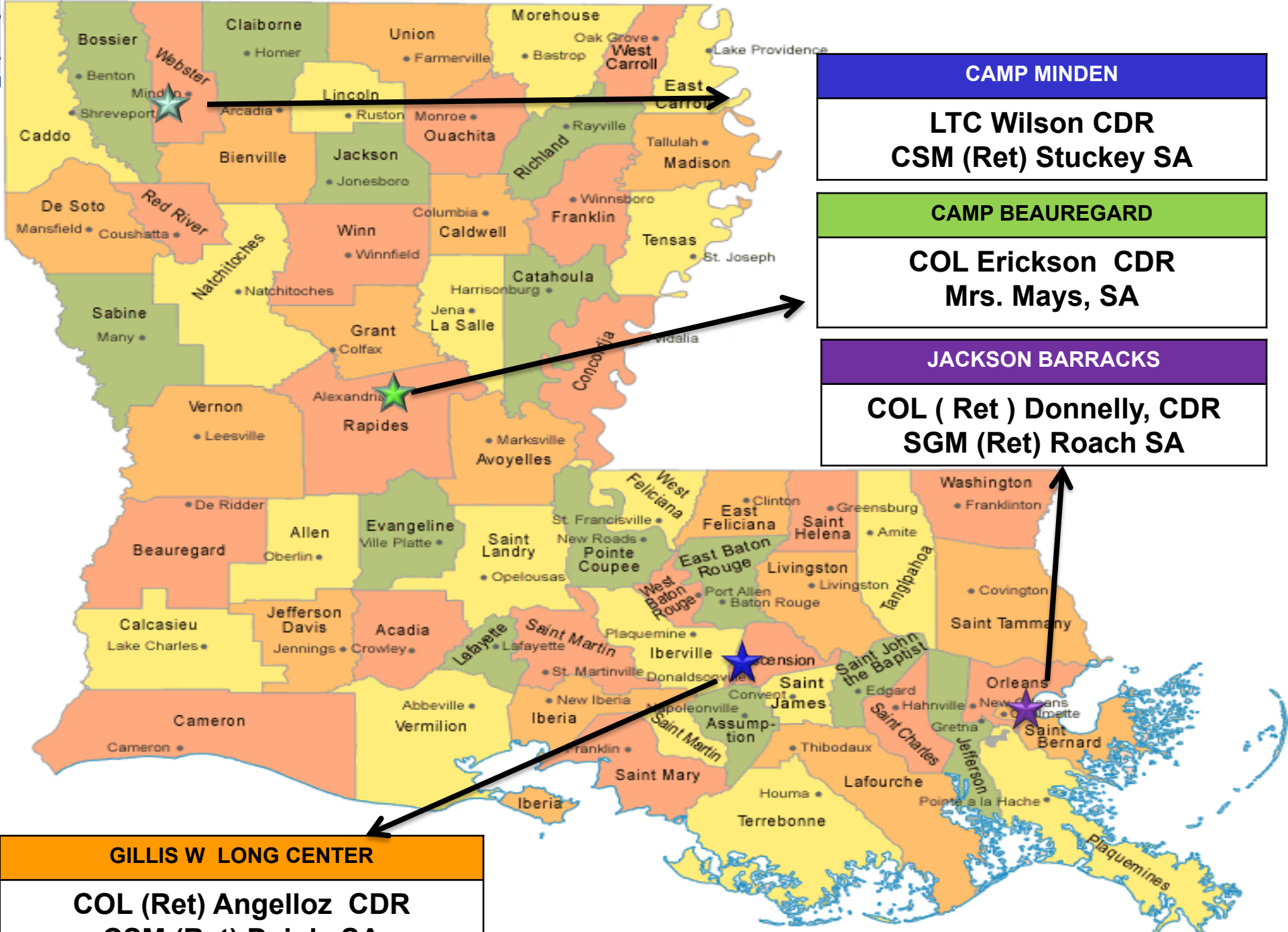




PROTECT WHAT MATTERSSM



- (6) LANG Installations
- (2) LANG Airfields
- (65) Readiness Centers (RC) in 51 Communities (50/50)
- LANG Units are tenants on the Naval Air Station-JRB New Orleans and at Fort Polk
- Real Property Assets: 4,620
- Total Building Space : 8,491,080 SF
- Total Parking Area: 713 Acres
- Total Roads: 187 Miles
- Total Land : 63,930 Acres



