

**Army Regulation 71–32**

**Force Development**

# **Force Development and Documentation**

**Headquarters  
Department of the Army  
Washington, DC  
1 July 2013**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 71-32

Force Development and Documentation

This major revision, dated 1 July 2013--

- o Changes the title of the publication from Force Management to Force Development and Documentation (cover).
- o Introduces the Force Development Process (para 1-5).
- o Explains the Force Management System and incorporates the Force Management System Web site as the Army's official repository of organizational requirements and authorization documentation as well as other force development information (para 1-6).
- o Explains the Army Organizational Life Cycle Model (para 1-12).
- o Explains the force integration functional areas (para 1-13).
- o Integrates Army force generation into force development (para 1-14).
- o Establishes Deputy Chief of Staff, G-8's role in basis of issue plan development (para 2-11).
- o Establishes responsibilities for commanders of Army commands, Army service component commands, and direct reporting units (para 2-24).
- o Explains the Force Development Process and its five phases--develop capabilities, design organizations, develop organizational models, determine organizational authorizations, and document organizational authorizations (chap 3).
- o Establishes force design update-junior policy (para 5-1).
- o Changes policy on table of organization and equipment cyclic reviews from every three years to five years (para 5-3).
- o Establishes policy on the letter of exception (para 7-3d(11)).
- o Updates force management documentation processes and systems (chap 8).
- o Changes approval authority for document changes (app E).
- o Adds internal control evaluation (app G).
- o Deletes reference to and requirement for the Equipment Survey Program.
- o Deletes Level C (Cadre) as well as Level 2 and numerically higher tables of organization and equipment.
- o Makes administrative changes (throughout).

## Force Development

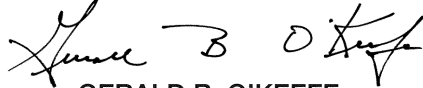
### Force Development and Documentation

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By Order of the Secretary of the Army:

RAYMOND T. ODIERNO  
General, United States Army  
Chief of Staff

Official:



GERALD B. O'KEEFE  
Acting Administrative Assistant  
to the Secretary of the Army

**History.** This publication is a major revision.

**Summary.** This regulation updates policies for developing and documenting organizational requirements and authorizations, and for establishing certain force development functions in the Office of the Deputy Chief of Staff, G–3/5/7.

**Applicability.** This regulation applies to the active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–3/5/7. The proponent has the authority to approve exceptions or waivers to this regulation that

are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix G).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–3/5/7 (DAMO–FMF), 400 Army Pentagon, Washington, DC 20310–0400.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Department of the Army, Deputy Chief of

Staff, G–3/5/7 (DAMO–FMF), 400 Army Pentagon, Washington, DC 20310–0400.

**Committee management.** AR 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the U.S. Army Resources and Programs Agency, Department of the Army Committee Management Office (AARP–ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established “group” identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15–1, then the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

**Distribution.** This regulation is available in electronic media only and is intended for command levels C, D, and E for the active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 71–32, dated 3 March 1997.

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**Glossary**

## Chapter 1 Introduction

### 1–1. Purpose

This regulation provides the authoritative policy guidance regarding force development and documentation. The Army continues to adapt its institutional policies to be more responsive to change while seeking ways to improve efficiency and effectiveness in an era of persistent conflict. This regulation prescribes policies and responsibilities for the development and documentation of Army force structure programs, force accounting, personnel and equipment requirements and authorizations, and associated force management activities.

### 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 chapters 2 and 7.

### 1–5. The Force Development Process

a. Force management is the overall framework on which the Army is raised, maintained, and sustained. Force development, a subprocess of force management, determines organizational and materiel requirements and translates them into time-phased programs and force structure to accomplish Army missions and functions (this is the creation of forces).

b. The Force Development Process (figure 1–1) is the five-step process used to identify requirements, build organizational models, define the total force structure required to meet the National Military Strategy, and document authorizations.

c. After the first phase is initiated by the Army's concept framework, each phase of the process relies on a product from the previous one.

(1) *Phase 1: Develop capabilities.* U.S. Army Training and Doctrine Command (TRADOC) refines the guidance it receives to determine the best way to bridge a capability gap, then produces a unit reference sheet (URS) for an organization, or an initial capabilities document (ICD)/capability development document (CDD) for materiel (see AR 71–9).

(2) *Phase 2: Design organizations.* TRADOC conducts the force design update (FDU) process to determine requirements for doctrinally correct organizations. TRADOC submits the FDU to HQDA for staffing and approval. For materiel, the materiel developer produces basis of issue plan (BOIP) feeder data (BOIPFD). The BOIPFD is based on concept of employment/basis of issue guidance from the Joint Capabilities Integration and Development System (JCIDS), capability document, or capability production document (CPD) describing operational attributes of a materiel solution. TRADOC uses the JCIDS process and analysis of alternatives to determine requirements for materiel solutions; the CDD/CPD is submitted to Headquarters, Department of the Army (HQDA) for staffing and Army Requirements Oversight Council (AROC) approval.

(3) *Phase 3: Develop organizational models.* The FDU serves as the basis for developing organizational models. The U.S. Army Force Management Support Agency (USAFMSA), a field operating agency of Deputy Chief of Staff (DCS), G–3/5/7 (DAMO–FMZ), develops the FDU into a table of organization and equipment (TOE) (see chapter 5 of this regulation). For materiel, USAFMSA receives the BOIPFD from the materiel developer and then develops it into a BOIP.

(4) *Phase 4: Determine organizational authorizations.* The TOE with all of its associated BOIPs provide the basis for determining organizational authorizations. In total Army analysis (TAA) (see AR 71–11), the Army determines the proper mix of units to be built from the TOE. The resulting Army Structure Memorandum directs which type units will comprise each of the Army's manned components over the program and establishes the program objective memorandum (POM) force.

(5) *Phase 5: Document organizational authorizations.* The Army Structure Memorandum provides the basis for documenting organizational authorizations (see chapter 8 of this regulation). USAFMSA documents the decisions from the Army Structure Memorandum by developing a modified table of organization and equipment (MTOE) for each unit from TOE and BOIPs developed in Phase 3.

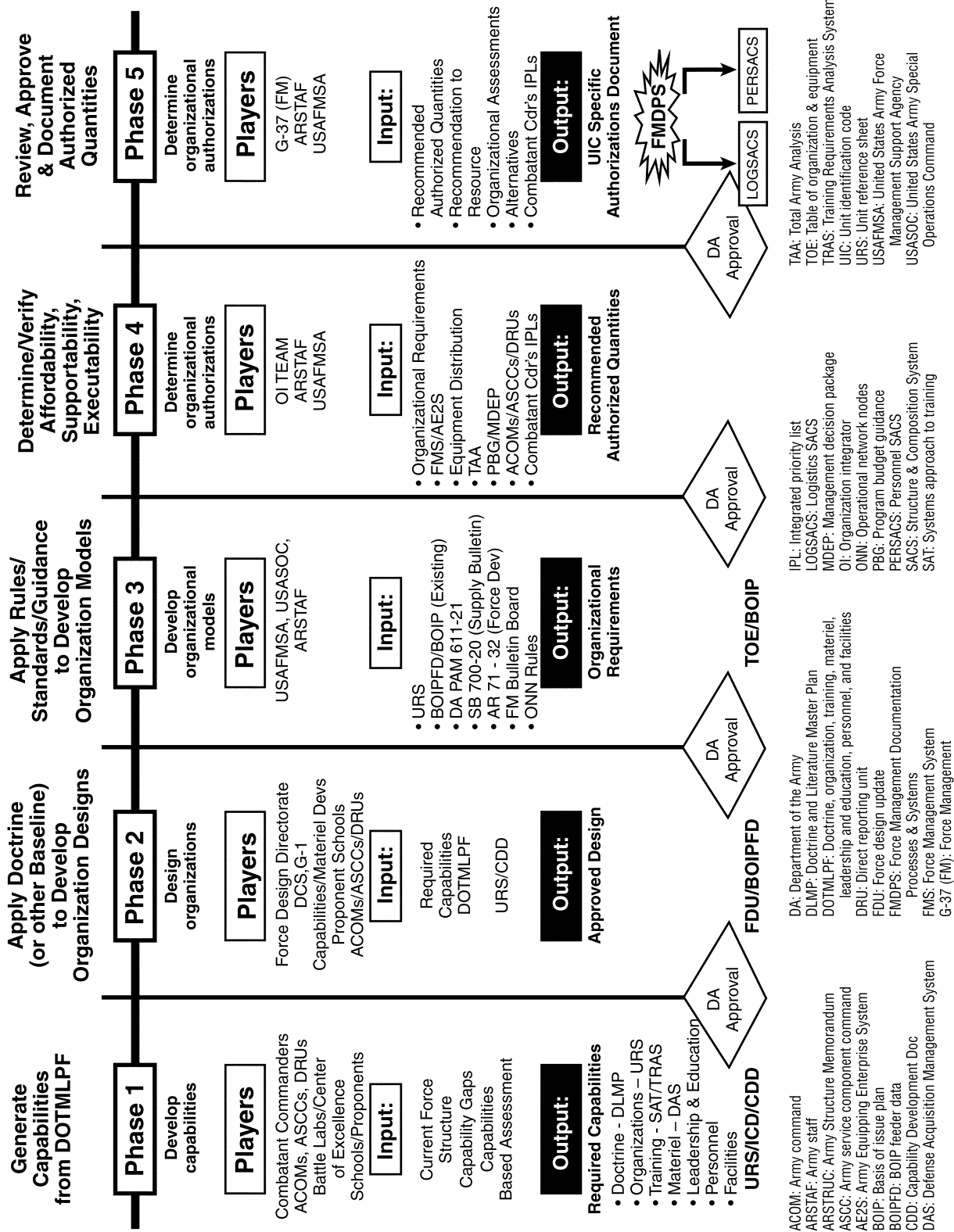


Figure 1-1. Force Development Process

## **1–6. Force Management System and Force Management System Web site**

*a.* Force Management System (FMS) is the information technology (IT) system for BOIP, TOE, and MTOE development. In the future, the FMS software application will also include table of distribution and allowances (TDA) development. Access to FMS is limited to the force development community.

*b.* Data from FMS may be viewed through the Force Management System Web site (FMSWeb), which is located at <https://fmsweb.army.mil/>. FMS and FMSWeb are two different systems. FMSWeb requires only internet access and an FMSWeb account; it is widely used by the entire force management community. FMSWeb—

(1) Provides information on mission, organizational structure, personnel and equipment requirements, and authorizations for Army units and Army elements of Joint organizations for the current year through the second program year.

(2) Provides management and analysis tools, consolidated reports, and other information used in force management processes.

(3) Provides access to requirements and authorization documents including—

(*a.*) TOE.

(*b.*) BOIP.

(*c.*) MTOE.

(*d.*) TDA.

(*e.*) Joint table of allowances (JTA).

(*f.*) Common tables of allowances (CTA).

*c.* 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.

*d.* Parent unit identification codes (UICs) originate in DCS, G–3/5/7 (DAMO–FMP) and are registered in the Defense Readiness Reporting System–Army (DRRS–Army) (see AR 220–1). FMSWeb receives UICs from DRRS–Army to support building authorization documents. UICs are also recorded on the Army Organization Server.

*e.* The force management bulletin board (FMBB) is established on FMSWeb, which along with a “lookup tools” function provides HQDA-approved information Armywide to customers working in force management-related disciplines.

## **1–7. Basis of issue plan**

Basis of issue plans are requirements documents. BOIPs support equipment acquisition and materiel development by identifying and documenting both personnel and equipment requirements. They are developed for new or improved items of equipment, describing in detail the item, its capabilities, component items of equipment, where the item is to be used, and the associated support items of equipment and personnel. BOIPs may include personnel changes caused by the introduction of new items into the Army inventory, including the military occupational specialty (MOS) needed to operate and maintain the equipment and any required additional skill identifier. BOIP personnel changes may impact or be impacted by notification of future changes.

*a.* BOIPs are essential to determining Army gross equipment requirements. They are required to plan and program acquisition requirements and to manage the introduction of developmental and non-developmental items (NDIs) of equipment.

*b.* Application of BOIPs to MTOE units is done in accordance with modernization guidance produced by DCS, G–8 and DCS, G–4 and provided through DCS, G–3/5/7 during the command plan cycle, well in advance of planned fielding dates (ideally two years before fielding). BOIPs are applied to coincide with the approved fielding plan to those units. BOIPs are not authorization or distribution documents.

