Army Regulation 71-32

Force Development

Force Development and Documentation-- Consolidated Policies

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Headquarters
Department of the Army

Washington, DC

*Army Regulation 71-32

Force Development

Force Development and Documentation - Consolidated Policies

This revsion –

- prescribes the policies for the implementation of centralized documentation (CENDOC) of tables of distribution and allowances (TDA)
- prescribes the policies for the new command plan process.
- revises the policies for the development of mobilization tables of distribution and allowances (MOBTDA)
- updates the policies and timelines for the coordination and approval of basis-of-issue plans (BOIP) and tables of organization and equipment (TOE)
- updates other policies, responsibilities, terminology, and references to reflect current Army organization, policy and guidance.
- changes the structure of the regulation by the addition of a new chapter 7 and renumbering the subsequent chapters and the addition of two appendices.

~~This regulation is a consolidation of several force management regulations that cover the determination and documentation of personnel and equipment requirements and authorizations for Army organizations. This regulation -~~

~~- prescribes policies for the development of basis-of-issue plans (BOIPs). (Chap 3)~~
~~- prescribes the policies for the design of Army organizations and the development of tables of organization and equipment (TOE). (Chap 4)~~
~~- establishes the Manpower Requirements Criteria (MARC) program and directs the use of MARC to determine combat support and combat service support manpower requirements in TOEs. (Chap 5)~~
~~- establishes the Equipment Authorization and Usage Program and provides policy guidance for including equipment in Army requirements and authorizations documents. (Chap 6)~~
~~- prescribes policies for the implementation of The Army Authorization Document System-Redesign (TAADS-R) and Centralized Documentation (CENDOC). (Chap 7)~~
~~- provides organizational guidance and manpower and equipment documentation policies for peacetime, mobilization, and wartime. (Chap 8)~~

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Force Development

Force Development and Documentation - Consolidated Policies

By Order of the Secretary of the Army:

Eric K. Shinseki~~Dennis J. Reimer~~
General, United States Army
Chief of Staff

Official:

Joel B. Hudson
Administrative Assistant to the
Secretary of the Army

History. This is a revision of a publication originally printed 3 March 1997 that consolidated the policies and responsibilities previously contained in six separate ARs. ~~This is a new publication that consolidates the policies and responsibilities previously contained in six separate ARs.~~

Summary. This regulation that provides ~~consolidates and updates~~ the objectives, procedures, and responsibilities for development and documentation of Army force personnel and equipment requirements and authorizations has been exrtensively revised. This revision implements the centralized documentation (CENDOC) of tables of distribution and allowances (TDA) and a new command plan process. It also revises the policies for the development of mobilization tables of distribution and allowances (MOBTDA) and updates the policies and timelines for the coordination and approval of basis-of-issue plans (BOIP) and tables of organization and equipment (TOE). This revision also updates other policies, responsibilities, terminology, and references to reflect current Army organization, policy and guidance. ~~It includes information previously contained in AR 71-2, Basis-of-Issue Plans (BOIPs) and Qualitative and Quantitative Personnel Requirements Information (QQPRI), AR 71-13, The Department of the Army Equipment Authorization and Usage Program, AR 71-31, Management System for Tables of~~

~~Organization and Equipment, AR 310-49, The Department of the Army Authorizations Documents System (TAADS), AR 310-49-1, The Department of the Army Authorizations Documents System (TAADS) Documentation Procedures and Processing; and AR 570-2, Manpower Requirements Criteria. It establishes the Force Management Bulletin Board (FMBB) as the official medium for publishing technical and other non-policy information previously contained in the superseded regulations.~~

Applicability. This regulation applies to the Active Army, Army National Guard, and the U.S. Army Reserve.

Proponent and Exception Authority. The proponent for this regulation is the Deputy Chief of Staff for Operations and Plans (DCSOPS). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. The DCSOPS may delegate this authority, in writing, to a division chief under his or her supervision in the rank of colonel or the civilian equivalent.

Army management control processes. This regulation contains management control provisions but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited unless prior approval is obtained from Deputy Chief of Staff for Operations and Plans, ATTN: DAMO-FDF, 400 ARMY PENTAGON WASH DC 20310-0400.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff for Operations and Plans, ATTN: DAMO-FDF, 400 ARMY PENTAGON WASH DC 20310-0400.

Distribution. This publication's distribution is based on the requirements of DA Form 12-09-E, block number 2144. Intended command levels are C, D, and E for Active Army, Army National Guard (ARNG), and United States Army Reserve (USAR).

*This regulation supersedes AR 72-31, dated 3 March 1997.~~AR 71-2, dated 16 July 1990; AR 71-13, dated 3 June 1988; AR 71-31, dated 20 July 1989; AR 310-49, dated 15 December 1980; AR 310-49-1, dated 15 November 1980; and AR 570-2, dated 15 May 1992.~~

Contents. (listed by paragraph number)

Chapter 1
Introduction

1-1. Purpose

a. This regulation prescribes policies and responsibilities for the development and documentation of Army personnel and equipment requirements and authorizations and associated force management activities to include--

(1) Basis-of-issue plan (BOIP)~~ and qualitative and quantitative personnel requirements information (QQPRI)~~. It directs development of the BOIP feeder data (BOIPFD), which includes operator and maintainer information,~~ QQPRI,~~ and BOIP and related documents by the materiel, combat, doctrine, and training developers.

(2) The tables of organization and equipment (TOEs) system. It describes the TOE process and provides policies by which the mission-essential personnel and equipment requirements for unit wartime mission accomplishment are determined and documented.

(3) Manpower requirements criteria (MARC). It addresses the background for MARC, source material, assumptions, and procedures for development of the MARC Document Schedule.

(4) The Department of the Army (DA) equipment authorization and usage program. It provides management processes and usage standards for those types of equipment not presently managed by other DA or Department of Defense (DOD) publications. It prescribes the policies and guidance for the inclusion of equipment in TOEs, modification tables of organization and equipment (MTOEs), tables of distribution and allowances (TDAs), joint tables of allowances (JTAs), and common tables of allowances (CTAs).

(5) The operation of The Army Authorization Documents System~~ Redesign~~ (~~TAADS-R~~TAADS). It provides the policies for documentation of equipment and manpower position requirements and authorizations in MTOE and TDA organizations.

(6) Centralized Documentation (CENDOC) wherein MTOEs and TDAs are developed by U.S. Army Force Management Support Agency (USAFMSA).

(a)~~ The change in how the~~ MTOE~~s~~ development~~are developed requires~~ requires a greater role on the part of the Army Staff (ARSTAF) in determining the organizational design~~ (SRC)~~, the ITOE Level, and associated strength levels. The major Army command (MACOM) is included in the process through draft MTOE review, ~~C~~command ~~P~~plan process~~Structure~~, and Manpower Allocation System (SAMAS) adjustments and Automatic Update Transaction System (AUTS) MTOE approval. Integration management and final approval of the authorization document remain the responsibility of Headquarters, Department of the

Army (HQDA). Organizational integrators (OIs) are responsible for the 'horizontal' (by SRC) integration while the Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS) ~~(DAMO-FDF)~~ command managers retain responsibility for the vertical (by MACOM) integration. Both perspectives must include evaluation of doctrine, training, organization, strength levels, and materiel distribution.

(b) New Army policy for TDA documentation changes responsibilities and procedures at MACOM/major subordinate command (MSC) and HQDA/USAFMSA. The new directives are:

- USAFMSA and MACOM will build TDA based on command plan guidance.
- USAFMSA in coordination with appropriate functional proponents will centrally design and build TDA documents to achieve standardization, facilitate supportability analysis and compliance reviews, and provide a means to plan and evaluate changes. USAFMSA will develop and issue templates.
- USAFMSA will coordinate all TDAs each command plan cycle with the MACOMs.

(c) The transition process to TDA CENDOC requires a partnership between HQDA and the MACOMs to ensure leadership guidance and directives are incorporated into the MACOMs documents. This partnership is critical to ensure that the following objectives are accomplished –

- Integrating the manpower/personnel and equipment allocation, distribution, prioritization, and documentation processes.

- Merging the personnel management authorization document (PMAD), officer distribution plan (ODP), officer restructure initiative (ORI)/ change in noncommissioned officer (NCO) structure (CINCOS) grade/MOS management and establishing single multi-purpose documentation planning.
- Improving the quality, accuracy, and responsiveness of the personnel and force management databases
- Enhancing the decision making process by providing predictive models for command plan, total Army analysis (TAA), and personnel plans.

b.~~b~~. This regulation defines the above systems and programs as they are used to develop, document, and approve organizational personnel and equipment requirements and ~~their use in documenting organizations personnel and equipment~~ authorizations.

1-2. References

Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

Responsibilities are located in chapter 2.

1-5. Objectives

a. Provide policies for the development and documentation of Army organizational requirements through the BOIP~~/QQPRI~~ and TOE systems and the supporting MARC and equipment usage programs.

b. Provide policies for the documentation of Army organizational and institutional requirements and authorizations through the ~~TAADS-R~~TAADS- as supported by the equipment usage program.

c. Prescribe the development and use of an electronic force management bulletin board as the repository of DA-approved equipment usage guidance, manpower requirements criteria, documentation remarks and associated codes, and other technical or non-policy information previously contained in a variety of Army regulations (ARs).

d. Prescribes the preparation of detailed procedural publications to support the requirements development and documentation process and the authorization documentation process.

1-6. Basis-of-Issue Plan (BOIP)

BOIPs are developed for new or improved items of equipment. ~~–~~A BOIP describes in detail a new item, its capabilities, physical description, component items of the equipment, where the item is to be used, and identifies the associated support items of equipment and personnel (ASIOEP). BOIPs include personnel changes caused by the introduction of new items into the Army inventory and address the military occupational specialty (MOS) needed to operate and maintain the equipment. BOIPs are also utilized as a part of MARC studies. Used in conjunction with new MARC studies, the BOIP determines the personnel and equipment changes associated with the MARC study.

a. BOIPs are requirements~~d~~ documents used to plan and manage the introduction of developmental and nondevelopmental -items (NDIs) of equipment, make administrative changes, and implement notification of future changes (NOFC) to ~~the~~ DA Pam 611-21~~611 series of Army regulations~~. BOIPs are source documents for changes to the following:

(1) TOE.

(2) TDA/augmentation TDA.

(3) JTA.

(4) Additive operational projects (ADOPs).

b. BOIPs are not authorization or distribution documents.

1-7. Tables of Organization Equipment (TOE) and Tables of Distribution and Allowances (TDA) Systems

a. The specific objectives of the TOE system are to--

(1) Determine and document the minimum mission-essential wartime requirements (MMEWR) of combat, combat support, and combat service support units.

(2) Develop a TOE that represents HQDA approved doctrine and organization design concepts.

(3) Provide balanced organization models.

(4) Provide a basis for standardization and modernization of units.

(5) Provide a standard level of organization for use in unit status reporting (See AR 220-1).

(6) Develop and maintain the minimum number of organizational models required for structuring the current force and planning and programming the future force.

(7) Develop and maintain an automated TOE system and data base that are fully compatible with other Army systems such as--

(a) ~~TAADS-R~~TAADS.

(b) Structure and composition system (SACS).

(c) SAMAS.

(d) BOIP~~ and QQPRI~~.

(8) Provide data for computing requirements, distributing resources, and defining required personnel and equipment to be included in the total package fielding and brigade set fielding management distribution systems.

(9) Standardize TOE format and development procedures.

(10) Provide an incremental process that prescribes standardized modernization steps from the least modernized common base through levels of modernization to the objective organization, which supports and accommodates Army force modernization transition plans.

b. The specific objectives of the TDA system are to--

(1) Determine and document the institutional Army mission essential requirements as Army power projection platforms required to support the national military strategy (NMS).

(2) Develop an institutional Army TDA system which represents the HQDA approved doctrine and organizational design concepts necessary to support the TOE system and the institutional TDA missions across the broad functional areas of command and control, training base, installation, medical, intelligence, and headquarters support.

(3) Provide TDA automated workload management organizational models which will document the requirements and authorizations of the components of the institutional Army necessary to support the strategic TOE Army.

(4) ~~Provide a basis for the standardization of~~ Standardize TDA organizational units to support TOE design changes and modernization changes.

(5) Provide a standard level of TDA organizational performance measures for use in supporting the mission essential requirements of the strategic TOE Army.

(6) Develop, maintain and operate as minimum number of TDA organizational models necessary to structure the current TDA force and planning and programming the future TDA force.

(7) Develop, maintain and operate an automated TDA system and data bases that are fully compatible with other Army systems such as--

(a) ~~TAADS-R~~TAADS.

(b) SACS.

(c) SAMAS.

(d) BOIP~~ and QQPRI~~.

(8) Provide data for computing requirements, distributing resources, and defining required personnel and equipment to be included in the TDA institutional Army to support the TOE strategic Army fielding management distribution system.

(9) Standardize TDA format, documentation and development procedures.

(10) Provide an automated TDA workload management process that prescribes incremental modernization steps from the current TDA base to the objective set of TDA organizations required to support and accommodate Army force modernization transition plans.

(11) Centrally design and build TDA documents to achieve objectives outlined above to support TAA, PPBES, QDR, and the program objective memorandum (POM) process.

1-8. Manpower Requirements Criteria (MARC)

MARC are HQDA-approved standards to determine mission-essential wartime position requirements for combat support (CS) and combat service support (CSS) functions in TOEs. MARC are derived from detailed studies performed for the various CS and CSS functions.

1-9. Equipment Authorization and Usage Program

a. Prescribes the documents that are used to establish requirements and authorizations for equipment to units and individuals in the Army.

b. Prescribes the policies and guidance for the inclusion of equipment in TOEs, MTOEs, TDAs, JTAs, and CTAs.

c. Prescribes policies and assigns responsibilities for the inclusion and exclusion (that is separate authorization) of all major end items used with adopted sets, kits, outfits, and assemblages.

d. Prescribes an overall DA equipment usage management program and usage standards for selected types of equipment not presently managed by other DA or DoD publications.

e. Prescribes the policies, responsibilities, and procedures for developing, processing, and changing CTAs.

f. Provides consolidated guidance published on the Force Management Bulletin Board (FMBB) that specifies quantities of equipment in TOE requirements documents and MTOE, TDA, and JTA authorization documents.

g. Implements the DA equipment authorization policy, prescribing uniform policy as to the concept, coverage, use, review, and approval of equipment allowances and authorization documents. The objective is to provide the following:

(1) Optimum allowances of equipment to permit an organization to carry out the mission assigned.

(2) A basis for the Army to--

(a) Plan for and ascertain definitive determinations of total equipment requirements.

(b) Adjust authorizations of equipment allowances to assure specific organizational capabilities required under varying plans.

(c) Determine timely budget and procurement projections of Army materiel programs.

(d) Determine and report equipment shortages or deficiencies.

(3) A means for central control and review of equipment authorizations by HQDA.

1-10. The Army Authorization Documents System~~ Redesign~~ (~~TAADS-R~~TAADS)

~~TAADS-R~~TAADS is comprised of two distinct systems, a functional management system and a data processing system. ~~TAADS-R~~TAADS objectives are to--

a. Provide each Army MTOE unit and TDA organization with an authorization document containing the HQDA approved organizational structure, personnel and equipment requirements and authorizations.

b. Maintain system levels necessary to control organizational structures, requirements, and authorizations of Army personnel and equipment comply with Army policy and guidance.

c. Maintain at HQDA, MACOM levels, and participating major subordinate commands (MSCs) quantitative and qualitative data on Army organizations, personnel and equipment for planning, programming, budgeting, requisitioning, distributing, reporting, and other purposes. HQDA ~~TAADS-R~~TAADS contains the official auth~~j~~orization database for the ~~Total~~ Army.

d. Increase efficiency and reduce turbulence through standardization and stabilization of organizations.

1-11. Related procedures, processes, and information

a. The basic policies and responsibilities in this regulation reflect sound management principles and the organization of America's Army. Force management and change have always been inseparable. However, the pace of changes in organizational orientation, technological advances, the rapid introduction of new systems, and the requirement for flexibility in priorities, has created an unprecedented fluidity in force management procedures, processes, and information. Much of the information required to conduct routine force management business was heretofore contained in ARs and did not lend itself to update and revision on a frequent and timely basis. In order to provide timely, flexible, and accurate information to implement force management policies, this regulation is supported by procedure guides or "how to" manuals such as Department of the Army pamphlets (DA Pams), an electronic FMBB, and users' manuals for force management automated systems. These procedures guides and "how to" manuals are easily modified by the proponent when required by changes to Army policy or as new force management procedures and information are developed.

b. Procedures guides and "how to" manuals provide detailed guidelines and procedures used in the development, coordination, approval, resourcing, and documentation of Army organizations. Additional publications may be required to provide guidelines and procedures for other facets of force management.

c. An electronic FMBB is established as an internet website ~~on the HQDA Decision Support System (DSS)~~ to provide HQDA approved information Army-wide to customers working in force management related disciplines. This website ~~electronic medium will~~ permits the rapid update and dissemination of information to all users. The Assistant Deputy Chief of Staff for Operations and Plans for

Force Development (ADCSOPS-FD) is the ARSTAF proponent for the bulletin board. The Commander, USAFMSA ~~nt, Army Force Management School (AFMS)~~ is the ADCSOPS-FD executive agent for managing and updating the FMBB and is the only agency with a write capability to change data contained ~~in~~ on the FMBB ~~directories~~. The information on ~~contained in~~ the FMBB ~~sub-directories~~ is HQDA approved, much of the information was previously contained in ARs superseded by this regulation. This information will be used in all Army force management applications including, but not limited to, requirement and authorization documentation, combat developments, materiel developments, and official Army studies. Procedures for accessing the information on the electronic FMBB will be published separately. The bulletin board contains information in the following categories ~~the following sub-directories~~--

(1) Administration.

(2) Equipment Authorization and Usage.

(3) MARC.

(4) The Army Authorization Documents System ~~Redesigns~~ (~~TAADS-R~~TAADS).

(5) TOE.

(6) BOIP ~~and QQPRI~~.

(7) Other Information.

(8) Responses to Customer Questions and Comments.

d. Systems users' manuals contain specific detailed information relating solely to the particular force management automated system. Users' manuals contain lists of codes and system data elements with their definitions. It is envisioned that in the future data elements for all force management automated systems will be standardized and contained in a common force management data element dictionary.

Chapter 2
Responsibilities

SECTION-I
Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS)

2-1. Deputy Chief of Staff for Operations and Plans (DCSOPS)

The DCSOPS will--

a. Have HQDA responsibility for BOIPs and the BOIP system and the following related functions:

(1) Interface with acquisition, personnel, logistic, and documentation systems.

(2) Coordinate with commands or agencies desiring to review or use parts of the system through the USAFMSA, the ODCSOPS executive agent.

(3) Program and track BOIP requirements for documentation guidance to ~~TAADS-R~~TAADS through coordination with the OIs, force integrators (FIs), systems integrators (SIs), document integrators (DIs), personnel systems staff officers (PERSSOs), and DA logistics staff officers (DALSOs).

(4) Approve BOIPs.

b. Have HQDA responsibility for the TOE system and will accomplish the following related functions:

(1) Develop and maintain an automated system for TOE development, maintenance, and management.

(2) Plan, direct, and supervise the efforts of TOE developers and proponents.

(3) Publish detailed procedures to implement BOIP, TOE, and MARC policies.

(4) Evaluate in coordination with the Deputy Chief of Staff for Personnel (DCSPER) and the Deputy Chief of Staff for Logistics (DCSLOG) the affordability, supportability, and feasibility of new and revised organization designs as they impact on the force structure of the Army.

(5) Program and manage the conversion of units to a new or revised TOE and publish implementing directives to major Army commanders.

(6) Provide guidance on TOE force documentation priorities.

(7) Approve, publish, and manage the Army TOE Development Plan (ATDP).

(8) Approve TOEs, after appropriate HQDA coordination.

c. Have HQDA responsibility for the MARC program and will accomplish the following:

(1) Provide overall HQDA direction for MARC.

(2) Exercise operational control of and direct the USAFMSA to accomplish the MARC function in support of the ODCSOPS.

(3) After appropriate HQDA coordination, approve MARC policy and guidance.

(4) Provide oversight of the review, approval, and publication of MARC documents and the MARC document schedule.

(5) Approve MARC study documents.

(6) Approve Equipment Usage Profiles.

d. Approve policy and provide overall supervision and management of the Equipment Usage Management Program and will accomplish the following:

(1) Fund for publication of this regulation, CTAs, and changes.

(2) Review and approve, if appropriate, all equipment usage management standards proposed by Army staff agencies that are within the purview of their respective staff responsibilities.

(3) Approve final JTA for publication and approve and release funds for JTA publications.

e. Have responsibility for the Equipment Survey Program (AR 570-7) that prescribes independent, on-site reviews of equipment requirements of TDA, TDA augmentations, and nonreadiness reporting MTOE units and ensures that these organizations are authorized and possess only the minimum amount of equipment essential to accomplish assigned missions.

f. Have HQDA responsibility for TAA, the command plan process, ~~TAADS-R~~TAADS and, after appropriate HQDA coordination, will--

(1) Determine and implement Army priorities.

(2) Develop and manage the Army force structure and the force structure allowance (FSA).

(3) Publish equipment authorization, utilization, and management guidance policy and procedures.

(4) In coordination with the DCSPER and the DCSLOG approve, publish, and enforce policy and procedures to document requirements for and authorization of, organizations, personnel, and equipment.

(5) Consolidate and issue ~~TAADS-R~~TAADS documentation guidance.

(6) Serve as the final HQDA approval authority for authorization documents.

(7) Review for adequacy and policy compliance the organizational structure and personnel and equipment recorded in authorization documents to perform functions for which the ODCSOPS is proponent.

(8) Maintain the official automated HQDA, ~~TAADS-R~~TAADS database in conjunction with the Commander (CDR), Single Agency Manager-Pentagon (SAM-P).

(9) Appoint a HQDA unit identification code information officer (UICIO) to maintain data and submit reports, as required by Joint Chiefs of Staff (JCS) Publication 1-03.3 (chap III) and to coordinate with other IOs and ~~TAADS-R~~TAADS activities processing unit Status of Resources and Training System (SORTS) related data.

(10) Develop ~~TAADS-R~~TAADS policies and procedures pertaining to military orders, in coordination with the Adjutant General and the Chief of Military History (CMH).

(11) Issue authority for the unit numerical designation assigned to Active Army, Army National Guard (ARNG), and U.S. Army Reserve (USAR) units to be activated, established, organized, and placed on Active Army rolls, in coordination with the CMH.

(12) Assign and review, in coordination with CMH, unit designations for use in authorization documents.

(13) Be the staff proponent for policy regarding identification of full time support (FTS) requirements.

(14) Develop, in coordination with the DCSPER, and publish guidance for identifying FTS requirements, and conduct ongoing review of those requirements.

(15) Develop, in coordination with the DCSPER, HQDA policy for distribution of FTS resources.

(16) In coordination with the DCSPER, National Guard Bureau (NGB), and Office of the Chief, Army Reserve (OCAR), monitor use of FTS resources.

(17) In coordination with the DCSPER, NGB, OCAR, and MACOMs, regularly evaluate the effectiveness of the FTS program.

(18) Develop and issue policy for the designation of Active Army FTS positions in ARNG and USAR units.

(19) In coordination with the DCSPER, NGB, OCAR, and MACOM, establish and maintain FTS unit staffing criteria.

(20) Provide updated mobilization data from the Army Training Requirements and Resources System (ATRRS) and other planning systems such as Mobilization Troop Basis Stationing Plan (MTBSP) and U.S. Army Forces Command (FORSCOM) Mobilization Troop Base (FMTB).

(21) Review section I of mobilization tables of distribution and allowances (MOBTDA).

(22) Implement and ensure continued ~~TAADS-R~~TAADS support for the CENDOC process.

(23) Maintain the Troop Program Sequence Number (TPSN) Program, (see AR 25-70).

g. Have responsibility for the TDA system and the following related functions:

(1) Build all TDA documents

(2) Coordinate with HQDA, MACOMs, major units and proponents.

(3) Conduct TDA reviews

(4) Develop templates

h. Support PPBES, TAA, QDR, PMAD-UAD, equipment modernization and command plan integration management processes.

(1) Maintain the manpower budget (program budget guidance (PBG)) position in SAMAS and perform information technology (IT) system administration functions for SAMAS.

(2) Provide operational support to the ASA(M&RA) for the management of Army Headquarters Management Activity (AMHA) and for the preparation of the manpower portion of the President's Budget AMHA exhibit.

~~i~~g. Supervise and provide force management guidance to the CDR, USAFMSA.

2-2. CDR, U.S. Army Force Management Support Agency (USAFMSA)

CDR, USAFMSA will--

a. Be the ODCSOPS executive agent for the BOIP, TOE, ~~and~~ MARC, and TDA development systems, the Equipment Usage Management Program, and ~~TAADS-R~~TAADS.

b. Formulate TOE system policies, plans, and programs for ODCSOPS approval. Manage and enforce approved policies, plans and programs.

c. Develop and coordinate draft TOE (DTOE) for ARSTAF approval.

d. Conduct periodic cyclic reviews of published TOE files not less than every three years to ensure they reflect current policy and doctrine and support current Army needs. This will include updating all doctrinally sound TOEs that have MTOEs modeled after them.

e. In coordination with HQDA staff, develop and maintain the ATDP. Coordinate directly with MACOMs and other affected agencies for review of all DTOEs.

f. Review and evaluate all proposed TOE changes. Coordinate requests for TOE changes with the affected MACOM and proponent schools. Recommend approval to HQDA if appropriate.

g. Publish a consolidated TOE update (CTU) at least once per year or as otherwise directed by ODCSOPS.

h. Provide the supporting information and analysis with DTOE packages.

i. Maintain an auditable record of all changes to an approved TOE.

j. Formulate BOIP system policies, plans, and programs for ODCSOPS approval. Manage and enforce approved policies, plans and programs.~~Monitor, analyze, and coordinate the BOIP system with all development commands and the HQDA staff.~~

k. Develop, monitor, and analyze for effectiveness a BOIP tracking system in coordination with combat and materiel developers to ensure timely processing of BOIP requirements.

l. Develop, process, and forward BOIPs for staffing and approval by the ODCSOPS and to DCSPER and U.S. ~~Total~~ Army Personnel Command (PERSCOM) for an operator and maintainer decision. Provide ~~ODCSOPS~~ approved BOI for publication on the FMBB.
~~m. Send TDA and JTA data to the Director of Information Management (DOIM), Fort Leavenworth, KS, after each management of change window for use in developing and updating BOIP.~~

m~~n~~. Serve as the office of record for BOIP.

n~~o~~. Process requests for documentation of line item number (LIN).

o~~p~~. Perform the following during BOIP development:

(1) Review BOIPFD and MARC maintenance data updates~~/QQPRI~~ for validity, completeness, accuracy, and compatibility in conjunction with the combat developer and system support combat developer.

(2) Forward BOIPFD~~/QQPRI~~ for BOIP development.

(3) Coordinate through the Total Asset Visibility (TAV) system with materiel developers to determine if the type classification (TC) date, first unit equipped date (FUED), cost projection, developer codes, and type BOIP are still valid.

(4) Update the BOIP development schedule (BDS).

(5) Provide guidance to other combat, BOIP, ~~and~~ training developers,~~;~~ system support combat developers, personnel proponents,~~;~~ TOE proponents, and MACOMs for development of BOIP, MARC maintenance data updates~~-~~ and supporting documentation.

(6) Publish detailed procedures for BOIP development.

(7) Provide the BOIP master file to HQDA and MACOMs at least annually or as otherwise directed by ODCSOPS.

p~~q~~. Act as ODCSOPS executive agent for the MARC program and perform the following:

(1) Develop in coordination with the HQDA staff and U.S. Army Training and Doctrine Command (TRADOC), MARC policy and guidance for ODCSOPS approval.

(2) Recommend approval/disapproval or direct change to MARC documents and resulting criteria.

(3) Ensure that MARC policy and approved criteria are updated as required.

(4) Manage the MARC program.

(5) Review application of MARC to TOE and MTOE.

(6) Resolve procedural, technical, and operational MARC issues raised by the HQDA staff or the field and submit to ODCSOPS for final approval.

(7) Provide point of contact (POC) for and recommend to the ODCSOPS distribution of MARC resources.

(8) Develop MARC documents and criteria in accordance with the guidance in this regulation.

(9) Manage and review the MARC studies~~program for submission of MARC documents~~ conducted by ~~the respective proponent MARC developer agencies, including~~the Army Medical Department Center and School (AMEDDC&S).

(10) Develop procedures and databases in support of CS and CSS manpower requirements criteria development.

(11) Publish a prioritized MARC document schedule for CS/CSS functions which ensures that approved and required new MARC are reviewed and/or revised at least once every three years. Measure the due date from the last DA approval date of the current MARC.

(12) As needed, convene ~~an implementation~~ working groups to address and resolve MARC-related issues. The~~is~~ working groups will consist ~~be comprised~~ of~~, as a minimum,~~ representatives of the offices of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)), DCSLOG, DCSOPS, and DCSPER, HQ, U.S. Army Materiel Command (AMC), HQ, TRADOC, ~~and~~ AMEDDC&S, functional proponents, and affected OIs.

(13) Establish and maintain~~implement~~ a review process for ~~each final~~ MARC study documents (MSD) including coordination with~~and provide the~~ HQDA~~staff a copy of each for review~~.

(14) ~~Provide recommendations on the~~ Submit completed MARC studies, including a recommendation for final disposition, to~~documents when~~ HQDA for presentation to the Director, Force Programs ~~staff concerns have been resolved in accordance with milestone in the MARC Program Schedule~~.

(15) Maintain the Army MARC Maintenance Data Base (AMMDB) and ensure automated files in ~~. On request provide reports by~~ LIN and MOS sequence are available to users.

(16) Serve as the DA office of record for approved MARC studies.

(17) Coordinate and convene~~Provide HQDA review and representation, as appropriate, to AMC MSC~~ – maintenance data review panels (MDRP) with the combat developer, system support combat developer, and materiel developer~~that impact on the MMDB~~.

(18) Oversee the approval~~ed~~ process for MARC development plans (MDPs) and MARC review documents (MRDs).

(19) Submit ~~Provide~~ approved MARC ~~to Commandant, AFMS~~ for publication on the FMBB.

__ (20) Identify to the materiel developer, in coordination with the combat developer and the system support combat developer, the data elements required to determine maintenance manpower requirements for TOEs. Develop a system to maintain and provide visibility to this information.

__ (21) Provide materiel developers a list of fielded equipment identifying when the equipment is due for a three-year cyclic MARC maintenance data update.

__ (22) Review MARC maintenance data updates for validity, completeness, accuracy, and compatibility in conjunction with the combat developer, the system support combat developer, and the materiel developer.

__ (23) Provide guidance to materiel developer for development of MARC maintenance data updates and supporting documentation.

__ (24) Assess the force impact of changes to MARC maintenance data and report results to the DCSOPS (Director, Force Programs).

__ (25) Convene, or participate in, executive level in-process reviews that interface with the Army's documentation process or system.

q~~r~~. Prepare all CTA manuscripts for publication.

r~~s~~. Resolve controversial issues arising from CTA proponent/functional proponent review and submit unresolved issues to the ODCSOPS for decision.

s~~t~~. Approve all CTAs for publication.

t~~u~~. Formulate, develop and propose CTA policy to the ODCSOPS.

u~~v~~. Manage the Equipment Survey Program (AR 570-7) as executive agent for the ODCSOPS.

v~~w~~. Implement MTOE and TDA CENDOC, ~~and~~ recommend ~~CENDOC~~ policies and assist in developing plans and programs for ODCSOPS approval. ~~Manage and enforce approved policies, plans and programs.~~

w~~x~~. Act as executive agent for the operation of the ~~TAADS-R~~TAADS and perform the following:

(1) Review all~~Monitor MACOM~~ documentation of approved position classification and grading standards.

(2) Discipline the documentation, planning, accounting, and requirement determination processes.

(3) Provide support and analysis to the force development and integration process.

(4) Develop plans and procedures for the documentation of contractor personnel in TDAs and TAADS databases.~~Implement the Centralized Manpower Staffing Standards System (MS-3).~~

(5) Conduct organizational and manpower studies, as directed.

(6) Implement, manage, and maintain the centralized documentation of the Army force structure.

(7) Provide functional management over current and emerging IT~~automatic data processing (ADP)~~ systems in support of the force development and documentation processes.

(8) Maintain and distribute the standard work center code (SWCC) edit used in ~~TAADS-R~~TAADS.

(9) Perform technical review of Active Army and Reserve Component (RC) MTOE and TDA as part of the command plan process.

(10) Develop MTOEs and TDAs for all Active Army and RC ~~MTOE~~ organizations under the CENDOC concept. Coordinate MTOE and TDA documents with MACOMs

(11) Provide a foundation for manning the force, quantitatively and qualitatively, in cooperation with the U.S. Army Manpower Analysis Agency (USAMAA), principally through ~~detailed~~ development of standardized unit templates based on validated workload determined by manpower requirements determination programs such as MARC, the 12 Step Method, manpower staffing guides, organizational and manpower studies, and the MS3.
~~(12) Review manpower staffing standards for compliance with AR 570-5, to include the ARNG and USAR.~~

(12~~3~~) Develop ~~TAADS-R~~TAADS policies and procedures pertaining to ~~TAADS-R~~TAADS Section II, Personnel. Develop and maintain systems and procedures for determining TDA ~~personnel~~ requirements and authorizations.
~~(14) Maintain the manpower budget (program budget guidance (PBG)) position in SAMAS and perform ADP system administration functions for SAMAS.~~

~~(15) Provide operational support to the ASA(M&RA) for the management of Army Headquarters Management Activity (AMHA) and for the preparation of the manpower portion of The President's Budget AMHA exhibit.~~
~~(16) Maintain the Troop Program Sequence Number (TPSN) Program, (see AR 18-19), for ODCSOPS.~~
(13~~7~~) Maintain and distribute current files of all authorization documents (MTOEs and TDA~~OE~~s). Furnish authorization documentation data to HQDA and agencies/activities using TAADS.

(14~~8~~) Prepare section III of TDA for Army elements of joint service organizations and separate Defense agencies and activities and enter into ~~TAADS-R~~TAADS.
~~(19) Monitor HQDA and MACOM UICIO. Ensure that a HQDA UICIO is assigned within USAFMSA as proponent agent of ODCSOPS.~~

~~(a) Use the U.S. Army Command and Control Support Agency (USACCSA) database at HQDA, which will provide data listings as required.~~

~~(b) Coordinate with other UICIOs and TAADS-R activities processing SORTS related data.~~

~~(c) Submit required reports per JCS Publication 1-03.3, chapter III, to HQDA and JCS.~~

(15~~20~~) Serve as functional proponent for use, maintenance and updating of systems files and manpower requirements standards for MTOE.

(16~~21~~) Enforce approved policy in the documentation of manpower, personnel, and equipment requirements and authorizations for all Army organizations through standardization and improved management of changes to the documentation database.

(17~~22~~) Provide updates of model output and enhancements made to the Center for Army Analysis (CAA) ~~U.S. Army Concepts Analysis Agency (USACAA)~~ for use in future studies.

(18~~23~~) Review sections II and III of MOBTDAs.

x~~y~~. Review and provide comment to DAMO-FD on all Army concept plans.

y~~z~~. Analyze MTOE concept plans submitted according to chapter 7, section III, to determine organizational trends, provide comments to DAMO-FD and implement HQDA approved revisions to MTOEs, BOIPs, and incremental change packages (ICPs), as appropriate.

SECTION-II
Headquarters Department of the Army (HQDA) Staff and Support Agencies

2-3. Headquarters Department of the Army (HQDA) staff and support agencies

HQDA staff and support agencies will--

a. Perform area-of-interest (AOI) reviews of DTOEs, BOIPs, and MARC studies, as appropriate, and provide input to USAFMSA.

b. Review BOIP, ~~QQPRI,~~ DTOE, and MARC studies as requested, in support of ODCSOPS. Provide recommendations to the appropriate OI, FI, SI, or DI regarding the BOIP, DTOE, and MARC studies and to PERSCOM regarding the BOIPFD~~/QQPRI~~.

c. Support Mobilization Base Resource Planning System (MOBREPS) as required.

d. Review, for adequacy and policy compliance, the organizational structure and personnel and equipment recorded in authorization documents to perform functions for which they are the proponent.

2-4. Assistant Secretary of the Army Financial Management and Comptroller (ASA(FM&C))

The ASA(FM&C) will--

a. Participate in developing ~~TAADS-R~~TAADS policies and procedures pertaining to Army management structure code (AMSCO).

b. Develop and publish AMSCO. Distribute AMSCO edit file tapes.

c. Review for adequacy and policy compliance the organizational structure and personnel and equipment recorded in authorization documents to perform functions for which the ASA(FM&C) is proponent.

d. With the U.S. Army Cost and Economic Analysis Center as the agent, provide Army Cost Factors and the Forces and Organization Cost Estimating System (FORCES) model to force developers upon request.

2-5. Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA))

The ASA(M&RA) will--

a. Review TDAs to assure conformance with internal Army policy and external policy guidance during each phase of the planning, programming, budgeting, and execution system (PPBES).

b. Review proposed changes to HQDA approved TOEs and provide recommendations to the DCSOPS.

c. Review DTOEs and draft TDAs in military and civilian personnel functional areas in accordance with existing military and civilian personnel management policy guidance and provide guidance to the DCSPER and recommendations to the DCSOPS.

d. Conduct an ongoing review of published TOEs, MTOEs, and TDAs to assure conformance with existing military and civilian personnel policy guidance and ~~TAADS-R~~TAADS documentation guidance.

e. Establish military and civilian personnel oversight policies that will support the ASA (M&RA) military and civilian proponency for all Army human resources and ensure those policies provide continued support for the Army's Force Modernization Program.

f. Coordinate with ODCSOPS those policies required for exercising policy management oversight and review of data contained in the BOIPFD ~~QQPRI~~ documents.

g. Maintain oversight of the PERSCOM operator and maintainer decisions to assure their conformance with existing personnel policy guidance.

h. Monitor the DCSPER decisions for BOIPFD~~QQPRI~~ and approved operator and maintainer decisions for conformance with existing policy guidance and senior level decision making during all phases of the PPBES.

i. Review and monitor all manpower and personnel integration (MANPRINT) materiel acquisition plans and activities to assure conformance with military and civilian manpower and personnel support for the BOIP, equipment fielding plans, brigade set fielding plans, major weapon systems fielding plan and the fielding of each major weapon system.

j. Exercise approval authority for section II (personnel) for all TDA ~~TAADS-R~~TAADS documents and policy management oversight authority for the DCSPER approval authority for section II (personnel) of all MTOE ~~TAADS-R~~TAADS documents.

k. Maintain policy management oversight review authority of grade and skill detail of military authorizations and the Army's ability to fill those authorizations.

l. Maintain policy management review authority over the DCSPER implementation guidance on the enforcement of policies governing military position authorizations.

m. Maintain policy management review authority over MARC studies to assure personnel affordability and supportability decisions meet existing policy governing military MOS classification and the application of military standards of grade.

n. Approve policies developed for the FTS program and maintain policy management oversight of the operations of the program.

o. Approve policies supporting AMHA management function and maintain policy management oversight of the management actions that fall within the constraints of the AMHA management function.

p. Serve as the final approval authority for all AMHA actions and develop policies that assure ASA(M&RA) AMHA oversight and approval responsibilities are met.

q. Establish and implement oversight functions and policies that support the ASA(M&RA) review and approval of all concept and command plans for compliance with military and civilian manpower and personnel policies and with ~~TAADS-R~~TAADS documentation policies.

r. Establish and implement oversight functions and policies that support the ASA(M&RA) review and approval of all Manpower Requirements Documents and their annual update for all UICs contained in ~~TAADS-R~~TAADS.

s. Review the documentation of Army military and civilian manpower requirements and authorizations to assure conformance with changes in automated workload management systems at the MACOM and installation levels to assure ~~TAADS-R~~TAADS documentation reflects workload-based documentation changes.

t. Review changes to DA organizations and force structure documentation in ~~TAADS-R~~TAADS to assure conformance with military and civilian manpower and personnel policies.

u. Provide policy management oversight review of readiness, mobilization, and deactivation of military units of the Army to assure conformance with existing military and civilian manpower and personnel policy guidance and ~~TAADS-R~~TAADS documentation policies.

v. In coordination with ASA (FM&C), establish ~~TAADS-R~~TAADS direct civilian manpower authorizations linkages to civilian compensation systems and monitor changes in ~~TAADS-R~~TAADS documentation to assure compliance with those linkages.

w. Monitor changes in ~~TAADS-R~~TAADS documentation of nonappropriated morale, welfare and recreation activities to assure compliance with family advocacy, community support, and quality of life policies of the Army.

x. Develop and maintain systems and procedures for determining TDA manpower requirements. This responsibility is administered by USAMAA~~FMSA~~ as agent for ASA(M&RA). The Director USAMMA will accomplish the following:

(1) Establish and maintain the Commercial and Inherently Governmental Activities Inventory

(2) Discipline the requirements determination process.

(3) Implement the centralized MS-3 program.

(4) Conduct organizational and manpower studies.

(5) Provide a foundation for manning the force, quantitatively and qualitatively, principally through detailed manpower requirements determination programs such as the 12 Step Method, MARC, manpower staffing guides, organizational and manpower studies, and MS3

__ (6) Review manpower staffing standards for compliance with AR 570-5, to include ARNG and USAR.

__ (7) Provide operational support to ASA(M&RA) for the preparation of the manpower portion of The President's Budget AMHA exhibit.

__ (8) Serve as functional proponent for manpower requirements standards.

__ (9) Review and provide comment to ODCSOPS-FD on all Army concept plans.

2-5. Assistant Secretary of the Army (Acquisition, Logistics, and Technology)
The ASA(ALT) will –

a. Establish acquisition and materiel development guidelines for new, developmental, and fielded systems to provide the maintenance data requirements identified by ODCSOPS for maintenance manpower requirements determination.

b. Establish procedures for the immediate identification and resolution of shortfalls in existing BOIPFD.

c. Establish policies for the retention of supporting documentation for BOIPFD developed during the acquisition process, to include the identification of the data source and the rationale for selection.

d. Establish guidance for materiel developers in support of the three-year cyclic review of maintenance burden data for fielded systems.

e. Participate in executive level in-process reviews of the documentation process that interfaces with the acquisition process.

2-7. ~~6~~ Administrative Assistant to the Secretary of the Army (AASA)

The AASA will--

a. Manage, allocate, and provide centralized accounting of manpower resources in support of HQDA, its staff support and field operating agencies (FOAs) and joint and DoD agencies resourced by Operating Agency (OA) 22.

b. Approve the establishment and discontinuance of HQDA FOAs.

c. Approve requests for changes to non-AMHA manpower allocations resourced by OA 22.

d. Submit proponent-approved HQDA TDAs for ~~TAADS-R~~TAADS documentation, except AMHA.

2-8. ~~7~~ Assistant Chief of Staff for Installation Management (ACSIM)

The ACSIM will establish and promulgate policy and procedures for funding base-level commercial equipment (BCE).

2-9. ~~8~~ Deputy Chief of Staff for Intelligence (DCSINT)

Deputy Chief of Staff for Intelligence (DCSINT) will review TAADS documents~~MTOEs~~ for proper foreign language identifiers, ~~and~~ mixtures of languages and security clearance data.

2-10. ~~9~~ Deputy Chief of Staff for Logistics (DCSLOG)

The DCSLOG will--

a. Review DTOE and brigade set fielding plans in logistics functional areas of interest and furnish information concerning equipment issues to ODCSOPS.

b. Review proposed changes to HQDA-approved TOEs. Provide recommendations to ODCSOPS.

c. Conduct post-publication review of all TOEs.

d. Ensure that TOE/MTOE tactical equipment is not documented in TDA units except when it is in an HQDA approved BOIP or has been approved by memorandum request procedures.

e. Ensure that excess equipment is returned to the supply system and redistributed to satisfy shortages of equipment authorized for other TDA activities at the installation.

f. Participate in developing ~~TAADS-R~~TAADS policies and procedures pertaining to Section III, Equipment of ~~TAADS-R~~TAADS documents.

g. Develop procedures for LIN edit actions to maintain accuracy in TAADS~~Publish information on one-for-one conversion of LIN and selective LIN changes for application to authorization documents.~~.

h. Determine HQDA capability to support the distribution, supply, and maintenance of equipment documented in ~~TAADS-R~~TAADS.

i. Exercise approval authority of section III, Equipment of ~~TAADS-R~~TAADS documents. This responsibility is administered by USAFMSA as agent for the Office of the DCSLOG (ODCSLOG).

j. Formulate, coordinate, and enforce execution of policies governing equipment distribution, supply, and maintenance support.

k. Identify official logistical information sources and coordinate the timely submission of staff inputs to the model.

l. In conjunction with system proponent, review and update equipment requirements, authorizations, and Equipment Distribution Scheduling System (EDSS) published in the logistics structure and composition system (LOGSACS) prior to the publication of the Army equipment distribution program (TAEDP).

m. In conjunction with the equipment survey program, ensure excess equipment is returned to the supply system and redistributed to satisfy Army needs and priorities

2-11. ~~0~~ Deputy Chief of Staff for Personnel (DCSPER)

The DCSPER will--

a. Review DTOE in personnel functional areas of interest and furnish information concerning personnel issues to ODCSOPS.

b. Review proposed personnel changes to HQDA-approved TOEs. Provide recommendations to ODCSOPS.

c. Review and monitor materiel objectives, requirements documents, system MANPRINT management plans, acquisition plans, and other activities to support the development of BOIP.

d. Formulate, coordinate, and enforce policies governing military position authorizations, classification, grading, and personnel management.

e. Approve policies, plans, and programs pertinent to developing, implementing, and maintaining military personnel proponency.

f. Review MARC studies for personnel affordability and supportability issues. Provide DCSOPS recommendations on FSA supportability.

g. Evaluate, at grade and skill detail, HQDA capability to support the military personnel authorizations documented in ~~TAADS-R~~TAADS.

h. Exercise approval authority of military personnel in section II (personnel) of all ~~TAADS-R~~TAADS documents. This responsibility is administered by USAFMSA as agent for Office of the DCSPER (ODCSPER).

i. Develop and maintain systems and procedures for determining TDA military manpower requirements. This responsibility is administered by USAFMSA as agent for the DCSPER.

j. For the Active Army project losses, gains, transient, trainees, holdees, and students (TTHS) and operating strength.

2-12. ~~1~~ CDR, U.S. ~~Total~~ Army Personnel Command (PERSCOM)
The CDR, PERSCOM, as agent for DCSPER, will--

a. Review DTOE, MARC studies, BOIPFD~~/QQPRI~~, BOIP, and develop operator/maintainer decisions within PERSCOM.

b. Review and coordinate proposed MOS revisions initiated by the military personnel proponents.

c. Provide the DCSPER with an analysis of projected force structure changes, by MOS or AOC and grade, of proposed revisions to the structure, in coordination with USAFMSA and the TAADS manager.

d. Establish policies, plans, and programs pertinent to developing, implementing, and maintaining personnel proponency and ensuring interface with the BOIP system.

e. Coordinate with USAFMSA concerning the policies for developing and reviewing data in BOIPFD~~QQPRI~~ documents.

f. Approve the operator and maintainer (MOS, area of concentration (AOC), and, in coordination with ASA(M&RA), Office of Personnel Management classification series (OPMCS)) decision.

g. Serve as the office of record for ~~QQPRI and~~ approved operator and maintainer decisions.

h. Review MARC studies for proper MOS classification.

i. evelop and maintain the Military Occupational Classification System (MOCS) and grading standards.

j. Publish mplementation guidance on personnel and position classification and grading standards with subsequent revision of DA Pam 611-21~~the AR 611 series~~.

k. Maintain, update, and distribute the personnel occupational specialty code (POSC) edit file used by the TOE, ~~TAADS-R~~TAADS, and Standard Installation/Division Personnel System (SIDPERS). Develop procedures for application to TAADS.

l. Review and provide personnel guidance issues during TOE revisions.

2-13. Chief of Engineers (COE)

The COE will--

a. Ensure that only secondary end items and those major end items that meet the criteria in paragraph 6-25~~6~~b(2) below are included in assemblages or sets, kits, and outfits (SKO) during BOIP development for new assemblages and SKO for which the COE is responsible, or in which it has component responsibility. Ensure that a publication identifying components is provided for each type-classified assemblage.

b. Ensure that all major end items not meeting the criteria in paragraph 6-25~~6~~b(2) below are excluded or removed from assemblages or SKO. If assemblage or SKO manager and component item managers are not the same, the component item manager is responsible for coordinating removal actions with the assemblage or SKO manager. The inclusion or retention of any major end item in an assemblage or SKO requires justification and written agreement between the commodity managers involved and approval by CDR, USAFMSA.

c. Ensure that assemblages with supporting major end items are listed on the FMBB by submitting update information to USAFMSA.~~Commandant, AFMS.~~

d. Update BOIP file for change of associated items of equipment and the standard study number (SSN) file for changes of component items.

2-14. ~~3~~ Chief, National Guard Bureau (CNGB)

The CNGB will--

a. Translate PBG and Troop Program Guidance (TPG) into the Army National Guard Troop Structure Program (ARNG-TSP) for dissemination to the States and territories for comment. After review of the ARNG-TSP by State, District, and territory adjutants general, the CNGB will develop and submit a command plan~~ (CPLAN)~~ and, following HQDA approval, review~~develop~~ ~~TAADS-R~~TAADS documents which record approved changes for MTOE and TDA units.~~submission in the following TAADS-R management of change (MOC) window.~~

b. Participate in developing ~~TAADS-R~~TAADS CENDOC policies and procedures pertaining specifically to ARNG units.

c. Assist in developing organizational policy and criteria for establishing authorizations in ARNG units in a premobilization status.

d. Direct the publication of permanent orders for ARNG unit organization actions as described in AR 220-5, table 1.

e. Develop, ~~and~~ maintain, and manage a centralized database for all parent and derivative UICs of the ARNG.~~ Annex I, Army National Guard Unit Program of the Reserve Component Troop Basis (RCTB), for the ARNG.~~

f. Publish and distribute the Troop Structure Program (TSP) for the ARNG.

g. Ensure compliance with ~~RCTB and~~ RC authorization policies.

h. Evaluate ARNG capability to support military personnel grades and skills documented in ~~TAADS-R~~TAADS.

i. Implement procedures for distributing FTS authorizations to MTOE and TDA FTS manpower requirements.

j. Use the Department of the Army Master Priority List (DAMPL) as the primary means of ranking units for FTS resourcing and include unit readiness and criticality of mission.

k. Determine FTS manpower requirements designated for ARNG TDA personnel according to AR 570-4 and AR 570-5.

l. ~~Document~~ Coordinate the documentation of FTS requirements and authorizations in ~~TAADS-R~~TAADS (to include TDA CENDOC) and provide reports, as requested.

m. Align FTS military positions with MTOEs and TDAs so that only one individual is assigned to each position.

n. Comply with the policies and procedures specified for the FTS Program in AR 135-2.

o. Recommend, with the policy approval of ASA(M&RA) and in coordination with ODCSOPS and Chief, Army Reserve (CAR), specific types of units to be activated, inactivated, or converted in the National Guard and reallocation of units within the CONUS base.

p. Review and comment on TOE, BOIP, ~~and~~ MARC studies, and CENDOC products.

2-15. ~~4~~ Chief, Army Reserve (CAR)

The CAR will--

a. Translate the PBG and ODCSOPS TPG into the OCAR Troop Action Guidance (TAG) and provide it to Headquarters (HQ), U.S. Army Reserve Command (USARC), HQ, (FORSCOM), U.S. Army, Europe (USAREUR), U.S. Army, Pacific (USARPAC), and U.S. Army Special Operations Command (USASOC) for the 5 program years.

b. Participate in developing ~~TAADS-R~~TAADS CENDOC policies and procedures pertaining specifically to USAR units.

c. Assist in developing organizational policy and criteria for establishing authorizations in USAR units in a premobilization status.

d. Direct the publication of permanent orders for USAR unit organization actions as described in AR 220-5, Table 1.

e. Develop, ~~and~~ maintain, and manage a centralized database for all parent and derivative UICs of the USAR. ~~Annex II, U.S. Army Reserve Unit Allocation of the RCTB of the Army for the USAR.~~

f. Publish and distribute TAG for the USAR.

g. Ensure compliance with RCTB and RC authorization policies.

h. Evaluate USAR capability to support military personnel grades and skills documented in ~~TAADS-R~~TAADS.

i. Implement procedures for distributing FTS authorizations to MTOE and TDA FTS manpower requirements.

j. Use the DAMPL as the primary means of ranking units for FTS resourcing and include unit readiness and criticality of mission.

k. ~~Document~~ Coordinate the documentation of FTS requirements and authorizations in ~~TAADS-R~~TAADS (to include TDA CENDOC) and provide reports, as requested.

l. Align FTS military positions with MTOEs and TDAs so that only one individual is assigned to each position.

m. Comply with the policies and procedures specified for the FTS Program in AR 135-2.

n. Recommend, in coordination with ODCSOPS and CNGB, specific types of units to be activated, inactivated, or converted in the USAR and reallocation of units within the CONUS base.

o. Review and comment on TOE, BOIP, and MARC studies.

2-16. ~~5~~ Office of the Surgeon General (OTSG)

The OTSG will--

a. Furnish professional and technical advice and recommendations to organization designers, TOE developers, and proponents on operational concepts, organization design, professional staffing, and equipping of medical units.

b. Review, in coordination with DCSPER, TOEs and MARC studies that include commissioned Army Medical Department (AMEDD) personnel to ensure that proper identifiers, titles, and grades are established. Also, ensure health services support is properly addressed in the dependency statements when no organic health service requirements are documented.

c. Perform a technical review on all requests for medical equipment and provide proposed CTA 8-100 changes to USAFMSA by 1 June of each year.

d. Participate in developing ~~TAADS-R~~TAADS CENDOC policies and procedures pertaining to medical functions, personnel and equipment. Provide technical guidance concerning occupational specialties and grades of AMEDD commissioned personnel and AMEDD command grade ceilings.

e. Formulate, coordinate, and implement policies governing medical facility and activity materiel requirements, funding, procurement, distribution, and maintenance support.

f. Determine the proper types and quantities of medical items (other than those related to the health protection and sanitation) for the Army organizations to include minimum essential equipment for training (MEET).

g. Ensure that only secondary end items and those major end items that meet the criteria in paragraph 6-25~~6~~b(2) below are included in assemblages or SKO during BOIP development for new assemblages and SKO for which OTSG is responsible, or in which it has component responsibility. Ensure that a publication identifying components is provided for each type-classified assemblage.

h. Ensure that all major end items not meeting the criteria in paragraph 6-25~~6~~b(2) below are excluded or removed from assemblages or SKO. If assemblage or SKO manager and component item managers are not the same, the component item manager is responsible for coordinating removal actions with the assemblage or SKO manager. The inclusion or retention of any major end item in an assemblage or SKO requires justification and written agreement between the commodity managers involved and approval by CDR, USAFMSA.

i. Ensure that assemblages with supporting major end items are listed on the FMBB by submitting update information to USAFMSA.~~Commandant, AFMS.~~

j. Update BOIP file for change of associated items of equipment and the SSN file for changes of component items. Provide USAFMSA the BOIPFD~~/QQPRI~~ for new or improved medical equipment.

k. Coordinate BOIPFD~~/QQPRI~~ with other materiel developers, combat developers, and personnel proponents. Prepare/submit amended BOIPFD~~/QQPRI~~ when a change occurs in information previously provided.

2-17. ~~6~~ The Judge Advocate General (TJAG)

TJAG will--

a. Furnish, through the Judge Advocate General (JAG) School, professional and technical advice to organization designers, TOE developers, and proponents on matters pertaining to operational concepts, organization designs, and staffing for legal service support.

b. Review MARC studies pertaining to TJAG proponent functions.

2-18. ~~7~~ Chief of Chaplains (CCH)

The CCH will --

a. Furnish, through the Chaplain Center and School, professional and technical advice to organization designers, TOE developers, and proponents on operational concepts, organization designs, and staffing of uni ministry teams to provide religious support for units.

b. Review MARC studies pertaining to chaplain proponent functions.

2-19. ~~8~~ Chief of Military History (CMH)

The CMH will--

a. In accordance with AR 220-5, determine unit designations for both TOE and TDA units and issue appropriate DA authorities. For TOE units, coordinate with the TOE developers and approve the designation lines included in Section 1 of the TOEs.

b. Furnish technical advice and recommendations as required to ARSTAF agencies, USAFMSA, and TOE developers and proponents concerning TOE titles.

c. In coordination with ODCSOPS and NGB, select TOE units for constitution/ organization/ activation in the Regular Army (RA), USAR, and ARNG. Upon selection, notify USAFMSA of the unit designations and their historic UICs.

d. Document changes in status of TOE and TDA units through maintenance of Army rolls and direct longname entries into SORTS.

e. Provide technical advice and assistance to ARSTAF agencies, USAFMSA, MACOMs and other agencies as required on issues relating to the historical background of previous force structure decisions and policies.

f. In coordination with ODCSOPS, The Adjutant General, and MACOMS, develop TOE and TAADS policies and procedures pertaining to military orders.

~~a. Furnish technical advice and recommendations on TOE titles and unit designations to ARSTAF agencies, USAFMSA, and TOE developers and proponents as required.~~

~~b. In coordination with ODCSOPS and The Adjutant General, develop TOE and TAADS-R policies and procedures pertaining to military orders.~~

~~c. In coordination with ODCSOPS, issue authority for unit numerical designation assigned to Regular Army, ARNG, and USAR units to be activated/established, organized, and placed on Army rolls.~~

SECTION-III
Major Army Commands

2-20. ~~19~~ Major Army Command (MACOM) Commanders

All MACOM commanders will--

a. Conduct area-of-interest reviews of DTOEs and BOIPs. Provide comments to USAFMSA.

b. Provide TDA/augmentation TDA, JTA, and ADOP input to the BOIP, on request, stating command-wide personnel and equipment requirements

c. Provide increased personnel requirements that match the requirements included in appropriate program analysis resource review submission when personnel are addressed in BOIP.

d. Assist USAFMSA and AMC in data collection and/or MARC study development.

e. Ensure that installation commanders designate an equipment manager to implement and manage provisions of this regulation which apply at installation level.

f. Develop detailed instructions to implement the Equipment Usage Management Program at subordinate installations and activities.

g. Develop and publish a list of command job-peculiar equipment with optimum usage standards.

h. Review annually the usage standards for types of equipment exempted in paragraph 6-71 to identify equipment that may be deleted from special management programs and managed adequately under procedures in chapter 6.

i. Evaluate implementation of the Equipment Usage Management Program during staff visits and use data generated in accomplishing equipment surveys.

j. Review and approve or disapprove those memorandum and emergency requests for noncontrolled equipment for which approval authority has been delegated~~ to TDA proponents~~ (See App J).

k. Ensure that equipment listed in Supply Bulletin (SB) 700-20, chapter 2, is not documented in TDA units except when it is in an HQDA approved BOIP or has been approved by memorandum request (MR) procedures.

l. Ensure that excess equipment is returned to the supply system or redistributed to satisfy shortages of equipment authorized for other TDA activities. Coordinate, as required, with the DCSLOG.

m. Participate in developing the CONUS base structure in their areas of responsibility by accomplishing the following--

(1) Assisting USAFMSA in the development, refinement and update of installation organization functions structure and the candidate template for organization design~~functional manpower requirements equations~~.

(2) Designating a point of contact and providing name and telephone number to CDR, USAFMSA.

(3) Upon receipt of TAG, developing force structure programs that record all USAR force structure actions planned for the program years. HQ, USARC, HQ, FORSCOM, HQ, USAREUR, HQ, USARPAC and HQ, USASOC will submit command plans~~CPLANs~~ to HQDA for approval. Following HQDA approval review TDA CENDOC or develop ~~TAADS-R~~TAADS documents for TDA activities that record approved changes for submission in TADDS~~ in the following TAADS-R MOC window~~.

n. Assist USAFMSA with TDA CENDOC support.

2-21. ~~0~~ Commanding General (CG), Military Traffic Management Command (MTMC)

The CG, MTMC will furnish FORSCOM the dimensions, weight, cubic feet, and transportation data for all equipment contained in each TOE within 30 days after receipt of TOE automated file following publication of CTU.

2-22. ~~1~~ CG, U.S. Army Forces Command (FORSCOM)

In addition to the responsibilities in paragraph 2-20~~19~~, the CG, FORSCOM will--

a. Provide equipment characteristics data to the DOIM, Fort Leavenworth, KS.

b. Develop and periodically update base operations equipment allocation rules.

c. Develop and periodically update requirements for training ammunition to provide post mobilization and predeployment training for both Active Army and RC units.

d. Specify the availability of general support forces (GSF) units by unit identification code (UIC) to satisfy CONUS-based support requirements.

e. Review and comment on the time-phased utilization of CONUS-based support units.

2-23. ~~2~~ CG, U.S. Army Medical Command (MEDCOM)

The CG, MEDCOM, through the AMEDDC&S, will--

a. Develop doctrine and organizational designs for requirements documents and review them for application to AMEDD units. Provide results to USAFMSA for documentation.

b. Review non-AMEDD DTOE and provide a post publication review of approved TOE in the medical area of interest.

c. Maintain an appropriate organizational structure to support the MARC program.

d. Assist USAFMSA in ~~D~~developing MARC for medical functions.

e. Develop medical models and data bases needed to determine medical workloads.

f. Submit completed MARC documents to USAFMSA for review and approval.

g. Act as an interface with U.S. Army Medical Materiel Agency (USAMMA).

2-24. ~~3~~ CG, Army Signal Command~~U.S. Army Information Systems Command (USAISC)~~

The CG, Army Signal Command~~USAISC~~, will--

a. Maintain and operate IT~~ADP~~ systems to support the functional requirements of DA ~~TAADS-R~~TAADS for HQDA, ODCSOPS.~~, Vertical TAADS (VTAADS) for proponents, and USAFMSA and Installation TAADS (ITAADS) for installations. Ensure compatibility and interoperability among HQDA TAADS, VTAADS, and ITAADS. When Army-wide conversion to TAADS-R is complete, HQDA TAADS, VTAADS, and ITAADS will be discontinued.~~

b. Provide technical IT~~ADP~~ support and assistance to ODCSOPS and USAFMSA.

c. Maintain an IT~~ADP~~ system at HQDA to--

(1) Process input and output data for ~~TAADS-R~~TAADS commands.

(2) Provide IT~~ADP~~ support to those commands and to agencies having limited or no IT~~ADP~~ capability.

~~d. Ensure that only secondary end items and those major end items that meet the criteria in paragraph 6-26b(2) below are included in assemblages or SKO during BOIP development for new assemblages and SKO for which USAISC is responsible, or in which it has component responsibility. Ensure that a publication identifying components is provided for each type-classified assemblage.~~

~~e. Ensure that all major end items not meeting the criteria in paragraph 6-26b(2) below are excluded or removed from assemblages or SKO. If assemblage or SKO manager and component item managers are not the same, the component item manager is responsible for coordinating removal actions with the assemblage or SKO manager. The inclusion or retention of any major end item in an assemblage or SKO requires justification and written agreement between the commodity managers involved and approval by CDR, USAFMSA.~~

~~f. Ensure that assemblages with supporting major end items are listed on the FMBB.~~

~~g. Update BOIP file for change of associated items of equipment and the SSN file for changes of component items.~~

2-25. ~~4~~ CG, U.S. Army Intelligence and Security Command (INSCOM)

In addition to the responsibilities in paragraph 2-20~~19~~, the CG, INSCOM will--

~~a. Develop requirements documents and review them for strategic military intelligence (MI) echelons above corps (EAC) organizations in accordance with this regulation and ODCSOPS procedures.~~

a~~b~~. Review MARC studies and support SMEP in the INSCOM functional area of interest.

b~~c~~. Review INSCOM authorization documents after publication to determine organizational trends.

2-26. ~~5~~ CG, U.S. Army Materiel Command (AMC)

In addition to the responsibilities in paragraph 2-20~~19~~, the CG, AMC will—

a. Initiate BOIPFD~~/QQPRI~~ via the TAV automated system in coordination with TRADOC combat developers.

b. Provide USAFMSA power requirements (technical data) for all electrical consuming and producing equipment (by LIN) to be documented in TOE/BOIP.

c. Provide equipment characteristics data to ~~Military Traffic Management Command (~~MTMC~~)~~.

d. Develop and maintain a process to provide accurate and timely maintenance data to USAFMSA for new equipment, via BOIPFD, and for fielded equipment, via MARC maintenance data updates. Comply with the maintenance data requirements identified by the ODCSOPS for maintenance manpower requirement determination. Coordinate this data with other materiel, BOIP, and training developers; personnel proponents; TOE proponents; combat developers; and system support combat developers prior to submission to USAFMSA.~~Establish and maintain an accurate, timely maintenance data collection and reporting system, to include data audit trails, for fielded end items to directly support USAFMSA maintenance data requirements for MARC.~~

e. Provide maintenance data, combat damage, and other related wartime workload data requirements identified by USAFMSA.

f. Assist in the development of logistical factors that describe the wartime battlefield situation and provide them to USAFMSA for use in development of TOE manpower requirements.

g. Maintain an appropriate organizational structure within AMC to support the MARC program; distribute, manage and reallocate, if needed, AMC MARC manpower resources.

h. Invite the combat developer and the system support combat developer to all logistics management information (LMI) maintenance data reviews.~~Submit completed MDRP documents for workload data impacting on the MMDB to CDR, USAFMSA for ARSTAF review and approval.~~

i. Provide support to USAFMSA convened MDRPs as required.

j. Establish guidance for major subordinate commands (MSCs) in support of the three-year cyclic review of maintenance burden data for fielded systems.

k. Participate in executive level in-process reviews of the documentation process that interfaces with the materiel development process.

l. Identify funding in support of MARC by single line item identification on budget documentation and inform USAFMSA of funding status.

m. Prepare and submit amended BOIPFD when a change occurs in the information previously submitted, to include not only changes to baseline maintenance burden data, but also changes to component major items (CMI), and/or associated support items of equipment (ASIOE).

n~~i~~. With the assistance of other commands and agencies as required, will--

(1) Develop equipment usage management standards on items of equipment in accordance with Appendix F when appropriate.

(2) Forward the equipment usage management standards to CDR, USAFMSA for HQDA staff review and approval per the established program.

(3) Ensure response from the MSC or other AMC coordinating agencies to the CTA proponent within 15 calendar days as to whether a similar item in the supply system will fill the requirement and whether the assets will be available to support the requested change.

o~~j~~. Ensure that only secondary end items and those major end items that meet the criteria in paragraph 6-25~~6~~b(2) are included in assemblages or SKO during BOIP development for new assemblages and SKO for which AMC is responsible or in which it has component responsibility. Ensure that a publication identifying components is provided for each type-classified assemblage.

p~~k~~. Ensure that all major end items not meeting the criteria in paragraph 6-25~~6~~b(2) are excluded or removed from assemblages or SKO. If assemblage or SKO manager and component item managers are not the same, the component item manager is responsible for coordinating removal actions with the assemblage or SKO manager. The inclusion or retention of any major end item in an assemblage or SKO requires justification and written agreement between the commodity managers involved and approval by CDR, USAFMSA.

q~~l~~. Ensure that assemblages with supporting major end items are listed on the FMBB.

r~~m~~. Ensure that items of equipment requiring HQDA approval for inclusion in ~~TAADS-R~~TAADS documents are assigned controlled item code (CIC) "C." (See SB 700-20.)

s~~n~~. Review commercial items proposed for inclusion in TDA or JTA and concur in exemption from TC or initiate TC action.

t~~o~~. Distribute LIN edit file tape.

u~~p~~. Assist ASA(M&RA) in the development and periodic updating of mobilization manpower standards pertaining to supply and maintenance activities. This responsibility is administered by USAFMSA as agent for Office of the ASA(M&RA).

v~~q~~. Assist USAFMSA in the maintenance and update of the Army ~~War Reserve~~ Prepositioned Stocks (APS) ~~Set (AWRPS)~~ MTOE documents.

2-27. ~~6~~ CG, U.S. Army Training and Doctrine Command (TRADOC)

In addition to the responsibilities in paragraph 2-20~~19~~, the CG, TRADOC will--

a. Lead the Army in developing and validating battlefield requirements and use the force design update (FDU) process as the semiannual Army process to update organizational concepts and designs.

b. Develop organizational concepts and designs.

c. Provide USAFMSA completed unit reference sheets for FDU approved organization designs as the basis for TOE development.

d. Provide USAFMSA a list of TOEs and BOIPs recommended for rescission.

e. Manage Operational Facility (OPFAC) Requirements Rules.

f. Develop Equipment Usage profiles (EUP).

g. Maintain an appropriate organizational structure within TRADOC schools to support organization documentation programs.

h. Provide school participation as reviewers and subject matter expert panels (SMEPs):

(1) Facilitate visits and provide administrative coordination and support for MARC SMEPs.

(2) Support AMC LMI maintenance data reviews in coordination with the materiel developer. Both the combat developer and the system support combat developer will provide representation, as appropriate.

(3) Provide subject matter experts to USAFMSA convened MDRPs. Both the combat developer and the system support combat developer will provide representation, as appropriate.~~Chair the internal maintenance burden data review.~~

(4) Research and provide applicable historical data at service schools/centers when requested.

(5) Obtain and provide to MARC developers relevant publications for MARC studies in their functional area that are not otherwise available at the MARC development site.

(6) Staff draft MARC documents within the service school/center directorates for comment, and provide resultant comments to the applicable MARC developer.

(7) Assist in the planning, management, and scheduling of the total MARC production effort as required. This will include, but is not limited to, MARC documents (that is, MARC development plan (MDP), MARC study document (MSD), MARC review document (MRD)), MARC document program schedule , SMEPs, MDRPs, and suggested changes to MARC policies and procedures.

(8) Conduct AOI review for all organization documentation products.

(9) Support the AMC three-year cyclic review of maintenance burden data for fielded systems, as appropriate.

(10) Participate in executive level in-process reviews of the documentation process that interfaces with the combat development process.

i. Assist DCSPER in the development and periodic updating of mobilization manpower standards pertaining to the training base.

2-28. ~~7~~ CG, U.S. Army Special Operations Command (USASOC)

In addition to the responsibilities in paragraph 2-20~~19~~, the CG, USASOC will--

a. Develop the DTOE and review the MTOE and TDA for special operations units in accordance with this regulation and ODCSOPS procedures.

b. Review MARC studies and support SMEP in the USASOC functional area of interest.

SECTION-IV
Other Agencies, Activities, and Functional Proponents

2-29~~8~~ The Director, Single Agency Manager (SAM)-P

The Director SAM-P will--

a. Provide TOE summary data in response to HQDA staff requests as required from the Decision Resource Database (DRD) under USAFMSA direction.

b. Transmit TOE data as required by the HQDA staff and directed by USAFMSA as an agent of ODCSOPS.

2-30. ~~29~~ CDR, U.S. Army Publications Agency~~and Printing Command~~ (USAPA~~PC~~)

The CDR, USAPA~~PC~~ will--

a. Approve inclusion of all items of printing, binding, and related equipment in a TOE (AR 25-30).

b. Publish all CTAs and changes.

2-31. ~~0~~ Director, Tactical Wheeled Vehicle Requirements Management Office (TWVRMO)

The Director, TWVRMO will--

a. Have HQDA responsibility to ensure mission-essential wartime tactical wheeled vehicle (TWV) requirements. The TWVRMO is the single manager in TRADOC for qualitative and quantitative TWV requirements within initial issue quantities (IIQ) for the Army's established force and ensures they are adequately stated, justified and documented. The TWVRMO tracks individual and aggregate TWV requirements through ~~TAADS-R~~TAADS and the Requirements Documentation System (RDS) database.

b. Have responsibility for BOIP TWV requirements as follows:

(1) Provide TWV guidance to BOIP developers.

(2) Review the basis-of-issue narrative guidance (BOING) for TWV characteristics and capabilities descriptions.

(3) Determine the basis-of-issue for BOIP TWV requirements.

(4) Review the detail records section of the BOIP for TWV requirements.

(5) Evaluate the accuracy of stated TWV requirements in BOIP detail records.

(6) Validate the BOING and quantities of TWV requirements stated in BOIP.

c. Have responsibility for TDA TWV requirements as follows:

(1) Provide TWV data, and usage and justification guidance to TDA activities desiring to initiate or change TWV requirements.

(2) Review TWV on TDA memorandum change requests.

(3) Validate TWV types and quantities on memorandum change requests to TDA.

d. Have responsibility for stated TOE TWV requirements as follows:

(1) Provide guidance to TOE developers and proponents on TWV documentation in TOE.

(2) Review section I, for doctrine, policy and mobility compliance.

(3) Perform AOI review of section II to ensure TWV requirements are adequately stated and justified.

(4) Review TWV requirements for compliance with mission and mobility requirements.

(5) Validate the types and quantities of TWV listed in TOE.

e. Have responsibility for MTOE review of TWV changes as follows:

(1) Provide guidance to MACOMs, USAFMSA, TOE developers and unit commanders in TWV requirements changes in MTOE.

(2) Review the recommended changes to MTOE for correct TWV and adequate justification.

(3) Validate the types and quantities of TWV changes to MTOE.

f. Perform the following functions:

(1) Serve as a voting member of the Documentation Integration Working Group.

(2) Conduct independent TWV requirements analysis to support TWV modernization, force structure, procurement, brigade set fielding, and distribution decisions.

(3) Assess combat and materiel developer initiatives in all mission areas for qualitative and quantitative TWV fleet impacts.

(4) Develop and articulate TWV investment and modernization strategies.

(5) Defend TWV requirements to DA, OSD, and Congress.

(6) Develop and maintain an information base for rapid response to Army-wide queries on TWV requirements.

2-32. ~~1~~ The Director, Center for Army Analysis (CAA)~~U.S. Army Concepts Analysis Agency (USACAA)~~

The Director, ~~USA~~CAA, will--

a. Maintain MOBREPS files for the conduct of future studies.

b. Provide technical expertise and assistance, as tasked, to interface MOBREPS with other mobilization systems.

c. Provide analytical and IT~~ADP~~ support in accordance with current guidance in response to MOBREPS-related tasking directives from USAFMSA or higher authority.

2-33. ~~2~~ Participants in the TAADS documents process~~Proponents of TAADS-R documents~~

USAFMSA is responsible for centralized development of all TOE, MTOE, TDA and MOBTDA documents. MACOMs and designated major units particpate in accordance with the command plan. Commanders of MACOMS and Army agencies as listed in Appendix B are participants in the ~~designated proponents of TAADS-R~~TAADS documents process and will--

a. Prepare detailed lists of forces to be maintained.

b. Execute HQDA command plan and force structure guidance and directives.~~Accomplish unit actions according to HQDA instructions.~~

c. Review TDAs prepared by USAFMSA according to the polices and procedures outlined in this regulation.~~Prepare TDAs according to the policies and procedures outlined in this regulation.~~

d. Allocate and balance manpower space authorizations among MTOE and TDA units by identity; that is, commissioned officers, warrant officers, and enlisted personnel for military and direct hire, United States, direct hire foreign national, and indirect hire foreign national for civilians. Allocate contractor funding.

e. Exercise delegated approval authority for document changes as outlined in Appendix J, Table J-1.

f. Review ~~TAADS-R~~TAADS documents to determine the need for change during the next in-cycle period.

g. Maintain an automated data bank at the MACOM, MSC, and installation levels, as appropriate. Those proponents receiving IT~~ADP~~ support from HQDA are exempt from this responsibility.

h. Appoint a UICIO who will --

(1) Request UICs from the HQDA FI. The FI, after coordinating with the OI, requests assignment of a UIC by the HQDA UICIO.

(2) Register units according to JCS Publication 1-03.3, chapter III.