CAMP MINDEN

**LTC Wilson CDR
CSM (Ret) Stuckey SA**

CAMP BEAUREGARD

**COL Erickson CDR
Mrs. Mays, SA**

JACKSON BARRACKS

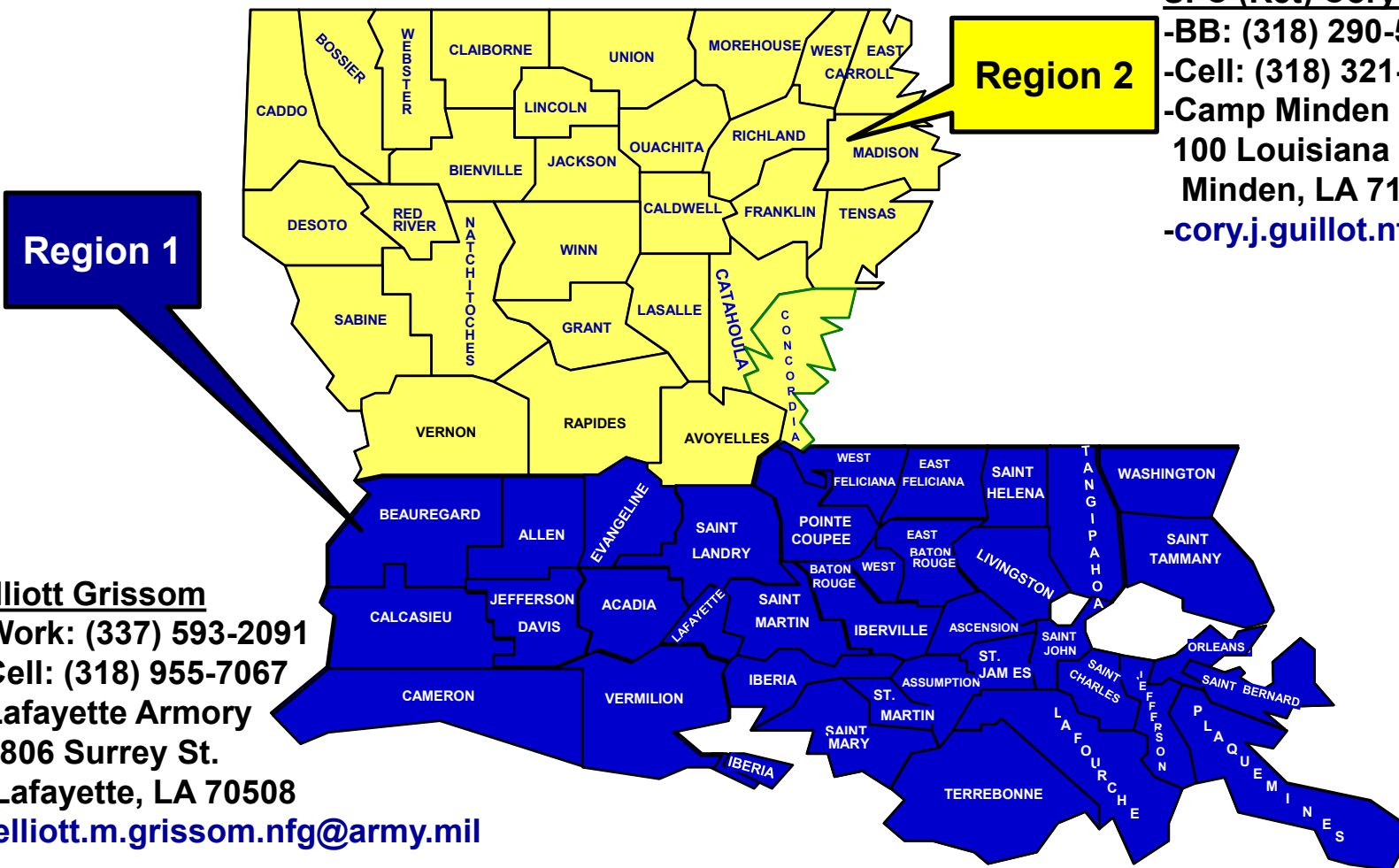
**COL (Ret) Donnelly, CDR
SGM (Ret) Roach SA**

