

Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
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Military Publications

EQUIPMENT REQUIREMENTS AND AUTHORIZATIONS
FOR INDIVIDUALS, UNITS, AND ACTIVITIES

The word "he" when used in this directive represents both the masculine and feminine genders, unless only the feminine gender applies.

Summary. This regulation, which provides guidance for establishing equipment requirements and authorizations, is revised as follows: enactment of legislation that raised the \$5000 threshold for noncentrally managed items of equipment to \$15,000 for FY88 and FY89 with a review of the program after the first year. Congress has advised that the current threshold of \$5000 would remain for FY90 pending results of the review. Department of the Army funding guidance is that operation and maintenance, Army (OMA) funds should be used to purchase noncentrally managed items of equipment when the price is less than \$15,000; a standard methodology for computing training equipment requirements; electronic typewriters/memorywriters without disk drive and in Federal Supply Class (FSC) 7430 are now acquired and supported as office machine equipment instead of automation equipment.

Applicability. This regulation applies to all units/activities reporting directly to this headquarters.

Suggested improvements. The proponent for this regulation is the Directorate of Resource Management (DRM) Manpower and Equipment Division. Users are invited to send suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: Cdr, USAARMC and Fort Knox, ATTN: ATZK-RM-FM, Fort Knox, Kentucky 40121-5000.

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*This regulation supersedes USAARMC Reg 310-2, 8 Sep 86.

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Chapter 1

General

1-1. Purpose. The regulation, together with appropriate directives referenced provides local instructions to implement the DA equipment allowances and authorization policy under The Army Authorization Document System (TAADS).

1-2. References. Required and related publications are listed in appendix A.

1-3. Responsibilities. Managing authorizations is the responsibility of commanders/directors, supervisors, and hand receipt holders.

Chapter 2

Basis of Issue Plan (BOIP)

2-1. Identification. The BOIP is a planning or requirements document that lists specific TOE (Level 1), TDA, JTA, Army project (AOP), or CTA in which a new item of material will be placed, the quantity of the item to be included in each organizational element, and other equipment and personnel changes required as a result of the introduction of the new item. The BOIP is not an authorization document.

2-2. Preparation. TRADOC prepares BOIP under the provisions of AR 71-2 and in addition, develops recommended basis of issue narrative guidance, as appropriate, for combat and noncombat development items of publication in AR 71-13, appendix B, C, or D. These recommended basis of issue are used as a guide by units/activities for inclusion in TDA/MTOE documents under the provisions of AR 71-13.

2-3. Local Input. Installation input for BOIP is the responsibility of the Directorate of Combat Developments (DCD) in coordination with other interested units/activities. Upon request from DCD, Directorate of Plans, Training, and Mobilization (DPTM), Force Integration Office (FIO) has the responsibility to provide DCD with requirements data for tentative BOIP that concern TDA activities at this installation. TAADS documentation cannot be accomplished until the BOIP has been approved by DA and the equipment has been type classified with a standard Line Item Number (LIN). In some cases, higher headquarters will issue written authority to document approved BOIP items in TAADS pending assignment of Standard LIN. This exception to policy is normally granted when the equipment is still under development, assigned a "Z" LIN in SB 700-20, chapter 4, and pending type classification as a Standard Army Adopted LIN. Activities should continually review

appropriate tentative BOIPs while they are in the development stage and report revised requirements to DPTM, FIO. When submitting DA Forms 4610-R (Equipment Changes in MTOE/TDA) for DA-approved BOIP items for inclusion in the TAADS document, only the approved BOIP number is required to be cited in part IV of the DA Form 4610-R providing the BOIP approved quantity is not exceeded. Should a LIN of equipment be governed by a BOIP, the BOIP must first be revised and approved for the additional requirements(s) before using the DA Form 4610-R procedure for TAADS authorization.