(3) Maintain a centralized UIC database for all parent and derivative UICs of the command.

(4) Ensure that UICs are not used at the local SIDPERS level until properly registered in the SORTS database.

(5) Submit registration of subunit UICs to HQDA (USACCSA) through MACOM.

(6) Perform the necessary coordination with MSC UICIOs and logistic, operations and personnel activities.

(7) Submit required reports to HQDA and the JCS.

i. Be responsible for developing standard models for structuring TDA organizations.

2-34. ~~3~~ Materiel developer, program manager (PM), and program executive officer (PEO)

Materiel developer, PM, and PEO hereafter will be referred to as the materiel developer. Materiel developers, having responsibility for categories of equipment, are defined by AR 70-1 with AMC, OTSG, and USAISC being the Army's principal materiel developers. ~~Four times a year, System Integration and Management Activity will send ADOP data to the DOIM, Fort Leavenworth, KS.~~ Materiel developers will--

a. Upon receipt of an approved operational requirements document (ORD)~~.~~ (See AR 71-9.) will--

(1) Obtain LIN and SSN from AMC for each item that is to be TC standard (STD) logistic control code (LCC) A to include limited procurement-test (LPT), limited procurement-urgent (LPU), low-rate initial production (LRIP), and low-rate production (LRP) type reclassification decisions.

(2) Enter all appropriate data for Army Major Item System (AMIS) as defined by AR 5-23 into the TAV system.

(3) Provide USAFMSA the BOIPFD~~/QQPRI~~ for new or improved equipment via the TAV system.

(4) Provide USAFMSA power requirements (technical data) for all electrical consuming and producing equipment (by LIN) to be documented in TOE/BOIP.

(5) Provide equipment characteristics data to MTMC.

(6) Support the AMC effort to develop and maintain a process to provide accurate and timely maintenance data to USAFMSA for new equipment, via BOIPFD, and for fielded equipment, via MARC maintenance data updates. Comply with the maintenance data requirements identified by the ODCSOPS for maintenance manpower requirement determination.

(7) Coordinate with the combat developer, and the system support combat developer, the maintenance data developed in support of BOIPFD and/or MARC maintenance data updates, prior to submission to USAFMSA.

(8) Invite the combat developer and the system support combat developer to all LMI maintenance data reviews.

__ (9) Provide support to USAFMSA convened MDRPs as required.

__ (10) Establish policies and procedures to support the AMC three-year cyclic review of maintenance burden data for fielded systems.

__ (11) Ensure maintenance data conforms to the specifications outlined by the ODCSOPS.

b. Ensure that all test, measurement and diagnostic equipment (TMDE) items have been reviewed and that U.S. Army Central TMDE Activity (USACTA) has concurred (AR 750-43). Materiel developers will also provide the USACTA approval number on the BOIPFD/QQPRI.

c. Coordinate the BOIPFD~~/QQPRI~~ with other materiel and training developers; TOE proponents; ~~and~~ combat developers and system support combat developers, and personnel proponents.

d. Prepare and submit amended BOIPFD~~/QQPRI~~ when a change occurs in the information previously submitted, to include not only changes to baseline maintenance burden data, but also changes to CMI, and/or ASIOE.~~.~~

e. Assist USAFMSA in developing and updating a BOIP tracking system to ensure timely development of BOIP.

f. Establish and maintain a data base of power consumer and power production data and provide a magnetic tape of the data to the DOIM, Fort Leavenworth on a semi-annual basis (January and July). (Applies to AMC only.)

~~2-3. 4 Project Manager (PM) Soldier~~

~~The PM-Soldier will --~~

~~a. Staff all requests for additions, deletions and changes to CTA 50-900.~~

~~b. Prepare coordinated response, obtain USAFMSA approval, and dispatch to requester.~~

~~c. Forward all actions involving CTA policy to USAFMSA.~~

~~d. Review each CTA change request for compliance with appropriate checklists and other guidance.~~

~~e. Provide U.S. Army Aviation and Troop Command, Clothing and Textile Branch, the total requirements for items which are stocked (or to be stocked) for determination whether assets are available, or when they will be available, to support the requested basis of issue (BOI) change/requirement. This information will be included in the response.~~

~~f. Purge CTA 50-900 of equipment no longer required.~~

~~g. Remove items from the CTA when the Army-wide use criterion (para 6-73) is no longer met (Except items which are for one of a kind ceremonial units.).~~

2-35. ~~5~~ Basis-of-issue plan (BOIP) developers

BOIP developers (USAFMSA and USASOC~~, AMEDDC&S, and INSCOM~~) will--

a. Develop, coordinate, and submit BOIP to HQDA for approval per this regulation and USAFMSA procedures.

b. Review BOIPFD~~/QQPRI~~ for accuracy.

c. Develop recommended BOI for all developmental items for publication on the FMBB.

d. Obtain Army-wide TDA, JTA, and ADOP requirements and justification and include them in the BOIP.

e. Ensure that BOIPFD~~/QQPRI~~ which identify requirements for wheeled vehicles are coordinated with the Director, TWVRMO during development of the BOIP and prior to HQDA coordination.

f. Coordinate BOIPFD~~/QQPRI~~ with combat developers and system support combat developers.

2-36. ~~6~~ Training developers

Training developers will--

a. Determine training supportability and ensure that training equipment and personnel requirements are included in BOIP and supporting documents.

b. Coordinate with combat and materiel developers, system support combat developers, and personnel proponents to ensure total requirements (to include changes) are identified.

2-37. ~~7~~ Personnel proponents

Personnel proponents will--

a. Determine personnel supportability and ensure that personnel requirements are included in the BOIP and supporting documents.

b. Ensure that changes to personnel requirements, (to include changes to the Army military occupational classification and structure (DA Pam 611-21~~AR 611-1, AR~~

~~611-101, AR 611-112, and AR 611-201)~~), that impact on BOIP development have been identified, coordinated, and initiated per AR 611-1 for approval to coincide with approval of the BOIP.

c. Develop and initiate revisions to AOC and MOS specifications, standards of grade, and career progression structure.

d. Coordinate with combat, training, and materiel developers and system support combat developers to ensure that total requirements (to include changes) are identified.

e. Review proponent TAADS MTOE and TDA personnel data provided by PERSCOM during the command plan cycle.

2-38. ~~8~~ Common table of allowances (CTA) functional proponents

CTA functional proponents identified in Table 6-4 will--

a. Respond within the time provided by the CTA proponent if a nonconcurrence or change is appropriate.

b. Compute and provide total Army-wide requirements to the CTA proponent identified in Table 6-3 for items which are stocked (or to be stocked).

c. Notify the CTA proponent whether funding is available if it is required prior to approval of the authorization of certain categories of materiel such as supplemental clothing allowances and automation items.

d. Participate in purging obsolete equipment no longer required.

Chapter 3
Basis-of-Issue Plans

3-1. BOIP Description

A BOIP is a requirements document that states the planned placement of quantities of new equipment and ASIOEP, as well as the reciprocal displacement of equipment and personnel. The BOIP process identifies mission essential wartime requirements for inclusion into organizations based on changes of doctrine, personnel, or materiel. Materiel developers use BOIPs as input for concept studies, life-cycle cost estimates, and trade-off analyses during the research and development process. MACOMs use BOIPs to plan the equipment, facilities, initial provisioning, and personnel required to support new or improved materiel systems.

a. BOIPs list 100 percent of the wartime requirements for TOEs, TDAs, JTAs, ADOPs, and TDA augmentation to mobilization TOE.

b. BOIPs describe in detail the new item, its capabilities, and where (in what organizations) it is to be used. BOIPs also identify the ASIOEP. BOIPs include personnel changes caused by the introduction of new items into the Army inventory and address the MOSs needed to operate and maintain the equipment. The BOIP process directs development of the BOIP feeder data (BOIPFD), which includes operator and maintainer information ~~QQPRI~~, and BOIP and related documents by the materiel, combat, doctrine, and training developers

3-2. BOIPFD~~/QQPRI~~

a. BOIPFD~~/QQPRI~~ provide information on the following:

(1) Operators MOS, crew size, and special tasks.

(2) Maintainers MOS and direct productive annual maintenance manhours (DPAMMH) for principal LIN, separate LIN components of the principal LIN, and ASIOE. DPAMMH for the principal LIN and other Z LINs is based on engineering estimates and the data from logistic support analysis and logistic support analysis records. USAFMSA uses this information to update the Army MARC maintenance database.

(3) Item description, capabilities, power consumption (or output) data, and references to the specific requirements document that is the basis for the equipment or system.

b. The materiel developer prepares ~~a~~ operator and maintainer information~~QQPRI~~ for each BOIPFD prepared. The materiel developer coordinates this information~~the QQPRI~~ with the following agencies:

(1) Combat developers.

(2) Personnel proponents.

(3) Other materiel developers.

(4) System support combat developers.

3-3. Relationship to other programs and systems

BOIP is~~and QQPRI are~~ closely related to the following:

a. Systems Acquisition Policy and Procedures. (See AR 70-1.)

b. Requirements determination process~~Concept-Based Requirements System~~; Life-Cycle System Management Model; mission needs statement (MNS); and ORD. (See AR 71-9.)

c. MANPRINT (AR 602-2).

d. Integrated logistics support (AR 700-127) and integrated logistics support management model (DA Pam 700-127).

e. TOE.

f. Equipment authorization and usage program.

g. ~~TAADS-R~~TAADS.

h. Army modernization training (AR 350-35).

i. Military occupational classification structure development and implementation (See AR 611-1).

j. MARC.

k. OPFAC

3-4. Manpower and personnel integration guidance

AR 602-2 provides policy guidance for the MANPRINT program and will be used as a source document for developing BOIPFD~~/QQPRI~~. ARSTAF proponency for MANPRINT resides with DCSPER and policy management responsibility for the MANPRINT program resides with ASA(M&RA).

3-5. Automated development of documents

Materiel developers supported by the Army materiel plan modernization/ acquisition information management network will enter all their appropriate data for AMIS into the TAV system. TAV coding will correspond to guidance contained in AR 710-1 and the applicable user's manual. The TAV system is the approved, standard method for producing automated BOIPFD~~/QQPRI~~ and reports from user-entered data. The TAV will be used to transfer automated BOIPFD~~/QQPRI~~ data to BOIPs where possible.

3-6. Purpose of the BOIPFD~~/QQPRI~~

a. Developing correct BOIPFD is the first step in the developing of a BOIP. The BOIPFD is a compilation of information about a new or improved item of equipment, for example, physical description, functions, capabilities, intended use, basis-of issue, and support requirements. The developer summarizes information obtained from valid requirements documents and applicable information obtained from the product/project manager (PM). The materiel developer prepares and submits the BOIPFD which also includes operator and maintainer ~~QQPRI~~information to initiate BOIP development. As the system matures, the feeder data may be amended by the materiel developer.

b. The BOIPFD includes~~QQPRI is~~ a compilation of personnel requirements information related to a duty position and depicts the maintenance burden for the item of equipment. It is prepared for a new or improved item of equipment by the materiel developer in coordination with the combat developers, system support combat developers, ~~and~~ training developers, and personnel proponents.

c. The BOIPFD/BOIP controls the requirement of command, control, communications, computer, and intelligence (C4I) items for one year after the approval of the BOIP. After one year C4I items must be supported by approved OPFAC rules.

3-7. Requirements for BOIP

The BOIP supports equipment acquisition by documenting and identifying TOE and TDA personnel and equipment requirements to operate, maintain, and transport the equipment. BOIPs~~/QQPRI is~~ are required for the following:

a. Items to be procured in response to approved ORDs and other requirements documents (See AR 71-9) or materiel change management (MCM) programs which change the performance, characteristics, and/or capabilities of the item. These items require a new LIN and TC LCC-A (includes type reclassification standard from LPU, LPT, LRIP, or LRP).

b. Items that require additional ASIOEP.

c. End items that are not required as components of SKO and assemblies when they are to be separately TC STD LCC-A for separate authorization and issue.

d. Equipment rebuys that require new technology, a new LIN for management, or new ASIOEP, or items that result in an impact on training.

3-8. Exemptions from BOIP ~~or QQPRI~~ process

a. Exemptions from the BOIP process. BOIPs are not required for the following items; however, operator and maintainer information~~the QQPRI~~ will be required unless exempted by paragraph b below.

(1) Equipment listed as authorized by SB, supply catalogs (SC) and component listings (CL), technical bulletins (TB), and technical manuals (TM), unless it will be separately TC STD LCC-A.

(2) Nonstandard items (items not TC STD). For example, equipment authorized only in emergencies and managed under the provisions of AR 381-143, LPU, LPT, LRP, or LRIP authorizations. If required beyond the emergency or specified date and the item is needed for Army-wide use, an MNS, a requirements document, type reclassification STD, and a BOIP are required.

(3) End items that are components of SKO and assemblages that are not required to be authorized and issued separately. Requirements for component items must be generated by the SSN cross reference file. This is the responsibility of the materiel developers and managers.

(4) Items not requiring a requirements document under the provision of AR 71-9.

(5) Class IV supplies (construction materials).

(6) Military construction, Army and military construction, and Army Reserve constructed facilities. (See AR 70-1.)

(7) Class V (ammunition) items under provision of AR 710-8, including nuclear and non-nuclear training ammunition.

(8) Modifications, including MCM, to equipment that may change the national stock number (NSN) and model, but not the generic nomenclature, LIN, or SSN.

(9) Heraldic items included in AR 840-10, military decorations, medals, badges, insignia, and Army Uniform Board items.

(10) Quick reaction capability items developed under the provisions of AR 700-9, unless an MNS, an ORD, and BOIP are required to support more than one unit fielding.

(11) Fixed plant equipment included in AR 105-6 and AR 415-16.

(12) Equipment to be installed in aircraft or in watercraft , unless the item will be type classified as a separate LIN.

(13) Commercially available items needed only by JTA or TDA units as follows:

(a) If the mission assignee agency concurs in the exemption, a requirements document will not be prepared and HQDA will not program and budget the acquisition.

(b) If repair parts and maintenance services will be obtained from local sources other than the Army wholesale supply system for the life of the item.

(14) Nonmilitary administrative items. This includes items such as file cabinets, adding machines, typewriters, office furniture, installation laundry equipment, and musical instruments for which the General Services Administration establishes government-wide standards, or provides or requires Federal supply schedule contracts or stores stock catalogs under which items may be procured.

(15) ~~Locally fabricated t~~Training aids.

(16) Items procured with nonappropriated funds.

(17) Expendable items not required to be type classified (CTA 8-100 and CTA 50-970).

(18) Clothing and individual equipment (CIE) items for CTA 50-900 not having a personnel, maintenance, or training impact (AR 700-86). Those having a personnel, maintenance, or training impact are not exempt from the BOIP process.

(19) Medical equipment (durable and expendable) not required to be type classified when authorized by CTA 8-100 or as components of medical material sets (vaccines, medicines, and so forth.).
~~(20) Simulators and training devices with contractor maintenance, exempt from TC and required for TDA organization.~~

(20~~1~~) Commercial equipment meeting criteria for SB 700-20, chapter 6 exempt from TC and required only for TDA organizations.

(21~~2~~) Army-developed software systems that involve a hardware buy and developmental software systems for current Army equipment..

b. Exemptions from operator and maintainer information requirements~~QQPRI criteria~~. Operator and maintainer information is~~QQPRI are~~ required for all items in paragraph 3-9 unless specially exempted by this paragraph.

(1) Visual information (VI) equipment is exempt from the ~~QQPRI~~ requirements of this regulation provided that--

(a) Procurement is under the provisions of AR 25-1.

(b) Authorization is in TDA or JTA units only.

(c) Personnel requirements and authorizations are neither added, reduced, nor deleted.

(2) CTA (as described in para 3-8a(18) above).

(3) Medical equipment (durable and expendable) such as, vaccines and medicines (as described in para 3-8a(19) above).

(4) Class V (ammunition) items ~~under provisions of AR 710-8~~ including ~~nuclear and non-nuclear~~ training ammunition that will not cause a personnel, training, or maintenance impact. The materiel, combat, and training developer will document this lack of impact in the integrated logistic support plan (ILSP) prior to milestone II. Class V items supporting a major system will require personnel requirements~~a QQPRI~~ to be submitted with the major system document.

(5) Simulators and training devices with contractor maintenance, exempt from TC and required for TDA organizations.

(6) Commercial equipment meeting criteria for SB 700-20, chapter 6, exempt from TC and required for TDA organizations.

(7) Commercially-available, off-the-shelf software.

3-9. Types of BOIP

a. A BOIP will be used to document requirements for developmental items and NDIs (unless exempted by para 3-8).

(1) The initial BOIP is used to document the requirements for developmental items and NDIs. The term initial is literal. To be an initial BOIP, the BOIP must be the first BOIP developed for a new or modernized item, and the source document~~s~~ must be an initial BOIPFD. ~~and an initial QQPRI.~~

(2) The expedited BOIPs are initial BOIPs prepared for NDIs. The milestone periods for expedited BOIP development are half those of standard initial BOIPs.

(3) A BOIP is amended when the BOIPFD~~/QQPRI~~ is amended. The materiel developer forwards a copy of the amended BOIPFD~~/QQPRI~~ to USAFMSA. Changes in the BOI, the operational concept, or any of the key elements (e.g., maintenance requirements data, CMI, ASOIE) that the developer uses to develop the BOIP are cause for an amendment.

b. BOIPs may be used to document requirements not covered in subparagraph 3-9a above. The types of BOIPs used for this purpose are as follows:

~~(1) The QQPRI-only BOIP is a variation of the initial or amended BOIP where the equipment involved is exempt from BOIP criteria but is not exempt from QQPRI criteria. The BOIP process is used to monitor the development of a QQPRI-only BOIP, but a BOIP is normally not developed.~~

(1~~2~~) The administrative and substantive BOIPs are used to apply administrative or substantive changes to TOEs. The administrative BOIP consists of all minor changes that result in no increase in requirements. Administrative changes are approved and applied by the CDR, USAFMSA. The substantive BOIP consists of all changes that result in an increase or decrease in requirements~~resources~~ (equipment or personnel spaces).

(2~~3~~) The special purpose BOIP, including NOFC BOIPs, may be used for studies, for training, to test computer processes, or to apply MOS changes to TOEs.

(3~~4~~) The NOFC BOIP is used to apply NOFCs to TOEs. NOFCs make changes to DA Pam 611-21~~AR 611-101, AR 611-112, and AR 611-201~~.

(4) The MARC BOIP is used to add or delete personnel as necessary for the implementation of a new MARC study.

3-10. BOIPFD~~,~~ and BOIP~~, and QQPRI~~ processes

There are three processes that could affect routine BOIP ~~and QQPRI~~development. These processes can start from the initial submission or later as the equipment matures.

a. Amendments to BOIPFD~~ and QQPRI~~ will be submitted as changes are identified to equipment and/or personnel.

b. Expedited BOIPFD~~ and QQPRI~~ will be submitted for NDI equipment. The process is shorter than normal to support accelerated fielding.

c. "Fast Track" BOIPs are those that receive priority from the ODCSOPS(DAMO-FD) for accelerated processing.

(1) Procedures for processing "Fast Track " BOIPs are the same as those for expedited BOIPFD ~~and QQPRI~~, unless times are specified by DAMO-FD at the outset.

(2) HQ, AMC; TSG; HQ, USAISC; HQ, INSCOM; and HQ, TRADOC can nominate "Fast Track" systems if it becomes apparent that normal processing will not satisfy documentation requirements prior to fielding, and the FUED cannot be changed to accommodate routine processing. Nominations

must be the result of a joint recommendation by HQ AMC; TSG;~~,~~ HQ, USAISC; HQ, INSCOM; and HQ, TRADOC, with general officer endorsements.

(3) USAFMSA will coordinate requests with ODCSOPS SIs and OIs and with PERSSOs for approval, comments, or reasons for disapproval. The final HQDA position, to include time frame, suspense dates, and requirements, will be sent to all involved.

d. Deferments for having approved BOIP~~ and QQPRI~~ for the TC (milestone III) may be obtained under the provision of AR 70-1.

e. At milestone I (as defined in AR 70-1), for those systems that require development of a new organization, a BOIP and DTOE may be developed simultaneously. The BOIP will include cover sheet and TDA requirements only.

~~f. BOIP development timelines are at Table 3-1.~~

3-11. Timelines for BOIP Development

The BOIP development process is illustrated in Figure 3-1. The BOIP development process timelines are shown below in Table 3-1.

Table 3-1. BOIP Development Timelines

EVENT	Calendar days required			
	STD	TOT	COMPLEX	TOT
MATERIEL DEVELOPER: Develop BOIPFD				
USAFMSA, RDD: Review BOIPFD	11	11	11	11
BOIP DEVELOPER: Develop draft BOIP	30	41	45	56
BOIP DEVELOPER: Coordinate draft BOIP	45	86	60	116
BOIP DEVELOPER: Finalize draft BOIP	15	101	15	131
USAFMSA: DWIG review	20	121	20	151
BOIP DEVELOPER: Apply changes and forward package to SI	3	124	3	154
SI: Conduct HQDA coordination; issues/ changes to BOIP developer	35	159	35	189
BOIP DEVELOPER: Issue resolution, IRP, COC, approval briefing to Dir, FP	1-30	160-189	1-30	190-219
ODCSOPS: Publish briefing minutes	2	162-191	2	192-221
USAFMSA: Recode BOIP as approved in RDS; prepare and transmit formal				

notification to materiel developer, BOIP proponent, SI, and ADD	8	170-199	8	200-229

~~Table 3-1. BOIP Development Timelines~~

	~~Calendar days required~~			
~~EVENT~~	~~STD~~	~~TOT~~	~~COMPLEX~~	~~TOT~~
~~Develop BOIPFD (materiel developer)~~	~~60~~	~~60~~	~~60~~	~~60~~
~~USAFISA/developer screen BOIPFD~~	~~11~~	~~71~~	~~11~~	~~71~~
~~Developer creates BOIP~~	~~30~~	~~101~~	~~45~~	~~116~~
~~Staff BOIP~~	~~45~~	~~146~~	~~60~~	~~176~~
~~Developer finalizes package~~	~~15~~	~~161~~	~~15~~	~~191~~
~~USAFISA SAID Review~~	~~20~~	~~181~~	~~30~~	~~221~~
~~Assemble and forward package to DA~~	~~12~~	~~193~~	~~12~~	~~233~~
~~HQDA staffing and approval~~	~~31~~	~~224~~	~~31~~	~~264~~
~~Developer/Review Board resolve DA comments~~	~~7~~	~~231~~	~~7~~	~~271~~
~~Transmit approval~~	~~1~~	~~232~~	~~1~~	~~271~~

3-12~~1~~. BOIPFD~~/QQPRI~~ Preparation

The BOIPFD~~/QQPRI~~ document is prepared by the materiel developer. It is used to develop the BOIP and the NETP. The BOIPFD~~/QQPRI~~ is used to identify equipment, cataloging, and the level of maintenance required and therefore, is a basis for identifying personnel, training, and organizational requirements to be documented in the BOIP. The BOIPFD~~/QQPRI~~ will be completed for each item to include items exempt from BOIP development but meeting criteria to have operator and maintainer information~~QQPRI~~ developed (para 3-8).

3-13~~2~~. Initiation of the BOIPFD~~/QQPRI~~ for developmental and nondevelopmental items

a. BOIPFD~~/QQPRI~~ will be prepared upon receipt of an approved requirements document and approved milestone I decision. (See AR 70-1 and AR 71-9.) BOIPFD~~/QQPRI~~ will be developed for equipment not exempted by paragraph 3-8.

(1) BOIPFD~~/QQPRI~~ will be developed for new items of equipment, and an improved item of equipment to be assigned a separate LIN. Systems having multiple new items will have a BOIPFD~~/QQPRI~~ developed for each item.

(2) BOIPFD~~/QQPRI~~ will include operator, maintainer, training and support data, and sources to ensure that the new equipment training office can identify military, civilian and contractor personnel requirements used in developing the NETP (AR 350-35) and the manpower estimate report (MER) and the manpower billpayer plan (MBP). (See AR 71-9.)

b. BOIPFD~~/QQPRI~~ will be prepared and forwarded to USAFMSA within 60 days of the assignment of LIN for developmental items and within 30 days for NDI.

3-14~~3~~. Amendment of BOIPFD~~/QQPRI~~

a. A function change to the item being developed or the addition, deletion, or change of component end items, ASIOEP, or training requirements will require an amendment to BOIPFD~~/QQPRI~~.

b. BOIPFD~~/QQPRI~~ amendments will follow the same staffing process as initial submission.

c. USAFMSA will review amendments to determine staffing requirements necessary prior to publication of changes; for example, changes of significant proportions may require a complete package to be developed and submitted to HQDA for approval.

d. Revision of previous operator/maintainer information or maintenance burden will require an amended BOIPFD~~QQPRI~~.

e. After a BOIP is DA approved additions or changes to TDA, JTA, and AOP requirements will not be made using the BOIP. Such changes should be made using established procedures such as DA Form 4610-R.

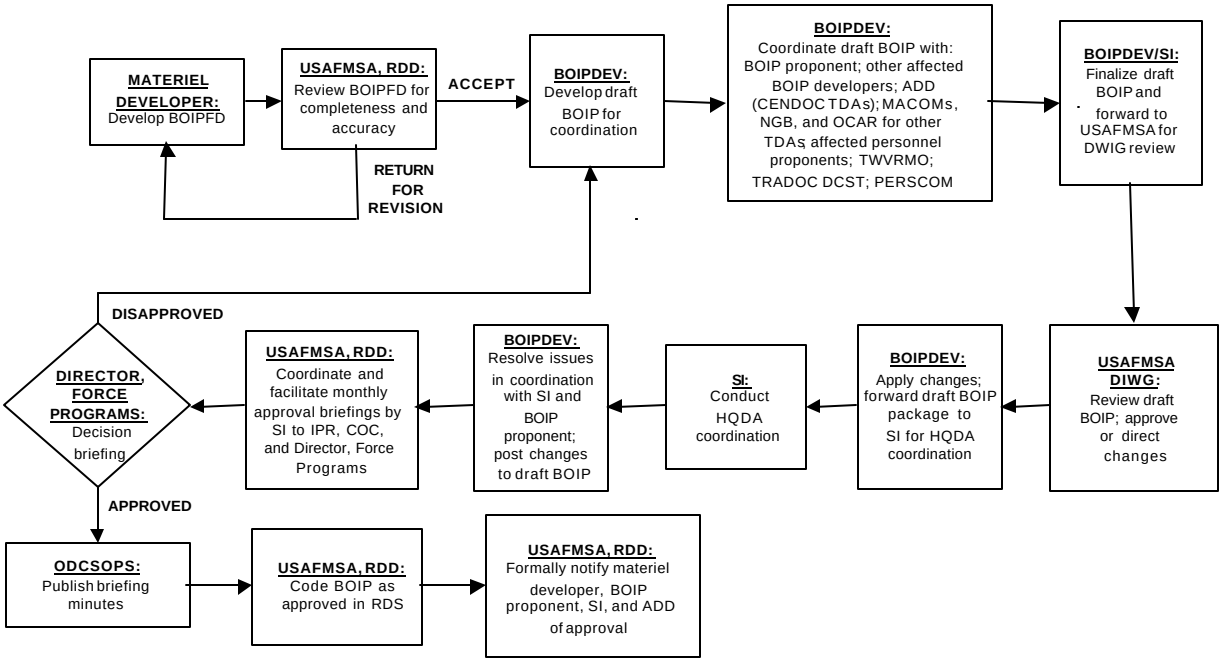
3-15~~4~~. BOIP Development Schedule~~System~~ (BDS)

a. The objective of the BDS is to track the documentation status of in-progress and projected BOIPs. CDR, USAFMSA will generate a semi-annual report (May and November) that identifies all BOIPs that are under development or are projected for future development. The ARSTAF can use this report to expand and prioritize the development of BOIPs to ensure they are approved and available when needed. ODCSOPS (DAMO-FDJ) will staff the updated, prioritized BDS report with SIs for review and acceptance of projected BOIP completion dates. Director, Force Programs will approve the final BDS report in January and July. USAFMSA will publish and distribute the approved report.

b. USAFMSA will develop plans, policies, and procedures to concurrently identify and announce the recission of obsolete BOIP.

3-16 BOIP Updates to MARC

USAFMSA will develop plans, policies, and procedures to ensure that necessary adjustments to MARC are made after a BOIP is approved by HQDA.



Legend:
BOIPDEV = BOIP developer (staff officer at USAFMSA, RDD or USASOC)
DIWG = document integration working group.
USAFMSA, ADD = U.S. Army Force Management Support Agency, Authorizations Documentation Directorate
USAFMSA, RDD = USAFMSA, Requirements Documentation Directorate
SI = systems integrator
IPR = in process review
COC = council of colonels
TRADOC DCST = U.S. Army Training and Doctrine Command, Deputy Chief of Staff for Training
PERSCOM = U.S. Army Personnel Command
TWVRMO = Tactical Wheeled Vehicle Requirements Management Office
CENDOC = centralized documentation

Figure 3-1. BOIP Development Process

Chapter 4
The TOE System

4-1. Concepts

a. The TOE system governs the development and processing of TOEs from concept approval through publication and distribution.

b. The TOE is the end product document of the Army's combat development process. It merges, in one document, the results of the requirements determination process. This includes--

(1) Operational concepts.

(2) Life cycle system management model (LCSMM).

(3) ORD.

(4) The BOIP~~/QQPRI~~ process.

(5) MARC studies.

(6) Other related documents and requirements determination systems.

(7) The TRADOC FDU process to access the affordability, validity, and impact of future organization.

c. TOEs are the primary basis for stating Army requirements. This document heavily impacts the budget, the training base, efficiency, operational readiness, and overall management of Army resources.

d. Military organizations prescribed in a TOE will contain only U.S. Army military positions.

e. The TOE system is characterized by incremental TOEs that prescribe the wartime mission, capabilities, organizational structure, and minimum mission essential personnel and equipment requirements for military units. They portray the doctrinal modernization path (MODPATH) of a unit over time from the least modernized configuration to the most modernized.

(1) The components of the TOE are as follows:

(a) The base TOE (BTOE). The BTOE is the least modernized version of the TOE. The BTOE includes only those items that have been designated by USAFMSA and approved by the ADCSOPS-FD as BTOE equipment.

(b) ICPs. ICPs are doctrinally sound groupings of BOIPs consisting of personnel and equipment changes that are applied to a BTOE or intermediate TOE (ITOE) to form a new ITOE or an objective TOE (OTOE).

(c) ICP header list. The ICP header list index is a listing of all ICPs for a specific TOE in the sequence in which they are to be applied to the BTOE. The relative sequence of common ICPs is the same for all units.

(d) ITOE. The ITOE reflects how an organization will look at a specific point in time, based on ICPs applied at the time. It is a transition TOE that portrays the unit's organization, personnel, and equipment requirements at any point in the evolutionary modernization process. An ITOE is developed by applying one ICP or a number of ICPs to the BTOE. ICPs are applied at specified times to portray organization, personnel, and equipment requirements incrementally. ITOEs form the bridge between the BTOE and OTOE; they provide the primary tool for programming, executing, standardizing, and documenting the force structure during phased modernization.

(e) OTOE. The OTOE portrays a fully modernized unit's structure and composition upon application of all ICPs.

(2) The TOE process consists of the following:

(a) A methodology and organization for controlling preparation, publication, and distribution of TOEs.

(b) A procedure for continual review and recurring revisions of all TOEs.

(c) The use of BOIP ~~and QQPRI~~ documents which project personnel and equipment requirements.

(d) The use of MARC to determine personnel requirements.

(e) Military personnel positions documented in accordance with DA Pam 611-21 ~~AR 611-101, AR 611-112, AR 611-201, DA circular 611-series~~ and HQDA NOFCs.

(f) The use of the equipment LIN cataloging system, as reflected in SB 700-20, chapters 2 & 4.

(g) The use of approved doctrine, FDUs, MARC, modernization plans, requirement documents, DTOE, and approved TOE as reference points.

4-2. Types of TOEs

A TOE is a document that prescribes the capabilities, organizational structure, and the MMEWR (both personnel and equipment) necessary for a military unit to accomplish its doctrinal mission. It is the basis

for an authorization document. The TOE numbering system isdescribed on the FMBB. All TOEs conform to a standard format with the exception of cellular TOE as~~the two types~~ noted below.

~~Subtopics~~
~~4.2.a Cellular TOE.~~
~~4.2.b Tentative TOE (TTOE).~~

~~4.2.A Cellular TOE.~~

~~a. Cellular TOE.~~
a. ~~(1)~~ Cellular structure is used when a building block methodology is required to build a detachment, company, or battalion TOE with a variable mission capability.

b. ~~(2)~~ A section I is required for each ~~of~~ cellular team that depicts a single function or mission capability. The section I provides team capabilities and conditions for their use.

~~4.2.B Tentative TOE (TTOE).~~

~~b. Tentative TOE (TTOE). TTOEs are developed for the purpose of providing organizational models for HQDA-approved tests and modeling authorization documents for prototype units. Development and revision process for TTOEs are the same as for TOEs. TTOEs should be developed only when absolutely essential for testing organization concepts and designs when readiness risk would preclude organization under regular TOEs.~~

~~(1) The following statement will be placed as a footnote on page 1 of all TTOEs to be used in HQDA approved tests: "This TOE is designed for HQDA approved test (identify test) to take place at _____ between the periods of _____ and _____."~~

~~(2) HQDA approval of TTOEs and changes thereto are required prior to activation or reorganization of units to support the HQDA approved test.~~

~~(3) When the troop test evaluation indicates a permanent requirement for such units, TTOE is used to model prototype units that will be converted to DTOE.~~

4-3. Army TOE Development Program (ATDP)

a. The ATDP is a schedule of documentation workload. The objective of the ATDP is to capture all known TOE documentation tasks required to support the Army force program and to support organization design and force structure initiatives required for the requirements determination process and ~~total Army analysis (~~TAA~~)~~ processes.

b. Requests for revision of the ATDP from DA staff agencies must be approved by the ADCSOPS-FD.

4-4. TOE review and revision

TOEs are normally revised as required to accommodate changes to doctrine, introduction of new equipment, or to incorporate more effective designs. Some TOEs are replaced by new organizations. Those TOEs that do not fall into the above categories will be reviewed not less than every three years from the date of approval. This review will cover the operational and organizational concept, doctrine and design of the unit, and appropriateness of personnel and equipment. All approved TOE changes will be incorporated into the CTU.

4-5. TOE Development Policy--General

TOEs will be designed to contain MMEWR for accomplishment of the unit's doctrinal wartime mission. Personnel and equipment requirements will be structured to optimize personnel effectiveness and equipment utilization. The TOE contains two major elements:~~.~~

a. Section I provides a concise description of a unit's ~~organization and function, including~~ mission, assignment, employment, ~~capabilities,~~ basis of allocation, capabilities, functions and requirements by paragraph, ~~unit category,~~ mobility, and doctrine and design information. It includes an organizational block diagram and a tactical disposition and power distribution diagram. The Section I also provides administrative information on personnel, equipment, developers' references, and website addresses.

b. Section II provides a listing of personnel and equipment by paragraph, a recapitulation of personnel and equipment, and a remarks section. TOEs will be numbered in accordance with the numbering system published on the FMBB.

4-6. Organization design policy

a. TRADOC, on the basis of threat-based and concept-supported requirements, will develop and provide recommendations to HQDA, ADCSOPS-FD ~~(DAMO-FDF)~~, regarding new or revised organizational designs to meet current and evolving doctrinal requirements.

b. Organizational designs are reflected in unit reference sheets (URSs). URSs include essential personnel and equipment for new or significantly modified organizations. URSs are developed by combat developers within TRADOC, MEDCOM, and USASOC~~, and INSCOM~~. URSs are coordinated with other combat developers and other Army organizations having a specific interest, including all Commanders-in-Chief (CINCs) of unified commands, Army component commands (ACCs), NGB, OCAR, and corps headquarters. After they are approved through the FDU process, they are available as source documents for TOE development.

c. Organizational designs provided for HQDA approval will identify functional areas where constraints may have to be applied to stay within design parameters and quantify and specify the constraint impact by spaces, military occupational classification and structure (MOCS) (for example, AOC, MOS, SI, and so forth), and equipment.

4-7. TOE strength levels

a. Level 1. Level 1 is the MMEWR designed to provide the most effective organization for combat, combat support, and combat service support units.

b. Levels 2 and 3 (reductions from level 1). Level 2 (approximately 90%) and level 3 (approximately 80%) represent balanced organizational structures with reduced numbers of personnel and capabilities from level 1, in terms of sustaining combat capability or ability to perform stated quantitative workload.

c. Level A. Reserved for future use.

d. Level B. Level B provides a means for conserving U.S. military manpower by substituting other types. Level B reflects the minimum U.S. Army personnel required for command, supervision, technical, and maintenance functions. Positions in level 1, not in level B, may be filled by other than U.S. military personnel. Use level B in combat support or combat service support TOE as applicable.

e. Level C. Level C provides a cadre of key personnel required for activation of a unit. Cadre positions will be included in all TOE of platoon size or larger, except in cellular TOEs.

f. All levels. Equipment requirements remain at 100 percent at all levels except for individual equipment such as protective masks, tool kits and individual weapons.

4-8. Standards of grade (SG)

a. TOE positions will be graded in accordance with SG guidance provided in DA Pam 611-21~~the AR 611- series~~. Proposed revision to this guidance will be submitted (AR 611-1) to the appropriate personnel proponent.

b. SG will be applied to level 1. The requirement for a position may be deleted for decrementing levels 2 and 3.

c. SG for a TOE being developed for new design or concepts must be documented per DA Pam 611-21~~the AR 611 series~~. Requirements will be based on MMEWR policies. Requests for grade structure changes must be submitted to the appropriate personnel proponent for initiation of AR 611-1 action.

4-9. MARC

MARC supported positions are computed in accordance with the procedures in chapter 5 and the approved criteria published on the FMBB. Deviations from published MARC will be justified.

4-10. Staffing for continuous (multishift) operations (CONOPS)

a. Category I units (see AR 310-25 for unit category definitions) by doctrine must have sufficient requirements to allow CONOPS. Staffing will be based on CONOPS principles. MARC-derived staffing for CS and CSS functions within category I units may be organized for single or double shift operations, but will not exceed MARC allowances.

b. Multiple shift capabilities will be provided only in a category II and III TOE that require a 24-hour day wartime operational capability. Normally, no more than two shifts will be authorized for a 24-hour operation. Maintenance functions are staffed on the basis of maintenance MARC analysis.

4-11. Position justifications

All TOE position requirements not supported by MARC or doctrinal publications will be justified and included in the DTOE package.

4-12. Direct combat position code (DCPC)

All TOE positions will be coded in accordance with current regulatory guidance.

4-13. Equipment

a. Items of equipment are identified as requirements based on application of HQDA-approved BOI and/or equipment allocation guidance.

b. Equipment items that are identified by LIN and are included in SB 700-20, chapter 2 and 4 can be recognized as requirements.

c. OPFAC requirements rules are used by developers to document the mission essential battlefield ~~command, control, communications, computer, and intelligence (~~C4I~~)~~ requirements in BOIPs and TOEs. OPFAC requirements rules are developed by proponents, validated by U.S. Army Signal Center and approved by HQDA (DAMO-FDC).

d. All equipment will be coded with equipment readiness codes (ERC) in accordance with AR 220-1.

4-14. Recommended changes to TOE

Any agency or field organization may submit recommended TOE changes through normal command channels to USAFMSA. Proposed changes will be reviewed by MACOMs and coordinated with other

MACOMs to determine if the changes are valid for similar units. Figure 4-1 depicts the TOE change request procedures.

4-15. TOE update and rescission

TOEs are updated in accordance with the cyclic review policy explained in paragraph 4-4 above and ATDP, or via approved recommended changes to TOE submitted on DA Form 2028. Individual TOEs may be rescinded at any time when determined by USAFMSA and approved by ODSCOPS~~(DAMO-FDF)~~ to be obsolete or replaced and no longer required in ~~TAADS-R~~TAADS.

4-16. Timelines for TOE development

The TOE development process is illustrated on figure 4-2. The TOE development process timelines are shown below in Table 4-1.

Table 4-1. TOE Documentation Timelines

EVENT	TIME (CALENDAR DAYS) NEW TOE	CYCLIC REVIEW
TOE DEVELOPER: Develop new TOE	115	
TOE DEVELOPER: Conduct cyclic review		85
USAFMSA, RDD: Staff review and coordination	15	15
TOE DEVELOPER/USAFMSA: Apply changes to draft TOE	5	5
TOE DEVELOPER: Coordinate draft TOE	30	30
TOE DEVELOPER: Finalize draft TOE; forward for DIWG review	4	4
USAFMSA: DIWG review	1	1

TOE DEVELOPER: Apply changes and forward to OI	8	8
OI: Conduct HQDA staffing; issues/changes to TOE developer	36	36
TOE DEVELOPER: Issue resolution, IPR, COC, approval briefing to Dir, FP	1-30	1-30
ODCSOPS: Publish briefing minutes	1	1
USAFMSA: Code TOE as approved in RDS; prepare and transmit formal notification to proponent, OI, and ADD	8	8
Total time	224-253	194-223

~~Table 4-1. Documentation timelines~~

	~~Time (calendar days)~~	
~~Event~~	~~New TOE~~	~~Cyclic Review~~
~~Develop new TOE~~	~~120~~	
~~Conduct cyclic review~~		~~90~~
~~Staff coordination (SAID/developer)~~	~~15~~	~~15~~
~~AOI review~~	~~30~~	~~30~~

~~+----------+----------+~~
~~¦DIWG* preparation ¦ 4 ¦~~
~~4 ¦~~
~~+----------+----------+~~
~~¦DIWG ¦ 1 ¦~~
~~1 ¦~~
~~+----------+----------+~~
~~¦Developer DIWG makes changes ¦ 5 ¦~~
~~5 ¦~~
~~+----------+----------+~~
~~¦Developer assembles and mails DTOE for DA staffing~~
~~¦ 12 ¦ 12 ¦~~
~~+----------+----------+~~
~~¦DA staffing and DAMO-FDF approval~~
~~¦ 43 ¦ 43 ¦~~
~~+----------+----------+~~
~~¦Developer/Review Board review/resolve DA comments ¦~~
~~15 ¦ 15 ¦~~
~~+----------+----------+~~
~~¦Developer transmits approval ¦ 1 ¦~~
~~1 ¦~~
~~+----------+----------+~~
~~¦Total time ¦ 246 ¦ ¦~~
~~+----------+----------+~~
~~¦Legend for Table:~~
~~¦~~
~~¦~~
~~¦~~
~~¦DIWG = documentation integration working group~~
~~¦~~
~~+----------+~~

4-17. Consolidated TOE Update (CTU)

The CTU is identified by a four-digit number indicating year and month of issue by USAFMSA (for example, 9604) and contains all current and new TOEs.

a. The CTU will include the following documents:

(1) All approved TOEs still in use (publish/process (PP) codes 1 and 2).

Note. TOEs with PP codes 1 and 2 require ODCSOPS~~(DAMO-FDF)~~ approval prior to code change.

(2) All USAFMSA-approved TOEs not yet approved by HQDA (PP code 3).

(3) All DA-approved BOIPs (PP Code 2).

(4) All USAFMSA-approved BOIPs (PP Code 3).

b. PP Codes for TOEs and BOIPs.

(1) PP 1 Published, do not update. (Only header data is maintained in the CTU files; no personnel or equipment detail data is published.) A PP 1 TOE will not be documented in the current SAMAS force file.

(2) PP 2 Published, update (HQDA-approved).

(3) PP 3 At HQDA for approval/review (USAFMSA approved).

(4) PP 4 At USAFMSA for staffing/DIWG (proponent approved).

(5) PP 5 Schedule for development by proponent.

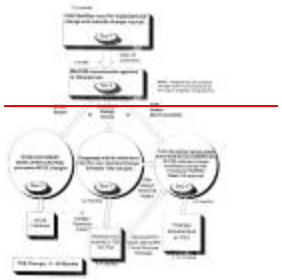
(6) PP 6 Automated unit reference sheet (AURS) (HQDA and analysis agency use).

(7) PP 7 Schedule for development by contractor.

(8) PP 8 Special Studies (USAFMSA use).

(9) PP 9 Reserved for future use.

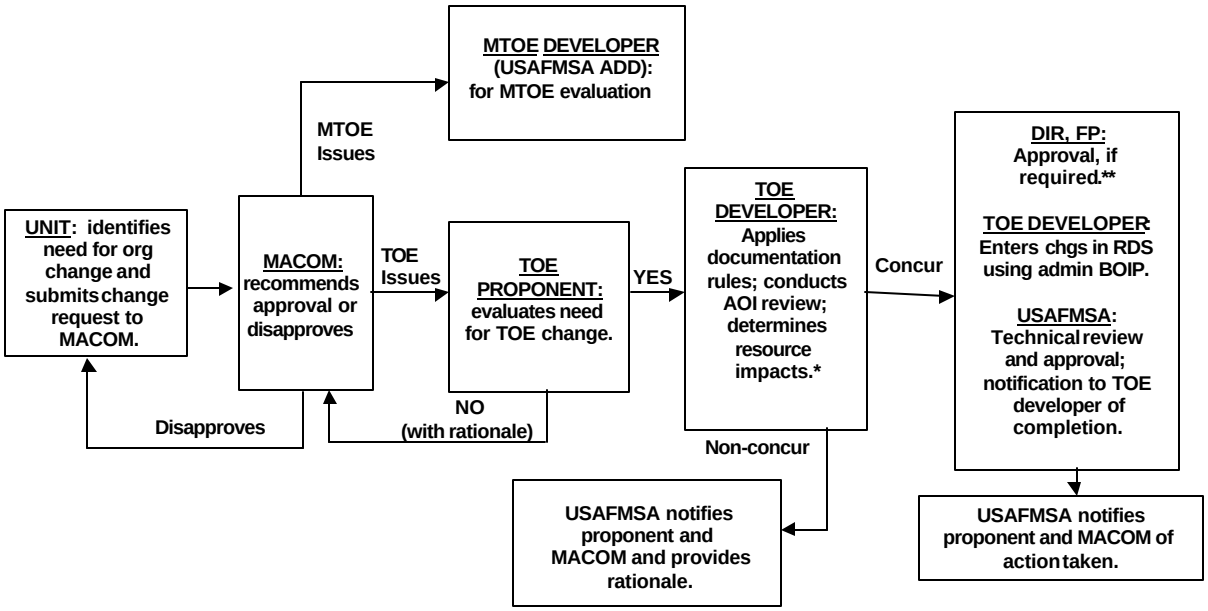
(10) PP A-Z proponent tables.



~~Figure 4-1. TOE Change Request Procedures~~

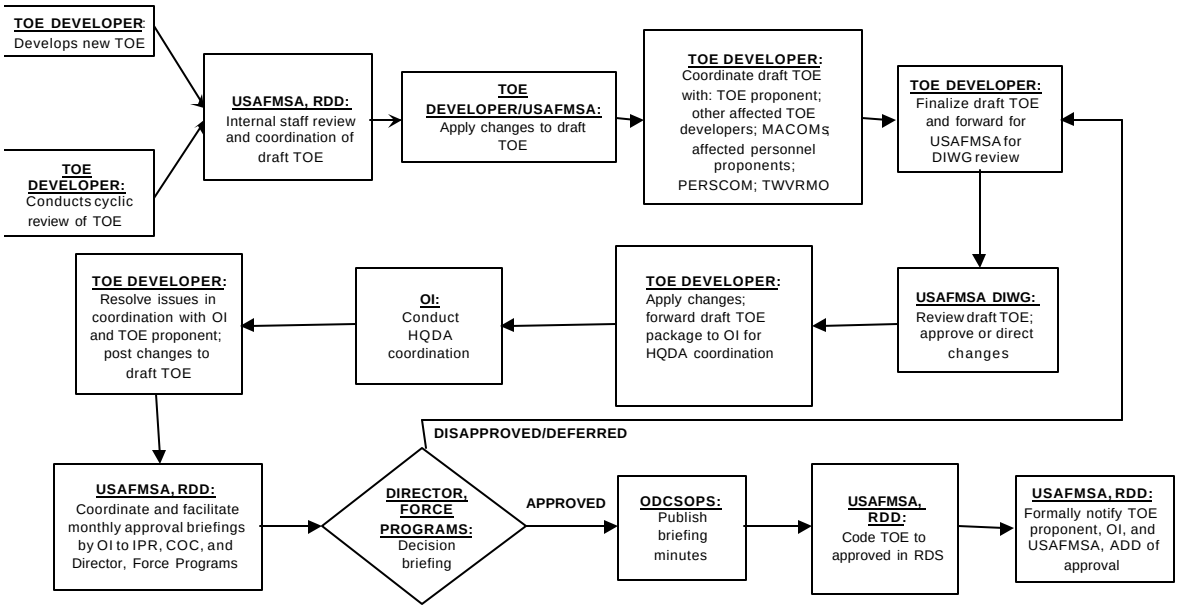
~~Consolidated TOE Update (CTU)~~

~~Figure 4-2. TOE Development Process~~



*** If a resource impact is identified, the appropriate OI is informed. RDD TOE developer also informs ADD and other TOE developers of changes that may affect their respective documents.**
**** If there is any increase in personnel or a significant equipment increase, the change is briefed during ORDAB to Dir, FP for approval.**

Figure 4-1. TOE Change Request Procedures



Legend:
DIWG = document integration working group
USAFMSA, ADD = United States Army Force Management Support Agency, Authorizations Development Directorate
USAFMSA, RDD = USAFMSA, Requirements Documentation Directorate
OI = organization integrator
IPR = in process review
COC = council of colonels
PERSCOM = U.S. Army Personnel Command
TWVRMO = Tactical Wheeled Vehicle Requirements Management Office

Figure 4-2. TOE Development and Approval Process

Chapter 5
MARC

5-1 General

As previously defined, MARC are HQDA-approved standards for determining minimum mission essential wartime position requirements for CS and CSS functions in TOEs. The management control evaluation checklist for the manpower management function, which includes MARC, is contained in AR 570-4. MARC and TDA requirements developers will work in close coordination to ensure that those areas that are transferable are documented properly and workload data are properly applied to requirements determinations. The approved technical MARC criteria, processes, and procedures are published on the FMBB.

5-2. MARC policy

Workload-driven manpower requirements for CS and CSS functions in TOEs will be based on a criterion which is an expression of the quantitative and qualitative wartime manpower needed for the performance of a defined function in a theater of operations at varying levels of work activity or service to be performed. MARC will be based primarily on man-hours required to perform a function. Where the use of man-hours is not feasible, the development agency may base criteria on other suitable material, such as DA administrative, doctrinal, training, and organizational publications, unit after-action reports, unit histories, data published in DA TMs, SBs, and similar record experience. In addition, ~~QQPRI~~ operator and maintainer data, field test results, data developed by prototype and test results, work measurement techniques, industrial research and manufacturer's reports, sample data collection reports, labor union data, material available from other military services, and other pertinent source material may be used as appropriate and required. Procedural information regarding criterion determination and MARC application is contained in Appendix C.

5-3. MARC review and studies

a. The objective of MARC studies is to produce criteria which define computation of the quantitative wartime manpower requirements needed for the performance of defined functions in a theater at varying levels of activity. MARC developers are responsible for producing MARC studies which provide a complete explanation of the work function, skills involved, and the methodology employed to establish the proposed criterion. MARC are reviewed and/or revised at least every three years.

b. USAFMSA will provide the~~prepare proposed~~ MARC study schedule~~s~~ as part of the Requirements Documentation Plan (RDP)~~covering the next three fiscal years by 15 August each year~~. This schedule will include new MARC studies, MARC selected for out-of-cycle review, and those MARC which are due a cyclic r~~R~~eview. ~~during the schedule period. After coordination with HQDA staff agencies and ADCSOPS-FD review and approval, the schedule takes effect on 1 October of that year.~~ USAFMSA will publish and distribute the approved MARC schedule to all interested commands and agencies as part of the RDP~~and will ensure MARC production adheres to the approved schedule~~.

c. ODCSOPS (Director, Force Programs~~DAMO-FDF~~) approves or disapproves, as appropriate, MARC studies after they have been coordinated with functional proponents, ~~ARSTAF agencies, the proponent, and~~ TOE developers whose TOEs are affected by the ~~function under~~ study, and appropriate HQDA staff. ~~Implementation of MARC is approved by Director, Force Programs.~~ After approval of a maintenance-related MARC study, the annual maintenance man-hours (AMMH) are entered into the AMMDB and supersede previously approved data.~~data is input into the appropriate database and supersedes previous engineering estimates. When changes to the databases are warranted between MARC studies, an audit trail will be maintained by USAFMSA.~~

5-4. Annual MOS availability factors (AMAF)

MARC developers will use the AMAF in Appendix C of this regulation when conducting MARC studies. Exception to this policy is authorized during the course of a MARC study, but the study will provide a complete explanation and justification for the deviation.. ~~The use of the AMAF contained in Appendix C is required. Exceptions to this policy may be developed during the course of a MARC study so long as the rationale for such change is contained within the affected study. This deviation from the AMAF requires a complete justification.~~

5-5. MARC maintenance data

a. MARC maintenance data is received from three sources.

(1) BOIPFD provided by materiel developers.

(2) MARC maintenance data updates provided by materiel developers and commodity managers.

(3) Studies of selected maintenance functions.

b. The data from BOIPFD and MARC maintenance data updates (5-5a(1) and (2) above) is received by USAFMSA via the Army Total Asset Visibility (ATAV) system in the form of DPAMMH. After review and approval, the data is entered into the AMMDB file in RDS. Utilizing approved factors, RDS adds an indirect productive time (IPT) factor to the data based on the MOS associated with the DPAMMH. Application of the IPT transforms the maintenance data into AMMH. IPT is also incorporated into the AMMH derived from studies. The AMMH is used to determine the maintenance manpower requirements in TOE as outlined in the FMBB.

Chapter 6
Equipment Authorization and Usage Program

Section-I Equipment Requirements and Authorization Documents

6-1. General

This section discusses the only DA documents recognized as requirements or authorization documents for unit and individual equipment.

6-2. Materiel acquisition requirements documents

a. The principal materiel acquisition requirements documents are as follows:

(1) ORD.

(2) Commercial training device requirements.

(3) Training Device Requirement.

(4) Training Device Memorandum Requirement.

(5) Statement of need-clothing and individual equipment (See AR 700-86).

b. In special cases, requirements documents used in lieu of the ORD are listed below.

(1) Information capability request.

(2) Qualitative construction requirements.

(3) Qualitative research requirement.

(4) MNS.

(5) Statement of urgent requirement.

c. An explanation of each of these documents is contained in AR 71-9 or AR 350-38.

d. It is through this life cycle management documentation that an item of materiel evolves before it enters a requirement or authorization document.

6-3. Equipment requirements and authorization documents

a. Unit and individual equipment requirements documents are BOIPs and TOEs

b. The BOIP and TOE are not authorization documents.

c. Unit and individual equipment authorization documents are--

(1) MTOEs.

(2) TDAs.

(3) JTAs.

(4) CTAs.

(5) HQDA-approved memorandum requests pending MTOE/TDA/JTA documentation.

d. Other recognized authorization documents include the following:

(1) Army Regulations. As a general rule ARs are not permitted to be equipment authorization documents; however, the regulations listed below are exceptions. Listed with each regulation is a brief description of the equipment the regulation authorizes.

(a) AR 1-39--Office furniture and furnishings for the National Capital Region (NCR).

(b) AR 1-100--Donated, conditional, or unconditional gifts of tangible personal property.

(c) AR 11-11--Major command stockage levels of ammunition Army-wide.

(d) AR 25-1--Non-investment systems or equipment for authorized VI activities.

(e) AR 37-1--U.S. Army Security Assistance programs to include the foreign military sales (FMS) administrative fund and ~~Defense business operations~~ Army Working Capital fund (AWCF~~DBOF~~) procured non-standard commercial-type items.

(f) AR 40-61--Medical equipment and supplies not required to be type classified and listed as separate line items in TDA documents if used solely by TDA activities.

(g) AR 40-63--Prescription spectacles, contact lenses, and prescription spectacle inserts for use with protective masks.

(h) AR 70-6--Research, development, test, and evaluation (RDTE) property.

(i) Chapter 7 of this regulation or a command supplement thereto--TDA section III supplement equipment when the TDA proponent has opted not to maintain a TDA section III supplement.

(j) AR 350-2--Foreign materiel for training in the Opposing Force Program.

(k) AR 600-8-1--Mortuary service (including casket and shipping case).

(l) AR 600-8-22, chapter 10--Trophies and similar devices.

(m) AR 608-4--War trophies and war trophy firearms.

(n) AR 670-10--Uniforms for certain Army civilian employees under authority of the Federal Employees Uniform Allowance Act.

(o) AR 700-84--Civilian clothing for military individuals, special measurement clothing, and clothing for prisoners in Army installation confinement facilities and correctional training facilities.

(p) AR 700-90--Equipment procured with production base support funds for industrial production and maintenance facilities (applicable only to AMC activities).

(q) AR 710-2, Section VII--U.S. Government National Credit Card for purchase of fuel, oil, and services for use in Government vehicles and aircraft.

(r) AR 725-1--General officer pistol and flag.

(s) AR 840-10--Flags, guidons, plates, and tabards.

(t) AR 870-20--Historically significant items such as weapons, military equipment, articles of uniform or personal equipment, flags, and so forth.

(2) ADOP. An ADOP is an authorization for major commands to acquire materiel for theater or CONUS stockage for the purpose of supporting specific operations, contingencies or war plans for specific geographic areas, and world-wide base development. (See AR 710-1.)

(3) Government-owned, contractor-operated (GOCO) contracts. These are considered authorization documents when they include nonexpendable equipment that the contractor requires to perform the contract. (See part 45 of the Federal Acquisition Regulation (FAR), DoD FAR Supplement (DFARS) and Army FAR Supplement (AFARS).). All government furnished equipment (GFE) except for the categories listed in paragraph 6-16, will be documented in the appropriate TDAs to compute replacement requirements. (See paras 6-54~~5~~ and 6-55~~6~~)

(4) Rental or lease contracts. These are considered authorization documents when the contracts are for rental or lease of TDA-type equipment. The authorization for the equipment must have proponent or HQDA approval, as appropriate, in accordance with the applicable regulation. This authority also

pertains to equipment, other than general purpose and passenger transport vehicles leased under provisions of AR 58-1, previously documented in TDAs.

(5) DA training ammunition memorandums. DA memorandums containing annual authorizations and changes thereto serve as authorization documents for the stockage and expenditure of training ammunition. (AR 5-13.)

(6) Depot maintenance work requirement (DMWR). A DMWR is similar to an essential repair part stockage list (ERPSL) TM in content, but it is different in purpose. While the TM authorizes components, repair parts, and special tools for field activities, the DMWR authorizes these items to depots, provided the items are not--

(a) Required to be type classified and authorized by MTOE or TDA.

(b) Commercial items $100,000 and over.

(c) Required to be authorized by an expendable CTA.

(7) Interim authorization approval (IAA). An IAA serves as a temporary authorization document pending inclusion of the items in the appropriate MTOE, TDA, JTA, or CTA. IAAs are --

(a) USAFMSA approvals of emergency requests for TDAs, and JTA items (See para 6-33 and sec X, this chap).

(b) SI, ODCSOPS approvals of force modernization equipment, pending TC orinclusion in the TOE or MTOE (See para 6-3d(13)).

(c) USAFMSA/ODCSOPS approvals of requests for exemption from MTOE standardization.

(d) USAFMSA approved MR for commercially available items listed in chapter 6, SB 700-20 which have an AAC of K or L (local purchase) on the Army Master Data File (AMDF).

(e) USAFMSA or MACOM approved MRs for nontactical vehicle (NTV) (See App D).

(8) Supply Bulletin. SB 11-131-1 will be used to authorize tactical radio and communications.

(9) Supply Catalog/Component Listing. A SC/CL containing the component hand receipt for those assembled end items which are LIN authorized. The SC/CL use as an authorization document is the same as prescribed for TMs.

(10) Technical Manual. The ERPSL TM serves as the authorization document for those components, repair parts, special tools, and basic issue items that are not required to be type-classified separately, and that are required for the operation of the end item authorized by the MTOE, TDA, JTA, or CTA.

Although other items, such as nonexpendable common tools and test equipment requiring separate TC, are identified in the TM, these are for information purposes only. Those nonexpendable tools and test equipment that require separate TC will be included in TOEs and authorized by MTOEs, TDAs, JTAs or nonexpendable CTAs. The durable common tools, expendable test equipment, and supplies will be included in and authorized by expendable/durable CTAs.

(11) Information systems requirements. An approved Information Management Master Plan (IMMP) initiative with an associated projects document which includes a list of end items is considered an authorization document until the listed nonexpendable equipment is received and acknowledged on a DD Form 250 (Material Inspection and Receiving Report) installed and operational, assigned a standard line item number, and included in the appropriate TDA/JTA authorization document. If an I LIN from chapter 2, SB 700-20 is not appropriate, procedures in paragraph 6-38 will be used to acquire a Chapter 6, SB 700-20 standard line item number for all TC exempt (TCE) equipment with a unit cost of $100,000 and over that is procured using a single manufacturers part number and being included in a TDA/JTA. A BOIP will be developed if the item is to be type classified, included in SB 700-20, and included in a TOE.

(12) MACOM or sub-MACOM approval for acquisition of furniture systems. The approval for furniture systems (See App D) is considered an authorization document.

(13) Letter of authority (LOA). An LOA is issued by or coordinated with an ODCSOPS SI to expedite the issue of force modernization equipment pending HQDA approval of the BOIP, TC, and inclusion in an authorization document. An LOA will be issued as a last resort when fielding of the equipment cannot wait until it is included in the CTU and applied to the appropriate ~~TAADS-R~~TAADS documents. It is valid until such time as the BOIP is included in the CTU. An LOA requires "off line"management and disconnects are likely, such as inability to obtain ~~associated support items of equipment (~~ASIOE~~)~~. The LOA normally will have the same UIC, quantity, and level of detail contained in the BOIP for that equipment. It will also provide authorization for any ASIOE identified in the BOIP which, if applicable, must be coordinated with the SI responsible for that equipment. It will be coordinated with USAFMSA and DCSLOG (DALO-SMD) prior to being issued. Under ~~centralized documentation (~~CENDOC~~)~~ procedures for MTOE and TDA, top loading will be accomplished by USAFMSA.

(14) Memorandum of authority (MOA). An MOA is issued by Department of Public Works authorizing relocatable buildings.

SECTION-II
LIN

6-4. General

The LIN is a six-character alphanumeric identification of the generic nomenclature assigned to identify nonexpendable and type-classified expendable or durable items of equipment during their life cycle

authorization and supply management. The four types of LINs are discussed in paragraphs 6-5 through 6-8.

6-5. Z LIN

Z LINs are alphanumeric LINs consisting of the letter Z and five numerals ranging from Z00001 through Z99999. They are assigned to items being developed under an HQDA- approved materiel development project and to nondevelopment items prior to the TC "Standard". They are listed in SB 700-20, chapter 4. Normally, when Z LIN developmental or nondevelopmental items are approved for inclusion in TOEs, MTOEs, TDAs, JTAs, and CTAs, they will be used on an interim basis~~for planning purposes~~ only. These items will not be requisitioned, nor will commodity managers issue Z LIN developmental or nondevelopmental items unless written approval to document requirements and authorizations in TOEs, MTOEs, TDAs, or JTAs is granted by USAFMSA or the ODCSOPS SI.

6-6. Standard LIN (SLIN)

SLINs are alphanumeric LINs consisting of one letter and five numerals ranging from A00001 through Y99999 (except alpha I and O). They are used to identify all national stock numbered nonexpendable and type-classified expendable or durable items. The items must have the functional capability described by the generic nomenclature and be identified for inclusion in TOEs and authorization by MTOEs, TDAs, JTAs, or CTAs. Other than RDTEs, GFE, special DA projects, component items of systems, and components of equipment assemblages and SKOs, the only way that items with a SLIN can be authorized is by inclusion in MTOEs, TDAs, JTAs, or CTAs. These SLINs are reflected in SB 700-20, chapters 2, 6, and 8.

6-7. Nonstandard LIN (NSLIN)

NSLIN are alphanumeric LINs consisting of five numeric characters followed by one alpha character and from 00001A through 99999Z. (Alphas ending in "N"and "R"are reserved for use in CTAs.) They are used to identify nonexpendable items with functional capability expressed by the generic nomenclature and to authorize items not eligible for a SLIN.

6-8. I LIN

I LINs are alphanumeric LINs consisting of the letter I and five numbers. I LINs are assigned to automatic data processing equipment as provided by the AR 25-series and included in SB 700-20, chapter 2. When type classified, these items are assigned SLINs.

SECTION-III
Prerequisites for the Inclusion of Equipment in TOEs, MTOEs, TDAs, JTAs, and CTAs

6-9. General

The authorization of an item of materiel or of a materiel system is but one element in the overall life history of the item or system. (See AR 71-9 and AR 70-1 for a complete description of the life cycle system management model for Army materiel systems.) The policies for inclusion of equipment of TOEs, MTOEs, TDAs, JTAs, and CTAs are discussed in paragraphs 6-10 through 6-13 below.

6-10. TOE and MTOE

Only items identified as TOE items by approved BOIPs and reflected in SB 700-20, chapters 2 and 4, will be included in TOEs and MTOEs. MTOEs generally follow the TOE but can include equipment LIN not in the TOE or BOIP; however these exceptions must be coordinated with the appropriate HQDA OI.~~Items included in CTAs or designated as a CTA item by approved BOIPs and reflected in SB 700-20, chapter 8, will not be included in TOEs and MTOEs. This exclusion also applies to commercial items listed in SB 700-20, chapter 6, that may be documented in TDAs and JTAs only.~~

6-11. Equipment distribution guidance

a. To minimize the effect on unit readiness and prevent turbulence, equipment being distributed in accordance with a materiel fielding plan, brigade set fielding plan, the DAMPL, the EDSS, the Army order of precedence (AOP), and the TAEDP must be in agreement with the HQDA approved MTOE or TDA. These documents are HQDA guidance and equipment distribution must be made in accordance with that guidance. The diversion of authorized equipment being distributed in accordance with this guidance is not authorized.

b. Proponents of ~~TAADS-R~~TAADS documents will ensure that equipment is properly authorized prior to distribution and distributed in accordance with the authorization. HQDA-controlled equipment may only be requisitioned or issued to an organization when it is included in an approved authorization document as identified in paragraph 6-3. Distribution planning documents such as EDSS and TAEDP will not be used as authority for distributing equipment prior to inclusion in a units authorization document. Distribution in advance of approved ~~TAADS-R~~TAADS documentation is not allowed and is subject to internal control provisions of AR 11-2. (See DA Circular 11-90-2.)

6-12. TDA and JTA

In addition to those items designated as TDA or JTA items by approved BOIPs and reflected in SB 700-20, chapters 2 and 6, TDA and JTA proponents may, upon notification of new equipment fielding, add the items to the receiving units document in the quantities as listed by UIC on the HQDA approved BOIP. They may also document commercially available items therein if the items do not require TC per AR 70-1 (chap 3) and if repair parts and maintenance services are to be obtained from local sources or furnished exclusively from sources other than the Army wholesale supply system. TDA and JTA proponents will obtain concurrence in TC exemption and SLINs from the appropriate mission assignee agency per section

XI, this chap, and AR 70-1. CTA items will not be included in TDAs and JTAs but Section III supplement offers documentation and property accountability options as may be needed.

6-13. CTA

a. CTAs will include items that are designated as CTA items by approved BOIPs or type classified in accordance with AR 711-86 and are reflected in SB 700-20, chapter 8. These items either may be type classified as "Standard"or may be exempted from TC. Examples of CTA items that are exempted from TC include--

(1) HQDA DCSPER-approved heraldic items such as badges and insignia. These items will be assigned SLIN.

(2) Nonmilitary administrative items for which GSA has responsibility for establishing government-wide standards. These items will be assigned a NSLIN if a SLIN cannot be assigned.

(3) Items adopted by other services that are managed by DLA, for which DLA has responsibility for certifying production, and which are required only by TDA/JTA activities. These items will be assigned SLINs.

(4) Expendable/durable items (See para 6-21.).

b. Commercially available items may be included in CTAs if the items are non-DA controlled, do not require TC under provisions of AR 70-1, and if repair parts and maintenance services are to be obtained from local sources or furnished exclusively from sources other than the Army wholesale supply system. CTA proponents will obtain concurrence in type-classification exemption and SLIN from the AMC Logistics Support Activity (LOGSA). If the commercial items are exempt from type classifying (AR 70-1) and cataloging (AR 708-1), they will be assigned a NSLIN and footnoted for local procurement.

SECTION-IV
Inclusion of Equipment in TOE and Authorization Documents

6-14. Minimum essential equipment

The requirements column of TOE, MTOE, TDA and JTA documents will contain the minimum essential quantities and types of equipment required by the unit or activity to accomplish its assigned doctrinal mission. Minimum essential is defined as least expensive, which will provide the most benefits with a minimum expenditure of funds. Inclusion of different types of equipment to do the same job will be avoided. One-of-a-kind equipment will be included only in exceptional circumstances.

6-15. Compatible equipment

a. Equipment requirements in TOEs, MTOEs, and TDAs will be compatible with the unit mission, organizational structure, alignment of functions, and operational responsibility within the unit. Documentation will not be based on logistic support or who will maintain it. As an exception to this policy, HQ TRADOC can centralize equipment in pools at the U.S. Army training centers and schools when equipment usage is below the standards listed in this regulation.

b. MTOE and TDA units will rely on support units (such as communications, medical, water supply, printing, petroleum distribution, construction, maintenance, and transportation) that are designed to provide service on an area or population basis.

c. Unless prohibited by this regulation, TOE, MTOE and TDA documents may contain support-type equipment essential to unit missions and required on a full-time basis. Also, augmentation TDA documents may contain support equipment needed to meet requirements beyond the normal organic capabilities of the MTOE units being supported.

6-16. Equipment not to be documented in TOEs, MTOEs, TDAs, and JTAs

Equipment listed below will not be documented in TOEs, MTOEs, TDAs, and JTAs.

a. Equipment authorized a unit in another document and used for the same purpose. For example, an item authorized in an MTOE will not be duplicated in the unit's TDA augmentation document when it is to be used to accomplish the same task.

b. Equipment authorized by CTA.

c. Equipment on hand through temporary loan.

d. Equipment on hand by lease or rental. The exception is NTVs leased under AR 58-1 to fill TDA shortages. However, nonexpendable equipment initially obtained by rental or lease and later purchased (government-owned) will be documented in TDAs or JTAs.

e. RDTE equipment purchased with RDTE funds. This includes equipment purchased with other than RDTE funds but later reimbursed with RDTE funds (See para 6-49~~50~~a(1)(c).).

f. Maintenance float, sizing float, repair parts, and expendable or durable items.

g. Standard logistical control code--B (LCC-B) items for which there are standard (LCC-A) items, except as prescribed in paragraph 6-19.

h. Equipment procured from nonappropriated funds.

i. Prefabricated (relocatable) buildings (excluded from TDA/JTA only).

j. Operational project stocks obtained under AR 710-1.

k. Installed building equipment designated by AR 420-17.

l. Real property.

m. Commercial medical materiel that is used solely by TDA or JTA activities and that is not required to be type-classified under AR 70-1 (Chap 3), except as prescribed in paragraph 6-29b.

n. Locally fabricated items with a unit cost of less than $500 for which no known Army-adopted item exists.

o. Intelligence equipment exempt from TC under AR 70-1 (Chap 3).

p. Standard items of equipment used as substitutes pending receipt of preferred items (Exceptions are stated in para 6-19b.).

q. Equipment eligible to be procured with production base support funds (applicable to AMC activities only).

r. Items authorized by other authorization documents listed in paragraph 6-3c.
~~s. Equipment procured exclusively for DoD civil defense efforts.~~

s~~t~~. Equipment purchased with or reimbursed by Military Assistance Program (MAP) and International Military Educational and Training Program funds.

t~~u.~~ Equipment purchased through Defense Supply Service-Washington (DSS-W) by Army activities in the NCR (May be included in the TDA, section III supplement only.).

u~~v~~. Equipment used for experiments and tests (See para 6-51 below and AR 73-1.).

v~~w~~. Secondary end items authorized or issued as components of equipment assemblages and SKOs (See secs VI and VII, this chap.).

w~~x~~. Information Technology (IT)~~mission area (IMA)~~ equipment until installed, operational, and the DD Form 250 has been signed making the equipment U.S. Army owned (See AR 25-series and DA Pam 25- 91).

y. Any nonexpendable item of serviceable equipment that is withdrawn from the Defense Reutilization and Marketing Office (DRMO) and not used for its intended purpose. This equipment must be approved and accounted for on the users property book. (See AR 710-2)

6-17. MTOE unit support to a TDA activity

When a MTOE unit is required to perform TDA mission functions or to support TDA units while the MTOE unit is in a specific locale only, any additional required equipment not authorized by the MTOE will be authorized in an existing TDA. If no TDA exists, an augmentation TDA will be established in accordance with the organizational guidance in this regulation, chapter 8.

6-18. Installation TDA

Normally, all equipment required by an installation on a continuing basis will be included in the installation TDA. Such TDAs will include equipment in minimum quantities required on a continuing basis for--

a. The installation or major activity and those tenant units and activities not authorized by MTOE or separate TDA.

b. Subordinate TDA activities that are directly supported by or so related to the installation or major activity that inclusion of their equipment allowances in the installation TDA is logical and feasible.

SECTION-V
TC, Decrement Stock, and Accounting Requirements Codes and Their Relationships to TOE and Authorization Documents

6-19. TC

a. An item is included in TOE and authorization documents by generic LIN and not by TC, LCC, or NSN. The LIN is used to identify all NSN items with the functional capability described by the generic nomenclature. The TC and LCC are not reflected in the LIN field in SB 700-20. They also are not reflected in the TOE or authorization document. These codes are related only to the specific NSN assigned the same LIN. However, equipment without a LIN may be documented in TDA Section III supplement.

b. Generally, LINs of the latest STD adopted item of equipment appearing in SB 700-20, chapter 2, will be included in TOEs but may not be authorized in MTOEs, TDAs and JTAs unless they are resourced and projected to be available to the unit in the supply system as recorded in TAEDP or in an interim authorization approval. (See para 6-3d(7)(a) through (e)) Exceptions to this policy are as follow:

(1) In the absence of a LIN for a latest adopted (STD LCC-A) item (preferred), a LIN for a less-than-preferred item (STD LCC-B) may be included in the above documents with an explanation in the input change package that a LIN for a later adopted item does not exist to perform the mission. Incremental TOE prescribe organizational design and equipment requirements in evolutionary increments of capability such as a BTOE contain an LCC-B item and the ITOE may contain its LCC-A replacement item. This represents the phased modernization leading eventually to a fully modernized objective design.

(2) Developmental item LIN may be included when approved specifically for inclusion by ODCSOPS/USAFMSA (See para 6-5).

(3) Commercially available items may be included in TDAs, JTAs, and CTAs only if the items meet the criteria of paragraphs 6-12 and 6-13, sections VIII and XI of this chapter, and AR 70-1.

c. Generally, when a STD LCC-A NSN is replaced, it is type reclassified STD LCC-B and listed beneath the replacing STD LCC-A NSN in SB 700-20. The LIN is not changed. At times, however, a preferred STD LCC-A NSN is assigned a different LIN although it replaces the less-than-preferred NSN that is concurrently type-classified as STD LCC-B under the old LIN. SB 700-20 indicates that the old LIN is replaced by the new LIN. The following policies pertain, therefore, to this latter type of reclassification:

(1) TOE. The LIN will be changed in the next CTU.

(2) MTOE. Update of the MTOE will be accomplished from the CTU; however, before the update is made, the assets on hand will be considered for readiness reporting purposes.