GILLIS W LONG CENTER

**COL (Ret) Angelloz CDR
CSM (Ret) Daigle SA**



Facilities Self Help



Elliott Grissom

-Work: (337) 593-2091

-Cell: (318) 955-7067

-Lafayette Armory

1806 Surrey St.

Lafayette, LA 70508

- elliott.m.grissom.nfg@army.mil

SFC (Ret) Cory Guillot

-BB: (318) 290-5852

-Cell: (318) 321-8054

-Camp Minden

100 Louisiana Blvd.

Minden, LA 71055

- cory.j.guillot.nfg@army.mil



Armory Self Help Repair & Improvement Projects

- **Coordinate with LMD Armory Logistics Managers (Armories), submit these requests NLT 1 April of each year to secure state funds prior to 30 June .**

- **Examples for Self Help Improvement Projects**
 - **Upgrading of paintable surfaces, minor construction type projects, flooring, and other emergency type projects.**

- **Estimated cost**
 - **Should not exceed \$1,500 (ALM can approve higher limits)**
 - **Examples: lawn equipment, repairs, light bulbs, paint, air filters, small repair items**



Armory Rental

- **Units cannot approve Armory rentals. Follow the process listed in the take home packet.**

- **Facility/Armory full time staff receive request, complete request form with justification and forward it to:**
 - **Elliott Grissom (337-955-7067) (Facility Manager) for Armories or the alternate, Cory Guillot (318-290-5852) for consideration.**
 - **Installation Commander submits the requests for installation facilities. If approved, Installation Commander will forward request to Elliott Grissom.**