2-4. Training Equipment Requirements. Memorandum, Headquarters U.S. Army Training and Doctrine Command, ATRM-FD, 31 Aug 87, disseminates information regarding procedures for processing requests for training equipment. A program titled "Training Equipment Requirements Methodology" establishes a standard methodology for computing equipment requirements so that only the minimum amount of equipment necessary to conduct training is documented in installation TDAs. In order for the "Training Equipment Requirements Methodology" to be accurate, an analysis of equipment requirements for all Programs of Instruction (POI) and Master Training Schedules must be accomplished. The DPTM Scheduling and Analysis Branch has developed a program which will provide the equipment analysis based upon approved POIs and current training schedules.

a. DA Forms 4610-R submitted for training equipment requirements will be routed as follows:

(1) Unit commander/director completes DA Form 4610-R and submits to DPTM.

(2) DPTM completes analysis as required.

(3) If the analysis determines that requirements are not justified the DA Form 4610-R is returned to unit/activity by DPTM.

(4) If the analysis justifies the requirements, a review is made to determine if there is a DA approved BOIP for the item and Unit Identification Code (UIC) and that request is within the quantity programmed in that BOIP.

(5) If no DA approved BOIP exists or if total authorization requested does not exceed the quantity specified in the DA approved BOIP, DPTM will route the request to DRM, ATTN: ATZK-RM-FM, for processing/approval.

(6) If an adjustment to a BOIP is necessary, DPTM will route the request through Dir, DCD, for appropriate adjustment to the BOIP. After adjusting the BOIP, DCD will route the DA Forms 4610-R to DRM, ATZK-RM-FM, for processing/approval.

b. The justification for all future requests for training equipment will include an analysis utilizing this methodology. Any additional factors impacting upon equipment requirements will be fully explained to justify requirements. These factors should include anything that would help to establish a valid requirement for the equipment. It is essential that equipment justification process include a detailed analysis of course schedules. If the factors allowed for schedule constraints and maintenance availability are not adequate, a complete justification must be provided outlining historical data to validate the difference.

Chapter 3

Common Tables of Allowances (CTA)

3-1. Identification. CTA is an authorization document for items of material required for common usage by individuals and/or TOE, TDA, or JTA units and activities Army-wide, to include the reserve components. CTA documents currently in effect are 8-100, 50-900, 50-909, and 50-970. Applicable CTA will be included in section 1, paragraph 8 of the appropriate TDA.

3-2. Applicability. Use of CTA as an authorization document depends on whether it is applicable to the individual, the unit, or the activity, and on whether the individual, the unit, or the activity meets the conditions and provisions stated in BOI listed for the item in the CTA.

3-3. Description Of a CTA Item And Modification Of CTA Item Allowances. A CTA item is an item of material which can be authorized by common or specific usage criteria and which does not require documentation in a TOE, TDA, or JTA Document. SB 700-20, chapter 8, lists all standard CTA items. The CTA Document contains items of equipment with flexible basis of issue (BOI). When requirements arise that justify the need for additional CTA items, or a modification to or deletion of a BOI, units/activities should submit a recommendation to modify the CTA through command channels to this headquarters, ATTN: ATZK-RM-FM, for processing to the appropriate CTA proponent. Information required in the submission of a recommended change to a CTA is contained in AR 71-13, Chapter 5.

3-4. When Authorized By Commanding Officer (WABCO) Approvals. Request for authority to draw CTA WABCO items, whether for initial or replacement issue, will be submitted through command channels to this headquarters, ATTN: ATZK-RM-FM, for approval. (See chapter 4, this regulation, for procedures in requesting approval for typewriters.) A separate request will be submitted for each CTA used as basis for a request, and will contain the following information in the order listed:

USAARMC Reg 310-2 (10 Oct 88)

- a. Reference to the appropriate CTA and this regulation.
- b. Applicable MTOE/TDA.
- c. Basis of distribution by MTOE/TDA paragraph.
- d. LIN, NSN, nomenclature, unit cost, and quantity of item(s) being requested.
- e. Complete and detailed justification for each item.
- f. Statement to the effect that the request has been thoroughly staffed and studied by responsible training or logistical personnel, as appropriate, and that the equipment requested is considered mission essential.
- g. Statement that the cost of funded items can be absorbed.
- h. Name and telephone number of individual having knowledge of the requirement.