## **1–8. Tables of organization equipment and tables of distribution and allowances systems**

*a.* A TOE is a document that prescribes the capabilities, organizational structure, and minimum mission essential wartime requirements (both personnel and equipment) necessary for a military unit to accomplish its doctrinal mission. The specific objectives of the TOE process are to—

(1) Determine and document the minimum mission essential wartime requirements, modernization options, and potential capability increases of combat, combat support, and sustainment units.

(2) Represent Army approved doctrine and organization design concepts.

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

(4) Provide a standard level of organization for use in unit status reporting (see AR 220–1).

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

(6) Provide HQDA-approved detailed requirements information to supported databases and systems such as—

- (a) FMSWeb.
- (b) Structure and Composition System (SACS).
- (c) Structure and Manpower Allocation System (SAMAS).
- (d) The DCS, G–8 fielding plan database.
- (e) The DCS, G–1 personnel management authorization document (PMAD) database.
- (f) Army Organization Server for Global Force Management Data Initiative—formatted force structure data.
- (g) Real Property Planning and Analysis System.
- (h) Army Capability-Based Architecture Development and Integration Environment.
- (7) Standardize TOE format and development procedures.
- (8) Provide a process that prescribes standardized modernization steps from the least modernized common base through levels of modernization to the objective organization, which supports and accommodates the Army modernization strategy.
  - b. A TDA prescribes the structure for a unit for which a TOE does not exist. TDA are unique in that they are developed based on the type and workload of a unit’s mission. The specific objectives of the TDA system are to—
    - (1) Determine and document the Army mission essential requirements and authorizations to support the Army’s institutional processes and to augment its operating force units.
    - (2) Provide TDA automated workload management organizational models which will determine the requirements of the components of the operating and generating force.
    - (3) Provide a basis for the standardization of TDA organizational models.
    - (4) Provide HQDA approved detailed authorizations information to supported databases and systems such as—
      - (a) FMSWeb.
      - (b) SACS.
      - (c) SAMAS.
      - (d) Army Organization Server.
      - (e) The DCS, G–8 fielding plan database.
      - (f) The DCS, G–1 PMAD database.
    - (5) Standardize TDA format, documentation, and development procedures.

### **1–9. Manpower requirements criteria**

Manpower requirements criteria (MARC) are HQDA-approved staffing standards used to determine minimum mission-essential wartime personnel requirements for combat support (CS) and sustainment functions in TOE. USAFMSA develops MARC from detailed analytical studies conducted on proponent recommended CS and sustainment functions. The U.S. Army Medical Command (MEDCOM) develops medical MARC from detailed analytical studies conducted by the U.S. Army Medical Department Center and School.

### **1–10. Equipment Authorization and Usage Program**

- a. Prescribes the processes that are used to establish requirements and authorizations for equipment provided to units and individuals in the Army.
- b. Prescribes the policies and guidance for the inclusion of equipment in TOE, MTOE, TDA, JTA, and CTA.
- c. Prescribes policies and assigns responsibilities for the inclusion and exclusion of all major end items used with adopted sets, kits, and outfits (SKO), and assemblages.
- d. Prescribes an overall Department of the Army (DA) equipment usage management program and usage standards for selected types of equipment not presently managed by other DA or Department of Defense (DOD) publications.
- e. Prescribes the policies, responsibilities, and procedures for developing, processing, and changing CTA.
- f. Provides consolidated guidance published on FMSWeb 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) Provide central control and review of equipment authorizations by HQDA.

*h.* While not part of the Equipment Authorization and Usage Program, Army Capability-based Architecture Development and Integration Environment provides the basis to determine command, control, communications, and computers equipment requirements in TOE.

### **1–11. Force management documentation processes and systems**

*a.* Force management documentation processes and systems 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 the first program year. Force management documentation processes and systems comprises two distinct systems, a functional management system and a data processing system. Force management documentation processes and systems objectives are to—

(1) Provide each Army unit and organization with an authorization document containing the HQDA-approved organizational structure, personnel and equipment requirements, and authorizations.

(2) Maintain organizational structures, requirements, and authorizations of Army personnel and equipment.

(3) Provide official requirements and authorization data for the Total Army.

*b.* The force management documentation processes and systems' management system consists of the annual command plan process and its supporting and peripheral processes to create and change units based on senior leaders' decisions. It is supported by the SAMAS which records those decisions at aggregate personnel categories' levels by UIC. SAMAS is the force accounting database of record. SACS integrates FMS authorizations and requirements document data with SAMAS force accounting data to project unit data over the program years.

*c.* The force management documentation processes and systems' data processing systems are FMS and other legacy systems to build, record, and modify BOIPs, TOE, MTOE, TDA, JTA, and CTA. They also include the SAMAS to record decisions on current and future force structure as well as SACS, which contains detailed personnel and equipment data on each unit and feeds downstream systems.

### **1–12. The Army Organizational Life Cycle Model**

*a.* Force integration is a multidisciplinary, capstone process that examines, validates, modifies, and monitors all aspects of change. It results from activities within functions or functional groupings designed to increase operational capability at the organization level.

*b.* The Army Organization Life Cycle Model depicted in figure 1–2 provides a construct for explanation and examination of the overall process. No function of the model can be viewed as a discrete entity, because no single function can be accomplished without reference to, or effect on, other functions. Army Organizational Life Cycle Model functions do not occur in isolation. Feedback loops are indicated in the model, reflecting a continuous, interactive manner. The Army Organizational Life Cycle Model is a model that ensures capabilities and readiness.

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## Threat/Capability Mission

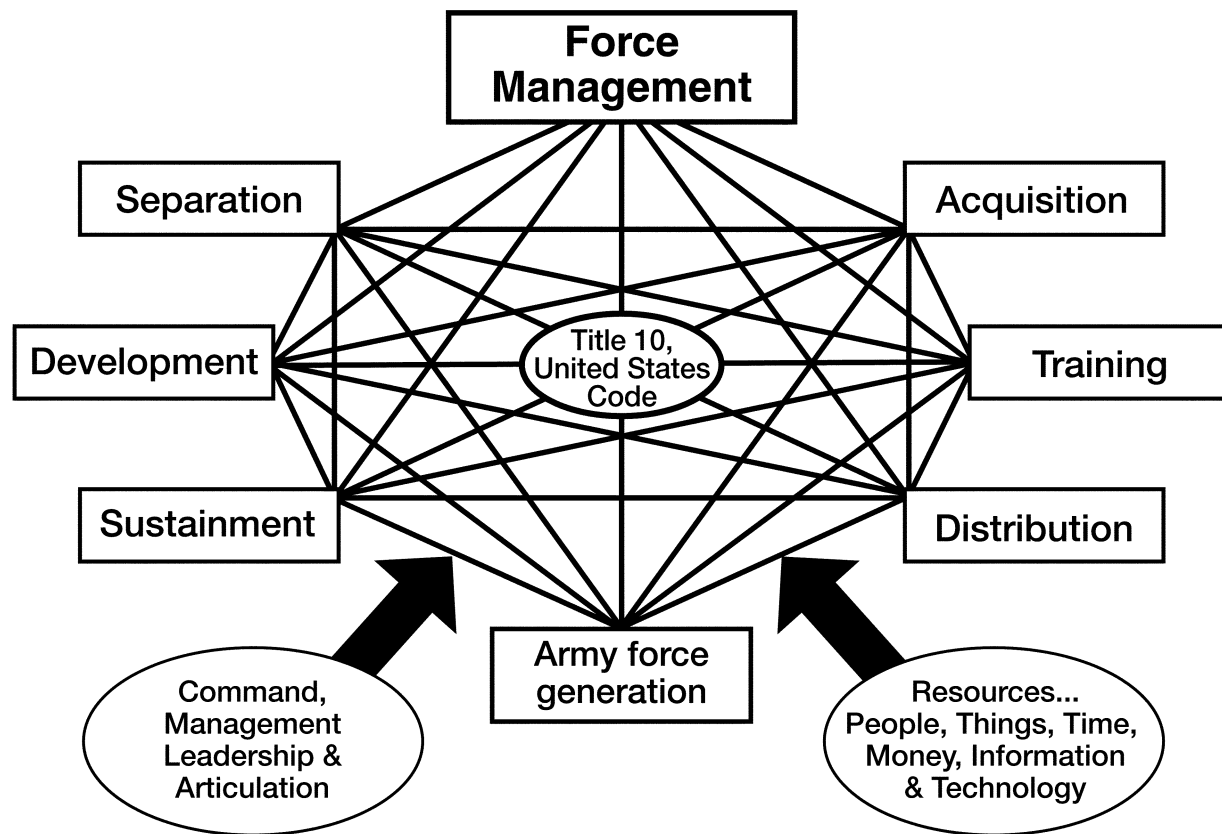


Figure 1–2. Army Organization Life Cycle Model

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### 1–13. Force integration functional areas

a. Application of the force integration functional areas is a valuable method for force managers to evaluate all proposed, occurring, or past force management actions by using a force integration functional area analysis. They can be used at every level to ensure the effectiveness and completeness of changes to units.

b. The nine force integration functional areas provide the basis for transitioning organizations from one level of capability to a higher level. They also help force managers assign functional responsibility for issues and integrate the solutions. The force integration functional areas prescribe the correctly structured, equipped, trained, manned, sustained, deployed, stationed, and funded end state to be achieved at the culmination of modernization as well as the required readiness level. They are—

(1) *Structuring*. An organization is properly structured to accomplish its doctrinal mission when the organization, its field maintenance/sustainment maintenance structure, and the support infrastructure have accurate requirements documents, registered UICs, and HQDA-approved authorization documents.

(2) *Manning*. An organization is properly manned when the organization has assigned, by grade and skill, all authorized personnel.

(3) *Equipping*. An organization is properly equipped when the organization has the equipment authorized, including major end items; test, measurement, and diagnostic equipment (TMDE); special tools and test equipment; maintenance floats; and all necessary CTA items.

(4) *Training*. An organization is properly trained when the organization has completed all required Army training, including new equipment training, and has been evaluated to meet mission-essential task list standards. All authorized organizational training support material and training devices must be in unit hands, and all institutional training courses and training systems, training ammunition, and training facilities must be available. All doctrinal publications must be on hand.



(5) *Sustaining*. An organization can be properly sustained when all authorized organization-level combat support and sustainment personnel are assigned and all support equipment, facilities, spares, and supplies are on hand. The field maintenance/sustainment structure and any support infrastructure must be structured, equipped, trained, manned, sustained, stationed, and funded to sustain the supported organization. All support publications must be on hand and the organizations must have valid Department of Defense activity address codes.

(6) *Funding*. An organization is properly funded when all costs associated with the organization and its field maintenance/sustainment structure have been identified, programmed, and resourced. Funds must be available to support activation, reorganization, conversion, stationing, property turn-in or transfer, transportation, facility construction or renovation, and operational tempo.

(7) *Deploying*. An organization is deployable (and/or employable) when the organization, its field maintenance/sustainment structure, and associated units are structured, equipped, trained, manned, sustained, stationed, and funded to operate as an element of an Army component command.

(8) *Stationing*. An organization is properly stationed when the organization and its field maintenance/sustainment structure have all required organizational facilities and support infrastructure in place. No degradation of quality of life, safety, or environmental standards can exist.

(9) *Readiness*. An organization is ready when the organization is at an overall rating, and commodity area category levels are consistent with Army force generation (ARFORGEN) standards.

### **1–14. Army force generation**

The ARFORGEN process is the structured progression of unit readiness over time to produce trained, ready, and cohesive units prepared for operational deployment in support of the combatant commander and other Army requirements. ARFORGEN is the Army's core process for force generation that cycles units through three force pools—regeneration, train/ready, and available. Each of the three force pools contains a balanced force capability to provide a sustained flow of forces for current commitments and to hedge against unexpected contingencies. As a model, ARFORGEN supports the Army's planning, programming, budgeting, and execution (PPBE) process. As a process, it synchronizes the Army's efforts to provide land forces and other capabilities required by our nation. The Army will man and equip like units to a similar MTOE with the goal of modernized, compatible, and interoperable systems between components. The Army will provide units a MTOE in regeneration at Return+60 for the SAMAS-designated active component (AC) and Return+11 months for the reserve components (RCs). The goal is to provide the most modernized MTOE based on equipment delivery and fielding plans. Global force management requirements drive ARFORGEN and necessitate the synchronization of institutional processes. Units will flow through the regeneration, train/ready, and available force pools in a structured progression of increased readiness capability; documentation processes will be flexible to, by exception, allow for out of cycle MTOE documentation to provide new capabilities to deployers as they approach the available force pool (see AR 525–29).