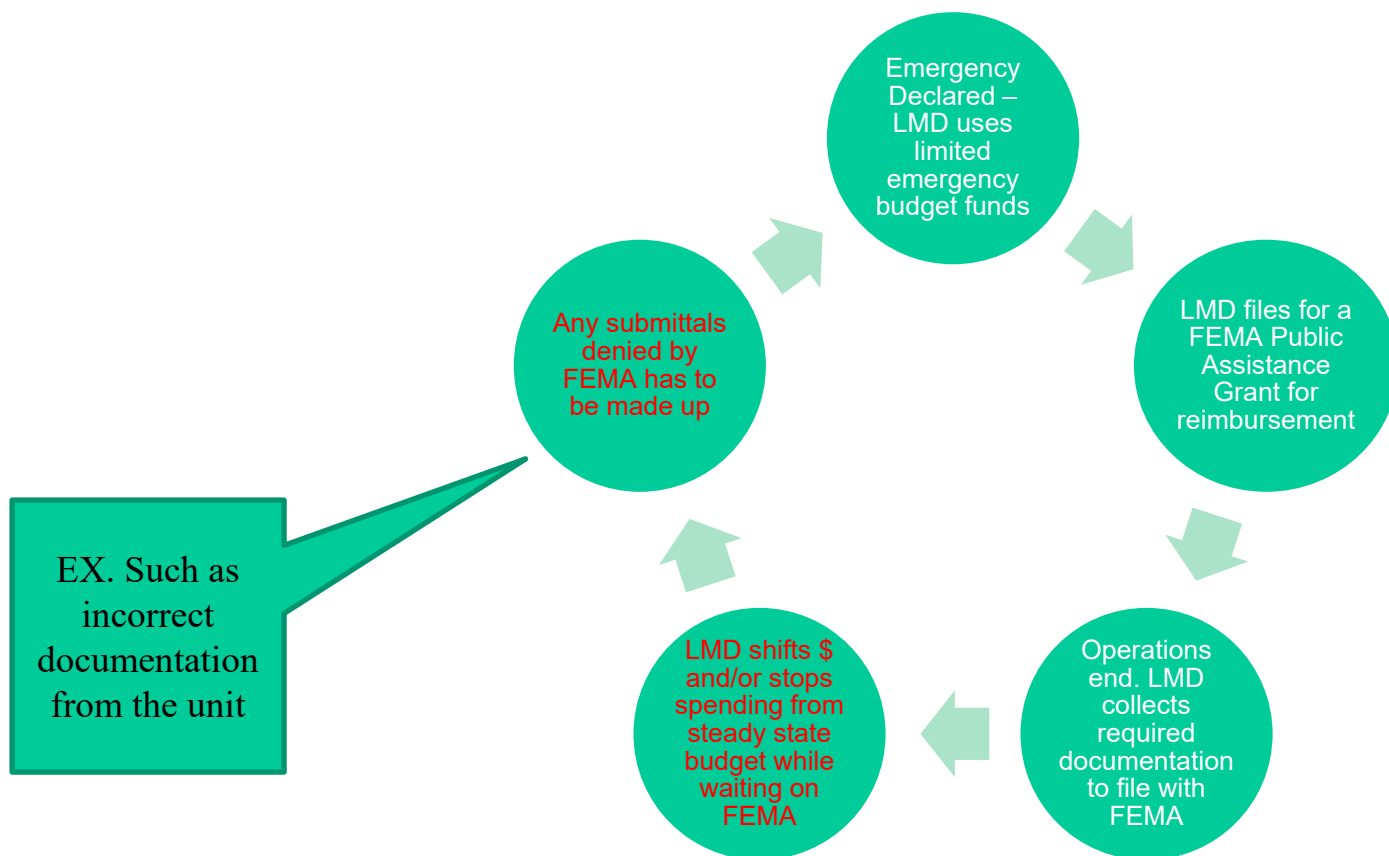
Emergency Response Take Always



- **LMD Emergency Funding Cycle (This affects you)**
- **Insurance claims**
- **STAD Payroll / LES's**
- **Meal Sign In Sheets / On-line entries BN/DRU**
- **Logistics Support System (LSS Requests)**
- **State Property Accountability**
- **Vehicle rentals**
- **Hotel rentals**
- **Installation Billeting**

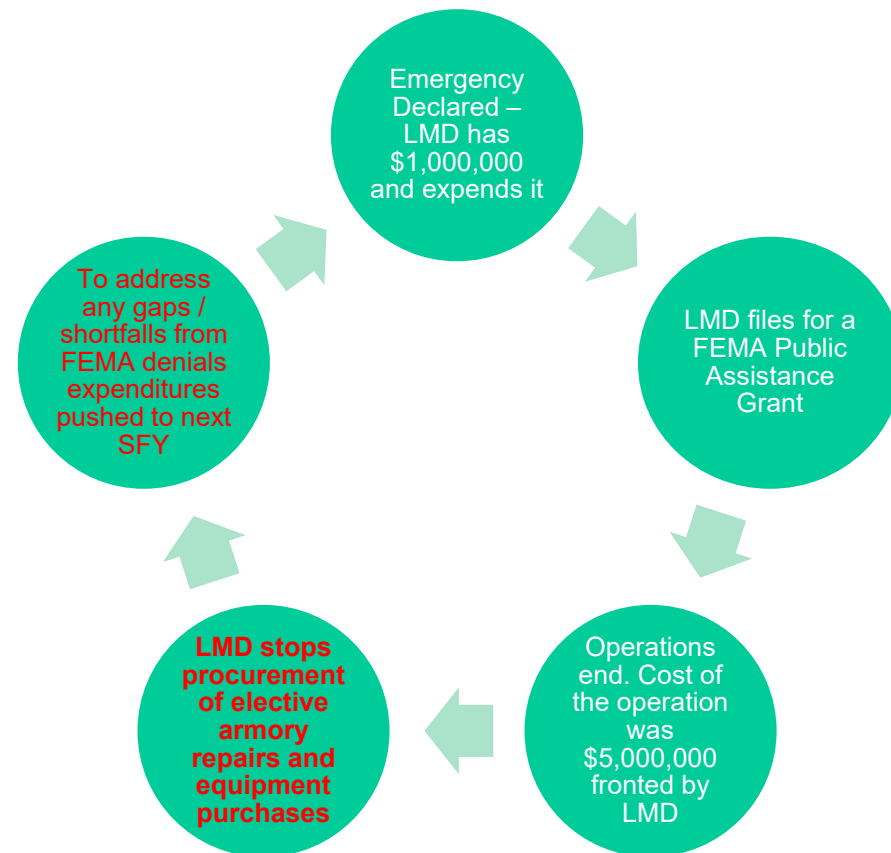


Emergency Operations





Emergency Operations (Example)