3-5. The \$5,000 threshold will remain in effect for CTA items excluding audiovisual CTA pending a permanent change of the investment criteria.

3-6. The threshold for audiovisual CTA items is raised to \$15,000 for FY 88 and 89 pending outcome of the FY 90 congressional review.

Chapter 4

Authorization and Procurement of Typewriters

4-1. Requirements. Requirements for typewriters must be evaluated at each level of command to ensure that only the minimum essential quantities with minimum special features and the least expensive typewriters are being requested.

4-2. Requesting Procedures.

a. Requests for electric typewriters (LIN 99001N), whether for initial or replacement issue, will be submitted to this headquarters, ATTN: ATZK-RM-FM, for approval in the format shown at figure 1. Appendix D, CTA 50-909, must be reviewed for DA policy on rationale required for typewriters and/or special features.

b. Request for electronic typewriters/memorywriters (LIN 99100N) which fall within purview of AR 25-series will be submitted to Directorate of Information Management (DOIM), ATTN: ATZK-IM-P-AI, using TRADOC Form 791-R (Information Capability

Requirement [CAPR] Work Order), for approval through the Installation Management Plan (IMP) process. All other typewriters/memorywriters (LIN 99100N) not governed by AR 25-series will be submitted to the Directorate of Resource Management (DRM) for approval in the format shown at Figure 1. Electronic typewriters/memorywriters falling in the following categories are considered office equipment:

- (1) Single purpose design.
- (2) Minimal Memory.
- (3) No disk drive, CRT, or the accoutrements.
- (4) Federal Supply Class 7430.

c. Electronic typewriter/memorywriters must be carefully reviewed at each level of command to ensure the BOI required by CTA 50-909 is justified and that requesting a memorywriter rather than a personal computer (PC) is the correct procedure. If DRM has difficulty determining the most cost effective and production efficient item, concurrence from DOIM will be acquired by DRM.

Chapter 5

Expendable Items

5-1. Identification. Expendable items are defined in AR 310-34, paragraph 2-20. The criteria for determining the expendability of an item and accounting requirements is contained in AR 735-5.

5-2. Source Of Authorization. Expendable items are currently authorized by CTA 8-100, CTA 23-series, Class V, CTA 50-970, AR 840-10, Technical Manuals, and Repair Parts and will not be further documented in TOE, TDA, or JTA. However, with the exception of Technical Manuals, these authorization documents should be listed in Section I of TOE, TDA, or JTA as a ready reference of additional authorization documents, if expendable items listed in these documents are required. Refer to paragraph 2-23, AR 71-13, for authorization policy on repair parts.

5-3. Requesting Procedures. Requests for additions or modifications to allowances listed in publications cited in paragraph 5-2, above, should be submitted through command channels as indicated in the appropriate publication being modified and/or guidelines cited in paragraph 3-3, this regulation.

Chapter 6

Authorization for Commercial Noncontrolled Equipment

6-1. Identification. Equipment in this category is defined as:

a. Commercial nonadopted, noncontrolled items with a unit cost of less than \$15,000 (FY88 and FY89). Congress has advised that the threshold would return to \$5,000 for FY90 pending results of their review.

b. Items that have not been type classified or assigned a line item number by SB 700-20.

c. Items that do not require approval action under other Army regulations.

d. Items that are not considered to be CTA type items as defined in AR 71-13 and chapter 3, this regulation. (Example of a CTA type item would be an impact wrench which is cited in CTA 50-909 in assorted sizes. If a requirement exists for a size not listed, the request must be processed as a CHANGE to the CTA UP AR 71-13, Chapter 5.)