### **1–15. Global Force Management Data Initiative**

The Global Force Modernization Data Initiative entails creation of authoritative data sources for all authorized DOD force structure data, facilitating the unique identification of organizations, billets, crews, and chain of command links. It provides a common reference and net-centric exchange format for authorized force structure across all DOD warfighting, information, and business systems.

## **Chapter 2 Responsibilities**

### **Section I**

#### **Headquarters, Department of the Army Staff, Secretariat, and support agencies**

##### **2–1. Headquarters, Department of the Army**

Secretariat, staff, and support agencies will perform reviews of requirements and authorizations documents.

##### **2–2. Assistant Secretary of the Army (Manpower and Reserve Affairs)**

The ASA (M&RA) will—

a. Provide policy management oversight review of readiness, mobilization, and inactivation of military units of the Army to assure conformance with existing military and civilian manpower and personnel policy guidance and FMS documentation policies.

b. Review proposed changes to HQDA approved TOE and provide recommendations to the DCS, G–3/5/7 (DAMO–FMZ).

c. Serve as the approval authority for all Army Management Headquarters Activities (AMHA) actions and develop policies that assure that ASA (M&RA) AMHA oversight and approval responsibilities are met.

- d.* Coordinate with DCS, G-3/5/7 (DAMO-FMZ) on policies required for exercising management oversight and review of personnel data contained in BOIPs.
- e.* Maintain oversight of the DCS, G-1 operator and maintainer decisions to assure their conformance with existing personnel policy guidance
- f.* Monitor DCS, G-1 decisions for BOIP and approved operator and maintainer decisions for conformance with existing policy guidance and senior level decisions during all phases of the PPBE process.
- g.* Review and monitor all manpower and personnel integration (MANPRINT) materiel acquisition plans and activities. This is to assure conformance with military and civilian manpower support for the BOIP, equipment fielding plans, major weapon systems distribution fielding plan, and the distribution of each major weapon system.
- h.* Maintain policy management oversight authority for grade and skill detail of military authorizations and the Army's activities to fill those authorizations.
- i.* Maintain policy management oversight authority over DCS, G-1 implementation of policies governing military position authorizations.
- j.* Maintain policy management oversight authority over MARC studies to assure personnel affordability and supportability decisions comply with policy governing military MOS classification and the application of military standards of grade.
- k.* Approve policies developed for the full-time support (FTS) program and maintain policy management oversight of the program.
- l.* Review the documentation of Army military and civilian manpower requirements and authorizations to assure conformance with changes in automated workload management systems at the Army command (ACOM)/Army service component command (ASCC)/direct reporting unit (DRU) and installation levels to assure authorization documentation reflects workload-based documentation changes.
- m.* Provide policy management oversight of readiness, mobilization, and inactivation of Army units to assure conformance with existing military and civilian manpower and personnel policy guidance and force management documentation processes and systems documentation policies.
- n.* Monitor changes in authorization documentation of non-appropriated morale, welfare and recreation activities to assure compliance with Army Family advocacy, community support, and quality of life policies.
- o.* Serve as proponent for contractor man-year equivalent to DA civilian conversions (in-sourcing), the contractor inventory review process, and military manpower coding.
- p.* Validate/approve manpower analysis, including workload, for all concept plans; complete this responsibility as part of the larger responsibility to validate/approve all manpower studies conducted or manpower models developed at the ACOM/ASCC/DRU level.

### **2-3. Assistant Secretary of the Army Financial Management and Comptroller**

The ASA (FM&C) will—

- a.* Develop and publish Army management structure code (AMSCO) policies and procedures.
- b.* Participate in developing force management documentation processes and systems policies and procedures pertaining to AMSCOs in authorizations documents.
- c.* Review organizational structure, personnel, and equipment documented in authorization documents for adequacy and compliance with policies of which the ASA (FM&C) is the proponent.
- d.* Provide Army cost factors and the Forces and Organization Cost Estimating System model to force developers upon request, with the U.S. Army Cost and Economic Analysis Center as the agent.
- e.* Validate costs and approved methodologies used in the command plan process.

### **2-4. 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 that ensure maintenance data requirements are provided as requested by DCS, G-3/5/7 (DAMO-FMZ) for maintenance manpower requirements determination.
- b.* Submit the program manager-developed BOIPFD for all Army programs of record and submit amended BOIPFD to USAFMSA within 60 days of when materiel changes occur to an approved BOIP. Provide USAFMSA the BOIPFD for new or improved equipment via the logistics information warehouse (LIW) system.
- c.* Coordinate the BOIPFD with other materiel and training developers, TOE proponents, all appropriate capability developers, system maintenance support proponents, and personnel proponents to support HQDA type classification requirements.
- d.* Submit the program manager-developed 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 and/or associated support items of equipment and personnel.
- e.* Ensure that all TMDE items have been reviewed and that U.S. Army Central TMDE Activity has concurred per

AR 750–43. Materiel developers will also provide the U.S. Army Central TMDE Activity approval number on the BOIPFD.

*f.* Establish policies for the retention of supporting documentation for BOIPFD developed during the acquisition process, including the identification of the data source and the rationale for selection.

*g.* Establish guidance for materiel developers in support of the U.S. Army Materiel Command (AMC) three-year cyclic review of maintenance burden data for fielded systems.

*h.* Provide line item number (LIN) delivery quantities from production schedules at President’s Budget and the Budget Estimate Submission to DCS, G–8 Equipping the Force application.

*i.* Ensure materiel developer invites USAFMSA to participate in the Supportability Integration Process Team for BOIPFD Development per AR 700–127.

*j.* Gain maintenance provider validation and approval of MARC direct productive annual maintenance man-hours data.

*k.* Participate in cyclic reviews of LIN/BOIP files via the Standard Study Number-Line Item Number Automated Management and Integrating System (SLAMIS) upon receipt of email tasker notification to appointed integrators.

(1) Through their servicing AMC life cycle management command (LCMC), obtain LIN and standard study number for each item that is to be type classified standard logistics control code (LCC) A. This includes limited production test, limited production urgent, low rate initial production, and low rate production type reclassification decisions.

(2) Through servicing LCMCs, ensure appropriate data for Army Major Item System configuration identification as identified in AR 710–1 is entered into the LIW.

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

*m.* Provide equipment characteristics data to U.S. Army Military Surface Deployment and Distribution Command.

*n.* Support AMC in developing and maintaining 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 DCS, G–3/5/7 (DAMO–FMZ) for maintenance manpower requirement determination.

*o.* Coordinate with appropriate capability developers on the maintenance data developed in support of BOIPFD and/or MARC maintenance data updates prior to submission to USAFMSA.

*p.* Provide support to USAFMSA-convened maintenance data review panels as required.

## **2–5. Administrative Assistant to the Secretary of the Army**

The Administrative Assistant to the Secretary of the Army 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 22.

*b.* Approve the establishment and discontinuation of HQDA FOAs.

*c.* Approve requests for changes to non-AMHA manpower allocations resourced by Operating Agency 22.

*d.* Ensure that the Director, Center of Military History—

(1) Determine unit designations and approve unit re-designations for both TOE and TDA units and issue appropriate DA authorities per AR 220–5. For TOE units, coordinate with the document integrators and approve the designation lines included in Section 1 of the TOE.

(2) Furnish technical advice and recommendations as required to Army Staff (ARSTAF) agencies, USAFMSA, and proponents concerning TOE titles.

(3) Select MTOE units for constitution/organization/activation in coordination with DCS, G–3/5/7 (DAMO–FMZ). Upon selection, notify DCS, G–3/5/7 (DAMO–FMP) of the unit designations and historic UIC (if applicable).

(4) Provide technical advice as required on issues relating to the historical background of previous force structure decisions and policies.

## **2–6. Deputy Chief of Staff, G–3/5/7**

The DCS, G–3/5/7 (DAMO–FMZ) will—

*a.* Exercise primary ARSTAF responsibility for all aspects of the force management process.

*b.* Coordinate and supervise activities related to the development and management of the force to ensure synchronization of all force integration functional areas to support programmed activations, conversions, or relocation actions.

*c.* Task ACOMs, ASCCs, DRUs, FOAs, and HQDA agencies for support for force management-related taskings as required.

*d.* Lead command plan process to annually account and document force structure decisions and directives from Army leadership, including those changes submitted by the Office of the Secretary of Defense and the commands and outlined in Congressional guidance.

*e.* Provide oversight and force management guidance to USAFMSA.

*f.* Document BOIP and notification of future changes in coordination with organization integrators (OIs); force

integrators; systems integrators; document integrators; DCS, G-8 system synchronization officers; DCS, G-1 personnel system staff officers; DA logistics staff officers; and DCS, G-4 analysts.

*g.* Approve TOE, BOIPs, and MARC as co-chair of Organizational Requirements Document Approval Board with the DCS, G-4 or DCS, G-8.

*h.* Serve as the HQDA single entry point for staffing and approval of letters of exception, which approve MTOE exceptions to TOE standardization.

*i.* Manage the TOE and TDA systems to accomplish the following:

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

(2) Develop and implement BOIP, notification of future changes (in coordination with DCS, G-1), TOE, MTOE, TDA, CTA, and MARC policies.

(3) Serve as single entry point for all TRADOC requirements (TOE, FDU, FDU Junior) into HQDA, approve organizational requirements and authorizations, and establish priorities.

(4) Evaluate in coordination with the ARSTAF integrators for manning, equipping, training, stationing, facilities, sustaining, and funding, the affordability, supportability, and feasibility of new and revised organization designs using the force integration functional areas analysis process.

(5) Approve publication of requirements and authorization documents and distribute to HQDA, ACOMs/ASCCs/DRUs, agencies, and activities.

(6) Review for adequacy and policy compliance the organizational structure and personnel and equipment data recorded in requirements and authorization documents.

(7) Maintain and oversee all documentation databases.

(8) Appoint an HQDA UIC manager to manage and issue parent UICs. In coordination with the Director, Center of Military History, issue unit numerical designations for assigned Army units to be activated, established, or organized. Develop and publish, in coordination with the DCS, G-1, guidance for identifying FTS requirements, distributing FTS resources, and monitoring implementation of FTS policies.

(9) Produce SACS output to project the MOS/grade and LIN/equipment readiness code (ERC) requirements and authorizations from the current year.

(10) Establish processes for synchronization among authorization documents, document distribution systems, the SAMAS manpower, and the SAMAS force records.

(11) Serve as HQDA single entry point for formal staffing and approval for BOIP process.

(12) Maintain a force accounting system capable of accounting for military requirements and authorizations by component and assignment across fiscal years, and the official record of force structure over time reflecting POM, TAA, and other leadership decisions.

(13) Release official master force and force review point force structure files.

*j.* Serve as the HQDA single entry point for formal staffing and approval of concept plans.

*k.* Serve as the HQDA single entry point for formal staffing and approval of Letters of Authority.

*l.* Integrate and synchronize all stationing actions and lead the effort to obtain senior level stationing decisions—

(1) Support the Assistant Chief of Staff for Installation Management (ACSIM) in developing an operationally prioritized and executable military construction program.

(2) Provide assistance to Army senior leaders as they prepare for Congressional, DOD and Joint Staff engagements involving the Army's Strategic stationing initiatives and military construction program.

*m.* Lead the TAA process to determine the proper mix of units in the force, establish the POM force, and deliver the Army Structure Memorandum to the Chief of Staff, Army for approval.

*n.* Exercise approval authority of multiple component unit (MCU) policies and procedures as ARSTAF lead for the DCS, G-3/5/7 (DAMO-FMZ).

## **2-7. Commander, U.S. Army Force Management Support Agency**

Commander, USAFMSA is the ARSTAF lead for the BOIP, TOE, MTOE, MARC, and TDA development systems, CTA, FMS and FMSWeb. The Commander, USAFMSA is also dual-hatted as the Director of Force Management, DCS, G-3/5/7 (DAMO-FMZ). The Commander, USAFMSA will—

*a.* Develop, publish, and maintain requirements documents (TOE, BOIP) and MARC.

*b.* Develop, publish, and maintain authorizations documents (MTOE, TDA, CTA, JTA).

*c.* Develop, operate, and maintain automation systems to support documentation and distribution of detailed force structure data.