(a) If an NSN type-classified STD LCC-B is issued instead of the NSN type-classified STD LCC-A whose LIN is listed in the authorization document, or if the STD LCC-B item on hand requires different supporting (ancillary) items or operator or maintenance personnel MOS or both, the LIN of the STD LCC-A NSN and related personnel and equipment will be documented with a zero in the required and authorized columns. The LIN of the STD LCC-B NSN issued as a substitute and the related personnel and equipment, or the LIN of the STD LCC-B NSN on hand and the related personnel and equipment will be documented.

(b) When the change is based on a one-for-one replacement with no required change to supporting (ancillary) items or personnel MOS, the LIN of the STD LCC-A NSN will be listed in the required and authorized columns in the same quantities as the LIN of the STD LCC-B item being deleted.

(c) When an item is on hand as a substitute for an authorized item of a different LIN, the authorized item must still be on requisition. The requisition is necessary for the supply system to provide the authorized item as replacement for the substitute. Requisitions will be placed on the system by either the property book or the wholesale level field command if being provided under total package fielding (TPF) procedures outlined in appropriate supply regulations. However, a STD LCC-A NSN will not be requisitioned when a STD LCC-B item of the same LIN is on hand and capable of performing its mission, unless directed to do so by the AMC MSC or DCSLOG. For medical items, directions must be received from the USAMMA or OTSG. The STD LCC-B item on hand will be carried in the property book as a substitute for the STD LCC-A item if the LIN is different. Commanders will determine acceptability of the LCC-B item as a substitute for the LCC-A item by reference to the interchangeability and substitute (I&S) segment of the AMDF published by LOGSA.

(3) TDA and JTA.

(a) No action will be taken to update the TDA and JTA when a STD LCC-A NSN under one LIN is reclassified to a STD LCC-B item and replaced by a new STD LCC-A NSN under a different LIN. The STD LCC-B item will remain in the required and authorized columns until notified by the appropriate ODCSOPS OI/SI to make the change, or until the unit receives an LCC-A item as a replacement for the LCC-B item, whichever occurs first. The LIN of the STD LCC-A item will be listed in the TDA or JTA on the next normal update of the document. When updated, the change will be reflected in the required and authorized columns regardless of quantity received. Any LCC-B item on hand will be carried in the property book as a substitute for the STD LCC-A item.

(b) As an exception to paragraph 6-19c(3)(a) above, TDAs for all schools and training centers may, if required for training purposes, list both the STD LCC-A and the STD LCC-B LIN in the quantities required for school and training support.

(c) In no case will a STD LCC-A NSN be requisitioned if a STD LCC-B item is on hand and is capable of performing its function. The only exception to this policy is as stated in paragraphs 6-19c(2)(c) and 6-19c(3)(b) above. Commanders will determine acceptability of the LCC-B item as a substitute for the LCC-A item by reference to the I&S segment of the AMDF published by the AMC LOGSA.

d. In addition to the "Standard"TC, LCC A, and LCC B discussed above, there are other TC designations and categories of items. The policies for inclusion of these items in TOE and authorization documents are as follows:

(1) Contingency. A line item will not be included in the TOE/MTOE when its sole NSN is type-classified contingency LCC-S or LCC-F. However, if items of equipment are on hand, they may be retained for training or as mission essential contingency items until replaced by a STD item. The item will be carried on the property book as a substitute for the authorized LIN which should be on requisition.

(2) Limited procurement (LP). A line item when its sole NSN is type classified limited procurement LCC-T or LCC-U, will be included in only those TOE and authorization documents specified in the TC action (AR 70-1). It may be included in other TOE and authorization documents only after written approval has been obtained from CDR, USAFMSA.

(3) Exempt from TC (E). SB 700-20, chapter 6, lists items that have been exempted from TC. These items will be included in the TDA and JTA only. Similarly, SB 700-20, chapter 8, lists CTA items that have been exempted from TC. Under some circumstances, as in the case of musical instruments, it will be necessary to exempt items from TC and list them in SB 700-20, chapter 2, so they can be included in the TOE and MTOE. These can be included in the TDA and JTA as well. However, to keep these items to a minimum, items exempt from TC will only be added to SB 700-20, chapter 2, when approved by CDR, USAFMSA.

6-20. Decrement stock policy

Equipment may become excess to an MTOE unit because the authorized level of organization (ALO) is less than the required level. In such cases, the following applies:

a. In overseas theaters, full-required MTOE equipment will be either on hand in the unit, on requisition (if authorized), or in command storage (if not authorized). DA approval of an ALO below required level is the authority for retention in command storage of any difference between required and authorized quantities of equipment (decrement stocks). Decrement stocks will be earmarked for the unit concerned and will be readily available to permit rapid buildup to the required level. In the case of procurement appropriation (PA)-procured items, decrement stocks may be collocated with, but not included in, the theater or reserve assets or mixed with stocks stored for other specific purposes. In the case of stock fund procured material, decrement stocks will be owned by the command stock fund as capitalized inventory, designated as decrement stocks, and either administratively or physically earmarked for the unit.

b. Stockage of CTA items in overseas theaters is based on initial issue requirements and replacement issue experience (such as, current decrement policy for wartime initial issue to bring units up to designated ALO). Therefore, appropriate CTA items will either be on hand in overseas units, on requisition, or in command storage. (See para 6-74.)

c. In CONUS, equipment will be redistributed by the major commander or otherwise disposed of as approved by HQDA DCSLOG.

d. For reserve components medical units, MTOE equipment not authorized due to lack of unit's capability to store and maintain the equipment will be stored in DLA depots and accounted for by USAMMA and DLA.

6-21. Accounting requirements codes (ARCs) appearing in the AMDF and the Catalog Master Data File (CMDF)

a. Definitions of ARC terms are listed in AR 40-61 (for medical items) and in AR 710-2 (for nonmedical items). Based on these definitions, the following applies:

(1) Nonexpendable items coded "N" in the AMDF or CMDF and accounted for by property book or the appropriate equivalent consist of all end items included in the TOE and authorized by the MTOE, TDA, JTA, nonexpendable CTA, and other authorization documents listed in paragraph 6-3. Exceptions are--

(a) Personal clothing items listed or to be listed in CTA 50-900, Tables 1, 2, and 3 (durable).

(b) Class V items authorized or to be authorized by the Training Ammunition Management System (TAMS) and CTA 50-909 (expendable).

(2) Durable items coded "D" in the AMDF or CMDF consist of all items marked with a "D"in CTA 50-970 (accounted for by DA Form 2062 (Hand Receipt/Annex Number) and CTA 8-100 (stock record and demand accountability as required), and all personal clothing items listed or to be listed in CTA 50-900, Tables 1, 2, and 3, DA Form 4886 (Issue In-Kind Personal Clothing Record (Male)), or DA Form 4886-1 (Issue In-Kind Personal Clothing Record (Female)) (See AR 700-84.).

(3) Expendable items coded "X" in the AMDF or CMDF require no accountability and are authorized as shown below.

(a) Class V--CTA 50-909. Also see paragraph 6-3d(5).

(b) Heraldic--AR 840-10.

(c) Medical--CTA 8-100 and AR 40-61.

(d) Repair parts--ERPSL TM. Also see paragraph 6-24.

(e) All other--CTA 50-970.

(4) HQDA determines--

(a) What is included in the TOE, MTOE, TDA, JTA, and nonexpendable CTA.

(b) What is coded nonexpendable in the AMDF or CMDF.

(c) What is accounted for by property book or appropriate equivalent.

(5) Exceptions are noted in paragraph 6-21a(1) above.

b. New end items added to the AMDF or management list (ML) that come under the purview of authorization document control must be assigned the AAC "W"until such time as an SLIN is assigned and the item appears in SB 700-20.

c. Durable and expendable items will not be documented in TOEs, MTOEs, TDAs or JTAs. However, with the exception of TMs, the authorization documents in paragraph 6-21a(3) above will be listed in section I of the ~~Accounting requirements codes (~~ARCs~~)~~ appearing in the AMDF and the ~~Catalog Master Data File (~~CMDF~~)~~ TOE, TDA, and JTA as a ready reference of additional authorization documents, if durable and expendable items listed in these documents are required (See para 6-24 for authorization policy on repair parts.).

SECTION-VI
Authorization of End Items, Components, and Repair Parts

6-22. End items

As a general rule, all non-CTA end items of supply class VII materiel that have a separate BOIP, that are separately type classified (AR 70-1), and that are assigned a separate LIN (A-Y series except "I" and "O") (AR 708-1), will be separately documented and authorized by the MTOE, TDA, and JTA. An end item is a final combination of end products, components, and materials that is ready for its intended use. Examples are rifle; ship; tank; mobile machine shop; aircraft; common tools; TMDE; and special test or other support equipment designed and developed to perform a specific maintenance operation on specific assemblies or subassemblies of an end item. The exception to the general rule is an end item, which is used as a component of a larger end item.

6-23. Components

The two types of components are discussed below.

a. Components of end items. A component is defined as an assembly or combination of parts, subassemblies, and assemblies mounted together in manufacture, assembly, maintenance, or rebuild. These components will be included in TOEs, MTOEs, TDAs, or JTAs when separately type classified, assigned a separate SLIN (A-Y series except "I " and "O"), and issued as a separate end item. Components not separately type classified, not assigned SLIN, and not issued as a separate end item, are support items. They are authorized by the TM, provided the larger end item is shown as required in the TOE and is authorized in the MTOE, TDA, or JTA, and the category of maintenance assigned to support the larger end item requires the use of the component item. Schools, training centers, or other activities that require component items (but not the larger end item) for accomplishment of the mission will obtain MACOM approval for those components costing $100 and over prior to requisitioning the items from the appropriate MSC.

b. SKOs.

(1) SKO are assemblages of components, mission specific and common tools in a container (pouch, box, chest, van, trailer or shelter) primarily designed to accomplish a specific mission or maintenance function. SKO are a major item of supply, type classified, configuration controlled by a SC, LIN authorized in accordance with BOIP to organizations under provision of ~~TAADS-R~~TAADS. It may be made up of component support items included in more than one class of supplies; may include separately type classified end items; may include component and support items for which logistic responsibilities are assigned to more than one agency; and may include nonexpendable, durable, and expendable component and support items.

(2) A SC is the configuration control document that provides users the identification of the SKO and its components. It also provides users supply management data and is an accountability aid.

(3) End items that are components of assemblages and SKOs and that are not required to be authorized and issued separately do not require a BOIP.

(4) Major PA items (supply class VII) will not be included as components of assemblages and SKOs unless they meet the exception criteria in section VII, this chapter.

(5) Examples of equipment assemblages and SKOs include pontoon bridge, food preparation, fire control equipment, shop set, tool kit, or medical assemblage.

(6) TDA activities that require nonexpendable components of assemblages and SKO for mission accomplishment will obtain MACOM approval for those components costing $100 and over prior to requisitioning the components from the proper MSC.

6-24. Repair parts

A repair part is any part, subassembly, assembly, or component required for installation in the maintenance or repair of an end item, subassembly, or component. Repair parts required for operation and maintenance of end items are authorized by an ERPSL TM or equivalent document (see paras 6-3d(9) and (10)), regardless of relative importance or dollar value, provided--

a. The end item is shown as required in the TOE and authorized in the MTOE, TDA, JTA, CTA.

b. The category of maintenance or training mission to support the end item requires the use of the repair parts.

SECTION-VII
Authorization of End Items Supporting Assemblages and SKOs

6-25. General
For the purpose of this section, the types of end items listed below are authorized separately or are included as components of assemblages.

a. Major end item. This type is identified in SB 700-20 as supply class VII. The Arabic numeral "7" under columnar heading"SC" denotes that the item is categorized as a major end item. Also included are supply class VIII items with unit cost of $100,000 and over identified as Arabic numeral "84."

b. Secondary end item. This type (excluding repair parts) is identified in SB 700-20 as supply class II and supply class VIII (with unit cost of below $100,000). The Arabic numerals "2" and"84" in the "SC" column show that the items are other than major or principal and that they are included in TOE and authorization documents.

6-26. Policies

a. The authorization of both major and secondary end items to MTOE, TDA, or JTA units and activities requires that the items be separately type-classified and documented in the TOE, MTOE, TDA, or JTA.

b. The inclusion of major and secondary end items as components in assemblages and SKOs is governed by the following criteria:

(1) Secondary end items may be included in assemblages and SKOs as determined by the materiel developers.

(2) Major end items defined in paragraph 6-25 above~~below~~ will not be included as components in assemblages and SKOs. Those major end items under development and considered for inclusion as components in assemblages and SKOs will be removed, type-classified, and separately authorized. Those major end items already type-classified and included in assemblages and SKOs as components will be removed and separately authorized. (See App E). Exceptions that would warrant inclusion and retention of major end items as components in assemblages and SKOs are limited to when--

(a) Major end item component installation (exclusive of initial installation) or removal is so complex that it must be performed during system integration by a contractor or at depot level of maintenance.

(b) The major end item component is the principal item in the assemblage or SKO configuration and removal will destroy the identity or integrity of the assemblage or SKO (Examples of such component items are the compressor in a pneumatic tool and compressor outfit; welder in the trailer mounted welding set; the fire truck in the firefighting equipment set; the radio or multiplexer in the radio terminal set; and the radar surveillance set, the radio receiver, or the radio transmitter in the radar surveillance system.).

(c) The major end item component is either Army avionics equipment in aircraft or communications and electronics equipment in watercraft, unless the communications/electronics equipment in the watercraft is type classified with a separate LIN.

(d) Major end item component removal has been exempted by HQDA. Unique circumstances that substantiate retention of major end item components in assemblages or SKOs must be documented and provided with justification in a formal request for exemption to CDR, USAFMSA. Exemptions will be considered on a case-by-case basis and will be judged on the merits of the justification. The review for inclusion of component major end items in assemblages or SKOs will be accomplished during SKO review and approval of BOIPs.

c. Managers of assemblages and SKOs are responsible for programming and budgeting for all PA components managed by other managers in accordance with AR 710-1, paragraph 3-8b.

SECTION-VIII
HQDA-Controlled Equipment

6-27. TOE and MTOE

a. All equipment in TOE and MTOE documents is HQDA-controlled and managed through the TOE, FDU, and CTU processes. No increases or decreases to the required column will be made without coordination with the HQDA OI and SI, USAFMSA, and specific approval by ODCSOPS. The justification will contain information stating if the unit is stationed or directed to operate in an area with unique requirements or extreme climatic conditions, or if an MTOE unit mission directed (or approved) by HQDA differs from that in the TOE and requires changed structure and/or personnel or equipment allowances.

b. When unauthorized equipment is on hand prior to submission of a MR, the MACOM may grant authorization for retention pending HQDA approval or disapproval. This authority will be limited to a period not to exceed 180 days and a copy retained in the MACOM office responsible for processing equipment requests. Upon receipt of the HQDA decision, the MACOM authorization will be rescinded. If the MR is disapproved, the unit will be instructed to turn in the excess equipment. If approved, the MR provides interim authorization in accordance with paragraph 6-3d(7).

6-28. TDA and JTA

Military or commercial materiel is HQDA-controlled if it is managed through centralized requirements and authorizations approval due to its funding, excessive costs, or other selected criteria. Except for supply class VIII commercial items for fixed AMEDD activities and Military Entrance Processing Stations (MEPS), the categories of equipment listed in subparagraphs a through c below are HQDA-controlled to TDA/JTA activities and will be coded "C" in the "CIC" column of SB 700-20. (Supply class VIII commercial items authorization will be coded as indicated in para 6-29.) The items listed in subparagraphs a through c below require HQDA approval prior to inclusion in the TDA and JTA unless excepted by other portions of this regulation. When included, the controlled items will be designated as "C" in a separate TDA column.

a. Developmental and nondevelopmental items pending TC (ZLIN) (See SB 700-20, chap 4.).

b. Investment items, such as items funded with Procurement Appropriation, Army (PAA), appropriation and budget activity (ABA) account code alpha, to include commercial items costing $100,000 and over (See SB 700-20, chaps 2 and 6.).

c. The following categories of equipment costing less than $100,000 and funded with Operation and Maintenance, Army (OMA) or Army Stock Fund (ASF):

(1) Commercial individual weapons to include foreign weapons (rifles, revolvers, pistols, and shotguns), except nonexplosive propellant weapons (CO2) powered pellet and tranquilizer syringe projector pistols and rifles. (See SB 700-20, chap 6.)

(2) Printing, binding, or related auxiliary equipment of the type requiring approval by USAPPC, in accordance with AR 25-30, Chapter 11 (See SB 700-20, chaps 2 and 6.).

(3) Military police working dogs (See SB 700-20, chap 2.).

6-29. APS, operational project stocks and supply class VIII commercial items

a. APS are protected go to war assets, owned by HQDA and not linked to an ACC. They are prepositioned ashore in overseas theaters and afloat to support multiple CINCs and scenarios in more than one theater of operations. (See AR 710-1)

b. Operational project stocks consist of equipment requirements in addition to the initial issue requirements contained in MTOE, TDA, MOBTDA, CTA documents, and owned by HQDA. Items in operational project stocks are limited to the type, range and minimum essential quantity required. These items are normally restricted to initial requirements only.

c. Supply class VIII commercial items

(1)~~a.~~ Fixed AMEDD activities and MEPS. Commanders will establish and revise commercial equipment requirements based on assigned mission according to major medical command or command surgeon policies. Accordingly, this materiel is exempt from TC (AR 70-1), from assignment of LIN, and from listing in section III of the TDA. Medical equipment management criteria for fixed AMEDD activities and MEPS are prescribed in AR 40-61.

(2)~~b.~~ Non-AMEDD activities except MEPS. Non-AMEDD activities except MEPS will process requirements for supply class VIII commercial items $100,000 and over in accordance with section XI of this chapter.

SECTION-IX
Equipment in Addition to Current Authorization Allowances

6-30, General

~~TAADS-R~~TAADS provides for authorization of all personnel and mission equipment for all Army units and activities in a standard series of documents: MTOE and TDA. New requirements for equipment in addition to MTOE and TDA authorized allowances will be satisfied by whichever of the methods in paragraphs 6-31 through 6-35 is most appropriate.

6-31. Temporary loan for noncontinuing requirements

Normally, a noncontinuing requirement for an item of equipment is one that has a duration of less than 1 year. Requirements of a noncontinuing duration should be satisfied by use of temporary loan procedures in AR 700-131, chapter 2. Under no circumstances will any unit using loaned equipment report such equipment as authorized on its MTOE, TDA, or JTA document. Use of AMC MSC-loaned property will permit the requesting unit to develop usage data on whether or not the item should be requested as a permanent addition to the MTOE or TDA. This data will be forwarded as part of the justification requirements noted in sections X or XII of this chapter.

6-32. MRs for continuing requirements

Normally, a continuing requirement is one that will exist for a year or more, and is therefore documented in ~~TAADS-R~~TAADS. MRs for continuing requirements may be submitted as follows:

a. For items with SLINs in SB 700-20, chapters 2 and 6, see section X of this chapter for policy and procedures.

b. For commercially available items not now in SB 700-20, chapter 6, see section XI, this chapter for policy and procedures.

6-33. Emergency requests for continuing requirements

An emergency request for a continuing requirement is submitted when the requirement is so urgent that it cannot wait for normal processing of a memorandum request (See sec X, this chap). USAFMSA will expedite staffing with the applicable HQDA or mission assignee agency and provide the decision to the MACOM. This will be accomplished by facsimile or telephone with a follow-on formal confirmation.

6-34. Rental or lease of equipment instead of temporary loan or purchase

Under certain conditions, rental or lease of equipment is authorized in lieu of temporary loan or purchase (See sec XII, this chap for policy and procedures.).

SECTION-X
Continuing Requirements for Standard Items--MR

6-35. MR introduction

If the additional equipment requirement is of a continuing duration, requests for standard items of equipment in addition to current authorized allowances will be submitted through command channels per the provisions outlined in this section. If MTOE proponents consider the item has Army-wide TOE mission essential application, a recommendation will also be sent to USAFMSA. A copy of DA Form 2028 will be enclosed with the recommendation.

6-36. MR general procedures

a. Proponents of ~~TAADS-R~~TAADS documents will use the MR procedure when requesting approval of HQDA-controlled equipment prior to documentation in the MTOE or TDA, with the following exceptions:

(1) Recommended equipment changes in a TOE that require submission for approval.

(2) Equipment that requires submission for approval under other Army regulations, such as AR 25-1, AR 25-30, and AR 750-43, prior to submitting request for documentation in ~~TAADS-R~~TAADS (Approval must be submitted with the MR.).

(3) Requirements for new commercially available equipment submitted in accordance with section XI, this chapter.

(4) Urgent requirements submitted under emergency procedures. See section XII, this chapter.

b. No HQDA-controlled equipment requirement increases may be documented in ~~TAADS-R~~TAADS until they have been requested using the MR procedures and approved by USAFMSA or by MACOMs for NTVs (See App D). Only equipment authorized in an approved authorization document listed in paragraph 6-3, may be requisitioned, distributed or issued to an organization.

c. On receipt of the USAFMSA approved request, the ~~TAADS-R~~TAADS proponent will, per the instructions contained in approval endorsement, update the ~~TAADS-R~~TAADS document. All future approved (effective date (EDATE) not yet reached) documents must be updated concurrently. An approved MR for commercially available items listed in SB 700-20, chapter 6, which have an AAC of K or L (local purchase) on the AMDF will serve as the interim authorization to initiate procurement pending inclusion in the updated TDA documents. The approved MR will not be used as authority to requisition equipment that is stocked and issued by an inventory control point. Only the updated ~~TAADS-R~~TAADS documents or TDA in accordance with paragraph 6-3 d(8) will be used as the authority to requisition.

SECTION-XI
Continuing Requirements for New Commercially Available Nonstandard Items of Equipment

6-37. Basis

Per AR 70-1, a requirement for a new commercially available item with a unit cost of $100,000 or more must undergo a review to determine whether or not it is exempt from TC. Commercially available equipment is divided into two types.

a. BCE is TDA or JTA equipment that is not required by OSD direction or by Army regulation to be Army centrally managed and is therefore locally purchased. After being cataloged, the equipment is

identified in SB 700-20, chapter 6, and in the AMDF by ABA codes L, M, N, P, or Q; in the AMDF by source of supply GSA (GO), or DLA (S9), or other Services (any code other than A or B); or in the AMDF by AAC K or L.

b. Non-base level commercial equipment (non-BCE) includes the following:

(1) SB 700-20, chapter 6, equipment that requires Army central management or procurement by OSD direction or by Army regulation. These are--

(a) General purpose, passenger carrying vehicles (See AR 58-1).

(b) VI equipment (See AR 25-1).

(c) Firefighting equipment (See AR 420-90).

(d) General purpose, special purpose vehicles (See AR 700-88).

(e) Metrology and calibration equipment (See AR 750-43).

(f) Printing, binding, and related auxiliary equipment (See AR 25-30).

(g) Railway equipment (See DODI 5160.67).

(h) Intrusion detection systems (AR 190-11 and AR 190-13).

(2) Items authorized for acquisition through the medical care support equipment (MEDCASE) program (AR 40-61). AMEDD activities that are tenants on non-MEDCOM installations will continue to submit requirements for BCE required in support of the base operations mission (such as materials handling equipment (MHE) to the installation commander.

(3) Items of ~~ADP~~ IT equipment~~(ADPE) are information mission area (IMA) equipment and~~ are managed per AR 25-1~~through the Information Management Plan~~.

6-38. Approval

In general, the requirements for non-BCE items described in paragraph 6-38b are HQDA-approved. The requirements for BCE items described in paragraph 6-38a are TDA or JTA proponent approved except as noted below.

a. The items that are proponent approved are coded as"BCE MAPP" in the "Type Class" column of SB 700-20, chapter 6. The items that are HQDA-approved are coded "BCE" in the same column. If those chapter 6 items are non-BCE (para 6-38b), the "Type Class " column will be left blank.

b. BCE categories of equipment that require appropriate approval in accordance with listed regulations prior to inclusion in TDA/JTA are--

(1) Micrographics equipment (See AR 25-1).

(2) Non-system training devices (See AR 350-38).

(3) Office copying equipment (See AR 25-30).

(4) TMDE (See AR 750-43).

(5) Word processing equipment (See AR 25-1).

c. AWCF~~DBOF~~ activities are not subject to the codes"BCE/BCE MAPP" annotated in the remarks column of SB 700-20, chapter 6, but administrative approval per AR 25-1 is required prior to procurement/requisition of IT ~~IMA~~ equipment.

SECTION-XII
Continuing Requirements for Standard Items--Rental or Lease

6-39. Basic DoD policy

The DoD policy and criteria for lease of equipment in lieu of purchase are contained in subpart 7.4 of the FAR, the DFARS, and the AFARS.

6-40. Additional Army guidance

In the following circumstances, nonexpendable commercial equipment may be rented or leased to cover emergency or temporary requirements:

a. When nonexpendable standard equipment is not available on a loan basis from an AMC MSC.

b. When costs of transportation, depot condition restoration costs, and other related financial requirements associated with standard equipment loans from an AMC MSC exceed the cost of renting or leasing commercial-type equipment.

c. Instead of purchase of nonexpendable commercial equipment.

d. Leasing of IT ~~IMA~~ equipment is governed by AR 25-1.

6-41. Extension of rental or lease agreements

In addition to guidance provided by the publications listed in paragraph 6-3940, lease agreements may not exceed 1 year unless they also meet the fund obligation requirements in chapter 9 and Table 9-2 of AR 37-1. in accordance with subpart 7.4 of the DFARS, a record of the rationale supporting the decision to lease or purchase as prescribed by FAR 7.401 and 7.402 will be retained in the organization file and made available for auditing.

6-42. Prerequisite for commercial radios

The procedures in AR 5-12 apply as the prerequisite to the purchase, rental or lease of commercial radio frequency emitting equipment.

6-43. Exclusions

Excluded from consideration under provisions of this section are--

a. NTVs (Procedures for lease of NTVs are in AR 58-1.).

b. Copying equipment rented or leased on a regular basis under AR 25-30 and AR 25-1, chapter 9, in connection with regular functions.

c. IT IMA equipment rented or leased on a regular basis under AR 25-1.

d. Maintenance and services (M&S) equipment rented under provisions of AR 420-18.

6-44. Aircraft

Regardless of the period of the initial agreement or extension, the initial lease of aircraft or extension of a lease agreement for aircraft must be approved by HQDA (DAMO-FDV).

SECTION-XIII
Maintenance Float, Sizing Float, and Standby Equipment

6-45. Maintenance float

Maintenance float equipment consists of end items of equipment authorized for stockage at installation, activities, or units to replace unserviceable items of equipment in operating units when timely repair of unserviceable equipment cannot be accomplished by the support maintenance activity or unit. The purpose of float is to maintain the operational readiness of units during peacetime. Maintenance float includes both operational readiness float (ORF) and repair cycle float (RCF). Maintenance float equipment will not be included in TOEs, MTOEs, TDAs, or JTAs for operating units. Items in SB 710-1-1 that have a float factor are authorized float, the distribution quantities identified in TAEDP is authority

for the specific claimant to requisition float items (See AR 750-1, AR 710-1, and AR 710-2 for detailed information concerning ORF authorizations and accounting procedures and AR 710-1 for RCF.).

6-46. Chemical defense items sizing float

a. Units may stock up to 105 percent of the MTOE, TDA, or CTA authorization of those nuclear, biological, and chemical (NBC) defense items specified by the MACOM commander. The purpose of this five (5) percent overage is to enhance readiness by facilitating ready exchange or replacement of items which are defective or of incorrect size. When computing the five (5) percent overage, quantities will be rounded up to the next higher whole number, such as 4.05 is rounded up to 5.

b. MACOM commanders may authorize units with low densities of protective masks to retain a minimum of one of each size for each type mask in a sizing float. This amount is not to exceed the total quantity authorized. For example, a unit authorized three (3) to 40 M40 masks would be authorized to stock three (3) of any combination of the three M40 sizes as float. The maximum sizing float for units authorized one (1) M40 mask would be one (1), for two (2) masks two (2), and for three (3) masks three (3). Unit commanders may stock the float sizes they deem appropriate.

c. These items are in addition to any maintenance float discussed in paragraph 6-45~~6~~.

6-47. Standby equipment

Standby equipment, in contrast to maintenance float, is equipment required to ensure uninterrupted and continuing effectiveness of mission operation. This is in addition to allowances justified by basic mission requirements, such as additional TOE items or component end items required to be on hand to replace like items which when not operational cause interruption of mission operations. Standby equipment may be included in the TOE, MTOE, TDA, or JTA when specifically justified and approved by CDR, USAFMSA.

SECTION-XIV
~~-~~IT~~IMA~~, RDTE, Major Systems Installation and Development Equipment, and Equipment Used for Experiments and Tests

6-48. IT ~~IMA~~ equipment

~~-~~IT ~~IMA~~ equipment is governed by the AR 25-series and consists of automation, telecommunications, records management, publications and printing, and VI equipment. ~~IMA equipment is HQDA controlled and requirements are approved in the IMMP per AR 25-1 (See para 6-53 below for DBOF activities). The approved IMMP with an associated project document which includes a listing of end items is the basis for requesting a standard LIN for investment~~

~~items and TAADS-R documentation.~~ Upon receipt, IT ~~IMA~~ items costing less than $100,000, will be authorized by the TDA section III (if type classified), section III supplement or CTA if not type classified and accounted for on property books per AR 710-2.

6-49. RDTE equipment

a. Items of equipment required by an RDTE activity and by a tenant non-RDTE TDA activity located at and supporting an RDTE host installation will be documented or not documented in the activity TDA as follows:

(1) Equipment that will be documented includes--

(a) HQDA-controlled equipment (para 6-28 above) required for support of base operations at RDTE installations. This includes but is not limited to facility engineer, message center, security, motor pool, installation maintenance, and housekeeping equipment.

(b) HQDA-controlled equipment required for support of RDTE projects or specific test requirements, for a period exceeding 2 years.

(c) Items acquired with RDTE funds for testing purposes which are still available at completion of the test program and are reassigned for operational use or inventory will be documented in the TDA.

(d) Items acquired with RDTE funds which will be replaced with PA funded equipment.

(2) Equipment that will not be documented includes--

(a) Equipment procured with RDTE funds, including equipment purchased with other than RDTE funds when it is reimbursed with RDTE funds.

(b) Special purpose equipment required for RDTE activities. (AR 70-6.)

(c) SB 700-20, chapter 2, items of materiel obtained under the provisions of AR 70-1, AR 73-1, or AR 705-24.

(d) HQDA-controlled equipment (see para 6-28) required for support of RDTE projects or specific test requirements, for a period of less than 2 years. Equipment required for any period less than 2 years will be obtained on loan from the proper AMC MSC. The RDTE appropriation will reimburse the MSC for items consumed in RDTE and will bear the cost necessary to return the item to MSC in serviceable condition prior to or on completion of the loan period.

b. Programming, budgeting, and property book accounting for RDTE equipment used by the tenant non-RDTE TDA activity are responsibilities of the RDTE host activity. This equipment will not be procured or reimbursed from the tenant account.

6-50. Major systems installation and development equipment

USAISC units acquiring equipment through major systems installation and development (integrated wideband communications system (IWCS), automatic digital network (AUTODIN), defense switched network (DSN), European Broadband System, and so forth) will submit TDA changes on completion of the system acceptance by the commander concerned. Acceptance will be certified by preparation of DD Form 250.

6-51. Equipment used for experiments and tests

a. Experiments and tests specifically include development testing, operational testing, product improvement proposal testing, production acceptance testing, nondevelopmental materiel system testing, force development testing and experimentation, technical feasibility testing, operational feasibility testing, innovative testing, on-site user testing, supportive testing, and special materiel testing.

b. Both standard and nonstandard equipment used for experiments and tests must be frequently modified or reconfigured into different system arrangements to support on-going or subsequent requirements that are unique to a specific test. In view of this, it would not be cost effective to restore the equipment, including instrumentation, to its original configuration merely for documentation purposes nor would it be cost effective to automatically effect disposal at the conclusion of each test project.

c. Items of equipment used for experiments and tests by an activity will or will not be documented in the TDA as follows:

(1) Items that will be documented. The same types of equipment that will be documented at RDTE installation (para 6-49a(1) above) will be documented by an activity conducting experiments and tests.

(2) Items that will not be documented. These are--

(a) Adequate numbers of prototypes and necessary instrumentation required by an activity for support of experiments and tests and procured with RDTE funds, including items purchased with other than RDTE funds when they are reimbursed with RDTE funds.

(b) Standard items of equipment developed by the Army and nondevelopmental standard or nonstandard instrumentation required by an activity for support of experiments and tests and financed by the tester from available OMA funds (less than $100,000) or by the material developer from available PA funds ($100,000 and over) per AR 73-1.

(c) HQDA-controlled equipment (para 6-28) required for support of testing or experimentation for a period of less than 2 years. Equipment required for less than 2 years will be obtained on loan from the proper AMC MSC. The RDTE appropriation will reimburse the MSC for items consumed in RDTE and

will bear the cost necessary to return the item to MSC in serviceable condition prior to or on completion of the loan period. Items on loan under provisions of this paragraph will not be modified or reconfigured.

SECTION-XV
Industrial plant equipment (IPE), ~~DBOF~~AWCF, commercial activity (CA), and GOCO Equipment

6-52. IPE

The only IPE authorized to be purchased with production base support funds is equipment necessary for use in manufacturing, to include equipment that supports the manufacturing. IPE authorized by HQDA for acquisition with production base support funds as prescribed in AR 700-90 will not be documented in the TDA. Note: This paragraph applies only to AMC activities.

6-53. Equipment for ~~DBOF~~AWCF activities

a. The TDA for ~~DBOF~~AWCF activities will include all items assigned a LIN in chapters 2 and 6, SB 700-20 except customer-furnished equipment, noncontrolled equipment or items below $100,000 procured with ~~DBOF~~AWCF, and equipment exempt in accordance with Appendix E.

b. TDA equipment capitalized under the ~~DBOF~~AWCF will be identified on the TDA with a standard remark (180-~~DBOF~~AWCF Equipment). This ensures documentation of the equipment in the requisition validation (REQVAL) system. TDA changes will be considered approved and documented in the ~~DBOF~~AWCF program budget guidance, consistent with current and projected workload.

c. NTVs will not be purchased by the ~~DBOF~~AWCF (NTVs are passenger transport and general purpose vehicles.).

d. ~~DBOF~~AWCF activities are required to use standard items of equipment available in the Federal supply system if such items meet the established functional requirements, as well as cost and availability criteria.

e. ~~DBOF~~AWCF activities are exempt from TC exemption procedures (App E). Nonstandard commercial type items will be documented on the property records as authorized by AR 37-1.

6-54. Equipment for CA~~a~~s

a. GFE may be provided to contractors for use in performing CA type contracts. The equipment lists contained in the contract specify the government-owned equipment to be furnished. As general policy, Army equipment should be used only for military purposes. When possible, therefore, civilian contractor-furnished or commercial substitute equipment should be used for mission support of civilian contractors to release Army equipment for tactical purposes. However, if GFE must be used for CA type contracts, available PA assets should be used rather than generating new requirements for additional PA assets.

b. A contract that obligates the government to provide equipment to a contractor is used as the authorization document for requisitioning. Subsequently, all GFE except for the categories listed in paragraph 6-16 will be documented in the TDA. The contract identification will be listed in section I of the TDA as the requisitioning authority. Items of equipment authorized by CTA, loaned from government sources leased (with cost charged to the installation), and so forth, will be listed in the contract. GFE will be requisitioned and added to the TDA as follows:

(1) Only equipment coded with an alpha character in the ABA column of SB 700-20, chapter 6, or within the list of HQDA controlled commercial equipment items contained in this regulation, will be listed in section III of the TDA. To allow for computation in SACS and inclusion in REQVAL and TAEDP, all SB 700-20, chapter 2 items will be listed in section III of the TDA. SB 700-20, chapter 2, items and non-BCE items listed in paragraph 6-38bof this regulation will be requisitioned in accordance with AR 725-50 without citation of funds. BCE items are funded by the MACOM.

(2) The list of equipment contained in the contract will be forwarded with the TDA submission. Those items previously listed in other ~~TAADS-R~~TAADS documents will be identified by quantity and the MTOE or TDA from which deleted.

c. During contract negotiations and when developing the TDA in which CA equipment is to be documented, commercial substitute equipment that is within the approval authority of the MACOM commander should be used when practical to fill the contract requirements.

d. Commercial equipment that requires CONUS procurement action will not be substituted for standard military equipment that has been previously authorized by TDA action in overseas areas but for some reason has not been delivered to meet the terms of the contract. This restriction has been established to prevent procurement of duplicate equipment for the same purpose.

e. When temporary loan of equipment is necessary to provide substitute equipment to meet the terms of the contract, the provisions of AR 700-131 will apply.

f. If additional equipment is required to be furnished by the government after the contract is negotiated and approved, the contract should first be modified to include this equipment and should then be documented in the TDA. However, contact should first be made with the appropriate AMC MSC to determine availability of equipment before the contract is modified. Requests for additional HQDA-controlled equipment that cannot be satisfied under the above provisions will be limited to those requirements that can be justified per section XII.

g. Equipment may be documented after the contract award. However, any item required to be listed in the TDA for which availability is unknown must be requested per section XII before obligating the government and listing in the contract.

h. Except for GFE supporting education centers, equipment for all contracts being performed for a TDA unit will be documented in separate paragraphs per separate contractor in the TDA of the unit for which the work is being accomplished. GFE used by a contractor performing at more than one installation to fulfill a contract will only be documented as required on the TDA of one of the installations. (See FMBB for the standard remark number for use in indicating GFE provided under provisions of part 45 of the FAR, DFARS, and AFARS.) GFE supporting education centers will be documented in the education center paragraph of the appropriate TDA and hand receipted to the contractor.

i. Provisions of AR 25-1 apply to ITI~~IMA~~ equipment acquisition and inventory reporting.

j. Because of the differences from other TDAs cited in this chapter, contracting, supply, and procurement agencies should coordinate Government-furnished property actions with their respective force development offices.

k. Equipment for the following CA activities will or will not be documented in ~~TAADS-R~~TAADS as follows:

(1) RDTE equipment. (In accordance with para 6-49 above.)

(2) Equipment used for experiments and test. (In accordance with para 6-51 above.)

6-55. Equipment for GOCO activities

a. GOCO equipment is provided to contractors at government-owned installations in support of DoD contracts. The equipment lists contained in the contracts specify the government-owned equipment to be furnished. When it is not possible to individually identify government-owned equipment in the contract, such as GOCO installations, the contracting officer will make final determination on requirements for addition, deletion, or substitution of government-provided equipment. As general policy, Army adopted equipment should be used only for military purposes. To release Army adopted equipment for tactical purposes, contractor-furnished or commercial equipment should be used for mission support of contracts when ever possible. If Army adopted equipment must be used for GOCO activities and/or DoD workload, available PA assets should be used rather than generating new requirements for additional PA assets.

b. Any contract that obligates the government to provide equipment to a contractor is recognized as an authorization document for purposes of requisitioning in accordance with paragraph 6-3d(3) above. Subsequently, all GFE except for categories listed in paragraph 6-16 and 6-54b(1) above will be documented in the TDA. The prime contractor number will be listed in section I of the TDA as the requisitioning authority. Standard remarks as listed in the FMBB will be used in section III. GFE will be requisitioned and added to the TDA as follows:

(1) Only equipment coded with an alpha character in the ABA column of SB 700-20, chapters 2 and 6, or within the list of HQDA controlled commercial equipment items contained in this regulation, will be listed in section III of the TDA.

(2) SB 700-20, chapter 2 items and non-BCE items listed in paragraph 6-37 above will be requisitioned in accordance with AR 725-50 without citation of funds. BCE items are MACOM funded. To maintain the NTV ceiling (See App D), a DA Form 4610-R (Equipment Changes in MTOE/TDA) will be submitted to the MACOM for all GOCO activity NTV requirements.

c. When developing the statement of work (SOW) and list of GFE to be included in the solicitation and contracts and the TDA in which equipment is provided to a GOCO installation, commercial substitute equipment that is within the approval authority of the MACOM commander should be used when practical to fill contract requirements.

d. When temporary loan of equipment is necessary to provide substitute equipment to meet the terms of the contract, the provisions of AR 700-131 will apply.

e. If there is a need to change the list of GFE after the contract has been awarded, either to provide additional or delete excess equipment, a request to modify the contract, setting forth the needed change and justification for it, will be submitted to the contracting officer. The contract modification and contract number will be used as authority to document the TDA.

f. Except for equipment supporting education centers, GFE will be documented in the TDA paragraph which identifies the function being performed by the contractor (See the FMBB for the standard remark number used to identify equipment furnished under the provisions of part 45 of the FAR, DFARS, and AFARS.). Equipment supporting education centers will be documented in the education center paragraph of the appropriate TDA and hand receipted to the contractor.

g. Provisions of AR 25-1 apply to IT ~~IMA~~ equipment acquisition.

h. Due to the differences from other TDAs cited in this chapter, GFE for contracting, supply, and procurement agencies should be coordinated with their respective installation equipment manager.

i. The following equipment will not be documented in TDAs for GOCO activities:

(1) RDTE funded equipment, to include that equipment used for experiments and tests.

(2) Equipment purchased with production base support funds.

SECTION-XVI
Equipment Policies Dependent on Personnel Operations

6-56. Multiple shift operations

a. TOEs (category II and III units) and TDAs may include increased allowances of equipment for multiple shifts only when they will result in overall economies in equipment or manpower, or both without jeopardizing the effectiveness of the operation.

b. Equipment for multiple shifts may be provided only for units that normally operate more than 12 hours a day. Equipment will not be provided for more than two shift operations.

c. Supplemental equipment for second shift operations will be limited to items issued to individuals, such as mechanics' toolkits, supplementary mission equipment necessary to offset higher maintenance rates resulting from sustained operations, and similar augmentations directly related to the increase in operating time of basic equipment.

d. In Defense Communications System and INSCOM fixed systems operations requiring 24-hour operation, supplemental equipment to support replacement for routine maintenance may be authorized.

6-57. Type B TOE requirements

TOEs reflecting Type B requirements will include all equipment and allowances listed in the equipment level 1 column, subject to the following:

a. The items to be included in the type B column are--

(1) Arms, crew-served weapons, and items of individual equipment for U.S. military personnel only.

(2) Organizational equipment other than in subparagraph (3) below, to serve only the actual number of U.S. military personnel.

(3) Mechanics toolkits, vehicles, switchboards, and so forth, that will be used by non-U.S. military personnel performing unit duties.

b. When arms and individual equipment for non-U.S. military personnel are needed, approval for issue will be obtained through command channels from the theater Army commander or ODCSOPS (DAMO-FD). When approved for issue, such equipment will be included in the appropriate TDA or MTOE.

6-58. Equipment for supervisory personnel

TOE and TDA proponents will examine critically and justify fully the need for equipment for supervisory personnel, with a view to restricting authorizations to "working"individuals.

6-59. Items of MTOE, TDA, or JTA equipment authorized on an individual personnel basis.

a. With the exception of requirements for TDA/JTA personnel to be issued individual weapons and protective mask in accordance with Appendix D, there is no regulatory guidance that requires overstrength personnel to be assigned a weapon, bayonet, and mask. However, overstrength personnel may be issued a weapon, bayonet, and mask in accordance with armament guidance published on the FMBB if commanders elect to do so.

b. When issued, MTOE units will document the weapons, bayonets, and masks in the TDA augmenting the MTOE unit; TDA and JTA activities will document these items in the TDA or JTA. The number included in the "authorized"column will be sufficient to avoid fluctuation of documentation. For MTOE units, a zero will be shown in the requirements column of the augmentation TDA. Commanders will periodically evaluate the excess personnel authorizations and, based on experience and predicted changes in fluctuation peaks, adjust the allowances as required. Similarly, if the MTOE is reorganized from lower to higher ALO, or vice versa, the augmentation TDA will be adjusted.

c. Per paragraph 6-20 above, authorization of these items for overstrength ALO personnel in overseas units as documented in augmentation TDA, will be satisfied by issue from the decrement stock or command storage. TDA augmentation authorization for CONUS MTOE units will be satisfied by requisition from the proper AMC MSC.

SECTION-XVII
Selected Honor Guard (SHG) and Special Ceremonial Unit (SCU)

6-60. SHG

a. A SHG can only be approved by HQDA. It will not normally be approved for below MSC level, nor will there be more than one SHG per installation. Each SHG will support the entire installation.

b. The SHG shown in Table 6-1 have been approved by HQDA. The commanders of the listed commands may designate and equip SHG units not to exceed the number of individuals shown, including the unit commander.

```
+-----------------------------------------------------------------------------------------
---------+
¦Table 6-1. Selected honor guards
¦
+-----------------------------------------------------------------------------------------
---------¦
¦Command                                                          ¦  Number of   ¦
Number of  ¦
¦                                                                 ¦    units     ¦
individuals ¦
+-------------------------------------------------------------------+--------------+-----
--------¦
¦USAREUR                                                          ¦       1      ¦
50     ¦
+-------------------------------------------------------------------+--------------+-----
--------¦
```

¦USAREUR (for duty at HQ USEUCOM) ¦ 1 ¦
30 ¦
+----------+----------+-----
--------¦
¦USASETAF ¦ 1 ¦
20 ¦
+----------+----------+-----
--------¦
¦V Corps ¦ 1 ¦
33 ¦
+----------+----------+-----
--------¦
¦AFSOUTH (U.S. Army Element) ¦ 1 ¦
10 ¦
+----------+----------+-----
--------¦
¦SHAPE (U.S. Army Element) ¦ 1 ¦
25 ¦
+----------+----------+-----
--------¦
¦LANDSOUTHEAST (U.S. Army Element) ¦ 1 ¦
25 ¦
+----------+----------+-----
--------¦
¦Eig~~h~~th U.S. Army ¦ 1 ¦
3~~5~~0 ¦
+----------+----------+-----
--------¦
¦USARJ ¦ 1 ¦
2~~5~~0 ¦
+----------+----------+-----
--------¦
¦FORSCOM ¦ 1 ¦
65 ¦
+----------+----------+-----
--------¦
¦6th Inf Div (L) & USAG-AK ¦ 1 ¦
2~~5~~0 ¦
+----------+----------+-----
--------¦
~~193d Inf Bde, Canal Zone ¦ 1 ¦~~
~~50 ¦~~
~~+ + +~~
~~¦~~¦Fifth U.S. Army ¦
1 ¦ 3~~5~~0 ¦
+----------+----------+-----
--------¦
¦Sixth U.S. Army ¦ 1 ¦
3~~5~~0 ¦
+----------+----------+-----
--------¦
¦INSCOM CONUS MI Gp ¦ 1 ¦
2~~3~~0 ¦
+----------+----------+-----
--------¦
¦TRADOC ¦ 1 ¦
50~~65~~ ¦
+----------+----------+-----
--------¦
¦Carlisle Barracks, PA ¦ 1 ¦
2~~4~~0 ¦

~~Fort Benjamin Harrison, IN~~	~~1~~	~~40~~
USMA	1	~~5077~~
~~USARPERCEN~~	~~1~~	~~20~~
USARPAC	1	30
The adjutant general of each State, District of Columbia, Puerto Rico, Virgin Islands and Guam	1	20
USARC	1	10

c. Additional manpower spaces for the purpose of forming an SHG are not authorized; rather, spaces must be realigned from within those currently authorized.

d. Clothing and accouterments for SHG are authorized by CTA 50-900 (See App D for the policy on authorization of ceremonial rifles to SHG.).

6-61. Special Ceremonial Units

a. The SCUs listed in Table 6-2 are presently in existence. The policy contained in this paragraph, therefore, pertains only to these units and does not establish a basis for creating additional units. Excluded from this paragraph are the 3d U.S. Infantry (The Old Guard) and selected honor guards (See para 6-60.).

Table 6-2. Special ceremonial units

Name	Location	MACOM

1st Cavalry Division Horse Platoon	Fort Hood, TX	FORSCOM
Fort Carson Mounted Color Guard	Fort Carson, CO	FORSCOM
U.S. Army Field Artillery Half Section	Fort Sill, OK	TRADOC
Troop A, 1st Squadron, 104th Cavalry, Pennsylvania ARNG	Philadelphia, PA	NGB
Field Artillery Half Section, 1st Battalion, 168th Field Artillery, Nebraska ARNG	Scotts Bluff, NE	NGB
Massachusetts National Guard Ceremonial Unit	Camp Curtis Guild, Reading, MA	NGB
B Troop, 4th Cavalry (Memorial)	Fort Huachuca, AZ	TRADOC
Fort Riley Mounted Unit	Fort Riley, KS	FORSCOM

b. The purpose of SCU is to support recruiting, community relations, and official or non-official ceremonial functions.

c. Manpower spaces must be obtained from within those currently authorized. The primary source of funding for procurement of clothing, accouterments, equipment and sustained maintenance, replacement, and use is appropriated funds for base operations. All funding will be from within available funds. No PA funds will be used.

d. Clothing, accouterments, and other equipment for SCU are authorized by CTA 50-900 and CTA 50-909, as governed by this paragraph and by the installation TDA.

SECTION-XVIII
Other Miscellaneous Equipment Policies

6-62. Equipment authorized to HQDA offices and agencies and MACOM headquarters and activities located in the NCR

a. Definition. For the purpose of this paragraph, the NCR includes the District of Columbia; Montgomery and Prince Georges counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William counties in Virginia; and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park in Virginia.

b. TDA. HQDA agencies and MACOM headquarters activities located in the NCR and serviced by DSS-W will document in their TDA those equipment items with an SLIN (items that are stocked in the Army supply system and must be obtained from an AMC MSC) not obtained through DSS-W. Items obtained through DSS-W may be documented in the TDA section III supplement at the option of the NCR activity. Those NCR offices, agencies, headquarters or activities not serviced by DSS-W will comply with the provisions of chapters 7 and 8 in obtaining and documenting nonexpendable TDA-type items.

c. Office furniture and furnishings standards. Office furniture and furnishings standards included in AR 1-39, Appendix C, are applicable to all Army activities in the NCR. Therefore, all sections I of any TDA in the NCR will include AR 1-39 in paragraph 10 of section I of that TDA. The equipment acquisition process is determined as follows:

(1) Serviced by DSS-W. Those Army activities in the NCR serviced by DSS-W are authorized office furniture and furnishings by AR 1-39 (Apps D through F) and must use the acquisition services provided by DSS-W.

(2) Not serviced by DSS-W. For those Army activities in the NCR not serviced by DSS-W, AR 1-39 is the authorization for those items of furniture and furnishings listed in Appendixes D through F instead of like items authorized by CTA 50-909. However, CTA 50-909 continues to be the authorization for those types of office equipment contained therein that are not listed in the Appendixes of AR 1-39. Those activities entitled to use both AR 1-39 and CTA 50-909 for determination of requirements must use the Army supply system acquisition services under provisions of current Army regulations.

6-63. Model numbers

Except for Army aircraft, model numbers for adopted items of equipment will not be included as part of the nomenclature in TOE and equipment authorization tables. However, when requesting assignment of a SLIN, the proponent will provide commercial item model numbers, to include the manufacturer name, on a separate enclosure to assist in identification and substitution of adopted items of equipment during technical review.

6-64. Installed equipment and equipment-in-place

a. Installed equipment. Installed equipment is an item of equipment that is affixed and built into the facility as an integral part of that facility. Equipment that is an integral part of that facility is equipment that is necessary to make the facility complete, and if removed would destroy or reduce the usefulness of the facility. Use of the equipment determines if it is an integral part of a facility. Installed equipment is therefore not included in the TOE, MTOE, TDA, JTA, or CTA, nor will TOE, MTOE, TDA, JTA, or CTA equipment be allowed to become installed property. Equipment is accounted for as real property (See AR 735-5, para 4-4).

b. Equipment-in-place. For the purpose of this regulation, equipment-in-place is movable TDA, JTA, and CTA nonexpendable equipment that has been affixed to real property, but that may be removed without destroying or reducing the usefulness of the facility. It does not include installed building equipment. Therefore, unlike installed equipment, equipment-in-place is personal property, is accounted for on property book records (See AR 735-5, para 4-12).

6-65. Basis of distribution and equipment remarks

Equipment remarks are intended to guide unit commanders in distribution of equipment authorized the unit and to restrict the issue of equipment. Equipment remarks will be used in TOE and ~~TAADS-R~~TAADS authorization documents only when essential. For a listing of equipment remarks see the FMBB.

6-66. Obsolete, excess, surplus, or foreign excess property

a. Under provisions of AR 70-1, an item type-classified"standard " will be reclassified to "obsolete"when there is no requirement, it is replaced by another standard item, it becomes too costly to repair and support and has been replaced by another standard item, or no replacement is required. After reclassification to obsolete, items will be held for disposal and will not be reissued to or reprocured for Army units, but may be made available to support the international logistics program.

b. Under provisions of this regulation and AR 725-50, equipment excess to unit, installation, or command authorization documents will be disposed of or redistributed.

6-67. Equipment required for Reserve Officers Training Corps (ROTC) basic and advanced summer camps

a. Installation commanders responsible for early support of the ROTC basic and advanced summer camps will use tenant and assigned unit authorized equipment to support the equipment requirements of the ROTC camps. Under no circumstances will a separate pool of equipment be authorized on the installation TDA for this purpose.

b. For equipment required but not available from units, the installation commander will make arrangements to borrow equipment from the proper AMC MSC. These requests for loan should be made at least 6 months in advance of the date the required equipment needs to be on hand. Equipment

borrowed from the MSC will be returned in a serviceable condition within 30 days after completion of the camp.

SECTION-XIX
Equipment Usage Management

6-68. General

The Army objective is to obtain optimum use and efficient management of equipment used by TDA activities to meet mission requirements with the minimum of equipment. Usage standards with management programs for some types of equipment are already established and published (See para 6-70 below for exemptions). The purpose of this section, therefore, is to prescribe an overall Army Equipment Usage Management Program, and to prescribe usage standards for types of equipment not managed by other Army or DoD publications.

6-69. Applicability

a. This section applies to all Active Army TDA activities or installations not in combat areas.

b. This section does not apply to the ARNG or the USAR.

6-70. Exemptions

The following categories of equipment are exempt from the provision of this section:

a. IT ~~IMA~~ equipment. Usage of IT ~~IMA~~ equipment will be managed per the AR 25-series.

b. Aircraft. Usage of aircraft will be managed per Appendix D.

c. Army rail equipment. Usage of Army rail equipment and locomotives will be managed per AR 56-3.

d. Government-furnished property (GFP). Usage of GFP by contractor activities will be governed by the FAR, DFARS, and the AFARS in accordance with FAR 45.509.2, contractors will be required to accumulate data to provide visibility of the extent and manner of use of all government-owned property. Although contractor utilization control systems will vary in type and complexity, each type will provide certain basic management data which should be reported in writing.

e. Medical equipment. Usage of medical equipment will be managed per AR 40-61.

f. Investigative and laboratory equipment managed by the U.S. Army Criminal Investigation Command. This equipment is exempt from usage collection and reporting. It is prepositioned to await use in special situations. Therefore, even if the situations do not occur, the requirement is still valid.

g. Army reserve plant (ARP) and plant equipment package (PEP) equipment. Mobilization lay-away equipment in approved PEPs (contractor-owned, contractor-operated (COCOs)) and ARPs (GOCOs and government-owned, government-operated (GOGOs)) does not require utilization data collection as long as it remains inactive. If removed from the ARP or PEP or from lay-away status and used, then utilization data collection is required.

h. CTA equipment. Collecting of utilization data for CTA type items with a unit cost of less than $10,000 is not required.

i. Installed equipment. Utilization data collection for installed equipment is not required. Installed equipment is defined in paragraph 6-64~~5~~.

j. Emergency equipment. An emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action. Examples of emergency equipment are: a fire truck for an installation without fire protection support, an ambulance for an installation without ambulance support, or a generator when emergency power is required for continued mission accomplishment. This equipment does not require utilization data collection, but will be reviewed by higher headquarters during installation logistics or equipment management inspections.

6-71. Policies

a. Essential~~Optimum~~ quantities of equipment will be acquired and retained to perform the assigned mission in the most cost effective manner.

b. Equipment not justified for retention will be promptly reported for redistribution or excess disposition in accordance with applicable regulations, and the TDA will be adjusted at the earliest practical time.

c. Maximum practical use of current installation or activity equipment resources will be achieved, to include use of equipment and personnel resources of tenant MTOE units to accomplish or share functionally-related workloads whenever feasible. Use that would affect unit readiness is prohibited.

d. To the extent practical, similar age equipment with established economic life expectancies (mileage, age, hours of operation) will be rotated to equalize mileage or usage during the established life expectancy of the equipment.

e. CONUS installation or activity equipment will be pooled to the maximum practical extent to assure optimum usage. Pooling within military communities overseas is also appropriate to accomplish the objectives of this section.

f. Maximum practical use will be made of rental, lease, and loan of equipment in lieu of ownership when operationally acceptable and economically feasible.

g. AMC arsenals, depots, plants, ~~and~~ RDTE, and similar activities in other MACOMs (USAREUR-GSCE, KIC, etc.) will prepare and follow approved Equipment Utilization Management Plans. Implementation procedures are in Appendix G. The plans will apply to plant equipment, including IPE, other plant equipment (OPE), TMDE, equipment purchased with RDTE, construction equipment, and MHE, and other support equipment, and will--

(1) Establish minimum levels of use below which an analysis of need will be made and retention justified, except for inactive plants and equipment retained for mobilization. The level of use may be established for individual items or families of items, depending upon circumstances of use.

(2) Provide for recording actual use consistent with the established use levels.

(3) Require periodic analysis of need, based upon known requirements.

(4) Provide for prompt redistribution of all equipment not justified for retention by reporting excess to the MACOM.

h. Government-owned installation or activity equipment will be placed in administrative storage when usage standards are not met and future requirements for the equipment are uncertain. Installation or activity equipment, except seasonal equipment, will not be held in administrative storage longer than 90 days without approval from the MACOM, unless disposition instructions for excess equipment have been requested and receipt thereof is impending. Final disposition should not be made without coordination with the last using activity.

i. Additional guidance for general purpose, passenger transport, and special purpose vehicles can be found in DoD 4500.36-R, AR 58-1, AR 420-18, AR 700-88, DA Pam 738-750, TM 38-600, and TM 38-750-1.

j. Seasonal equipment will have utilization data collected and recorded when used. Any item used for the entire year, such as, an agricultural tractor that is used with a snow plow during winter and a grass cutter or other grounds keeping attachments during the summer, will not be identified as seasonal equipment. Attachments may be considered as seasonal equipment. This equipment will be reviewed during higher headquarters installation logistics or equipment management inspections.

k. Since requirements for all categories of equipment listed in Appendix F, with exception of watercraft, have gone to operational days for utilization collection, a single format, automated or manual, for documentation of utilization data is authorized for all categories of equipment.

l. All equipment in Appendix F which meets the requirement for utilization data collection, except for equipment identified as exempt in paragraph 6-70 above, will have utilization data collected and reporting requirements met.

m. One-of-a-kind equipment, except emergency equipment as defined in paragraph 6-71j above, is defined as being that one and only specific type of equipment on an installation. This does not mean one-of-a-kind in an organizational element of the installation. Usage data will be collected on this equipment so it will be available to support a request in the event an additional like-item is required. The data will also be available for the equipment manager to use when determining the most economical alternative for acquisition of a new or replacement like-item. This area will be monitored by higher headquarters during inspections and reviews of installation logistics or equipment management.

n. Equipment used for research and development (R&D) mission in other than AMC activities. Equipment required for an R&D mission is exempt from usage collection and reporting. Walk-through procedures will be used to evaluate the need for the equipment. Such equipment is defined as those items directly involved in the R&D process, such as a combat vehicle used to test an engine for suitability, a forklift required to determine the feasibility of installing longer forks or other modifications. Equipment used for the purpose of supporting R&D will be considered base support and utilization data collected. Duplication of equipment with like capabilities will be held to the minimum necessary for mission requirements.

SECTION-XX
Common Tables of Allowances

6-72. General

a. A CTA is an authorization document for items of materiel costing less than $100,000 which are required for common Army-wide use by individuals, MTOE, TDA, or JTA units and activities. Army-wide use is defined as required by more than one unit or its organizational elements, facilities, activities or individuals (except items in CTA 50-909, Table 73, which are one-of-a-kind for ceremonial units.).

b. The purpose of a CTA is to authorize widely used items of relatively low value in one document rather than documenting the items separately in each MTOE, TDA, or JTA; therefore, items authorized by a CTA will not be further documented in a TOE, MTOE, TDA, or JTA.

c. CTAs authorize materiel to the Active Army, ARNG, USAR, Army ROTC, and to DA civilians. Authorization for DA civilians also pertains to non-U.S. citizens when employed as civilians by the U.S. Army, if the basis of issue for the item applies to the duty of the individual.

d. A CTA item can be authorized for various purposes. For example, its use may be based on individuals, vehicles, weapons, locations, activities, a specific MOS or duty that the individual performs, a specific purpose or when certain conditions prevail. It is an item that does not require documentation in ~~TAADS-R~~TAADS or centralized computation of requirements in the SACS; it must meet the criteria in paragraph 6-13.

e. CTA items include--

(1) Army stock funded items, adopted and nonadopted.

(2) Commercial items which do not require TC under provisions of AR 70-1.

(3) Targets, target equipment and certain dummy, inert and miscellaneous ammunition (PA funded class V items). Certain of these items will exceed $100,000 in cost.

f. HQDA controlled items defined in paragraph 6-28 are not contained in CTAs; they must be documented in TDAs or JTAs.

g. Some items enter the CTA through the BOIP process. After the BOIP is approved, the item is type classified and published in a CTA with the approved basis of issue. Items not requiring personnel, maintenance or training impact will be exempt from the BOIP~~/QQPRI~~ process. Such items will enter the CTA in accordance with procedures in Appendix H. CIE items enter the CTA in accordance with procedures in AR 700-86. The basis of issue then may be updated as requirements change.

h. Commercial items are those which can be purchased from civilian sources and which may or may not be included in a Government contract. These items are not stocked or available from the Government supply system and can be purchased locally. Spares, repair parts, and maintenance services must be obtained from local sources or furnished by sources other than through the Army wholesale supply system.

i. Commercial items with a unit cost under $100,000 which do not meet the criteria in paragraphs a through e above, will be authorized and documented in TDA, Section III Supplement and/or accounted for on the property book in accordance with appropriate MACOM policy. If a required item does not meet the description of a like item currently included in a CTA and it is not one-of-a-kind requirement, it must be requested in accordance with Appendix H.

j. Table 6-3 provides a list of CTAs and their proponents.

Table 6-3. List of CTAs and proponents.

CTA No.: 8-100
Title of CTA: Army Medical Department Expendable/Durable Items
Description/Definition: HQDA (DASG)

CTA No.: 50-900
Title of CTA: Clothing and Individual Equipment
Description/Definition: ~~PM-SOLDIER~~USAFMSA

CTA No.: 50-909
Title of CTA: Field and Garrison Furnishings and Equipment
Description/Definition: ~~USAFISA~~USAFMSA

CTA No.: 50-970
Title of CTA: Expendable/Durable Items (Except: Medical, Class V, Repair Parts and Heraldic Items)
Description/Definition: ~~USAFISA~~USAFMSA

6-73. CTA policies

a. Items authorized by a CTA will not be reflected in the equipment section of a MTOE, TDA, or JTA, however, to identify additional authorization documents, CTA numbers and titles will be shown in Section I of MTOEs, TDAs, and JTAs. Table 6-4 provides a list of types of equipment and their Army functional proponents. Mailing addresses of functional proponents are maintained on the FMBB.

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--------+
+Table 6-4. Type of equipment and the Army functional proponent
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+----------
--------¦
+Type of equipment ¦Army functional proponent
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+----------+----------
---------¦
+Athletic (on duty) ¦CDR, U.S. Army Physical
Fitness School¦
+----------+----------
--------¦
+Chapel/Chaplain ¦HQDA, CCH
¦
+----------+----------
--------¦
+Clothing-Textile Fitting/Alterations/Repair ¦Weapons Systems Manager for
Clothing ¦
+ ¦and Services
¦
+----------+----------
--------¦
+Family Support ¦CDR, U.S. Army Community and
Family ¦
+ ¦Support Center (USACFSC)
¦
+----------+----------
--------¦
+Fire Department/Aircrash Rescue ¦HQDA, ACSIM
¦
+----------+----------
--------¦
+Troop Food Service ¦CDR, U.S. Army QM Center and
School ¦
+----------+----------
--------¦
+Laundry and Dry Cleaning ¦Weapons Systems Manager for
Clothing ¦
+ ¦and Services
¦
+----------+----------
--------¦
+Postal ¦HQDA (SAIS)
¦
+----------+----------
--------¦
+Law Enforcement ¦CDR, U.S. Army Military Police
¦
+ ¦Operations Agency (USAMPOA)
¦
+----------+----------
--------¦
+Medical ¦HQDA, OTSG
¦
+----------+----------
--------¦
+Printing and Binding (To include copying) ¦CDR, USAPPC
¦

Quarters/Dayroom Furnishings	HQDA, ACSIM
Community Recreation	CDR, USACFSC
Miscellaneous Ammunition	HQDA, ODCSOPS
Aviation	HQDA, ODCSOPS
Morale, Welfare, and Recreation (MWR) Business Programs	CDR, USACFSC
Museums	HQDA (DAMH)
Organizational CIE	HQDA, DCSLOG
Clothing Bag and Supplemental Issue	HQDA, DCSPER
U.S. Army Reserve	HQDA, OCAR
Visual Information (Formerly Audiovisual)	HQDA (SAIS)
Chemical	HQDA, ODCSOPS
National Guard	Chief, NGB
Information Technology	~~Mission Area~~ HQDA, Director of Information Systems for Command, Control, Communications, and Computers (DISC4)
Entomology and Pest	U.S. Armed Forces Pest Management

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                                                        ¦Board (Entomology) Control
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b. Use of the CTA as an authorization depends on whether the individual, unit, or activity meets the authorization conditions and provisions stated in the basis of issue and footnotes that apply to the item.

c. Authorization of an item by the CTA will not serve as the basis for requesting an increase in funds to purchase the item. Rather, the item will compete for funds allocated to the organization.

d. Individual and organizational clothing and individual equipment authorized by CTA 50-900 and procured with ROTC mission funds for conduct of ROTC basic and advanced camps will be retained on an ROTC property book maintained by the installation.

e. CTA items are installation property and will not be moved when a unit is moved from the installation. Commanders or heads of units to be moved will turn in CTA equipment prior to leaving one installation and request issue as required at the receiving installation. Exceptions to this policy; that is, items which do not require turn in, are--

(1) Expendable, durable items authorized in CTAs 8-100 and 50-970.

(2) Individual and organizational clothing and individual equipment required on a continuing basis as specified in CTA 50-900, Appendix F.

(3) Field and garrison furnishings and equipment which are mission related as specified in CTA 50-909, Appendix B.

f. Nonexpendable property authorized in CTAs 50-900 and 50-909 will be accounted for on property books as prescribed in paragraph 2-5, AR 710-2. Expendable or durable items authorized in CTAs 8-100 and 50-970 will be accounted for in accordance with paragraph 1-21b, AR 710-2.

g. Commercial items of CIE and requests for like items already included in a CTA, will be submitted to the CTA proponents for review and approval prior to acquisition.

Chapter 7
The TDA System

7-1. Concept.

a. The TDA system governs the development and processing of all TDAs.

b. Approved templates characterize the TDA system. These templates incorporate standard organization designs for Army installations and garrison activities. The templates detail personnel and equipment required to accomplishing garrison and installation missions.

c. The TDA is the end product of applied templates that incorporate the following:

(1) HQDA approved missions (concept plan, command plan, special projects, out-of- cycle issues).

(2) MACOMs and USAMAA validated and/or certified requirements (military essential, civilian and contractor).

(3) New initiatives, restructuring, and functional alignments.

(4) Standardized organizational designs (paragraphing, civilian position codes, and applied MOS coding) and applied allocation rules.

(5) Population and unique mission adjustments (PUMA).

d. TDAs are the primary authorization documents for the Base Engagement Force (BEF) and Base Generating Force (BGF). These documents play an integral part in the TAA process.

e. TDAs contain military, civilian, and contract civilian positions.

f. The TDA development process is illustrated in figure 7-1. Policies and procedures for building TDA authorization documents are provided in later chapters of this regulation.

7-2. Types of TDAs.

a. A TDA prescribes the organizational structure for a unit having a support mission for which a TOE does not exist and which may include civilian positions. TDAs are unique in that they are developed based on the type and level of workloads associated with the units. For example, U.S. Army garrisons may be organized similarly but may have a substantially different mix and number of personnel and equipment authorizations due to differences in the population and composition of the post supported.

b. An augmentation TDA (AUGTDA) records the mission, organizational structure, manpower/personnel and equipment requirements and authorizations to augment an MTOE unit to perform a non-TOE mission. An AUGTDA may be applicable to one or more units within an SRC which are exceptions to MTOE standardization. AUGTDA are also the means used to document manpower/personnel and equipment needed to provide administrative, training, and food service support to ARNG and USAR. An AUGTDA can contain civilian positions.

d. Multi-COMPO unit (MCU) AUGTDA. A MCU AUGTDA prescribes the personnel and equipment authorizations not documented on the MCU MTOE. The AUGTDA may include civilian, equipment and military authorizations. If required, one consolidated AUGTDA will be documented per MCU MTOE UIC.

e. A full-time support TDA (FTSTDA) records the mission, organizational structure, manpower/personnel and equipment requirements and authorizations for full-time support and augmentation to USAR units.

f. A mobilization TDA (MOBTDA) records the mission, organizational structure, personnel and equipment requirements and authorizations for an Army TDA organization to perform its assigned missions upon declaration of mobilization. Not all TDA organizations require MOBTDA. Proponents in coordination with HQDA will determine the need and requirement for a MOBTDA based on the status and mission of their units/organizations in case of mobilization.

g. An equipment-only TDA records the equipment requirements and authorizations needed to support special missions directed and approved by HQDA.

7-3. Types of templates.
The components of the TDA templates are as follows:

a. Base templates are the standardized building blocks for mission essential support for combat and combat support units. The templates reflect standard paragraphing and titles with PUMA required to support units.

b. PUMA templates are adjustments to the base template to allow for mission, size, geographic, and unique missions. PUMA application may be required based on unique mission support, operating tempo (OPTEMPO), and population variations.

7-4. Template review and revision.

a. Templates are revised as required to incorporate doctrinal changes, new equipment, and implementation of organizational design updates.

b. The quantity and type of manpower/personnel requirements, other than those directed by HQDA because of public law, DOD or Army policy, are determined primarily by MACOMs through a variety of manpower survey and modeling techniques, including application of staffing standards (see AR 570-4). These techniques and their processes are reviewed and validated by the USAMAA.

7-5. Recommended changes to templates
Any agency or field organization may submit recommended changes to templates through normal command channels to USAFMSA for review and consideration.

7-6. Template levels.
Templates are developed in three PUMA levels to provide standardized mission support packages for installations of various sizes as follow:

a. PUMA Level 1 - large installations.

b. PUMA Level 2 - medium installations.

c. PUMA Level 3 - small installations.

7-7. Timelines for template development.
USAFMSA will develop and promulgate timelines for template development.

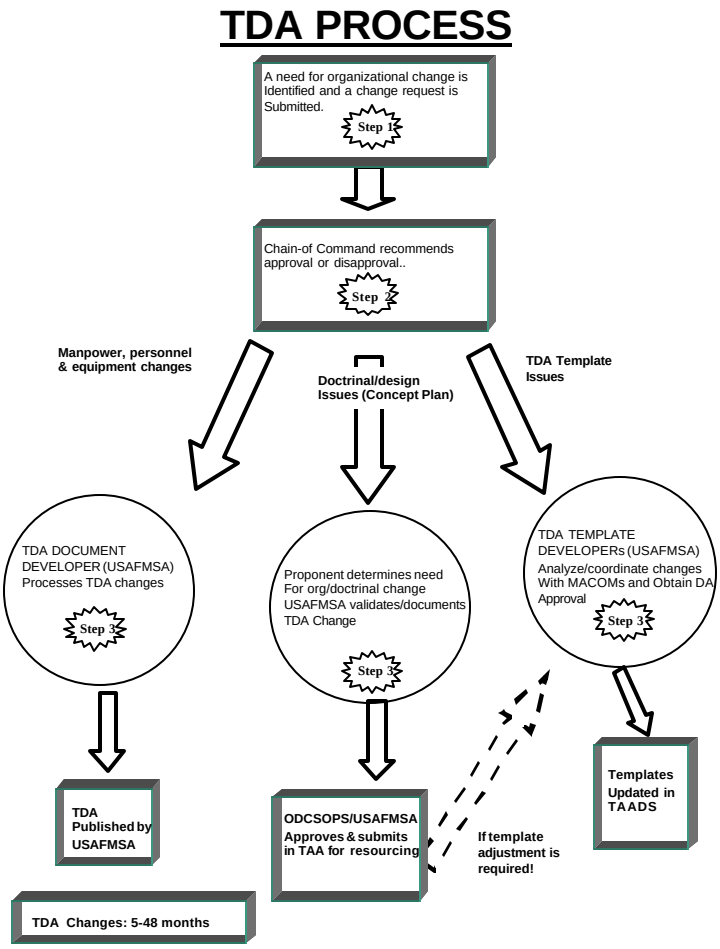


Figure 7-1. TDA Process

Chapter 8
~~7TAADS-R~~TAADS

~~7~~SECTION I
Description of ~~TAADS-R~~TAADS

8-~~7~~1. ~~TAADS-R~~TAADS

~~TAADS-R~~TAADS is comprised of two distinct systems: the functional management system and the data processing system.

a. Functional management system. ~~TAADS-R~~TAADS is the component of force structure management by which the Army records decisions on mission, organizational structure, personnel and equipment requirements and authorizations for Army units and elements of joint organizations for the current year through first program year.

b. Data processing system. The ~~TAADS-R~~TAADS system replaced~~s~~ the Force Development Integrated Management System Authorization Subsystem (FORDIMS AS), VTAADS, and ITAADS at HQDA, MACOMs, subordinate command, and installation levels. ~~TAADS-R~~TAADS ~~will~~ consists of three blocks as follow:

(1) Block IIF (USAFMSA) is a super mini-computer based system that replaces the ~~TAADS-R~~TAADS system at HQDA level. ~~TAADS-R~~TAADS Block I is a mainframe-based Standard Army Management Information System (STAMIS) that modernizes the Army's authorization documentation function through automation.

(2) Block IIM (MACOM) and Block III. Blocks II and III are the objective authorization documentation systems emanating from the initial ~~TAADS-R~~TAADS design. The distributed processing configuration of Blocks II and III ~~will~~ ~~—~~supports worldwide authorization documentation requirements and provides the Army with an ultimate modernized IT~~ADP~~ documentation capability. Block IIM is for MACOM level while Block III, as determined by MACOMs, is for MSC level. Not every installation has~~will have~~ a Block III site.

8~~7~~-2. System users

a. USAFMSA is the ~~TAADS-R~~TAADS Data/System Administrator (DA/SA). USAFMSA manages the automated data processing and functional user aspects of ~~TAADS-R~~TAADS, provides for the required interfaces with other Army systems, and provides ~~TAADS-R~~TAADS support to HQDA staff functional users. USAFMSA also creates, modifies, produces and approves authorization documentation in Block IIF.

b. MACOMs and other authorization document proponents are using ~~TAADS-R~~TAADS, Block IIM to review and provide proposed changes to MTOE draft staffing documents and use Block IIM to create, modify, and process TDA authorization documents to HQDA for approval. ~~TAADS-R~~TAADS is also used to process TDA documents submitted by subordinate commands and installations to MACOMs for approval. Under the CENDOC concept, HQDA will use ~~TAADS-R~~TAADS to create, modify, and process documents.

c. Major subordinate commands use ~~TAADS-R~~TAADS, Block III to review and print approved authorization documents. ~~TAADS-R~~TAADS may also be used to retrieve data from MTOE units residing on installations. However, the authority to create and modify MTOE is restricted to HQDA.