6-2. Requesting Procedures.

a. Commanders/directors will cause a review of all authorization requests for this category of equipment to ensure that a standard Army adopted item does not exist that would satisfy the requirement. Obtaining commercial items in lieu of standard adopted items appears on the surface as being the most effective way to satisfy a requirement; however, other factors, such as life expectancy of the item, available maintenance support, repair parts, etc., should be considered before requesting commercial type equipment.

b. Requests for equipment authorizations in this category will be submitted through ATZK-DI-PO to ATZK-RM-FM, this headquarters, for approval as prescribed by AR 71-13. Requests should be submitted in the format as shown at figure 2.

c. Separate data sheets should be prepared for each type item and submitted in three copies. Upon approval action by this headquarters, property book documentation will reflect the approved correspondence; the approving document will be retained in the activity file.

d. The \$15,000 threshold is subject to a review by Congress in FY90 and will be returned to \$5,000 pending results of review. Above instructions will remain unchanged regarding submission of request.

Chapter 7

Authorization and Type Classification Exemption

7-1. Identification. Equipment in this category is defined as:

a. Commercial nonadopted, noncontrolled items with a unit cost of \$15,000 and above (FY88 and FY89). Congress has advised that the threshold would return to \$5,000 for FY90 pending results of their review.

b. Items that have not been type classified nor assigned a line item number by SB 700-20.

c. Items that do not require approval action under other Army regulations.

d. Items that are not considered to be CTA type items as defined in SB 700-20 and chapter 3, this regulation.

7-2. Requesting Procedures. Requests for subject equipment authorizations will be submitted through this headquarters, ATTN: ATZK-DI-PO to ATZK-RM-FM for processing to higher headquarters. All requests must contain a funding statement as to how they will be purchased, if approved. Since most items in this category must be funded through special type funding such as Quick Return on Investment Program (QRIP), Base Level Commercial Equipment (BCE), etc., commander/directors should ensure that appropriate budgetary actions are planned to fund the requests when approved. Requests received by this headquarters which do not contain all information required by AR 71-13, paragraph 2-44, will be returned without action.

7-3. Documentation. a. After item(s) have been approved for type classification exemption and procurement have been initiated, a request for assignment of line item number(s) (DA Form 4840-R) must be completed and submitted to this headquarters, ATTN: ATZK-RM-FM, UP AR 71-13, paragraph 2-44. Upon assignment of a line item number to the equipment, the requirement must be submitted for inclusion in the appropriate TAADS document as prescribed in AR 71-13 and chapter 8, this regulation.

USAARMC Reg 310-2 (10 Oct 88)

b. The requirement, per AR 71-13, to submit a memo request for BCE items listed in SB 700-20, chapter 6, will continue. However, procurement may be initiated based on approved memo request as outlined in AR 71-13, paragraph 2-37c.

Chapter 8

Authorization for Standard Adopted DA Controlled/Noncontrolled Equipment

8-1. Identification. Equipment in this category is listed in SB 700-20, chapters 2, 4, and 6. Items are further identified in these chapters as DA controlled/noncontrolled. "O" in the CIC column indicates the item is noncontrolled while a "C" will denote that the item is DA controlled.

8-2. Requesting Procedures. Requests for DA controlled/noncontrolled authorization in TDA/MTOE will be submitted to this headquarters, ATTN: ATZK-RM-FM, as prescribed in AR 71-13, chapter 2, section X. The following additional guidance applies only to TDA activities:

a. Separate memo requests will be submitted for the following categories of equipment:

- (1) DA controlled equipment.
- (2) Noncontrolled standard items with a unit cost of \$15,000 or more.
- (3) Noncontrolled standard items with a unit cost of less than \$15,000.

b. DA Forms 4610-R (Equipment Changes in MTOE/TDA) will be submitted in five copies. Part IV of the DA Forms 4610-R must contain a statement that necessary funds and personnel are available to procure, operate and maintain the additional equipment. A POC with knowledge of the requirement should also be listed in Part IV of the forms with appropriate AUTOVON/FTS telephone numbers.

c. See chapter 2, this regulation, for identification/procedures for BOIP items.