*d.* Conduct periodic cyclic reviews of published TOE every five years, in conjunction with TRADOC.

*e.* Provide force management and documentation support to designated special programs, sensitive activities, and special access programs per AR 380-381.

*f.* Ensure that the Deputy Commander, USAFMSA co-chairs the Organizational Requirements Document Approval Board Council of Colonels (COC) with the DCS, G-8 Plans Division Chief.

## **2-8. Deputy Chief of Staff, G-1**

The DCS, G-1 will—

- a.* Formulate, coordinate, and enforce policies governing military position authorizations, classification, grading, and personnel management.
- b.* Approve policies, plans, and programs pertinent to developing, implementing, and maintaining military personnel proponency.
- c.* Publish PMAD/updated authorization documents in conjunction with DCS, G-3/5/7 (DAMO-FMZ) at the force review point or more frequently, as required.
- d.* Synchronize life cycle manning Army priorities and existing life cycle manning timelines to support ARFORGEN effective date (E-date) window.
- e.* Evaluate, at grade and skill detail, HQDA capability to support the military personnel authorizations documented in FMS.
- f.* Provide analysis of projected force structure changes, by MOS or area of concentration (AOC) and grade, resulting from proposed revisions to the structure, in coordination with USAFMSA and the DCS, G-3/5/7.
- g.* Review and monitor requirement development processes (FDU, Army requirements and resources board, Organizational Requirements Document Approval Board, concept plans, force feasibility reviews, force validation committees (FVCs), command plan, TAA, MARC), system MANPRINT management plans, acquisition plans, manpower estimates, and other activities for personnel affordability and supportability.
- h.* Develop, staff, and approve the program of instruction for the Manpower and Force Management Course in conjunction with the ASA (M&RA), DCS, G-3/5/7 (DAMO-FMZ), and the course director.
- i.* Manage the Army's trainees, transients, holdees, and students account within DCS, G-3/5/7 (DAMO-FMZ) constraints.
- j.* Ensure that manpower policy changes are reflected in AR 570-4.
- k.* Participate in staffing of all concept plans.
- l.* Review, evaluate, and provide decisions on proposed changes affecting manpower policy.
- m.* Validate BOIPFD for MOS maintainer information by providing a signed operator/maintainer decision memo.
- n.* Participate in area of interest reviews of TOE, BOIPs, HQDA staff coordination of all BOIPs, and the Organizational Requirements Document Approval Board COC and general officer steering committee (GOSC).
- o.* Maintain standards of grade tables to ensure proper documentation of personnel.

## **2-9. Deputy Chief of Staff, G-2**

The DCS, G-2 will—

- a.* Review, monitor, and provide input to the requirements and authorizations development processes (FDU, Army requirements and resources board, Organizational Requirements Document Approval Board, concept plans, force feasibility reviews, FVCs, command plan, TAA, and MARC), acquisition plans, manpower estimates, and other activities for affordability and supportability.
- b.* Review MTOE for proper foreign language identifiers and mixtures of languages and security clearance data.

## **2-10. Deputy Chief of Staff, G-4**

The DCS, G-4 will—

- a.* Review requirements and authorization documents and distribution/fielding plans in logistics functional areas of interest and furnish information concerning equipment issues to DCS, G-3/5/7 (DAMO-FMZ).
- b.* Review and make type classification, LIN validation, and other LIN life cycle recommendations in the SLAMIS.
- c.* Provide oversight for AMC when they, in conjunction with system proponents, review and update equipment requirements, authorizations, and Equipping the Force published in the Logistics Structure and Composition System (LOGSACS) prior to the publication of the Total Army Equipment Distribution Program (TAEDP) for G-4-managed materiel.
- d.* Participate in HQDA staffing of BOIP.
- e.* Provide the DCS, G-3/5/7 (DAMO-FMZ) with BOIP modernization recommendations to MTOE at fiscal year (FY)/UIC/LIN/quantity level of detail, in MTOE review during the command plan process, in coordination with the DCS, G-8.
- f.* Participate in all force management forums. Conduct independent analysis and assessment of sustainability and affordability of force structure and force design proposals. Provide alternatives as appropriate.
- g.* Participate in all phases of the FDU.
- h.* Provide requested input to DCS, G-3/5/7 (DAMO-FMZ) for review of TDA concept plans.

## **2-11. Deputy Chief of Staff, G-8**

The DCS, G-8 will—

- a.* Develop and publish the force modernization guidance.

*b.* Program for and resource Army modernization to ensure that the required capabilities are achieved per ARFORGEN.

*c.* Map resources to all force development and documentation related solutions.

*d.* Participate in all force management forums. Conduct independent analysis and assessment of executability and affordability of force structure and force design proposals. Provide alternatives as appropriate.

(1) Participate in monthly HQDA equipment review and validation board (ERVB) to obtain approval for documenting tactical equipment in TDA.

(2) Co-chair, Organizational Requirements Document Approval Board COC with Deputy Commander, USAFMSA.

(3) Co-chair, Organizational Requirements Document Approval Board General Officer Steering Committee with DCS, G-3/5/7 (DAMO-FMZ).

(4) Provide DCS, G-3/5/7 (DAMO-FMZ) recommendations for BOIP application to authorization documents based on available projected inventory.

(5) Participate in all phases of the FDU.

(6) Participate in the LIN validation process and enter recommendations in SLAMIS.

(7) Participate in all phases of the FVC.

(8) Collaborate with working group agencies to assist in their preparation of ICDs, CDDs, and CPDs to ensure they are resource-informed prior to submission to HQDA by TRADOC.

(9) Provide requested input to DCS, G-3/5/7 (DAMO-FMP) for review of TDA concept plans.

*e.* Review and update equipment requirements, authorizations, and Equipping the Force published in the LOGSACS prior to the publication of TAEDP, in conjunction with system proponent.

*f.* Provide OIs with information on availability of DCS, G-8 managed LINs for inclusion in BOIPs.

*g.* Participate in staffing process for BOIPs.

*h.* Synchronize distribution fielding plans with the DCS, G-3/5/7 (DAMO-FMZ) command plan in coordination with ARFORGEN.

*i.* Monitor the application of BOIP principal LINs across the POM to ensure application to the force does not exceed resourcing by FY.

*j.* Evaluate 4610-R requests to add equipment to TDA during the DCS, G-3/5/7's ERVB.

*k.* Notify DCS, G-3/5/7 (DAMO-FMF) to execute a letter of authority per chapter 7 of this regulation, if equipment distribution exceeds current MTOE/TDA authorizations and there is an approved BOIP for the quantity on hand.

*l.* Submit an operational needs statement (ONS) per AR 71-9, if equipment distribution exceeds current MTOE/TDA authorizations and there is not an approved BOIP for the quantity on hand. The approved ONS will serve as authority for issuing and retaining equipment to units until there is an approved requirement (BOIP).

*m.* Provide the DCS, G-3/5/7 (DAMO-FMZ) with BOIP modernization recommendations to MTOE at FY/UIC/LIN/quantity level of detail, during the command plan process, in conjunction with the DCS, G-4.

*n.* Update BOIP file for change of associated items of equipment and the standard study number file for changes of component items.

*o.* Calculate for DCS, G-3/5/7 (Capabilities Integration) approval, the quantities for the objective Army requirement and the Army acquisition objective.

## **2-12. U.S. Army Manpower Analysis Agency**

The U.S. Army Manpower Analysis Agency will—

*a.* Serve as ASA (M&RA)/DCS, G-1 ARSTAF lead for validation of TDA manpower workload.

*b.* Review and recommend manpower management policies, identify and analyze manpower workload and manpower models for documentation.

*c.* Manage the TDA manpower validation program (AR 570-4) by—

(1) Developing and/or validating manpower models.

(2) Validating and approving manpower studies.

(3) Validating all TDA manpower workload outlined in submitted concept plans in relation to mission mandate and workload validation metrics/methods.

(4) Conducting focused TDA manpower studies/organizational reviews.

(5) Providing guidance on TDA organizational models.

## **2-13. Chief Information Officer/G-6**

The CIO/G-6 will—

*a.* Review requirements and authorization documents and distribution/fielding plans in the chief information officer functional area of interest.

*b.* Participate in FDU process.

## **2-14. Assistant Chief of Staff for Installation Management**

The ACSIM will—

- a.* Review requirements and authorization documents and distribution/fielding plans in ACSIM functional area of interest.
- b.* Establish and promulgate policy and procedures for funding base-level commercial equipment (BCE) and participate in staffing of FDUs.
- c.* Ensure Real Property Planning and Analysis System supports the facilities requirements of new or revised TOE and TDA units. Real Property Planning and Analysis System computes the facilities requirements and authorizations based on the programmed Army force structure.

## **2-15. Chief of Engineers**

The Chief of Engineers will review requirements and authorization documents and distribution/fielding plans in engineer functional area of interest.

## **2-16. Chief, National Guard Bureau**

Chief, National Guard Bureau ensures the Director, Army National Guard (DARNG) will—

- a.* Review, monitor, and provide input to the requirements and authorizations development processes (FDU, Army requirements and resources board, Organizational Requirements Document Approval Board, concept plans, force feasibility reviews, FVCs, command plan, TAA, MARC), acquisition plans, manpower estimates, and other activities for affordability and supportability.
- b.* Recommend specific types of units to be activated, inactivated, or converted in the Army national Guard in accordance with policy from the office of ASA (M&RA) and in coordination with DCS, G-3/5/7 (DAMO-FMZ) and Chief, Army Reserve (CAR).
- c.* Determine FTS manpower requirements designated for Army National Guard (ARNG) TDA personnel according to AR 570-4.
- d.* Incorporate the documentation of FTS requirements and authorizations in authorization documents per paragraph 6-9.

## **2-17. Chief, Army Reserve/Commander, U.S. Army Reserve Command**

The CAR/Commander, U.S. Army Reserve Command will—

- a.* Review, monitor, and provide input to the requirements and authorizations development processes (FDU, Army requirements and resources board, Organizational Requirements Document Approval Board, concept plans, force feasibility reviews, FVCs, command plan, TAA, MARC), acquisition plans, manpower estimates, and other activities for affordability and supportability.
- b.* Recommend specific types of units to be activated, inactivated, or converted in the U.S. Army Reserve (USAR) in accordance with policy from the office of ASA (M&RA) and in coordination with DCS, G-3/5/7 (DAMO-FMZ) and DARNG.
- c.* Determine FTS manpower requirements designated for USAR TDA personnel according to AR 570-4.
- d.* Incorporate the documentation of FTS requirements and authorizations in authorization documents.
- e.* Coordinate facility requirements with ACSIM.

## **2-18. The Surgeon General**

The Surgeon General will—

- a.* Review, monitor, and provide input to the requirements development processes (FDU, Army requirements and resources board, Organizational Requirements Document Approval Board, concept plans, force feasibility reviews, FVCs, command plan, TAA, MARC), acquisition plans, manpower estimates, and other activities for affordability and supportability as appropriate.
- b.* Furnish professional and technical advice and recommendations to OIs, documentation integrators, and proponents on operational concepts, organizational design, professional staffing, and equipping of medical units.
- c.* Ensure the Army's Professional Officer Filler Information System personnel are properly documented on authorization documents.
- d.* Review, in coordination with DCS, G-1, TOE and MARC studies that include Army Medical Department (AMEDD) personnel to ensure that proper identifiers, titles, and grades are established.
- e.* Ensure force health protection is properly addressed in the dependency statements when no organic health service requirements are documented.
- f.* 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.
- g.* Participate in developing force management documentation processes and systems 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.

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

*i.* Update BOIP file for change of associated items of equipment and the standard study number file for changes of component items.

## **2–19. The Judge Advocate General**

The Judge Advocate General will—

*a.* Review, monitor, and provide input to the requirements development processes (FDU, Army requirements and resources board, Organizational Requirements Document Approval Board, concept plans, force feasibility reviews, FVCs, command plan, TAA, MARC), acquisition plans, manpower estimates, and other activities for affordability and supportability as appropriate.

*b.* Furnish through The Judge Advocate General's Legal Center and School and Office of The Judge Advocate General Personnel, Plans, and Training Office, professional and technical advice to organization designers, document integrators, and proponents on matters pertaining to operational concepts, organization designs, and staffing for legal service support.

*c.* Ensure legal service support for all installations and organizations is properly addressed and documented as required by Army regulations; Section 3037, Title 10, United States Code (10 USC 3037); and Article 6, Uniform Code of Military Justice (UCMJ, Art. 6).