8~~7~~-3. System description

a. ~~TAADS-R~~TAADS operates in a client-server, distributed processing, environment designed to support the CENDOC process. It provides the capability to scan, create, modify, delete, and transmit authorization documents and to retrieve both standard and ad hoc reports.

b. The HQDA centralized database (~~TAADS-R~~TAADS Block IIF) resides on a super mini-computer located at USAFMSA. HQDA documentation analysts access the system over a local area network while MACOMs access the system using remote station communications capabilities. Block III users are tied to their respective MACOMs and do not access the HQDA database.

c. The ~~TAADS-R~~TAADS Block II database is MACOM-oriented and is maintained locally by the MACOM. Block II users also communicate with the database through a multiplicity of communication means within designated areas of responsibility. Block III will support MSC level authorization document requirements in a manner similar to Block IIM. Block III sites are subordinate to the Block IIM (MACOM) sites and do not communicate directly with Block IIF (HQDA).

d. The ~~TAADS-R~~TAADS database contains historical, current, and projected authorization documents for all Army units (Active Army, ARNG, and USAR), Army portions of joint military Service units, and Army authorizations in nonmilitary agencies and branches of the Federal Government. Historical documents are deleted from the active database at all levels at the close of each command plan cycle~~MOC window~~. They are retained on tape for a period of one year, at the detail level, by USAFMSA and then discarded.

e. ~~TAADS-R~~TAADS authorization documents include MTOE, TDA, ~~augmentation TDA (~~AUGTDA~~)~~, MCU AUGTDA, FTSTDA, JTA, and MOBTDA.

f. ~~TAADS-R~~TAADS will be capable of providing classified and unclassified processing support to the authorization documentation function. Classified ~~TAADS-R~~TAADS processing will be restricted to those users possessing a secure facility.

8~~7~~-4. Operating procedures

a. Block IIF super mini-computer database provides a single source for authorization documentation data. ~~TAADS-R~~TAADS Block IIF processes include create, modify, delete, edit, and process documents; scan data, query help, system administration (HQDA only), reports administration, and MACOM interfaces.

b. Block IIM users are provided mini-computer processes with the same capabilities as Block IIF users, except for document approval functions.

c. Block III is fielded to selected MSCs and has a 'read only' capability to view and print authorization documents provided by the MACOMs.

8-~~7~~5. Data elements

~~TAADS-R contains data elements available in the current TAADS systems (FORDIMS-AS, VTAADS, ITAADS). Additionally, TAADS-R~~In addition to the data elements available in predecessor systems, TAADS contains new requirements such as personnel security codes, m~~M~~ilitary e~~E~~ssentiality c~~C~~ode (MEC), an expanded capability for displaying personnel and equipment remarks, and two additional skill identifiers (ASI) in addition to the language identification code (LIC) and LPIC. ~~TAADS-R~~TAADS data elements will be changed as needed.

8~~7~~-6. Edit Tables

~~TAADS-R~~TAADS contains edit tables which provide lists of approved codes against which authorization documentation data are validated; edit table data which are used when creating an authorization document; and conversion data for application of both one-for-one and selective conversions to authorization documents. Edits are applied on-line in ~~TAADS-R~~TAADS to ensure validity of data.

8~~7~~-7. Reports

Authorized ~~TAADS-R~~TAADS users at all levels of command can view and retrieve information from the ~~TAADS-R~~TAADS database through screen displays~~,~~ and hard copy printouts~~, and/or magnetic tape outputs~~.

a. Standard reports. ~~TAADS-R~~TAADS standard reports are formatted reports that display military and civilian manpower and equipment data in authorization documents.

b. Query capability.

(1) Standard queries permit authorized ~~TAADS-R~~TAADS users at all levels of command to display selected data or ranges of data in optionally selected formats.

(2) Ad hoc queries permit selected ~~TAADS-R~~TAADS users at all levels of command to define, create, and retrieve personalized reports.

8~~7~~-8. Types of ~~TAADS-R~~TAADS documents

Authorization documents provide organizational structures supported by Army resources against which units will be organized in the current, budget, and first program years. They provide a record of approved organizational structure, mission, and capabilities (Sec I), personnel requirements and authorizations (Sec II) and equipment requirements and authorizations (Sec III) and (Sec IIIS). Data are depicted in paragraph and line detail followed by personnel and equipment recapitulations. The six~~five~~ types of documents are described below:

a. MTOE. The MTOE is a modification of a TOE which incorporates UIC, unit designation, ALO, and the EDATE for activation or reorganization of a unit. The MTOE required and authorized levels of organization for personnel and equipment should match the prescribed levels of TOE unless additions or deletions are justified and approved by HQDA based on mission, capabilities, and constraints. HQDA policy objective is to develop and maintain units at the highest level possible considering contingency requirements and available resources. Units designated to deploy early in support of contingency plans are normally designed and maintained at the higher resource levels than later deploying units.

b. TDA. A TDA is developed for a unit for which a TOE does not exist. The TDA records the mission, organizational structure, the personnel and equipment required to perform assigned missions, and the personnel and equipment authorized based upon allocation of resources by higher headquarters. The TDA is also used to record equipment allocated to other military services, Government agencies, and contractors.

c. AUGTDA. An AUGTDA records the mission, organizational structure, personnel and equipment requirements and authorizations to augment a MTOE unit to perform a non-TOE peace-time mission at any location to which assigned. AUGTDA are also used to document personnel and equipment needed by reserve component MTOE units for administration, training, and food service support. AUGTDA may include civilian personnel and commercial equipment required by and authorized to an MTOE unit.

d. MCU AUGTDA. A MCU AUGTDA prescribes the personnel and equipment authorizations not documented on the MCU MTOE. The MCU AUGTDA may include civilian and military personnel and equipment authorizations. If required, one consolidated MCU AUGTDA will be documented per MCU MTOE UIC.

e~~d~~. FTSTDA. A FTSTDA records the mission, organizational structure, personnel and equipment requirements and authorizations that augment/provide full-time support to USAR command and units and to other organizations.

~~f~~e. MOBTDA. MOBTDA records the mission, organizational structure, personnel and equipment requirements and authorizations for an Army TDA organization to perform its assigned mission subsequent to a declaration of mobilization.

~~7~~SECTION II
~~TAADS-R~~TAADS as a Functional Management System

8~~7~~-9. Uses of ~~TAADS-R~~TAADS documents

a. The authorization document is the basis and authority for submitting requisitions for authorized personnel and equipment listed in the document. ~~TAADS-R~~TAADS authorization documents align mission, functions, organizational structure, personnel and equipment data and required and authorized manpower levels, as approved, in detailed and summary format. Authorization documents list the personnel and equipment requirements and authorizations for the command or unit. Section I (but not sec II) of TDA documents will include the temporary, part-time, overhire, contract, and other types of manpower position authorizations provided to the organization. CTA and other publications record additional equipment allowances for the unit.

b. ~~TAADS-R~~TAADS, as an interdependent component of the Army force structure management system, provides a centralized source of current and limited projected data for use in Army management information systems, force development systems, and other subsystems at HQDA. Other systems and processes receive a ~~TAADS-R~~TAADS file in support of force management. Force management systems receiving a ~~TAADS-R~~TAADS approved position are--

(1) SAMAS. SAMAS is the force directory listing of all MTOE and TDA units in the ~~Total~~ Army (Active Army, ARNG, and USAR). SAMAS retrievals permit detailed and summary analysis of the Army force structure to include organization, unit description, and strength data. The SAMAS database does not contain detailed personnel data or equipment information; however, it does include over 100 categories of uni information that can be extracted selectively for analysis. Key elements of information, in addition to required and authorized strengths by identity, are the UIC, EDATE, location, assignment code, AMSCO, TPSN, and standard requirements code (SRC).

(2) SACS. SACS is produced from the Force Builder Decision Support System (FBDSS) and synchronizes the information from SAMAS, TOE, ~~TAADS-R~~TAADS, and BOIP files to produce the Army's time-phased demands for personnel and equipment over the current, budget, and ~~program objective memorandum (~~POM~~)~~ years. Key products of SACS are as follows:

(a) Personnel structure and composition system (PERSACS)~~. PERSACS~~ – summarizes the time-phased requirements and authorizations for personnel at UIC, grade, branch, and AOC and MOS level of detail. These are portrayed at summary, not paragraph and line level of detail.

(b) LOGSACS summarizes the time-phased requirements and authorizations for equipment at the UIC, LIN, and ERC level of detail.

(c) SACS reflects programmed force modernization changes developed in the EDSS by the ODSCOPS~~DAMO-FD~~ SI. This information is incorporated in the PERSACS and LOGSACS, as applicable, to reflect force modernization within resource constraints, over time. As SACS as g~~G~~uidance (SAG), this information can be electronically transferred to ~~TAADS-R~~TAADS to establish a start point for the next MTOE document build cycle.

(3) SIDPERS. SIDPERS sites receive, from HQDA and ~~TAADS-R~~TAADS, through MACOM and ~~TAADS-R~~TAADS, Block 2, the Personnel Authorization File (PAF) on a monthly basis.

(4) ~~TAADS-R~~TAADS. ~~TAADS-R~~TAADS provides extracts of equipment requirements and authorizations to the LOGSA for input to multiple logistics programs including REQVAL and Standard Property Book System-Redesign (SPBS-R).

(5) Defense~~Army~~ Civilian Personnel System (D~~A~~CPERS). D~~A~~CPERS is designed to meet expanded peacetime data processing requirements, and provide capabilities to support mobilization.

8~~7~~-10. ~~TAADS-R~~TAADS in planning and programming

a. Major manpower, budgetary, and materiel decisions are made at the OSD level. These decisions are announced to the Army through the consolidated guidance memorandum and program decision memorandum (PDM). Based on this information, HQDA provides guidance to all MACOMs by means of the distributed SAMAS Master Force (MFORCE), PBG, and other policy guidance reflecting leadership initiatives. The MACOMs prepare their command positions and initiatives input to the MTOE documentation process. MACOM input must be received early in the process to be incorporated in the document build. Timely submission by MACOMs ensures that ODCSOPS~~DAMO-FD~~ can direct the preparation of adequate options for analysis by the ARSTAF. ODCSOPS~~DAMO-FD~~ ensures that HQDA approved changes in a command's force structure are documented in SAMAS and ~~TAADS-R~~TAADS.

b. HQDA allocates manpower to commands in the manpower addendum to the PBG and directs specific force structure actions to be carried out with the allocated manpower. The allocation of manpower to specific units is recorded in SAMAS. This data, along with TOE changes contained in the CTU, becomes the basis for submitting ~~TAADS-R~~TAADS documents. The HQDA-approved ~~TAADS-R~~TAADS document enables units to requisition personnel and equipment. The HQDA goal is to document allocated manpower and unit changes in ~~TAADS-R~~TAADS for the current, budget, and first program year.

8~~7~~-11. Force structure management process

Force structure management decisions for personnel and equipment are executed through ~~TAADS-R~~TAADS. The principle events leading to execution are summarized below.

a. The force structure execution process begins in October every other year with the Chief of Staff, Army (CSA) approval of TAA (AR 71-11). In November, ODCSOPS publishes Army Program Guidance (APG) as part of The Army Plan (TAP) and the Army Structure (ARSTRUC), and provides MACOMs with the TPG for all program years. The MTOE and TDA documentation process are illustrated in figure 8~~7~~-1 and described below:

(1) MTOE process.

(a) HQDA resources the Army through the command plan~~CPLAN~~ process. Resourcing reflects the Army's prioritization, transition to Army initiatives like Army~~Force~~ XXI, Army Transformation, modernization emphasis, and standardization. Changes to the existing MFORCE are made during the annual command plan cycle~~MOC window~~.

(b) The ARSTAF, in coordination with MACOM staffs, develops force structure actions and options for each command based on leadership guidance, congressional decisions, previous budget decisions, TAA results, and fielding schedules. ODCSOPS ~~(DAMO-FD)~~ directs USAFMSA to develop draft MTOE and TDA documents reflecting these decisions.

(c) The ARSTAF and MACOMs review the draft documents for accuracy, conformity to guidance, affordability, supportability, and executibility (ASE). The ASE analysis identifies resource shortfalls and structure discrepancies requiring resolution by HQDA. The ASE analysis is the basis of approval or disapproval of issues and initiatives and the force structure for the command.

(d) Each MACOM command plan~~CPLAN~~ must balance strength and identity level with the TPG and can be reconcilable to the PBG for all program years.

(e) HQDA will provide resource adjustments in the next PBG/TPG update.

(2) TDA process.

(a) ~~MACOMs resource and document the TDA portion of the Army through the CPLAN process.~~ USAFMSA develops all TDA documents in accordance with command plan guidance. All USAFMSA built TDAs are coordinated with the MACOMS. Resourcing reflects the MACOM prioritization to meet local missions and needs within the Army directed end strength and dollar limits.

(b) USAFMSA~~MACOMs~~ develops ~~their~~ TDAs based on HQDA guidance, resource levels provided in the PBG, internal leadership guidance, congressional decisions, previous budget decisions, TAA results, and equipment fielding schedules. MACOMs may build TDAs as an assist to USAFMSA.~~develop the documents and submit them to ODCSOPS~~

~~(DAMO-FD).~~

(c) ~~CSA approval.~~ The ARSTAF and MACOMs review the draft documents for accuracy, conformity to guidance and resourcing limits. Discrepancies are resolved during the HQDA AUTS review.

(d) The command plan~~CPLAN~~ position must balance at strength and identity level with the TPG and be reconcilable to the PBG for all program years for each of the MACOMs.

(e) HQDA will provide resource adjustments in the next distributed SAMAS MFORCE, PBG, or TPG update.

(3) CSA approval. The next decision event is CSA approval of the force program review (FPR), the 'supportable' POM force. In November, ODCSOPS publishes an updated APG, Volume III, an updated SAMAS MFORCE, and provides TPG for all years.

b. The process by which Army force structure is managed is changed and influenced by the following events:

(1) Army efforts to synchronize the force structure management process with the Army management process defined by the PPBES.

(2) External events, (for example, DoD biennial budgeting) that are changing Army force structure and resource management processes.

(3) The focus on force integration, for example, on integration of forces (division and above), organizations (battalion and below) and systems.

(4) The modernization of supporting information and decision systems. Changes in these 'larger' processes will change ~~TAADS-R~~TAADS--the functional management and automated systems. Changes will be made through modification to this regulation and by memorandums or messages.

~~7~~SECTION III
Requirements for Concept Plans, Command Plans ~~CPLANs~~, and Authorization Documents

8~~7~~-12. Requirements for concept plans

a. A concept plan is a detailed proposal to create or change one or more units when the level of change reaches a specified threshold as explained in paragraph 8-12f below. The purpose of a concept plan is to ensure that resources are used to support Army objectives and priorities, ensure full understanding of the change, enable auditing resource realignments, ensure supportability and satisfy a variety of ARSTAF functional interests about how the proponent plans to implement change.

b. A concept plan may not be used to request additional manpower, increases to approved grade structure in DA Pam 611-21~~the AR 611-series~~, equipment authorizations, funds, or facilities. The concept plan will be used to request approval of organizational structure, manpower, and equipment requirements. The concept plan will identify existing proponent authorizations that can be allocated to satisfy increased requirements. The HQDA-approved requirements in a concept plan form the basis for requesting additional resources, if required, or for realigning proponent resources. Added resources may be requested through such processes as the following:

(1) Manpower: TAA or MACOM POM.

(2) Equipment: Memorandum request.

(3) Funds: MACOM POM~~, Command Budget Estimate (CBE), Resource Management Update (RMU)~~.

(4) Facilities: DD Form 1391 (Military Construction Project Data).

c. Proposed concept plans must conform to HQDA organizational objectives for MTOE and TDA which are:~~ to;~~ standardize, stabilize, and streamline organizational structures to the maximum extent possible;~~ to~~ limit functions to those directly related or required for the mission;~~ to~~ obtain a balance of mission workload to mission resources; and ~~to~~ eliminate any inefficiencies (layering or fragmentation). While some change is necessary, the cost of organizational change can be great. Army policy is that organizational structure change will not be allowed at any level of organization without valid reasons. ~~Some changes are so significant that they require submission and HQDA approval of a concept plan before implementation.~~ Implementation of changes proposed in concept plans will not be accomplished until HQDA approval is obtained.

d. A concept plan must demonstrate need for change, significant improvement to be realized and minimum turbulence to warrant creating a new, or reorganizing an existing organization. The plan must demonstrate specific tangible and verifiable improvement such as measurable efficiency or improved or increased capability, for example, reduced resources required, increased workloads absorbed within current resources, increased span of control, or decreased overhead. Approval of a concept plan by ODCSOPS will be accompanied by approval of its supporting ~~TAADS-R~~TAADS documents if in compliance with MOCS guidance in DA Pam 611-21~~the AR 611-series~~.

~~e. If a unit is receiving additional resources from HQDA, the proponent specifies an EDATE that agrees with receipt of those resources and forwards proposed supporting TAADS-R documentation. If resources subsequently are approved, the EDATE will be changed in SAMAS by ODCSOPS, in TAADS-R by USAFMSA, and in the personnel management authorization document (PMAD) by the ODCSPER according to EDATE rules. Proponents are~~

~~cautioned that few approved concept plans are likely to be supported by increased resources from HQDA. To preclude delay, requests for added resources may be submitted to the appropriate approving authority concurrently with submission of the concept plan. The concept plan must reference each resource request, and each request must reference the concept plan. The ARSTAF element considering the resource request will ensure that the concept plan is HQDA approved before approving added resources.~~

e~~f~~. If more than one organization is affected, a single integrated concept plan must be submitted. Proponents are encouraged to submit an abbreviated concept plan when the pertinent information can be displayed in the executive summary format specified in Appendix I.

f~~g~~. Threshold events which require submission of a concept plan are as follows (Note: Some of these events may also qualify as stationing actions which are governed by AR 5-10):

(1) Introduction of a new unprogrammed MTOE/TDA organization into the Army force structure. Exception: The mission, functions, and organization or organizational elements are transferred within a MACOM from one organization to another at the same physical location and comply in other respects with organizational policy and guidance in this regulation.

(2) A deviation from MTOE or TDA organizational structure, standardization, or stabilization policies and guidance in this regulation.

(3) A change in MTOE unit ALO without prior HQDA approval.

(4) Creation of a new MTOE unit based on new or changed doctrine from that shown in the TOE Section I or in the applicable field manual and inherent in the unit's design. The concept plan will be submitted to CDR, TRADOC, who will assess doctrinal soundness and make recommendations to ODCSOPS ~~(DAMO-FDF)~~. A non-doctrinal change to an existing unit may be submitted as a request for exception to MTOE standardization.

(5) A change to a TDA organization's mission or functions that will involve placing increased demands on HQDA for personnel, equipment, funds and facilities.

(6) Reorganization of a TDA unit at or above directorate level. If such a change is not complex or does not establish a new unit, an abbreviated concept plan may be submitted.

(7) Establishment or reorganization of an AMHA. An audit trail of all manpower changes is required as the Secretary of the Army is required by Congress to maintain full visibility of and accountability for AMHA functions and manpower authorizations; ASA(M&RA) has functional responsibility for AMHA.

(8) Movement of a mission, function, or unit from one MACOM to another, if a reorganization is involved. If a reorganization is not required, a request for change to SAMAS and for transfer of appropriate ~~TAADS-R~~TAADS documents from one MACOM to another will be submitted to ODCSOPS ~~(DAMO-FDF). AR 5-10 may also apply to significant reductions or realignments.~~

~~g~~h. HQDA approval of the concept plan and supporting ~~TAADS-R~~TAADS documents will be accompanied by authority to implement the proposal and publish the ~~TAADS-R~~TAADS documents and permanent orders. TDAs will be developed by USAFMSA using concept plan information and coordinated with the submitting command. See Appendix I for concept plan preparation and processing procedures.

h~~i~~. The HQDA approval process for concept plans will include an evaluation of the missions, functions, organization, workload data, required operational capability of the organization affected and proposed manpower and equipment requirements. ~~Final approval of concept plans is accomplished by ASA(M&RA)~~ The ODCSOPS (Director, Force Programs) approves the concept plan after HQDA staffing. Submitting commands should include or reference a source for this basic information. The data should be at a level of detail sufficient to permit analysis of total manpower needs to support an acceptable capability to accomplish the mission. (See App I for additional information.)

i~~j~~. A concept plan is not required to introduce a new MTOE unit into the Army force structure, if it is approved during TAA and the MTOE organization is developed from an approved TOE according to policy and guidance in this regulation. Changes that can be submitted under other procedures do not require a concept plan. Among these are requests for exception from MTOE standardization, exception to standards of grade, memorandum requests and others as listed in Appendix J.

j~~k~~. Preparing commands are encouraged to submit concept plans to their staff judge advocate (SJA) for legal review prior to forwarding to HQDA.

8~~7~~-13. Requirements for command plans~~CPLANs~~

a. The command plan~~CPLAN~~ is the process used by the Army to adjust the manpower and dollar resourcing of military authorizations, at UIC level of detail, based on the most current guidance, fielding schedules, and resourcing levels. Command plans~~PLANs~~ enable the ARSTAF, MACOMs, proponents, and commodity managers to adjust the current and programmed force based on inputs, compliance with TAA/ARSTRUC directives, guidance, and resourcing changes since the previous command plan~~MOC window or CPLAN~~.

b. The command plan~~CPLAN~~ establishes an approved force structure position at COMPO/resource organization code (ROC), UIC, SRC, AMSCO, management decision package (MDEP), ~~required operational~~

~~capability (ROC),~~ and military (commissioned officer(OFF)/warrant officer(WO)/enlisted(ENL)//aggregate) and civilian identity level of detail. Command plan~~CPLAN~~ decisions must balance the MACOM documented end strength, by fiscal year and category, to the most recent HQDA-approved SAMAS position.

c. The command plan ~~CPLAN~~ process applies to all components.

d. ODCSOPS~~(DAMO-FD)~~ directs USAFMSA to produce the appropriate documents (MTOE and TDA) approved during the command plan~~CPLAN~~ process and final draft MTOE and TDA review.

e. The command plan process begins in June and concludes with the production of the MFORCE one year later. The process eliminates the management of change (MOC) windows and results in a single annual command plan process. The terms "Summer MOC" and "Winter MOC" have been replaced with the term "FY __ Command Plan". The "FY" reflects the fiscal year for which the resulting authorization documents will be effective. The command plan process is based on the assumption that the POM locks in May, the budget estimate submission (BES) locks in September and President's Budget PBG is released in January. The primary sources of force structure guidance will continue to be the command plan message produced by ODCSOPS in June, the MFORCE produced in June, and PBG produced in June (POM PBG), October (BES PBG) and January (President's Budget PBG).~~A CPLAN will be submitted semiannually, normally February and July, by~~
~~- MACOMs or operating agencies for the Active Army; by the Chief, NGB for~~
~~- ARNG units and by FORSCOM, USAREUR and USARPAC for USAR units.~~
~~- USASOC submits CPLANs for ARNG SOF units.~~

f. MTOE policy.

(1) The MTOE cycle is a twelve month period. The annual MTOE policy reduces the frequency of change. It also aligns the MTOEs with the Army's budget, training requirements, and personnel assignment processes. The annual cycle begins each June after the release of the MFORCE and is completed the following June with the production of MTOEs with effective dates two fiscal years in the future.

(2) The primary objective is to reduce turbulence by limiting the number of times that a commander must implement changes as reflected in the authorization document. No more than one MTOE per unit will be approved and published in a single fiscal year. Once the document is approved and released by HQDA, no changes, to include administrative changes, will be made to the document. Personnel and line item edits will no longer be applied to HQDA approved authorization documents once the documents are released.

(3) The release of MTOE documents in June with effective dates two fiscal years into the future is significant. Any change to the MTOE release date will impact on one or more HQDA resource processes that affect the budget, training, or personnel assignments. Decisions by Army leaders, changes to equipment fielding, and documentation errors may necessitate changes to documents after they are

approved and released. These changes will be considered as "out of cycle" and must be coordinated through the appropriate ODCSOPS elements and approved by the Director, Force Programs. Changes will be made and a new document released dependent on the urgency of the required change. Consideration must be given to the impact on unit readiness and equipment requisition and personnel assignment processes.

(a) Budget considerations include understanding that MOS and grade level of detail from the documents supports the production of PERSACS in June. PERSACS is the source database for the PMAD. The PMAD enables the production of the Active Army Military Manpower Program (AAMMP) which feeds into the BES (September). Equipment level detail is necessary for the development of the Battalion Level Training Model (BLTM) in June. The BLTM is necessary for the production of the Training Resource Model (TRM) which feeds into the BES. The Army Stationing and Installation Plan (ASIP) also requires document level of detail. The development of ASIP is an annual process beginning in August. Its conclusions are reflected in the POM (May) and corresponding BES.

(b) Training requirements are determined through the Structure Manning Decision Review (SMDR). The SMDR begins in August and results in the production of the Army Program for Individual Training (ARPRINT) in January. The PMAD provides the baseline manpower projections for the SMDR. The ARPRINT in January enables TRADOC to determine TDA organizational requirements and program manpower requirements for inclusion in the POM (May).

(c) The personnel assignment process begins with the release of the MFORCE /TAADS and the subsequent production of the PMAD. PMAD is used by HQDA to plan officer and enlisted distributions. The annual MTOE cycle produces documents four to five months before the distribution process begins (December/January), providing the MOS and grade level of detail to accurately determine personnel distribution for the next fiscal year.

g. TDA policy.

(1) General. TDA document development coincides with the MTOE document development. As separate MACOM input for BES development has been eliminated, MACOM input for the purpose of reprogramming force structure and civilian manpower and initiating document changes is limited to once each fiscal year, normally during the POM data call. Also, as noted above, authorization documents to support the PMAD, AAMMP, and ASIP must be available in June. The TDA documentation cycle has been adjusted to accommodate both policy changes and process requirements.

(2) MACOM reprogramming input will normally be due in the February/March timeframe for inclusion in the POM and the MFORCE (SAMAS). The corresponding documents are due at the end of March for HQDA approval and release with the June MFORCE.

(3) Force structure in the MFORCE and authorization documents must be consistent with the POM. Because the POM cycle continues to the end of April, there is the possibility that MACOM force structure reprogramming and documentation may not match the final force structure input to the POM.

For this reason, HQDA will continue, as necessary, to adjust the MFORCE until the end of the POM cycle (on or about 1 May). HQDA will then allow for documentation adjustments, as necessary, throughout May. The release of both the MFORCE and authorization document will occur on or about 1 June.

(4) Adjustments to TDAs beyond the release of the MFORCE will be limited to HQDA directed actions. However, MACOMs may make adjustments in accordance with the President's Budget PBG. Specifically, MACOMs may align civilian manpower with funding. MACOMs may also adjust military manpower provided there are no changes to MOS, grade, and installation.

h. Command plan process.

(1) Producing TDAs in conjunction with the MTOEs results in a single annual command plan process, eliminating the requirement for a summer command plan. The twelve month process provides greater opportunity for quality control in the development of documents and to make timely, informed resourcing decisions. The intent is to maximize the time available to build the authorization documents and to decide on adjustments to the MFORCE, as necessary, to accomplish the Army's mission.

(2) Documentation.

(a) HQDA will build, approve and publish MTOE and TDA documents,

(b) The document production begins in June. Draft MTOE documents will be released to MACOMs for review upon approval by HQDA OIs. All draft documents will be completed NLT October. MACOMs will complete their review of the draft documents and provide feedback to USAFMSA between January and March. The intent is to provide as much time as possible for MACOM review and USAFMSA adjustments without overwhelming USAFMSA at the end of the command plan cycle.

(c) A CTU must be produced yearly to support the production of MTOEs beginning in June. Special CTUs may also be required to accommodate BOIP and TOE changes or TAA decisions. Special CTUs must be coordinated through the appropriate ODCSOPS elements and approved by the Director, Force Programs.

(3) Resource Assessment

(a) Decisions regarding the force structure will be made by the Director, Force Programs, twice during the command plan cycle. The first decision point occurs in November as part of a resource assessment when MACOMs present their force structure initiatives to the Director, Force Programs. The resource assessment include recommendations by the ODCSOPS command managers with regard to the affordability of the force structure as a result of applying the CTU to the MTOE structure and the implementation of MACOM force structure initiatives. Decisions in November provide sufficient time for both USAFMSA documentation changes and MACOM reviews prior to the end of the command plan cycle. Decisions on the MTOE structure in November also allow sufficient time for the USARC to

determine TDA full time manning requirements. The second and final decision point will be during the command plan briefing to the Director, Force Programs, in March.

(b) Force structure initiatives are changes to the MFORCE that are specifically supported by the ARSTRUC or PBG. Initiatives include changes to E-dates, activations, inactivations and conversions, MTOE exceptions, TDA force structure additions or reductions not requiring a concept plan and movement or transfer of units or structure among installations or commands.

(c) The command plan process provides the MACOM with two opportunities to submit force structure initiatives to HQDA. In September, the MACOM can submit proposed force structure initiatives in writing through the ODCSOPS command manager for decision by the Director, Force Programs. This decision will be made during the November resource assessment. An updated command plan message will be published in December, capturing the decisions made during the assessment. A second and final opportunity will be afforded at the end of January. Final force structure decisions will be made during the MACOM command plan approval process in March.

(d) Submission of force structure initiatives does not preclude the requirement for concept plans. Commands must ensure that concept plans are completed prior to the command plan briefing to the Director, Force Programs, in March.

(e) The MACOM command plan submission occurs in the February/March timeframe. The MACOM command plan process concludes with a briefing to the Director, Force Programs. This briefing consists of a decision briefing by the ODCSOPS command manager to close out MACOM force structure initiatives and an information briefing by the MACOM to demonstrate compliance with HQDA command plan guidance. MACOM attendance is mandatory unless excused by the Director, Force Programs. The primary intent of the briefing is to bring the command plan process to a close. It is inappropriate to address new, uncoordinated, force structure issues during the briefing.

(f) The ARSTRUC resulting from TAA significantly impacts on the timing of the new command plan process. The first year included in the ARSTRUC is the same year as in the command plan. The ARSTRUC must be produced NLT July, so that MACOMs can include TAA decisions as part of the force structure initiatives submitted in September.

i. The annual command plan process is designed to align HQDA resourcing processes. It requires that both MTOE and TDA documents be produced at least sixteen months prior to their E-dates. Any decision that causes a document to change inside the sixteen month window will impact on the budget, personnel assignments or training resource processes. Limiting the MACOM to one opportunity to reprogram TDAs, and restricting most changes to HQDA directed actions, increases the burden on the Army staff. The Army staff must ensure that HQDA-directed actions that require TDA adjustments are coordinated and integrated with all resourcing processes.

8~~7~~-14. Requirements for authorization documents and permanent orders

a. Each Active Army, ARNG, USAR unit, Army element of a joint military service unit and Army authorizations in non-military agencies of the Federal Government will be documented in ~~TAADS-R~~TAADS by USAFMSA (MTOE and TDA).

b. Authority to approve authorization documents and changes thereto is ~~either~~ reserved to HQDA ~~(proponent-proposed change) or delegated to MACOM (proponent-approved change)~~. Appendix J identifies the approval authority by type of change. MACOMs may propose changes.

c. Unit status changes (AR 600-8-105) will be documented throughout the life cycle of all units. The following are those that must be documented in ~~TAADS-R~~TAADS:

(1) Activation, conversion, and reorganization of a MTOE unit. Permanent orders must be issued on all changes in unit status including inactivation in accordance with AR 220-5.

(2) Organization and reorganization of a TDA. Permanent orders are required for an establishment, discontinuance, or reorganization.

d. Permanent military orders are required for documented unit actions described in AR 220-5, Table 1. Appendix K provides special instructions for preparing permanent orders directing MTOE activations.

e. USAFMSA, with assistance from ~~T~~the proponent, develops a proposed TDA document. ~~If~~ A~~a~~pproval authority for the change is reserved to HQDA. AMHA TDAs (except for HQDA) must be submitted as proponent-proposed.

f. Minor corrections or changes to existing authorization documents that do not place additional resource demands on HQDA, that is, those that do not increase TDA manpower requirements or authorizations and that are within proponent authority may be submitted as proponent-approved by USAFMSA in coordination with the MACOM. Examples include the following:

(1) Application of the edit files, for example, POSC, LIN, AMSCO, and MDEP.

(2) Correction of Army SWCC. (See DA Pam 570-5)

(3) Paragraph header or job title corrections.

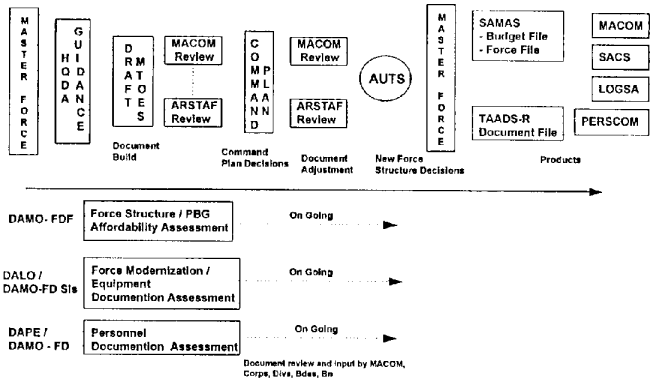
(4) Correction or change to civilian grades within HQDA imposed grade ceilings (GS-15 and below).

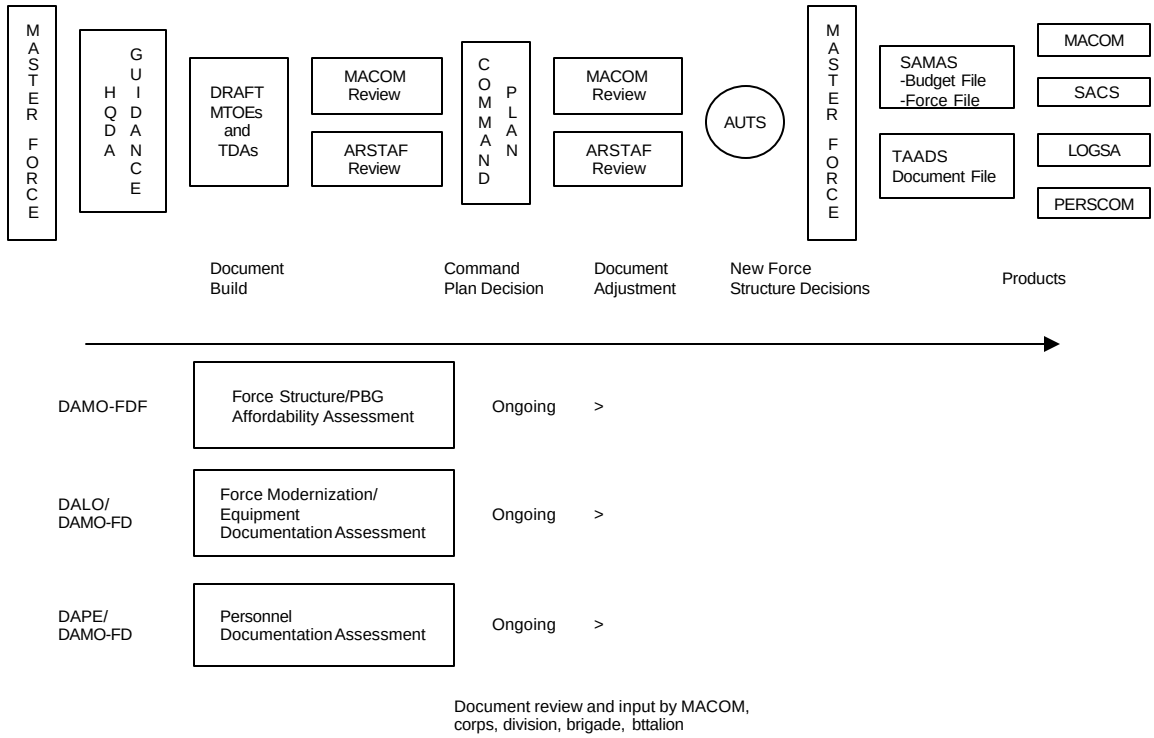
8~~7~~-15. Requirements for classified ~~TAADS-R~~TAADS documents

Prior to entry of classified ~~TAADS-R~~TAADS documents (for example, confidential or secret) in ~~TAADS-R~~TAADS, the MACOM provides the reason for classification and identifies to USAFMSA the classified data elements or combination of data elements that make the document classified. USAFMSA,

in coordination with other offices within ODCSOPS, determines if the classification is appropriate and whether the document will be permitted in the ~~TAADS-R~~TAADS systems. USAFMSA operates and administers classified TAADS (CTAADS).

DOCUMENTATION PROCESS





DAMO-FDF	Force Structure/PBG Affordability Assessment	Ongoing	>
DALO/ DAMO-FD	Force Modernization/ Equipment Documentation Assessment	Ongoing	>
DAPE/ DAMO-FD	Personnel Documentation Assessment	Ongoing	>

Document review and input by MACOM, corps, division, brigade, bttalion

Figure 8~~7~~-1. Documentation Process

Chapter 9
8Organizational Guidance, and Authorizations (Manpower, and Equipment) Documentation

8SECTION I
CENDOC

98-1. Overview

Under CENDOC, USAFMSA prepares staffing MTOE and TDA documents for staffing based on latest HQDA guidance and coordinates these documents with participants in the TAADS documents process MACOM proponents before final HQDA approval. Doctrinal changes must be coordinated with the proponent school. Detailed CENDOC operating procedures will be published separately.

98-2. Standardization and stabilization

a. Standardization policy. An Army objective is to improve the use of scarce resources through standardization of organizations. This regulation provides organizational standardization and authorization documentation guidance. It specifies procedures for requesting exceptions to guidance and for documenting approved exceptions

(1) Standardization. Standardization is the process and procedural goal of designing standard structures or organizational models for like-type functions and/or units. A standard structure or model will be developed when two or more like organizations are programmed or exist. Proponents USAFMSA and participants in the TAADS documents process for MTOE and TDA organizations ensure that organizations are structured, standardized, documented, and operate according to approved models.

(2) Horizontal TDA standardization. TDA, or their organizational elements, will be standardized across MACOMs when possible. Examples: noncommissioned officer (NCO) academies, finance and accounting and personnel centers, and military installations. See FM 100-22 for approved installation TDA standard structures.

(3) Vertical TDA standardization. TDA, or their organizational elements, will be standardized within MACOMs when possible. Examples: TRADOC schools, training centers, and reception stations; AMC depots and ammunition plants; MEDCOM medical centers; military entrance processing stations. Vertical standardization models will be published by the MACOM.

b. Stabilization policy.

(1) Turbulence associated with change in organizational structure is normally costly. Change will not be allowed in MTOE or TDA organizational structure without a compelling reason.

(2) Change in ~~TAADS-R~~TAADS documentation, whether for recording a change in organizational structure or other significant change, is also costly and produces turbulence in other systems. Therefore, HQDA policy and guidance are that, unless approved in advance by HQDA, not more than two HQDA-approved ~~TAADS-R~~TAADS documents for an organization will reside in the HQDA ~~TAADS-R~~TAADS system for a fiscal year.

~~8~~SECTION II
Organizational Guidance

9~~8~~-3. Procedures

~~Proponents of authorization documents~~USAFMSA and, as required, participants in the TAADS documents process will --

a. Accomplish unit actions according to HQDA guidance in the TAA, ARSTRUC message and other messages and memorandums.

b. Prepare authorization documents according to policies and procedures in this regulation. Exercise delegated approval authority for document changes as outlined.

c. Maintain an automated database at the MACOM, MSC, and installation levels, as appropriate. The automated database for those proponents receiving IT~~ADP~~ support from HQDA will be maintained in the USAFMSA (Note: Under CENDOC concept, USAFMSA is the proponent for MTOE and TDA documents.).

d. Maintain an identifiable staff element at each headquarters level (MACOM, MSC, and installation) to coordinate all force development matters, including unit organization, military and civilian manpower and equipment authorization and utilization.

e. ~~Proponents~~ USAFMSA and, as required, participants in the TAADS documents process for Army elements of security assistance organizations (SAOs) ~~unified commands~~ will be assigned administrative responsibility for development of JTAs per AR 1-75. JTAs will be processed according to AR 1-75.

f. Each MACOM or agency assigned a MACOM code will appoint a primary and alternate UICIO as outlined in paragraphs 2-33~~1d(10)~~ of this regulation.

g. There may be situations in which ~~TAADS-R~~TAADS output products may be withheld under the Freedom of Information Act (FOIA). For example, commercially valuable information, such as TDA requested by a firm bidding on a CA contract. Information may be withheld under FOIA exemption 5. A request for a large amount of unclassified material which, when compiled together creates a classified document, may be denied on the basis of FOIA exemption 1. Such a request should be forwarded to the appropriate initial denial authority for release determination. Any private sector request for the release of ~~TAADS-R~~TAADS output data will be coordinated with the servicing SJA.

h. All TDA documents are currently built by utilizing a centralized process by USAFMSA, ADD and HQDA in accordance with command plan guidance. Annually in July, MACOMS are queried about what document actions are required for the current cycle. All documents are assigned one of the CENDOC category codes (CCC) below to determine what actions must be taken by USAFMSA, ADD.

(1) CCC A. No substantive documentation changes required. Documents may require application of edit files updates to maintain compliance with action such as DA Pam 611-21 updates. These document updates will be accomplished by HQDA, USAFMSA.

(2) CCC B. Substantial changes are required. HQDA, USAFMSA has sufficient information available to accurately produce a staffing document to forward to the MACOM for review. HQDA, USAFMSA builds proponent proposed (PP) for final review and approval.

(3) CCC C. Substantial changes are required. HQDA, USAFMSA does not have sufficient information to build a staffing document. MACOM builds staffing documents and forwards to the TDA and Special Programs Div, USAFMSA, as PP for review and approval.

i. Changes to the CCC require coordination with USAFMSA ADD. Deviation from standard TDA templates must be supported by DA form 2028 or memorandum.

9~~8~~-4. Type of organization

Criteria in Table 9~~8~~-1 will be used to determine whether an organization should be documented as a MTOE, TDA, or AUGTDA.

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+-----------------------------------------------------------------------------------------
--------+
¦Table 9~~8~~-1. Designation of unit or organization as MTOE, TDA, or AUGTDA                  ¦
¦
+-----------------------------------------------------------------------------------------
--------¦
¦Criterion                                                          ¦  MTOE   ¦   TDA
¦ AUGTDA¦
+-------------------------------------------------------------------+---------+---------
+-------¦
¦The unit or organization is required to perform combat, CS, or CSS   ¦    X    ¦
¦       ¦
¦missions on a continuing basis.                                      ¦         ¦
¦       ¦
+-------------------------------------------------------------------+---------+---------
+-------¦
¦A TOE with an appropriate mission statement exists and can reasonably¦    X    ¦
¦       ¦
¦be adapted to the required organization.                             ¦         ¦
¦       ¦
```

```
+-----------------------------------------------------------------------+---------+---------
+-------¦
¦The unit or organization may be deployed, that is, moved in response ¦    X    ¦
¦       ¦
¦to operational requirements.                                          ¦         ¦
¦       ¦
+-----------------------------------------------------------------------+---------+---------
+-------¦
¦The unit or organization is part of a fixed support establishment,   ¦         ¦    X
¦       ¦
¦for example, installation, garrison.                                  ¦         ¦
¦       ¦
+-----------------------------------------------------------------------+---------+---------
+-------¦
¦Civilian support (in-house or contract) is required in the unit or   ¦         ¦    X
¦       ¦
¦organization's permanent structure.                                   ¦         ¦
¦       ¦
+-----------------------------------------------------------------------+---------+---------
+-------¦
¦Commercial equipment that does not require type classification is    ¦         ¦    X
¦       ¦
¦needed to perform the assigned mission.                               ¦         ¦
¦       ¦
+-----------------------------------------------------------------------+---------+---------
+-------¦
¦A TOE does not exist which could reasonably be modified to fit the   ¦         ¦    X
¦       ¦
¦required unit or organization.                                        ¦         ¦
¦       ¦
+-----------------------------------------------------------------------+---------+---------
+-------¦
¦A non-TOE, peacetime mission and functions are assigned to an MTOE   ¦         ¦
¦   X   ¦
¦unit and will be performed at any location to which the unit is      ¦         ¦
¦       ¦
¦deployed. (See paras 8-7 and 8-23g)                                   ¦         ¦
¦       ¦
+-----------------------------------------------------------------------------------------
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```

9~~8~~-5. Documentation of MTOE units

a. USAFMSA develops MTOEs by applying the appropriate ICPs and BOIPs to achieve the unit's level of modernization at the EDATE. Based on ASE analysis performed by the ARSTAF and MACOMs, ODCSOPS~~DAMO-FD~~ provides the information and direction to USAFMSA for the preparation of the approved documents. DCSPER and PERSCOM will offer individual manpower assessments at identifier, grade, and quantity level of detail. Only ASE manpower and equipment authorizations are documented. SAMAS, separate distribution plans (LIN/ERC/quantity level of detail), TAEDP, and resourcing guidance from the ODCSOPS, Director of Force Programs are the primary sources of guidance in developing the MTOE documents.

b. The HQDA-approved TOE reflects the personnel and equipment requirements to accomplish the stated mission of combat, combat support or combat service support-type units. The TOE is the

requirements document, not an authorization document and serves as the basis for developing the MTOE. The MTOE document is a modified version of a HQDA approved TOE that prescribes the unit organization, personnel and equipment necessary to perform an assigned mission in a specific operational or geographical area. ~~It is DA policy that a~~Any deviation from the TOE and applicable ICPs and BOIPs requires HQDA approval for an exception to MTOE standardization. MTOE consists of three sections as follows--

(1) Section I describes the principal modifications from section I of the base TOE by parent units organized under the MTOE. It lists the BOIPs, and ICPs applied to the document, and identifies the applicable AMSCO. In battalion documents, the section I also lists the parent unit and subunit header data.

(2) Section II, personnel allowances, prescribes the qualitative and quantitative data, in detail line level, for the required and authorized personnel allowances at grade and MOS level of detail.

(3) Section III, equipment allowances, prescribes the LIN, ERC, generic nomenclature, and quantities of required and authorized equipment in detail level.

c. A unit will be organized under the proper level of its TOE, including the latest published change, to the greatest extent consistent with the unit's mission and the availability of manpower spaces and equipment resources. Noncellular TOE will be used to the greatest extent practicable. Cellular TOE will be used only when a noncellular TOE does not exist for the predominant mission or organizational structure.

d. Mission, organizational structure, and requirements documented in the MTOE will match exactly those established for level 1, or type B column of the corresponding TOE, as reflected in the latest HQDA-approved CTU and as adjusted by application of BOIPs/ICPs. If the unit has a HQDA-approved exception to standardization, the MTOE will be developed in strict accordance with the approved exception.

e. Like-type units organized under a TOE and at the same modernization level will be standardized and documented on a single MTOE when possible. Command, mission, and location may dictate separate MTOE for like-type units in different commands. Exceptions to standardization for like-type units require prior HQDA approval. Requests for exceptions must be fully justified to include paragraph, line, and LIN detail.

f. The organizational structures of MTOE units will be combat oriented. The documented personnel positions and items of equipment will be limited to those required for sustained combat operations and supporting operations. During "war" personnel and logistical support is pushed forward based on projected losses. Based on the tactical situations and desires of the CINC or even a corps commander, some units may exceed personnel and/or equipment requirements for short periods of time.

g. CS and CSS unit authorizations should be based on TAP, Army guidance and command plan.~~CPLAN.~~

h. The required column of an MTOE will be developed from the level 1, or type B column of the TOE, as modified due to the application of TOE ICP. ODCSOPS approves any modification or deviation from the documentation of TOE level 1 or type B allowances in MTOE required columns. The authorized column of an MTOE will be developed based on the unit ALO along with manpower and equipment resource~~s~~ availability.

i. Like parent units may be organized at different levels when approved by ODCSOPS based on tactical missions and available resources. A parent unit organized at a reduced ALO may have subunits at varying ALOs if the aggregate strength authorization equals the ALO of the parent unit.

j. MTOE units may be developed at authorizations less than ALO 1 when approved by HQDA on the basis of mission, deployment requirements, and resource availability. When they are, key personnel positions and positions that require school-trained personnel with higher skill levels will be retained when practicable. Thus, an organization that can be filled rapidly to 100 percent by adding relatively low-skill personnel is provided. Positions considered proper for reductions are as follows:

(1) Helper, assistant, and messenger positions.

(2) Crew or team positions when reductions will not make the crew or team ineffective.

k. Reducing authorizations to meet an assigned ALO may be achieved by reducing individual line strength and entire sub-elements to zero strength, or by both. As a general rule, line reductions will be used if the authorized structure, including all sub-elements, retains the unit's capability to engage initially in combat operations. If line reductions result in an unacceptable weakening of the operational capabilities of one or more sub-elements, then one or more entire sub-elements should be reduced to zero strength. For example, the authorized strength of an infantry rifle squad may fall below five men. If so, the squad should be reduced to zero strength and the resources applied to other squads. Teams allocated on the existence of other units must be retained or support provisions reallocated.

l. Reductions in equipment authorizations associated with reductions in authorized strength will be achieved according to the following guidance:

(1) Equipment authorizations that are associated with individual type equipment (individual weapons, bayonets, protective masks, and tool kits)~~weapons~~ will be reduced on a one-for-one basis in accordance with personnel authorizations reductions subject to limitations as specified in Appendix D, paragraph ~~section~~ D-3.

(2) When a unit's authorized strength is at ALO 2, the unit should still be able to operate and maintain all major items of equipment as reflected in the MTOE required TOE level 1 requirements column. Therefore, those units normally will be authorized 100 percent of the major items of equipment designated

with ERC A and 100 percent of ERC B and C items except individual items such as weapons, masks, and bayonets.

(3) Units organized at ALO 3, or less, may suffer a loss of capability to operate and maintain some major items of equipment reflected in the MTOE required column. In such cases, the authorizations for major items of equipment may be reduced. However, when reviewing the major items for reduced authorizations, those items having an ERC A should be considered for retention when possible.

m. Type B, Cadre, Split, and Composite MTOE Units--

(1) Type B MTOE units are configured to conserve U.S. Army manpower by substituting non-U.S. personnel in specified positions of selected (generally combat service support) MTOE. Type B MTOE are developed directly from the TOE type B column. This number reflects the U.S. Army manpower needed to provide command and supervision and to fill technical and maintenance positions. TOE type B column equipment allowances reflect the equipment required to perform the unit mission when it uses non-U.S. personnel. Type B MTOE required and authorized columns will duplicate the personnel and equipment allowances shown in the TOE type B column.

(2) Positions in the TOE level 1 column, not shown in the ~~Vacancies in the~~ TOE type B column ~~personnel allowances~~ indicate those positions ~~from the TOE level 1 column~~ that will be filled by non-U.S. personnel when the type B unit is deployed outside CONUS. These positions will not be documented in ~~TAADS-R~~TAADS. Instructions on the fill of type B units with non-U.S. personnel will be provided by the HQDA message directing the mobilization and deployment of the unit.

(3) Cadre units have a predetermined wartime mission. They are organized at the cadre (nucleus) level to provide a base for expansion to ALO 1 in case of mobilization. Cadre units will not be organized or used solely for non-wartime missions. To establish full wartime requirements, the MTOE required column of cadre type units will reflect level 1 of the TOE. The MTOE authorized column will reflect the TOE cadre column requirementsallowances as adjusted by force structuring constraints. The remaining TOE level 1 lines will reflect zero strength authorizations ~~(See para 8-24h(7) for divisional units designated for cadre organization.)~~.

(4) A split unit is an element of a parent unit stationed in a MACOM different from the main or headquarters portion of the unit. Each split unit assigned to a MACOM different from that of the parent or headquarters element is required to submit ~~TAADS-R~~TAADS documents. A split unit is treated as a parent unit for purposes of ~~TAADS-R~~TAADS documentation. For split based units, documentation of the derivative UIC organizations will be accomplished by USAFMSA in accordance with ODCSOPS determination and guidance.

(5) A composite unit is identified by alpha characters in the eighth and ninth positions of the SRC. The master SRC is numbered 100 and is constructed from the principal HQDA element (first para of section I). Each cell (para) in ascending sequence is assigned a number beginning with 101 and developed by combining one or more cellular SRC to accomplish a specified mission. Section I of a

composite MTOE must be prepared per guidance fo TDA section I in Appendix L. The required column must equal level 1 of the TOE. The authorization column of cellular MTOE will normally agree with the required column.

(6) When additional identifiers must be added to a personnel line (such as adding LIC), the TOE line will be split to alpha lines within the MTOE. The total requirements must match the base TOE level 1 requirements, as adjusted by ICP application.

n. ALO establishes the level at which personnel will be authorized in MTOE units. It is computed as the percentage of wartime personnel requirements which are authorized. It is recorded in a 1-character numeric or alpha code in section I of the MTOE. Units will be assigned the highest ALO possible within the constraints of military spaces available. ALO will be approved by HQDA and reflected in the approved command plan.~~CPLAN.~~

9~~8~~-6. Organization of RC MTOE units

a. The requirements column of RC MTOE will be the level 1 column of the base TOE under which the unit is organized. Since level 1 of the TOE represents the mobilization requirement for each unit, modification of this requirement is not authorized unless necessary to implement approved TOE changes.

b. RC personnel authorization policies--

(1) The authorized column will be levels 1, 2, and 3 or type B, or C of the TOE, as prescribed for each unit based on the ALO assigned in the RCTB.

(2) Regardless of ALO, units organized at levels 1, 2, and 3 of the TOE will be authorized commissioned and warrant officers at level 1. Exceptions to this policy require prior coordination with NGB or OCAR and TSG for medical units.

c. Section 1 of an RC unit MTOE will contain the unit ALO to be entered in unit status reports submitted according to AR 220-1. Since RC units may be organized at different authorization levels for officer and enlisted personnel, and at another level for equipment, the unit ALO to be used in status reporting will be decided by the lowest authorization level (See Table 9~~8~~-2).