All Hazard Operations

Administration & Operations

- Human Resources
 - Pays unit personnel State Active Duty (STAD) weekly
 - Processes all Insurance Claims (Individual , Vehicle, and Property)
- Budget Operations
 - Assures funding streams are properly coded, managed, and tracked
- Procurement & Contracting / Fiscal & Accounting
 - Contracts and pays for costs incurred on STAD such as catered meals, supplies, services, and Material Handling Equipment (MHE) using LSS
- State Warehouse
 - Accounts for, issues and maintains State Property & Contingency Stock items (radios, vests, boats, chainsaws, durable items)



Claims Procedures Risk Management (LMD-HR-RM)



DESCRIPTION OF LINES OF INSURANCE

- **Personal Injury Claims** – Medical and workers’ compensation claims for Soldiers on STAD Orders only if Insurance finds the claim compensable (illness/injury while on duty and related to the mission).
- **Property Claims** – Damage to state property (armories, facilities, equipment, etc.) does not include Military Vehicles or POV’s.
- **Transportation Claims** – State owned vehicles or vehicles leased/rented by the state while supporting All-Hazards operations.
- **Liability Claims** – Bodily injury and/or property damage claims caused by soldier while on STAD Orders whether driving a Military or State vehicle.



Notification of Incident & Claims Processing

■ LMD-HR-RM

- Responsible for processing vehicle and property damage claims as well as illness/injury claims for soldiers on STAD
- Notified of an accident by NGLAJOC with a Serious Incident Report (SIR)
- Contacts the DRU to provide the proper claim forms to process the claim
- Submits Injury claims to Sedgwick Claims Management Services, Inc. (State Insurance Provider)

■ Units

- Reports injury within 24 hrs to JOC via SIR
- Provide LMD Copy of certified orders
- Submit Report of Injury (LWC-WC IA-1)
 - http://www.laworks.net/Downloads/OWC/IA_1Form.pdf
- Submit Certificate of Compliance (LWC-WC-1025.ER)
 - <http://www.laworks.net/Downloads/OWC/1025er.pdf>
- **Provides Soldier Initial Medical Treatment Authorization Letter (for Soldier requiring care)**
 - ❖ Letter provides billing info to medical provider (PDF DOC, print Soldier info on the form)
 - ❖ Medical provider contacts LMD-RM for authorization and info
 - ❖ Soldier receives reimbursement for documented out of pocket expenses (ex: receipts for medication)





Claims Procedures **Risk Management (LMD-HR-RM)**

Units report Vehicle Accident within 24 hours to your higher HQ as a SIR then to EOC & LMD-RM

- Accident Report (State of LA Form DA 2041)
<http://www.laorm.com/forms/2041.pdf>
- Copy of valid driver's license
- Copy of certified orders for vehicle operator
- Available photographs
- Provide police report

CLAIMS PROCESSING - CONTACT INFORMATION

- Starlet Girouard, Risk Management Coordinator, (225)319-4844
starlet.d.girouard.nfg@army.mil
- Bonnie Hymel, Risk Management Specialist, (225)319-4655
bonnie.a.hymel.nfg@army.mil
- SGM Chad Anderson, Human Resources Director, (225)319-4981
chad.j.anderson1.nfg@army.mil
- Casey Williams, Human Resources Deputy Director, (225)319-4795
casey.t.williams2.nfg@army.mil
- LMD-HR-RM fax: (225)319-4806





STAD Basics

LMD-HR

- **State Active Duty Pay (STAD)**
 - Upon receipt of certified orders roster from Name Tag Database (NTDB), LMD-HR prepares payroll and forwards to bank (within 1 to 2 working days)
 - Payment is made by EFT, within 2– 4 days depending on bank processing cycle
 - Orders are not to exceed 7 days and always end on a Sunday
 - Amendments/Revocations must be made prior to payment.