## **2–20. Chief of Chaplains**

The Chief of Chaplains will—

*a.* Review, monitor, and provide input to the requirements development processes (FDU, Army requirements and resources board, Organizational Requirements Document Approval Board, concept plans, force feasibility reviews, FVCs, command plan, TAA, MARC), acquisition plans, manpower estimates, and other activities for affordability and supportability as appropriate, in accordance with AR 5–22.

*b.* Furnish, through the Chaplain Center and School, professional and technical advice to organization designers, document integrators, and proponents on operational concepts, organization designs, and staffing of chaplain sections and unit ministry teams to provide religious support for units, organizations, and elements.

## **2–21. The Inspector General**

The IG will—

*a.* Review, monitor, and provide input to the requirements development processes (FDU, Army requirements and resources board, Organizational Requirements Document Approval Board, concept plans, force feasibility reviews, FVCs, command plan, TAA, MARC), acquisition plans, manpower estimates, and other activities for affordability and supportability as appropriate.

*b.* Furnish, through the Office of the Inspector General, professional and technical advice to organization designers, document integrators, and proponents on operational concepts, organization designs, and staffing for Inspector General service support.

## **2–22. Provost Marshal General**

The Provost Marshal General will—

*a.* Review requirements and authorization documents and distribution/fielding plans in the military police functional area of interest.

*b.* Furnish professional and technical advice to OIs, document integrators, and proponents on operational concepts, organization designs, professional staffing and equipping of military police units, organizations, and elements.

## **2–23. Chief, Public Affairs**

The Chief, Public Affairs will—

*a.* Review, monitor, and provide input to the requirements development processes (FDU, Army requirements and resources board, Organizational Requirements Document Approval Board, concept plans, force feasibility reviews, FVCs, command plan, TAA, MARC), acquisition plans, manpower estimates, and other activities for affordability and supportability as appropriate in accordance with AR 5–22.

*b.* Furnish professional and technical advice to OIs, document integrators, and proponents on operational concepts, organization designs, professional staffing and equipping of Public Affairs units, organizations, and elements.



## **Section II**

### **Army Commands**

#### **2–24. Commanders of Army commands/Army service component commands/direct reporting units**

Commanders of ACOMs/ASCCs/DRUs will—

- a.* Review, monitor, and provide input to the requirements development processes (FDU, Army requirements and resources board, Organizational Requirements Document Approval Board, concept plans, force feasibility reviews, FVCs, command plan, TAA, MARC), acquisition plans, manpower estimates, and other activities for affordability and supportability as appropriate.
- b.* Participate in the HQDA ERVB as appropriate.
- c.* Ensure that equipment is resourced to authorized organizations. Coordinate, as required, with DCS, G–4.
- d.* Participate in the HQDA command plan process.
- e.* Direct the publication of permanent orders (POs) described in AR 220–5.
- f.* Process electronic 4610–R Equipment Changes requests for changes to TDA received from unit commanders through the FMSWeb 4610–R Tool.
- g.* Assist DCS, G–1 in the development and periodic updating of mobilization manpower standards.
- h.* Appoint a UIC information officer to coordinate UICs with HQDA.
- i.* Register UICs and derivative UICs in DRRS–Army.

#### **2–25. Commanding General, U.S. Army Forces Command**

The CG, FORSCOM, In addition to the responsibilities in paragraph 2–24, will—

- a.* Conduct the quarterly ARFORGEN Synchronization and Resourcing Conference and distribute results to HQDA, ACOMs, agencies, and activities, as the ARSTAF lead for ARFORGEN.
- b.* Review, monitor, and provide input to the requirements development processes (FDU, Army requirements and resources board, Organizational Requirements Document Approval Board, concept plans, force feasibility reviews, FVCs, command plan, TAA, MARC), acquisition plans, manpower estimates and other activities for affordability and supportability.

#### **2–26. Commanding General, U.S. Army Training and Doctrine Command**

The CG, TRADOC, in addition to the responsibilities in paragraph 2–24, will—

- a.* Lead the Army in developing requirements for warfighting functions and conduct gap analysis for consideration in POM development based upon the priorities established in the annual capabilities needs assessment process.
- b.* Serve as the doctrine, organization, training, materiel, leadership and education, personnel, and facilities (DOTMLPF) capability developer and operational architect of the Army. Document command, control, communications, computers and intelligence requirements in organizational architectures that provide the rules of allocation for BOIPs and TOE.
- c.* Provide DCS, G–3/5/7 (DAMO–FMZ) approved FDU packets (to include complete URSs) for organization designs as the basis for TOE development.
- d.* Review, monitor, and provide input to the requirements development processes (Army requirements and resources board, concept plans, force feasibility reviews, FVCs, command plan, and TAA) acquisition plans, manpower estimates, and other activities.
  - e.* Participate in MARC development.
    - (1) Facilitate visits and provide administrative coordination and support for MARC subject matter expert panels.
    - (2) Support AMC maintenance data reviews in coordination with the materiel developer. All appropriate capability developers system maintenance support proponents will provide representation.
    - (3) Provide subject matter experts to USAFMSA-convened maintenance data review panels. The capability developers' system maintenance support proponents will provide representation, as appropriate.
    - (4) 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.
    - (5) Staff draft MARC documents within the service school/center directorates and provide results to the applicable MARC developer.
    - (6) Assist in the planning, management, and scheduling of the entire MARC development effort as required, for example, MARC Development Plan, MARC Study Document, subject matter expert panels, maintenance data review panels, and suggested changes to MARC policies and procedures.
    - (7) Support the AMC three-year cyclic review of maintenance burden data for fielded systems, as appropriate.
- f.* Participate in the BOIP process.
  - (1) Incorporate USAFMSA as a member of the TRADOC Army Capabilities Integration Center (ARCIC) Integrated Capabilities Development Team for basis of issue development in the pre-systems acquisition phase of the Defense Acquisition Management System.

- (2) Participate in the acceptance of BOIPFD.
- (3) Following the approval of BOIPs, submit a requirement determination (also known as basis of issue (BOI) change request) memorandum to DCS, G-3/5/7 (DAMO-FMZ) to amend BOI in a BOIP/TOE as needed.
- (4) Validate and approve the materiel developer's BOIPFD prior to submission to USAFMSA.
- (5) Coordinate USAFMSA review of basis of issue information corresponding to CDD or CPD during the field staffing process.
- (6) Provide USAFMSA a BOI appendix when applicable.
- (7) Participate in the cyclic reviews of LIN/BOIP files via SLAMIS.
- (8) Distribute approved materiel capability documents to DCS, G-3/5/7 (DAMO-FMZ) and USAFMSA.
- g. Designate the Director, Tactical Wheeled Vehicle Requirements Management Office to—
  - (1) Be the single manager in TRADOC for qualitative and quantitative tactical wheeled vehicle requirements within initial issue quantities for the Army's established force. The Director, TWVRMO ensures tactical wheeled vehicle minimum mission essential wartime requirements are adequately stated, justified and documented. The Tactical Wheeled Vehicle Requirements Management Office tracks individual and aggregate tactical wheeled vehicle requirements through FMSWeb.
  - (2) Be responsible for BOIP tactical wheeled vehicle requirements as follows:
    - (a) Provide tactical wheeled vehicle guidance to BOIP developers.
    - (b) Review the Basis of Issue Plan Narrative Guidance and BOIPFD for tactical wheeled vehicle characteristics and capabilities descriptions.
    - (c) Review the detail records section of the BOIP for tactical wheeled vehicle requirements.
    - (d) Evaluate the accuracy of stated tactical wheeled vehicle requirements in BOIP detail records.
    - (e) Validate the BOIP and quantities of tactical wheeled vehicle requirements stated in BOIP.
  - (3) Be responsible for TDA tactical wheeled vehicle requirements as follows:
    - (a) Provide tactical wheeled vehicle data, usage, and justification guidance to TDA activities desiring to initiate or change tactical wheeled vehicle requirements.
    - (b) Review tactical wheeled vehicle on TDA memorandum change requests.
    - (c) Validate tactical wheeled vehicle types and quantities on memorandum change requests to TDA. Have responsibility for stated TOE tactical wheeled vehicle requirements as follows:
      - 1. Provide guidance to documentation integrators and proponents on tactical wheeled vehicle documentation in TOE.
      - 2. Review section I, for doctrine, policy, and mobility compliance.
      - 3. Perform area of interest review of section II to ensure tactical wheeled vehicle requirements are adequately stated and justified.
      - 4. Review tactical wheeled vehicle requirements for compliance with mission and mobility requirements.
      - 5. Validate the types and quantities of tactical wheeled vehicle listed in TOE.
  - (4) Be responsible for MTOE review of tactical wheeled vehicle changes as follows:
    - (a) Provide guidance to ACOMs, USAFMSA, document integrators, and unit commanders in tactical wheeled vehicle requirements changes in MTOE.
    - (b) Review and validate the recommended changes to MTOE for correct tactical wheeled vehicle and adequate justification.
  - (5) Be responsible for FDU input, as follows:
    - (a) Serve as active participant and voting member dealing directly with the resolution of tactical wheeled vehicle issues.
    - (b) Conduct tactical wheeled vehicle requirements analysis to support tactical wheeled vehicle modernization, force structure, procurement, and tactical wheeled vehicle distribution decisions.
    - (c) Provide advice and assistance to other members of the FDU relative to the resolution of tactical wheeled vehicle issues.
  - (6) Perform the following functions:
    - (a) Conduct independent tactical wheeled vehicle requirements analysis to support tactical wheeled vehicle modernization, force structure, procurement, and distribution decisions.
    - (b) Assess combat and materiel developer initiatives in all mission areas for qualitative and quantitative tactical wheeled vehicle fleet impacts.
    - (c) Defend tactical wheeled vehicle requirements to DA, Office of the Secretary of Defense, and Congress.
    - (d) Develop and maintain an information base for rapid response to Armywide queries on tactical wheeled vehicle requirements.
- h. Designate the Signal Center of Excellence to—
  - (1) Ensure that only secondary end items and those major end items that meet the criteria in paragraph 7-25b(2), below, are included in assemblages or SKO during BOIP development for new assemblages and SKO for which

Network Enterprise Technology Command/9th Signal Command (Army) is responsible, or in which it has component responsibility. Ensure that a publication identifying components is provided for each type classified assemblage.

(2) Ensure that all major end items not meeting the criteria in paragraph 7-25b(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 Commander, USAFMSA.

(3) Ensure that assemblages with supporting major end items are listed on the FMSWeb.

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

## **2-27. Commanding General, U.S. Army Materiel Command**

The CG, AMC, in addition to the responsibilities in paragraph 2-24, will—

*a.* Provide functional matrix support to Army's materiel developers in the initiation and processing of BOIPFD via the LIW automated system.

*b.* Develop and maintain a process to provide accurate and timely maintenance data to USAFMSA for new equipment, via BOIPFD, and for fielded equipment, either BOIPFD amendments or MARC maintenance data updates.

*c.* Comply with the maintenance data requirements identified by the DCS, G-3/5/7 (DAMO-FMZ) for maintenance manpower requirements determination.

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

*e.* 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.

*f.* Provide support to USAFMSA-convened maintenance data review panels as required.

*g.* Establish guidance for major subordinate commands in support of the three-year cyclic review of maintenance burden data for fielded systems.

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

*i.* 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 item, and/or associated support items of equipment and personnel from LCMCs through coordination with the program executive officer/program manager community. With the assistance of other commands and agencies as required, will—

(1) Ensure response from the LCMC or other AMC coordinating agencies to the CTA proponent 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.

(2) Ensure that assemblages with supporting major end items are listed on FMSWeb.

(3) Ensure that items of equipment requiring HQDA approval for inclusion in authorization documents are assigned controlled item code "C."

(4) Modernize capabilities through national item number/national stock number-level actions.

*j.* Review commercial items proposed for inclusion in TDA or JTA and concur in exemption from type classification or initiate type classification action.

*k.* Distribute LIN edit data file.

*l.* 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 U.S. Army Manpower Analysis Agency as agent for the ASA (M&RA).

*m.* Assist DCS, G-3/5/7 (DAMO-FMZ and DAMO-FMP command manager) and USAFMSA in updating the Army prepositioned stock MTOE documents.

*n.* Participate in the cyclic reviews of LIN/BOIP files via SLAMIS.