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+-----------------------------------------------------------------------------------------
---------+
¦Table 98-2. Unit authorization levels                                                    |
¦
+-----------------------------------------------------------------------------------------
--------¦
¦Personnel authorization level
¦
+-----------------------------------------------------------------------------------------
--------¦
¦                         ¦                        ¦ Equipment authorization¦
¦
```

Officer	Enlisted	level	Unit ALO will be
1	1	1	1
1	2	3	3
1	3	3	3
B	B	B	B
C	C	C	C

9~~8~~-7. AUGTDA to an MTOE unit

a. Non-TOE mission and functions, peculiar to ~~only~~ one or more units within an SRC, may be documented as an exception to MTOE standardization or as an AUGTDA.

(1) If the mission and functions are assigned during wartime, they will be documented as an exception to MTOE standardization.

(2) If the missions and functions are peacetime only and will be performed at any location at which the unit is stationed, they will be documented in an augmentation TDA which will be discontinued by the proponent MACOM upon mobilization.

b. Missions and functions to be performed by manpower in an MTOE unit for an installation will be documented in section I of the installation TDA. Supporting equipment will be documented in a separate paragraph of the installation TDA. Section I of the TDA will reference the MTOE unit and the paragraph in which equipment is documented.

c. MTOE-TDA linkage is the interdependent, operating and resource relationship~~s~~ which exists between combat support and combat service support MTOE units and various types of supporting TDA units (TDA, AUGTDA, and MOBTDA). The mission of the supporting TDA units is to accomplish workload in the absence of, or beyond the capacity of, existing MTOE units during peacetime or mobilization. The linkage between such units requires careful consideration during force design, planning, integration, and resourcing. Decisions relative to equipment, facilities, manpower, and dollars must be

made with full consideration of existing linkages to ensure supportability of the force, readiness, and deployment or mobilization capabilities.

9~~8~~-8. Organization of TDA units

a. TDA units are generally nondeployable units organized to fulfill mission, function, and workload obligations of a fixed support establishment in CONUS or overseas. TDA units are uniquely developed to perform a specific support mission. Mission, organizational structure, personnel, and equipment recorded in TDA will conform to vertical and horizontal organizational standardization guidance contained herein and in FM 100-22.

b. TDA units will match requirements and authorizations approved in appropriate documents, such as the PBG, concept plan, command plan, manpower staffing standards, manpower survey, memorandum request, equipment survey, and most efficient organization.

c. The organizational structure of TDA units will be developed to attain the most efficient operational capability, the most effective use of personnel, and equipment resources and minimum essential staffing according to DA Staffing Guides, AR 690-500, and AR 570-4.

d. The TDA required column will be based on recognized requirements. These requirements are determined by the approving manpower survey authority and manpower staffing standards. The TDA authorized column will be based upon allocation of resources. Normally, it will not exceed the required column without approval by ODCSOPS and ASA(M&RA). When the authorized is less than the required strength, significant reductions in unit capabilities will be described in section I of the TDA.

e. Policies on military position classification and grading in DA Pam 611-21~~the AR 611 series~~, as well as policies on use of military and civilian manpower in AR 570-4, will be followed when organizing and staffing TDA units.

f. A TDA document prescribes the organization structure for a unit having a unique mission for which a TOE does not exist. It may contain both military and civilian positions. TDA consists of the following four sections:

(1) Section I-- General, describes summary of manpower/equipment, the mission, organization, capabilities, and other general information pertinent to the unit. The words "field operating agency" (or activity) or "staff support agency" (or activity) will directly follow the name of the organization on section I, page 1, if applicable. See the glossary for explanation of these terms.

(2) Section II-- Personnel Allowances, reflects the types and quantities of civilian and military expertise at paragraph and line level of detail. ~~i~~It includes position titles, MOS/AOC, grade/rank, identity code, branch code, ASIs and LICs, AMSCO, MDEP, requirements, authorizations, and remarks codes.

(3) Section III-- Equipment Allowances, documents at the LIN level detail, the controlled and noncontrolled Army adopted items of equipment which have a standard LIN in SB 700-20, except for CTA items in chapter 8. Equipment allowances are identified by LIN, generic nomenclature and the required and authorized quantities. Tactical equipment may not be documented in TDA, unless approved through the BOIP or memorandum request procedure, resourced and projected to be available in the supply system.

(4) Section IV-- Supplement, Equipment Allowances, provides for the documentation of those items of equipment which do not qualify for inclusion in section III. These items are nonadopted and do not have a standard LIN in SB 700-20. The use of this section by participants in the TAADS documents process~~TAADS-R proponents~~ is optional. Section III, supplement, is not included in the HQDA ~~TAADS-R~~TAADS database.

9~~8~~-9. Exception procedures

a. General. This paragraph ~~regulation~~ establishes procedures to request, process, and document exceptions to guidance set forth in this regulation. Request for exception with supporting justification will be submitted through the respective personnel proponent office(s) to the following:

(1) Active Army: CDR, USAFMSA.

(2) Army National Guard: CNGB.

(3) U.S. Army Reserve: OCAR.

b. MTOE units.

(1) If a change is required to accomplish the wartime mission of a unit and applies to all like-type units in the Army, the MACOM will submit a request to USAFMSA for a change to the TOE rather than requesting an exception.

(2) MACOMs will identify position trade-offs by category (~~commissioned officer (~~OFF~~)~~, ~~warrant officer (~~WO~~)~~,and ~~enlisted (~~ENL~~)~~) when requesting exceptions. Proposed trade-offs must comply with MTOE standardization guidance. Normally HQDA will disapprove proposed exceptions that cannot be supported within MACOM resources.

(3) The primary justifications for approval of exception to MTOE standardization guidance are as follows:

(a) Mission and capability change. If an MTOE unit mission and capability directed and approved by HQDA differs from that in the TOE and requires a change in structure, personnel, or equipment, the approval message or memorandum will be cited in the justification. Examples are assignment of a signal unit to a larger area of communications responsibility than called for by TOE; assignment of a supply or

maintenance unit to a support mission beyond the capability of the TOE or MTOE and permanent withdrawal of a TOE mission and capability (or part thereof). To the maximum extent possible, these differences will be addressed by proposing addition or deletion of unit elements such as a team, squad, or company.

(b) Extremes in climate. This is appropriate only if a unit is stationed or directed to operate in an area of extreme climatic conditions. Examples include a climate that reduces equipment requirements, or the need for special equipment to counter climatic extremes.

(c) Location. This may be a consideration if a unit is stationed or operating in an area with unique geographical requirements. Examples are special equipment required for mountains, swampy terrain, desert, or locations in which the unit must operate semiautonomously.

(d) Non-availability of TOE. This occurs when HQDA directs preparation of a MTOE before the corresponding TOE is approved. HQDA guidance should include identification of the documentation to be used unti the TOE becomes available. Examples of acceptable alternatives to the TOE are DTOE or AURS plus BOIP. See paragraph ~~7~~8-12 above for guidance on submission of concept plans for new TOE doctrine or doctrinal changes.

c. TDA units.

(1) Horizontal standardization. MACOMs initiate requests for exception to standardization to USAFMSA stating full supporting rationale and justification for the change. If the exception is believed appropriate to all like-type activities, the justification will include a statement to that effect.

(2) Vertical standardization. Requests for exception from vertical standardization will be submitted per MACOM guidance.

d. ~~TAADS-R proponents~~USAFMSA and, as required, participants in the TAADS documents process apply HQDA approved exceptions to standardization to MTOE. Justification for approved exceptions must be revalidated every 3 years or when a major reorganization occurs, whichever comes first.

e. Processing requests.

(1) Requests for exception will be submitted at the beginning ~~not later than (NLT) opening~~ of the command plan cycle~~MOC window (1 January or 1 July) during which entry into TAADS-R is desired~~.

(2) A TDA document submitted with a pending request for exception will be updated by USAFMSA during the command plan process ~~appropriate MOC window~~ if approved by HQDA.

f. Coordination.

(1) CDR, USAFMSA, coordinates the request for exception with ASA(M&RA), ODCSOPS, DCSPER, DCSLOG and other appropriate HQDA staff elements.

(2) Following HQDA evaluation, USAFMSA prepares final response to -MACOM and updates documentation accordingly.

(3) The ARNG and USAR will review the request to ensure compliance with guidance, coordinate the request as appropriate and forward the result and a recommendation to CDR, USAFMSA for final disposition.

98-10. Emergency requests

An emergency request is a requirement so urgent that the request cannot wait for normal processing time. All emergency requests will be forwarded by the most expeditious means through command channels to the appropriate approving authority.

a. Requests for emergency manpower only changes will be submitted as "Requests for Manpower Authorizations " to ASA(M&RA) (SAMR-MBA) according to AR 570-4–4.

b. Emergency requests for MTOE and TDA equipment, with or without manpower impact, will be submitted to CDR, USAFMSA.

c. Emergency requests approved by HQDA OI and command manager will be recorded in authorization documents during the next command plan cycleMOC window.

98-11. Documenting approved exceptions

a. USAFMSA will document approved exceptions to MTOE standardization. OIs will ensure that the SAMAS entry has an "E " in the 11th position. DIs will ensure the 13th position of the TAADS-RTAADS SRC is "E" and the section I reflects the approval of the exception. The documenting of details within sections II and III will be in accordance with current documentation procedures. As a minimum, either "Y" paragraphs or standard remarks code "95" for personnel and "123" for equipment exceptions will be uquote1.123" for equipment exceptions will be sed.

b. USAFMSA and, as required, participants in the TAADS documents process Proponents will document approved TDA exceptions as follows: A MACOM or HQDA approved exception will be identified in section I, modification paragraph and sections II and III will reflect the approved exceptions, documented in accordance with current documentation procedures.

8SECTION III
Manpower Documentation

98-12. Guidelines

The HQDA manpower guidance objective is to ensure the most effective use of manpower resources in accomplishing Army missions. (See AR 570-4 for additional information on manpower management and control.) TAADS-R USAFMSA and, as required, participants in the TAADS documents process will--proponents--

a. Establish manpower requirements based only upon HQDA assigned missions and only on functions, tasks, and workloads that support assigned missions.

b. Allocate manpower resources among units in the force structure to maximize accomplishment of assigned missions and functions.

c. Prepare unit authorization documents (MTOE and TDA) to accurately reflect approved manpower requirements and authorizations.

d. Process and submit MTOE and TDA to HQDA for final approval, on schedule, to enable timely recruiting, training, and distribution of personnel.

98-13. Required strength

a. Required strength in an MTOE represents the minimum wartime requirement and corresponds to the level 1 or type B column of the applicable TOE including all changes published in CTUs. MTOE manpower requirements may deviate from TOE manpower requirements only if an MTOE exception is approved by HQDA (See para 89-6 for additional information).

b. Manpower requirements in TDA reflect the requirements determined on the basis of missions, functions and workloads. The several methods of requirements determination are fully described in AR 570-4.

c. For those functions that are converted to performance by the private sector as the result of a CA cost study (see AR 5-20), the affected TDA organizational elements will continue to show civilian requirements, as determined by the management study that served as the basis for the government in-house cost estimate, contractor, or other official report. The authorized column will reflect zero for those same requirements, inasmuch as they will no longer be performed by DA authorization. civilian employees. The purpose of maintaining the requirements in the TDA is to serve as a benchmark in the event the function should later return in-house and as an estimate of the level of effort provided by private industry (This policy excludes AMHAs). Special remarks codes will be used for documenting contractors.

98-14. Allocation and distribution of available manpower resources

a. The basic process for establishing TAADS-RTAADS manpower authorizations involves the sequence of actions below:

(1) HQDA allocates manpower, according to decisions in the PPBES and as recorded in the SAMAS, to active MACOMs and HQDA staff agencies. For military, these spaces are identified as officers, warrant officers and enlisted; for civilians, they are identified as direct hire (U.S. direct hire, foreign national direct hire), indirect hire (foreign national indirect hire), and reimbursable manpower. USAFMSA will also document contractors on TDAs.

(2) In response to HQDA guidance such as changes in the PBG, leadership direction, and other HQDA-approved actions, each command manager (CM) develops specific parameters for each assigned MACOM for the command plan cycle. ~~MOC window.~~

(3) As directed, USAFMSA develops draft documents for review by the ARSTAF, MACOMs, commodity managers and other participants in the TAADS documents process. ~~proponents.~~

(4) The CM hosts a review of each document with the MACOM representatives, resource integrator (RI), document integrator (DI), and PERSSO. The proposed document reflects all HQDA-directed actions and manpower and equipment resourcing level. The results of the conference are briefed to the Director, Force Programs (ODCSOPS) for approval or resolution of resource shortfalls and organization changes.

(5) ODCSOPS, in coordination with DCSPER, approves the command plan ~~CPLAN~~ position for all components.

(6) ~~DAMO-FD~~ ODCSOPS directs USAFMSA to publish and distribute the documents.

(7) ~~DAMO-FD~~ ODCSOPS directs the update of SAMAS as appropriate.

b. Separate manpower decisions made throughout the year will cause adjustments to the subsequent command plan~~CPLAN~~. These and other decisions will result in revisions of MTOE and TDA.

9~~8~~-15. Authorized strength

The authorized strength column of MTOE will be equal to or less than the required column for each paragraph and line number, except when circumstances warrant using double-line entries to reflect the position requirement and the actual authorized fill separately.

9~~8~~-16. Manpower position management and identification policies

a. Manpower position management and identification policies apply, as applicable, to both military and civilian positions in ~~TAADS-R~~TAADS.

(1) MTOE~~,~~ and the various types of -TDAs~~, and AUGTDA~~ provide the unit commander a means of recording specific numbers and kinds of manpower required and the intended use of manpower. Central to the efficient management of manpower resources are MARC and TOE development policies and procedures (for MTOE); AR 570-4 (for MTOE and TDA); AR 690-500 (for TDA), AR 135-2 for FTS TDA and DA Pam 611-21~~AR 611-101, AR 611-112, and AR 611-201~~ (for MTOE and TDA).

(2) In deciding how to make the best distribution of manpower resources allocated to a MTOE or TDA unit, the commander is governed by the following:

(a) Base TOE, BOIPs ~~ICPs~~ and ICPs for an MTOE unit.

(b) Approved exceptions.

(c) Validated manpower requirements.

(d) Manpower utilization policies (AR 570-4).

(e) Mandated programs that seek improvements through efficiency reviews. These programs include the Commercial Activities Program (AR 5-20), studies of noncontractable functions, and the ~~Defense Regional I~~interservice ~~S~~support ~~P~~programs (AR 5-16).

(f) Sound position management principles for civilian positions, which are prescribed in regulations published by the OMB, the Office of Personnel Management (OPM) and HQDA~~;~~ (for example, AR 570-4 and AR 690-500~~.~~).

(3) Manpower resources will be allocated to perform the normal workload for the unit or activity. Staffing for peak or slack periods will not be documented on MTOE or TDA. The commander manages peak and slack staffing by using temporary measures such as overtime, details, temporary fill, or deferring hiring.

(4) Military and civilian personnel officers at all levels of command will participate in developing TDA. Commanders will ensure the involvement of personnel officers during the developmental stage.

(5) Military personnel officers will not honor or fill requisitions for positions not listed on an approved current MTOE~~,~~ or TDA~~, or AUGTDA~~ as validated by the manpower requirements determination authority.

b. AR 570-4 contains guidance on delineation of positions in TDA for military or civilian occupancy. Generally, most ~~all~~ positions in TDA are considered appropriate for civilian occupancy, except those in which a military occupant is required by specific criteria. The requirement for TDA military positions is identified by application of inherently governmental essential policies ~~by a MEC~~ and is documented on the appropriate TDA personnel line.

c. To maintain effective military and civilian personnel management systems, commanders classify~~stabilize~~ positions consistent with actual job requirements. First, positions are categorized ~~will be properly delineated~~ as military or civilian, as appropriate. Then, commanders must specify~~stabilize~~ position identity. Commanders will avoid identity changes, that is, military occupational specialty or branch changes based on considerations other than valid position requirements and job criteria. TDA will not be changed to agree with skills, grades, or personal characteristics of an incumbent, if they differ from those required for accomplishment of the mission or function.

d. Military positions are designated to be occupied interchangeably by either males or females unless an approved exception is received from HQDA.

(1) MACOMs will not alter identity codes in MTOE from those prescribed by DCPC in the TOE.

(2) All TDA positions will be coded interchangeable except those requiring female only or male only incumbency which have been specifically approved by DCSPER.

(3) Approved exceptions to the interchangeability policy will carry remark code "80."

e. AR 135-2 describes types of AGR officer and enlisted positions and related procedures and responsibilities. Each AGR line must carry ~~TAADS-R~~TAADS standard position remarks code "89" (AGR-Guard) or "92" (AGR-Reserve), and will be totaled separately on the document and carry a non-add remark code. HQDA retains authority to approve changes to AGR positions, including AOC, MOS, skill identifier (SI), ASI, grade, and identity codes above the USAR command level. Forward requests for changes to the CNGB or to OCAR ~~(DAAR-PE)~~ as appropriate.

f. Standard remark code "MH" will be used to identify Army Reserve Military Technician positions.

9~~8~~-17. Staffing TDA units

a. Manpower requirements in TDA units are established, increased or decreased based on changes in workload, missions, functions, processes, procedures, technology or leadership decisions. The governing regulations are AR 570-4 and AR 570-5.

b. All TDA requirements need to be justified based on workload. Manpower requirements determination methods range from directed requirements, on-site manpower studies, and application of staffing guides and manpower staffing standards. All processes include the analysis of the organization's missions and functions, and collection and validation of actual outputs of the organization (workload). These types of analyses produce the minimum essential number, skills and kinds of personnel needed to perform mission essential work.

9~~8~~-18. Military position, categories, classification, and grading

a. DA Pam 611-21~~AR 611-101, AR 611-112, and AR 611-201~~ provides guidance on criteria to be applied in classifying and grading military positions. The military personnel element of the proponent or preparing organization that is documenting military positions will assist in determining AOC and MOS, SI, special qualification identifiers (SQIs), ASI, LIC and grades to be documented in TDA organizations.

b. The DCSPER uses the ~~military occupational classification structure (~~MOCS~~)~~ process and approval identifiers to classify and distribute personnel and develop training programs. Identifiers included in MTOE and TDA will reflect job requirements. More than one identifier may appear to be appropriate; therefore, a careful evaluation of the job and a study of pertinent identifier specifications may be required to determine which identifier is best suited. Job-related qualifications not covered by an AOC or MOS will be identified by selection and documentation of appropriate SI, SQI, ASI, LIC, or standard personnel remark codes. DCSPER will not adjust the AOC, MOS, SI, SQI, ASI, or LIC documented in ~~TAADS-R~~TAADS due to personnel inventory.

c. Proper grading of military positions ensures that positions requiring similar skills, knowledge, and abilities are graded equally. Equitable job grading involves considering job relationships and the organizational structure of the unit, along with duties and responsibilities of each position. This approach makes it possible to evaluate positions objectively and to apply the grading guidance properly. Grades of commissioned officer, warrant officer, and enlisted positions in MTOE will conform to the base TOE, unless a HQDA-approved exception is granted. Procedures for grading TDA military positions are outlined below:

(1) To determine grades for commissioned officers, apply the SG tables in DA Pam 611-21~~AR 611-101~~. Grading factors will assist in establishing grades for positions not specifically addressed in the tables. OPMS XXI places ceilings on commissioned officers.

(2) To determine grades for warrant officers, apply the MOS SG tables in DA Pam 611-21~~AR 611-112~~.

(3) To determine grades for enlisted positions, apply the MOS SG table in DA Pam 611-21~~AR 611-201~~. When determining the grades of military positions in augmentation TDA, the MTOE military positions assigned to the organizational element that is augmented will be considered to determine the correct grade distribution. EPMC-XXI and CINCOS place ceiling on enlisted grades.

d. Procedures for obtaining an exception to SGs are in DA Pam 611-21~~the AR 611 series~~. All requests for exceptions to the SG guidance in MTOE and TDA will include a same grade or higher grade trade-off position that is within the same military personnel category. Requests will be submitted through the respective personnel proponent office for both the gaining and losing skill identifier (AOC/MOS) to HQDA, USAFMSA, for coordination with ARSTAF elements and approval by ODCSPER or its agent. Field grade, NCO, command, general officer COMPO1 authorizations are controlled by law in appropriations acts.

9-~~8~~19. Civilian position structure

a. Civilian positions will be established to ensure effective mission accomplishment. Structures will provide for optimum balance between economy, efficiency, use of skills, attraction and retention of competent personnel, and motivation and development of employees. Sound position management principles will be applied.

b. All civilian spaces allocated in the PBG will be documented in TDA and AUGTDA.

c. Contractor support will be documented in TDAs in accordance with Appendix O.

9~~8~~-20. Civilian position grading

The TDAs ~~and AUGTDA~~ reflect civilian grades based on position classification standards. ~~requirements and authorizations and are the basis for establishing civilian positions.~~

9~~8~~-21. ~~Proponent-initiated changes~~ Changes initiated by participants in the TAADS documents process

a. Commanders may initiate military or civilian position changes to respond to changes in mission functions or workload. Approval authority for position changes is determined according to Appendix J, Table J-1. Participant- ~~Proponent~~ initiated position changes will comply with the manpower management policies in paragraphs ~~8~~9-8 through ~~8~~9-18.

b. Requests for additional manpower requirements and authorizations may be submitted during the TAA process (AR 71-11) or in the MACOM POM process (Army Guidance, Volume II).

~~8~~SECTION IV
Equipment Documentation

9~~8~~-22. Overview

This section provides an overview of equipment authorization, use, management, and survey policies that apply to preparation, review, and analysis of ~~TAADS-R~~TAADS documents.

9~~8~~-23. Equipment authorization policies

a. The minimum essential standard equipment required to accomplish the unit's mission normally will be authorized after an analysis to determine the item that provides the greatest benefits at the lowest cost.

b. MTOE and TDA are documents that authorize mission essential equipment required by the unit. As such, these documents are the basis for projecting the Army's funding, acquisition, distribution, and training requirements. Once these requirements have been projected and approved and funds allocated by Congress, equipment may be procured.

(1) To fulfill unit readiness requirements as well as execute the budget, all MTOE and TDA equipment must either be on hand or on requisition. The only exceptions ~~to the above on-hand or on-requisition policy~~ are in subparagraph (3) below and ARNG/USAR MTOE hospitals and general clinics. NGB and FORSCOM may, upon approval by HQDA, reduce authorized quantities of MTOE medical equipment to lesser quantities adequate to provide unit training or requisition hospital training medical equipment sets authorized by CTA 50-909. When called to active duty, units will then requisition all medical equipment not on hand as required by the MTOE.

(2) Conversely, if authorized quantities are not needed, commanders reduce required or authorized quantities by submitting a change to the TDA or by processing a MTOE change according to procedures outlined in Appendix L. Equipment in excess of MTOE or TDA authorizations will be turned in through normal supply channels. Under no circumstances will items be obtained or excess items retained, unless a request for exception to MTOE standardization, or a request for for an addition or change to a TDA, has been approved.

(3) As an exception to paragraph 9~~8~~-23b(1) above, ~~theTAADS-R proponent~~ HQDA and, as required, participants in the TAADS documents process (normally the MACOM) may approve the disposal of TDA equipment that Commanders have determined to be excess to mission requirements of an organization/activity, prior to deletion from the ~~TAADS-R~~TAADS document.

(4) As an exception to paragraph 9~~8~~-23-b(2) above, HQDA and, as required, participants in the TAADS documents process~~MACOM~~ may approve excess retention for 1 year to meet equipment authorizations for programmed future force structure requirements to avoid double transportation costs. However, retention of excess equipment for training is not authorized at anytime.

c. The ~~TAADS-R~~TAADS submission will not be used to request equipment increases except when submitted as part of a concept plan according to paragraph 8~~7~~-13 and procedures in Appendix I.

d. Most equipment used for training in MTOE units is either in CTAs or the supporting installation's TDA. Training devices will be authorized according to the training center's paragraph of the installation TDA. These devices will be issued on a loan basis to using units. The only training equipment and devices that will be included in MTOE are those required during field or combat operations to maintain mission proficiency.

e. An MTOE unit may perform functions for a TDA unit. If so, additional equipment needed to accomplish the function will be documented in the installation TDA. For example, when an MTOE signal or engineer unit needs pole trucks not provided for in the TOE, the trucks will be reflected on the installation TDA. Documenting items on the installation TDA authorizes the equipment for the function rather than the unit. Thus, if the unit is transferred, the equipment will remain at the post for use by a replacement unit or TDA personnel. The equipment that tenant units require for mission support ~~housekeeping, or other purposes~~ while stationed at an installation will be as authorized in Chapters 2, 4, and 6 of SB 700-20 and~~,~~ will also be recorded in the installation TDA. Installation type equipment

required for housekeeping or general purpose support will be authorized in accordance with appropriate CTA.

f. An MTOE unit may be assigned missions during peacetime which it will not normally perform during wartime. When such peacetime missions or functions transfer with the unit (for example, the MTOE unit will continue to perform the peacetime function for an installation, at any location where~~to which~~ it is stationed), the added equipment will be documented on an AUGTDA. Continuing the example in paragraph 9~~8~~-23e above, if the MTOE signal or engineer unit is assigned the mission to emplace poles at any location to which it moves, the trucks will be documented in an AUGTDA. Again, the purpose is to authorize the equipment for the function.

g. The electronic FMBB provides a listing of equipment types that are not to be documented in TOE, MTOE, TDA, or JTA.

h. Reserve Component equipment authorization policies--

(1) Units organized at level 1 of the TOE will be authorized the level 1 required equipment, unless otherwise directed by HQDA.

(2) Units organized at levels 2 or 3 of the TOE will be authorized equipment at levels 2 or 3, respectively, unless otherwise directed by HQDA.

(3) Aircraft, towed and self-propelled artillery, and wheeled vehicles of less than 5-ton capacity, along with supporting and associated items, may be authorized at level 1.

(4) Categories II and III units may be authorized equipment quantities less than level 3 of the TOE only when major equipment is not needed or a lesser quantity will provide MEET.

(5) Non-divisional units organized at level B of the TOE will be authorized level B equipment as adjusted by force structuring constraints.

(6) Non-divisional units organized at the cadre level of the TOE will be authorized individual items of equipment only. Exceptions must be justified following the memorandum request procedure.

(7) Divisional units designated for cadre organization will reflect the personnel position and equipment requirements and authorizations in the type C (cadre) column of the applicable TOE.

(8) Individual items of equipment will be adjusted to match personnel authorizations. Such items include bayonets, protective masks, and individual weapons.

j. TDA section III, equipment, and section III, supplement. TDA section III equipment, with few exceptions, contains HQDA controlled equipment that requires HQDA approval before inclusion in TDA.

TDA section III, supplement is an option available to the MACOM to document non-controlled equipment. as follows:The following policies apply:

(1) The supplement may Iinclude~~s~~ commercial equipment, not requiring TC, with unit costs that exceeds the expandability limits in AR 710-2, paragraph 7-4, and less thanbetween $300 and $100,000, for which there is no satisfactory standard or adopted counterpart designated in the Army supply system, and those items which are awaiting assignment of standard stock numbers and LIN, and inclusion in section III. Proponent assigned LIN or control number will be used for the latter category of items as the means to audit the item as it progresses through the steps from authorization, exemption from TC, assignment of NSN and LIN, to documentation of the SLIN in section III.

(2) The supplement Wwill be maintained at proponent or lower level and will not be submitted to HQDA.

(3) Maintenance Recording of eaquipment documented in the supplement in the TDA activity property book is acceptable and this paragraph or a command supplement to this regulation should be cited as the property book authority.

(4) Users determine their own LIN with description specified in the input transactionThe proponent for the supplement will assign a unique local LIN to each equipment type and a nomenclature consistent with the manfacturer's description of the item.

(5) Does not include the equipment listed in paragraph 6-37.

98-24. Equipment utilization policies

The DA Equipment Authorization and Usage Program applies to all TDA activities or installations not in combat areas except those in the ARNG and the USAR. The equipment authorized will be used to the greatest extent practicable or reported for redistribution or disposition and the TDA adjusted accordingly.

98-25. Equipment survey procedures

AR 570-7 provides policies and procedures for conducting the Army's Equipment Management: Equipment Survey Program. Policies for authorization of equipment during surveys are included in AR 570-7. Approved equipment survey results will be documented in the first command plan cycleMOC window after completion of the survey; this applies to non-HQDA controlled equipment, HQDA controlled equipment coded "BCE MAPP," HQDA controlled equipment approved on site and deletions of HQDA controlled equipment. HQDA controlled equipment must be justified according to memorandum request procedures.

8SECTION V
Unit Documentation Instruction and Registration

98-26. SORTS

SORTS is the single automated system within the DoD used to provide the National Command Authorities and the JCS with authoritative identification, location, and resource status information on units and organizations of the U.S. Armed Forces. Before a unit can be documented, assigned people and equipment, or put into an Army force structure, it must first be registered in SORTS.

98-27. UICIO

a. Each MACOM or agency assigned a MACOM code (see App B) will appoint a primary and alternate UICIO according to JCS Publication 1-03.3, chapter I. The UICIO will be appointed from within an operating element of the DA Command and Control System.

b. Procedures for registering UICs relative to the SORTS system are addressed in JCS Publication 1-03.3, chapter II.

c. UIC assignment--

(1) Parent UIC. Each parent unit MTOE and TDA will be assigned a unique UIC. The recording of an MTOE and a TDA unit on the same authorization document is prohibited. A TDA augmentation to a parent MTOE unit will be documented with a derivative UIC of the parent unit such as WXXX99.

(2) Subunit UIC (MTOE). Subunit UICs are assigned to lettered companies, batteries, or troops organic to a parent unit.

(3) Derivative UIC. Derivative UICs are assigned to organic elements of organizations that require separate UIC registration. Examples are subelements either located with or away from the parent unit but included by separate paragraphs within the parent unit document. However, OCONUS located elements of a CONUS based MTOE unit will be separately documented. The MACOM UICIO will request derivative UICs per CJCSM 3150.02 ~~JCS Publication 1-03.3, chapter III~~.

(4) Model UIC. A model UIC may be added to a document to permit processing when a valid UIC does not exist in the UIC Edit File. This permits a document to be modeled before receiving a valid UIC. The functional analyst assigns the UIC by using W-MODL and filling in the second position as 0-9 to identify MTOE and A through Z (except O and I) to identify TDA. These documents will not be furnished on interface tapes to HQDA. A model UIC will not have a unit designation assigned by HQDA until such time as the organization is finalized and approved.

(5) Carrier UIC. A carrier UIC is assigned to provide a means to assign personnel to and account for equipment in a unit until activation. When the HQDA UICIO assigns a UIC for unit activation, a carrier UIC is also assigned. Both UIC are registered in SORTS. Upon activation of the MTOE unit, the MACOM UICIO must delete the carrier UIC.

(a) The carrier UIC provided by HQDA for an approved Active Army or RC MTOE unit activation will normally have an EDATE 1 year before the documented unit EDATE. Personnel and equipment requisitions will cite the approved document as requisition authority and show the carrier UIC. On arrival at the location of the activating unit, personnel are assigned to and equipment is accounted for under the carrier UIC until the approved documents unit EDATE. The carrier UIC will be a two-position code designed as "90" appearing in the fifth and sixth positions of the UIC code. If the proponent determines that the activation of the unit cannot be accommodated on the specified EDATE because of readiness considerations and a revised unit EDATE is approved by HQDA, the carrier UIC will continue in existence until the revised unit EDATE.

(b) Reorganizations and conversions will not receive a carrier UIC. However, the authority and time periods for requisitioning personnel and equipment are the same as stated above for new activations.

(c) For RC personnel, a carrier UIC provides an organizational base for recruiting, transferring, and training of personnel assigned to the new unit within the guidelines established by NGB and OCAR.

(d) For RC equipment, submit requisitions per AR 700-120.

9~~8~~-28. EDATE establishment

EDATE~~, whether established by HQDA or TAADS-R proponents,~~ should allow time for initiation (or cancellation) of personnel and equipment requisitions and time for the systems to respond to new demands. Proposed EDATE should be based upon the projected availability of personnel and equipment resources, the lead time required for data processing and system interfaces and the mission and capability of the organization. HQDA establishes EDATEs for documents and publishes in the command plan guidance. Requests for exception to established EDATES must be submitted to and approved by HQDA.

a. EDATE rules.

(1) Normal EDATE lead time is 1 year from the end of the command plan cycle~~MOC window~~ during which the document is approved.

(2) EDATE revisions are not required for changes that result from automatic application of edit files.

(3) EDATE XX0925 through XX0930 are not available for use by MACOM without express approval of ODCSOPS.

b. Adjusting approved EDATE.

(1) The proponent must ensure that reorganization of a unit on the approved EDATE does not cause a decrease in unit readiness. If a decrease is anticipated, permanent orders will not be issued and a new EDATE will be requested from HQDA ODCSOPS ~~(DAMO-FDF)~~.

(2) HQDA may decide that the activation of an MTOE unit cannot be executed on the approved EDATE. When this occurs ODCSOPS will enter a revised EDATE in SAMAS and notify the affected MACOM.

(3) The proponent may request an earlier EDATE, if personnel and equipment assets are available to allow earlier reorganization without degrading unit status. When possible, approved EDATE changes will be 'top loaded' by HQDA; otherwise, the changed EDATE will be submitted during the next command plan cycle.~~MOC window.~~

c. Maximum number of documents. A maximum of two documents per UIC, per fiscal year (each with a different command control number (CCNUM) and EDATE), may exist in the HQDA, ~~TAADS-R~~TAADS system at any time. If an additional document is approved during the fiscal year, the proponent proposes deletion of the document to be superseded in the command plan~~MOC window~~ submission.

9~~8~~.29 Submission of documents and changes to documents

a. USAFMSA, in coordination with the MACOM, builds all TDA documents. Additional details are provided in the USAFMSA Letter of Instruction. MACOMs are included in the process through draft TDA template review, command plan process, SAMAS adjustment, AUTS and the TDA approval process.

(1) Existing organization. Maintaining existing organizations up-to-date also starts with overlaying the CENDOC TDA template line-by-line on the latest approved TDA ensuring that all previously approved positions are accounted for. In instances where previously approved positions are not on the CENDOC TDA template, exceptions will be placed in paragraph 500 and numbered sequentially.

(2) New TDA organization. Establishing a new TDA organization requires the MACOM to prepare a concept plan in accordance with Chapter 8 above. A UIC must be obtained by the MACOM through their UICIO and updated in the SORTS and UIC edits before the UIC can be used to build a document. Upon approval of the concept plan, the authorization document will be built by, USAFMSA. Building the document requires determining if an applicable TDA CENDOC template exists for the unit/organization (UIC) to be documented. If yes, it will be modeled into the TAADS work file, all edit file discrepancies corrected/clear ed, and all documentation changes capture d on DA Forms 2028 so that the MACOM may be informed of the reason for change. If no CENDOC TDA template exists, the latest approved authorization document for the UIC will be modeled into the TAADS work file. Once again, all discrepancies will be resolved/cleared and captured on DA Forms 2028 as a means of follow-up coordination with MACOM.

b. Coordination of non-standard changes. These actions will be coordinated with respective command managers and HQDA proponents as appropriate. This must be accomplished in conjunction with thorough review and staffing of all related correspondence requesting new or revised requirements for documentation, necessary changes to the work file document must be made and all changes tracked on DA Forms 2028 in order to keep the MACOM informed.

(1) MACOMs may submit changes to TDA and MTOEs at any time. The DA form 2028 will be used for transmittal of changes. Electronic submission is authorized.

(2) Concept plans must be received by USAFMSA in sufficient time to enable staffing, inclusion in the following command plan (if approved) and document approval during the command plan update.

c. TDA template. Recommended changes to HQDA approved "templates" along with the supporting documentation will be forwarded to the USAMAA for adjudication and consideration of a template change. It is incumbent upon the MACOM to provide the required justification and supporting documentation in a complete and timely manner to ensure that documentation occurs during the current cycle. If the change is not sufficient to drive a template change, then the requested change will be staffed with the proponent for the type organization (ODCSPER, ODCSLOG, DAEN, ACSIM, etc.). Coordination will be conducted with ODCSPER for specialty and grade supportability, ODCSOPS for SAMAS & PBG synchronization. If a request is approved as an exception to the requesting unit/organization's authorization document, the third position of the paragraph line number will be coded with an "X". This will indicate it is an approved exception and that it is only valid for a three- year period from the effective date of the document. A non-standard remark code will also be added to the line identifying the date that the exception expires in the event it should need re-addressed.

d. Documentation of Joint / Defense TDA units.

(1) USAFMSA will build the Army portion of all joint tables of distribution (JTD) and joint tables of mobilization distribution authorization documents for activities that are classified as Joint or Defense. All are built in accordance with CJCSM 1600.01 dated 30 April 1998, Subject: Joint Manpower Program Procedures.

(2) The "Joint" designation is applicable to those PACOM, CENTCOM, EUCOM, JFCOM, TRANSCOM, SOUTHCOM, STRATCOM, SPACECOM, SOCOM, and miscellaneous Joint activities.

(3) The "Defense" designation is applicable DISA, DIA, NIMA, DLA, DSWA, NSA, Secretary of Defense Agencies and miscellaneous defense agencies.

e. Systems interface. All TDA required and authorized strengths will be compared and reconciled by AMSCO, MDEP, core and sub-core process, and category (OFF-WO-EM-CIV) with the

SAMAS and PBG files. This must be accomplished in concert with the respective command managers and SAMAS/PBG action officers. The grade and specialty for all military positions must be verified with the Military Personnel TDA Grade and Specialty file and the appropriate 611 series regulation and other manpower/personnel regulations as required.

f. Transmission. Transmission of documents is conducted through the TAADS (Force Management System) between USAFMSA and the respective MACOM. Staffing documents are transmitted to the MACOM for coordination. All changes are identified along with explanation/rationale using the DA Form 2028 process. Receive the return staffing documents from the MACOM and repeat review and coordination steps until all issues are resolved, command plan guidance has been complied with and documents are ready for approval/disapproval. USAFMSA will notify the MACOM via DA Form 2028s of any final differences from their request

~~a. MACOM-approved TDA documents and/or changes will be submitted to CDR, USAFMSA only during MOC windows (1 January through 31 March and 1 July through 30 September). ODCSOPS may direct different MOC schedules, as required, to synchronize force management outputs to Army management requirements.~~

~~b. MACOM-proposed TDA and MTOE documents and/or changes may be submitted at any time.~~

~~(1) Documents that contain manpower and equipment survey results may be submitted as MACOM-approved, unless other changes in the document require submission as MACOM-proposed, for example, increased authorizations of manpower or HQDA-controlled equipment. The document may be MACOM-approved, if equipment authorization increases are for noncontrolled equipment and HQDA-controlled equipment approved by MACOM and/or USAFMSA. Documents prepared from manpower survey results of an AMHA will be MACOM-proposed and forwarded to HQDA for final review and approval.~~

~~(2) MACOM-proposed documents submitted as part of a concept plan must be received by USAFMSA in sufficient time to enable staffing, inclusion in the following CPLAN (if approved), and document approval in the MOC window.~~

~~(3) Any document or change to a document submitted to the HQDA TAADS-R system must be proponent-proposed (except equipment approved for local purchase) if the EDATE is less than 1 year after the end of the MOC window. If ODCSOPS directs submission of a document with a short EDATE, it will also direct that the submission be proponent-approved, if appropriate.~~

~~(4) Proponent-proposed documents or changes to approved documents may not be moved from the workfile to the master file until immediately before shipment to USAFMSA, except as provided for in (2) above.~~

~~(5) TAADS-R documentation for all AMHA will be submitted as proponent-proposed. DA Form 2028 will be submitted with the documentation, providing an audit trail of changes (approved by ASA(M&RA) (SAMR-MBA)) 30 days before the close of the MOC window.~~

~~c. Application of POSC edit file and directed corrections. Proponents will apply POSC edit file and USAFMSA directed corrections to documents and submit resulting changes as proponent-approved to USAFMSA by 30 June and 31 December.~~

9-30 Requirements for documentation changes.

a. Documentation changes are driven by TDA mission changes, TDA reorganizations, realignments and/or significant changes in workload. These result in "trade-offs", "plus-ups" or "decrements" in required and authorized resources within a given MACOM or transfers between MACOM. These changes then are in direct dependent relationship with relative demand for additional resources in personnel, equipment and/or facilities. These resources are normally requested through processes such as:

(1) Manpower: TAA or POM.

(2) Equipment: Memorandum Request.

(3) Funds: MACOM POM.

b. Concept plan. The concept plan is a detailed proposal to establish/disestablish, or other-wise change an organizational structure/unit at UIC-level of detail.

(1) The concept plan is used to request approval of organizational structure, manpower and equipment authorizations that can be allocated to satisfy increased requirements. The HQDA (ODCSOPS) approved concept plan provides the basis for "cross-leveling", or if required, requesting new resources (authorizations). Proposed concept plans must conform to HQDA (USAFMSA) "organizational templates" in a concerted effort to standardize, streamline and stabilize organizational structures to the maximum extent. The other obvious principle inherent in this process is the elimination of all inefficiencies (layering, fragmentation, etc.).

(2) Concept plans are prepared by MACOM, ARSTAF element or agency and submitted to ODCSOPS for approval. Copies are forwarded to ODCSLOG, ODCSPER, USAFMSA and other concerned agencies for coordination and concurrence or non-concurrence. Standard procedure is for ODCSOPS to forward plans to USAFMSA for evaluation and analysis. This analysis includes audit trail,

structure evaluation, application of SGA, mission validation, manpower/workloads correlation, high-grade ratios and any other comments deemed appropriate by the analyst. The USAFMSA DI will prepare a response using DA Form 2028 procedure along with memo to ODCSOPS with comments and recommendations. Action officers should consult with the TAADS proponent and respective MACOM on any matters requiring clarification. A memorandum for record should be prepared reflecting results of coordination and retained with file copy of action.

98-31. 0 Release of HQDA approved documents

The official authorization document is the HQDA approved document which has been recorded in HQDA TAADS-RTAADS. After the close of each command plan cycleMOC window, USAFMSA provides authorization data to the following:

a. The PMAD-UAD, ODCSPER system.

ba. The SACS.

cb. The REQVAL system.

dc. Concurrently, USAFMSA will transmit records data from HQDA so that MACOMs can publish approved authorization documents.

ed. USAFMSA will transmit monthly records data from HQDA for transmission to the PMAD-SIDPERS system.

fe. MACOMs will not transmit data to other systems that have not been provided to the HQDA, TAADS-RTAADS system and approved by HQDA for publication.

98-32. 1 Publication and distribution of approved documents and changes

MACOMs and agencies, in accordance with Appendix I of this regulation, will publish and distribute approved documents to subordinate organizations, their subunits, and supporting SIDPERS sites within 60 days of receipt from HQDA and will synchronize data passed to PMAD-SIDPERS. MACOMs will not publish documents until they have been approved by HQDA.
MACOMs and agencies will publish and distribute approved documents to subordinate organizations, their subunits, and supporting SIDPERS sites within 60 days of receipt from HQDA and will synchronize data passed to SIDPERS. Proponents will not publish proponent approved documents until they have been approved by HQDA.

a. Those commands operating under standard field systems (App B) are responsible for publication and distribution. MACOMs that have tenant units serviced by an ITAADS site will receive publication and distribution

~~support from the installation on which located.~~

~~b. Satellited proponents (App B) will be supported by USAFMSA, which will provide printed copies of approved documents (in quantities identified by the satellited proponent) with a memorandum of approval for further distribution by the proponent to using units and the supporting SIDPERS sites.~~

~~c. Other HQDA agencies and activities with unique requirements for TAADS data or printed, approved documents may request them from USAFMSA. In addition to the distribution required above, proponents (USAFMSA on behalf of satellited proponents) will distribute copies of published, approved documents to HQDA agencies.~~

~~d. DA approved documents will only be printed from the official TAADS database of record. Upon the disestablishment of FORDIMS, TAADS and VTAADS, TAADS-R Block IIF becomes the database of record.~~

Chapter10~~9~~
Mobilization

~~9~~SECTION I
Consolidated Mobilization Planning and Documentation Guidance

10~~9~~-1. General

~~Upon a declaration of mobilization, TAADS-R documents, with the exception of~~MOBTDAs~~,~~ will be prepared by USAFMSA under the direction of ODCSOPS and in coordination with the HQDA Staff, MACOMs, and ~~TAADS-R~~TAADS documents process participants.~~proponents.~~ MOBTDAs reflect the ~~full~~ mobilization mission, organization structure and personnel and equipment requirements for designated Active Army and RC TDA units from Presidential Selected Reserve Callup (PSRC) to partial mobilization.

a. The criteria provided in this chapter will be used to develop MOBTDA for CONUS and OCONUS organizations. Certain situations may require OCONUS commands to modify guidance in some areas, such as changing positions from military to civilian. MOBTDA development requires a review of the existing TDA in terms of the planned mission of the unit under mobilization conditions.

b. Mobilization is the process of assembling and organizing national resources in preparation for war or other emergency. It brings all or part of the Armed Forces to an advanced state of readiness. It includes assembling and organizing personnel, supplies and materiel for active military service, activation and/or federalization of the RC, extension of terms of Federal Service, and other actions necessary to convert to a posture for wartime or other emergency.

c. A discussion of responsibilities and authorities during mobilization can be found in Volume I of the Army Mobilization Operations Planning and Execution System (AMOPES) and AR 690-11.

10~~9~~-2. Categories of mobilization

Generally, the magnitude of the emergency governs the level of mobilization. When authorized by law or congressional resolution or when directed by the President, the Secretary of Defense may order all or part of the Armed Forces to mobilize. However, DoD is but one of the Federal agencies and departments that participate in mobilization. Concurrent with a directive to mobilize, DoD and other Federal agencies marshal national resources in order to sustain the Armed Forces. The following are categories of mobilization:

a. Selective mobilization. The President or Congress may order expansion of the Active Forces by mobilizing a selected number of RC units and/or individual reservists. Selective mobilization is used to create a force tailored primarily for domestic emergencies, such as civil disturbance or those instances

where life or Federal property and functions must be protected. Selective mobilization is not an action associated with a requirement for contingency plans involving external threats to the national security.

b. ~~Presidential Selected Reserve call-up (~~PSRC~~)~~. The President, without declaring a national emergency, may augment the Active Force, for any operational mission, by a call-up of not more than 200,000 members of the Selected Reserve for up to 270 days. This authority would be used to increase the readiness of the Armed Forces to meet external threats, short of war, or prepare for increased levels of mobilization.

c. Partial mobilization. In time of national emergency declared by the President or when authorized by law, the President may order up to one million members of the Ready Reserve of all Services (units and/or individuals) to active duty for up to 24 months. If the Congress declares a national emergency and initiates a partial mobilization, the size and duration of the augmentation to the Active Forces may be determined by that legislative body.

d. Full mobilization. Full mobilization requires passage by Congress of a public law or joint resolution declaring war or national emergency. It involves the mobilization of all RC units in the existing approved force structure and all individual reservists for a maximum period of the duration of the war or national emergency plus six months.

e. Total mobilization. Total mobilization involves the expansion of the Armed Forces by activation of additional units beyond the existing approved force structure and the mobilization of national resources to sustain such forces.

10~~9~~-3. MOBTDA planning for mobilization

MOBTDA planning is based on PSRC, partial, and full mobilization. Mobilization may differ by geographic region and command. Plans must be responsible to committed forces while retaining appropriate controls over less affected organizations and commands.

10-~~9~~4. Mobilization authorization documents

MOBTDA are used as follows:

a. By commanders to develop and specify the detailed manpower and equipment required to perform assigned mobilization missions.

b. By proponents to develop organizational structures for units within their command or agency jurisdictions that will perform assigned missions under a specified expansion of Active Army force after mobilization (M)-day. TDA standardization guidance must be followed or deviation justified as part of the MOBTDA submission.

c. By HQDA to--

(1) Establish and maintain a mobilization data bank (This data bank will contain unit manpower and equipment requirements to satisfy the unit's mission upon mobilization.).

(2) Plan for expansion of the administrative, logistical and training base.

(3) Plan for recall and use of retired military personnel.

(4) Plan for mobilization preassignment of members of the Ready Reserve.

(5) Assess station population loading.

(6) Identify pre-M-day activities that must be minimized, reduced or discontinued after M-day.

(7) Identify pre-M-day activities that must be increased in scope or emphasized after M-day.

(8) Assign Individual Mobilization Augmentees (IMAs).

(9) Plan for setting up new activities and functions that must be initiated after M-day.

(10) Identify additional manpower requirements under mobilization plans and to plan for redistribution of authorized manpower and personnel from discontinued or low priority functions.

(11) Identify to the other Services non-Army manpower requirements under mobilization.

10~~9~~-5. Requirement for MOBTDA

Proponents will determine the requirement to develop MOBTDA for assigned TDA units, as well as the status and missions of those units in case of mobilization. Unit status is indicated by use of a report code (REPCO). All TDA will contain a REPCO (See App M). TDA that do not contain a REPCO will be rejected by HQDA, ~~TAADS-R~~TAADS.

10~~9~~-6. Development of MOBTDA

a. The MACOM designated to command the organization when it is mobilized is the proponent for the unit's MOBTDA. MOBTDA for units that will be assigned to another command upon mobilization will be developed by the gaining command. Losing and gaining commands will exchange peacetime and MOBTDA for affected units. -MOBTDA will be developed using the latest approved base TDA and will be in accordance with the TDA CENDOC procedures. In cases where a TDA does not exist, a MOBTDA may be developed using a similar TDA or HQDA staffing guide.

b. -MOBTDAs will be prepared which reflect PSRC and partial levels of mobilization. Documenting full mobilization level is not required until further notice. All references to MOBTDAs in the following guidance refer to PSRC/partial MOBTDA.

~~The MACOM designated to command the organization when it is mobilized is the proponent for the unit's MOBTDA. MOBTDA for units that will be assigned to another command upon mobilization will be developed by the gaining command. Losing and gaining commands will exchange peacetime and MOBTDA for affected units.~~

c. MOBTDAs will reflect only those position increases to the peacetime TDA authorizations that are minimum essential for PSRC and partial mobilization

d. MOBTDAs will also reflect positions to be filled by individual ready reserve (IRR).

e. Documentation instructions are contained in Appendix P.

~~c. Low priority or peacetime only functions will be documented according to Appendix L.~~

~~d. Military positions will be converted to civilian positions according to AR 570-4. According to AR 690-11 existing civilian positions may be designated emergency essential (EE) to ensure the success of combat operations or the availability of combat essential systems. EE designated positions must contain highly specialized duties that must continue to be performed during crisis situations when military replacements are not readily available.~~

~~e. Additional requirements will be determined after the following actions have been taken:~~

~~(1) Adjustment of the workweek per shift for civilian personnel located at activities not in hostile fire areas will be 60 hours through M+30 days; thereafter, the work week per shift will be 48 hours.~~

~~(2) Redistribution of manpower authorizations from functions to be reduced or eliminated.~~

~~(3) Assessment of the capabilities of other nondeploying or late deploying units assigned to the command.~~

~~f. All military positions in MOBTDA and peacetime TDA that continue during wartime (REPCO "N") will be considered for fill by military retirees, unless they are annotated with the appropriate mobilization identity code. AGR and IMA positions will be annotated to ensure that~~

~~retirees are not assigned.~~

~~g. IMA positions are proponent-approved positions that require premobilization selection and training of personnel from the Ready Reserve. Critical augmentation personnel should be designated IMA and assigned to IMA positions according to AR 140-145.~~

~~h. Mobilization augmentation (MOBAUG) positions are added military or civilian positions required to perform an increased workload because of mobilization. Military MOBAUG positions should be coded with the standard identity code to allow retiree fill.~~

~~i. IMA and MOBAUG positions shown in MOBTDA must be annotated with appropriate mobilization standard personnel remarks codes.~~

~~j. AGR positions documented on peacetime TDA with remark codes"89" or "92" will be incorporated into MOBTDA with standard remark code "MS" and annotated with the "MOB" identity code.~~

~~k. Equipment requirements will be evaluated and unnecessary items deleted and additional requirements added. Equipment will be included in MOBTDA based on unit mission, capabilities, and appropriate BOIP.~~

~~l. Developers of installation MOBTDA must consider equipment shortfalls that will result if MTOE units deploy with their organic equipment. This equipment may have been used for installation support and become essential to the installation mission. (See paras 8-24f and g.)~~

~~m. Security classification of mobilization documents will be according to content. Individual documents may be unclassified. However, an aggregate of several documents may reveal the contents of classified mobilization plans. In such cases, the aggregate derives the same security classification as the mobilization plan (AR 380-5 provides guidance on security classification).~~

1~~0~~~~9~~-7. Mobilization workloads

a. After receipt of the mobilization mission, a TDA activity will determine its full mobilization workload by averaging the three highest monthly loads in the first 180 days reflected in the MTBSP. This requirement is provided by the MOBREPS and is found in the Installation Mobilization Manpower Requirements Report, 2nd Part, top right column, "MOBTDA AVERAGE." If any monthly average displayed exceeds the "MOBTDA AVERAGE," that peak month period may be used instead of the

displayed"MOBTDA AVERAGE" to develop a MOBTDA. If the workload during the first or second 30-day period exceeds the 3-month average, that workload will be used to develop the MOBTDA.

b. Installation workload reports are provided as MOBREPS output and are based on data in the FORSCOM MTBSP (FMTBSP), FMTB, and other MACOM/proponent planning systems.

(1) The workload determined will be translated into manpower requirements. MOBREPS provides manpower requirements as part of the manpower requirements report by SWCC. Personnel allowances will be adjusted from a 40 hour workweek per shift to a 60-hour workweek through M+30 days; thereafter, the workweek per shift will be 48 hours. Exceptions to this policy will be made for functions for which a work shift is prescribed by law, for example, air traffic control operations.

(2) Activities that require 24-hour staffing will be staffed for either 8-hour shifts (6 days per week) or 12-hour shifts (5 days per week) depending on the intensity of the working conditions. Eight-hour shifts are preferred, since they provide the flexibility to absorb workload peaks.

10~~9~~-8. MOBTDA base document

MOBTDA will normally be based on the current approved document. However, in some instances a new document may be appropriate.

a. MOBTDA will be resourced using authorized personnel and equipment from the current approved (peacetime) TDA, personnel from non-deploying Active and Reserve units; AGR, IMA, and retirees.

b. If the MOBTDA is developed from the current document, the peacetime-only or low priority functions will be treated as shown in Table M-2.

c. The use of military personnel will be limited to positions that clearly require military incumbents for reasons of law, security, maintenance of morale and discipline, combat readiness and training and those listed in AR 570-4 that are normally delineated as military. Positions listed below and similar positions will be converted to civilian upon mobilization.

(1) Drivers and chauffeurs.

(2) Clerks.

(3) Legal clerks (legal assistance only).

(4) Public information specialists.

(5) Supply clerks.

(6) Cooks.

(7) Food service supervisors.

(8) Recreation specialists.

(9) Mail clerks.

(10) Offset press operators.

(11) Personnel specialists.

(12) Movement specialists.

d. Positions carried over from the current TDA will be authorized at levels determined by adjusted DA Staffing guides, experience data or labor performance standards.

e. Military positions will be graded according to the SG ~~grading~~ tables ~~(~~ in DA Pam 611-21.~~AR 611 series).~~ Civilian positions will be graded according to published position classification standards and guidance as determined by the servicing civilian personnel office (CPO).

f. The requirements for increased dollars for civilian pay will likely require change in the event of mobilization. Requests for changes should be made quickly to ensure that hiring is not delayed.

10~~9~~-9. Remark codes

a. MOBTDA positions will be annotated with personnel standard remark codes listed on the FMBB. Requirements for security clearances will be documented using peacetime remark codes.

~~a. Positions to be filled with personnel from deleted peacetime functions or from Active or Reserve units that inactivate upon mobilization will be annotated with the standard remark code"MZ. "~~

~~b. MACOM-approved TDA IMA positions to be filled with Ready Reserve personnel requiring premobilization selection and training will be identified by the standard remark code "MD. " Requests to establish or change IMA positions will be based on workload data, population and installation mobilization missions.~~

~~c. Positions on the MOBTDA that are identified on the TDA for fill by AGR will be annotated with standard remark code "MS. "~~

~~d. All military positions in MOBTDA and peacetime TDA that continue during wartime (REPCO "N") will be considered for fill by military~~

~~retirees, unless they are annotated with the appropriate mobilization identity codes. AGR and IMA positions will be annotated with the appropriate mobilization identity code.~~

b~~e~~. Active Army MTOE documents may have proponent approved IMA positions that require premobilization selection and training of personnel. Selection of positions for IMA assignment will be based on a requirement for which no authorization exists. For example, an MTOE positions requirement at line level of detail could be three shift supervisors with only two positions authorized. Thus, one shift supervisor requirement is a candidate for an IMA position. Unit reorganization actions occurring prior to mobilization that compare requirements to authorizations designated for IMA could cause the IMA designations to be changed or terminated. Soldiers are assigned to IMA positions according to AR 140-145.

c. See appendix P for PSRC/partial MOBTDA documentation guidance.

10~~9~~-10. Additional personnel and equipment requirements

a. In all cases where GSF and uncommitted units are available based on the latest MTBSP, they should partially or completely offset requirements for expansion in specific functional areas. These assets will be reflected in section I, documented in section II and annotated with the appropriate remark code. Also, since skilled personnel will not be available during the surge period immediately following mobilization, commanders must plan to use deploying units to supplement the installation workforce. These assets will be reflected in section I but will not be documented in section II.

b. A~~Active Army~~ and RC troop unit members will be identified in section II by standard remark code.

c. After considering the availability of unit manpower, use of contract personnel must be considered before expanding TDA requirements. In many cases, the use of contracts may be more practical than attempting to recruit civilians to fill MOBTDA spaces. The projected local labor market should be the governing factor in either approach. Use of contract personnel will be indicated in section I and may be documented in section II as a requirement with no authorization and annotated by the standard remark code "MY."

d. A subparagraph in section I of the MOBTDA entitled,"Use of Other Than Assigned Personnel," will be prepared according to the instructions in Tables M-3, M-4, and M-5.

(1) Contract personnel, indicated by remark code "MY" in section II, are used in the functional areas shown in Table M-3.

(2) MTOE unit personnel, indicated by remark code "MV" or "MX" in section II, are used in the functional areas shown in Table M-4.

(3) Installation or activity may be dependent upon other units for types of support as shown in Table M-5.

e. When the foregoing have been considered and resolved, the additional personnel and equipment to support full mobilization can be determined. Mobilization augmentation (MOBAUG) positions required to perform an increased workload beyond current authorizations and projected capabilities will be reflected by remark code "MQ." Commanders must ensure that MOBTDA contain the following:

(1) Due to an increased demand for fill of high priority units and predicated on the availability of local civilians, the management goal is to limit military MOBAUG positions to the minimum number necessary to perform mobilization missions.

(2) The minimum quantities of equipment necessary to perform mobilization mission, to include consideration of the use of appropriate unit equipment.

f. Commercial equipment will be utilized wherever possible. All military equipment will be the latest adopted item indicated in SB 700-20.

10~~9~~-11. Implementation of mobilization authorization documents

MOBTDA are developed for implementation of PSRC, partial, and. upon future notification, full mobilization. Procedures to obtain increased manpower during periods of a partial mobilization are in AR 570-4.

10~~9~~-12. Submission and approval of MOBTDA

MOBTDA will be revalidated by the parent MACOM annually, updated when appropriate, and submitted as proponent-approved during regular command plan~~MOC~~ submission periods.

~~9~~SECTION II
~~Mobilization Base Resource Planning System~~MOBREPS

10~~9~~-13. Mobilization Resource Planning

This chapter provides objectives, establishes procedures; and assigns organizational responsibilities for the operation of the MOBREPS. It applies to all Army elements responsible for, or supporting, the CONUS mobilization station base during a full mobilization, to include the ARNG and USAR.

10~~9~~-14. Objectives

The MOBREPS objectives are as follows:

a. Provide HQDA guidance to MACOMs for the development and update of workloads and MOBTDA.

b. Integrate key elements of Army resource management and mobilization planning, such as MTBSP, ATRRS, TAEDP, and other related systems, into a single, automated database.

c. Calculate the time-phased functional manpower and support equipment required to mobilize, train, deploy, and sustain the ~~Total~~ Army, during full mobilization, based upon assigned workloads and demands at predesignated mobilization stations.

d. Ascertain the impact of changes to mobilization policy and planning assumptions (MPPA) on CONUS-based support requirements.

e. Provide data to analyze the difference between peacetime (TDA) authorizations and wartime (MOBTDA) requirements.

f. Provide authoritative output that can serve as input to other systems and/or assist in developing premobilization initiatives.

10~~9~~-15. Evolutionary development process

a. MOBREPS provides the Army with an automated data source that identifies time-phased mobilization workloads and assets at each mobilization station and determines functional manpower and support equipment requirements. The system is based on the Mobilization Base Requirements Model (MOBREM), developed by the ~~USA~~CAA. Planners at all levels will use the system output to evaluate workload, assets and resource requirements via reports ranging from detailed installation listings to aggregations by command. MOBREM is an innovative tool to be used as guidance in the preparation of MOBTDA and allocation of resources. Future refinements will permit assessment of the impact of manpower, equipment, ammunition, and facilities constraints.

b. MOBREM, MOBTDA guidance, development, and validation cycle.

(1) Data acquisition. This phase involves the collection and transfer of automated input data to MOBREM files and the updating of the manual inputs required by MOBREPS. Decisions resulting from system operation may necessitate database design refinement, incorporation of new manpower and equipment requirements equations, new report format and data collection and update procedures.

(2) Input data analysis. This phase involves the analysis and verification of the input data from the automated and manual sources, the application of preprocessing programs, the analysis of preprocessing outputs and the establishment of the MOBREPS Input Database. Studies are conducted at this phase to ensure inputs and parameters are current and correct.

(3) Production analysis. This phase involves application of model programs to produce workload, asset and resource requirements reports and the analysis of these reports before distribution to the ARSTAF, MACOMs, and installations as guidance for the development and evaluation of MOBTDA.

(4) Field review, response, and HQDA evaluation. Functional area planners at all levels will review output reports and provide feedback responses to USAFMSA. Based on a comprehensive evaluation of comments and recommendations from the field, revisions will be made to data input, output, programs, and MOBTDA as required. Updated MOBTDA, when required, will be prepared by the ARSTAF, MACOM, the numbered armies in the CONUS (CONUSA), and installation level.

Appendix A
References

Section I
Required Publications

AR 5-23
Army Major Item Systems Management (Cited in para 2-33.)

AR 25-1
The Army Information Resources Management Program (Cited in paras 3-8, 6-3, 6-36, 6-37, 6-38, 6-40, 6-43, 6-48, 6-54, 6-55, D-6, D-16, D-42, D-57, and D-63.)

AR 25-30
The Army Integrated Publishing and Printing Program (Cited in paras 2-29, 6-28, 6-36, 6-37, 6-38, 6-43, D-33, and D-63.)

AR 37-1
Army Accounting and Fund Control (Cited in paras 6-3, 6-41, and 6-53.)

AR 40-61
Medical Logistics Policies and Procedures (Cited in paras 6-3, 6-21, 6-29, 6-37, and 6-70.)

AR 58-1
Management Acquisition and Use of Administrative Use Motor Vehicles
(Cited in para 6-3, 6-16, 6-37, 6-43, 6-71, D-59, E-10, and G-2.)

AR 70-1
Army Acquisition Policy (Cited in paras 2-33, 3-8, 3-10, 3-12, 6-9, 6-12, 6-13, 6-16, 6-19, 6-22, 6-29, 6-37, 6-49, 6-66, 6~~7~~-72, E-1, and E-6.)

AR 71-9
Materiel Objectives and Requirements (Cited in paras 2-33, 3-3, 3-7, 3-8, 3-12, 6-2, 6-9, and E-6.)

AR 220-1
Unit Status Reporting (Cited in paras 1-6, 4-13, 9~~8~~-6, and Appendix J.)

AR 220-5
Designation, Classification and Change in Status of Units (Cited in paras 2-13, 2-14, and 8~~7~~-14.)

AR 310-25
Dictionary of United States Army Terms (Cited in paras 4-10 and D-3.)

AR 570-4
Manpower Management (Cited in paras 2-13, 5-1, 98-8, 98-10, 98-12, 98-13, 98-16, 98-17, 109-6, 109-8, 109-11, I-3, and App J.)

AR 570-5
Manpower Staffing Standards System (Cited in paras 2-2, 2-13, 98-17, and App J.)

AR 611-1
Military Occupational Classification and Structure Development and Implementation (Cited in paras 2-37, 3-3, 4-8, 98-18, E-6, and App J.)
~~AR 611-101~~
~~Commissioned Officer Classification System (Cited in paras 2-37, 3-9, 4-1, 8-16, 8-18, App J, and L-5.)~~

~~AR 611-112~~
~~Manual of Warrant Officer Military Occupational Specialties (Cited in paras 2-37, 3-9, 4-1, 8-16, 8-18, and App J.)~~

~~AR 611-201~~
~~Enlisted Career Management Fields and Military Occupational Specialties (Cited in paras 2-37, 3-9, 4-1, 8-16, 8-18, App J, and L-5.)~~

AR 690-500
Position Classification, Pay and Allowances (Cited in paras 98-8 and 98-16.)

AR 700-86
Life Cycle Management of Clothing and Individual Equipment (Cited in paras 3-8, 6-2, 6-72, and H-3.)

AR 710-2
Inventory Management Supply Policy Below the Wholesale Level (Cited in paras 6-3, 6-16, 6-21, 6-45, 6-48, 6-73, 98-23, D-14, D-24, and D-61.)

DA PAM 611-21
Military Occupational Classification and Structure (Cited in paras 2-37, 3-9, 4-1, 9-16, 9-18, App J, and L-5.)

DA PAM 738-750
Functional Users Manual for the Army Maintenance Management System (TAMMS)
(Cited in paras 6-71, F-5, and G-2.)

SB 700-20
Army Adopted/Other Items Selected for Authorization/List of Reportable Items (Cited in paras 2-25, 3-8, 4-1, 4-13, 6-3, 6-5, 6-6, 6-8, 6-10, 6-12, 6-13, 6-19, 6-21, 6-25, 6-28, 6-32, 6-36, 6-37, 6-38,

6-49, 6-53, 6-54, 6-55, 9~~8~~-8, 10~~9~~-10, D-6, D-9, D-19, E-1, E-4, E-6, E-7, E-8, E-9, E-10, and H-4.)

Section II
Referenced Publications

AR 1-39
Defense Supply Service-Washington

AR 1-75
Administrative and Logistical Support of Overseas Security Assistance Organizations (SAO)

AR 1-100
Gifts and Donations

AR 5-10
Reduction and Realignment Action Reporting Procedures

AR 5-12
Army Management of the Electromagnetic Spectrum

AR 5-13
Training Ammunition Management System

AR 5-16
Army Supplement to Defense Regional Interservice Support (DRIS) Regulation

AR 5-3
Installation Management and Organization

AR 5-20
Commercial Activities Program

AR 11-2
Management Control

AR 11-11
War Reserves

AR 11-18
The Cost and Economic Analyst Program

~~AR 18-19~~

~~Troop Program Sequence Number~~

—AR 25-3
Army Life Cycle Management of Information Systems

AR 25-70
Troop Program Sequence Number

AR 40-63
Ophthalmic Services

AR 56-3
Objectives and Policy for Army Rail Equipment; Management of Army Rail Equipment

AR 60-10
Army and Air Force Exchange service (AAFES)

AR 60-20
Operating Policies

AR 70-6
Management of the Research, Development, Test and Evaluation Army Appropriation

AR 71-11
Total Army Analysis (TAA)

AR 73-1
Test and Evaluation Policy

AR 95-1
General Provisions and Flight Regulations

AR 105-6
Standardized Telecommunications Program

AR 135-2
Army National Guard (ARNG) and US Army Reserve Full-time Support (FTS) Program

AR 140-145
Individual Mobilization Augmentation (IMA) Program

AR 145-1
Senior ROTC Program: Organization, Administration, and Training

AR 145-2
Junior Reserve Officer Training Program

AR 190-11
Physical Security of Arms, Ammunition and Explosives

AR 190-13
The Army Physical Security Program

AR 210-50
Housing Management

AR 215-1
Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 335-15
Management Information Control System

AR 350-2
Opposing Force Program

AR 350-35
Army Modernization Training

AR 350-38
Training Device Policies and Procedures

AR 380-5
Department of the Army Information Security Program

AR 380-40 (C)
Policy for Safeguarding and Controlling COMSEC Information (U)

AR 381-143
Logistics Policies and Procedures

AR 415-15
Army Military Construction Program Development and Execution Construction

AR 415-16

Army Facilities Components System (Military Engineering Construction Support, Designs, Materiel, and Planning Data)

AR 420-10
Facilities Engineering: General Provisions, Organization, Functions and Personnel

AR 420-17
Real Property and Resource Management

AR 420-18
Facilities Engineering Materials, Equipment, and Relocatable Building Management

AR 420-43
Electrical Services

AR 420-54
Air-Conditioning and Refrigeration

AR 420-76
Pest Management Program

AR 420-81
Custodial Services

AR 420-90
Fire Protection

AR 570-7
Equipment Management: Equipment Survey Program

AR 600-8-1
Army Casualty Operations/Assistance/Insurance

AR 600-8-22
Military Awards

AR 600-8-105
Military Orders

AR 602-2
Manpower and Personnel Integration (MANPRINT) in the System Acquisition Process

AR 600-3

The Army Personnel Proponent System

AR 608-4
Control and Registration of War Trophies and War Trophy Firearms

AR 670-1
Wear and Appearance of Army Uniforms and Insignia

AR 670-10
Furnishing Uniforms or Paying Uniform Allowances to Civilian Employees

AR 690-11
Mobilization Planning and Management

AR 700-9
Policies of the Army Logistics System

AR 700-23
Supply of Health and Comfort Items

AR 700-43
Defense Industrial Plant Equipment Center Operations

AR 700-72
Mobile Electric Power

AR 700-84
Issue and Sale of Personal Clothing

AR 700-88
Commercial Design Vehicles FSC Class 2300

AR 700-90
Army Industrial Base Program

AR 700-127
Integrated Logistic Support

AR 700-131
Loan of Army Materiel

AR 700-138
Army Logistics Readiness and Sustainability

AR 705-24
Management of Test and Test Support Aircraft

AR 708-1
Cataloging of Supplies and Equipment (Cataloging) and Supply Management Data

AR 710-1
Centralized Inventory Management of the Army Supply System

AR 710-3
Asset Transaction Reporting System

AR 710-8
Nonnuclear Ammunition Combat Rates

AR 725-1
Special Authorization and Procedures for Issues, Sales, and Loans

AR 725-50
Requisition and Issue of Supplies and Equipment; Requisitioning, Receipt, and Issue System

AR 735-5
Policies and Procedures for Property Accountability

AR 735-17
Accounting for Library Books

AR 750-1
Army Materiel Maintenance, Policy and Retail Maintenance Operations

AR 750-43
Army Test, Measurement and Diagnostic Equipment Program

AR 840-10
Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

AR 870-20
Museums and Historical Artifacts

DA CIR 11-90-2
Internal Control Review Checklists

DA PAM 25-91
Visual Information Procedures

DA Pam 310-20
Administrative Publications: Action Officers Guide

DA PAM 570-5
The Army Functional Dictionary - Manpower

DA PAM 700-20
The Army Test, Measurement, and Diagnostic Equipment Register

DFARS
DoD FAR Supplement

FM 100-22
Installation Management

TM 38-600
Management of Administrative Use Motor Vehicles

TM 38-750-1
The Army Maintenance Management System (TAMMS) Field Command Procedures

DoD 4130.2-M
Federal Catalog System Manual

DoD 4145.19-R
Storage and Warehousing Facilities and Services

DoD 4500.36-R
Management, Acquisition, and Use of Motor Vehicles

DoD Directive 5040.2
Visual Information (VI)

DoDD 5120.20
American Forces Radio and Television Services

DoDI 5160.67
Defense Freight Railway Interchange Fleet

Chairman Joint Chiefs of Staff Manual (CJCSM) 3150.02

Gobal Status of Resources and Training System (GSORTS)

FAR
Federal Acquisition Regulation

GSA Bulletin FPMR E-215
Supply and Procurement

SB 3-40
Pesticides

SB 11-131-1
Vehicular Sets and Authorized Installations (Volume I)

SB 710-1-1
Standard Study Number System and Replacement Factors

AFARS
Army Federal Acquisition Regulation Supplement

CTA 8-100
Army Medical Department Expendable/Durable Items

CTA 50-900
Clothing and Individual Equipment

CTA 50-909
Field and Garrison Furnishings and Equipment

CTA 50-970
Expendable/Durable Items

Section III
Prescribed Forms

DA Form 4610-R
Equipment Changes in MTOE/TDA (Prescribed in paras 6-55, E-2, and E-3.)

DA Form 4840-R
Request for Type Classification Exemption/LIN for Commercial Equipment (Prescribed in paras E-6, E-8, and E-10.)

Section IV

Referenced Forms

DA Form 12-09-E
Subscription Numbers, Part IV (ARs, Cirs, and Pams) (EGA)

DA Form 260
Request for Printing and Publication

DA Form 2028
Recommended Changes to Publication and Blank Forms

DA Form 2062
Hand Receipt/Annex Number

DA Form 2408-9
Equipment Control Record

DA Form 4062-R
TMDE Item Technical Description

DA Form 4062-1-R
TMDE Requirements review

DA Form 4886
Issue-in-Kind Personal Clothing Record

DA Form 4886-1
Issue-in-Kind Personal Clothing Record (Female)

DA Form 5965-R
Common Table of Allowance: Basis of Issue for Clothing and Individual Equipment CIE)

DD Form 250
Materiel Inspection and Receiving Report

DD Form 1970
Motor Equipment Utilization Record

DD Form 2051
Request for Assignment of a Commercial and Government Entity (CAGE) Code

Appendix B
MACOMS with ~~TAADS-R~~TAADS Assignment Codes

B-1. Command assignment code

A command assignment code is a two-position code used to identify the parent command of a unit. These MACOM codes are used in ~~TAADS-R~~TAADS for both MTOE and TDA organizations. Command assignment codes are shown in Table B-1 below.

Table B-1. Command Assignment codes

Command	Assignment Code	Subcommand Code
U.S. Army Intelligence and Security Command	AS	
U.S. Army Criminal Investigation Command	CB	
~~U.S. Army Information Systems Command~~	~~CZ~~	
U.S. Army, Europe and Seventh Army	E1	
21st Theater Army Area Command & 5th TAACO		E2
Southern European Task Force		E3
V Corps		E5
~~94th Air Defense Artillery Brigade~~		~~E6~~
30th Medical Brigade		E8
Reserved for contingency use		EA
First Personnel Command		EB
POMCUS, USAMMAE		EC
26th Support Group, Military Community Heidelberg		ED
U.S. Army Civilian Support Group		EF
7th Army Training Command		EN
Reserved for wartimecontingency use		EQ,ES,ET,EU,EV,EX
USAR, Europe		ER
U.S. Army Forces Command	FC	
~~FORSCOM Ground Forces Readiness~~		
U.S.Army Signal Command~~Enhancement (GFRE) Active Component~~ ~~FS~~		

FORSCOM Ground Forces Readiness Enhancement (GFRE) Active Component		
Support to Reserve Components		FZ
Army Reserve		AR
First U.S. Army		1R
Fifth U.S. Army		5R
COMPO 1 managed by USARC		HR
U.S. Army Medical Command	MC	
U.S. Army Element, SHAPE	J1	
U.S. Army TRADOC	TC	
U.S. Army Recruiting Command		TA
U.S. Army Military Entrance Processing Command		TM
U.S. Army Special Operations Command & MACOMS	SP	
USAR, Special Operations Command		SR
U.S. Army Element Special Operations (Joint)& Subordinate Commands	DJ	
U.S. Army Materiel Command	X1	
Chemical & Biological Defense Command		XA
Aviation and Troop Command		XB
Soldier Systems Command		XC
Research Laboratory		XD
Materiel Acquisition Activities		XK
Materiel Acquisition Project Managers		XL
Test and Evaluation Command		XM
Security Assistance Command		XP
Industrial Operations Command		XQ
TMDE Activity		XT
Materiel Readiness Activities		XX
Headquarters, AMC		X2
Headquarters Staff Support Activities		X3
Training Activities		X4

AMC All Others		X5
Aviation and Missile Command ~~(MICOM)~~		X6
Tank Automotive & Armaments Command		X7
Communications Electronics Command (CECOM)		X8
Simulation Training & Instrumentation Command		X9
U.S. Army Pacific	P1	
USAR, USARPAC		PR
Eighth U.S. Army	P8	
USAR, EUSA		KR
U.S. Army SOUTH	SU	
U.S. Military Academy (USMA)	MA	
~~U.S. Army Military Entrance Processing Command~~	~~PC~~	
~~U.S. Army Recruiting Command~~	~~RC~~	
U.S. Army Corps of Engineers	CE	
U.S. Army MDW	MW	
National Guard Bureau	GB	
National Guard Units (not on active duty)	NG	
Army Central Command (ARCENT)	CT	
U.S. Army Audit Agency	AU	
U.S. Army Space and Missile~~Strategic~~ Defense ~~Command~~	SC	
U.S. ~~Total~~ Army Personnel Command (PERSCOM)	MP	
Military Traffic Management Command	MT	
Army Acquisition Executive Support Agency	AE	
Joint Activities (less SHAPE)	JA	
DoD Agencies	DF	
Office, Secretary of the Army	SA	
Army Staff	CS	
Secretary Army, Joint and Support Activities	SJ	

ARSTAF FOAs (not resourced by OA-22)	SF	
ARSTAF FOAs (resourced by OA-22)	SE	
Non-Departmental AMHA (Staff Support Agencies of the Secretariat)	SS	
FOAs of the Secretariat	SB	
Directed Military Overstrength	DM	

Appendix C
MARC criterion determination and application

C-1. Overview

This appendix provides guidance for MARC development, MARC study review and approval, the use of annual MOS availability factors (AMAF) and other MARC application policies in establishing manpower position requirements for specific CS/CSS functions in TOEs. Requirements developers use the AMAF to determine positions supported by DA-approved MARC studies. These AMAF are based on the concept of providing minimum essential CS/CSS manpower position requirements to perform specific wartime functions in sustained combat.

C-2. TOE application

a. The full requirements developed from appropriate MARC will be documented in TOEs. If deviations are required, the increase or decrease must be fully justified and approved during the TOE approval process. MARC deviations should be identified in TOEs with a standard remark 62, "deviation from MARC requirements,"as applicable.

b. TOE developers will use the AMAF in Table C-1 as the denominator in the variable/workload MARC equation to determine manpower positions requirements (when required by the approved criteria). The AMAF to be used will be selected based on the MARC code (Table C-2) that is part of the TOE header data. The MARC code is designed to provide information on the function of the unit, the unit location during wartime, and unit movement requirements. The MARC code will be used by TOE developers to select the appropriate annual MOS availability factor (AMAF) from Table C-1.

Table C-1. Basic MARC AMAF

UFC/ULC	UMC A	B
11	4161	-
12	4380	-
13	4380	-
21	3176	-
22	3760	-
23	4307	4380
31	3230	-
32	3778	-
33	4295	4380

c. The MARC code is a three character code. The first and second positions are numeric characters and the third position is an alpha character, either an "A"or a "B". Table C-2 provides an explanation of the three components of the MARC code. Examples of MARC codes developed using Table C-2 are:

(1) Infantry company, 11A - combat/division/mobile

(2) Corps military police company, 22A - CS/corps/mobile

(3) Theater Army mortuary affairs detachment, 33B - CSS/EAC/does not relocate

```
+-----------------------------------------------------------------------------------------
--------+
¦Table C-2. MARC codes for TOE headers
¦
+-----------------------------------------------------------------------------------------
--------¦
¦Use the following variables to establish the three-character MARC code for the TOE
header:       ¦
+-----------------------------------------------------------------------------------------
--------¦
¦  1st Position Unit Function ¦  2nd Position Unit Location ¦
¦
¦          Code (UFC)         ¦          Code (ULC)         ¦ 3rd Position Unit Movement
Code UMC)¦
+-----------------------------+-----------------------------+-----------------------------
--------¦
¦1 Combat unit                ¦1 Division                   ¦A Mobile (unit normally
maneuvers or ¦
¦                             ¦                             ¦moves to provide support)
¦
+-----------------------------+-----------------------------+-----------------------------
--------¦
¦2 CS unit                    ¦2 Corps                      ¦
¦
+-----------------------------+-----------------------------+-----------------------------
--------¦
¦3 CSS unit                   ¦3 EAC                        ¦B The unit does not relocate
ollowing¦
¦                             ¦                             ¦deployment due to the nature
of its  ¦
¦                             ¦                             ¦mission
¦
+-----------------------------------------------------------------------------------------
--------¦
¦NOTES:
¦
¦
¦
¦UMC B only applies only to CS and CSS units at echelons above corps (EAC)
¦
+-----------------------------------------------------------------------------------------
--------+
```

d. To determine the appropriate AMAF for a specific TOE find the appropriate unit function code (UFC)/unit location code (ULC) (first two numerals of the MARC code) in the left column of Table C-1;

then read across to the number on that row under the appropriate unit movement code (UMC)(third position of the MARC code). That number is the AMAF which should be used in any equation to compute MARC positions. ~~Unless justified via separate analysis, AMAF for maintenance positions will be determined by subtracting an indirect productive factor of 840 hours (913 hours for aviation maintenance) from the otherwise appropriate AMAF. The indirect productive factor of 840/913 hours per year is not to be subtracted if the workload is expressed in AMMH as currently found in RDS automated MARC reports.~~

e. AMAF for supervisors (enlisted and officers) is 4380 (12 hours per day).

f. Annual Unit Movement and Load/Unload Factors. If a function is not performed during unit movement or is not affected by unit loading and unloading, then these times should be subtracted from the workload portion of the criteria's equation. During the MARC study analysis, MARC developers will identify whether the function is affected by unit loading/unloading. Times used for these workloads are listed by MARC ~~header~~ code in Table C-3. In most cases, these figures have already been considered in the AMAF in Table C-1. Therefore, TOE developers should only use Table C-3 when specifically required by a MARC equation.

Table C-3. Annual Unit Movement and Load/Unload Factors

	Hours per Year	
MARC Header Code	Unit Movement	Load/Unload
11A	79	237
12A	37	237
13A	24	237
21A	67	310
22A	55	231