Chapter 9

Authorization for Rental or Leased Property

9-1. Policy. Quoted below is DOD policy and criteria for rental of equipment in lieu of purchase as contained in Armed Services Procurement Regulation, paragraph 1-317, part 3, section I.

"1-317 Rental in Lieu of Purchase. There are situations in which the Government's equipment requirements may be more economically filled by rental than purchase. This is particularly true in the case of certain expensive commercial case basis, and rental should be used where it is in the Government's interest. The criteria to be considered in each case includes the following:

"a. The Government requirement is of short duration, and purchase would be more costly than rental (generally, long term rentals should be avoided in the absence of compelling circumstances);

"b. The probability that the equipment will become obsolete and that replacement within a short period will be necessary;

"c. The equipment is special or technical, and the lessor will provide the equipment, as well as maintenance and repair services, at a lower cost than would otherwise be available to the Government."

9-2. Requesting Procedures. AR 71-13, chapter 2, section XIII, provides additional guidelines and exceptions to be considered when property is rented and leased in lieu of purchase. Local procedures for requesting loan of Army owned property are outlined in Memo, HQ USAARMC, ATZK-DI-PO, 7 Aug 87, subject: Request for Loan of Army Material.

9-3. Accountability. AR 71-13 indicates that rental or leased property obtained under AR 71-13, section XIII, to satisfy emergency or temporary requirements, will not be recorded in TAADS documents. The exceptions are commercial designed administrative use vehicles leased UP AR 58-1. Accountability for loaned or leased property is required to be established and maintained in accordance with the policy outlined in AR 710-2 and implemented in DA Pam 710-2-1.

Chapter 10

Documentation of Approved Equipment Changes in TAADS Documents

10-1. Action Before Documentation. Approval of TDA equipment requirements must be completed prior to documentation in TAADS documents (see chapter 8, this regulation).

10-2. Applicability. Approval of TDA equipment memo requests by this or higher headquarters does not constitute authority to requisition. After the letter request for equipment is approved, the equipment must be included in an approved TAADS document before the equipment can be requisitioned.

10-3. Documentation. TAADS policy restricts changes to TAADS documents to two times annually per document. These changes can only be submitted during the TRADOC Resource Window which is open for changes from 1 December through 28 February and 1 June through 31 August. Therefore, equipment approved between these timeframes cannot be added to TAADS documents until the next open window. Because of these constraints, planning for TDA equipment must be accomplished at least 12 months before the time the equipment is needed. This will allow ample time to request and obtain approval of the equipment as prescribed in chapter 8, this regulation, and time to have the approved equipment entered into the approved TDA during the specified timeframes. Another factor to consider is the time required for procurement and/or requisitioning after equipment has been approved and documented. Out-of-cycle changes are not authorized unless directed by DA or prior written approval is granted by DA under the following conditions:

a. When a delay in correcting a discrepancy or update of a unit authorization document will have an adverse effect on unit readiness and/or mission performance.

b. When compliance with the prescribed timeframes will have an adverse impact on DA or MACOM Manpower Personnel Equipment Management Information Systems (PERSACS, LOGSACS, ARPRINT). It is envisioned that such situations would only occur due to heavy work loads, computer downtime, system problems, or out of schedule issuance of guidance documents.

c. To document manpower and equipment survey results.

10-4. Local Procedures for Documentation. The Force Management Division, DRM, will document approved equipment changes in the appropriate TAADS documents during the scheduled timeframes. However, units/activities have the responsibility to ensure that:

a. Desired equipment changes are submitted through DPTM, FIO to the Force Management Division, DRM. (Note: See chapter 2 for procedures on processing DA Form 4610-R on BOIP items of equipment.)

b. Approved TDA equipment changes received direct by the unit/activity from higher headquarters are submitted to the Force Management Division, DRM.