*o.* Direct the turn-in of obsolete materiel that is on the accountable records of Army units.

*p.* Program and budget for the second destination transportation funds to execute equipment redistribution.

*q.* Calculate for DCS, G-4 (DALO-MNZ) approval, Operational Readiness Float, Repair Cycle Float, Peacetime Replacement Factors, and Unserviceable Generation Factors and provide to HQDA TAEDP quarterly.

*r.* Release DCS, G-8 managed materiel to Army claimants in accordance with the priorities provided by the HQDA Equipping the Force application. All other materiel release is per the established procedures outlined in AR 710-1.

*s.* Submit the TRADOC proponent updated BOIP file for changes to associated items of equipment and the standard study number file for changes of component items.

*t.* Review and update equipment requirements, authorizations, and Equipping the Force published in the LOGSACS prior to the publication of the TAEDP for G-4-managed materiel, in conjunction with system proponents.

*u.* Provide LIN edit file (Supply Bulletin (SB) 700-20) to USAFMSA monthly to maintain the accuracy of FMS.

v. Update BOIP file for change of associated items of equipment and the standard study number file for changes of component items.

## **2–28. Commanding General, U.S. Army Medical Command**

CG, MEDCOM, through the Army Medical Department Center and School, in addition to the responsibilities in paragraph 2–24, will—

- a. Develop medical 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 draft TOE and approved TOE in the medical area of interest.
- c. Develop and submit to USAFMSA for review and HQDA approval, MARC for medical functions.
- d. Develop medical models and databases needed to determine medical workloads.
- e. Maintain an appropriate organizational structure to support the MARC program.

## **2–29. Commanding General, U.S. Army Special Operations Command**

CG, U.S. Army Special Operations Command, in addition to the responsibilities in paragraph 2–24, will—

- a. Develop the draft TOE and review the TOE for special operations forces units in accordance with this regulation and DCS, G–3/5/7 (DAMO–FMZ) procedures, in conjunction with USAFMSA.
- b. Develop and maintain special operations forces-specific BOIPs, including associated support items of equipment and personnel and growth in non-major force program 11 equipment, in conjunction with USAFMSA.

# **Chapter 3**

## **The Force Development Process**

### **3–1. Force development is the overarching process for defining the Army’s force structure**

a. The Force Development Process (see figure 1–1) consists of defining military capabilities, designing force structures to provide these capabilities, and translating organizational concepts based on doctrine, technologies, materiel, manpower requirements, and limited resources into a trained and ready Army. The five phases are—

- (1) Develop capabilities.
- (2) Design organizations.
- (3) Develop organizational models.
- (4) Determine organizational authorizations.
- (5) Document organizational authorizations.

b. This model reflects a system of systems, each of which provides an essential force integration function. More importantly, the model reflects a sequence of events and how these functions relate to each other. In this network, the processes for generating warfighting requirements, conducting research and development, and providing resources all provide input to the force development process. The resulting products of force development, in turn, provide the basis for acquiring and distributing materiel and acquiring, training, and distributing personnel in the Army to achieve the ultimate goal of fielding a properly structured and resourced force.

c. Requirements generation for organizations or materiel initiate the functions that develop and document force structure. Resource requirements are brought to fruition through the PPBE process. The five phases are explained below.

### **3–2. Phase 1: Develop capabilities**

a. The force development process has its roots in the JCIDS. The JCIDS identifies the desired operational capability in terms of personnel, equipment, and unit structure. This process begins with the receipt of the following national-level guidance:

- (1) National Security Strategy.
- (2) National Military Strategy.
- (3) Quadrennial Defense Review.
- (4) National Defense Strategy.
- (5) Defense Planning Guidance.
- (6) Guidance for Development of the Force.
- (7) Global Force Management Implementation Guidance.

(8) Guidance from the Army’s senior leadership (The Army Plan), Joint warfighting concepts (such as rapid decisive operations, peace enforcement operations), and/or new materiel capabilities evolving from the research, development, and acquisition process.

- b. The JCIDS process uses concept and mission analysis to identify and prioritize capabilities, gaps, or shortcomings

in the current force. The objective of the JCIDS analysis is to develop potential solutions that are militarily relevant, supportable, and affordable within the Army's strategic and combatant commanders' operational priorities. JCIDS develops integrated solutions sets that address the DOTMLPF domains and policy. The process examines where we are, where we want to be, what risks we may face, and what it might cost to reduce those risks (see chapter 8 for operating force TDA development).

*c.* If the optimal solution from the DOTMLPF analysis is for an organization or materiel, it initiates the second phase of the Force Development Process.

*d.* The JCIDS process includes manpower and personnel planning for materiel solutions for which the capability creates new or modified weapon systems or equipment and new structure (military, civilian, and contractor support) or modifies current manpower structure for operations, maintenance, training, and support. JCIDS requires a manpower estimate for all acquisition programs to inform the subsequent steps in the force development and resourcing phases.

### **3-3. Phase 2: Design organizations**

*a.* As the organizational conceptual requirements mature, the force development process begins to design organizations. The capabilities development community develops the proposed organization, designs, missions, and functions to meet the required operational capabilities. Organizational solutions to fill operational capabilities are captured in a URS in sufficient detail (personnel and equipment) to support Army force design initiatives, and related studies and analyses.

*b.* TRADOC (ARCIC and proponent centers and schools) develops and analyzes the design. The approved URS design moves forward to ARCIC's Force Design Directorate and the Architecture Integration and Management Division. Force Design Directorate staffs the proposed organizational design throughout the Army to ensure that the proposal is doctrinally correct. Architecture Integration and Management Division incorporates the URS into organizational architectures that will be used by developers to document the mission essential battlefield mission command networks and systems requirements in BOIPs and TOE. Force Design Directorate forwards recommendations to the CG, TRADOC. TRADOC-approved recommendations are forwarded to DCS, G-3/5/7 (DAMO-FMZ) for a force integration functional areas analysis, before FDU approval by the Vice Chief of Staff, Army or Chief of Staff, Army.

### **3-4. Phase 3: Develop organizational models**

*a.* TOE are developed by USAFMSA and approved by DCS, G-3/5/7 (DAMO-FMZ). USAFMSA, in conjunction with the appropriate force management proponent, applies architecture, rules, standards, and guidance to the doctrinally correct design to produce the organizational model (TOE). The TOE is an unresourced requirements document depicting a fully mission-capable organization.

*b.* A TOE prescribes the doctrinal wartime mission, organizational structure, personnel, and equipment requirements for a military organization and is the model for authorization documents. It also depicts minimum mission essential wartime requirements for sustained combat operations, including the organizational source of capabilities which the organization needs to sustain itself but cannot provide. TOE provide models for levels of organization for units when available resources dictate that all like units cannot be manned or equipped at their full wartime requirement.

### **3-5. Phase 4: Determine organizational authorizations**

*a.* After HQDA approves the TOE, the desired unit type enters into the resourcing phase of force development where the organizational model competes for resources in the TAA process. TAA (see AR 71-11) develops requirements and organizational authorizations defining the force structure the Army must build, raise, provision, sustain, maintain, train, and resource.

*b.* TAA determines the requirements (number and type of units) for all approved TOE by competing for resources (authorized number of units, by type) in the active Army, ARNG, and USAR components. The authorizations phase focuses on aggregate spaces as the basis (officer/warrant officer/enlisted//aggregate spaces) for TOE units. The result of the TAA process is the Army senior leader-approved POM force. Through TAA, the Army provides the combatant commanders with the best force structure capabilities within allocated resources to execute the National Military Strategy and defense planning guidance tasks. TAA takes into account force guidance and resource availability to produce a balanced and affordable force structure. It determines or verifies the affordability and supportability of the recommended POM force within established end strength.

### **3-6. Phase 5: Document organizational authorizations**

*a.* After approval of the resourced force structure by Army leadership, USAFMSA manages the process of documenting the decision(s). This process results in organizational authorizations documented as MTOE or TDA. The programmed and budgeted force is documented to UIC level of detail to ensure that organizations may place demands on the functional systems of the Army.

*b.* The major subsystems that accomplish the documentation effort are—

(1) SAMAS is the force structure database of record and accounting system for all current and planned MTOE and TDA units in the Total Army. It produces the annual master force, the record of the Army force structure from the current year through the end of the POM and interim force review points. SAMAS directs the creation of authorization

documents. 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 more than 100 categories of unit information that can be extracted selectively for analysis. Key elements of information, in addition to required and authorized strengths by identity, are the UIC, E-date, location, assignment code, AMSCO, troop program sequence number (see AR 25–70), and standard requirements code. SAMAS data is available through DCS, G–3/5/7 (DAMO–FMP) with approved access.

(2) FMSWeb provides interface with a single source for FMS data analysis and extrapolation. It also provides an interface for some SAMAS data as well. FMS data includes BOIPs, TOE, and MTOE. All documents are reviewed and staffed on FMSWeb.

(3) FMS maintains MTOE data. It contains personnel and equipment authorizations at MOS, grade, LIN, ERC, and quantity level of detail in each organization. MTOE documents will contain only ERC P (pacing items) and ERC A (minimum mission essential wartime requirements) items.

(4) SACS computes the personnel and equipment requirements and authorizations based on the programmed Army force structure. SACS is a product of integrating the input from BOIPs, TOE, the SAMAS force file, MTOE, and TDA from resource constraints to compute personnel in the Personnel Structure and Composition System and equipment (LOGSACS) requirements and authorizations through the POM.

## **Chapter 4**

### **Basis of issue plans**

#### **4–1. Basis of issue plan description**

*a.* A BOIP is a requirements document that states the planned placement of quantities of new equipment and associated support items of equipment and personnel, as well as the reciprocal displacement of equipment and personnel. Materiel developers use BOIPs as input for concept studies, life cycle cost estimates, and trade-off analyses during the research and development process. The BOIP is used by the ARSTAF to resource training, personnel, and equipment requirements. The BOIP process directs development of the BOIPFD, BOIP, and related documents by the materiel, combat, doctrine, and training developers. Document integrators record requirements in TOE per BOIPs. Ultimately, they apply BOIPs to MTOE, per HQDA modernization guidance, to create authorizations.

*b.* The Organizational Requirements Document Approval Board COC is responsible for reviewing all new or amended BOIPs and MARC to ensure force structure, personnel, materiel synchronization, and affordability prior to the GOSC. It is co-chaired by the Deputy Commander, USAFMSA and the DCS, G–8 (DAPR–FDP) division chief.

*c.* The Organizational Requirements Document Approval Board GOSC is responsible for validating and approving all new or amended capability BOIPs and MARC deferred by the COC. The GOSC reviews a BOIP if the COC cannot reach consensus, the BOIP requires additional personnel, the BOIP is less than 95 percent funded, or an unfunded request exists and exceeds \$1 million. The GOSC will either approve the BOIP; return it to the COC with additional instructions and guidance; or send it to the AROC via the AROC Process Review Board. The Organizational Requirements Document Approval Board GOSC is co-chaired by the DCS, G–3/5/7 (DAMO–FMZ) and DCS, G–8 (DAPR–FDZ). It comprises the following members: ASA (ALT); CIO/G–6; DCS, G–1; DCS, G–3/5/7 (DAMO–FMZ); DCS, G–4; DCS, G–8 (DAPR–FDZ); TRADOC; and USAFMSA.

#### **4–2. Purpose of the basis of issue plan feeder data**

*a.* Developing correct BOIPFD is the first step in the development of a BOIP. The BOIPFD is a compilation of information about a new or improved item of equipment. It contains functions, capabilities, intended use, initial cost estimate, basis of issue, personnel, and support requirements. The developer summarizes information obtained from valid requirements documents and applicable information obtained from the product/project manager. The materiel developer prepares and submits the BOIPFD to initiate BOIP development. As the system matures, the materiel developer may amend the feeder data.

*b.* BOIPFD will be prepared by the materiel developer upon receipt of an approved CDD and approved milestone B decision.

*c.* BOIPFD will be prepared by the materiel developer and forwarded to USAFMSA within 60 days of the assignment of LIN for developmental items and within 30 days for NDI.

*d.* Associated support items of equipment and personnel are items of equipment and personnel exclusively dedicated to support the major end item to maintain, operate, or test it. Associated support items of equipment and personnel costs are included in the BOIPFD for the item that drives the requirement(s).

*e.* When applicable, BOIPFD will include equipment modernization requirements for all schools in the One Army School System (both AC and RC) and institutional training facilities.