```
+---------------------------------------+-----------------------------+-------------------
--------¦
¦23A                                    ¦30                           ¦ 55
¦
+---------------------------------------+-----------------------------+-------------------
--------¦
¦31A                                    ¦67                           ¦310
¦
+---------------------------------------+-----------------------------+-------------------
--------¦
¦32A                                    ¦55                           ¦231
¦
+---------------------------------------+-----------------------------+-------------------
--------¦
¦33A                                    ¦30                           ¦ 55
¦
+-------------------------------------------------------------------------------------------
--------+
```

g. Recognition is given to an indirect productive time (IPT) requirement for nonsupervisory maintenance personnel. The IPT is linked to specific MOSs. Direct productive workload representing "wrench turning" maintenance will have an IPT factor applied to the numerator in the variable/workload MARC equation. Maintenance MARC reports retrieved from RDS will automatically apply the approved IPT factor to direct productive maintenance times for the TOE developer.

C-3. Basic criterion determination

a. In most instances, variable MARC (based on workload) will produce a criterion similar to the following basic formula:

(A X B)/C = R
Where:
A = Productive man-hours required per work unit
B = number of work units
C = AMAF
R = manpower requirement

b. When requirements exist for MARC and no other source material is available, MARC developers may create assumptions and propose workloads for ODCSOPS approval which will serve as the basis for MARC until actual experience is gained. Assumptions and proposed workloads will be clearly identified as such within the MARC study.

C-4. Required workloads

MARC is based on wartime workload and functions. Manpower requirements estimates for TOEs and for acquisition programs will be based on approved EUPs obtained from the data developed by TRADOC and maintained by USAFMSA. Procedures regarding EUP development and use of the EUP

in manpower requirements computational processes are maintained by TRADOC and USAFMSA, respectively.

C-5. MARC development

a. The objective of a MARC study is to produce criteria which define quantitative and qualitative wartime manpower requirements needed for the performance of a defined function in a theater of operations at varying levels of work activity. The approved criterion is a standard on which a requirements decision can be based.

b. MARC developers are responsible for producing MARC studies which provide a complete explanation of the work function, skills involved, and the methodology employed to establish the proposed criterion. The final study output should produce the workload indicator (numerator portion of the MARC equation). Upon completion of establishing the workload indicator, the MARC proponent will use the AMAF in Table C-1 to develop an impact statement. During the development of the MARC study, the MARC proponent should review and validate the variables used to establish the AMAF to ensure that their effect on the proposed standard is correctly applied. Substantive change which alters the currently approved criteria requires a new study. Some examples are--

-change in doctrine
-change in mission
-change in scope
-change in workload driver
-change in type of study, that is, from standard position criteria to variable position criteria, or vice-versa
-change in methodology
-change in equipment usage profile

Note.The above list is not all inclusive. If there is any doubt, contact ~~the Manpower Requirements Division, Requirements Development Directorate,~~ USAFMSA, for clarification.

c. MARC studies will also address supervisory and staff function requirements as well as worker position requirements.

d. The TOE and force structure impact statement is an integral part of the MARC study document.

e. Completed MARC studies are submitted to HQDA staffing and approval

C-6. Review of MARC

a. There will be occasions when current or existing MARC will not require a complete new study as discussed above but only a review (current MARC remains as is with no changes).

b. Proponents should review their existing MARC annually, at the time of program schedule development, to ensure they are still current.

C-7. Other MARC planning factors

MARC proponents may substitute or include additional planning factors in MARC studies. These factors will be substantiated by a complete analysis and justification of the peculiar requirements involved for each study.

C-8. MARC application policies

a. TOE developers will use approved MARC criteria for determining or adjusting staffing for CS and CSS functions in TOEs.

b. Senior enlisted supervisory requirements are determined by organizational doctrine for positions in which work is not readily measurable or not directly related to man-hours worked. Assistant enlisted supervisory positions are not normally established. Enlisted personnel ~~classification and~~ utilization guidance in the AR 600-series and personnel classification guidance in DA Pam 611-21 and HQDA NOFCs~~611-series, respectively, of ARs~~ will be followed.

c. A primary duty company executive officer (XO) may be established in CS or CSS units on a case-by-case basis through the force design process. The need for such XOs must be established through an examination of doctrine, mission of unit, operation capabilities, etc., and the justification clearly stated on the URS. The TOE package is also required to clearly spell out the need for a company XO. Primary duty assistant staff officer positions (such as Assistant S1, Assistant S2, and Assistant S4) will not be established below the general staff level in CS or CSS units. Follow commissioned officer and warrant officer personnel ~~classification and~~ utilization guidance in the AR 600-series and personnel classification guidance in DA Pam 611-21 and HQDA NOFCs~~611-series, respectively, of Army regulations~~.

Appendix D
Requirements and/or Authorization Guidance for Selected Types of Equipment

Section I
Selected Types of Equipment Other Than Aircraft, Communications Equipment, Motor Vehicles, and Office-Type Furniture and Equipment

D-1. Air conditioning equipment

Equipment-in-place air conditioning equipment will be documented in TOEs and ~~TAADS-R~~TAADS. It is described in AR 415-15, paragraph 3-22b(7), and in AR 420-54, paragraph 1-4b. All other air conditioning equipment is installed property, to include that referenced above when it is installed in new construction.

D-2. Ammunition and related items

a. Targets, target equipment, and ammunition. CTA 50-909, Table 62 authorizes targets, target equipment, dummy and inert ammunition, and ammunition and explosives for miscellaneous activities. (See CTA 50-909, chap 1, for any special instructions). The $100,000 ceiling on authorizations in CTA 50-909 does not apply to supply class V (ammunition) items.

b. Training ammunition. Training ammunition authorizations are provided to MACOMs and the NGB by DA training ammunition memorandum. Authorizations are sub-authorized in turn through the command structure (through the State area command (STARC) for the ARNG) to the unit level.

D-3. Armament and weapons

a. General. Weapons included in TOEs, MTOEs, TDAs, and JTAs will be limited to the minimum essential types and quantities. They will be provided for both individual and unit use as dictated by the unit mission, probable areas of operations, and tactical support normally rendered by other units. The types of weapons are discussed below.

(1) Mission-type weapons. These weapons (such as, artillery and tanks) are provided solely to meet the operational requirement resulting from the unit mission. Air defense and antitank weapons will be authorized if a unit must protect against probable enemy action.

(2) Individual-type weapons. These weapons are provided for the protection and security of the unit, personnel in the unit, or the wounded and sick in their charge. Weapons are not authorized for chaplains and general officers. As a rule, individual weapons on hand in MTOE, TDA, or JTA units will not exceed the total number of required, authorized, or assigned personnel. Exceptions are units that include general officers, tank crews, and individuals armed with a grenade launcher. Also, specialized units or organizations, such as military police and special forces, may be authorized additional individual and unit weapons to meet mission operational requirements.

Note.The exception for general officers is granted because AR 725-1 authorizes a pistol to a general officer.

b. TOE units.

(1) Category I units (see "unit categories"in AR 310-25) will be authorized individual-type weapons (that is, rifles, pistols, revolvers, and bayonets), in addition to mission-type weapons necessary for complete protection of the units in normal mission employment.

(2) Category II and III units will be provided individual-type weapons for protection and security. Consideration will be given to the proximity and support of category I units. In general, units operating in the division area should have greater defensive capabilities than units operating to the rear.

(3) Category III units may be authorized arms other than individual-type weapons only when their installations, activities, or operations require protection against probable enemy action. When category II and III units are operating in a guerrilla warfare environment, supplementary weapons may be provided by augmentation TDA.

(4) Subject to the limitations specified in this paragraph, armament guidelines published on the FMBB will be used as a guide by proponent agencies in determining the armament, other than mission-type armament, of TOE units. However, the armament guidelines will not be considered as the basis for authorizing more than one weapon per individual except for military police and special forces units, tank crews, and individuals armed with grenade launchers.

(5) AMEDD and non-AMEDD personnel in medical and veterinary units, platoons, or sections will be authorized the following weapons:

(a) Category I units, category II divisional or separate brigade type units, category II non-divisional units operating in the division area, category II non-divisional units without a patient care mission, and veterinary units. Personnel will be authorized individual small arms (limited to pistols and rifles, or authorized substitutes) on the basis of one per individual. These weapons are authorized for personal defense and for the protection of the wounded and sick in their charge.

(b) Category II non-divisional units with a patient care mission not operating in division area, and category III units. Personnel (except Army aviators and flight crew members) will be authorized individual small arms (limited to pistols and rifles, or authorized substitutes) on the basis of one per two individuals. These weapons are authorized for personal defense and for the protection of the wounded and sick in their charge.

(c) Army aviation and flight crew members. AMEDD personnel who are also Army aviators or flight crew members, will be authorized individual weapons on a one per individual basis regardless of unit category.

c. TDA activities.

(1) TDAs for activities and installations may include mission-type weapons that are justified as required in support of ground defense or emergency plan missions.

(2) Each military individual assigned to OCONUS TDA organizations and to CONUS-based TDA organizations with contingency missions to support deployed forces requiring movement of personnel into threat areas will be provided an individual weapon in accordance with the appropriate BOI. The exception is AMEDD personnel assigned to TDA activities in OCONUS commands who will be authorized individual weapons on the basis of one-for-two individuals. Except as cited in this paragraph, TDAs for activities and installations in CONUS will not normally include individual-type weapons for military personnel on a one-for-one basis. Individual arms will be authorized only as required by the mission and by requirements for necessary guard; class "A"agent; courier; and other personnel (such as, finance or post cashiers, and communications center employees), who are charged with responsibilities for protection of cash, classified material, or communications security equipment. A minimum bulk allocation may be authorized for use as a training pool.

Note.Alaska, Hawaii, Panama, and other areas outside the contiguous United States are included in the geographical connotation of OCONUS.

(3) TDA activities not having adequate arms storage facilities should consider utilizing installation consolidated arms room facilities. (DoD 5100.76-M and AR 190-11 contain security requirements of individual arms.) Additional manpower requirements for maintenance and security of individual arms should be addressed per chapter 8 of this regulation, or the PPBES as applicable.

d. Ceremonial rifles. Selected honor guards established per this regulation will use the M14 as the honor guard rifle. Other honor guards not recognized by this regulation but that have been approved by MACOM commanders will also use the M14 as the honor guard rifle. Honor guards other than described above, color guards, and burial details will be equipped with presently authorized MTOE or TDA weapons. The M14 rifle to be used as an honor guard weapon, but not otherwise authorized in an appropriate MTOE or TDA, will be documented in the proper supporting installation TDA. Demilitarized weapons will be documented in the TDA section III supplement.

e. Bayonets. Bayonets are authorized for all individuals authorized an individual weapon except medical personnel, medical units and EAC units. Chaplains are not authorized bayonets, but chaplain's assistants are, since they are issued individual weapons.

f. Subcaliber devices. Subcaliber devices for training purposes are authorized by CTA 50-909 when not issued with the basic item or not appropriate for TDA inclusion (See para D-42.).

D-4. Army and Air Force Exchange Service (AAFES) equipment

Equipment for AAFES, procured or acquired at cost by AAFES nonappropriated funds, will not be included in the TDA. (See ARs 60-10, 60-20, and 215-1.).

D-5. Army Continuing Education System (ACES) equipment

a. The high cost of skill development, facilities, and equipment requires a considerable investment of Army funds. For this reason, the ACES courses will use contractor-supplied facilities and equipment when more economical than using government-furnished facilities and equipment. When this is not possible and a continuing need for the course is anticipated, equipment for the course programs may be obtained in the following sequence:

(1) From the Defense Industrial Plant Equipment Center (DIPEC) per AR 700-43 (Not to be documented in the TDA.).

(2) By transfer of DoD excess, surplus, or foreign excess equipment from the disposal officer's accounts per AR 725-50 (Not to be documented in the TDA.).

(3) By loan or redistribution from units on the installation. However, equipment available on loan should not degrade the unit readiness or mission capability of the loaning unit (Only redistributed items will be included in the TDA.).

b. TDA equipment MRs should contain a statement that the requirement could not be satisfied from any of the methods outlined in paragraph D-5a(1) through (3), above. Additionally, a statement will be included in the request to indicate that no additional manpower implications will result in obtaining the equipment required to support the ACES program.

c. Requirements for CTA-type equipment will be requisitioned per current supply regulations.

d. The contractor-supplied equipment or that equipment obtained through procedures in paragraphs D-5a(1), (2), or (3), above, is in lieu of OMA-, ASF-, or PAA-funded equipment heretofore documented in the TDA or authorized by the CTA. It will be used for the educational development of soldiers. Such transfers of equipment will be limited to that which will be used for the general benefit of participants of the ACES program and not for the direct benefit of any particular individual(s). Equipment drawn from the contractor, from DIPEC, or from military surplus will be returned thereto on completion of the requirement under provisions of appropriate regulations.

D-6. VI equipment and systems

Generally speaking, VI includes, but is not limited to, still and motion media, video or audio recording, photography, graphic arts, visual aids, models, display, visual presentation services, closed circuit/master antenna/cable television (command channel only), and processes that support them. Requirements for VI equipment capable of continuing or repetitive use by an individual or organization for the recording, producing, reproducing, processing, broadcasting, editing, distribution, exhibiting, and storing of VI will be

submitted for approval as indicated in subparagraphs a through c, below. Approved requirements will subsequently be included in the appropriate TDA as "proponent approved "

a. Standard items. Authorization of VI equipment will be validated by DISC4 (SAIS-IDV), prior to documentation in a CTA, TDA, or TOE/MTOE to ensure compliance with DoD Directive 5040.2, Visual Information.

b. Commercial items. DISC4 (SAIS-IDV) will centrally manage commercially available VI investment equipment, obtain the NSN and LIN, and distribute supply management data, as specified in AR 710-1 and AR 708-1, to the proper MACOM for further distribution to the using activities. On receipt, the items will be included in the VI activity paragraph or other authorized facility TDA section III supplement and the VI property book. Subsequent to the effective date of the SB 700-20 in which the standard LIN will appear, the items will be documented in section III of the TDA.

c. CTA items. The user-operated VI equipment authorized by CTA 50-909 is exempt from inclusion in the VI activity paragraph of the installation TDA and will not be carried on the VI activity property book. Although the current CTA acquisition ceiling is $100,000 per item, if the unit price is $25,000 or over, the item must still be approved and authorized in accordance with VI policy in AR 25-1.

Note. VI production equipment will not be included on a CTA. It will, however, be documented in the VI activity paragraph of the TDA unless an exception is granted to authorize production capability in the morale support or CDS paragraph of the installation TDA. Requirements for those items will be submitted as Information Management Plan initiatives per AR 25-1.

d. Non-controlled VI equipment. The following items are no longer controlled VI equipment: Self processing cameras, nurse call systems, binoculars, fixed outdoor public address systems, learning centers, bugle call systems, silk screen equipment, engraving equipment, outdoor sign makers, and paging systems.

Note. In some MACOMs, VI equipment in learning centers is operated and/or maintained by VI personnel.

e. High volume, continuous use VI equipment. MACOM commanders, through their MACOM VI manager, may designate specific end user VI equipment with a per item/system cost up to $25,000, that is subject to high volume, continuous use, to be authorized for procurement, ownership, and operation by organizations normally supported by the authorized VI activity. This option, if exercised, must be on a MACOM-wide basis. Examples include: viewgraph projectors, 35mm projectors, self developing cameras, VHS tape players, portable projection screens. For further guidelines and specific controls on VI production equipment and associated transmission/printing equipment see DA Pamphlet 25-91, VI procedures.

D-7. IT~~IMA~~ equipment

ITIMA equipment will be included in TAADS-RTAADS documents per paragraph 6-489 of this regulation.

D-8. Bedding, quarters, and household furniture, furnishings, and equipment

CTA 50-909 authorizes the maximum allowances of furniture, furnishings, and household equipment for use in bachelor housing Armywide, family housing (under provisions of AR 210-50), guest quarters, recreational quarters, and overseas dependent school dormitories.

D-9. Books

Those nonexpendable books or publications required by TDA units will be included in section III of the TDA if listed in SB 700-20 and not carried on library accounts (AR 735-17). Book sets are listed as sets. If the entire book set is not required to be authorized, individual books will also be included in section III of the TDA if listed in SB 700-20.

D-10. American Forces Radio and Television Service (AFRTS) broadcasting equipment and systems

Requirements for commercial nonstandard items costing $100,000 and over needed to establish and operate Army outlets of the AFRTS will be submitted to Director, Army Broadcasting Service (ABS) (SAPA-ABS) for approval. That portion of the program as pertains to expense items less than $100,000 is also approved by the Director, ABS. The Director, ABS will coordinate equipment requirements with the Director, American Forces Information Service under the provisions of DoDD 5120.20 and submit approved listing of capital equipment to CG, USAISC. The Director, ABS will coordinate with CG, USAISC for the central management of ABS broadcast systems and equipment.

D-11. Camouflage clothing and equipment

a. CTA 50-900 authorizes individual camouflage clothing and equipment (See CTA 50-900, sec II for specific instructions.).

b. Requirements and authorizations for camouflage net requirements will be included in TOE, MTOE, TDA, or JTA. See the requirements guidance on the FMBB.

c. Camouflage net requirements for the purpose of supporting specific operations, contingencies, or war plans for a specific geographic area should be justified as operational project items per AR 710-1.

D-12. Chaplain and chapel equipment

CTA 50-909 authorizes chaplain and chapel equipment (See CTA 50-909, para 4 for special instructions.).

D-13. Civilian guard equipment

CTA 50-900 authorizes civilian guard equipment (See CTA 50-900, sec II for specific instructions.)

D-14. CIE

a. Prescribed items. The following publications are the only DA authorization documents permitting the use of appropriated funds to procure individual and organizational CIE for personnel of the Army:

(1) AR 700-84. Authorizes civilian clothing for military individuals, special measurement clothing, and clothing for prisoners in Army installation confinement facilities and correctional training facilities.

(2) CTA 50-900. Organized in a six-column format and includes--

(a) Active Army--peace. Allowances for the Active Army (military) during peacetime.

(b) Active Army--mobilization. Allowances for the Active Army (military) during the period of total mobilization.

(c) ARNG. Allowances for the ARNG (military and Excepted Service technicians) not on active Federal service. These allowances are sufficient for training purposes and for the emergency period following mobilization until mobilization allowances can be supplied.

(d) ROTC. Allowances for the ROTC students at institutions maintaining ROTC programs and attending senior program ROTC camp.

(e) USAR. Allowances for the USAR not on extended active duty nor during periods of mobilization. These allowances are sufficient for training purposes and for the emergency period following mobilization until mobilization allowances can be supplied.

(f) Army civilian. Allowances authorized DA civilian employees in the performance of assigned duties and when such employees cannot reasonably be expected to provide the items at their own expense. These allowances include those prescribed for issue to U.S. citizen civilian mobilization designees in overseas theaters and emergency-essential civilians (both U.S. citizen and local national) for wear under emergency conditions involving the outbreak or imminent outbreak of hostilities. Items thus issued may be worn by civilian mobilization designees and emergency-essential civilians as required for regular participation in readiness tests and field exercises with the current employing organization or unit. This category also includes ARNG Competitive Service technicians but excludes ARNG Excepted Service technicians mentioned in paragraph D-14a(2)(c), above.

(3) CTA 8-100. This authorizes AMEDD expendable/durable items.

(4) CTA 50-970. This authorizes expendable/durable items (except medical, class V, repair parts, and heraldic).

b. Optional items.

(1) AR 670-1 designates certain items of clothing as"optional items." These items are not included in the CTA nor are they stocked in the Army supply system. Rather, they are obtained through AAFES for optional purchase and wear. The term"optional purchase and wear"is intended to indicate that the individual has the option to purchase and wear the item. The commander may not require its purchase or wear on an individual purchase basis. However, there is no objection to a unit wearing the optional item if the requiring unit or command purchases it per the FAR from within current available operating funds. As such, the item would be considered "organization issue"per AR 710-2.

(2) AR 145-1 and AR 145-2 designate optional individual clothing and equipment for Senior and Junior ROTC cadets, respectively.

c. Personal items versus organizational items.

(1) Personal clothing as listed in CTA 50-900, Tables 1, 2, and 3, is military-type clothing and personal clothing such as headgear, underwear, footwear, service uniforms, and component items prescribed by the Secretary of the Army. These articles of clothing are provided to enlisted soldiers and to students in the ROTC program.

(2) Organizational clothing as listed in CTA 50-900, Table 4, is that clothing for which the organization commanders retain responsibility and that is rotated among using individuals as required.

(3) Active and Reserve enlisted personnel (EP) receive sufficient personal clothing in their initial clothing bag. However, because of their occupations or special duties, certain EP require larger quantities of items than are included in initial issue. AR 700-84 establishes a supplemental clothing allowance for those instances where the nature of the duties to be performed are such as to clearly require additional personal clothing in order to accomplish the military mission.

(4) Per AR 700-84, Active Army EP receive an annual clothing replacement allowance (CRA) to replace personal uniforms (initial issue) as they wear out. This allowance is based on wear-out rates for soldiers Army-wide. Greater-than-average wear of one type clothing bag item is offset by less-than-average wear of another. Thus, when an EP wears out one type item more frequently than average, the soldier is expected to replace it with money saved from the less-than-average wear of another. Further, the CRA, in addition to covering the cost of replacement, and purchase of new items, may also be used for the purchase of additional quantities of personal clothing items if the individual so desires.

(5) In view of the above means for obtaining additional personal clothing, these items will not be issued as organizational clothing unless recognized as an exception by this regulation and listed in CTA 50-900. Recognized exceptions include--

(a) Personal clothing for mannequins at recruiting stations.

(b) Personal clothing for civilian mobilization designees and emergency-essential civilians.

(6) Per AR 670-1, officers are responsible for providing and maintaining personal uniforms appropriate to their assigned duties.

D-15. Information mission equipment

(See para 6-48~~9~~ of this regulation.)

D-16. COMSEC equipment

a. Requirements and authorizations for COMSEC equipment are approved through the BOIP. TOE, MTOE, and TDA processes.

b. Authorized COMSEC equipment is documented in appropriate TAADS documents.

c. Fielding and accounting for COMSEC equipment is managed by the COMSEC Logistics Support Activity (CSLA), Fort Huachuca, Arizonia in accordance with AR 380-40.

~~a. COMSEC equipment to provide secure transmission of information will be documented as required in appropriate TAADS-R documents.~~

~~b. COMSEC equipment is issued at the direction of the COMSEC Support Logistic Agency (CESLA) to facilitate the installation of information processing systems via the old TELER process and the new system of IMMP approvals per AR 25-1. Equipment received through this process will be included in the appropriate TAADS-R documents.~~

~~c. Consideration must be given to maintaining, providing physical security, and positive accounting of COMSEC equipment per AR 380-40.~~

~~d. Controlled Cryptographic Items (CCI).~~

D-17. Custodial equipment

Custodial service is a facilities engineering activity per AR 420-81 and AR 420-10. Nonexpendable custodial equipment will be included in the installation or activity TDA; the appropriate remarks code in the 160-series will be shown (See FMBB for remarks codes).

D-18. Dayroom furniture

CTA 50-909, Tables 41, 42 and 43, authorizes dayroom furnishings (See CTA 50-909, para 15 for specific information.).

D-19. Electrical equipment

If electrical items authorized by MTOE/TDA/JTA/CTA do not have voltage compatibility with overseas application (see NSN under appropriate LIN, SB 700-20), transformers or comparable electrical items may be procured locally.

D-20. Facilities engineering M&S equipment

With the exception of installed building equipment and general purpose vehicles, M&S equipment required by installation and activity facilities engineers in carrying out the real property management activities functions prescribed in the AR 420-series will be included in the installation or activity TDA. All M&S equipment listed will be identified by a 160-series remark (See FMBB for remark codes). If a commercial nontype-classified item is required, it will be stated in the justification submitted to support the requirement. With the exception of fire trucks, there is no requirement for M&S equipment to have military characteristics. Commercial items, locally available and identical to those used by municipal public works departments, are acceptable. The availability of commercial repair facilities for commercial equipment has a direct impact on the cost of maintenance and repair for the item.

D-21. Flags and related items

a. Heraldic items. Heraldic items are those symbolic items of identity as described in AR 840-10 for display by organizations and individuals. These items are authorized by AR 840-10 and will not be included in TOE and ~~TAADS-R~~TAADS authorization documents. However, to be applicable to a TOE, TDA, or JTA unit or activity, AR 840-10 must be listed in section I of the individual authorization document.

b. Nonheraldic items. CTA 50-909 and CTA 50-970 authorize nonheraldic flags and related items (See the applicability statement in CTA 50-909, and CTA 50-970, for specific instructions regarding application to units and activities within the Army.).

D-22. Food service equipment

CTA 50-909, Tables 13 through 23, authorizes equipment with unit cost less than $100,000, for all Army appropriated fund food service facilities, to include that food service equipment required for unit feeding in the field and for training purposes (See CTA 50-909, paras 4 and 9 for specific instructions.). Army appropriated fund food service equipment costing $100,000 and over is authorized by the TDA.

D-23. Generators and uninterruptible power supply (UPS) units

a. General.

(1) TOE power requirements will be determined through a generator requirements analysis (GRA) conducted as part of the development or cyclic review process.

(2) When elements of a unit are required to operate occasionally in isolated locations, consideration will be given to placing a number of small generators in a unit equipment pool to be drawn for the duration of the mission and returned to the unit pool when the mission is completed.

(3) For units supporting the Army portion of the Defense Communications System that require the use of generators as a prime source of power providing 99.9 percent reliability, the number of generators authorized will be per Defense Communications Agency (DCA) instructions.

(4) Additional guidance for mobile electric power generators is contained in AR 700-72.

(5) Guidance on the installation of UPS units is in AR 420-43.

b. Auxiliary (standby) generators and uninterruptible power supply units.

(1) When the reliability of the power supply in the unit must exceed 90 percent and on approval of specific justification, one additional generator may be authorized for standby to support up to four generators. Two more generators may be authorized for standby to support from five to ten generators.

(2) Determination if auxiliary generators and UPS units are installed building equipment or equipment-in-place will be predicated on the definitions in AR 735-5.

D-24. Housekeeping equipment

See paragraphs D-8 and D-22, and AR 710-2 for guidance.

D-25. Hygienic and comfort items

See AR 700-23 for guidance.

D-26. Insect and rodent control supplies and equipment

Insect and rodent control equipment will not be included in TOEs except for the hand sprayer authorized each TOE company and similar unit, and the equipment authorized TOE engineer and medical units whose mission includes insect or rodent control functions. Insect and rodent control equipment required to support facilities engineering functions will be included in theinstallation or activity TDA with the appropriate remark code. For additional guidance see the following:

a. SB 3-40 for requisitioning of pesticides, rodenticides, fungicides, herbicides, disinfectants, and various sewer treatment compounds.

b. AR 420-76 for policies, standards, and other procedures for pest control at U.S. Army installations.

D-27. Laundry and dry-cleaning plant equipment

CTA 50-909, Table 24, authorizes equipment with unit cost less than $100,000 required for administration, maintenance, and operation of fixed-typed laundry and drycleaning plants. Fixed-type laundry and dry-cleaning plant equipment costing $100,000 and over is authorized by TDA.

D-28. Locally fabricated items

Small order lots (12 identical items or less) of locally fabricated items costing up to $500 each for which no known Army-adopted item exists will not be included in the TDA. Small order lots costing in excess of $500 each, and mass-produced locally fabricated items will be included in the TDA section III supplement.. The exception is local training aids fabricated or procured through use of local operating funds per AR 350-38.

D-29. MHE

a. General. Installations will establish and maintain a program to effectively manage MHE. Such a program will provide for determining requirements, proper distribution of on-hand equipment and performance of required maintenance. Excepted from the above policy are MHE included in the TOE or MTOE. The installation MHE management program will also apply to tenant TDA activities who will use host installation MHE.

b. Forklift trucks.

(1) The determination as to the type, capacity and other characteristics of the equipment in this category to be used for a specific application will be made in accordance with the guidance contained in DoD 4145.19-R, R-1, R-2, and R-3.

(2) Allowances for installations having depot-like operations and manufacturing activities will be determined as follows:

(a) Depot maintenance shops. Forklift truck allowances will be--

1. One per 40,000 square feet of space utilized for operations (minimum one per each separate operations area or building to be serviced.

2. One per backup storage area.

3. One per finished item area.

(b) Storage operations

1. Forklift truck allowances will be computed as follows: Estimate the tonnage expected to be handled over a 12-month period, to include receiving, shipping, and packing; classification; processing; and assembly lines. Subtract from this total that tonnage that will be handled by other means such as conveyor lines or other types of MHE. Divide the resulting number by the number of tons per hour of forklift truck operation for the class of supplies involved as selected from the list in Table D-1.

Table D-1. Class of supplies

Class I	3.0
Class II	2.5
Class III	2.5
Class IV	1.5
Class V	2.5
Class VI	0.7
Class VII	3.0
Class VIII	0.7
Class IX	0.6
Class X	0.7

2. The result will be the number of hours of forklift truck operation required over the course of 1 year to move the tonnage. Divide this number by the number of hours of operation to be expected annually from the forklift truck based on 37 percent usage for class V and 50 percent for all other supplies. The resulting number (in the event of a fraction, raised to the next higher whole number) will be the allowance. For example, a CONUS Army depot forecasts that 162,296 tons will be shipped, received, or otherwise moved over a 12-month period. Of this total, 50,000 tons will be handled by other means and the remaining tonnage will be distributed as shown in Table D-2.

3. Divide the figures from the Table D-2 above by the appropriate number of tons per hour of forklift truck operation as shown in Table D-3.

4. The result of the equation in Table D-3 represents the total required hours of forklift truck operations for the 12-month period. Using a 5-day week, 52 weeks per year, less 10 holidays; 8 hours of potential operation per day; and 50 percent standard of usage; the total number of available hours for

the 12-month period would be (5 X 52 X 8) - (10 X 8'. X 0.5 = 1,000; 46,959 divided by 1,000 equals 46.95 (or 47), the total requirement for forklift trucks.

(c) Administrative support. When other allowances have been computed, increase equipment by 18 percent for administrative support activities.

(d) Ports (U.S. Army terminals). A criterion of estimated tonnage will be used. Allowances will be computed on the average classes and tonnage of material received and shipped within a 12-month period. Computations will be made per instructions in paragraph D-29b(2)(b), above.

(3) Allowances for installations without depot-type operations and manufacturing activities. Installations may use the allowances in Table D-4 as a guide in determining equipment requirements. The installation commander will monitor the percentage of equipment use and distribute equipment to achieve maximum usage.

Table D-2. Tonnage distribution

Class II	2,800
Class III	41,620
Class IV	4,148
Class VII	59,840
Class IX	3,888

Table D-3. Forklift truck operation

2,800	÷	2.5	=	1,120 hours
41,620	÷	2.5	=	16,648 hours

4,148	÷	1.5	=	2,765 hours
59,840	÷	3.0	=	19,946 hours
3,888	÷	0.6	=	6,480 hours
		Total	=	46,959

Table D-4. Guidance for determining forklift truck requirements.

Rule: 1
A: If sq ft of occupied storage is: 100,000
B: or troop strength is: 1,000
C: number of trucks required is: 1-5

Rule: 2
A: If sq ft of occupied storage is: 200,000
B: or troop strength is: 2,000
C: number of trucks required is: 10

Rule: 3
A: If sq ft of occupied storage is: 300,000
B: or troop strength is: 4,000
C: number of trucks required is: 15

Rule: 4
A: If sq ft of occupied storage is: 500,000
B: or troop strength is: 10,000
C: number of trucks required is: 20

Rule: 5
A: If sq ft of occupied storage is: 750,000
B: or troop strength is: 15,000
C: number of trucks required is: 25

Rule: 6
A: If sq ft of occupied storage is: 1,000,000
B: or troop strength is: 20,000
C: number of trucks required is: 30

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Rule: 7
A: If sq ft of occupied storage is: 1,500,000
B: or troop strength is: 25,000
C: number of trucks required is: 40
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c. Tractors. Tractor allowances will be calculated in accordance with paragraph D-29b(2) above, except that the following usage standards will be applied:

(1) Army terminals, including ammunition outloading points--38 percent.

(2) Installations having more than 50 percent of the hours of engine operation expended in activities used in the storage of class V--32 percent.

(3) Installations having more than 50 percent of the hours of engine operation expended in storage of general supplies, as opposed to the storage of class V (including AG publications centers and Army supply depots)--47 percent.

(4) Installations having as a primary mission activities other than storage--36 percent.

(5) Installations having a requirement for towing aircraft--1 per installation with an aircraft landing field to tow aircraft in maintenance and parking areas when tactical or other vehicles with the required capacity for this purpose are not available.

D-30. Morale support activities equipment

a. In order that the morale support activities programs can meet the changing needs, interests, and off-duty requirements of the soldier and his or her family, equipment to support these programs are authorized as follows:

(1) Investment ($100,000 and over) equipment--installation TDA.

(2) Expense (less than $100,000) equipment--CTA 50-909.

(3) Expendable or durable equipment--CTA 8-100 and CTA 50-970.

b. To decrease OMA, ASF, or PA expenditures for equipment, morale support activities will use military surplus property for maintenance of installation outdoor recreation areas where maintenance is the responsibility of, and regularly performed by, the facilities engineer (Types of maintenance and services equipment are listed in AR 420-17). Equipment drawn from the DRMO will be returned thereto on completion of the requirement, under provisions of appropriate regulations. If the facility engineer is not performing the function and the required equipment is not acceptable or available from the DRMO, the second or the third sources of supply are those discussed in paragraph D-5a(2) and (3).

D-31. Motion picture theater equipment

See AR 215-1 for guidance.

D-32. hotographic and photoprocessing equipment

See paragraph D-6 for guidance.

D-33. Printing, binding, duplicating, and auxiliary equipment

a. Printing, binding, duplicating, and auxiliary equipment requirements will be included in TOE and ~~TAADS-R~~TAADS authorization documents when prior approval has been obtained from CDR, USAPA~~USAPPC~~ per AR 25-30. Documents in which the requirements will be included are as follows:

(1) In TOEs or MTOEs for printing, binding, and duplicating missions.

(2) In TDAs covering field printing plant activities.

(3) In TDAs covering activities other than field printing plants when used by units for duplicating purposes, or for training in printing and binding.

(4) In TDAs when used for nonprinting purposes.

b. Except as annotated by footnotes at end of Tables 11-6 through 11-9 in AR 25-30, chapter 11, the inclusion of subject equipment in TOE, MTOE, or TDA documents does not constitute authority to purchase, issue, lease, transfer, or dispose of such equipment. Requests for any of the foregoing actions will be processed per AR 25-30, chapter 11. A remark to this effect will be reflected in all TOE, MTOE, or TDA documents containing subject equipment.

D-34. Protective masks

Protective masks are documented in TOEs, MTOEs, TDAs, or JTAs. Requirements for documentation are determined as follows:

a. TOE/MTOE. Each person or position (whichever number is greater) in a TOE or MTOE will be authorized a proper (field, tank, or aircraft) protective mask per guidance on the FMBB.

b. TDA/JTA.

(1) Each individual (military and civilian) in a JTA activity or OCONUS TDA organization operating in a chemical or biological threat area will be authorized a protective mask of a type commensurate with the individual duty position.

(a) The basis of issue for a civilian in an OCONUS TDA organization is one per emergency essential civilian designated on the OCONUS mobilization TDA and one per civilian designated as host nation support and not otherwise provided a protective mask.

(b) Protective masks are not authorized for family members or other civilians not included in paragraph D-34b(1)(a) above.

(2) Individuals assigned to CONUS-based TDA organizations with missions to support deployed forces requiring injection of personnel into chemical or biological threat areas will be authorized a protective mask of a type commensurate with the individual's duty position. This also applies to civilian personnel who have agreed to deploy with an employing organization on initiation of hostilities.

(3) CONUS-based nondeployable TDA organizations will include sufficient masks in the TDA to meet unique mission requirements or to support individual proficiency.

c. OCONUS. Alaska, Hawaii, Panama, and other areas outside the contiguous United States are included in the geographical connotation of OCONUS.

D-35. Railway locomotive, rolling stock, and track maintenance equipment

Guidance for determining requirements and authorizations for rail equipment is contained in AR 56-3. Peacetime requirements will be documented in TDAs and contingency requirements identified in industrial preparedness plans or base outloading plans will be documented in accordance with guidance in AR 56-3 and AR 710-1, chapter 6. Cumulative peacetime/mobilization quantities derived from these documents or related MACOM-approved adjustments, will determine acquisition and retention levels.

D-36. Recreation equipment

CTA 50-909, Table 2, authorizes recreation equipment (costing less than $100,000) for the physical training program. Tables 53 through 59 of the same CTA authorize recreation equipment (costing less than $100,000) for the morale support program (See para 4 of CTA 50-909 for special instructions.). Recreation equipment costing $100,000 and over will be included in the appropriate TDA.

D-37. Relocatable buildings

Relocatable (prefabricated) buildings normally will be accounted for as real property and costed to construction projects, per AR 415 series except as follows:

a. Relocatable buildings for the TOE mission will be included in TOEs and MTOEs.

b. Requirements for relocatable buildings of a noncontinuing duration (to include, trailer-type buildings regardless of Federal Supply Class) will be satisfied by the use of policy and procedures in AR 420-18, chapter 5.

D-38. Rifle and pistol team equipment

a. CTA 50-900 authorizes clothing and individual equipment for Army rifle and pistol team members (See CTA 50-909 for other equipment.).

b. If not included in other CTAs, all other equipment for Army rifle and pistol teams is included in and authorized by supporting installation or USAR center TDA.

D-39. Sewing and mending equipment

CTA 50-909 authorizes sewing and mending equipment costing less than $100,000 (See para 4 of CTA 50-909 for special instructions.). Sewing and mending equipment costing $100,000 and over will be included in the appropriate TDA.

D-40. Tentage, tarpaulins, and related items

CTA 50-909, Table 61, authorizes tentage, tarpaulins, and related items costing less than $100,000 (See para 4 of CTA 50-909 for special instructions). Tentage, tarpaulins, and related items costing $100,000 and over will be included in appropriate TDA.

D-41. Tool sets

Tool sets and equipment for machinists, mechanics, repairers, helpers, and similar categories of personnel will be provided to military and civilian personnel on an individual basis in TOEs, MTOEs, or TDAs as required. Consideration will be given to quantities of available equipment, number of shifts in operation, and minimum allowances required to accomplish the mission.

D-42. Training devices

Training devices are authorized on the training support center TDA, unless another TDA or TDA paragraph has been authorized as an exception per AR 25-1. In turn, the devices will be issued on a loan basis to using activities as required. Those training devices that are operating components of a specific system or item of equipment will be documented in the TOE and ~~TAADS-R~~TAADS. Training equipment and devices required during field or combat operations to maintain mission proficiency, to include system peculiar training devices essential to operational readiness, will also be documented in the TOE and ~~TAADS-R~~TAADS.

D-43. Training equipment

Equipment for training purposes for TOE units costing less than $100,000 is authorized by CTA 50-909 (See para 4 of CTA 50-909 for special instructions). Training equipment for TOE units costing $100,000 and over will be included in the appropriate supporting installation or USAR center TDA.

D-44. Troop issue subsistence activity (TISA) equipment

Allowances for nonexpendable TISA items costing less than $100,000 are included in CTA 50-909, Table 23. Nonexpendable TISA equipment costing $100,000 and over will be included in the installation TDA (See FMBB).

D-45. Vessel equipment

CTA 50-909, Table 64 authorizes selected items of equipment costing less than $100,000 for Army vessels (See para 4 of CTA 50-909 for special instructions.). Vessel equipment costing $100,000 and over will be included in the appropriate TDA.

Section II
Aircraft

D-46. Policies

Policies set forth herein apply to all Army aircraft authorized for use in connection with Army activities in CONUS and OCONUS areas. For management purposes, Army aircraft are divided into eight major functional categories (The categories are listed in paras D-50 through D-55, below).

a. Aircraft are documented in TOEs, MTOEs, TDAs, or JTAs. Units and activities will not be assigned aircraft without HQDA authorization reflected in a proper authorization document.

b. Aircraft will be included in TOEs only when--

(1) An appreciable improvement in mission effectiveness can be achieved.

(2) The aircraft can survive and be supported in the unit's operational environment.

(3) Nonorganic aviation support cannot be made immediately responsive to unit requirements or it is not in existence elsewhere.

c. Aircraft will be authorized TDA units and activities only when--

(1) Sufficient personnel are, or will be, authorized to operate and maintain the requested aircraft.

(2) There is a continuing need that can be demonstrated statistically, except with regard to prototype aircraft in an aircraft development program that will be governed by the flying hour requirement outlined in paragraph D-52.

(3) Justified, on an individual basis, in one of the functional categories in AR 700-138, Table 4-6 using the standards set forth in paragraphs D-50 through D-54 of this regulation. Although aircraft will be justified and authorized against a particular assignment code, it does not preclude efficient use of the aircraft for other purposes when the aircraft is not required for primary mission support.

(4) The justification for the lease of an aircraft conforms to the justification for the particular assignment code and to the provisions outlined in chapter 6, section XII. This lease of aircraft for use by Army activities must be approved by ODCSOPS (DAMO-FDV), regardless of the particular assignment code.

d. Commanders of posts, camps, or stations having more than one activity authorized command and administrative support aircraft will consolidate the operation of those aircraft at installation level, when feasible.

e. Commanders will periodically review indirect support aircraft flying hours based on usage standards established in this regulation. Reviews will be conducted by installation or activity commanders monthly, intermediate commanders quarterly, MACOM commanders semiannually, and HQDA annually. Aircraft found to be excess to an installation or activity's justifiable requirements will either be reassigned by major commanders if unfilled authorizations exist within the command or will be reported to AMC for disposition instructions.

D-47. Documentation of aircraft requirements for TOE units

Aircraft requirements for TOE units are established in the appropriate TOE. Changes in basic aircraft authorizations will be documented through MTOE action.

D-48. Documentation of aircraft requirements for TDA units

Aircraft requirements and authorizations for units, installations, or activities organized under a TDA will be reflected in the TDA document. Requests for proposed increases or changes in aircraft requirements and authorizations will be submitted through command channels to the CDR, USAFMSA. Such requests will include the personnel and ancillary equipment associated with the request. These requests will specify the functional category in which each aircraft will be operated, and will include complete justification as required by this regulation. They will also include general standards for all TDA aircraft as well as specific standards for each individual functional category as appropriate. Changes in personnel structure or qualifications and in ancillary equipment caused by changes in aircraft requirements must also be justified.

D-49. General standards for aircraft authorization

a. Aircraft will be authorized for inclusion in TDA units only when a continuing need is demonstrated.

b. Justification will show, by reference to the appropriate TDA, that sufficient supporting personnel and equipment are authorized, or will be authorized to operate and maintain the requested aircraft.

c. Requests for authorization will enumerate the number and type aircraft in other TOE and TDA units located at or near the same installation or operational area and explain why these aircraft cannot provide the required support.

d. Each aircraft proposed for authorization will be justified in one of the functional categories outlined in paragraphs D-50 through D-54. When applicable standards do not provide a specific method of computation, locally developed formulas will be included in justification documents to establish aircraft requirements by types and numbers.

D-50. Category A and category B--combat aircraft and combat support aircraft

a. Army aircraft may be integrated into TOE combat, CS, and CSS units when their employment will benefit Army operations (AR 95-1). The following type missions are appropriate for consideration under the provisions of this category:

(1) Command, control, and communications.

(2) Intelligence, reconnaissance, and security.

(3) Maneuver.

(4) Logistics.

(5) Firepower.

b. Specific geographical or climatic conditions will be considered on an individual case basis in the justification of aircraft types.

D-51. Category C--indirect support aircraft

a. Authorization and retention. All category C aircraft will be based on the criteria below.

(1) The number of aircraft authorized initially will be determined by using 75 percent of the available passenger seats or cargo space as recorded in historical seat mile work load data; and annual usage rates of 600 hours per fixed wing aircraft or 420 hours per rotary wing aircraft.

(2) The number of aircraft retained will be rejustified annually by demonstrating statistically an annual flying usage rate of 420 hours per fixed wing aircraft or 300 hours per rotary wing aircraft. Additional aircraft requests will be justified when the average usage rate of on-hand fixed wing aircraft exceeds 600 hours and rotary wing aircraft average usage rates exceed 420 hours.

(3) MACOMs may, from available resources, place aircraft at requesting activities on a temporary loan basis to permit the development of usage data required for justification of the request.

b. Flight cost analyses. Flight cost analyses will be made per AR 95-1.

c. CIG--Photographic survey.

(1) Army aircraft will be authorized by TDA to photographic and mapping activities for the following reasons:

(a) Provide administrative and logistical support to operational mapping and survey projects.

(b) Facilitate the establishment of geodetic and mapping control.

(c) Assist in field classification and verification of existing natural and manmade features.

(d) Facilitate the collection, classification, and cataloging of topographical data.

(e) Collect and record topographic survey data by photographic or electronic device.

(2) Requests for authorizations of photographic and mapping aircraft to accomplish the functions in paragraph D-51c(1), above will be based on the following guidance and criteria:

(a) The number of passengers or weight and size of cargo to be carried on an average mission.

(b) The average round trip distance flown to field locations from which aircraft cannot be serviced.

(c) The percentage of missions that must be flown over hazardous desert, mountainous, or jungle terrain and/or under instrument flight rules.

(d) The average density altitude encountered while providing logistical support to field survey teams operating in remote areas.

d. CIH--Aeromedical.

(1) Army medical facilities will be authorized aeromedical evacuation or crash rescue aircraft by TDA to accomplish the following functions:

(a) Aeromedical evacuation of seriously ill or injured personnel to the nearest medical facility capable of providing the required surgery or medical treatment.

(b) Transportation of patients when surface evacuation is insufficient or is less desirable for the patient's welfare.

(c) Expeditious delivery of medical personnel, supplies, and equipment to meet emergency treatment requirements within the installation or activity's area of responsibility.

(d) Immediate response to provide for extrication of personnel involved in aircraft accidents, including limited suppression of postcrash fires, forced entry as necessary, and emergency evacuation of patients from crashed aircraft.

(e) Transportation of medical personnel to furnish emergency aid at the aircrash site and inflight medical treatment or surveillance of patients while enroute to a treatment facility.

(2) Requests for authorization of aeromedical evacuation or crash rescue aircraft will be justified on the basis of the following guidance and criteria:

(a) The type aircraft authorized will be determined by the number of patients, weight, and size of medical supplies or equipment carried, and round trip distance of the average evacuation mission; the requirement for an inflight medical treatment capability; and the necessity for aircraft to be configured for special equipment such as personnel rescue hoists and fire suppression devices.

(b) The number of aircraft authorized will be determined by utilization of 75 percent of the available passenger seats, litter capacity, or cargo space as recorded in historical seat/litter/mile workload data; number and relative location of medical facilities to which patients are evacuated, and field sites requiring a standby aeromedical evacuation or crash rescue capability; and requirement for 24-hour-a-day coverage.

(c) Justification for aeromedical evacuation aircraft based in part on transportation of medical personnel to outlying facilities will include a qualitative and quantitative analysis of the resultant savings in personnel and equipment.

(d) Authorization for crash rescue aircraft at Army airfields will be justified on a case-by-case basis based on the number of aircraft stationed on the airfield and the type and average number of daily aircraft operations.

(e) Requests for authorization of aeromedical evacuation or crash rescue aircraft will be forwarded through OTSG (DASG) to CDR, USAFMSA.

e. CIJ--Intelligence and classified projects. Army aircraft will be authorized by TDA for participation in DA-approved intelligence and classified projects when--

(1) Required for accomplishing the primary mission of the project. Aircraft required for administrative and logistical support of the project will be justified on the basis of the criteria established for all category C aircraft.

(2) Support required cannot be provided from assets authorized existing TOE and TDA intelligence gathering units or agencies.

(3) Aircraft are required for a period in excess of 1 year. Those aircraft needed for periods less than 1 year will be provided on a temporary loan basis per AR 700-131, chapter 2.

f. CIK--Attaches, missions, and security assistance organizations (SAO).

(1) Army aircraft will be authorized attaches, missions and SAO by JTA to accomplish the following functions:

(a) Administrative and logistical support when host country transportation is inadequate or uneconomical.

(b) Support of grant-aid programs.

(c) Promotion of foreign military sales.

(d) Training support and end item usage inspections.

(e) Aircraft support of mobile advisory teams.

(f) Transportation backup support for ambassadors.

(2) Requests for authorization of Army aircraft to support these activities will be based on the following guidance and standards:

(a) The type of aircraft authorized will be determined by the number of passengers or weight and size of cargo to be carried on the average mission; the one-way distance to be flown on the average mission; the percentage of missions that must be flown over hazardous, undeveloped areas or under instrument flight rules; and the type aircraft provided by other services and the host country.

(b) Army aircraft that duplicate the capability of aircraft already on hand from other Services will not be authorized.

g. CIL--Special missions.

(1) Army aircraft will be authorized by TDA or JTA to special activities not included with preceding categories to accomplish the following:

(a) Support of administrative, executive, and inspection functions.

(b) Unscheduled administrative airlift of personnel and materiel to support the activity.

(c) Aviation support peculiar to and required for successful accomplishment of the primary or contingency mission of the activity.

(2) Requests for authorization of special mission aircraft to accomplish functions described in paragraph D-51g(1) above will be justified based on the standards established for category C.

(3) Requests for authorization of aircraft to support the primary or contingency mission of the activity will be justified based on the requirements peculiar to that mission and are exempt from category C standards.

h. CIM--Command and administration support (Active Army).

(1) CONUS and OCONUS TDA installations and activities will be authorized command and administrative support aircraft by TDA to accomplish the following:

(a) Support of administrative, executive, and inspection functions.

(b) Unscheduled administrative airlift of personnel and materiel to support posts, camps, and stations.

(2) Requests for authorizations of command and administrative support aircraft to accomplish the functions in paragraph D-51h(1) above will be based on the following guidance and standards:

(a) The type aircraft authorized will be determined by the number of passengers or weight and size of cargo to be carried on the average mission; the one-way distance to be flown by the average mission; and the percentage of missions that must be flown under instrument flight rules.

(b) Aircraft will be authorized only at installations where the aircraft is required on a continuing basis and does not duplicate existing capabilities at the same installation and where there is no other means of transportation available that can accomplish the mission as effectively based on a cost-effectiveness analysis.

(c) Aircraft will be authorized for travel to and from installations served by scheduled commercial aircraft only where time loss or security considerations involved in commercial travel can be shown to impede mission effectiveness.

i. CIN--Command and administrative support (RC).

(1) ARNG STARC, USARCs, and maneuver area commands may be authorized command and administrative support aircraft by TDA to accomplish the following:

(a) Support of command, administrative, and inspection functions.

(b) Administrative airlift of personnel and materiel to coordinate, conduct, and control maneuvers, field training exercises, and command post exercises.

(2) Requests for authorization of command and administrative support aircraft to accomplish the functions in paragraph D-51i(1) above will be based on category C criteria as reduced by paragraphs (a) and (b) below, in view of RC training time limitations.

(a) The number of aircraft authorized initially will be determined by annual usage rates of 300 hours per fixed wing aircraft or 225 hours per rotary wing aircraft.

(b) The number of aircraft retained will be rejustified annually by demonstrating statistically an annual flying usage rate of 200 hours per fixed wing aircraft or 150 hours per rotary wing aircraft.

D-52. Category D--Training and training support aircraft

a. D1IA--Flight training.

(1) Formal in-residence flight training. Requests for authorization of aircraft to support formal courses of instruction will be based on the guidance below for computing aircraft requirements:

(a) The number of flyable aircraft required daily is determined by dividing the average daily student load for each course, class, or phase, by the most economical student-to-aircraft ratio.

(b) The total number of aircraft needed to sustain the daily flyable requirement will be computed by dividing the number of operationally ready (OR) aircraft required by the percent of OR aircraft forecast.

Note. The number of OR aircraft required is the total number of flyable aircraft (by type) needed to accomplish the daily training mission. The percent OR forecast is based on the total number of aircraft assigned divided into the average number of OR aircraft required daily. The total aircraft requirement will be computed using actual experience factors and data accumulated in the course of aviation flight training. Readiness rates and aircraft requirements will be reviewed quarterly and adjusted as required.

(c) Usage of aircraft will be maximized on the flow plan of all courses, classes, or phases (multiple usage). Consideration must be given to the daily schedule of classes, required flight hours, and the length of course, class, or phase (days or weeks) prescribed in the program of instruction (POI).

(d) Aircraft required for training instructor pilots (methods of instruction courses) will be computed using the same standards stated in paragraphs D-52a(1)(a) through (c) above.

(e) Aircraft required to support instructor supervision and administration of student training will be justified based on the most economical instructor-to-student aircraft ratio. Consideration must be given to the detailed schedule of classes within each course and the sequence of blocks of instruction to include student field problems, training missions, and tactical tests.

(f) Justification for aircraft required for aeromedical evacuation crash rescue in support of flight training will include exposure rate of the training fleet based on monthly landings and takeoffs; daily availability of a suitable type aircraft on a 24-hour basis; and description of any peculiar modification needed or additional equipment required in order to be responsive to this type mission.

(2) Support of installation training activities. Requests for authorization of aircraft to support installation training activities will be based on the guidance below.

(a) Aircraft will be authorized to TDA units for support of training activities provided--

(1) The aircraft requirements are of a continuing nature and are justified on a basis that currently assigned aircraft cannot be used to accomplish required training support without materially disrupting the primary mission on the unit.

(2) The aircraft required for inspection, supervision, logistical support, rescue, and medical evacuation are fully justified per standards set forth in paragraph D-52a(1) above.

(b) Aircraft will be authorized for individual aviation units for the transition training of aviators to meet Army-wide requirements when the special transition training is directed by HQDA or CG, TRADOC and the standards established in paragraph D-52a(2)(a) above can be met.

b. D2IA--Technical operations and maintenance training. Requests for authorization of aircraft to support formal courses of instruction leading to an award of an aviation MOS in technical operations and aircraft maintenance will be justified per the following:

(1) Courses of instruction, or classes, must be scheduled on a regular basis and the use of aircraft must be an integral part of the published POI.

(2) Supporting data must include the annual number and scheduled frequency of classes (starting and closing dates); the number of students per class and the number of flight hours required per student (by course and class); the annual programmed student input; and a breakout of aircraft requirements indicating the number of flyable and nonflyable aircraft by type and mode.

c. D3IA--Training support. Requests for authorization of aircraft to support other than an aviation-oriented Army service school POI will be based on the following:

(1) The requirement for aircraft must be incorporated as an essential part of a published POI. Frequency of the course or class will be such that the projected usage of the aircraft is at least 50 percent of the programmed annual flying hour rate for the type aircraft requested.

(2) Supporting data must show the annual programmed student input; a breakout of aircraft requirements indicating the number of flyable and nonflyable aircraft by type and model; and the annual number and scheduled frequency of classes (starting and closing dates).

(3) Aircraft requested for rescue and medical evacuation operations in support of school training will be justified per standards set forth in paragraph D-52a(1)(f) above.

d. D4IA, D5IA, and D6IA--Maintenance trainers. Aircraft requested for maintenance trainers in support of school training will be justified per standards set forth in paragraph D-52b above.

D-53. Category E--Test aircraft (EIE)

a. Test aircraft will be provided RDTE activities for the purpose of conducting approved research, development, test, and evaluation by one of the following methods:

(1) Temporary loan. Aircraft required for noncontinuing RDTE requirements will be provided by CG, AMC per AR 705-24, paragraph 5 (Also see AR 700-131.).

(2) RDTE procurement. Prototype and experimental aircraft that are authorized for procurement as a part of an approved RDTE program will be included in the TDA.

(3) TDA authorization. Aircraft required on a continuing basis will be authorized for inclusion in the proper installation or activity TDA.

b. Test aircraft are those aircraft required for use in research, development, test, and evaluation of the aircraft system, including items or parts that are not necessarily part of the aircraft (standard, nonstandard, commercial, obsolete, or other service aircraft assigned, loaned, or leased for research or development).

c. Requests for authorization of test aircraft will be based on applicable general standards and the following specific standards:

(1) Test aircraft not requiring reconfiguration must be programmed for an annual rate of at least 250 flying hours.

(2) Aircraft that require reconfiguration, but which can be economically restored to standard configuration after the test, must be programmed for an annual usage rate of at least 100 flying hours or 800 hours of ground time for fitting, installation, testing, modification, removal, and restoration (exclusive of aircraft maintenance).

(3) Aircraft that require reconfiguration but that cannot be economically restored to standard configuration after the test, require no minimum annual flying hours or ground time be programmed. However, justification will indicate the degree of configuration and a statement that the restoration is not economically feasible.

D-54. Category G--Test support aircraft (GIE)

a. Test support aircraft will be provided RDTE activities for the purpose of conducting approved research, development, test, and evaluation by one of the methods listed in paragraph D-53a.

b. Test support aircraft are those standard, nonstandard, commercial, obsolete, or other service aircraft that are assigned, loaned, or leased and are required to support test programs or projects by actual participation. Included are aircraft used for pace, chase (safety), photo, airdrop and delivery, targets, missile recovery, range calibration and clearance, cloud sampling, and data link. Also, for test of concepts and ground test and handling equipment, aircraft may or may not be reconfigured or modified to provide test support.

c. Requests for authorization of test support aircraft will be based on applicable general standards and the following specific standards:

(1) Test support aircraft requiring reconfiguration (for example, installation of cameras or data links) will be governed by the standards established for test aircraft in paragraph D-53c.

(2) Aircraft other than prototype not requiring reconfiguration must be programmed for an annual usage rate of 360 hours per fixed wing aircraft or 270 hours per rotary wing aircraft.

(3) Prototype aircraft in a test support role will be governed by standards for test aircraft. If required as a nonflying aircraft, usage may substitute for 50 percent of the flying hours on a ratio of 1 work day for 2 flying hours.

(4) Documentation submitted in justification of a request for authorization of test support aircraft not requiring reconfiguration will include a statement that other aircraft located at or near the same installation could not provide the required test support as a secondary mission.

D-55. Categories H and J--Leased (HIN) and loaned (JIO) aircraft

Request for initial lease or loan or extensions of current agreements concerning first line Army aircraft must be submitted to ODCSOPS (DAMO-FDV) with information copy to DCSLOG (DALO-SMS), for review and approval. AR 700-131 governs loan of Army materiel to include aircraft. Army aircraft will not be placed on loan for an indefinite period of time. All lease, loan, and support agreements will contain provisions for an annual review to determine if the agreements should be continued, amended, or terminated.

Section III
Communications Equipment

D-56. TOE and MTOE

~~In category I, II, and III TOE or MTOE units, Operational Facility (~~OPFAC~~)~~ ~~Requirements~~ requirements ~~R~~rules and the standards below will be used to determine C4I equipment requirements for TOE and MTOE units. Appendix N contains additional criteria for C4I requirements, and discusses development, changes, and exceptions to OPFAC rules. Changes to current rules and new rules must be fully justified and must meet current or evolving doctrine.

a. ~~ASIOE.~~

~~(1)~~ In general, C4I equipment that is ASIOE to an assemblage or an end item (to include COMSEC equipment) will not be included in OPFAC rules even though it is listed as a separate LIN on the TOE. As an example, the TSEC/KY-68 which is ASIOE to a mobile subscriber radio telephone (MSRT) is not included in OPFAC rules for MSRT. However, the TSEC/KY-68 that is used as a stand-alone secure telephone is included in OPFAC rules.

b.

~~(2)~~ C4I equipment that is ASIOE to an assemblage may be included in OPFAC rules if it can also be used independently of the assemblages purpose. As an example, the FM radio that is used for engineering the paths for a multichannel radio assemblage can also be used for command and control of its team of assigned operators. The FM radio then may be included in the OPFAC rules even though the multichannel assemblage itself may not be included. Clarifying comments for ASIOE may be applied to the remarks section of the OPFAC rules.

~~b. CCI. Formerly communication security (COMSEC), equipment, are applied to TOE as ASIOE to the system secured. A CCI is not included in OPFAC rules unless it can be used as stand-alone communication device, such as the TSEC/KY-68 that is not ASIOE to a MSRT.~~

D-57. TDA and JTA

In TDA or JTA activities, communications equipment requirements and allowances will be determined in accordance with policy and procedures in AR 25-1. Authorizations will only be approved when justified as a continuous requirement vital to the mission of the unit. For TDA restraining principles, see Appendix N.

Section IV
Motor Vehicles

D-58. General

a. Vehicles will be included in TOEs, MTOEs. TDAs, and JTAs in the minimum justified and approved quantities required to provide essential mobility to maintain the mission capabilities of units and activities.

MTOE required and authorized quantities may exceed TOE required quantities by LIN when fully justified and approved as discussed in paragraphs E-1 and E-2.

b. Vehicles will not be authorized to individuals, but will be authorized on the basis of functional or activity requirements.

c. Vehicles authorized for general cargo movement will be of the largest size practical, when such size is commensurate with the unit's mission, and when acquisition and support costs of the larger vehicles are less than for a greater number of smaller vehicles required to provide the same lift. However, the number of different types of vehicles authorized a unit will be kept to a minimum to reduce supply and maintenance requirements.

d. Vehicles will not be authorized for the sole purpose of transporting infrequently moved equipment. The only exceptions are when--

(1) The vehicle is essential to the actual operation and usage of the equipment.

(2) It is not feasible to obtain necessary transport from higher headquarters or area transportation elements.

e. Requests for increases in vehicle authorizations in MTOEs (less than TOE requirement) and TDAs (when requesting an increase to the MACOM NTV ceiling discussed in para D-58g below) will include the actual usage (number of vehicles by LIN and average number of miles per vehicle) of all like-type vehicles on the MTOE or TDA as part of the justification. All requests to exceed the MACOM NTV ceiling will be submitted in accordance with paragraphs E-1 and E-2.

f. Tactical wheeled vehicles, trailers, and semi-trailers are issued less tarps, bows, poles, and curtains. These components have been grouped into kits that are authorized by CTA 50-909, Table 61 as discretionary items.

g. DCSLOG established a MACOM ceiling for all authorized NTVs in TMPs and belonging to the Facilities Engineer program effective 24 April 91. Each MACOM has one NTV ceiling with authority to increase, decrease or substitute vehicles between subordinate elements, as long as the changes do not exceed the ceiling. MACOMs may also approve requests for TDA reductions and vehicle downgrading. The MACOM NTV ceiling will not be increased without express written approval of DCSLOG (DALO-TSP). Changes within MACOM authority will be documented in the next command plan cycle~~MOC window~~ as proponent approved.

D-59. Type of vehicles

The wheeled vehicle fleet categories are as follows:

a. Tactical. The tactical wheeled vehicle fleet contains those motor vehicles used in direct support of combat or tactical operations, and includes vehicles in combat, CS, and CSS TOE. The tactical fleet contains both military design and commercial vehicles.

(1) Military design vehicles are those that result from military research and development processes and are designed primarily for use by forces in the field in direct connection with or support of combat or tactical operations. Military design vehicles, to include special purpose and special equipment vehicles, will not be included in TDA units or activities without the express approval of ODCSOPS (DAMO-FDL), and then only when they are required for--

(a) Units that have the type of mission that precludes the use of commercial design equipment.

(b) Training of drivers and mechanics.

(c) Training in radio operations, installations, and repair, where commercial equipment will not suffice.

(d) RDTE activities, where tactical equipment is required for evaluation or associated support activities.

(2) Commercial vehicles are those that have evolved in the commercial market to meet civilian requirements and that are selected from existing production lines for Army use. Since many commercial vehicles are capable of adequately performing selected functions in Army units, they will always be considered as candidates for inclusion in TOEs. Commercial vehicles include--

(a) General transport type of transportation for personnel, supplies, or other cargo.

(b) Special purpose type, such as a commercial design chassis with mounted equipment or special design body that is used for purposes other than to provide routine transport services. This excludes vehicles designed for general transport use that have been modified locally to meet a requirement to handle special cargo; for example, a hydraulic tailgate.

b. Nontactical. The nontactical wheeled vehicle fleet consists of motor vehicles in support of general transportation services (the transport of personnel, supplies and other cargo) and facility and equipment maintenance functions that require special design vehicles not directly connected with combat or tactical operations.

(1) The nontactical wheeled vehicle fleet contains motor vehicles for general purposes and passenger transport purposes. These will be authorized by TDA. Allowances for motor vehicles in support of general purpose and passenger transport purposes will be limited to the minimum needed to provide essential transportation services under normal conditions. Motor vehicles for general purpose and passenger transport will be identified by remark numbers as listed on the FMBB. All allowances will be justified and will not include quantities for peak loads, maintenance float, pipeline, or depot stock.

(a) Motor vehicle requirements for general purpose and passenger transport will be authorized in the transportation motor pool paragraph of the installation TDA, to include requirements for tenant TDA and TOE units located at or adjacent to installations. ARNG requirements for motor vehicles in support of general purpose and passenger transport purposes will be included in the appropriate STARC TDA. The only exception is that GSA lease general purpose and passenger transport vehicles may be documented in the directorate of public works (DPW) paragraph of the installation TDA when the DPW has an existing lease for special purpose vehicles directly with GSA. This exception does not change the requirement for a MACOM NTV ceiling as established in paragraph D-58g.

(b) SAO and mission activity requirements for motor vehicles in support of general purpose and passenger transport purposes will be included in section II of their respective JTA.

(2) Military design vehicles will not be authorized for general purpose and passenger transport except when-

(a) A commercial design motor vehicle with similar characteristics cannot be provided (must be fully justified and approved by ODCSOPS).

(b) Support cannot be provided because of location, vehicle density, or lack of adequate repair parts, and when specifically approved by ODCSOPS.

(3) The inclusion of special design vehicles (that is, those incorporating a combined chassis and body designed to meet a specialized requirement) will be kept to the minimum in TOEs, MTOEs, and TDAs. Every effort will be made to use general purpose vehicles. If included in the TDA, special design vehicles will be listed in LIN sequence--

(a) Without the appropriate remark code when used to support a TDA operating element's mission; for example, truck maintenance 4X2, 1-ton, with aerial ladder-telephone maintenance section.

(b) With remark code "160," "161," or "162" when used to support facilities engineering functions(for example, for example, truck, fire fighting). See FMBB for remarks codes.

(c) With remark code "150," "151," or "152" when used to support motor pool general transport services (for example, truck tank fuel servicing). See FMBB for remarks codes.

(4) Authorizations for prestige sedans are subject to OSD and OMB approval. When approved, they will be included in the TDA as motor vehicles for passenger-carrying purposes under provisions of AR 58-1.

c. MHE are not considered wheeled vehicles.

D-60. Levels of mobility

The tactical wheeled vehicle program objective is oriented to three general levels of mobility. These are--

a. Tactical high mobility. The highest level of mobility designating the requirements for extensive cross-country maneuverability characteristic of operations in the ground-gaining and fire support environment.

b. Tactical standard mobility. The second highest level of mobility designating the requirement for occasional cross-country movement.

c. Tactical support mobility. A level of mobility designating the requirement for infrequent off-road operations over selected terrain with the preponderance of movement on primary and secondary roads.

D-61. Functional requirements for vehicles in TOE units

The functional requirements guidance in a through c below will be used in determining tactical wheeled vehicle (TWV) needs in category I, II and III TOE units. TWVs will be limited to the minimum essential size, type, cost, and quantity required to support a units wartime mission. For purposes of this paragraph, TWVs include motor vehicles, trailers and semi-trailers. Trailers and semi-trailers will be documented in lieu of motor vehicles where practical.

a. General guidance for the tactical wheeled vehicle fleet.

(1) The degree of mobility required must be doctrinally supported and will be analyzed carefully to ensure that vehicle requirements do not exceed the wartime minimum essential for that TOE.

(2) All vehicles will be authorized in minimum quantities as required by unit missions and supported by justifications.

(3) The Army modernization effort, such as new doctrine, methods of supply and distribution, transportability of shelters and containers, the Palletized Load System (PLS) and the Family of Medium Tactical Vehicles (FMTV), which has the same cargo capacity trailers as the motor vehicle prime mover, will have an impact on the following guidance.

(4) For assistance and guidance concerning documentation of TWVs in all requirements and authorization documents (BOIPs, TOEs, MTOEs, TDAs and MRs), contact TWVRMO. In accordance with Appendix E, paragraph E-2, TWVRMO must review all requirement/authorization documents to ensure the correct type and quantity of TWVs are documented prior to HQDA approval.

b. Mobility support. TOE developers must include a mobility statement summarizing unit mobility requirements and capabilities in section I of all TOEs. The mobility statement defines, as a percentage, the doctrinal requirement of the unit to transport equipment and supplies in a single lift using authorized organic vehicles and cites the approved doctrinal reference. The type and size of TWVs for functional tasks will be the minimum essential based on mission, mobility and payload requirements. Some functions that require mobility are:

(1) Command, control and communication.

(2) Mounted weapon systems and towed weapons.

(3) Intelligence reconnaissance and mounted detector system.

(4) Engineer construction and mine laying.

(5) Chemical decontamination, reconnaissance and smoke.

(6) Unit logistics such as food service, maintenance and supply functions.

(7) CSS, including DS/GS maintenance, map topographic and medical support.

c. Unit level tactical wheeled vehicle requirements.

(1) Food service operations. Each unit will be authorized a 2-1/2 ton truck to support each approved Army Field Feeding System (AFFS).

(2) Unit maintenance. When shop equipment LIN W32593 is authorized, a 2-1/2 ton cargo truck with winch is applicable. When both the shop equipment LIN W32593 and LIN W32867 are authorized, a cargo trailer may be documented in addition to the cargo truck. When shop equipment LIN W32730 is authorized, a 2-1/2 ton cargo truck with winch and a cargo trailer will be authorized. When both shop equipment LIN W32730 and tool set LIN W65747 are authorized, one 2-1/2 ton truck and one cargo trailer may be authorized for each for a total of two trucks and two trailers. A vehicle, normally a 1-1/4 ton truck, may be authorized to support a contact maintenance team mission.

(3) Unit supply. One 2-1/2 ton truck and a 1-1/2 ton cargo trailer will be authorized for unit supply functions in TOE units with personnel strength up to 220. One additional cargo truck may be authorized in TOE units exceeding 220 personnel. Detachments and units with a personnel strength less than 100 will normally be authorized a 1 1/4 ton truck and 3/4 ton trailer for the supply function. (Note: When the size of the unit and mobility requirements make the foregoing allowances excessive, one 2-1/2 ton truck will be authorized to perform dual functions (food service and supply or maintenance and supply) or downsized to a 1-1/4 ton cargo truck.)

(4) Recovery vehicles. When a minimum of 50 fuel consuming motor wheeled vehicles are supported, a unit will be authorized one 5 ton or larger recovery vehicle. An additional recovery vehicle is authorized for each additional 50 vehicles. When less than 50 vehicles are supported, a recovery vehicle may be authorized for additional mission functions such as vehicle shelter transfer or aircraft/vehicle maintenance component support. When units are supported by DS maintenance recovery teams and are dispersed over a wide area on the battlefield, a recovery vehicle will normally not be authorized even though

motorized wheeled vehicles exceed 50. Recovery vehicles will be consolidated at battalion or higher level when practical.

Note. Peculiarities in unit mission such as special lift requirements or support to separate system/contact teams, may require adjustments to the general criteria. Additional towbars may be authorized to supplement wrecker requirements to assist in like-vehicle recovery.

(5) Command and control vehicles. Vehicles dedicated to command and control functions are required only for mission accomplishment. They are prohibited in the following circumstances:

(a) A convenience vehicle exclusively for the commander, section leader, or supervisor.

(b) A vehicle that is used for supervisory functions in a limited functional area, such as for a shop officer, storage officer or wire team chief.

(c) Any vehicle whose function can be accomplished by pooling of other available transport.

(6) Communication vehicle requirements. Vehicles required for radio relay, net control station and wire laying will be authorized to support the function based on the unit mission.

(7) Loads of durable and expendable supplies. AR 710-2 defines the policies for the stockage of loads of supplies and the method of control for these loads. The four types of loads are basic, operational, prescribed and combat prescribed. Vehicles required to transport designated loads will be authorized to meet the doctrinally supported unit mobility requirement.

(8) Vehicle mounted and towed weapons systems. Weapon systems are authorized the types and quantities of vehicles to support the mission requirements.

(9) Shelter systems. Shelter systems may be mounted on 1-1/4, 2-1/2, or 5 ton vehicles, dolly sets, or trailers and are authorized in accordance with a BOIP or with a specific unit design.

(10) Vehicles. Vehicles that are part of a system will be authorized as shown in the system BOIP.

(11) Expansible vans and shop vans.

(a) Vans will be authorized when justified to support critical system ~~maintenance~~ requirements when they are a part of a system with an approved BOIP.

(b) The expansible 5 ton van may be authorized for corps and division operational tactical command post elements such as G2/G3 tactical operations center.

(c) Operational elements in combat and combat support roles may be authorized the expansible van when required for a 24 hour tactical operation center as dictated by the unit wartime mission or where rapid mobility is required.

(d) Tactical considerations for deployability, mobility, system maintenance criticality and transportability will be considered before a 5 ton expansible van is included in a TOE.

(e) Use of the shop van for other than its intended purpose as a maintenance repair shop facility is prohibited.

(12) Tractor requirements. ~~m~~Mission requirements will determine the ratio of truck tractors to semi-trailers in a unit.

(13) Unit water transport requirements.

(a) A 1-1/2 ton water trailer is authorized for each AFFS.

(b) A unit with a personnel strength over 100 may be authorized one 1-1/2 ton water trailer for unit water requirements. An alternative may be an appropriate collapsible water drum.

(c) Medical units will be authorized adequate collapsible water drums or truck, tank, water if a tow pintle is not available.

(14) Staff transport. A staff section includes any identifiable special, general, or functional staff area. A staff section can consist of only one person. Vehicles dedicated to staff transport will be authorized as follows:

(a) Corps, division, brigade, group, battalion, and similar headquarters companies will be authorized one vehicle per two staff sections for command and control, for example S1/S4, S2/S3, and so on.

(b) Other units having authorized staffs will be provided transport vehicles in the minimum quantities required for mission accomplishment. The principles of pooling, shuttling and using available area transport will impact requirements for these organizations.

(c) Vehicles used for such operational functions as operations centers, radio relay, or net control are not considered as staff transport.

(d) Theater Army headquarters and headquarters units will not be authorized vehicles when supported by a command transport company.

(e) Each chaplain is authorized a utility vehicle.

(15) Vehicles are not authorized to transport personnel and equipment~~.~~

~~W~~when pooling or shuttling (movement of a unit in more than one lift) can meet mission requirements.

(16) Medical units with deployable medical systems equipment and a dolly set (LIN D34883). These units may be authorized a cargo truck compatible with requirements of the dolly set.

D-62. Functional requirements for winch-equipped vehicles in TOEs, MTOEs, or TDAs

The application of winches to vehicles is determined by the primary task to be accomplished and limited to minimum quantities required in support of the unit mission. The following will be used as a guide in determining requirements for vehicles equipped with winches:

a. Dump truck assigned to combat engineer squads will be equipped with a winch. Other dump truck may be equipped with a winch when justified.

b. Maintenance vehicles and weapons prime movers may be equipped with a winch if justified by mission requirements.

c. Signal construction, radio relay, wire laying and engineer bridge vehicles may be equipped with a winch.

d. HMMWVs used in the activities listed below may require a winch:

(1) HMMWV in support of mobile subscriber equipment (MSE) signal operations.

(2) Divisional military police unit squads. (One per three vehicles)

e. Vehicles used in chemical decontamination and smoke operations may be authorized at a ratio of one winch per three trucks. Scout platoon units are one per two vehicles.

f. One vehicle in a section/team that operates independently and alone may be authorized a winch.

g. Other winch requirements will be determined based on functional mission and supporting justifications.

Section V
Office-type furniture and equipment

D-63. Office-type furniture and equipment authorization documents

Except as otherwise stated, the publications listed below are the only DA authorization documents for office-type furniture and equipment --

a. AR 1-39 is applicable to all Army activities in the NCR. (See para 6-63 of this regulation.)

b. CTA 50-909, Table 39 is applicable to Army offices outside the NCR and those within that are not serviced by DSS-W. See CTA 50-909, paragraph 4 for special instructions. It provides the BOI and authorizes these items for requisition or procurement without additional documentation or other action required except as discussed below.

(1) Calculators and accounting machines.

(a) Nonprogrammable and certain programmable calculators and accounting machines costing less than $100,000 are authorized by CTA 50-909, Tables 39 and 75.

(b) Other programmable calculators and accounting machines will be included in the appropriate TAADs document, after the items have been approved per AR 25-1. This includes equipment that possess the following inherent IT~~ADP~~ capability characteristics:

(1) Input and output can be automatically processed on IT~~ADPE~~ devices such as tabulating card readers, magnetic tape readers, cathode ray tubes, plotters, or printers.

(2) Operation of the device can be through common user-type software such as COBOL, BASIC, or FORTRAN programming languages.

(3) Mass storage devices can be used for processing or software residency.

(4) The equipment is capable of operating in a general purpose mode.

(2) Copying equipment. Copying equipment costing less than $100,000 is authorized in Table 75 of CTA 50-909 after the requester has complied with the provisions of AR 25-30. Copying equipment costing $100,000 and over will be included in the appropriate TDA per AR 25-30.

(3) Filing equipment. Both standard and nonstandard filing equipment costing less than $100,000 is authorized by CTA 50-909. Filing equipment costing $100,000 and over will be included in the appropriate TDA.

(4) Micrographics equipment. CTA 50-909, Table 75, authorizes microfilm viewers and viewer-printers costing less than $100,000 after the requester has complied with the provisions of AR 25-1. All other micrographics-related equipment will be included in the appropriate TDA after approval per AR 25-1.

(5) Word processing equipment. The type of equipment formerly referred to as word processing equipment is now considered ~~IMA~~ IT equipment (with the exception of electronic typewriters with memory listed under Federal supply classification (FSC) 7430, which will be funded, acquired, and supported as office machine equipment instead of automation equipment.) This equipment costing less

than $100,000 is authorized in CTA 50-909. This equipment costing $100,000 and over will be included in TAADs documents per AR 25-1 and paragraph D-64 of this regulation.

(6) Contemporary (steel) office furniture. Except as specifically authorized in CTA 50-909, Table 39, GSA contemporary office furniture is not authorized for use in the Army, with the exception of activities in the NCR, serviced by DSS-W.

D-64. Furniture systems

A furniture system is defined as an arrangement of components designed to provide a comprehensive office furniture environment, through the ability to create a variety of workstation configurations. The furniture is based in interconnecting, structural panels as a central, integrating element. In addition to the panels, the system shall include panel supported storage, task management devices, electrical and wire management components, and panel supported and/or free standing work surfaces.

a. MACOMs will authorize and approve acquisition of furniture systems. This authority may be delegated to sub-MACOM level for systems with a total cost of $100,000 or less.

b. Furniture in FSC group 71, part III, section E of the Federal supply schedule (FSS) is considered furniture systems for the purpose of this paragraph.

c. The forms and analysis formats contained in General Services Administration (GSA) Bulletin FPMR E-215, subject: Cost ~~j~~Justification of ~~f~~Furniture ~~s~~Systems and ~~s~~Similar ~~p~~Products~~,~~ ~~b~~Based ~~u~~Upon ~~s~~Space ~~s~~Savings, will be used with the request for furniture systems. The guidance in Federal Property Management Regulation D-71, 14 May 86, subject: Work Space Management Reform, will also be used.

d. MACOM review and approval will precede procurement by the requesting activity. Prior to approval, the MACOM space facility management office will review the cost comparison analysis, program management data, the proposed design or layout, and any other information submitted as justification for the acquisition of systems furniture.

e. Since furniture systems are more expensive than conventional furniture, the approving authority will also determine if available conventional furniture was considered by the requesting activity and if this furniture would be appropriate for the requirement.

f. Requests for IT~~ADP~~-type furniture identified as "high tech" in GSA catalogs will be considered conventional furniture for ordering purposes.

Appendix E
Equipment Procedures

E-1. Additional guidance

a. If the quantity of a secondary end item component of an equipment assemblage or SKO would be subject to fluctuation on the basis of personnel or other equipment in the TOE or TDA, the material developer will not include the component in the equipment assemblage or SKO. Instead, the materiel developer will identify the item in the assemblage or SKO supply catalog as a "used with but not part of"item, and the TOE, MTOE, TDA, or JTA proponent will document the entire quantity of the item in the TOE, MTOE, TDA, or JTA as a separate line item.

b. When major end items are removed from assemblages and SKOs, the following actions are required:

(1) The SB 700-20 generic description of the assemblage or SKO will be changed to indicate those end items removed.

(2) A new LIN and NSN will be assigned. Also, the standard study number (AR 710-1, chap 10) will be adjusted to identify the assemblage or SKO less the removed major end items when the removal of these items changes the functional capability of the assemblage. A new NSN will be assigned only when functional capability is changed.

(3) The removed end items will be type classified if necessary.

(4) Materiel status reports will be submitted in accordance with AR 70-1.

(5) The removed end items will be included in the next change or revision of the TOE, MTOE, TDA or JTA if they are required to support the assemblages or SKOs. HQDA-controlled items require separate authorization prior to documentation in the MTOE (unless included in the TOE) or the TDA.

c. When developing or revising TOEs, MTOEs, TDAs, or JTAs, proponents are responsible for determining whether the use of fewer support items through pooling of assets, use of larger support items (such as one 10 kW generator in place of two 5 kW generators), or, for TDA organizations, the use of commercially available power instead of standard generators, will lower costs without degrading mission capability.

d. Proponents of supply catalogs and other publications for assemblages and SKOs will identify major end items excluded or removed therefrom with the note "used with but not part of. "

E-2. Special Instructions

a. The MR will be prepared by the requesting activity in accordance with instructions in this section and forwarded to the MACOM. The MACOM will forward to CDR, USAFMSA for approval to include in the MTOE or TDA. A separate memorandum of transmittal or endorsement will be forwarded for each MTOE or TDA concerned accompanied by a DA Form 4610-R completed in accordance with paragraph E-3. (A copy of DA Form 4610-R is located at the back of this regulation. Form is authorized for electronic generation or will be locally reproduced on 8 1/2 by 11 inch paper.). The electronically generated form must contain all data elements and follow the exact format of the existing printed form. All required signatures must appear on the electronically generated form. The form number of the electronically generated form will be shown as DA Form 4610-R-E and the date will be the same as the date of the current edition of the printed form.

b. If a reorganization action requires a concept plan submission under provisions of Appendix I, the concept plan will include added HQDA controlled equipment requirements to satisfy the reorganization. A completed DA Form 4610-R will be included with the concept plan.

c. If the equipment requirement is in agreement with the BOI guidance on the FMBB, the equipment will be considered as proponent approved and the MR is not required.

d. To avoid requests being returned for insufficient justification, the list in paragraph E-4 should be used. If any of the questions are answered in the negative, the TAADS proponent will correct the submission, return the request to the unit as disapproved, or request a resubmission with complete information.

e. Cite the approved memorandum request number in the input change package for the TAADS document.

E-3. MR procedures

Instructions for completion of the DA Form 4610-R and memorandum of transmittal or endorsement are as follows:

a. All units.

(1) A command log number will be assigned by the ~~TAADS-R~~TAADS proponent to each memorandum of transmittal or endorsement that forwards DA Form 4610-R for approval. The number will be assigned in sequential order so that an audit trail can be maintained by the proponent and USAFMSA. The complete log number will consist of the command control number (CCNUM) prefix, the sequence number, and the fiscal year suffix; for example, TC 1-96 would be the first request submitted by TRADOC in fiscal year (FY) 1996.

(2) If an MR is returned by endorsement from USAFMSA for reasons other than disapproval and the request is resubmitted by endorsement from the proponent for further review, a new log number will be assigned to keep the integrity of the audit trail.