Chapter 11

Training Support Center (TSC) Equipment

11-1. Identification. AR 108-2 defines TSC equipment as any item of equipment or supplies involved in photography, television,

graphic arts, audio, audiovisual media distribution, and training aids. Locally, these items are managed by a single activity (DPTM, TSC) with the following exceptions:

a. The U.S. Army Armor and Engineer Board has been granted authority to operate separate photographic facility in support of their activity.

b. HQ DA has directed that audiovisual equipment in Army Morale Support Activities will be managed by Community Recreation Division, DPCA.

c. Audiovisual equipment in dayrooms/lounges of unaccompanied enlisted/officer quarters will be managed by the Furnishings Management Office, Housing Division, DEH.

d. Audiovisual equipment in dining areas of Troop Mess (music background, with or without paging system) will be managed by DOL Supply and Services Division.

11-2. Local Procedures for Submission of Requirements. Activities cited in paragraph 11-1, above, will assure that requirements for the audiovisual equipment are identified and incorporated in the 5-year long-range program developed by DPTM, TSC, UP AR 108-2. New requirements for TSC equipment by these activities will be submitted to the DPTM, TSC, for review and processing for approval.

11-3. Nonappropriated Fund Items. Audiovisual equipment procured with nonappropriated funds are not controlled by procedures cited in this chapter.

11-4. Documentation. TDA type TSC equipment approved under procedures outlined herein will be submitted for TDA documentation as prescribed in chapter 8 and 10, this regulation.

Chapter 12

Local Authorization Procedures for Selected Types of Equipment

12-1. Test, Measurement, and Diagnostic Equipment (TMDE). TMDE equipment is defined in AR 750-43 as any system or device used to evaluate the operational condition of a system or equipment to identify and/or isolate any actual or potential malfunction. TMDE includes diagnostic and prognostic equipment and calibration test/measurement equipment. Requests for requirements for TMDE will be processed as follows:

a. Standard controlled/noncontrolled items will be submitted as prescribed in chapter 8, this regulation.

b. All other TMDE requests will be submitted to DOL for approval action as prescribed in AR 750-43.

12-2. Automation Equipment. The term "automation" includes office automation and data processing. The term "office automation" is a subset of automation and includes text processing, electronic mail, calendaring, and similar applications. Automation equipment includes Automatic Data Processing Equipment (ADPE) and what was previously called Word Processing Equipment (WPE). Guidance on TAADS documentation of this type of equipment is as follows:

a. Until approval and publication of the new equipment chapter to CTA 50-909 for Information Management Area items, acquisition and authorization of ADPE costing less than \$5,000 will be IAW AR 25-5. This category of equipment (Tier III) must be accounted for in the DOIM TDA property book, citing paragraph C-2d, AR 310-49-1, as authorization and will not be documented in the TDA Section III Supplement. Acquisition and authorization of ADPE costing \$5,000 or more will be IAW AR 25-5 and documented on the DOIM TDA Section III Supplement IAW AR 310-49-1.

b. DOIM is the proponent for all ADPE requirements at this headquarters.

12-3. Copy Equipment. Copying equipment is authorized by CTA 50-909 and will be documented on the DOIM TDA after approval has been obtained IAW AR 25-5 and AR 340-20.

12-4. Filing Equipment. Standard filing equipment is authorized by CTA 50-909 after approval has been obtained through local DOIM channels UP AR 340-4. Nonstandard filing equipment will be included in appropriate TAADS documents after approval has been obtained through local DOIM channels UP AR 340-4 and IMP.

12-5. Micrographics Equipment. CTA 50-909 authorizes microfilm/microfiche readers after approval has been obtained from DOIM UP AR 340-22. All other micrographics related equipment will be included in the appropriate TAADS documents after approval has been obtained from DOIM UP AR 340-22 and IMP.