### 4-3. Requirements for basis of issue plan

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

- a. Items to be procured in response to approved capability documents and other requirements documents (see AR 71-9) or materiel change management programs, which change the performance, characteristics, or capabilities of the item. These items require a new LIN and type classification LCC A (includes type reclassification standard from limited procurement or low rate initial production).
- b. Items that require additional associated support items of equipment and personnel.
- c. End items that are not required as components of SKO and assemblies when they are to be separately type classified standard LCC A for separate authorization and issue.
- d. Equipment rebuys that require new technology, a new LIN for management, or new associated support items of equipment and personnel, or items that result in an impact on training.

### 4-4. Exemptions from basis of issue plan process

a. *Exemptions from the BOIP process.* BOIPs are not required for the items listed below. However, personnel requirements will be required for these items unless exempted by paragraph 4-4b, below.

- (1) Equipment listed as authorized by supply bulletins, supply catalogs, component listings, technical bulletins, and technical manuals unless it will be a separately type classified standard LCC A.
- (2) Nonstandard items (items not type classified standard). If the equipment is required beyond the contingency or specified date and the item is needed for Armywide use, a CDD, CPD, or other requirements document; a type reclassification standard action 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.
- (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 Army Reserve constructed facilities (see AR 70-1).
- (7) Class V (ammunition) items including nuclear and non-nuclear training ammunition.
- (8) Modifications, including materiel change management, to equipment that may change the national stock number (NSN) and model, but not the generic nomenclature, LIN, or standard study number.
- (9) Heraldic items included in AR 840-10 and Army Uniform Board items.
- (10) Fixed plant equipment included in AR 415-16.
- (11) Equipment to be installed on aircraft or in watercraft, unless the item will be type classified as a separate LIN.
- (12) 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) Repair parts and maintenance services will be obtained from local sources other than the Army wholesale supply system for the life of the item.
- (13) Nonmilitary administrative items (such as file cabinets, office furniture, installation laundry equipment, and musical instruments) for which the General Services Administration (GSA) establishes government-wide standards, or provides or requires federal supply schedule contracts or stores stock catalogs under which items may be procured.
- (14) Locally fabricated training aids.
- (15) Items procured with non-appropriated funds.
- (16) Expendable items not required to be type classified (CTA 8-100 and CTA 50-970).
- (17) Clothing and individual equipment items for CTA 50-900 not having personnel, maintenance, or training impact. Those having personnel, maintenance, or training impact are not exempt from the BOIP process.
- (18) Medical equipment (durable and expendable) is not required to be type classified when authorized by CTA 8-100 or as components of medical material sets (vaccines, medicines, and so forth).
- (19) Simulators and training devices with contractor maintenance exempt from type classification and required for TDA organization.
- (20) Commercial equipment meeting criteria for SB 700-20, exempt from type classification and required only for TDA organizations.
- (21) Army-developed software systems that involve hardware buy and developmental software systems for current Army equipment.
- (22) Items that are intended for TDA only (no TOE/MTOE requirement) will not require a BOIP. The LINs are added to TDA, based on command requests and approved by DCS, G-3/5/7 (DAMO-FMP) ERVB.

b. *Exemptions from BOIP personnel requirements criteria.* BOIP personnel requirements criteria are required for all items in paragraph 4-5, below, unless specially exempted by this paragraph.

(1) Visual information (VI) equipment is exempt from the BOIP personnel requirements criteria 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 not added, reduced, nor deleted.
- (2) CTA (as described in paragraph 4–4a(18), above).

(3) Class V (ammunition) items that will not cause personnel, training, or maintenance impacts. The materiel, combat, and training developer will document this lack of impact in the integrated logistic support plan prior to Milestone B. Class V items supporting a major system will require a BOIP personnel requirements estimate to be submitted with the major system document.

(4) Simulators and training devices with contractor maintenance exempt from type classification and required for TDA organizations.

(5) Commercial equipment meeting criteria for SB 700–20, exempt from type classification and required for TDA organizations.

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

#### **4–5. Types of basis of issue plan**

A BOIP will be used to document requirements for developmental items and NDIs (unless exempted by paragraph 4–4, above).

*a.* 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 documents must be an initial BOIPFD and a requirements document (CDD/CPD).

*b.* A BOIP is amended when the BOIPFD is amended. The materiel developer forwards a copy of the amended BOIPFD to USAFMSA via the LIW. Changes in the BOI, the operational concept, or any doctrinally-based elements that the developer uses to develop the BOIP are cause for an amendment. The materiel developer is exempt from amending BOIPFD for basis of issue changes only. The capability developer submits BOI adjustment requirement determination memorandum through Headquarters, TRADOC to DCS, G–3/5/7 (DAMO–FMZ) for approval and amendment of the BOIP.

#### **4–6. Basis of issue plan requirement for type classified-standard**

*a.* A USAFMSA “approved for staffing” BOIP may be used to establish type classified-standard designation per AR 700–142. A USAFMSA “approved for staffing” BOIP is the BOIP that USAFMSA sends out to the Army for coordination prior to HQDA approval of the BOIP.

*b.* The approval authority for a BOIP deferral is the milestone decision authority.

*c.* A BOIP deferral may be used when a type classified standard designation is planned, and a USAFMSA “approved for staffing” BOIP will not be available prior to force review point.

#### **4–7. Amendment of basis of issue plan feeder data**

*a.* A function change to the item being developed or the addition, deletion, or change of component major end items, associated support items of equipment and personnel, or training requirements will require an amendment to BOIPFD.

*b.* BOIPFD 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 personnel requirements entry in the BOIP.

#### **4–8. Basis of issue plan development schedule**

The objective of the BOIP development schedule is to track the status of in-progress BOIPs. USAFMSA maintains current BOIP status information in BOIP development schedule and maintains the BOIP development schedule report on FMSWeb. DCS, G–3/5/7 (DAMO–FMZ) will solicit recommended priorities from ARSTAF and provide BOIP priorities to USAFMSA via quarterly documentation guidance.

#### **4–9. Basis of issue plan/line item number validation**

USAFMSA conducts cyclic validation reviews of LIN/BOIP files not less than every five years from the date of BOIP approval to ensure they reflect current operational and organizational concepts, doctrine, and design of units, and the appropriateness of personnel and equipments to meet current Army needs. USAFMSA forwards LIN/BOIPs that have not been reviewed in five years to TRADOC for validation on a quarterly basis. USAFMSA and DCS, G–3/5/7



(DAMO–FMZ) coordinate recommended changes for decisions by the Organizational Requirements Document Approval Board COC and GOSC.

#### **4–10. 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. The ARSTAF proponent for MANPRINT resides with DCS, G–1, and policy management responsibility for the MANPRINT program resides with ASA (M&RA).

## **Chapter 5 The Table of Organization and Equipment System**

### **5–1. General**

A TOE is a requirements document that prescribes the capabilities, organizational structure, and the minimum mission essential wartime requirements (both personnel and equipment) necessary for a military unit to accomplish its doctrinal mission and the capabilities required by the unit to perform its core functions and assigned universal tasks to fulfill its designed purpose. It is the basis for an authorization document, the MTOE. The TOE numbering system is described on FMSWeb. All TOE conform to a standard format. TOE are initiated when TRADOC provides an approved requirement determination packet called a FDU to DCS, G–3/5/7 (DAMO–FMZ). USAFMSA builds TOE for different types of organizations, and then they are considered for authorization by quantity and by component during TAA.

#### *a. Force design update.*

(1) The FDU is the Army process used to develop new organizational requirements or changes to existing organizations and includes capabilities development, requirements determination, requirements approval, and implementation decisions. It develops organizational design solutions to overcome identified capability shortfalls that cannot be accommodated by doctrine, training, leadership and education, or personnel solutions. As part of the solution development, TRADOC's Centers of Excellences' Capability Development Integration Directorates consider courses of action across the domains of DOTMLPF with the intent of deriving materiel and organizational solutions as a last resort. Once an organizational solution becomes the recommendation, the Capability Development Integration Directorates begin the integration process across the DOTMLPF domains.

(2) TRADOC submits FDUs to DCS, G–3/5/7 (DAMO–FMZ) semiannually in May and December. Special out-of-cycle FDUs may be conducted to handle complex design issues or issues of special emphasis, such as those directed by HQDA. In addition, Capability Development Integration Directorates can submit a FDU Junior issue at any time. FDU Junior issues involve minor adjustments that normally do not impact other proponents, create a bill of less than \$100,000 to the Army, and do not cause personnel growth.

(3) FDUs begin with the Capability Development Integration Directorate identifying a capability shortfall determined from a variety of sources that include (but are not limited to) organizationally-based assessments, operational needs statements, senior leader visits to units, lessons learned, commander conferences, and inputs from the field. Capability Development Integration Directorates conduct a DOTMLPF analysis of the capability shortfall to determine the most appropriate resource-informed, integration-focused solution. If the Capability Development Integration Directorate determines an organizational solution is the only/preferred means to address the shortfall, the Capability Development Integration Directorate prepares and submits an FDU packet.

*b. Required Army force structure.* TAA defines the required Army force structure within end strength necessary to comply with DOD guidance. TAA determines the best mix of organizations which are required and resourced as a balanced and affordable force (see AR 71–11).

### **5–2. Concepts**

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

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

*c.* TOE are the primary basis for stating Army requirements. TOE data informs the program and budget, the training base, operational readiness, and overall management of Army resources. Military organizations prescribed in a TOE contain only U.S. Army military positions.

*d.* The two types of TOE are—

(1) *Base table of organization and equipment.* The base table of organization and equipment (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 DCS, G–3/5/7 (DAMO–FMZ) as BTOE equipment. The BTOE defines the minimum mission essential wartime requirements.

(2) *Objective table of organization and equipment.* The objective table of organization and equipment portrays a fully modernized unit's structure and composition upon application of all BOIPs. The objective table of organization

and equipment includes the modernization options available for minimum mission essential wartime requirements plus opportunities for the introduction of additional capabilities.

*e.* The TOE process consists of the following:

- (1) A methodology and organization for controlling preparation, publication, and distribution of TOE.
- (2) A procedure for continual review and recurring revisions of all TOE.
- (3) The use of BOIP documents which project personnel and equipment requirements.
- (4) The use of doctrine and MARC to determine personnel requirements.
- (5) Military personnel positions documented in accordance with DA Pam 611–21 and DCS, G–1 notification of future changes.
- (6) The use of the equipment LIN cataloging system, as reflected in SB 700–20.
- (7) The use of approved doctrine, FDU, FDU Juniors, MARC, BOIPs, and approved TOE as reference points.

### **5–3. Table of organization and equipment review and revision**

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

### **5–4. Table of organization and equipment development policy—general**

TOE are designed to contain minimum mission essential wartime requirements for accomplishment of the unit's doctrinal wartime mission. Personnel and equipment requirements are structured to optimize personnel effectiveness and equipment utilization. The TOE contains two major elements. Section I provides a concise description of a unit's organization and function, including mission, assignment, capabilities, basis of allocation, mobility, doctrine, and dependencies. Section II provides a listing of personnel and equipment by paragraph. TOE are numbered in accordance with the numbering system published on the FMSWeb.

### **5–5. Organization design policy**

*a.* TRADOC develops and provides FDU to DCS, G–3/5/7 (DAMO–FMZ), regarding new or revised organizational designs to meet current and evolving doctrinal requirements. DCS, G–3/5/7 (DAMO–FMZ) is the single HQDA office to receive the FDU from TRADOC, staff it with the ARSTAF in a force integration functional areas analysis, and provide HQDA oversight of the FDU process.

*b.* Organizational designs are reflected in URSs. URSs include essential personnel and equipment for new or significantly modified organizations. URSs are developed by capability developers within TRADOC, MEDCOM, and U.S. Army Special Operations Command. URSs are coordinated with other capability developers and other Army organizations having a specific interest, including all ACOMS, ASCCs, DRUs, National Guard Bureau, and Office of the Chief, Army Reserve (OCAR). After they are approved by the TRADOC FDU Review Board, they are available as source documents for TOE development. From that point, and to the greatest extent possible, TOE development will be accomplished in parallel with the FDU review and approval process.

### **5–6. Table of organization and equipment strength levels**

*a. Level 1.* Level 1 of the BTOE is the designed minimum mission essential wartime requirements to provide an effective organization for combat, combat support, and sustainment units.