(3) Each part of the DA Form 4610-R must be completed."NA " will be used when the part is not applicable.

(4) Each item being requested will be justified as to how it will be used within the function.

(5) Each memorandum of transmittal or endorsement forwarding the MR for approval will contain the following standard paragraph:"The equipment requested on the form(s) and the justification(s) provided have been reviewed by this command, and the equipment requested has been validated to be the minimum essential for mission accomplishment. Where applicable, equipment has been identified for deletion, if this request is approved. "

(6) TWVRMO is tasked by HQDA to review current initial issue quantities; TOE, MTOE, TDA, and BOIP documentation; and associated justification to provide impact analysis and maintain an audit trail of the fluctuations to the overall TWV fleet. Therefore, MRs for TWVs will be forwarded through the appropriate MACOM for TWVRMO review and recommendations. TWVRMO, in turn, will forward the MR to USAFMSA with its recommendation.

b. MTOE units.

(1) Any request to change an MTOE document must be submitted to USAFMSA as a "Request for Exception from MTOE Standardization. "(See para 6-35~~6~~ and 8-11~~0~~.)

(2) For readiness reporting units--

(a) The MR will only be used to request additions to, changes to, and deletions from the required column of the MTOE when it differs from the Level 1 column of the TOE and is not a mission-essential wartime requirement.

(b) The deletion columns will be completed only when changes to and deletions from the Level 1 column of the TOE are involved and which are not changes to a mission-essential wartime requirement.

(3) For nonreadiness reporting military police units--

(a) If an MTOE function is augmented by TDA or other MTOE personnel, the justification must so state.

(b) Each request for vehicles for a given function in excess of the 1 per 3 ratio will be justified on the basis of the need by that function. Any requests for exception for vehicles in an MTOE unit will be submitted through TWVRMO to USAFMSA.

(c) Vehicles will not be requested for narcotic and dismounted dog teams; vehicles currently authorized the unit will be used for these functions. The basic TOE doctrine will be adhered to; that is, organic vehicles will not be authorized.

(d) Equipment required for bank deposit guard, game warden, animal control, or court liaison will be justified for inclusion in an augmentation or installation TDA, as appropriate. The justification will relate to the functional paragraph of the headquarters team since these duties are over and above TOE functional team requirements.

(e) Additional vehicle justification for motor patrol teams must include number, size (acreage or square miles), and miles of patrol travel per patrol. Requirements for other functional teams will not be mixed with the motor patrol requirements.

(f) If the motor patrol team quantity of vehicles is less than the TOE quantity (1 per 3 ratio), an explanation as to why the motor patrol team is not considered to be a dismounted patrol team will be provided.

c. TDA units. Additional information will be provided when the equipment is required--

(1) In support of a mission being transferred. State the UIC and name of the TDA unit losing the mission. State whether the losing unit is transferring its authorized equipment. If so, complete part IIB of DA Form 4610-R. If the equipment is not being transferred, state why. State the types and quantity of equipment the losing TDA unit used to perform the mission.

(2) For a new mission that is not being transferred from another TDA unit. State that the personnel spaces required to perform the mission have been approved by HQDA or are within the resources of the proponent.

(3) For management improvement of a function. Complete part IIA of DA Form 4610-R to list the equipment to be deleted if the request is approved. Otherwise, state that no presently authorized equipment can be deleted.

(4) To support other end items assigned to the DS or GS maintenance support function. Include the number of end items the requested equipment will support. Cite the TM that prescribes the DS or GS maintenance function.

(5) To support a POI. In this instance, the program must be identified. The justification must also include the required student-to-equipment ratio and the size, frequency, and length of classes.

(6) To be transferred to a different paragraph without the requirement for which equipment was originally approved being transferred.

E-4. MR preparation guidelines

~~TAADS-R~~TAADS proponents will apply the guidelines in subparagraphs, a through f, below, as a minimum review for the completed DA Form 4610-R-E. Any MR that does not fully comply with the guidelines will not be submitted to USAFMSA.

a. Part I--Heading.

(1) Use the correct heading.

n(2) Use the correct title of the functional area addressed.

(3) Use the correct document number.

(4) Use the correct unit designation.

(5) Use the correct CCNUM (the latest approved at HQDA).

(6) Use a statement in part IV if the equipment is not required for the current document.

b. Part IIA. Items to be added and/or deleted.

(1) The paragraph or subparagraph numbers listed must match the HQDA-approved document being addressed.

(2) The item(s) requested must be the latest adopted one(s) per SB 700-20.

(3) When the item(s) requested will replace an item(s) presently authorized, the presently authorized item(s) must be shown as a delete.

(4) The cost of the item(s) must be noted.

c. Part IIB. Items to be deleted from other MTOE or TDA. If the item(s) requested in part IIA is to be transferred from another document, part IIB must list the other MTOE or TDA.

d. Part III. Positions to be added (A) or deleted (D).

(1) When additional personnel spaces are required to use the equipment being requested in part IIA, list the personnel spaces in part III. Put a statement in part IV that the personnel spaces have been approved by HQDA.

(2) When a different MOS is required to operate the equipment requested in part IIA, list the added and deleted MOSs in part III.

e. Part IV. Justification.

(1) Show that the request has been reviewed by interested staff agencies. (As applicable)

(2) Include a statement in the justification on why like items presently authorized cannot be used to accomplish the function.

(3) Ensure that the justification fully and completely supports the request.

(a) State cost savings and other benefits for the personnel, maintenance, and support equipment. If higher costs for personnel, maintenance, or support equipment are required, explain why they should be expended.

(b) State the function the item will serve and how it will be used.

(c) State the specific impact on unit mission if the item is not obtained.

(4) Do not forward to USAFMSA if the item(s) requested within proponent approval authority.

(5) When the request is for support of a new mission, cite the authority to perform the mission and clearly state how the requirement(s) will be satisfied by transfer from one or more ~~TAADS-R~~TAADS documents. List the deletions in part IIB of DA Form 4610-R.

(6) When communications equipment requested is above base TOE quantity, comply with paragraph D-56~~m~~ and Appendix N.

(7) When tactical communications equipment is being requested for a TDA unit, comply with paragraph D-57 and paragraph N-4.

(8) When the request is for a nonreadiness reporting MTOE military police unit, state in the justification the number of TDA augmentation personnel that will use the equipment requested. Ensure that the number equals the manpower requirement as listed in the published TDA. When vehicles are requested, ensure that only a general purpose or passenger transport vehicle being requested for a CONUS unit and only a tactical vehicle is re~~r~~quested for an overseas unit. Cite the number of areas patrolled by patrol and associated teams in the justification.~~?~~ Delineate the patrol areas by the number of teams used for 24-, 12-, or 8-hour surveillance.

(9) When the request is based on an increase in equipment usage, consider actual use of all like type equipment on MTOE or TDA considered to determine whether the increase can be accommodated within current resources. State why it is not feasible.

(10) Include the DA TMDE registration number (DA Pam 700-20) with request for TMDE. (See para E-6~~4~~.)

(11) Prepare and include communication net diagrams for TDA requests (wire or radio diagrams).

(12) When commercial equipment (SB 700-20, chap 6) is being requested, comsider standard items (SB 700-20, chap 2) that are excess to total requirements. Make a recommendation as to whether or not the item(s) should be adopted as standard and added to an adopted item or as a new item.

(13) When the request pertains to tool sets, test equipment, and other maintenance-related items, cite the level of maintenance to be performed, the end item to be maintained, and the page numbers of the TM that prescribes the specific use.

(14) When the request pertains to power driven equipment, include a statement as to the source of power for such equipment.

(15) When the request pertains to an MTOE unit, for an item not included in the base TOE, recommend the equipment readiness code (ERC) that should be assigned to the equipment.

(16) Include a specific statement that the item can be stored and maintained. Indicate whether the personnel associated with the equipment included only in a concept plan or whether they already in the published MTOE or TDA.

(17) When the request is for MHE, provide evidence of coordination with the appropriate installation MHE control office. (See para D-29.)

(18) Ensure that the requested equipment the minimum essential requirement necessary to accomplish the TOE wartime doctrinal mission. If so, submit to USAFMSA as a request for change to the TOE explaining why existing TOE equipment is insufficient to meet the doctrinal requirement (include the doctrinal reference), not as a request for exception to MTOE standardization.

f. Signature. Ensure the initiating commander has signed the MR and a POC is provided.

E-5. Command review

Command involvement is of vital importance to ensure that only mission essential equipment is authorized. Review procedures will be established to ensure determination of the need before requesting an item. At the initiating level, the commander involved will explore all feasible alternatives prior to the submission of an MR. When, in the commander's opinion, the item desired is the most efficient and cost-effective to accomplish the mission, he or she will initiate the MR. It will be forwarded over the commander's signature to the next higher commander who will personally review the request prior to forwarding it through normal administrative channels to USAFMSA.

a. When a request for a commercial item is being processed, the reviewing commander will compare the commercial item cost with that of the related standard adopted item, determine whether it is more cost

effective to lease or purchase, and select an alternative (such as a change in operating procedures), when possible, that will eliminate the need for the requested piece of equipment.

b. Commanders will review the need for all equipment during each annual unit inventory. Equipment no longer needed will be turned in, using normal supply procedures, and appropriate documentation changes will be initiated.

c. Commanders at division or installation level will receive a quarterly summary from the installation staff of the numbers and type equipment requested, the cost to the command, and the status of the MR submitted.

E-6. TC exemption procedures

The procedures below are applicable to commercially available items mentioned in paragraph 6-12 of this regulation that are not included in SB 700-20, chapter 6. Items in SB 700-20, chapter 6 are exempted from TC and requirements need only be reflected in the TDA or JTA after prior approval per sections X and XII, chapter 6.

a. Approval authority for BCE items listed in paragraph 6-38a, has been delegated to the TDA or JTA proponent. However, the proponent will neither authorize such items nor initiate acquisition action unless the items are completely justified and until the agency responsible for materiel management of the items (mission assignee agency) has concurred in TC exemption (TCE) of those requirements for items requiring HQDA approval. (See para E-6c below.) When a standard item of equipment is available in the Federal supply system, it must be used. A request for commercial items must indicate a compelling and fully justified reason that precludes use of the standard item. Mission assignee agencies and the form used to obtain TCE are as follows:

(1) AR 708-1 designates AMC and the OTSG as mission assignee agencies.

(2) Mission assignee also includes TDA or JTA proponents to which authority to exempt commercial items from TC has been delegated by AR 70-1.

(3) To obtain TCE, the TDA or JTA activity will provide the necessary information entered on DA Form 4840-R (Request for Type Classification Exemption/LIN for Commercial Equipment) through command channels to the appropriate mission assignee agency.

b. Instructions for completion of DA Form 4840-R for TCE are in figure E-1. Figure E-2 is an example of the completed form. A copy of DA Form 4840-R is located at the back of this regulation. This form is authorized for electronic generation or it can be locally reproduced on 81/2 X 11-inch paper. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. All required signatures must appear on the electronically generated form. The form number of the electronically generated form will be shown as DA Form 4840-R-E and the date will be the same as the date of the current edition of the printed form.

c. After consideration has been given to standard items and it has been determined that none will satisfy the requirement, TDA or JTA proponents may exempt from TC the requirement of the TDA or JTA activity when the function is required only by the requesting activity and is not a common function of any similar activities known to the proponent. The exemption will be certified in writing by the TDA or JTA proponent, which will be the office of permanent record. Those exempted requirements that are to be HQDA-approved will be submitted with complete justification to the mission assignee for exemption concurrence and approval, or when necessary, for forwarding to the HQDA agency with central management responsibility for the item. Requests received without complete justification will be returned to the TDA or JTA proponent for correct processing. When a common requirement is surfaced, the TDA or JTA proponent will recommend to the proper mission assignee agency whether or not the item should be centrally managed and type classified.

d. The mission assignee will review the recommendation for exemption from type-classification and, if the exemption is approved, develop a generic nomenclature and furnish it to the TDA or JTA proponent. The proponent will then acquire the item using the approved nomenclature and specifications. After acquisition of the item, the TDA or JTA proponent will furnish the mission assignee the necessary information on DA Form 4840-R for obtaining the NSN and SLIN. Instructions for completion of this form for NSN and SLIN are in figure E-3. Figure E-4 is an example of a completed DA Form 4840-R for requesting a NSN and SLIN.

e. When requesting a LIN for commercial equipment, a commercial and government entity (CAGE) code must be entered in block 8 on DA Form 4840-R. CAGE codes are published on the ~~Army~~ Federal Logistics Data on Compact Disk (FEDLOG~~ARMYLOG~~), available from Defense Logisitcs Information Service (DLIS)~~LOGSA, (ATTN: AMXLS-CDD)~~. If the manufacturer is not listed in on FEDLOG~~ARMYLOG~~, a request for assignment of a CAGE must be initiated on DD Form 2051 (Request for Assignment of a Commercial and Government Entity (CAGE) Code) by the MACOM or installation contracting agency. (See AR 708-1.) Section B of this form must be completed by the firm to be coded, to include signature of the manufacturer's representative in block 10. Completion of the form indicates the manufacturer's willingness to be assigned a CAGE code and have it published in appropriate media. Attach the completed form to the DA Form 4840-R being submitted to USAFMSA, for processing by the appropriate AMC MSC. in accordance with DoD 4130.2-M, paragraph 232.3, any reference number entered into the Federal Catalog System will have a CAGE code assigned to the manufacturer prior to entering the manufacturer's part or reference number into the Central Catalog File. Therefore, if a request for assignment of a LIN for commercial equipment (sec II of DA Form 4840-R) is received by USAFMSA with block 8 blank and a completed DD Form 2051 is not attached, the request will be returned for appropriate action.

f. On receipt of a NSN and SLIN from the mission assignee, the TDA or JTA proponent will include the items in the TDA (sec III) or JTA (sec II) on or after the effective date of the SB 700-20 in which the LIN will appear.

g. For items in those categories listed in paragraph 6-29~~31~~ of this regulation that require HQDA approval, USAFMSA, after reviewing the request for exemption of the requirement from TC, will recommend approval or disapproval and process the proponent requirement to OTSG (DASG-HCL). On receipt of approval from HQDA, the TDA or JTA proponent will either submit the requisition to the appropriate MSC that will cite PAA funds to the proponent with authority for local acquisition, or initiate central acquisition and notify the proponent. (Exception: BCE items are locally purchased using BCE funds.) If LIN, generic nomenclature, and NSN are known and these data are included in SB 700-20, the MSC will furnish the information to the proponent. Otherwise, for local acquisition of those items in paragraph 6-38a, the TDA or JTA proponent will initiate local purchase and provide data in paragraph E-6d above to mission assignee to obtain NSN and LIN. For central acquisition, MSC effects acquisition and develops data in d above to obtain NSN and LIN.

h. TDA or JTA proponents will forward requests for TC exemption and for assignment of SLIN to the following mission assignee agencies as appropriate:

(1) For medical items, to OTSG (DASG-HCL)

(2) For all other items, to Commander, USAFMSA.

i. Requests received by mission assignee that do not include all the data (para E-6a, d, and e above) will be returned for completion prior to processing.

j. In those instances when the mission assignee determines that the requirements may also be applicable to TOE units, the requirement will be forwarded to HQ TRADOC for review and comment, and the TDA or JTA proponent will be advised of action taken. Pending the decision regarding the requirement for type-classification and provided appropriate approval is first obtained, the TDA or JTA proponent may acquire an item possessing the required characteristics. After acquisition of the item, the TDA or JTA proponent will furnish the mission assignee the data in paragraph E-6d above. In the event HQ TRADOC decides that the requirement is applicable to TOE units, the TDA or JTA proponent will be advised by HQ TRADOC that the mission assignee agency will initiate TC action (See AR 70-1, AR 71-9, and AR 611-1.).

k. Before a TMDE item can be exempted from type-classification, it must be registered in the DA TMDE Program. Acquisition requests for TMDE included in the DA TMDE Register (DA Pam 700-20) will be submitted on DA Form 4062-1-R (TMDE Acquisition Approval Analysis Data) to Director, U.S. Army TMDE Activity (AMXTM-LM-A). Requests for acquisition or registration of TMDE not in the TMDE Register will be submitted on DA Form 4062-R (TMDE Item Technical Description) and DA Form 4062-1-R. (See AR 750-43.) This DA TMDE registration number will be indicated in item 16 of DA Form 4840-R.

E-7. Correcting unit price of equipment contained in SB 700-20, chapter 6

The unit price of equipment in SB 700-20, chapter 6 is initially established from the DA Form 4840-R requesting assignment of a LIN. To keep unit prices current with the latest acquisition cost, request for changes should be submitted as follows:

a. When an item of equipment is procured and the unit price is different from that recorded for an NSN published in chapter 6 of SB 700-20, a request for unit price correction will be submitted to USAFMSA.

b. The request will identify the LIN and NSN effected with a copy of the DD Form 250 identifying the latest acquisition cost attached as an enclosure.

E-8. Commercial equipment procured and distributed by direction of HQDA or higher headquarters

The following procedures will be used when commercial equipment as described in paragraph 6-12 of this regulation is procured and distributed by direction of HQDA or higher headquarters before being cataloged in SB 700-20.

a. Prior to distribution of the equipment, the HQDA agency directing the action will have issued a LOA identifying organizations to receive the equipment by UIC and quantity authorized. The LOA will serve as an interim authorization document pending assignment of a LIN and inclusion in ~~TAADS-R~~TAADS. It will be coordinated with ODCSOPS (DAMO-FDF) prior to being issued.

b. To facilitate inclusion in ~~TAADS-R~~TAADS, the HQDA agency directing acquisition and distribution will ensure LINs for all equipment identified in the LOA are obtained. The instructions in Figure E-3 will be used to complete DA Form 4840-R for requesting a LIN. The only exceptions to the instructions are that "All Army" will be entered in block 2 in lieu of a TDA/JTA designation and a basis of issue for inclusion on the FMBB will be provided in block 16. Upon assignment of a LIN, USAFMSA will de provided in block 16. Upon assignment of a LIN, USAFMSA will disseminate this information and the basis of issue to facilitate ~~MACOM~~ documentation in ~~TAADS-R~~TAADS.

c. Providing repair parts, maintenance services and operator training for TCE commercial equipment is a responsibility of the local commander using the equipment. If such support is being provided by the agency directing procurement and distribution, this information will be included in the LOA and provided ODCSOPS (DAMO-FDF) for inclusion of appropriate notes on the FMBB.

E-9. Exceptions

The policies and procedures in paragraph E-6 assume that a NSN and LIN have been assigned to all commercially available TDA or JTA equipment on hand costing $100,000 and over that does not require TC and for which there is no satisfactory standard or adopted counterpart. It is recognized, however, that some of this type equipment on hand may have been overlooked and will be addressed as a result of command equipment surveys under AR 570-7, or may not be qualified for assignment of a NSN, which is a prerequisite for a LIN and inclusion in SB 700-20, chapter 6. Therefore, the type items listed below will be documented in the TDA (sec IIIS) or in the JTA (sec II) per AR 1-75. Proponent LINs will be

assigned when the section III supplement of the TDA is being maintained. When the on-hand item is replaced by a currently manufactured item, the replacement item will be processed for approval, for exemption from TC, for NSN, and for SLIN per paragraph E-6 of this regulation, and will be included in the TDA (sec III) on or after the effective date of the SB 700-20 in which the LIN will appear.

a. An item for which the manufacturer no longer exists.

b. An item without model or part number.

c. An item no longer manufactured.

d. An item obtained by acquisition overseas from other than North Atlantic Treaty Organization (NATO) countries and intended solely for overseas use.

E-10. Equipment procured overseas

Previously, items obtained through overseas procurement and intended solely for overseas use were exempt from inclusion in SB 700-20, chapter 6, and section III of the TDA because the items could not be included in the U.S. Federal Stock Number System. However, provisions are now made for a NATO stock number.

a. An item of supply produced by a NATO member nation is identified by the fifth and sixth positions in the NATO stock number (for example, 12 for Germany and 00 or 01 for the United States). When such items enter the supply system of the U.S. Government, they are identified by the NATO stock number if codification agreements have been extended to provide for acquisition of foreign item identification data through the Defense Logistics Services Center. For U.S. internal management of such items, the NATO stock number is used and recognized as the NSN.

b. International cataloging procedures only apply in the case of MHE and passenger carrying vehicles procured from NATO member nation sources for exclusive use in overseas commands. After acquisition of the items, the appropriate MACOM will furnish details of the items to be stock numbered to USAFMSA on DA Form 4840-R in accordance with instructions in figure E-3 for forwarding to the proper AMC MSC. In turn, the AMC MSC will act for the Army in obtaining the NATO stock number for the following:

(1) Army use.

(2) Matching against U.S. manufactured items and inclusion under a LIN already established in accordance with AR 708-1.

(3) Inclusion in SB 700-20, chapter 6, with remark"(appropriate NATO country) manufacture" to identify the source of the item in the reference data column.

c. Items being cataloged will be documented in the TDA section III supplement until they can be documented in section III on or after the effective date of the SB 700-20 in which the NATO stock number will appear under an SB 700-20, chapter 6, LIN.

d. The passenger carrying vehicle reporting requirements under provisions of AR 58-1 and AR 700-88 are unchanged for NATO vehicles.

E-11. Continuing Requirements for Standard Items--Emergency Request

When requirements are so urgent that they cannot await normal processing of a MR, an emergency request may be forwarded by the most expeditious means through command channels to the appropriate approving authority (para E-17). Use of the emergency request must be closely monitored at all levels of command. Full justification as well as detailed evidence that all reasonable alternatives have been explored must be provided with the request. In approving the request for additional equipment, the approving authority must be assured that the provision of such equipment is the only satisfactory solution to an existing shortfall in mission accomplishment. Restraint will be imposed by decisionmakers at all levels to preclude using emergency request procedures for the sake of instant change.

E-12. Guidelines and conditions to be considered

As a minimum, the following questions will be answered and explained prior to submitting requests for emergency authorizations:

a. Is the item required for the health or welfare of members of the unit?

b. Is the item necessary to prevent undue suffering or loss of life?

c. Will delay in receipt of equipment detract from the operational readiness of the unit?

d. Has a change in environment occurred that requires additional equipment?

e. Has the possibility of temporary loan been considered, particularly when the increase is based on immediate situations and not on continuing needs?

f. Has on-the-spot experience generated the requirement?

g. Does the justification apply to all like units in the command? If so, why should a single modification to one unit be requested?

h. What is the impact in the event the request is disapproved?

i. If the request is associated with a concurrent request for additional personnel spaces required for operation and maintenance of the items and the request for spaces is denied, should the equipment request also be denied?

j. If the equipment is to support an operational plan, does the request represent all command requirements for implementation of the particular plan?

k. Is there any substitute equipment that can be used to meet the emergency on a temporary or continuing basis?

l. Has the possibility of equal "trade offs " of equipment resulting from the reorganization of more than one unit been considered?

E-13. Insufficient basis

Some examples of reasons that are not considered as sufficient basis for submission of emergency requests are—

a. To satisfy needs that have existed for an extended period of time.

b. To obtain authority for obligation of remaining year-end funds (unless the authorization has been previously included in authorization document submissions and approval has not been received).

c. To obtain authorization for items not essential to the unit mission.

E-14. Minimum information

As a minimum, emergency requests will contain the following information:

a. Identification of the unit, including unit designation, document number, CCNUM, and EDATE.

b. Complete line or LIN for requested personnel or equipment changes in the ~~TAADS-R~~TAADS detail format; that is, current and proposed authorization and assets on hand by LIN and nomenclature for equipment, and by branch, MOS, and grade, as appropriate, for personnel.

c. A statement of the emergency and detailed justification for the proposed authorization. A detailed statement must be made as to why the item cannot await normal documentation in an MTOE or TDA. The length of time it takes a higher headquarters to approve an authorization document is not sufficient reason to use as an emergency. Generally, the amount of detail included in the justification for specific equipment varies directly with the importance of the item or intended use. In all cases, however, the amount of detail must be sufficient to allow a complete objective analysis of the requirements by all reviewing and approving agencies.

d. A statement as to whether or not the requested equipment is in the possession of the using unit through temporary loan.

e. A statement regarding adequacy of currently authorized personnel to operate and maintain the equipment, or if additional personnel are required, that they have been separately requested.

(1) Additional manpower spaces must be requested separately but simultaneously with the equipment request. Approved emergency equipment authorizations will not subsequently be used as justification for manpower space increases.

(2) Request for manpower spaces required to operate and maintain the requested equipment will be contingent on approval of the equipment request.

f. If the request is for nonstandard items of equipment, and comparable adopted items of equipment are in the supply system, a statement as to why the nonstandard item should be approved in lieu of the adopted item.

g. If the request is for nontype-classified items of equipment, a statement regarding action to propose an appropriate TC.

E-15. Required endorsement

Proponents forwarding or referring the unit emergency requests to USAFMSA for approval will, as a minimum, include the following in their endorsements:

a. A statement to indicate that the emergency request cannot be accommodated within proponent authorizations by realignment within and between assigned units.

b. A statement as to whether or not the request applies to all like units in the command. If it does apply to other like units, furnish a list of MTOEs or TDAs, and UICs.

c. A statement that substitute equipment can or cannot be used on a temporary or continuing basis to meet the emergency.

E-16. Return for completion

Requests that do not include all the information in paragraphs E-14 and E-15 above will be returned to the ~~TAADS-R~~TAADS proponent for completion prior to processing.

E-17. Approval of emergency request

Emergency request for equipment will be approved by--

a. TDA proponents. Within authority delegated by this regulation, TDA proponents may approve emergency requests for non-HQDA controlled equipment and NTVs. A copy of all approvals will be furnished to CDR, USAFMSA. Proponent approved emergency authorizations will be documented in the TDA and forwarded to HQDA for recording action.

b. USAFMSA. ~~TAADS-R~~TAADS proponents will forward all emergency requests for HQDA-controlled equipment to CDR, USAFMSA for approval. The ~~TAADS-R~~TAADS proponent (the MACOM) will be notified of the action taken. If approved, an information copy of such action will be furnished to the proper AMC MSC. Approved requests will be applied to the TDA/MTOE ~~by the proponent~~ as provided in the approval message or memorandum.

E-18. Requisitioning of emergency requirements prior to approval

Requisitions will not be submitted until the emergency requests to which they pertain are approved by the appropriate approval authority. Use the following instructions to complete the requisition:

E-19. Instructions for completing DA Form 4840-R for TCE

- Block 1. Enter date form completed by initiator.
- Block 2. Enter complete TDA number (to include command code) or JTA number.
- Block 3. Enter complete name and address of requesting TDA or JTA activity. For a TDA, enter CCNUM of TDA and TDA paragraph number in which the item will be documented.
- Block 4. Enter the proposed nomenclature and quantity required. Use SB 700-20 for nomenclature guidance.
- Block 5. Enter the required function of the equipment and the required performance characteristics. If the model number and manufacturer of a piece of equipment capable of performing the function is known, complete items 8, 9,10, 11, and 12. Attach manufacturer's brochure and specifications or both (block 15). (See Note 3.)
- Block 6. Enter LIN(s) considered and reason(s) for nonacceptance. Conclude with the statement "There is no acceptable standard item in the supply system. "
- Block 7. Enter the date that the item is required to be on hand.
- Block 8. Enter full name of manufacturer (MFG) for the equipment listed in block 5 if known.
- Block 9. Enter CAGE code if listed in FEDLOG~~ARMYLOG~~.
- Block 10. Enter full address of manufacturer.
- Block 11. Enter model number assigned by manufacturer. Do not list a serial number.
- Block 12. Enter part number assigned by manufacturer.
- Block 13. NA for TCE.
- Block 14. Enter unit cost.
- Block 15. Place an "X" in the proper boxes to denote the information attached. A manufacturer's brochure, specifications, or both must be furnished.
- Block 16. NA for TCE.
- Block 17. Enter any appropriate remarks or further explanatory information. The back of the form may be used to continue any item. As a minimum, enter the following:

- a. Enter complete justification per paragraph E-4e.
- b. Enter the procurement appropriation program in which this requirement will be included.
- c. For items of TMDE, enter the DA TMDE registration number per AR 750-43. (See para E-6k.)
- Block 18. Enter name of an individual acquainted with the technical requirements for the item. Enter the mailing address to include office symbol, DSN and commercial telephone numbers in appropriate blocks.
- Block 19. Enter name and title of individual whose signature appears in block 20.
- Block 20. Signature of responsible individual.

Note. 1. Do not request TCE for equipment on hand.
2. Provide three copies of DA Form 4840-R to the proper mission assignee agency indicated in para E-6h.
3. Functions and characteristics relate to performance capabilities not why an item is required or how it will be used.

E-20. Instructions for completing DA Form 4840-R for obtaining NSN and SLIN

- Blocks 1, 2, and 3. Same as for TCE.
- Block 4. Same as for TCE except the nomenclature assigned by the mission assignee may be used.
- Block 5. When appropriate, the following should be furnished to describe equipment for which LIN is required.
- a. Physical characteristics (that is, floor, table, skid, trailer, or caster mounted).
- b. Electrical requirements (that is, AC/DC, voltage, amperes, and single or three phase).
- c. Type of fuel required (that is, gasoline, diesel, or number one heating oil, etc.).
- d. Rated capacity of equipment (that is, tons, temperature, cubic feet per minute, pounds per square inch, or horsepower).
- e. For machine tools, provide size of work table surface, table travel, spindle size, direction of tool travel (that is, longitudinal, cross, vertical, blade diameter of saws). (Note 2)
- Blocks 6 ~~and 7~~. NA for LIN.
- Block 7. Item on han.
- Block 8. Enter full name of manufacturer (MFG.) of the on hand item.
- Block 9. Enter CAGE code of the manufacturer of the on hand item. See FEDLOG~~ARMYLOG~~. If not listed therein, a DD Form 2051 (Request for Assignment of Commercial and Government Entity (CAGE) Code) must be prepared and attached. (See para E-6e)
- Blocks 10, 11, and 12. Same as for TC
- Block 13. Enter NSN if known.
- Block 14. Same as for TCE.
- Block 15. Same as for TCE except if DD Form 2051 is to be attached, it must be noted here.
- Block 16. Enter TCE log number. If TCE was not obtained, provide in block 17 complete rational of how item was obtained to include type of funding used. The statement "Found on installation." is not acceptable.
- Block 17. Enter "Date received" and the date equipment was received.
- Blocks 18, 19, and 20. Same as for TCE.

Note. 1. Provide three copies of DA Form 4840-R to the proper mission assignee agency indicated in para E-6h.
2. Functions and characteristics relate to performance capabilities not why an item is required or how it will be used.

REQUEST FOR TYPE CLASSIFICATION EXEMPTION/LIN FOR COMMERCIAL EQUIPMENT

For use of this form, see AR 71-32; the proponent agency is ODCSOPS

1. DATE: 23 August 1995

2. TDA/JTA NUMBER: SFW4PCAA

3. NAME & ADDRESS OF REQUESTING ACTIVITY

Headquarters
Fort Potomac
Washington, DC 20310-0460

CCNUM: SF0495
PARA: 011

SECTION I - REQUEST FOR EXEMPTION FROM TYPE CLASSIFICATION

4. PROPOSED NOMENCLATURE

Sweeper Road Vacuum: truck mounted — 1 each

5. EQUIPMENT FUNCTION AND REQUIRED CHARACTERISTICS

Sweeps and vacuums sand, pine straw, and trash from installation roads, streets and parking lots. Designed to mount on front of 5 ton stake body or dump truck. It can be removed when the vehicle is required for other use.

6. LIN CONSIDERED AND NOT ACCEPTABLE FOR THE FOLLOWING REASONS

U76754. A vacuum is required as this item will not pick up sand or pine straw. There is no acceptable standard item in the supply system.

7. DATE ITEM IS REQUIRED

1 March 1996

SECTION II - REQUEST FOR LIN

8. FULL NAME OF MANUFACTURER: Johnston Equipment Inc.

9. FSCM: 54548

10. ADDRESS OF MANUFACTURER: 45 Walnut Avenue, Clark, NJ 07066

11. MODEL NUMBER ASSIGNED BY MANUFACTURER: 400

12. PART NUMBER ASSIGNED BY MANUFACTURER: N/A

13. NSN *(if known)*: N/A

14. UNIT COST: $150,000.00

15. INFO ATTACHED: [X] MFG BROCHURE [ ] DRAWING [X] SPECIFICATIONS [ ] DD FORM 2051 [ ] PHOTOGRAPHS [ ] COMMAND EQUIPMENT SURVEY APPROVAL

16. AMC EXEMPTION FROM TYPE CLASSIFICATION RECEIVED [ ] YES [ ] NO

IF YES, ENTER USAFISA LOG NUMBER: N/A

17. REMARKS DCSLOG recommends approval of this request. Unserviceable towed sweeper on hand does not have a vacuum and is not as efficient to operate as a truck mount -ed sweeper. The sweeper is required to clean 50 miles of installation roads and streets as well as 5 parking lots. This could not be as economically accomplished without the sweeper. FY 96 BCE will be used for the procurement of this equipment.

18. PERSON MOST KNOWLEDGEABLE WITH THE TECHNICAL REQUIREMENTS FOR THE ITEM

a. NAME: George C. Jones, Equipment Manager

b. PHONE NUMBER *(Commercial)*: (202) 695-5678

c. ADDRESS: Hq, Fort Potomac, ATTN: ANSM-E
Washington, DC 20310-0460

d. DSN NUMBER: 225-5678

19. NAME AND TITLE OF INDIVIDUAL RESPONSIBLE FOR ITEM
HARRY P. SMITH
COL, INF
Commanding

20. SIGNATURE

DA FORM 4840-R, SEP 96 — EDITION OF DA FORM 4840-R, JAN 80, IS OBSOLETE

Figure E-1. Example of completed DA Form 4840-R for TCE.

REQUEST FOR TYPE CLASSIFICATION EXEMPTION/LIN FOR COMMERCIAL EQUIPMENT

For use of this form, see AR 71-32; the proponent agency is ODCSOPS

1. DATE: 16 November 1995
2. TDA/JTA NUMBER: SFW4PCAA

3. NAME & ADDRESS OF REQUESTING ACTIVITY
Headquarters
Fort Potomac
Washington, DC 20310-0460

SECTION I - REQUEST FOR EXEMPTION FROM TYPE CLASSIFICATION

4. PROPOSED NOMENCLATURE
Truck Lift Fork: diesal engine 10,000 lb 1 each

5. EQUIPMENT FUNCTION AND REQUIRED CHARACTERISTICS
Hydraulic lift machinery, power lift action; 2 dual wheels drive, 2 single steerable wheels; 100 inch maximum lift height of fork; fork side shift provision; electric magnetic interferance supressor; automatic transmission; 48 inch fork length. Used in warehouses and for outside storage facility.

6. LIN CONSIDERED AND NOT ACCEPTABLE FOR THE FOLLOWING REASONS
N/A

7. DATE ITEM IS REQUIRED
On hand.

SECTION II - REQUEST FOR LIN

8. FULL NAME OF MANUFACTURER
Yale Materials Handling Corporation

9. FSCM
83299

10. ADDRESS OF MANUFACTURER
Routes 523 & 30, R. D. 3
Flemington, NJ 08822

11. MODEL NUMBER ASSIGNED BY MANUFACTURER
GBP100MCJUVO88

12. PART NUMBER ASSIGNED BY MANUFACTURER
SMY410943-302132

13. NSN *(if known)*
N/A

14. UNIT COST
$67,399.00

15. INFO ATTACHED: [x] MFG BROCHURE [ ] DRAWING [ ] SPECIFICATIONS [ ] DD FORM 2051 [ ] PHOTOGRAPHS [ ] COMMAND EQUIPMENT SURVEY APPROVAL

16. AMC EXEMPTION FROM TYPE CLASSIFICATION RECEIVED [x] YES [ ] NO
IF YES, ENTER USAFISA LOG NUMBER: 95-0234-00

17. REMARKS
Date received: 15 October 1995

18. PERSON MOST KNOWLEDGEABLE WITH THE TECHNICAL REQUIREMENTS FOR THE ITEM

a. NAME
George C. Jones, Equipment Manager

b. PHONE NUMBER *(Commercial)*
(202) 695-5678

c. ADDRESS
Hq, Fort Potomac, ATTN: ANSM-E
Washington, DC 20310-0460

d. DSN NUMBER
225-5678

19. NAME AND TITLE OF INDIVIDUAL RESPONSIBLE FOR ITEM
HARRY P. SMITH
COL, INF
Commanding

20. SIGNATURE

DA FORM 4840-R, SEP 96 EDITION OF DA FORM 4840-R, JAN 80, IS OBSOLETE

Figure E-2. Example of completed DA Form 4840-R for obtaining the NSN and SLIN.

Appendix F.
Equipment Usage Standards

F-1. General

Usage standards for selected categories of equipment are provided in paragraph F-5. These minimum standards were established as ones that should be attainable for general purpose assignment and normal use of equipment in TDA organizations. When individual pieces of equipment within a category are not attaining the minimum usage, the entire category will be analyzed by the using activity with a view toward equalizing use through rotation, pooling of assets, or other management techniques, and determining whether assets and/or authorizations should be reduced accordingly. When more than one of a similar type of equipment is on hand and individual items are only meeting the minimum usage standards, an analysis of all such items will be accomplished to determine if a consolidation of requirements can be accomplished that will result in the reduction of equipment while achieving the objective standards.

F-2. Bases for computation

Usage standards prescribed herein are generally based on hours, days, or times used. Therefore, the bases for computation are as follows:

a. Workweek. A 4- or 5-day, 40-hour workweek, less Federal holidays, in other words, 8 hours per holiday reporting period.

b. Hourly basis. The base figure of 168 hours per month or 504 hours per quarter.

c. Operational days. The base figure, in other words, the total workdays in the quarter less the days in maintenance. For equipment that is regularly used more than the normal 8 hour workday, 2 or 3 shifts per 24 hour day, computation will be based on all usage within the 16 or 24 hour day. When using the formula in paragraph F-4a(4) and (5) for computation of equipment usage during a 16 hour day, all numbers will be doubled, and for a 24 hour day, they will be tripled.

d. Other basis. The base figure, developed locally for items that have usage measured other than the above, for example, rounds fired or experiments conducted or miles of operation.

F-3. Life expectancy

Refer to proper technical bulletins for maintenance expenditure limits as these documents provide current life expectancy for appropriate equipment by nomenclature, NSN, and serial numbers. They also provide the expected useful life years. Life expectancy of each item will be included in the locally produced monthly and quarterly equipment usage and availability data report completed per Appendix G, paragraphs G-1b and c.

F-4. Computing use percentage

Use percentage is computed as shown below. Workweek is same as stated in paragraph F-1a. However, computerized programs may use 2,000 miles or 168 hours per month as appropriate for prime shift periods. Miles or hours in excess of this amount will be allotted to extra shift operations.

a. Compute the usage for equipment in this appendix by one of the following formulas, as applicable:

(1) To compute the use percentage for equipment with miles as basis, multiply the total miles used during the quarterly period by 100 and divide the sum by the objective mileage.

(2) To compute the monthly use percentage for equipment with hours as basis, multiply the total hours used in a month by 100 and divide the sum by 168.

(3) To compute the quarterly use percentage for equipment with hours as basis, multiply the total hours used in a quarter by 100 and divide the sum by 504. Another method is to add the monthly utilization percentages of 3 months and divide the sum by 3.

(4) To compute the monthly use percentage for equipment with operational days as basis, multiply the number of days the equipment is operated per month by 100 and divide the sum by the number of operational days in the month.

(5) To compute the quarterly use percentage for equipment with operational days as basis, multiply the number of days the equipment is operated per quarter by 100 and divide the sum by the number of operational days in the quarter.

b. Compute the use percentage for other equipment by locally devised formulas when days, hours, or miles are not the basis for usage. Show the locally devised formulas in the monthly or quarterly equipment usage and availability data report completed per Appendix G, paragraph G-1b and c.

F-5. General use equipment

The usage standards for the categories of general use equipment listed herein are shown in Tables F-1 through F-9 (Equipment category codes (ECC) are derived from DA Pam 738-750).

F-6. Job-peculiar equipment

Job-peculiar equipment are specific items of equipment dedicated to a specific task, to include equipment that has been modified to enable it to perform a specific task. The following list represents those categories that have been approved by HQDA. Using this list, MACOM and HQDA agencies will publish optimum usage standards in the command supplement to this regulation. If weather conditions or other reasons make the development of usage standards infeasible, MACOM and HQDA agencies may exempt appropriate items from collection of usage data. However, in lieu of use standards, an economic analysis (cost comparison if single item) accomplished per AR 11-2 will be maintained with the usage reports completed per Appendix G, paragraph G-1b and c and will be made available to equipment

survey, inspector general, Army Audit Agency, or General Accounting Office teams. Examples of job peculiar equipment are as follows:

a. Body refuse collection.

b. Compressor air power driven truck or trailer mounted.

c. Crushing and screening equipment.

d. Lawn mowers.

e. Pest control spray and fog machine.

f. Servicing platform truck mounted.

g. Snowblowers.

h. Snowplows.

I. lawn and grounds sweepers.

j. Trailer shop van.

k. Tree planters.

l. Tree spades.

m. Truck dump earth moving (15 ton and up).

n. Truck hopper.

o. Truck lubrication.

p. Truck maintenance telephone (up to 1 ton).

q. Truck maintenance telephone (1 to 11/2 ton).

r. Truck materials handling container hoisting.

s. Truck refuse collection.

t. Truck sludge removal with pump and tank.

u. Washing and screening plant (self-powered).

Table F-1. Construction and engineering equipment (operational days).

ECC: NB
Equipment: Mixer bituminous
Use percentage standards: Minimum, 10; Objective, 25

ECC: NB
Equipment: Mixer concrete
Use percentage standards: Minimum, 10; Objective, 25

ECC: NB
Equipment: Paver concrete
Use percentage standards: Minimum, 10; Objective, 25

ECC: NB
Equipment: Paving machine bituminous
Use percentage standards: Minimum, 10; Objective, 25

ECC: NB
Equipment: Spreader concrete
Use percentage standards: Minimum, 10; Objective, 25

ECC: NB
Equipment: Distributor GED
Use percentage standards: Minimum, 10; Objective, 25

ECC: NC
Equipment: Scraper earth self-propelled
Use percentage standards: Minimum, 15; Objective, 30

ECC: NC
Equipment: Scraper earth towed
Use percentage standards: Minimum, 15; Objective, 30

ECC: ND
Equipment: Tractor full tracked
Use percentage standards: Minimum, 20; Objective, 40

ECC: ND
Equipment: Tractor agricultural
Use percentage standards: Minimum, 20; Objective, 40

ECC: NE
Equipment: Grader road motorized

Use percentage standards: Minimum, 15; Objective, 30

ECC: NF
Equipment: Crane shovel crawler
Use percentage standards: Minimum, 15; Objective, 30

ECC: NF
Equipment: Crane shovel truck
Use percentage standards: Minimum, 15; Objective, 30

ECC: NF
Equipment: Crane shovel self-propelled
Use percentage standards: Minimum, 15; Objective, 30

ECC: NG
Equipment: Loader scoop self-propelled
Use percentage standards: Minimum, 15; Objective, 30

ECC: NG
Equipment: Tractor bucket loader
Use percentage standards: Minimum, 15; Objective, 30

ECC: NH
Equipment: Roller motorized
Use percentage standards: Minimum, 10; Objective, 25

ECC: NV
Equipment: Auger earth
Use percentage standards: Minimum, 10; Objective, 25

ECC: NV
Equipment: Ditching machine self-propelled
Use percentage standards: Minimum, 10; Objective, 25

ECC: NV
Equipment: Sweeper self-propelled
Use percentage standards: Minimum, 10; Objective, 25

Table F-2. Calibration standards (operational days).

ECC: KZ
Equipment: Electronic equipment calibration standards set secondary reference
Use percentage standards: Minimum, 50; Objective, 85

ECC: KZ
Equipment: Calibration set: secondary transfer standards
Use percentage standards: Minimum, 50; Objective, 85

Table F-3. Support equipment (operational days).

ECC: QB
Equipment: Generators
Use percentage standards: Minimum, 20; Objective, 40

ECC: QC
Equipment: Compressors
Use percentage standards: Minimum, 15; Objective, 30

ECC: QD
Equipment: Pumps
Use percentage standards: Minimum, 10; Objective, 20

ECC: QG
Equipment: Welding machines
Use percentage standards: Minimum, 20; Objective, 40

ECC: QH
Equipment: Lubricating units
Use percentage standards: Minimum, 25; Objective, 50

ECC: TA
Equipment: Band saws
Use percentage standards: Minimum, 25; Objective, 50

ECC: TB
Equipment: Lathes
Use percentage standards: Minimum, 25; Objective, 50

ECC: TJ
Equipment: Surfacer woodworking
Use percentage standards: Minimum, 25; Objective, 50

ECC: TN
Equipment: Jointers
Use percentage standards: Minimum, 25; Objective, 50

ECC: TT
Equipment: Milling machines
Use percentage standards: Minimum, 25; Objective, 50

ECC: TW
Equipment: Drill machines
Use percentage standards: Minimum, 25; Objective, 50

ECC: UC
Equipment: Steam cleaners
Use percentage standards: Minimum, 25; Objective, 50

Table F-4. Watercraft (hourly basis).

ECC: LA
Equipment: Barges
Use percentage standards: Minimum, 20; Objective, 50

ECC: LB
Equipment: Boat bridging
Use percentage standards: Minimum, 30; Objective, 50

ECC: LC
Equipment: Boat (passenger, picket, and utility)
Use percentage standards: Minimum, 30; Objective, 50

ECC: LD
Equipment: Landing craft
Use percentage standards: Minimum, 20; Objective, 50

ECC: LE
Equipment: Tugs
Use percentage standards: Minimum, 30; Objective, 50

ECC: LF
Equipment: Vessels
Use percentage standards: Minimum, 30; Objective, 50

ECC: LG
Equipment: Propelling units (outboard)
Use percentage standards: Minimum, 20; Objective, 50

Table F-5. Visual information equipment (operational days).

ECC: SV
Equipment: Projectors (movie films)
Use percentage standards: Minimum, 50; Objective, 85

ECC: SW
Equipment: Recorders-Reproducers (audio and/or video)
Use percentage standards: Minimum, 50; Objective, 85

ECC: SA
Equipment: Cameras
Use percentage standards: Minimum, 50; Objective, 85

ECC: SB
Equipment: Public address sets
Use percentage standards: Minimum, 50; Objective, 85

Table F-6. Test, measurement, and diagnostic equipment (operational days).

ECC: KL
Equipment: Signal generators
Use percentage standards: Minimum, 50; Objective, 85

ECC: KZ
Equipment: Multimeters
Use percentage standards: Minimum, 50; Objective, 85

ECC: KZ
Equipment: Oscilloscopes
Use percentage standards: Minimum, 50; Objective, 85

ECC: KZ
Equipment: Test sets
Use percentage standards: Minimum, 50; Objective, 85

Table F-7. Communications equipment (operational days).

ECC: JR
Equipment: Radio (tactical)
Use percentage standards: Minimum, 50; Objective, 85

NOTES:
Should be pooled for maximum usage.

Table F-8. Chemical-biological-radiological protective equipment (operational days).

ECC: JD
ECC: Radiac equipment
ECC: Minimum, 50; Objective, 85

NOTES:
Should be pooled for maximum usage.

Table F-9. Training equipment (operational days).

ECC: N/A
Equipment: Required equipment for approved programs of instruction.
Use percentage standards: Minimum, 50; Objective, 85

NOTES:
Should be pooled where feasible

Appendix G.
Equipment Usage Management

G-1. Procedures for AMC Equipment Utilization Management Plans

a. AMC will conduct utilization surveys to insure that subordinate arsenals, depots, plants and RDTE activities have adequate written plans for controlling equipment utilization and to approve or disapprove the plans. The plans should primarily encompass equipment with an acquisition cost of $100,000 or more, included IPE, OPE, TMDE, equipment purchased with RDTE funds, construction and engineering equipment, and other support equipment. The procedures should provide for the following as a minimum:

(1) Establishment of minimum levels of utilization for equipment that take into account maintenance, production, and other workload requirements, workload forecasts, special setups and operations, surge and mobilization requirements, open capacity, and other factors.

(2) A method for collecting, reporting and evaluating utilization data.

(3) At least annual reviews to justify retention of equipment or to declare equipment excess when it falls below the established minimum level of utilization.

b. Equipment utilization control systems can vary considerably among depots, arsenals, laboratories, and proving grounds. However, a properly designed utilization control system will be compatible with other management information systems or production control systems used at the particular location. The following are five examples of an acceptable equipment utilization system, any of which or combination could be acceptable for a given set of conditions:

(1) Utilization determined by statistical sampling.

(2) Actual measurement by meters, timers, and counters. This method is most applicable to plant equipment having a high dollar value ($100,000 or more) and will normally supplement other techniques.

(3) Manual or mechanical reporting in conjunction with normal manufacturing production control system(s). These are two of the more comprehensive methods for collection and reporting utilization of machine tools. Data can be derived from and processed with the normal planning, scheduling, and reporting of manufacturing related to work orders.

(4) Group identification. This method involves identifying as a unit either all of a particular type of equipment (engaged in similar operations) or all equipment engaged in one operation (items in a line may be of different types).

(5) Individual item identification. Equipment items may be of such a nature that usage is infrequent due to the fact that the equipment is acquired for a specific specialized operation or function. In such a case, the facts should be documents and the retention justified on the special nature of the operation or function.

c. Utilization control of OPE or other items with an acquisition cost of less than $100,000 will generally not be as detailed or sophisticated. Such systems basically require only sampling verification of need or use and quantity of items. Minimum controls should be kept with a review at least on an annual interval, depending upon stability of workload and other pertinent local conditions. Identifying equipment to an operation, station, building, function, shop, work area, tool crib, or machine is a technique that can be used for such items as plant equipment, support equipment, and other similar items generally valued at less than $100,000. Also to be considered are those items of equipment where usage is usually infrequent due to the fact that the equipment is acquired for a specific, specialized operation.

G-2. Procedures for other than AMC arsenals, depots, plants and RDTE activities when usage standards are established

a. Daily usage and availability data will be recorded on DD Form 1970 (Motor Equipment Utilization Record) per DA Pam 738-750 or on other forms in accordance with MACOM procedures developed in support of this regulation for the equipment categories shown in paragraph F-5 above. When an evaluation of equipment usage is being conducted, the DA Form 1750 may be retained until the evaluation is completed. (See para 2-5, DA Pam 738-750.) Equipment usage data compiled by mechanical means per authorized systems such as the AMC Installation Equipment Management Systems may be used in lieu of DD Form 1970 where records developed fulfill the requirements of this regulation. Usage of Army equipment listed and so indicated in DA Pam 738-750, Appendix E, will be recorded on DA Form 2408-9 (Equipment Control Record).

b. Consolidated monthly usage and availability data totals will be recorded on a locally-produced report. The report will normally be prepared on plain bond paper and will include the following categories: Date; nomenclature; registration or serial number; life expectancy; usage basis (to include minimum standard and objective standard); number of miles and hours used, days operated, and so forth (to include computed use percentage and rating); locally-devised formulas (other than in para F-4a above); and signature of the preparer. The usage basis can be miles, hours, operational days, or some other basis. The minimum and objective use percentage standards are listed in paragraph F-5 above. Minimum use for NTV is in AR 58-1.

(1) Each month, the actual usage will be recorded and the used percentage will be computed using the appropriate formulas from paragraph F-4a, above or a locally devised formula when days, hours, and miles are not the basis for usage.

(2) The percentage used will be compared with the monthly criteria and one of the following ratings will be assigned:

(a) U--used less than minimum criteria.

(b) M--used more than or equal to minimum but less than objective criteria.

(c) O--objective criteria achieved or exceeded.

c. At the end of each calendar quarter, a consolidated quarterly usage and availability data report will be prepared in the same manner as b above. The procedures indicated in paragraphs G-2b(1) and (2), above will be used. After the three monthly reports have been consolidated into a quarterly report, the monthly reports may be destroyed. The current quarterly report and the preceding three quarterly reports will be maintained so that an analysis can be made of four consecutive quarterly reports during inspections and reviews by higher commands. A written justification for retention of equipment failing to meet the minimum usage standards will be prepared and filed with this report.

d. TMDE that does not meet usage standards in Table F-6 for a period of over four calendar quarters will not require continued collection of data when it can be certified that it is essential to support the activities calibration mission. A statement that the underused TMDE is essential to support mission requirements will be certified by the installation commander and maintained on file with the last four consecutive quarterly usage reports. Equipment identified as such will continue to be reviewed and documented in the commanders and equipment managers semiannual walk-through reports.

e. Copies of usage collected per paragraph G-2c, above will be submitted as part of the justification when requesting additions of similar items to the TDA by memorandum or emergency request.

G-3. Walk-through usage review procedures

a. An equipment walk-through usage review will be used by activities in all MACOMs to identify unused or seldom used equipment, especially when equipment usage cannot be determined or measured by established usage standards (days, hours, or miles). These procedures will be used to manage equipment listed in Appendix F, with an acquisition cost of less than $10,000, other items for which we do not collect usage data such as miscellaneous office equipment, and to evaluate locally established standards. It is essential that walk-through usage reviews be comprehensive to ensure that the purpose and policies of this regulation are met.

b. The purpose of a walk-through is to assist the commander in evaluating the efficient usage of all authorized equipment. Effective walk-through will enable the commander to pool underused equipment and to turn in equipment that is excess to the organization mission needs.

c. Documented walk-throughs will be conducted by the commander and the equipment manager at least semiannually in shops, laboratories, and offices. Unannounced, documented walk-throughs will also be conducted by the equipment manager on a continuing basis, at least monthly, to identify equipment that is underused and to plan the commander's walk-through. The commander and the equipment manager will not delegate this responsibility to a subordinate except as indicated in paragraph G-3f, below.

(1) The equipment manager's walk-through will be planned to assure that all activities using equipment will be reviewed prior to each commander's walk-through. This will enable the equipment manager to plan the walk-throughs so that the time is used most effectively.

(2) The equipment manager's walk-through should encompass all features of the Equipment Usage Management Program. Equipment density lists, usage reports, and hand receipts, as a minimum, should be consulted prior to and used with each walk-through.

(3) The commander's walk-through should be well planned to provide for review of all problem areas observed during the equipment manager's walk-through. As a means of furnishing contrast, exceptional areas should also be included.

d. The walk-through usage review will include, as a minimum, the following observations:

(1) Is equipment being properly used?

(2) Is there duplication of equipment?

(3) Is equipment being maintained to minimize downtime?

(4) Are functions using like equipment consolidated to the extent possible?

(5) Is calibration of equipment current?

(6) Is equipment that is in standby storage or otherwise not currently in use still required? Is it properly identified, reported as necessary, and adequately maintained?

(7) Is excess equipment removed from the work area and in the process of turn in?

(8) What actions were taken on the recommendations of previous walk-throughs?

e. The results of each walk-through usage review will be documented in a report that identifies the activities visited, the scope of the review, to include equipment observed, and appropriate observations and recommendations. Walk-through reports and follow-up actions will be retained for 12 months after final actions are completed. Justification for retention of underused equipment identified as a result of walk-throughs will be documented as for all other underused equipment and filed with the report. The report will include the following as a minimum:

(1) Name, position, organization, and telephone number of the person(s) conducting the walk-through.

(2) Identification of excess items of equipment or equipment pooled as a result of the walk-through.

(3) List of specific items reviewed.

(4) Recommendations and remarks.

(5) Directed actions.

(6) Actions taken as a result of previous walk-throughs.

f. When subordinate elements of a TDA organization are not located on the same installation or local commuting area as the parent unit, the following procedures may be used:

(1) The parent unit will appoint an equipment coordinator for each subordinate element not collocated with that unit. As an exception to paragraph G-3c, equipment coordinators will be authorized to conduct

monthly equipment usage walk-through reviews. The term "parent unit" as used in this regulation, applies to the unit which subordinate elements are included in the same TDA.

(2) A report will be prepared by the equipment coordinator in accordance with paragraph G-3e, above and forwarded to the parent unit equipment manager with a copy retained in the preparing activity.

(3) Equipment coordinators will provide parent unit equipment managers with a written report of actions taken to correct discrepancies noted during walk-through reviews. Equipment managers and coordinators will file a copy of this report with the appropriate equipment usage walk-through report.

G-4. Command implementation

MACOMS will develop written procedures to implement the provisions of this appendix. Included in the detailed implementing instructions in the command supplement to this regulation will be the MACOM or appropriate HQDA agency-approved job-peculiar equipment list with usage or retention standards pertaining thereto for the job-peculiar equipment located at installations or activities within the MACOM or FOA. The standards will be established after considering such factors as the need for these items of equipment, the specific function they support; alternative methods, and economic feasibility and benefits of labor saving equipment; impact of not having the equipment versus cost of ownership; and so forth. The command list will include the specific identity of each item placed in the job-peculiar equipment category and will include an explanation why other items of equipment on hand cannot accomplish the mission. Underused items of equipment required for future programs may be justified by identifying the program and its scheduled starting date. Decisions to retain an item of equipment for more than 1 year, pending use in a scheduled program, should be based on consideration of such factors as number of like or similar items of equipment on hand; present and future status of the end items within the Army systems; possible substitution of a more common item that would serve the same purpose; or whether the item can be used in other programs thereby improving usage.

Appendix H.
CTA Procedures

H-1. Developing new CTAs or CTA chapters

a. Requests to establish a new CTA or CTA table will be submitted, with rationale, to CDR, USAFMSA.

b. If the request is approved, CDR, USAFMSA will assign responsibility for initial development of the CTA or table, assign a functional proponent and assign a CTA proponent for continuing CTA maintenance and update.

c. The organization assigned responsibility for initial development will prepare a draft using the format in existing CTA(s) as a guide and will use automation if possible to expedite processing and limit manual effort.

d. The preparing organization will solicit information from other interested sources (MACOMs or other users) during the development stage. All unresolved issues will be submitted to CDR, USAFMSA for resolution.

e. A CTA consists of the following:

(1) A title page with separate paragraphs for the history, summary, applicability, proponent and exceptions, interim changes, suggested improvements and distribution.

(2) Table of contents.

(3) Text paragraphs will always be numbered and titled as follows:

(a) 1. Purpose.

(b) 2. References.

(c) 3. Explanation of abbreviations and terms.

(d) 4. Special instructions.

(e) 5. Additional paragraphs will be numbered and titled as appropriate.

(4) Tables divided by functional areas.

(5) Appendixes. The reference appendix will always be appendix A and consist of a Section I, Required Publications; Section II, Related Publications; Section III, Prescribed Forms; and Section IV, Referenced Forms.

(6) A glossary that will have three sections consisting of Section I, Abbreviations; Section II, Terms; and Section III, Special Abbreviations.

(7) Index.

f. The preparing organization will submit the proposed CTA or table to USAFMSA.

g. USAFMSA will process nonadopted items that are to be stocked and issued for assignment of NSNs and SLINs. Until these are received, NSLINs assigned by AMC MSCs will be used.

Commercial nonadopted items approved by USAFMSA for inclusion in the CTA which are not stocked or issued by an AMC MSC, will be assigned a NSLIN only.

H-2. Optional method for making major changes

a. The functional proponent may periodically, or will, at the direction of CDR, USAFMSA, assemble a board consisting of persons knowledgeable in the functional area to identify and consider recommending additions of new items, deletions of old items, and modifying the basis of issue for CTA items which apply to the function. An alternative review method which produces comparable results may be substituted by the functional proponent.

b. The submission to CDR, USAFMSA will include--

(1) Recommended changes and the basis of issue that should apply.

(2) A projection of the Army-wide use requirement.

(3) A manufacturer's brochure identifying the specifications of each commercial item to be added.

(4) A statement by the functional proponent describing the method used for the review and the coordination accomplished prior to submission.

H-3. Requesting addition, deletion, or change of CTA items

a. When requirements justify the addition of an item or modification of an existing basis of issue in a CTA, a DA Form 2028 will be submitted through command channels to the CTA proponent identified in Table 6-3. Request for changes to CTA 50-900 will be submitted to the proponent on DA Form 5965-R (Common Table of Allowance: Basis of Issue for Clothing and Individual Equipment). (See AR 700-86, paragraph 7-12.)

b. Requests will be reviewed at each level to ensure that--

(1) The requested item is correctly identified and has Army-wide requirements.

(2) The recommended basis of issue identifies how many of the requested item should be authorized and which individuals, organizational elements, or locations should be authorized the item.

(3) The justification is factual, clear, concise, and in sufficient detail to enable a reviewer not familiar with the requesting organization/activity to understand the need.

(4) Any item in the current CTA which is most like the item being requested is identified and an explanation why the item(s) will not meet the need is provided.

(5) Only nonexpendable items as defined in paragraph 7-2, AR 735-5 are requested for addition to CTA 50-900 or CTA 50-909.

(6) The unit price of items being requested for inclusion in CTA 50-900 and CTA 50-909 are less than $100,000.

(7) A manufacturer's brochure is provided to identify each commercial item being requested for inclusion in a CTA.

c. The MACOM or agency conducting the final review prior to submission to the CTA proponent will validate the requirement, provide total requirements for items stocked in the supply system or being recommended for stockage, and only forward requests that are recommended for approval.

H-4. Material developer requests for addition of items to CTA 50-909 and CTA 50-970

a. Expendable and durable items do not require a BOIP or TC for inclusion in CTA 50-970. To provide authorization for those items that are to be stocked, issued and supported by the Army wholesale supply system, the mission assignee responsible for management of the item(s) will submit a DA Form 2028 to CDR,USAFMSA with the following information:

(1) NSN and complete description for each item (NSN must be published in the AMDF prior to inclusion in the CTA.).

(2) Unit of issue.

(3) The basis of issue and quantity to be authorized.

(4) Name and phone number of individual providing the information.

b. Nonexpendable items that are exempt from the BOIP process in accordance with chapter 3, above but are to be stocked, issued and supported by the Army wholesale supply system, must be type classified for inclusion in CTA 50-909.

c. Prior to submission of the materiel status record and request for assignment of a standard LIN, the mission assignee responsible for management of the item(s) will submit a copy of the requirement document and a DA Form 2028 to CDR, USAFMSA providing the following information for each item being assigned a standard LIN:

(1) NSN and LIN (if available) and complete description.

(2) Same as paragraph H-4a(2), (3) and (4), above.

(3) Identify any replaced or affected existing LIN(s).

(4) Provide any notes or specific instructions associated with the item(s) being authorized.

d. NSN(s) must be published in the AMDF prior to assignment of a LIN and the LIN must be published in SB 700-20 prior to inclusion in the CTA.

Appendix I
Concept Plan/Command Plan Format and Contents

Section I
Concept Plans

I-1. A concept plan is a detailed proposal by a proponent to create new units or to change existing units. The concept plan will consist of an executive summary, tabbed enclosures that provide detailed information and proponent-proposed ~~TAADS-R~~TAADS documents. Enclosures may be omitted if complete information can be presented in the executive summary. An abbreviated concept plan; that is, one that consists of only executive summary information and ~~TAADS-R~~TAADS documents, may be submitted when all required information can be presented in that format. Concept plans that do not conform to the format and content requirements below will be returned ~~without~~ for further action.

I-2. The executive summary will be prepared in the following format and limited to three pages.

a. Subject. (Short, descriptive title of the action, which includes the name of the proponent MACOM or HQDA staff agency and unit. Example: Concept plan (or Abbreviated concept plan) - TRADOC - Fort XXXX.

b. Threshold event and added resources. State the threshold event (para 7-12g of this regulation) that requires submission of the concept plan and whether implementation is contingent on receiving added resources from HQDA.

c. Background. Brief discussion of the deficiency that must be corrected, compelling need for this organizational change and factors that contribute to the need for actions being proposed. This will set the stage for understanding the purpose of the concept plan.

d. Purpose. Reason for proposing concept plan.

e. Objectives. What is to be accomplished. State the specific tangible and intangible improvement to be gained and how they will be verified.

f. Major capabilities to be increased or decreased. Outline of the mission and workload demands that support the proposed organizational structure and requirements levels within the TDA. Workload levels need to be outlined for MTOE to assist in the designation of type MTOE and ALO level; for example,"Type A, B, or C, AG Co. (Light)"

g. Major advantages and disadvantages.

h. Summary changes and resourcing. State how the changes will be resourced.

(1) Pending resource requests. Identify resource requests that have been submitted separately, if appropriate.

(2) Proponent resource changes (requirements and authorizations, plus and minus).

(3) Manpower - Identity, category, and AMSCO (plus and minus).

(4) AMHA functions and manpower, if affected.

(5) Equipment (controlled items).

(6) Funding requirements.

(7) Facilities requirements (by funded project and FY programmed).

(8) Other changes; for example, number of increases or decreases by grades, MOS, ASI, and LIC. Exceptions and waivers to existing policies or procedures which will be required, paid parachute positions, and specialty pay requirements.

i. Name of authority and method used to validate existing and added requirements.

j. Organizational, standardization and stabilization impact. Discuss any departure from organizational or standardization policy and guidance and how destabilization will be minimized or avoided.

k. Readiness impact (MTOEs only).

l. UICs and names of parent units affected.

m. Identification of thresholds, if any, in AR 10-5, that will be breached.

n. Known or possible political sensitivities that should be made known to the ARSTAF.

o. Paragraph and line listing of proposed civilian to military conversions.

p. Identification of affected MDEPs, if any.

q. Name, office symbol, and DSN number of the point of contact.

r. List of supporting enclosures.

I-3. Enclosures.
Prepare detailed enclosures for executive summary subparagraphs only if the information cannot be covered sufficiently in the executive summary. For example:

a. Background discussion that highlights what the proposal is, reasons for it, special features that should be noted, how it will be implemented and other essential information too complex for presentation in summary form.

b. Justification for exception to SG, if required, must be submitted in accordance with AR 611-1~~AR 611-series~~. Previously approved exceptions must be rejustified. Approval of concept plan does not include approval of requests for exception unless specifically stated.

c. Justification for establishment of additional civilian SES and GS or GM-16 and above (See AR 570-4.).

d. DA Forms 4610-R for equipment to be realigned among organizations and for HQDA-controlled equipment items.

e. Justification for recommended EDATE if not assigned per this regulation.

f. Discussion of readiness impact. Normally the formation of units that will have a C-4 rating will not be approved.

g. Requests for assignment of UIC. The existing UIC will be used unless a new organization is created. In that event, the proposed authorization document will use a notional model UIC and the following information is required:

(1) Unit designation.

(2) Proposed EDATE.

(3) Command assignment.

(4) MACOM or HQDA staff agency proponent.

(5) Proposed TPSN.

(6) Location.

(7) TOE or SRC (12 positions).

(8) Status.

(9) Mission (combat, combat support, combat service support).

(10) Brief description of mission to aid in assignment of TPSN.

(11) Notional or Model UIC.

h. Hard-copy proposed authorization document (including section I) for each affected organization~~ and automated magnetic tape~~. The ~~hard-copy~~ submission will include an organizational chart that identifies the number of manpower requirements and authorizations by identify for each major element in the organization. Include only authorizations available within proponent resources.

~~i. VTAADS or ITAADS batch analysis report for each affected unit that depicts changes to personnel and equipment required and authorized quantities. If an automated report cannot be submitted, a manual submission is required.~~

~~j~~j. AMHA audit trail. This audit trail will normally be provided to the concept plan preparer by the manpower management element of the organization for input with the concept plan. If a concept plan is transferring manpower authorizations between two or more UICs, an audit trail must be provided. Show AMHA manpower authorizations transferred. Show all other manpower authorizations transferred as a separate display and drop the AMHA designation.

I-4. Submission

a. Proponents will submit~~one~~ 15 copies~~y~~ of the concept plan to ODCSOPS.

b. Submission and approval of ARNG and USAR concept plans is the same as that for active Army except as follows: For USAR concept plans, the proponent will also provide information copies to CDR, FORSCOM for CONUS and USARPAC or HQ, USAREUR for Europe; and, if appropriate, to the affected CONUSA which will review and provide comments.

c. Concept plans may be submitted at any time.~~; however,~~ ~~TAADS-R~~TAADS documents accompanying the concept plan will be approved only as an out-of-cycle change or in conjunction with the annual command plan approval process~~during a MOC window~~. Initial ~~TAADS-R~~TAADS documentation, reflecting approved concept plan will be submitted in proponent-proposed status unless otherwise directed by ODCSOPS.

d. Concept plans that have received resourcing through the TAA process or require resources from HQDA will have an EDATE not earlier than the second budget year following approval of the plan~~; that is, not earlier than FY97 (1 October 1996) for documents approved during the July-September 1995 MOC window~~.

e. If changes will impact multiple organizations, a single concept plan must address all organizations affected, and must be approved by those organizations prior to submission to HQDA.

~~f. ASA(M&RA) will provide final concept plan approval after HQDA staffing~~

~~is complete.~~

Section II
~~CPLAN~~Command Plan General Instructions and Format

I-5. General instructions

a. Command plans ~~CPLANS~~ will implement TAA or FFR and other authoritative force structure related decisions such as PBDs; they will not be used by MACOMs to resurrect unresolved issues or request added resources.

b. The command plan ~~CPLAN~~ submission must not exceed the MACOMs amended PBG total manpower strength controls; that is, all programmed increases within a MACOM must be offset by equal or greater decreases within the MACOM while satisfying applicable TOE standards, HQDA directives and decision memorandum.

c. Each command plan ~~CPLAN~~ submission will be validated to conform with the established baseline and related processing rules. No changes will be made to the command plan ~~CPLAN~~ submission without prior notification to the MACOM and an opportunity for MACOM response. After the review process is completed, the command plan ~~CPLAN~~ is approved and will be altered only by GO/SES decisions. MACOMs will be formally notified of command plan ~~CPLAN~~ review results and of final GO/SES decisions.

I-6. The command plan ~~CPLAN~~ will consist of the following:

a. Cover. A cover letter that highlights the major internal changes from HQDA-approved positions (for example, Army guidance, Volume III/approved SAMAS tape, PBG), the proposed FY bottom-line strengths for each year of the program and concerns regarding programmed force structure actions.

b. Enclosure 1. Proposed variations from the current SAMAS position. The MACOM will identify at UIC, SRC, AMSCO, MDEP, ROC, military and civilian identity, all reductions and/or increases from the established HQDA position. Directed actions which are unexecuted, partially executed or executed at a different resource level than directed will be identified and listed at the above level of detail.

c. Enclosure 2. Proposed EDATE changes (accelerations and/or delays that result in FY change to programmed actions) will be listed by UIC, SRC, AMSCO, MDEP, ROC, military, and civilian identity. Cite approving authority for the change and rationale for the action.

d. Enclosure 3. Distributed SAMAS automated submission or annotated PAAAL. Submissions will cover execution budget and all future years of the program

e. Enclosure 4. Differences between the PBG and SAMAS will be identified by UIC, SRC, identity, AMSCO, MDEP, and ROC level of detail. If the AMSCO changes from the PBG, this reprogramming action should be highlighted~~identified to the preparers of the Command Budget Estimate (CBE)~~ to ensure that dollars are realigned. Close coordination between force structure and resource managers is necessary in order to ensure that dollar and manpower alignment is achieved. Identify and support any command plan ~~CPLAN~~ requirements in excess of targeted resources. Identify the command's lowest priority spaces as billpayers.

f. Implementing instructions. USAR troop program units as approved by the command plan ~~CPLAN~~ are in AR 140-1.

Appendix J.
Approval authority for document changes

Table J-1 below lists the approval authority and justification required for the various types of document changes. Where the approval authority is HQDA, requests for document changes must be sent through USAFMSA. USAFMSA will coordinate and obtain approval for organizational changes with the ODCSOPS, personnel changes with the ODCSPER, and equipment changes with the ODCSLOG.

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¦Table J-1. Approval authority for document changes
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+-----------------------------------------------------------------------------------------
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¦Type of change                    ¦Approval      ¦Initiated/    ¦Justification required
¦
¦                                  ¦authority     ¦directed by   ¦
¦
+-----------------------------------+--------------+--------------+------------------------
--------¦
¦Organizational changes            ¦              ¦              ¦
¦
+-----------------------------------+--------------+--------------+------------------------
--------¦
¦Deviate from HQDA organizational  ¦HQDA          ¦Proponent     ¦Submit concept plan or
cite     ¦
¦design.                           ¦              ¦              ¦approval authority (if
approved ¦
¦                                  ¦              ¦              ¦as exception to MTOE
¦
¦                                  ¦              ¦              ¦standardization).
¦
+-----------------------------------+--------------+--------------+------------------------
--------¦
¦Activate or inactivate MTOE units.¦HQDA          ¦Proponent     ¦Activate--concept plan
or ommand¦
¦                                  ¦              ¦              ¦plan Inactivate--Cite
approval  ¦
¦                                  ¦              ¦              ¦authority.
¦
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Activate or inactivate MTOE units.	HQDA	HQDA	No justification required--Cite approval authority.
Designate (name) or redesignate (rename) MTOE and TDA units.	HQDA	Proponent	Cite approval authority and/or approved concept plan.
Establish or discontinue TDA	HQDA	Proponent	Establish--Submit concept plan. Discontinue--cite approval authority.
Change MTOE Category from that reflected in the TOE file.	HQDA	Proponent	Submit concept plan.
Change ALO of unit reporting according to AR 220-1.	HQDA	Proponent	Cite approval authority or approved concept plan/command plan~~CPLAN~~.
Change ALO of unit reporting according to AR 220-1.	HQDA	HQDA	No justification required--Cite approval authority.
Make significant organizational changes.	HQDA	Proponent	Justify changes that require HQDA approval and cite approved concept plan, HQDA approval authority.
Reorganize TDA for AMHA.	HQDA	HQDA or Proponent	See AR 570-4 for guidance.
			Personnel Changes

Decrease authorized strength of a unit without impacting on unit readiness (except band positions, club management, chaplain, JAG, or Army medical positions).	HQDA	Proponent	Cite approval authority.
Decrease authorized strength of Army bands, club management, chaplain, JAG (OFF AOC 55A/55B or WO MOS 550A), or Army medical positions.	HQDA	HQDA or Proponent	Cite the directive and approval authority. (See AR 570-4 for guidance.)
Add or change Army SWCC.	HQDA	Proponent	See AR 570-5, para 1-20.
Increase strength of unit, which also increases command ceiling.	HQDA	Proponent	Cite PBG, command plan~~CPLAN~~, or other approval authority.
Increase strength of unit which also increases the command ceiling, e.g., increase of personnel authorized by identity (OFF, WO, ENL, CIV) and/or increase in grade ceilings for military positions required or authorized by grade unless the change resulted from a change to DA PAM 611-21~~the AR 611 series~~ grading standards.	HQDA	HQDA	Identify the initiating directive and resource authority to include approved command plan ~~CPLAN~~ and MDEP.

Change required column of MTOE other than application of CTU or one-for-one conversion or update of POSC.	HQDA	Proponent	Justify changes through request for exception to MTOE standardization. (See AR 570-4.)
Change AOC, MOS, SQI, Grade, SI, ASI, Identity, LIN or AMSCO as a result of HQDA edit file or one-for-one conversion.	Proponent	HQDA	None
Establish positions for, or change including the grade of active Army officer positions in TDA that are not according to grade table.	HQDA	Proponent	Request change, information required in AR 611-1 Submit trade-off position for increases or explain why trade-off cannot be accomplished. Cite DA approval authority upon written HQDA approval. Identify decreases as proponent approved.
Establish positions for or change the grade of an officer position in active Army TDA unit performing advisory duty to Reserve Component.	HQDA	Proponent	Request the change; cite DA authority upon receipt of written HQDA approval. Submit trade-off or explain why trade-off cannot be accomplished
Increase or decrease the grade of an officer or enlisted in MTOE unit.	HQDA	Proponent	Request to appropriate personnel proponent. Include information required in AR 611-1. Submit trade-off positions for

			increases.
Increase/decrease officer or enlisted grades in MTOE units as an exception to grade table.	HQDA	Proponent	Request change, including information required in AR 611-1 Submit trade-off positions for increases. Staff through appropriate channels, to include respective personnel proponent. Cite DA approval upon receipt of written HQDA approval. Identify decreases as proponent approved.
Increase/decrease enlisted grades in TDA as a change to the grade table.	HQDA	Proponent	For increases request change including information required y AR 611-1. Submit trade-off position or explain why trade-ff cannot be accomplished. Staff through appropriate channels to include respective personnel proponent. Cite DA approval upon receipt of written HQDA approval Identify decreases as proponent approved.
Establish enlisted positions in TDA as an exception to DA Pam 611-21 and HQDA NOFCs.	HQDA	Proponent	Submit trade-off position. Request grade increase providing information required per AR 611-1.

Establish CSM positions in TDA position	HQDA	Proponent	Submit trade-off
			Include information required by
			AR 611-1. ODCSPER is approval
			authority for establishing new
			CSM positions, with the
			concurrence of the Sergeant
			Major of the Army. AR 611-1 and
			AR 570-4, para 9-24, provide
			criteria for CSM positions.
Increase or decrease enlisted grades in TDA units in accordance with approved resource authority and grading table.	Proponent	Proponent	Identify the change as proponent
			approved and cite grading table
			and the directive.
Change from one AOC/MOS to another in TDA, provided by grading table.	Proponent	Proponent	Identify the change as proponent
			approved and cite the grading
			table and directive.
Change officer or enlisted AOC/MOS in MTOE units.	HQDA	Proponent	Justify (staff to like units if
			the change is recommended Army-
			wide and submit to SAFMSA).
Change officer or enlisted identifier in MTOE units.	HQDA	HQDA	Identify the initiating
			directive
Change required but not authorized strength of TDA unit except AMHA.	MACOM	Proponent	Cite approval from manpower
			requirement authority (AR 570-4)
			e.g., manpower surveys, MS-3.

Change strength, AOC or ASI or grade of AMEDD commissioned officer authorizations.	HQDA	Proponent	Cite HQDA approval.
Change strength or POSC of operational or nonoperational flying position.	HQDA	Proponent	Cite HQDA approval according to AR 570-4.
Make AMSCO changes except AMHA.	MACOM	Proponent	Cite authority/reason IAW AR 570-4.
Designate/redesignate General Staff with troop positions.	MACOM	Proponent	None.
Eliminate or change strength or grade of Chaplain position ODCSPER.	HQDA	Proponent	Justify change and Cite DACH approval or authority. (See AR 570-4.) Grade structure changes must be approved by
Change strength of an Army band activity.	HQDA	Proponent	Cite approval authority and MDEP
Change strength, SI, or LIC of Foreign Area Officer (FAO) positions.	HQDA	Proponent	Justify change and cite approval authority in accordance with AR 570-4.
Change strength or LIC of enlisted warrant officer and officer linguist (less FAO).	HQDA	Proponent	Submit justification to HQDA DAMI-PII for LIC changes; cite HQDA authority.

Change strength or grade of Judge Advocate commissioned (AOC 55A/55B or WO MOS 550A) officer.	HQDA	Proponent	Justify change, submit justification to proponent. Cite approval authority per AR 570-4. Submit trade-off position. Grade structure changes must be approved by ODCSPER.
Convert civilian positions to military.	HQDA	Proponent	Cite HQDA civilian approval authority; justify change per AR 570-4.
Establish SES, 5 U.S.C. 3104 and GS16 and higher positions.	HQDA	Proponent	Justify according to 5 CFR Part 319, 5 CFR Part 534, AR 690-900; cite HQDA approval authority See AR 570-4.)
Change grade and/or series of civilian positions, GS 15 and below within HQDA imposed grade ceilings.	Proponent	Proponent	None
Change officer grades in Reserve Component TDA.	HQDA	Proponent	Submit request to appropriate personnel proponent. Include information required in AR 611-1 and DA Pam 611-21~~611-101 for commissioned~~ ~~officer and AR 611-112 for WO~~.
Convert military to civilian within	HQDA	Proponent	Identify the change, existing re sources (AR 570-4).

Equipment Changes			
Increase Section III equipment requirements in MTOE above level 1 of TOE.	HQDA	Proponent	Submit complete justification per Chapter 4. Staff to units and submit to TRADOC if recommended for Army wide application.
Increase Section III TDA requirements for HQDA controlled equipment.	HQDA	Proponent	Submit justification.
Increase MTOE Section III equipment authorizations.	HQDA	Proponent	Submit justification.
Increase noncontrolled equipment inTDA Sections III and III supplement if the requirements of AR 70-1, para 1-7 and this regulation have been satisfied.	MACOM	Proponent	State reason.
Decrease equipment authorization for MTOE/TDA units not reporting according to AR 220-1.	MACOM	Proponent	State reason.
TDA units transferring DA controlled items within MACOM from UIC to UIC, on a one-for one basis.	MACOM	Proponent	MACOM valid mission requirement and cite trade-off in justification.

Add, increase or decrease Government owned, contractor operated (GOCO) equipment authorizations in TDA to agree with an obligating contract.	MACOM	Proponent	Justify increases; cite the contract.
Change personnel or equipment authorizations in RC MTOE/TDA not in accordance with RC policy.	HQDA	Proponent	Submit concept planand/or memorandum request.
Add or change equipment not in IAW BOIP.	HQDA directed	HQDA	Cite approved BOIP.
Change ERC of an item of equipment.	HQDA	Proponent	State reason.

Appendix K
Military Orders and Special Instructions for MTOE Unit Activations

K-1. Military Orders for MTOE Activation

a. Permanent orders for MTOE activations will be published as described in AR 608-8-105, orders format 740 and 745. They will include instructions similar to the sample shown below.

(1) Modification tables of organization and equipment 07245JFC78 FC1286.

(2) Standard requirements code 07245J42001100.

(3) Troop program sequence number 0200800.

(4) Authorized level of organization 1.

(5) The official authorization document for the unit to cite as authority for requisitioning personnel and equipment is Modification Tables of Organization and Equipment 07245JFC78, with the appropriate effective date. Personnel assigned to and equipment delivered to the 1st Battalion, 50th Infantry (Mechanized), FC (WAUAAA) site, before activation of that unit will be assigned to and accounted for by the 1st Battalion, 50th Infantry (Mechanized) carrier, FC (WAUA90). Authorization documents are not prepared for carrier units. Unit structure is in the official authorization document.

(6) Unit is assigned as an organic element of the 8th Armored Division, Fort Rutherford, Texas 12345-9999.

(7) MACOM permanent orders for activating an MTOE unit will also state the carrier UIC. The carrier UIC is automatically discontinued upon arrival of the MTOE EDATE; therefore, no amendment of the permanent order is required.

K-2. Military orders requirement

a. Permanent ~~O~~orders are not required for strength, position, grade, POSC, or other changes that do not affect the basic organization of the unit.

b. Once established by permanent order or LOI, any change to UIC EDATE will require an amendment order or LOI.

c. AR 608-8-105 requires MACOMs to provide ODCSOPS copies of orders for unit activations, inactivations, organizations, reorganizations, designations, redesignations, or discontinuance. All requirements to provide microfiche MTOE, TDA, and AUGTDA to USAFMSA are suspended except as stated below.

(1) Send one copy of all TDA documents (including section I) and orders for organizations, reorganizations, designations, redesignations, or discontinuance to CDR, USAFMSA.

(2) Send one copy of all MTOE and TDA activations, inactivations, organizations, reorganizations, designations, redesignations, or discontinuance orders to CDR, USAFMSA.

(3) Send one copy of all section I AUGTDAs to CDR, USAFMSA.

(4) Send one copy of all MTOE and TDA unit activations, inactivations, organizations, reorganizations, designations, redesignations, or discontinuance orders to ODCSOPS (DAMO-FDF).

Appendix L
Instructions for Submitting New Documents or Changes to Existing Documents

L-l. TDA document change submissions

Submissions of TDAs to HQDA will be by DA Form 2028. The DA Form 2028 is used to identify documents and changes (proponent-proposed or proponent-approved) being entered into the HQDA ~~TAADS-R~~TAADS database. Hard copy documents and changes will not be submitted to HQDA except by those satellite proponents supported by HQDA. TDA proponents will submit new and changed documents in ~~TAADS-R~~TAADS Block II format.

L-2. Proponent-approved changes and new documents

a. Proponent-approved TDA changes and TDA documents are those that have been approved in advance by HQDA. They will be submitted to CDR, USAFMSA only during an the command plan cycle ~~open MOC window~~ and must match both the approved SAMAS and command plan~~CPLAN~~. A DA Form 2028 must be prepared citing the memorandum, message, or other authority for submitting the change or new document as proponent approved. All other proponent-approved changes, for example, edit file results or corrections, do not require justification.

b. Changes will not be made to a document submitted to HQDA as proponent-approved, nor will a document be considered as HQDA approved until proponents are in receipt of a HQDA approved document.

L-3. Proponent-proposed TDA documents

Proponent-proposed TDA documents may be submitted to CDR, USAFMSA, at any time but may not be published until approval is granted by HQDA. DA Form 2028 must be prepared for proponent-proposed documents.

L-4. Justification for changes (DA Form 2028 or memorandum type justification)

A separate DA Form 2028 will be forwarded for each proponent-proposed TDA document submitted. Proponent proposed changes will be documented on DA Forms 2028 only as required to justify deviations from HQDA approved directives, instructions, and guidance. A sample DA Form 2028 completed for proponent-proposed changes is shown in figure L-1.

L-5. Instructions for preparing TDA section I

TDA section I is not automated in the current ~~TAADS-R~~TAADS system; therefore, it must be submitted in hard copy. A complete section I will be submitted with each new document or document update.

a. Paragraph 1. Paragraph 1 will be titled "Changes to (TDA number and CCNUM)." A three-subparagraph narrative will follow:

(1) Modification. If there are no major modifications, enter "NONE." When a section I is submitted to establish a new document, enter "N/A." When submitting a principal modification, identify the section, or paragraph impacted, and briefly state the reason or authority.

(2) Rescissions. List the TDA number, CCNUM, and unit designation of any organizations which will be disestablished upon approval of this change.

(3) Supersession. List the TDA number, CCNUM, and EDATE of the superseded document. Enter "NONE" when supersession does not apply.

b. Page numbering. Pages will be numbered consecutively within each section, starting with page 1.

c. Organization chart. This chart will be page 2 of section I and will depict the command, staff, and other relationships between major organizational elements. Each box of the chart will reflect a numbered paragraph in section II. Subparagraphs do not need to be shown.

d. Paragraph 2, location. Enter the physical location of the headquarters or the activity by military installation. Include ZIP Code for CONUS activities. Enter the mobilization station, on MOBTDA, where different from present station, if not classified.

e. Paragraph 3, assignment. Enter the proponent or next higher headquarters to which the activity is assigned.

f. Paragraph 4, date of last manpower-equipment survey. Enter "N/A" for units which have not been surveyed, or enter dates of last manpower and equipment surveys.

g. Paragraph 5, mission. Include concise statements of major missions. For missions clearly defined by Army publications, a reference will be sufficient. State major missions, tasks, and authority. When certain tasks are performed at sites other than the headquarters location, the sites will be identified.

h. Paragraph 6, capabilities. Include statements for all major functions which are the responsibility of the unit, whether performed by TDA personnel or an MTOE unit. Identify the MTOE unit and paragraphs in which personnel and equipment for functions to be performed by the MTOE unit for the TDA unit are documented in this TDA.

(1) List concise workload factors for each major function covered by the mission statement. Include sufficient detail to permit adequate review and evaluation of personnel and equipment requirements. Table L-l displays examples of TDA unit workloads.

(2) Include in section I the use of unassigned personnel which are not authorized. Identify these personnel as borrowed military manpower, prisoners, transients, or personnel from other services. The workloads accomplished by unassigned personnel would normally be required, if such personnel were not available.

(3) Base the personnel and equipment requirements on stated capabilities. When authorizations are less than requirements, a commensurate reduction in capabilities may be necessary.

(4) MOBTDA workload and factors will be listed for mobilization from M+0 through M+6. An example of MOBTDA workload factors are shown in Table L-2.

i. Paragraph 7, tenant units. List all units and agencies by designation, MTOE/TDA Number and UIC which are dependent upon the TDA unit for support. When there are no tenant units, enter "None." If this TDA represents a tenant unit, then list the designation and TDA number of the host unit.

j. Paragraph 8, Authorization Statement. Divide into subparagraphs as follows:

(1) List publications pertinent to the unit organization, for example, AR 71 series, AR 570 series, DA Pam 611-21~~AR 611-101, AR 611-201~~, AR 614-10, and so forth.

(2) List publications (CTA, SB, AR, letters, and so forth) which constitute authority to requisition and maintain those items not documented in ~~TAADS-R~~TAADS.

(3) Table L-3 shows information related to contractor assembly and manufacturing of 28-30 different explosive items under the mobilization periods indicated.

L-6. Justification for changes

a. The justification for changes must be clear, well organized, brief and complete. It should allow an analyst unfamiliar with the unit and local conditions to understand the rationale for the proposed action. Organization charts and diagrams may help to clarify the reasons for a proposal. Cite Army directives, previously obtained approval of actions, and approved manpower survey reports are often adequate justification. Table J-1 shows changes that affect organizations, manpower or equipment and the explanation or justification required to support the change and approval authority.

b. New TDA organizational elements below directorate level, such as a new division or branch, are often formed from within the manpower resources of a unit and may require different grades and POSCs within the total authorized grades and spaces for that organization. n explanation of the mission and functions of a newly formed organizational element and an estimated workload usually are sufficient justification for the positions, grades and POSCs.

c. Workload data and the reason the work is performed and located within the specific organizational element must be included. This information must substantiate both the requirement for the position and the

POSCs selected. Job descriptions provided with no further explanation or justification, or a mere statement that the position is needed, are not adequate; these must be cross referenced and/or related to other information to facilitate understanding by the reviewer.

L-7. Grade and Identifier changes

Changes to authorized grades and identifiers (AOC, MOS) must be made in accordance with DA Pam 611-21, AR 611 series and current HQDA guidance.