- **STAD Payroll Contact Information:**
 - Payroll Coordinator-MSG (R) Roy Brasseaux
roy.j.brasseur.nfg@army.mil (225)319-4692

 - Alternate – Ms. Carol Hadley
carol.m.hadley.nfg@army.mil (225)319-4814

 - Human Resources Deputy Director - Mrs. Casey Williams
casey.t.williams2.nfg@army.mil (225)319-4795

 - Human Resources Director - SGM (R) Chad Anderson
chad.j.anderson1.nfg@army.mil (225)319-4981



Logistics Support System (LSS)

LSS is THE REQUEST and DOCUMENTATION SYSTEM



- For the purchase of supplies, services and materials while under State Active Duty (Emergencies).
- Normal LMD procurement rules apply unless the Governor issues a proclamation relaxing or exempting procurement standards for LMD
- When obtaining pricing, ensure the vendor can supply the item timely.
- A receipt/invoice submission in LSS is required for payment.
- Companies request LSS support through BN to DRU for upload into LSS.
- Receipts / invoices must mirror the LSS request



Logistics

Class I

- **MRE Accountability:**
 - **DA FM 5913 (Strength & Feeder Report) – Used to request rations**
 - **DA FM 5914 (Ration Control Sheet)**
 - **Containing a 1 line entry**
 - **Used both in and out of Garrison**
 - **Used for both MREs & Catered Meals**
 - ***Must reflect the LSS request***
 - **Must be signed**
 - **Must reflect the number of meals (not the number of cases, boxes or pallets)**
 - **DA FM 3161 – An Additional document required to be submitted in LSS to request MREs under STAD / Also the document used to turn in unused MREs**
 - **DA FM 3032 is not required for anything while on STAD (it is a document only required while in an IDT Status)**





Logistics

STAD Billeting and Rental Vehicles:

- **Requires a LSS request**
- **Request must include name of each soldier/airman (SM), dates/quantity and accurate unit price/daily amount for billeting/rental vehicle.**
- **State will not pay for if SM is in an IDT status**
- **Rental vehicles require the Rental Agreement, orders and receipt upon turn in of the vehicle to be uploaded to LSS**



Property Accountability

- **State property uses different rules than Federal Property.**
- **All items issued by the State Warehouse, or purchased on an LSS request must be returned to the State Warehouse**
- **Exceptions**
 - **Consumables: Batteries, Single use items, Hygiene items, etc.**
 - **Clothing that makes contact with the skin**
 - **Items normally retained by the unit: Chain saw BII, etc.**
- **Damaged or spoiled items requires Commanders Memorandum, and pictures to the State warehouse before disposing. NO EXCEPTIONS.**
- **Items with an individual purchase price of \$1,000 or greater will be treated as sensitive items.**
- **Only request 2 days of supply at a time.**





State Warehouse

- **Some examples of items on hand at the State Warehouse for your units to request/draw**
 - Traffic cones
 - Safety vests
 - Hydration straws
 - Bottled water (Organic assets such as water buffalos should be used first)
 - Chain saws and BII
 - Ice chests
 - Cots
 - Hygiene kits
 - Bulk Laundry detergent
 - Boat BII
 - Ear Pro, Eye Pro
 - Over head shade tents
 - Fuel cans
 - Sun block
 - Laundry bags

- **Laundry bags need to be reused. We utilize the post laundry to clean and sanitize vests, laundry bags, and other items after they return from Storm duty.**





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Key Points of Contacts

LMD DEPARTMENT	MISSION	NAME	PHONE #
Human Resources	State Active Duty Pay Processing	SGM (Ret) Chad Anderson Director	225-319-4981
		Casey Williams Dep. Director	225-319-4795
	Insurance claims	Casey Williams Dep. Director	225-319-4795
		Alternate: Starlett Girouard	225-319-4844
Fiscal	Travel Pay; Invoice Payment STAD Pay	LTC (Ret) Donald Johnson	504-278-8071
		Lt Col (USMC, Ret) Patrick Kiely	504-278-8570
Purchasing & Contracting	Catered Meals, Supplies, MHE, Rental Equipment	COL (Ret) Michael Deville; Alternate: Robert Brown	318-641-5305 318-290-5486
Readiness Center Logistics	Armory Self Help	Elliot Grissom (South) Cory Guillot (North)	318-955-7067 318-321-8054
State Warehouse	State Equipment (Traffic Cones; Selected MHE; Chain Saws; Portable Generators; State Weapons)	1LT William "Chris" Graham	318-290-5934 318-317-5084
Installations	Jackson Barracks Gillis W. Long Cp Beauregard Cp Minden CP Villere	COL (Ret) Kenneth Donnelly COL (Ret) John Angelloz COL Dirk Erickson LTC Harry Wilson SFC (Ret) Kirk Schexnaildre	504-278-8796 225-319-4611 318-290-5026 318-382-4183 985-645-3514 x 8100



Questions?