12-6. Printing, Binding, Duplicating, and Auxiliary Equipment. Equipment in this category will be included in TAADS documents when prior approval has been obtained from DA in accordance with AR 310-1. Except as annotated by footnotes in equipment tables in AR 310-1, the inclusion of subject equipment in TAADS documents does not constitute authority to purchase, issue, lease, replace, transfer, or dispose of such equipment. Requests for any of these items should be processed in accordance with AR 310-1, chapter 3 and IMP.

12-7. Carpet. Depending on its use, carpet is classified in two categories.

a. Carpet installed as a prime floor finish is classified as real property and must be authorized UP AR 420-70.

b. Carpet installed over a prime floor finish is considered a furnishing and is classified as equipment-in-place (EIP). EIP carpet is authorized for use in certain facilities and functional areas as defined in CTA 50-909, appendix F.

c. Requests for EIP carpet will be submitted through ATZK-EH to ATZK-RM-FM, this headquarters, for approval as prescribed in chapter 3, paragraph 3-4, this regulation.

12-8. Materials Handling Equipment (MHE). Requests for MHE must be submitted to this headquarters, ATTN: ATZK-DI-PO, for compliance with the provisions of AR 71-13, paragraph 3-29, prior to submission to DRM.

12-9. Capability Requirements (CAPR) Work Requests. Items in this category will be processed by DOIM UP 25-series. An equipment authorization memo will be published by Information Systems Command as temporary authorization of all capital investment equipment associated with this process until submission of TDA changes UP AR 71-13.

12-10. Force Modernization Equipment.

a. Before fielding new equipment, DA Publishes a DA Letter Authority (DALA). This document constitutes DA authority for applicable units/activities to requisition and retain subject equipment before documentation in TAADS. Project codes are assigned to most new equipment being fielded. The project codes are listed in the Material Fielding Plans (MFP) and the DALA. Appropriate project codes are requested to be entered on applicable requisitions.

b. Upon receipt, all DALA must be reviewed and compared to requirements. Quantity or UIC changes may be accomplished via DALA amendments. Requests for amendments to the DALA must be coordinated with appropriate staff and forwarded to this headquarters, ATTN: ATZK-DPT-FIO for submission to higher headquarters.

c. Once proper quantities are verified as correct in the DALA, a request for TDA change (chapter 8, this regulation) should be submitted to this headquarters, ATTN: ATZK-RM-FM for inclusion in the TDA document during the next available management of change (MOC) window. Part IV of the DA Form 4610-R need only reflect the DALA as the justification for the TDA change.

d. Since UIC and quantities in the DALAs are determined from requirements documents such as BOIP, POI, Army Modernization Information Memorandum (AMIM), etc., activities should continually ensure that these requirement documents reflect their correct needs (see chapter 2).

TYPEWRITER DATA SHEET

TDA NUMBER TCW CCNUM 0194 EDATE 93/1001 PARAGRAPH NUMBER _____

PARAGRAPH DESCRIPTION Handy word PARA LINE(S) _____ POSITION TITLE _____

1. Number of typewriters (by LIN, type and carriage size) currently authorized for paragraph shown above: _____.

2. Name, telephone number, and building number of individual having knowledge of typewriter requirements: _____.

3. Authorization requested, e.g.:

a. LIN 99001N TYPEWRITER: NONPORTABLE, ELECTRIC HEAVY DUTY, TYPE BAR, 13.5 IN CARRIAGE OR LESS STD PICA OR ELITE TYPE STYLE STD SPACING, STD PLATEN QTY _____.

b. Special features required (if applicable). (See CTA 50-909, appendix D.)

4. Justification:

a. Each typewriter must be fully justified.

b. Each special feature in excess of the basic item description must be fully justified.

5. Statement that funds and personnel are available within current resources to procure and operate requested item.

(NOTE: Include in justification on electronic typewriters/memorywriters (LIN 99100N) information regarding the amount of memory, design, disk-drive and Federal Supply Class (FSC). Information stating the number of Personal Computers (PCs) within office and why the PC cannot be utilized instead of memorywriter is also required.