```
+-----------------------------------------------------------------------------------------
------ -+
¦Table L-1. TDA unit workload
¦
+-----------------------------------------------------------------------------------------
---- ---¦
¦Organization or element                ¦Workload factor
¦
+-------------------------------------+-------------------------------------------------
-- -----¦
¦U.S. Army Garrisons                    ¦  a. Average post population specify the
following:       ¦
¦                                       ¦
¦
¦                                       ¦   (1) TDA military and MTOE personnel under
command of   ¦
¦                                       ¦the installation commanding officer, excluding
students   ¦
¦                                       ¦and trainees.
¦
¦                                       ¦
¦
¦                                       ¦   (2) Department of the Army civilian employees.
¦
¦                                       ¦
¦
¦                                       ¦   (3) Dependents living on post.
¦
¦                                       ¦
¦
¦                                      ¦  b. Total Army Reserve personnel administered.
¦
¦                                       ¦
¦
¦                                       ¦  c. Geographical area serviced.
¦
+-------------------------------------+-------------------------------------------------
------ -¦
¦U.S. Army Hospital                     ¦Total patient load, resident and nonresident
separately.  ¦
+-------------------------------------+-------------------------------------------------
------- ¦
¦U.S. Army Logistical Activity          ¦Geographical area serviced.
¦
+-------------------------------------+-------------------------------------------------
--------¦
```

U.S. Army MAAG or Mission	Echelon of foreign Army units advised.
U.S. Army Adviser Units	Echelon of ARNG or USAR units advised and average strength thereof.
U.S. Army ROTC Instructor GP	Total students enrolled in ROTC listed by school or military college.
Headquarters Company	Average number of assigned and attached personnel.
Hospital Detachment	Average number of assigned and attached personnel.
Element Conducting Motor Pool Operations	Number of transport administrative vehicles assigned.

Table L-2. MOBTDA workload and factors

Type of Manpower Average Post Population	M+0	M+1	M+2	M+3	M+4	M+5	M+6
Military	2	3	3	3	3	3	3
DA Civilian	47	51	57	69	75	80	81
Dependents on Post	0	0	0	0	0	0	0

Contractor	2915	3000	4000	5400	6090	6300
Personnel						
Total	2964	3054	4060	5472	6168	6383

Table L-3. Assembly and manufacturing items

Factors Affecting Capabilities of the Unit	M+0	M+1	M+2	M+3	M+4	M+5	M+6
Number of Items	28	28	28	30	30	30	30
Number Load Lines	9	9	12	12	14	15	16
Shifts/hrs/ days/per	2/8/5	2/8/6	2/8/6	2/8/6	3/8/6	3/8/7	3/8/7

RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS For use of this form, see AR 25-30; the proponent agency is ODISC4.	Use Part II *(reverse)* for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE 11/01/95
TO: *(Forward to proponent of publication or form) (Include ZIP Code)* COMMANDER, U.S. ARMY INTELLIGENCE AND SECURITY COMMAND, ATTN: IAOPS-FM-FI-M, 8825 BEULAH STREET, FORT BELVOIR, VA 22060-5246	FROM: *(Activity and location) (Include ZIP Code)* DIR, ADD, U.S. ARMY FORCE INTEGRATION SUPPORT AGENCY, ATTN: MOFI-FMA-SDB-I, 9900 BELVOIR RD, SUITE 120, FORT BELVOIR, VA 22060-5578	

PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS

PUBLICATION/FORM NUMBER	DATE	TITLE
ASWCIT99, CCNUM AS0197	961016	297TH MI BN AUG TDA

ITEM NO.	PAGE NO.	PARA-GRAPH	LINE NO.*	FIGURE NO.	TABLE NO.	RECOMMENDED CHANGES AND REASON *(Provide exact wording of recommended changes, if possible).*
1		221	2, 8, 10, 14			CHANGE TO READ: 1 E6, 74C30, REC TELECOM TM CHIEF 2 E5, 74C20, REC TELECOM OPR-MNT 2 E4, 74C10, REC TELECOM OPR-MNT 2 E3, 74C10, REC TELECOM OPR-MNT JUSTIFICATION: DA CIR 611-94-2, JAN 95, TABLE B-123, LN 1-4
2		221	3			CHANGE TO READ: 1 E7, 74B40, INFO SYS SUPV. JUSTIFICATION: DA CIR 611-94-2, JAN 95, LN 27.
3		221	4-7, 9, 11-13, 15-16			CHANGE TO READ: 3 E6, 74B30, INFO SYS TM CHIEF 7 E5, 74B20, SR INFO SYS OPR-MNT 8 E4, 74B10, INFO SYS OPR-MNT 8 E3, 74B10, INFO SYS OPR-MNT JUSTIFICATION: DA CIR 611-94-2, JAN 95, TABLE B-121, LN 1-4.
4		309	2			CHANGE TITLE TO OPS SGT. JUSTIFICATION: AR 611-201, JUL 94, TABLE 2-98Z-2 (LN 9).
5		309	3			CHANGE TITLE TO PERSONNEL ADMIN SGT. JUSTIFICATION: TABLE 2-75B-3 (LN 5).
6		309	6-7			CHANGE TO READ: 1 E4, 92Y10, SUPPLY SP/ARMORER 1 E3, 92Y10, SUPPLY SP JUSTIFICATION: TABLE 2-92Y-2 (LN 16-17)
7		309A	2-3			CHANGE TO ADD ASI 1A. JUSTIFICATION: TABLE 2-96H-2 (LN 8-9).

** Reference to line numbers within the paragraph or subparagraph.*

TYPED NAME, GRADE OR TITLE	TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION	SIGNATURE
HOLLIS M. RAY CHIEF, SOF/INTEL BRANCH	703-355-3690	

DA FORM 1 FEB 74 2028 REPLACES DA FORM 2028, 1 DEC 68, WHICH WILL BE USED. USAPPC V1.00

Figure L-1. Sample of DA Form 2028 for TDA change.

Appendix M
Mobilization Documentation Guidance

Tables M-1 through M-5 provide mobilization documentation and planning guidance.

Table M-1. Mobilization documentation requirements

Requires REPCO	Action	MOBTDA
A	Transition activity, unit discontinues after M+30 days.	No
B	Transition activity, unitdiscontinues after M+60 days.	Yes
D	Unit discontinues upon mobilization.	No
M	Unit structure changes upon mobilization.	Yes
N	Unit structure does not change upon mobilization.	No
R	Unit discontinues upon mobilization, authorization preprogrammed against other mobilization requirements.	No
H	Unit does not change structure upon mobilization but does change structure sometime after mobilization as determined by the gaining command.	Yes

Table M-2. Guidance for Documentation of Peacetime Functions in MOBTDA.

Function: Reenlistment
Disposition: Delete

Function: Transfer Point

Disposition: Civilianize

Function: Army Continuing Education
Disposition: Civilianize systems (ACES) (General Education Development (GED))

Function: Morale Support Activities
Disposition: Expand to accommodate increased military population. Staff only with civilian
employees and volunteers.

Function: Reserve Component Supply
Disposition: Delete as separate function, incorporate in proper functional element based on
installation mobilization plan.

Function: Reserve Component Training
Disposition: Delete as separate function, incorporate in proper functional element based on
installation mobilization plan.

Function: Personal Property
Disposition: Hold at premobilization level or less.

Function: Reserve Component Activity, Director/Division
Disposition: Delete as separate element, incorporate in proper functional element based on
installation mobilization plan. Delete after 30 days.

Function: Alcohol and Drug Abuse
Disposition: Reduce and civilianize.

Function: Army Community Services
Disposition: Expand to accommodate increased military population. Staff only with civilian
employees and volunteers.

Function: Museums
Disposition: Hold at premobilization staffing level. Civilianize.

Function: Manpower Survey
Disposition: Hold at premobilization staffing level or less.

Function: Enlisted Qualitative Management
Disposition: Delete

Function: DA Enlisted Promotion Board
Disposition: Delete

Table M-3. Contract personnel

Directorate	Function	Number
Engineering and Housing	Utilities Operation	4
	Buildings and Grounds	77
	Maintenance	27
	Custodial Services	
Logistics	Family Housing	10
	Laundry Services	51

Table M-4. MTOE unit personnel

Directorate/Function	Unit	UIC	OFF	WO	ENL
Public Affairs Office/Public Affairs	141 SPT Bn	WQC1AA	3	2	
Staff Judge Advocate/Legal Services	91 Div (Tng)	W8WGAA		5	
Resource Management/ Internal Review	91 Div (Tng)	W8WGAA	4		
Personnel and Community	91 Div (Tng)	W8WGAA	2	3	

Activity/Chaplain Services				
Provost Marshal	317 MP Co	W5KGAA	4	1 22
Plans, Training, and Mobilization/Aviation Section	91 Div (Tng)	W8WGAA	2	4
Logistics/Supply Maintenance	247 S&S Bn	WVA4AA	4	1 109
	141 SPT Bn	WQBQAA		2
Engineering and Housing/Storage	75 EN Det	WTBQAA	2	

Legend for Table:

SPT: Support

Div: Division

Tng: Training

MP: Military Police

Co: Company

S&S: Supply and Service

WO: Warrant Officer

¦ENL: Enlisted
¦
¦
¦
¦UIC: Unit Identification Code
¦
¦
¦
¦Bn: Battalion
¦
¦
¦
¦EN: Engineer
¦
¦
¦
¦Det: Detachment
¦
+----------+

+----------+
¦Table M-5. Installation and activity
¦
+----------¦
¦Directorate ¦Function ¦ Unit ¦
UIC ¦
+----------+----------+----------+----------¦
¦Resource Management ¦Finance and Accounting ¦ 395 FI Sec ¦
WQ9UAA ¦
+----------+----------+----------+----------¦
¦Personnel and Community ¦Military Personnel Services ¦ 312 AG Co ¦
WQW9AA ¦
¦Activities ¦ ¦ ¦
¦
+----------+----------+----------+----------¦
¦Logistics ¦Transportation ¦ 818 TC Bn ¦
WSYMAA ¦
+----------+----------+----------+----------¦
¦Engineering and Housing ¦Fire Protection ¦ 90 EN Det ¦
WBD1AA ¦
+----------+----------+----------+----------¦
¦Public Affairs ¦Public Affairs ¦ 354 PA Det ¦
WTHMAA ¦
+----------¦
¦Legend for Table:
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¦FI Sec: Finance Section
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|
|TC: Transportation
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|
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|PA: Public Affairs
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|Det: Detachment
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Appendix N
Criteria for Command and Control, Communications, ~~and~~ Computer, and Intelligence (C4I) Equipment

N-1. General

This appendix provides the criteria for determining requirements for ~~command and control, communications, and computer~~ C4I equipment in TOEs, MTOEs, and TDAs. The criteria listed in this appendix will not serve as justification to standardize authorization. Exceptions to quantities shown may be granted, but only when completely justified by mission operational necessity. This appendix also describes the purpose for developing and applying OPFAC ~~R~~requirements ~~R~~rules, and identifies the battlefield areas where communications and automation equipment will doctrinally be found to support command and control missions. It also provides the restraining principles for including this equipment in TDAs.

a. C4I~~Command and control, communications, and computer~~ equipment, in the context of OPFAC, includes combat net radio nets (to include administrative/logistics, operations, intelligence, etc.) tactical satellite, mobile subscriber radiotelephone terminals, and terminal equipment (telephones, facsimile, single subscriber terminals, etc.), and battlefield automation communication systems that are used principally by nonsignal personnel.

b. The OPFAC process is defined as a combat development process for identifying requirements and establishing rules to govern the allocation/distribution of communications and automation equipment needed to establish or be installed in battlefield operational facilities. OPFAC rules may exclude communications equipment that are not terminal devices for transmitted data.

c. As a process, OPFAC rules identify the mission-essential user-owned-and-operated communications and automation equipment requirements.

d. The establishment and application of OPFAC rules ensures that computer equipment is allocated/distributed in the correct quantities and at battlefield locations to support the

operational/doctrinal requirements. Each rule is identified by a unique five digit, alpha-numeric code which describes the proponent, echelon/units, and user/facility. OPFAC rules are developed by proponents, validated by the U.S. Army Signal Center, and approved by HQ TRADOC. They are used to document organization requirements in BOIPs and TOEs. CDR, USAFMSA may grant exceptions to published OPFAC, subject to validation.

N-2. OPFAC process

OPFAC rules are developed by the following process:

a. A proponent school/center, as the user representative, identifies and documents a requirement for an OPFAC rule or change based upon a C4I ~~command and control, communications, or computer~~ equipment requirement. An OPFAC rule must be supported by doctrine. This requirement is sent to the U.S. Army Signal Center, for validation by the OPFAC review board which meets at least semiannually.

b. After approval, the Signal Center forwards the rules to HQ TRADOC for approval. Copies of the OPFAC rules are available from CDR SIGCEN, ATTN: ATZH-CDC, Fort Gordon, GA 30905-5000.

c. OPFAC rules supersede BOI contained in the appropriate BOIP narrative guidance, and may serve as the basis for developing a change to the BOIP.

d. The BOI as contained in the BOIP narrative guidance will support the requirement for C4I equipment for one year after DA approval of the BOIP. After that time an approved OPFAC rule must exist to support the requirement for a C4I item in a specific requirements document.

N-3. ~~Command and control, communications, and computer~~ C4I equipment requirements.

Combat units may have different communications requirements than CS or CSS units even though they are operating within the same area. Communication equipment requirements vary by the area or location of the using unit on the battlefield and the intensity/degree of use in that area. Requirements within these areas are as follows:

a. Forward line of own troops (FLOT) to brigade rear communications: This area is primarily divisional maneuver units supported by slices of signal, engineer, military police, air defense artillery, field artillery, chemical, special operations forces and maintenance from division base organization. The types of equipment requirements are --

(1) Immediate, secure, frequently used, short range with mobile voice and data capability for command and control.

(2) Accurate, secure rapid position location reporting, due to the immediacy of battle, cannot accept the time delays and inaccuracies of voice reports.

(3) Near real-time passage of target-weapon pairing data Advanced Field Artillery Tactical Data System (AFATDS), All Source Analysis System (ASAS), Forward Area Air Defense Command Control and Intelligence (FAAD C2I) that has a high speed of service requirement.

(4) Mobile radio telephone access for high priority users who must frequently enter the multichannel area telephone system.

(5) Transmission and receipt of informal hard copy traffic.

(6) Minimal transmission and receipt of formal record traffic at brigade and brigade rear.

b. Brigade rear to division rear: Primarily CS or CSS units with some EAC organizations operate in this area. More stabilized with reduced needs for rapid mobility. Units with highly diverse missions that extend forward, rearward and laterally within this area and into other areas. The types of equipment requirements are--

(1) Secure, mobile voice and data requirements for command and control, coordination of patient casualty evacuation, and management of critical medical materiel.

(2) Increased density of high volume users located primarily at stationary operations centers.

(3) Mobile radio telephone access for high priority users who must frequently enter the multichannel area telephone system.

(4) Moderate transmission and receipt of informal hard copy traffic.

(5) Minimal to moderate transmission and receipt of formal record traffic.

(6) Infrequent transportation of bulk information which is not time-sensitive.

c. Division rear to corps rear: Units within this area have limited mobility, the command posts are large and move infrequently. Long range, high volume communications are required to span all unit elements. The types of equipment requirements are--

(1) Secure, mobile voice and data requirements are needed for command and control.

(2) Large volumes of data and voice traffic are on the area telephone system

(3) Mobile radio telephone access for high priority users who must frequently enter the multichannel area telephone system.

(4) Less use of informal hard copy traffic.

(5) Heavy formal record traffic requirements.

(6) Large volumes of bulk information which is not time sensitive.

(7) Increased access to indigenous, joint services and national systems.

(8) Large volumes of unclassified data communications. CSS units in the theater of operations and supporting sustaining base information systems using DCA systems for wide area communications.

d. Corps elements operating in the division area: Corps units, of various sizes and operating in the division area, will arrive with their own communications equipment. They will be there either to conduct extended operations, such as an engineer bridge team; or transitory, such as an ambulance team. General communications requirements are the same as for organizations found in the FLOT to brigade rear area.

N-4. TDA restraining principles

Tactical net radios will not be authorized in TDA for--

a. Providing redundancy in command and control capabilities.

b. Convenience communications for monitoring or occasional command and control communications.

c. Providing capabilities solely for special situations or emergency contingencies unless directed by HQDA.

d. Dedicated back-up communications.

e. Maintenance float.

f. Maintenance bench mock-ups in lieu of developed test equipment for other than regular field radio maintenance facilities.

g. Any mission where a commercial radio would suffice.

APPENDIX O
Documentation Procedures For "Other Manpower"

O-1. Other manpower is defined as those individuals who contribute to the performance of the missions and functions of the organization but are not assigned to the organization. Examples of other manpower are as follows:

a. Contract labor-commercial activities (CA)
b. Contract labor-other than CA
c. Reimbursable non-appropriated fund (NAF)
d. Non-reimbursable NAF
e. Replaceable borrowed military manpower (BMM)
f. Non-replaceable BMM
g. Trainees, transients, holdees and students (TTHS)
h. Support received as a result of an inter-service support agreement (ISSA)

O-2. Documentation of contract support other manpower will appear at the bottom of the paragraph for which the work is being accomplished. Contractor support identification in TAADS will be coded non add with a "T" in the identity field and coded 49 in the remarks column. The position title column will be CME function (e.g. CME ORSA, CME Computer Spec, CME Snow Removal). . All other conventions for documenting contractor positions can be implemented within the framework of the current TAADS structure. For example, the POSCO field for contractor positions would use the OPM standard job series for government employees. Documentation guidance for documenting other then contract manpower will be forwarded in command plan guidance.

APPENDIX P
PSRC/partial MOBTDA Documentation Guidance

P-1. Documentation instructions:

a. Although TAADS will continue to show a "required" (RQSTR) and an "authorized" (AUSTR) column, the data entered in these columns on the MOBTDA no longer reflect requirements and authorizations. The RQSTR column will reflect the positions that are necessary for PSRC which are an increase from a peacetime TDA authorization. The AUSTR column on the MOBTDA will reflect the number for just the incremental increases from PSRC to partial. (It may be helpful to write the word "PSRC" in place of "RQSTR", and "PARTIAL" in place of "AUSTR" to better understand the column heading definitions.)

b, If a position appears on the peacetime TDA as "authorized", it will not appear on the MOBTDA because only increases above the peacetime authorizations will appear on the MOBTDA. Exception: In cases where an authorized peacetime TDA Active Army (AA) military position is used to identify the need for a mobilization augmentee, the augmentee position will be identified on the MOBTDA. (This situation might occur when the individual in an authorized peacetime TDA position deploys to another position upon mobilization, and the unit needs to fill this AA peacetime TDA position with an augmentee.)

c. Copying from the peacetime TDA can create MOBTDAs, or from scratch, whichever will be easiest for the proponent. (If the peacetime TDA has many "required, not authorized" positions, it may be less time-consuming for the proponent to copy the peacetime TDA to create the MOBTDA because those

"required, not authorized" para/lines would not have to be retyped. The proponent would then also have to remember to delete the authorized peacetime TDA lines from the MOBTDA and would have to ensure the proper numbers appear in the PSRC and PARTIAL columns.)

d. If a position on the peacetime TDA is authorized, but the MOBTDA proponent deems that the position will not be needed under PSRC or partial mobilization, enter the peacetime position's para/line on the MOBTDA and make it 0/0. (This situation might occur if a proponent decides a military peacetime position needs to be made civilian, or that the peacetime mission does not continue in mobilization.

e. MOBTDA positions are to be coded with the same para/lines as the peacetime TDA to ease in tracking positions. If a position on the peacetime TDA is not authorized and it is deemed necessary for PSRC or partial mobilization, enter the same para/line on the MOBTDA as the position's para/line on the peacetime TDA.

f. The only time a number other than "0" will appear in the PARTIAL column will be when a position, or piece of equipment, is needed *starting at* partial mobilization (estimated to commence after the first 30 days of PSRC authority).

g. An augmentation remarks code must be annotated for each position on the MOBTDA unless the para/line is 0/0.

h. Remarks codes apply to the entire para/line. Therefore, it will be necessary to split the para/line into separate lines if a remarks code applies to a position under PARTIAL, but not under PSRC.

i. AGR positions are not to be documented on the MOBTDA. Therefore, remarks codes "MS", "89" and "92" will not be used. Exception: If an AGR position is authorized on the peacetime TDA and the proponent deems it is not needed for mobilization, the peacetime TDA para/line for the AGR should be carried over to the MOBTDA and coded with a 0/0.

j. Funded IMAs, (remarks code "MD"), and drilling IMAs (remarks codes "MD DM"), are to be used only on positions in the PSRC column. IRRs (remarks code "MJ") are to be coded only on positions in the PARTIAL column. Other augmentation remarks codes can be used for positions in either column.

k. Funded IMAs are prioritized and allocated by ODCSOPS. IMA positions that exceed the funded allocation are to be coded "ME". Do not code a position with remarks codes "ME MJ" or "ME MD". Proponents may consider coding previous "ME" positions as "MJ", although the "MJ" codes are also restricted to the number of IRRs allocated by ODCSOPS. Positions E4 and below are not to be coded for fill by an IMA, in accordance with AR 140-145, para 3-1e(1).

l. Remarks codes "MA" and "MB" are not to be used on a PSRC/partial MOBTDA.

m. All identity (IDENT) codes on MOBTDAs will be "interchangeable." Exceptions to this policy must be granted by ODCSPER in accordance with message, DAPE-HR-L, 151715Z Feb 96, Subject:

Identity Coding for Tables of Distribution and Allowances (TDA). Code IMA positions with IDENT code of "F" (officers), "J" (warrant officers), or "Q" (enlisted) to indicate the positions are not suited for fill by retirees. Code IRR and other military augmentation (not IMA) positions with IDENT code "K" (officers), "P" (warrant officers), or "I" (enlisted) to indicate the positions are suited for fill by retirees.

__n. MECs are no longer required on documents.

__o. Section III (Equipment) will be documented to reflect only the additional equipment needed for PSRC in the PSRC column. Only increases in equipment from PSRC to partial will be documented in the partial column. (If no additional equipment is needed above peacetime, Section III will be blank.)

__p. If the need arises to see the complete picture of a unit's partial mobilization structure, the unit's peacetime TDA authorizations, MOBTDA PSRC and PARTIAL columns must be added together.

__q. Structure in a MOBTDA paragraph need not necessarily follow the usual format of chief/officers/warrant officers/enlisted/civilian, nor will it necessarily be in order by rank/grade. The para/lines in a MOBTDA will reflect augmentation to the same para/lines in the peacetime TDA to ease in tracking positions, if necessary. If a position (branch/title/grade/MOS) does not exist on the peacetime TDA and the proponent deems one is necessary for mobilization, the MOBTDA para/line will be the next line after the last line in the paragraph on the peacetime TDA.

__r. Positions authorized on the peacetime TDA are included in mobilization, but they are not documented on the MOBTDA.

__s. Proponents must ensure only minimum essential positions are documented on MOBTDAs to fulfill units' PSRC and partial mobilization missions. Active Army resources may be limited, so civilianization of military peacetime positions should be considered. Augmentation positions may require self-funding.

__t. Low priority or peacetime only functions will be documented in accordance with Appendix L.

__u. Military positions will be converted to civilian positions according to AR 570-4. According to AR 690-11 existing civilian positions may be designated emergency essential (EE) to ensure the success of combat operations or the availability of combat essential systems. EE designated positions must contain highly specialized duties that must continue to be performed during crisis situations when military replacements are not readily available.

__v. Additional requirements will be determined after the following actions have been taken:

__ (1) Adjustment of the workweek per shift for civilian personnel located at activities not in hostile fire areas will be 60 hours through M+30 days; thereafter, the work week per shift will be 48 hours.

__ (2) Redistribution of manpower authorizations from functions to be reduced or eliminated.

(3) Assessment of the capabilities of other nondeploying or late deploying units assigned to the command.

w. IMA positions are proponent-approved positions that require premobilization selection and training of personnel from the Ready Reserve. Critical augmentation personnel should be designated IMA and assigned to IMA positions according to AR 140-145.

x. IMA and MOBAUG positions shown in MOBTDA must be annotated with appropriate mobilization standard personnel remarks codes.

y. Security classification of mobilization documents will be according to content. Individual documents may be unclassified. However, an aggregate of several documents may reveal the contents of classified mobilization plans. In such cases, the aggregate derives the same security classification as the mobilization plan (AR 380-5 provides guidance on security classification).

z. Equipment - Section III: Determine the additional equipment needs for mobilization. The PSRC column will reflect only the increases from the peacetime TDA. The PARTIAL column will reflect only the increases from PSRC. Equipment requirements will be evaluated and unnecessary items deleted and additional requirements added. Equipment will be included in MOBTDA based on unit mission, capabilities, and appropriate BOIP. Developers of installation MOBTDA must consider equipment shortfalls that will result if MTOE units deploy with their organic equipment. This equipment may have been used for installation support and become essential to the installation mission. (See paras 8-23f and g.)

P-2. Possible situations and documentation examples

Examples of how to document various situations are provided below

a. Situation 1: Position is "required not authorized" on the peacetime TDA. Proponent deems it is needed for PSRC and Partial mobilization:
Action: Determine if position could be made civilian. If so, enter the same para/line as is on the peacetime TDA, code it with a civilian series/grade/title and IDENT, code it with remarks code MQ, and make it 1/0. If it must remain military, enter the same para/line as is on the peacetime TDA, make it 1/0 with remarks code "MQ" (or other appropriate non-IMA remarks code). The reason the MOBTDA para/line will be coded 1/0 instead of 1/1 is because the position is required (but not authorized) on the peacetime TDA. Since the proponent deems the position is needed under PSRC, the "1" will appear in the PSRC column. A "1" isn't placed in the PARTIAL column because the proponent doesn't believe another position is needed at partial mobilization.. The proponent deems the position filled at PSRC will be enough to accomplish the PSRC and the partial mobilization missions. Remember, the PARTIAL column will only have a number other than "0" when a position is needed starting at Partial mobilization.

b. Situation 2: Position is 2R/1A on the peacetime TDA. Proponent deems 2 positions are needed for PSRC and partial mobilization.

Action: Enter same para/line as is on the peacetime TDA onto the MOBTDA and make it 1/0. Enter remarks code "MQ" (or other appropriate non-IMA augmentation remarks code.

c. Situation 3: Position is 3R/0A on the peacetime TDA. Proponent deems 2 positions are needed in PSRC and 1 is needed starting at partial mobilization.
Action: Enter the same para/line as is on the peacetime TDA onto the MOBTDA and make it 2/1. Enter remarks code "MQ" (or other appropriate non-IMA augmentation remarks code).

d. Situation 4: Position is 2R/1A on the peacetime TDA. Proponent deems 2 positions are needed for PSRC and partial mobilization, and 1 of the positions needs to be a funded IMA.
Action: Enter the same para/line as is on the peacetime TDA onto the MOBTDA. Make the line 1/0. Make the IDENT code to "F" (officer), "J" (warrant officer), or "Q" (enlisted), and add remarks code "MD".

e. Situation 5: Position is 2/1 on peacetime TDA. Proponent deems the positions can be made civilian and are needed in PSRC and partial mobilization.
Action: Enter the same para/line military information as is on the peacetime TDA onto the MOBTDA and make the line 0/0. Add an "alpha" line under it with the civilian series/grade/title and IDENT code. Make the "alpha" line 2/0 with remarks code "MQ". (Do not renumber the line to put the civilianized position in proper structure order with the civilians below the military positions.)

f. Situation 6: Position is 1/0 on the peacetime TDA. Proponent wants it filled by an IRR. Action: Enter the same para/line as is on the peacetime TDA onto the MOBTDA. Make it 0/1 with remarks code "MJ" and IDENT "K" (officers), "P" (warrant officers) or "I" (enlisted).

g. Situation 7: Position is 1/0 on the peacetime TDA. Proponent deems the position is needed at PSRC, but an additional position is needed at partial mobilization.
Action: Enter the same para/line as is on the peacetime TDA onto the MOBTDA. Make the line 1/1 with remarks code "MQ" (or other appropriate non-IMA augmentation remarks code).

h. Situation 8: Position is 8/7 on the peacetime TDA. Proponent deems 8 positions are needed under PSRC and 11 are needed under partial mobilization.
Action: Enter the same para/line as is on the peacetime TDA onto the MOBTDA. Make it 1/3 with remarks code "MQ" (or other appropriate non-IMA augmentation remarks code).

i. Situation 9: Position does not exist on the peacetime TDA. Proponent deems there is a need for 2 positions, but 1 needs to be a drilling IMA and the other needs to be filled from the IRR.
Action: Look at the peacetime TDA para to find the last line number. Make the drilling IMA position the next line number, make it 1/0 with IDENT code "F" (officer), "J" (warrant officer), or "Q" (enlisted), and remarks codes "MD DM". Add an "alpha" line for the IRR position. Make it 0/1 with IDENT code "K" (officers), "P" (warrant officers) or "I" (enlisted), and remarks code "MJ".

Glossary

Section I
Abbreviations

AASA
Administrative Assistant to the Secretary of the Army

ABA
appropriation and budget activity

ACS
asset control subsystem

ADOP
additive operational project
~~ADP~~
~~automatic data processing~~
ALO
authorized level of organization

AMC
U.S. Army Materiel Command

AMDF
Army Master Data File

AMEDD
Army Medical Department

AOP
Army order of precedence

AR
Army regulation

ARC
accounting requirements code

ARNG

Army National Guard

ARSTAF
Army Staff

ASA
Assistant Secretary of the Army

ASA(FM)
Assistant Secretary of the Army (Financial Management)

ASA(M&RA)
Assistant Secretary of the Army (Manpower & Reserve Affairs)

ASF
Army Stock Fund

AUTODIN
automatic digital network

BOI
basis-of-issue

BOIP
basis-of-issue plan
~~CBE~~
~~Command Budget Estimate~~
CCH
Chief of Chaplains

CG
commanding general

COCO
contractor-owned, contractor-operated

COE
Chief of Engineers

CMH
Chief of Military History

CNGB

Chief, National Guard Bureau

COMSEC
communications security

CONUS
continental United States

CS
combat support

CSA
Chief of Staff, U.S. Army

CSS
combat service support

CTA
common table of allowances

DA
Department of the Army

DAB
Director of the Army Budget

DAMPL
Department of the Army Master Priority List

DCA
Defense Communications Agency

DCS
Defense Communications System

DCSLOG
Deputy Chief of Staff for Logistics

DCSOPS
Deputy Chief of Staff for Operations and Plans

DCSPER
Deputy Chief of Staff for Personnel

DFARS
Department of Defense Federal Acquisition Regulation Supplement

DLA
Defense Logistics Agency

DMWR
depot maintenance work requirements

DoD
Department of Defense

DPW
Directorate of Public Works

DS
direct support

E-date
effective date

ERPSL
essential repair part stockage list

FAR
Federal Acquisition Regulation

FOA
field operating agency

FOIA
Freedom of Information Act

FORSCOM
U.S. Army Forces Command

GFE
Government furnished equipment

GFP
Government furnished property

GOCO
government-owned, contractor-operated

GOGO
government-owned, government-operated

GS
general support

GSA
General Services Administration

GSF
General Support Forces

HQ
headquarters

HQDA
Headquarters Department of the Army

ILSP
integrated logistics support plan

INSCOM
U.S. Army Intelligence and Security Command

IPE
industrial plant equipment

IRR
~~I~~individual ~~R~~ready reserve

IWCS
integrated wideband communications system

JCS
Joint Chiefs of Staff

JTA
joint table of allowances

LCC

logistic control code

LIN
line item number

LOGSACS
Logistics Structure and Composition System

LPT
limited production--test

LPU
limited production-- urgent

MACOM
major Army command

M-day
mobilization-day

MEDCASE
medical care support equipment

MEPS
Military Entrance Processing Stations

MHE
materials handling equipment

MI
military intelligence

MOBTDA
mobilization table of distribution and allowances

~~MOC~~
~~management of change~~

MOS
military occupational specialty

MSC
major subordinate command

MTMC
Military Traffic Management Command

MTOE
modification table of organization and equipment

MWR
morale, welfare, and recreation

NATO
North Atlantic treaty Organization

NBC
nuclear, biological, chemical

NCR
National Capital Region

NGB
National Guard Bureau

NLT
not later than

NSN
national stock number

NSA
National Security Agency

NSLIN
nonstandard line item number

OCAR
Office of the Chief of Army Reserve

OCONUS
outside continental United States

ODCSOPS
Office of the Deputy Chief of Staff for Operations and Plans

ODCSPER
Office of the Deputy Chief of Staff for Personnel

OMA
Operation and Maintenance, Army

OMB
Office of Management and Budget

OPM
Office of Personnel Management

ORF
operational readiness float

OSD
Office of the Secretary of Defense

OTSG
Office of The Surgeon General

PA
procurement appropriations

PAL
permissive action link

PBD
program/budget decision

PBG
Program Budget Guidance

PC
personal computer

PDM
Program Decision Memorandum

POC
point of contact

POM

program objective memorandum

PPBS
planning, programming, and budgeting system

PSRC
Presidential Selected Reserve Callup
~~QQPRI~~
~~qualitative and quantitative personnel requirements information~~

R&D
research and development

RC
Reserve Component

RCF
repair cycle float

RCTB
Reserve Components Troop Basis

RDTE
research, development, test, and evaluation

ROTC
Reserve Officers' Training Corps

SACS
structure and composition system

SB
supply bulletin

SC
supply catalog

SIDPERS
Standard Installation/Division Personnel System

SLIN
standard line item number

SOW
statement of work

SQI
special qualification identifier

SRC
standard requirements code

STD
standard

TAA
total Army analysis

TAADS
The Army Authorization Document System

TAEDP
the Army equipment distribution program

TDA
table of distribution and allowances

TJAG
The Judge Advocate General

TMDE
test, measurement, and diagnostic equipment

TMP
transportation motor pool

TOE
table of organization and equipment

TPSN
troop program sequence number

TRADOC
U.S. Army Training and Doctrine Command

TSG

The Surgeon General

UIC
unit identification code

UICIO
unit identification code information officer

URS
unit reference sheet
~~USACAA~~
~~U.S. Army Concepts Analysis AgencyUSAISC~~
~~U.S. Army Information Systems Command~~

USAMAA
U.S.Army Manpower Analysis Agency

USAMMA
U.S. Army Medical Materiel Agency

USAR
U.S. Army Reserve

USAREUR
U.S. Army, Europe

USARJ
U.S. Army, Japan

VTAADS
Vertical--The Army Authorization document System

WARF
wartime active replacement factors

Section II
Terms

Additive operational project
An operational project which consists of equipment requirements in addition to the initial issue requirements contained in MTOE, TDA, and CTA documents. This type of operational project automatically increases the authorized acquisition objective by quantities specified in the operational project.

Army acquisition executive (AAE)
Senior acquisition executive responsible for administering acquisition programs in accordance with established policies and guidelines. The Army acquisition executive (AAE) is also the senior procurement executive.

Associated support items of equipment and personnel (ASIOEP)
Equipment and personnel essential to operate, maintain, or transport the principal and associated support items of equipment (ASIOE) item(s). ASIOEP are initially identified by the materiel developer for directly related equipment and personnel and by the combat developers, personnel proponents and training developers for organizational related equipment and personnel. TRADOC will provide feedback to the materiel developer. ASIOEP are included in the BOIP of the item that drives the requirement(s). ASIOEP requirements are subject to change based on the BOIP impact as they are sequenced in incremental change packages.

Authorized level of organization (ALO)
The alpha or numeric code that establishes the authorized strength and equipment level for an MTOE unit. Authorization levels are set according to TOE levels or, when no corresponding TOE level exists, at a percentage of the TOE level 1 as shown in MTOE required strength or at the type B or cadre structure of the base TOE.

Authorization documents
HQDA or proponent approved documents that reflect personnel and equipment requirements for one or more units. Authorization documents include MTOE, TDA, CTA, JTA, ADOP, and TDA augmentation to MTOE.

Automated unit reference sheet (AURS)
Developed to support systems basis-of-issue-plans (BOIPs), to project total Army analysis (TAA) force structure requirements and to support tests and evaluations. The AURS is assigned a nine-digit number using the TOE numbering system. An AURS is essentially a draft TOE package prepared early in the process in accordance with TOE development policies. The principal difference between an AURS and a TOE package is the AURS contains less supporting documentation. Composition of the AURS normally includes reference to the approved concept, section I (Organization), section II (Personnel and Equipment). An executive summary accompanies the AURS and addresses the purpose of the AURS; the mission, capabilities, assignment, personnel and equipment highlights; and any unique requirements of the unit.

Base table of organization and equipment (BTOE)
An organization design based on doctrine and equipment currently available. It is the lowest common denominator of modernization and identifies the mission essential wartime requirements for personnel and equipment based upon equipment common to all units of a given type organization.

Basis of issue (BOI)

The number of items required and/or authorized for issue to an individual, a unit, or an activity. The basis of issue (BOI) is stated in requirements and/or authorization documents.

Basis-of-issue plan (BOIP)
A planning document that lists 100 percent wartime requirements for TOE (level 1), TDA, CTA, JTA, ADOP, and TDA augmentation to mobilization TOE (AUGTDA~~MTOE~~) (when directed by HQDA), in which a new or improved item will be required; the number of items to be included in each organization element; and other equipment and personnel changes needed to operate, maintain, or transport the item. The BOIP is not an authorization document, nor is it a distribution schedule. It is a requirements document.

Basis-of-issue narrative guidance (BOING)
BOI expressed in narrative terms, for example, for publication on the FMBB.

Basis-of-issue plan item
An end item of equipment for which procurement was initiated in response to a formal requirement to satisfy a mission element need.

Combat development
The process of analyzing, determining, and prioritizing Army requirements for, doctrine, training, leader development, organizations, soldier development, and equipment and executing or (in the case of doctrine, training and materiel, initiating) solutions, within the context of the force development process.

Command Manager
A manager of resourcing, documentation, fielding, and sustainment to assure doctrinal, operational, and technical integration of functionally dissimilar organizations. Responsible for TDA and MTOE force integration for a specific MACOM.

Command plan cycle
The command plan cycle begins in June and concludes with the production of the MFORCE one year later. The command plan process is based on the assumption that the POM locks in May, the budget estimate submission (BES) locks in September and President's Budget PBG is released in January. The primary sources of force structure guidance are the command plan message produced by ODCSOPS in June, the MFORCE produced in June, and PBG produced in June (POM PBG), October (BES PBG) and January (President's Budget PBG). During this period, authorization documents (MTOEs and TDAs) are created and updated in response to DoD and Army leadership decisions on organizational structure, requirements, and authorizations for personnel and equipment. This system wherein MTOE and TDA documentation is centralized and occurs annually better synchronizes authorization documentation production with personnel assignments, training base requirements, and the budget process. Major events occurring during the command plan process are MACOM command plans, building of MTOEs and TDAs, the programming of all future force structure decisions, and verification of the programming using the Automatic Update Transaction System (AUTS).

Common table of allowances (CTA) item
An item of materiel that can be authorized by a common or specific usage criteria and that does not require documentation in ~~TAADS-R~~TAADS and a centralized computation of requirements by the Structure and Composition System (SACS).

Component major item
A major end item is a part of the BOIP item configuration. Major end items used as a component will not be listed separately in authorization documents. ~~c~~Component major items are normally government furnished equipment; installed or removed at depot level when the system is being built due to wiring, mounting, and system interface; the primary item in the assembly or set configuration and removal will destroy the identity and integrity of the assemblage or set; Army communication-electronic equipment in aircraft and watercraft; or component removal has been exempted by ~~USAFISA~~USAFMSA.

Consolidated table of organization and equipment update (CTU)
The updating process for the TOE data base, currently accomplished annually (in April). The CTU consists of three files. The first file is the TOE file updated with all approved TOE changes and required administrative changes. The second file is an update of all unresourced substantive changes. The third file is an update of all HQDA approved BOIP.

Developmental line item number (ZLIN)
A temporary number assigned by AMC catalog data activity for planning purposes to a developmental or nondevelopmental item before TC and replacement with a standard line item number (AR 708-1 and AR 70-1).

Document integrator (DI)
Personnel who assist organization integrators, force integrators, and systems integrators by ensuring that requirements and authorization documents comply with approved Army force programs as reflected in the Structure and Manpower Allocation System (SAMAS) and leadership guidance.

Draft table of organization and equipment
A TOE that is not HQDA approved. The term is applied from the time of inception at the TOE proponent level until the TOE is approved by HQDA and published as a PP code 2 (HQDA approved) document in CTU files.

Effective date (EDATE)
The date on which an authorization document is applied to one or more units, or when a specific action takes effect.

Exception from MTOE standardization
A HQDA approved MTOE unit that deviates in any way from the elements in a base TOE must have HQDA approval for the exception. The approval only excepts theunit for that specific approved element and in no way exempts the unit from compliance with all other regulations and requirements.

Field operating activity
An organization which has the primary mission of executing policy and would still be required in the absence of the headquarters to which it reports (An activity is subordinate to MACOM level.).

Field operating agency (FOA)
An agency under the supervision of Headquarters, Department of the Army, but not a major Army command or part of a major Army command, which has the primary mission of executing policy.

First unit equipped date
The scheduled date a system end item and its agreed upon support elements are issued to the designated initial operational capability unit and training specified in the new equipment training plan has been accomplished. Support elements will be identified as requirements in the BOIP and will be issued with system or end item specified in the materiel fielding plan or other gaining command developer agreement documents.

Force integrator (FI)
A manager of resourcing, documentation, fielding, and sustainment to assure doctrinal, operational, and technical integration of functionally dissimilar organizations. Responsible for the horizontal integration of large units such as brigades, regiments, groups, divisions and corps (Also see command manager).

Force development
The process of determining Army doctrinal, leader development, training, organizational, soldier development, and materiel requirements and translating them into programs and structure, within allocated resources, to accomplish Army missions and functions.

Force structuring
The analysis, determination, planning, resourcing, and execution of the numbers, size, and composition of units and organizations within the Army force. The process develops a synchronized, affordable, supportable, and executable mix of organizational capabilities which supports the Defense and Army planning and joint operational and contingency plans.

General purpose vehicles
Vehicles normally of commercial design and use to provide transportation service; that is, transportation of personnel and cargo. This includes any motor vehicle designed for transportation service, even though modified locally, as an expedient for meeting special needs.

General support forces (GSF)
Generally, tables of distribution and allowances and nondeployable modification table of organization and equipment units. Specifically, supporting forces, special activities, training forces and school troops as listed by troop program sequence numbers in AR 25-70~~18-19~~.

Identifier

A generic term used in discussing military occupational classification and structure codes that encompass officer branch, functional area, area of concentration (AOC) and skill identifiers; warrant officer branch, AOC, military occupational specialty (MOS), special qualification identifier (SQI), and additional skill identifier (ASI); and enlisted MOS, SQI, and ASI.

Incremental change package (ICP)
Doctrinally sound grouping of personnel and equipment change documents (doctrine, BOIP, MARC, and so forth) which are applied to a base or intermediate TOE to form a new intermediate TOE or objective TOE.

Incremental table of organization and equipment system
A system that prescribes the organizational design, including personnel and equipment requirements, of a type of unit displayed in discrete evolutionary increments of capability. The incremental TOE system resides in automated files. It begins with a doctrinally sound base TOE and progresses through a series of doctrinally sound intermediate TOE leading to a fully modernized objective design.

Intermediate table of organization and equipment (ITOE)
A transition TOE that results from applying one or more ICPs in a predetermined sequence to a TOE to produce an enhanced capability. These documents form the bridge between the base and objective TOE and provide the primary tool for programming, executing, standardizing, and documenting the force structure during phased modernization.

Industrial plant equipment (IPE))
IPE is that part of plant equipment with an acquisition cost as established by AR 700-43 (see Defense Acquisition Circular 76-36 for policy applicable to contractors); used for the purpose of cutting, abrading, grinding, shaping, forming, joining, testing, measuring, heating, treating, or otherwise altering the physical, electrical, or chemical properties of materials, components, or end items entailed in manufacturing, maintenance, supply, processing, assembly or research and development operations and IPE is identified by Federal Supply Class in Appendix 1A and by descriptive name in Joint DoD Handbooks, DLAH 4215 series as listed in Appendix 1B, AR 700-43.

Joint table of allowances (JTA)
An authorization document of equipment for activities operated jointly by two or more military services, such as missions and security assistance organizations (SAO). Data on Army equipment are extracted, converted to TDA format, and processed to the ~~TAADS-R~~TAADS data bank.

Joint table of distribution (JTD)
A document that authorizes personnel for activities operated jointly by two or more military services.

Line item number (LIN)
A six-character alphanumeric identification of a generic nomenclature and the line on which the generic nomenclature is listed in SB 700-20, the Army Master Data File and Army authorization documents.

Logistic control code (LCC)
A one-position alphabetic code assigned to Army-adopted items and other items selected for authorization. The code is used to provide a basis for logistical support decisions; in other words, procurement, overhaul, repair parts provisioning, requisitioning, and distribution.

Major item
A final combination of component parts or materials that is ready for its intended use. It is important enough to be subject to continuing, centralized, individual item authorization and management throughout all command support echelons.

~~Management of change (MOC) window~~
~~The period of time from the official publication of the latest Army Master Force (MFORCE) to the next publication of the MFORCE. During this period, authorization documents (MTOEs and TDAs) are created and updated in response to DoD and Army leadership decisions on organizational structure, requirements, and authorizations for personnel and equipment. The Army is transitioning to a system wherein MTOE documentation will occur annually rather than semiannually to better synchronize MTOE production with personnel assignments, training base requirements, and the budget process. TDA production will remain a semiannual process, with an annual process to be determined. Major events occurring during the MOC window are MACOM command plans (CPLANS), building of MTOEs and TDAs, the programming of all future force structure decisions, and verification of the programming using the Automatic Update Transaction System (AUTS).~~

Manpower and personnel integration (MANPRINT)
MANPRINT, is an umbrella program that integrates the issues and concerns from six domains of manpower: personnel, training, human factors engineering, system safety, and health hazards with th materiel acquisition process.

Manpower estimate report (MER)
A report of operator, maintainer, training, and support for military (active and reserve component), civilian, and contractor requirements by fiscal year from the first unit equipped through the last deployment. This report, required for major defense acquisition programs, is sent to Congress for a milestone decision review II and milestone III defense acquisition board decision. ODCSOPS has responsibility for submission through the Secretariat, Office of the Secretary of Defense to Congress. Materiel, combat, personnel proponents, and training developers are responsible for submission of the data for development of the MER.

Manpower billpayer plan (MBP)
The MBP is a supporting document to the MER and identifies the audit trail of personnel requirements and trade-offs required to support new or improved system fielding. The MBP is developed with the MER and is supported by information from the materiel, combat, and training developers; ODCSOPS

has responsibility for development and submission of the MBP with the MER. The MBP, however, is not provided to Congress.

Manpower requirements criteria (MARC)
HQDA approved standards for determining minimum essential wartime position requirements for personnel in TOE/MTOE. MARC are used to establish the following:

a. Standard positions. Not directly related to measurable workload. These are controlled per tactical, logistical, and organizational doctrine; they include commissioned, warrant, and noncommissioned officer positions and enlisted positions required by type rather than amount of services performed.

b. Workloadable ~~Variable~~ positions. Required for essential functions performed in support of specified workloads measured in personnel strength, equipment density, supply quantities, transport mileage, and related data processed.

c. Staff positions. Perform professional, technical, or functional area advisory duties for commanders.

Materiel development
The conception, development, and execution of solutions to materiel requirements identified and initiated through the combat developments process, translating equipment requirements into executable programs within acceptable performance, schedule, and cost parameters.

Mission assignee agency
An agency responsible for materiel management of items within specific Federal supply classifications (FSCs) or as a selected item basis. The term also includes subordinate commands to which in-process review or type-classification approval authority has been delegated.

Mobilization table of distribution and allowances (MOBTDA)
An authorization document that shows the planned mobilization mission, organizational structure and personnel and equipment requirements for units authorized under the Nondeployment Mobilization Troop Basis.

Modernization equipment
For TOE purposes, modernization equipment is that equipment (by LIN) currently in an approved BOIP, that is, designated to be excluded from BTOE unless specifically approved, on an individual TOE basis, by HQDA.

Modification table of organization and equipment (MTOE)
An authorization document that prescribes the modification of a basic TOE necessary to adapt it to the needs of a specific unit or type of unit.

National stock number (NSN)
A 13-position number assigned to each item of supply purchased, stocked, or distributed within the Federal Government.

Nondevelopmental items (NDI)
Those items available for procurement to satisfy an approved materiel requirement from existing sources (such as commercial items and items developed by other government agencies, U.S. military service, or countries) requiring little or no additional development.

Objective table of organization and equipment (OTOE)
A fully modernized, doctrinally sound organizational design that sets the goal for planning and programming of the Army's force structure and supporting acquisition systems primarily in the last year of the program objective memorandum and the extended planning annex.

Operational facility (OPFAC) requirements rules
The standards for documenting command, control, communications, ~~and~~ computer, and intelligence (C4I) equipment in BOIPs and TOEs.

Organizational integrator (OI)
Head of an organization integration team which manages the resourcing, documentation, fielding, and sustainment of functionally similar organizations as integrated packages, assuring doctrinally aligned capabilities within resource constraints.

Parent unit

a. A parent unit is an MTOE numbered unit of battalion or equivalent level, or a numbered company, battery, troop, platoon, detachment or team, that is not an organic element of a battalion. The 5th and 6th positions of a UIC that end in 'AA' identify an organization as a parent unit. As an exception to the above, certain split units are treated as parent units for documentation in ~~TAADS-R~~TAADS.

b. TDA units organized under a unique TDA number assigned by HQDA.

Personnel proponent
An organization assigned primary responsibility for providing recommendations relating to personnel management matters to Deputy Chief of Staff for Personnel (DCSPER). Included are career field development and changes to personnel management policies in specific occupational career fields.

Program executive officer (PEO)
Individual responsible for administering a defined number of major and/or non-materiel acquisition programs and who reports and receives directions from the Army acquisition executive (AAE).

Project or product manager (PM)

Individual chartered to conduct business on behalf of the Army who reports to and receives direction from either a program executive officer (PEO) or the Army acquisition executive (AAE) and is responsible for the centralized management of a specified acquisition program.

Proponent
The MACOM or Army staff agency responsible for developing and/or processing ~~TAADS-R~~TAADS documents.

Publish/process (PP) code
A single-character code (alpha or numeric) used in the table of organization and equipment (TOE) work file and the TOE master file to identify the status of type TOE/automated unit reference sheet (AURS) actions.

~~Qualitative and quantitative personnel requirements information (QQPRI)~~
~~A compilation of organizational, doctrinal, training, duty position, and~~
~~personnel information prepared for new or improved materiel systems by the~~
~~materiel developer or materiel acquisition agency in coordination with the~~
~~combat and training developers.~~

Recapitulation table of organization and equipment
A master table for a battalion or higher major organization of fixed composition (not comprised totally on cellular TOE). The recapitulation TOE includes a section I describing the overall mission, capabilities, and so forth, for the unit. It also summarizes total personnel and equipment requirements (section II) for the TOE that comprise the organization.

Required strength
In a modification table of organization and equipment (MTOE), represents the full wartime requirement and corresponds to the Level 1 or type B column of the applicable TOE including all changes published in the consolidated TOE update (CTU). Manpower requirements in table of distribution and allowances (TDAs) reflect the requirements determined on the basis of missions, functions and workloads.

Requirements documents
a. Materiel requirements documents. Documents which require preparation of and are supported by a BOIP unless exempted by this regulation.

b. TOE. A table which prescribes the wartime mission, organizational structure, and personnel and equipment requirements for a military unit. It is a model and basis for development of an authorization document.

Sets, kits, and outfits (SKO)
A collection of component items and support items designed to accomplish one general function. It is identified, cataloged, authorized and issued as a single end item. It may be made up of components and support items included in more than one class of supplies; may include separately type-classified end items; may include components and support items for which logistic responsibilities are assigned to more

than one agency; and may include nonexpendable, durable, and expendable components and support items.

Split unit
An element of a parent unit stationed in a MACOM that differs from the main or headquarters element of the unit. Each split unit assigned to a different MACOM than the MACOM to which the split unit's parent or headquarters is assigned is required to submit ~~TAADS-R~~TAADS documents.

Staff support activity
An organization which exists primarily to assist the headquarters to which it reports. Staff support activities assist in the formulation of policies and procedures or provide the necessary administrative and/or logistical support and would not exist in the absence of the headquarters to which it reports. (An activity is subordinate to MACOM level.)

Staff support agency
An agency at Headquarters, Department of the Army level which exists primarily to support and assist HQDA, and which would not exist in the absence of HQDA. A staff support agency assists in the formulation of policies and procedures or provides necessary administrative and/or logistical support for HQDA

Standards of grade (SG)
The SG provides grading for representative commissioned, warrant officer, and enlisted positions classified by the identifier and provides guidance for equitable grading of all positions classified by the MOS in requirements and authorization documents. Through this guidance, positions requiring similar skills, knowledge, and abilities are graded equally and positions requiring diverse skills, knowledge, and abilities are graded differently. SG do not authorize personnel.

Standard study number
An 11-position alphanumeric code assigned by AMC. It indicates either a single LIN or Department of Defense Ammunition Code (DODAC) or a roll up of several LIN or DODAC that require computations on Army materiel plan and total Army equipment distribution program.

Structure and Composition System (SACS)
A system which extracts data from the Force Accounting System, ~~TAADS-R~~TAADS, BOIP System, and TOE System databases for the Five-Year Defense Program.

System integrator (SI)
The coordinator for determining requirements, assuring operational and organizational documentation, coordinating, planning, and programming fielding, and recommending resourcing priorities for designated functional areas or specific materiel systems.

Table of distribution and allowances (TDA)

An authorization document that prescribes the organizational structure and the personnel and equipment requirements and authorizations of a military unit to perform a specific mission for which there is no appropriate TOE. An augmentation TDA is an authorization document created to authorize additional personnel or equipment or both by an MTOE unit to perform an added peacetime or non-MTOE mission.

Table of organization and equipment (TOE)
The TOE is a document that prescribes the wartime mission, capabilities, organizational structure, and mission essential personnel and equipment requirements for military units. It portrays the doctrinal modernization path (MODPATH) of a unit over time from the least modernized configuration (base TOE) to the most modernized (objective TOE). (Also see base TOE, incremental change package, incremental TOE system, intermediate TOE, and objective TOE)

Table of organization and equipment developer
Agency designated to develop TOEs. Includes ~~AMEDDC&S, INSCOM, USAFISA~~USAFMSA, and USASOC.

The Army Authorization Documents System (TAADS)
An automated system that supports the development and documentation of organizational structures, and the requirements for and authorizations of personnel and equipment needed to accomplish the assigned mission of Army units and activities.

Training development
The conception, development, and execution of solutions to training requirements identified through the combat development process. The solutions may include new or revised training programs, material, methods, media, and system and nonsystem training devices.

Training device
Items which simulate or demonstrate the function of equipment or systems, such as three-dimensional models, mockups, or exhibits. They are designed, developed, or procured solely for training support.

Type B organization
A type B organization provides a means for conserving U.S. military manpower by substituting other types. The level B column in a TOE designated as being adaptable to a type B organization reflects the minimum U.S. Army personnel required for command, supervision, technical, and maintenance functions. Positions in level 1, not in level B, may be filled by other than U.S. military personnel. Only combat support or combat service support organization TOE at echelons above division E(AD) are adaptable to type B.
~~The type B column in TOEs provides a means for conserving U.S. military manpower. This column identifies those positions that may be filled by non-U.S. personnel in support of the Army outside the continental United~~
~~States. It also identifies those positions that must be filled by U.S.~~
~~military personnel and the minimum needed to provide command supervision~~

~~and fill technical and maintenance positions, and equipment required to perform the stated mission of the unit when it uses available non-U.S. personnel.~~

Type classification (TC)
Process which identifies the life-cycle status of a materiel system by assignment of TC designation. Records status of a materiel system in relation to its overall life history as a guide to procurement, authorizations, logistical support asset, and readiness reporting. Army implementation of the Office of the Secretary of Defense designation "ccepted for service use."

Unit reference sheet (URS)
The URS is a document used to support concepts and doctrinal studies that provides basic organization design information such as unit structure, requirements for personnel, and major items of equipment. The URS is created by proponent organization design personnel. It provides a description of a new unit to include the mission, assignment, capabilities, basis of allocation, mobility requirements, and category.

Section III
Special abbreviations and terms
This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310-50.

AAC
acquisition advice code
~~ACPERS~~
~~Army Civilian Personnel System~~

ACC
Army component commands

ACSIM
Assistant Chief of Staff for Installation Management

ADCSOPS-FD
Assistant Deputy Chief of Staff for Operations and Plans-Force Development
~~ADPE~~
~~automatic data processing equipment~~
AFARS
Army Federal Acquisition Regulation Supplement

AFFS
Army field feeding system

AFMS

Army Force Management School

AGR
Active Guard Reserve

AMAF
annual MOS availability factor

AMHA
Army Management Headquarters Activity

AMIS
Army Major Item System

AMEDDC&S
Army Medical Department Center and School

AMSCO
Army management structure code

AOC
area of concentration

APG
Army Program Guidance
~~ARMYLOG~~
~~Army Logistics Data on Compact Disk~~

ARNG-TSP
Army National Guard Troop Structure Program

ARP
Army reserve plant

ARSTRUC
Army structure

ASE
affordability, supportability, and executibility

ASI
additional skill identifier

ASIOE
associated support items of equipment

ASIOEP
associated support items of equipment and personnel

ATDP
Army tables of organization and equipment development plan

ATTRS
Army Training Requirements and Resources System

AUGTDA
augmentation table of distribution and allowances

AURS
automated unit reference sheet

AUTS
Automatic Update Transaction System

AWCF
Army Working Capital Fund

BCE
base-level commercial equipment

BEF
Base Engagement Force

BES
budget estimate submission

BGF
Base Generating Force

BOIPFD
basis-of-issue plan feeder data

BOING
basis-of-issue narrative guidance

BTOE

base table of organization and equipment

C4I
command, control, communications, computer, and intelligence

CA
commercial activities

CAA
Center for Army Analysis

CAGE
commercial and government entity

CAR
Chief, Army Reserve

CENDOC
centralized documentation

CIE
clothing and individual equipment

CIC
controlled item code

CL
component listing

CM
command managers

CMDF
Catalog Data Master File

CONOPS
continuous operations

CTU
consolidated TOE update

DAB
Defense Acquisition Board

DALSO
DA logistics staff officer

DAMH
Army Center for Military History
~~DBOF~~
~~Defense Business Operations Fund~~
DCPC
direct combat position code

DCPERS
Defense Civilian Personnel System

DCSINT
Deputy Chief of Staff for Intelligence

DI
Document Integrator

DISC4
Director of Information Systems for Command, Control, Communications, and Computers

DMS
Document Management system

DOIM
Director of Information Management

DRMO
Defense Reutilization and Marketing Office

DSN
defense switched network

~~DSS~~
~~decision support system~~

DSS-W
Defense Supply Services-Washington

DTLOMS
doctrine, training, leader development, organizations, materiel, and soldiers

DTOE
draft table of organization and equipment

EAC
echelons above corps

EAD
echelons above division

EE
emergency essential

ERC
equipment readiness code

ESP
Equipment Survey Program

EUP
equipment usage profile

FB
Force Builder

FDU
force design update

FEDLOG
Federal Logistics Data on Compact Disk

FFR
force feasibility review

FI
force integrator

FMBB
Force Management Bulletin Board

FMTB
U.S. Army Forces Command Mobilization Troop Base

FMTV
family of medium tactical vehicles

FORDMIS AS
Force Development Integrated Management System Authorization Subsystem

FPR
force program review

FSCI
force structure conference I

FTS
full-time support

FUED
first unit equipped date

GOCO
Government-owned, contractor operated

HMMWV
high-mobility, multipurpose, wheeled vehicle

IAA
interim authorization approval

I&S
interchangeability and substitute

ICP
incremental change package

ILO
in-lieu-of

IMA
~~information mission area or~~ Individual Mobilization Augmentee
~~IMMP~~
~~Information Management Master Plan~~
IT
information technology

ITAADS
Installation--The Army Authorization Document System

ITOE
intermediate table of organization and equipment

~~LAM~~
~~Louisiana Maneuvers~~

LIC
language identifier code

LOA
letter of authority

LOGSA
U.S. Army Logistics Support Activity

LP
limited procurement

LPIP
low rate initial production

LRP
low rate production

MANPRINT
manpower and personnel integration

MAP
Military Assistance Program

MARC
manpower requirements criteria

MCM
materiel change management

MDEP
management decision package

MDRP

maintenance data review panels

MEDCOM
U.S. Army Medical Command

MEET
minimum essential equipment for training

MER
manpower estimate report

MFORCE
Master force

ML
management list

MMEWR
minimum mission essential wartime requirements

MMDB
Manpower requirements criteria Maintenance Data Base

MNS
mission needs statement

MOA
memorandum of authority

MOBAUG
mobilization augmentation

MOBREM
Mobilization Base Requirements Model

MOBREPS
Mobilization Base Resource Planning System

MODTAADS
Mobilization--The Army Authorization Document System

MOCS
Military Occupational Classification and Structure

MR
memorandum request

MRD
MARC review document

MSE
mobile subscriber equipment

MS3
manpower staffing standards system

MTBSP
Mobilization Troop Basis Stationing Plan

NDI
nondevelopmental item

NETP
new equipment training plan

NMS
national military strategy

NOFC
notification of future change

NTV
nontactical vehicle

OA
operating agency

OACISM
Office of the Assistant Chief of Staff for Information Management

OI
organization integrator

OPE
other plant equipment

OPFAC
operational facility

OPMCS
Office of Personnel Management classification series

OR
operationally ready

ORD
perational requirements document

OTOE
objective table of organization and equipment

PA&E
Program Analysis & Evaluation

PAM
personnel authorization model

PEO
program executive officer

PEP
plant equipment package

PERSACS
Personnel structure and composition system

PERSCOM
U.S. ~~Total~~ Army Personnel Command

PERSSO
Personnel Systems Staff Officer

PLS
palletized loading system

PM
program manager

PMAD

personnel management authorization document

POSC
personnel occupational specialty code

PPBES
planning, programming, budgeting, and execution system

PP
publish/process code

PREPO
prepositioned materiel

PROBE
Program Optimization and Budget Evaluation

PUMA
population and unique mission adjustments

RDA
research, development, and acquisition

RDS
Requirements Documentation System

REPCO
report code

REQVAL
requisition validation

RI
resource integrator
~~RMU~~
~~Resource Management Update~~
ROC
resource organization code

~~–~~required operational capability

SAMAS
Structure and Manpower Allocation System

SAO
security assistance organization

SCU
special ceremonial units

SG
standards of grade

SHG
selected honor guard

SI
system integrator/skill identifier

SKO
sets, kits, and outfits

SMEP
subject matter expert panel

SORTS
Status of Resources and Training System

SOS
source of supply

SPBS
Standard Property Book System

SSN
standard study number

SWCC
standard work center code

~~TAADS-R~~TAADS
The Army Authorization Document System~~ Redesign~~

TAG
Troop Action Guidance

TAMS
Training Ammunition Management System

TAP
The Army Plan

TAV
Total Asset Visibility

TC
type classification

TCE
type classification exemption

TM
technical manual

TPF
total package fielding

TPG
Troop Program Guidance

TSP
Troop Structure Program

~~TTOE~~
~~tentative table of organization and equipment~~

TWV
tactical wheeled vehicle

TWVRMO
Tactical Wheeled Vehicle Requirements Management Office

UPS
uninterruptable power supply

USACFSC
U.S. Army Community and Family Support Center

USACTA

U.S. Army Central TMDE Activity

USAFMSA
U.S. Army Force Management Support Agency

USAISC-P
U.S. Army Information Systems Command-Pentagon

USAPPC
U.S. Army Publications and Printing Command

USARC
U.S. Army Reserve Command

USARPAC
U.S. Army Pacific

USASOC
U.S. Army Special Operations Command

VI
visual information

ZLIN
Z (developmental) line item number

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Assistant Secretary of the Army Financial Management and Comptroller (ASA(FM&C)) (See ASA(FM&C))

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R-Forms

EQUIPMENT CHANGES IN MTOE/TDA

For use of this form, see AR 71-32; the proponent agency is ODCSOPS

1. TITLE OF FUNCTIONAL AREA		2. UIC
3. UNIT DESIGNATION	4. MTOE/TDA NUMBER	5. CCNUM

PART I - EQUIPMENT

SECTION A - ITEMS TO BE ADDED AND/OR DELETED

ITEM NO	PARA	LIN	ERC	SB 700-20 CHAPTER	NOMENCLATURE (BASIC NOUN)	COST	QUANTITY ADDED		QUANTITY DELETED		NEW PARA QTY		NEW RECAP QTY		Qty On Hand Not Auth
							REQ	AUTH	REQ	AUTH	REQ	AUTH	REQ	AUTH	

SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/TDA

ITEM NO.	PARA	LIN	ERC	SB 700-20 CHAPTER	NOMENCLATURE (BASIC NOUN)	COST	QUANTITY DELETED		UIC	MTOE/TDA NUMBER	CCNUM	Asset To Be Trf		REMARKS
							REQ	AUTH				YES	NO	

PART II - PERSONNEL -- NUMBER OF POSITIONS TO BE ADDED (A) AND/OR DELETED (D)

ITEM NO.	PARA	LINE	No Positions (A)/(D)	DESCRIPTION	GR	MOS	ASI/LIC	BR	ID	AMSC	NEW RECAP	
											REQ	AUTH

DA FORM 4610-R, SEP 96

EDITION OF DA FORM 4610-R, JAN 80 IS OBSOLETE.

Figure RF-1. Reproducible DA Form 4610-R

PART III - JUSTIFICATION

INSTRUCTIONS	
Each part of the form must be completed. "NA" will be used when the part is not applicable. If additional space is needed. continue on bond paper in format prescribed. **PART I - SECTION A:** 1. Three copies of each form will be forwarded as a separate enclosure to letter of transmittal. 2. Show deletion when an item(s) will be deleted to satisfy the item being requested. **PART I - SECTION B:** 1. Complete this part when the item being requested will be transferred from another MTOE/TDA. 2. The remarks column will identify the item number in Section A that the transfer will affect.	**PART II:** 1. The ID and AMSC columns will be filled in when applicable. The remaining columns are self explanatory. 2. This part will be completed when new MOS are required for the equipment requested. A like number of MOS must be shown as deleted. 3. When an increase is listed, a like number of positions must be deleted. Indicate as "(D)". **PART III:** This part will be completed IAW AR 71-32 with the following additional information when applicable -- 1. Why presently authorized equipment cannot be used. 2. If the request is approved, the deletion will occur simultaneously. 3. Why the tactical vehicle is required for a TDA unit.

PAGE 2, DA FORM 4610-R, SEP 96 USAPPC (USAFISA V1.00)

Figure RF-2. Reproducible DA Form 4610-R(reverse)

REQUEST FOR TYPE CLASSIFICATION EXEMPTION/LIN FOR COMMERCIAL EQUIPMENT For use of this form, see AR 71-32; the proponent agency is ODCSOPS	1. DATE 2. TDA/JTA NUMBER
3. NAME & ADDRESS OF REQUESTING ACTIVITY	
SECTION I - REQUEST FOR EXEMPTION FROM TYPE CLASSIFICATION	
4. PROPOSED NOMENCLATURE	
5. EQUIPMENT FUNCTION AND REQUIRED CHARACTERISTICS	
6. LIN CONSIDERED AND NOT ACCEPTABLE FOR THE FOLLOWING REASONS	
7. DATE ITEM IS REQUIRED	
SECTION II - REQUEST FOR LIN	
8. FULL NAME OF MANUFACTURER	9. FSCM
10. ADDRESS OF MANUFACTURER	
11. MODEL NUMBER ASSIGNED BY MANUFACTURER	12. PART NUMBER ASSIGNED BY MANUFACTURER
13. NSN *(if known)*	14. UNIT COST
15. INFO ATTACHED: ☐ MFG BROCHURE ☐ DRAWING ☐ SPECIFICATIONS ☐ DD FORM 2051 ☐ PHOTOGRAPHS ☐ COMMAND EQUIPMENT SURVEY APPROVAL	
16. AMC EXEMPTION FROM TYPE CLASSIFICATION RECEIVED ☐ YES ☐ NO IF YES, ENTER USAFISA LOG NUMBER:	
17. REMARKS	
18. PERSON MOST KNOWLEDGEABLE WITH THE TECHNICAL REQUIREMENTS FOR THE ITEM	
a. NAME	b. PHONE NUMBER *(Commercial)*
c. ADDRESS	d. DSN NUMBER
19. NAME AND TITLE OF INDIVIDUAL RESPONSIBLE FOR ITEM	20. SIGNATURE

DA FORM 4840-R, SEP 96 EDITION OF DA FORM 4840-R, JAN 80, IS OBSOLETE

Figure RF-3. Reproducible DA Form 4840-R