Figure 1. Typewriter Data Sheet

EQUIPMENT DATA SHEET

TDA Number:

CCNUM:

Commodity Manager Code:

NSN:

Nomenclature: (Note 1)

Unit Cost:

Quantity Currently Authorized:

Proposed New Authorization:

Basis of Distribution: (para, line no., and title of requesting activity)

Justification: (Note 2)

NOTE 1 - Include a complete description of the item(s), to include characteristics, manufacturer's name, and model number. Attach commercial literature applicable to the item(s).

NOTE 2 - Include a statement that no Army adopted item is available within the supply system to satisfy the requirements. All requests must be coordinated with the appropriate program director to ensure that funds are available to procure and maintain the requested items. Justification must state that these actions have been completed before the submission of the request for approval.

Figure 2. Equipment Data Sheet

Appendix A

References

Section I

Required Publications

AR 25-Series

(Cited in paras 4-2b and 12-9.)

AR 25-5

Information Management for the Sustaining Base.
(Cited in para 12-2a and 12-3.)

AR 71-2

Basis of Issue Plan (BOIP), Qualitative and Quantitative Personnel Requirements Information (QQPRI). (Cited in para 2-2.)

AR 71-13

Equipment Authorization and Utilization Policies and Criteria and Common Tables of Allowances.
(Cited in paras 2-2, 3-3, 5-2, 6-1d, 6-2b, 7-2, 7-3a & b, 8-2, 9-2, 9-3, 12-8, 12-9.)

AR 108-2

Army Training and Audio-visual Support. (Cited in paras 11-1, 11-2.)

AR 310-1

Publications, Blank Forms, and Printing Management.
(Cited in para 12-6.)

AR 310-49-1

The Army Authorization Documents Systems (TAADS) Documentation Procedures and Processing. (Cited in para 12-2a.)

AR 340-4

Files Equipment. (Cited in para 12-4.)

AR 340-20

Office Copiers. (Cited in para 12-3.)

AR 340-22

Army Micrographics Program.
(Cited in para 12-5.)

AR 420-70

Real Property and Resource Management. (Cited in para 12-7a.)

AR 710-2

Supply Policy Below the Wholesale Level. (Cited in para 9-3.)

AR 710-2-1 Using Unit Supply System Manual Procedures. (Cited in para 9-3.)

AR 735-5 Basic Policies and Procedures for Property Accounting. (Cited in para 5-1.)

AR 750-43

Test, Measurement and Diagnostic Equipment (TMDE).
(Cited in paras 12-1, 12-1b).

AR 840-10

Flags, Guidons, Streamers Tabards, and Automobile and Aircraft Plates. (Cited in para 5-2.)

Army Modernization

Information Memorandum (AMIM). (Cited in para 12-10d.)

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CTA 8-100
Army Medical Expendable
Supplies. (Cited in
paras 3-1, 5-2.)

CTA 23-Series
(Cited in para 5-2.)

CTA 50-909
Field and Garrison
Furnishing And Equipment.
(Cited in paras 3-1, 4-2a,
12-3, 12-4, 12-5, 12-7b,
and Fig 1.)

CTA 50-970
Expendable Items (Except
Medical, Class V, Repair
Parts, and Heraldric Items).
(Cited in paras 3-1, 5-2.)

SB 700-20
Army Adopted/Other Items
Selected for Authorization/
List of Reportable Items.
(Cited in paras 2-3, 3-3,
7-1b, 7-1d, 8-1.)

Technical Manuals
Repair Parts. (Cited in
para 5-2.)

Quarterly BOIP Report for
DA Microfiche. (Cited in
para 2-3.)

Section II

Related Publications

AR 310-49
The Army Authorization
Documentation System
(TAADS).

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FOR THE COMMANDER:



DONALD W. WILLIAMS
Colonel, GS
Chief of Staff

WALTER J. KESSY
LTC, USA
Director, Information Management

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