*b. Level B.* Level B provides a means for conserving U.S. military manpower by substituting other types of personnel. Level B reflects the minimum U.S. Army personnel required for command, supervision, technical, and maintenance functions. Positions in Level 1, but not in Level B, may be filled by other than U.S. military personnel. Civilian contractors or host nation support labor may substitute for non-critical or non-leadership positions. Equipment requirements remain at 100 percent at all levels except for individual equipment such as bayonets, protective masks, tool kits, and individual weapons.

### **5–7. Standards of grade**

*a.* TOE positions are graded in accordance with standards of grade guidance provided in the DA Pam 611–21 and HQDA-approved notification of future change.

*b.* Standards of grade is applied to Level 1 of the TOE.

*c.* Requests for standards of grade changes must be submitted to the appropriate personnel proponent for initiation of AR 611–1 action.

### **5–8. Manpower requirements criteria**

MARC-supported positions are computed in accordance with the procedures in chapter 6 of this regulation and the

approved criteria published on the FMBB on FMSWeb. Deviations from published MARC are justified and documented in the TOE Section I. All deviations must be approved by the DCS, G-3/5/7 (DAMO-FMZ). On the FMBB, MARC-approved standards, chapter 19; MARC records the decisions of the force design assessments and is applied to the R-Edition and subsequent edition documentation. Chapter 19 takes precedence over the other MARC chapters.

### **5-9. Direct combat position code**

This is a position coding system for the assignment and utilization of female Soldiers in the U.S. Army. All TOE positions are coded in accordance with current regulatory guidance.

### **5-10. Equipment**

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

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

*c.* Organizational architectures are developed by proponents, validated by TRADOC, and approved by DCS, G-3/5/7 (Capabilities Integration) with DCS, G-3/5/7 (DAMO-LM) and CIO/G-6. Any resulting changes to associated BOIPs are then worked through the BOIP development channels and ultimately incorporated into the TOE. The authoritative source for organizational architecture is the Army Capability-based Architecture Development and Integration Environment; however, the individual BOIPs must still provide the basis for requirements.

### **5-11. Recommended changes to table of organization and equipment**

Any agency or field organization may submit recommended TOE changes through normal command channels to the organizational proponent or appropriate Center of Excellence Capability Development Integration Directorate.

### **5-12. Table of organization and equipment rescission**

Individual TOE may be rescinded at any time when determined by USAFMSA and approved by DCS, G-3/5/7 (DAMO-FMZ) to be obsolete or replaced and no longer required.

## **Chapter 6**

### **Manpower Requirements Criteria and Other Manpower Documentation Policies**

#### **Section I**

#### **Manpower Requirements Criteria Description**

##### **6-1. General**

MARC studies produce standards that express the minimum number of wartime personnel requirements needed to perform specific CS or sustainment functions (both maintenance and non-maintenance) in a sustained combat environment. Through continual analysis, studies produce and refine a process that responds to wartime concepts, doctrinal revisions, and force modernization. MARC studies produce staffing criteria which provide a complete explanation of the work function, skills involved, and the methodology employed to establish the proposed criterion. The approved MARC standards, study processes, and procedures are published on FMSWeb's FMBB.

##### **6-2. Manpower requirements criteria policy**

Workload-driven personnel requirements for CS and sustainment functions in TOE are based on a quantitative and qualitative study analysis of a defined function in a theater of operations at varying levels of work activity or service to be performed. Where the use of workload man-hours is not feasible or available, the personnel requirements will be based on other suitable information, such as proponent doctrinal, training, and organizational publications; unit after-action reports; lessons learned; unit histories; and consultants. Personnel requirements 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 posted on FMSWeb's FMBB.

##### **6-3. Manpower requirements criteria approval**

All requests for MARC studies are forwarded through TRADOC ARCIC to Sustainment Division, USAFMSA for review. In addition, all requests for medical MARC studies will be forwarded through Army Medical Department Center and School. Prior to initiation, DCS, G-3/5/7 (DAMO-FMZ) must approve the conduct of all MARC studies. Resource requirements (funding and personnel) must be identified prior to the commencement of the study. Manpower requirements/subject matter experts for the conduct of the study must be made available and funded by the requesting proponent. DCS, G-3/5/7 (DAMO-FMZ) approves or disapproves MARC studies after they have been coordinated

with affected agencies, proponents, and documentation integrators whose TOE are affected by the function under study. When changes to the databases are warranted between MARC studies, an audit trail is maintained by USAFMSA.

#### 6-4. Annual military occupational specialty availability factors

The use of the annual military occupational specialty availability factors contained in FMSWeb is required to determine workloadable MARC. Exceptions to this policy may be developed during the course of a MARC study, if the rationale for the exception is contained within the affected study. Deviation from the annual MOS availability factors requires justification and approval by DCS, G-3/5/7 (DAMO-FMZ).

### Section II

## Manpower Requirements Criteria Determination and Application

#### 6-5. Overview

This section provides guidance for MARC development, use of annual MOS availability factors, and other MARC application policies in establishing wartime personnel requirements for specific CS/sustainment functions in TOE. Requirements developers use the annual MOS availability factors to determine positions supported by DA-approved MARC studies. These annual MOS availability factors are based on the concept of providing minimum essential CS/sustainment manpower position requirements to perform specific wartime functions in sustained combat.

#### 6-6. Table of organization and equipment application

a. The full personnel requirements developed from appropriate MARC are documented in TOE. 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 TOE with a standard remark 62, "deviation from MARC requirements," as applicable, and in TOE Section I. Deviations are approved by the DCS, G-3/5/7 (DAMO-FMZ).

b. For basic criterion determination, the following applies:

(1) In most instances, variable MARC (based on workload) produces a criterion similar to the following basic formula:  $(A \times B)/C = R$ .

(2) Where—

(3) A = productive man-hours required per work unit.

(4) B = number of work units.

(5) C = annual MOS availability factors.

(6) R = manpower requirement.

(7) When requirements exist for MARC and no other source material is available, MARC developers may create assumptions and propose workloads for DCS, G-3/5/7 (DAMO-FMZ) approval, which serves as the basis for MARC, until actual experience is gained. Assumptions and proposed workloads are clearly identified as such, within the MARC study.

c. The annual MOS availability factors is the number of hours per year that a CS or sustainment Soldier should have to perform their MOS tasks in a sustained combat operational environment. The annual MOS availability factors to be used are selected based on the MARC code (table 6-1) that is part of the TOE header data.

d. 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 6-1 provides an explanation of the three components of the MARC code.

**Table 6-1**  
**Manpower requirements criteria codes for table of organization and equipment headers**

Use the following variables to establish the three-character MARC code for the TOE header:		
1st Position Unit Function Code	2nd Position Unit Location Code	3rd Position Unit Movement Code
1 Combat Unit	1 Division/Brigade Combat Team	A Mobile (unit normally maneuvers or moves to provide support)
2 CS Unit	2 Corps/Multifunctional Support brigade	B The unit does not relocate following deployment due to the nature of its mission.*
3 Sustainment Unit	3 Army/Echelons Above Corps/Functional Support Brigade	

Notes:

<sup>1</sup> \*Unit movement code B applies only to certain CS and sustainment units at echelons above.

**Table 6–2**  
**Basic manpower requirements criteria annual military occupational specialty availability factors**

Unit Function Code/Unit Location Code	Unit Movement Code	
	A	B
11	4161	-
12	4380	-
13	4380	-
21	3176	-
22	3760	-
23	4307	4380
31	3230	-
32	3778	-
33	4295	4380

*e.* 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 is used by document integrators to select the appropriate annual MOS availability factors from table 6–2. Document integrators use the annual MOS availability factors in table 6–2 as the denominator in the workloadable MARC equation to determine manpower positions requirements (when required by the approved criteria).

*f.* To determine the appropriate annual MOS availability factors for a specific TOE, find the appropriate unit function code/unit location code (first two numerals of the MARC code) in the left column of table 6–1; then read across to the number on that row under the appropriate unit movement code (third position of the MARC code). That number is the annual MOS availability factors, which should be used in any equation to compute MARC positions.

*g.* Annual MOS availability factors for supervisors (enlisted and officers) is 4380 (12 hours per day).

### **6–7. Required workloads**

MARC is based on wartime workload and functions. Manpower requirements estimates for TOE and for acquisition programs are based on approved equipment usage profiles obtained from the data developed by TRADOC. Procedures regarding equipment usage profiles development and use of the equipment usage profiles in manpower requirements computational processes are maintained by TRADOC and USAFMSA, respectively.

### **6–8. Manpower requirements criteria 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 uses the annual MOS availability factors in table 6–2 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 annual MOS availability factors to ensure that their affect on the proposed standard is correctly applied. Substantive change, which alters the currently approved criteria, requires a new study. Some examples are—

- (1) Change in doctrine.
  - (2) Change in mission.
  - (3) Change in scope.
  - (4) Change in workload driver.
  - (5) Change in type of study, that is, from standard position criteria to variable position criteria, or vice-versa.
  - (6) Change in methodology.
  - (7) Change in equipment usage profile.
- c.* MARC studies 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 for staffing, and DCS, G–3/5/7 (DAMO–FMZ) for approval.

## **Section III**

### **Manpower Documentation Policies**

#### **6–9. Manpower position management and identification policies**

*a.* Manpower position management and identification policies apply to military, civilian, and man-year contractor equivalent positions in requirements and authorization documents.

*b.* Efficient management of manpower resources are codified in MARC and TOE development policies and procedures (for MTOE); AR 570–4 (for MTOE and TDA); AR 135–2 (for full-time support TDA); and AR 611–1 (for MTOE and TDA).

*c.* AR 570–4 contains guidance on delineation of positions in TDA for military or civilian occupancy. Generally, all positions in TDA are considered appropriate for civilian occupancy, except those in which a military occupant is required by specific criteria. Manpower mix criteria for TDA and augmentation table of distribution and allowances (AUGTDA) will be identified and updated annually, including the correct manpower mix criteria codes with HQDA guidance.

*d.* AR 135–2 describes types of active guard reserve (AGR) officer and enlisted positions and related procedures and responsibilities. Each AGR line must carry standard position remarks code “89” (AGR–Guard) or “92” (AGR–Reserve), and will be totaled separately on the document; they will carry a non-add remark code (90). HQDA retains authority to approve changes to AGR positions. Forward requests for changes to the ARNG or to OCAR (DAAR–OPF).

#### **6–10. Military position, categories, classification, and grading**

*a.* AR 611–1 and DA Pam 611–21 provide 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, skill identifiers, special qualification identifiers, additional skill identifiers, language identifier codes, and grades to be documented in TDA organizations.

*b.* To determine grades for commissioned officers, warrant officers, and enlisted positions on TDA, apply the standards of grade tables in DA Pam 611–21 (<https://smartbook.armyg1.pentagon.mil/>). Grading factors will assist in establishing grades for positions not specifically addressed in the tables. 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.

*c.* Procedures for obtaining an exception to standards of grade are in the DA Pam 611–21. All requests for exceptions to the standards of grade guidance in MTOE and TDA will include a same grade or higher grade offset position that is within the same military personnel category.

#### **6–11. Civilian position grading**

Civilian position grades are determined through application of Office of Personnel Management Position Classification Standards and Job Grading Standards (see AR 570–4).

#### **6–12. Proponent/Army command-initiated changes**

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 table E–1.

## **Chapter 7 Equipment Authorization and Usage Program**

### **Section I Equipment Requirements and Authorization Documents**

#### **7–1. General**

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

#### **7–2. Materiel acquisition requirements documents**

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

- (1) CDD.
- (2) Commercial training device requirement.
- (3) Training device requirement.
- (4) Training device memorandum requirement.

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

- (1) ICD.
- (2) Operational needs statements and Joint urgent operational needs statements.

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

### 7-3. Equipment requirements and authorization documents

- a. Unit and individual equipment requirements documents are BOIPs and TOE.
- b. The BOIP and TOE are not authorization documents.
- c. Unit and individual equipment authorization documents are—
  - (1) MTOE.
  - (2) TDA and equipment-only TDA.
  - (3) JTA.
  - (4) CTA.
  - (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 1-100, donated, conditional or unconditional gifts of tangible personal property.
    - (b) AR 25-1, non-investment systems or equipment for authorized IT activities.
    - (c) AR 40-61, medical equipment and supplies not requiring type classification and listed as separate line items in TDA documents if used solely by TDA activities.
    - (d) AR 40-63, prescription spectacles, contact lenses, and prescription spectacle inserts for use with protective masks.
    - (e) AR 350-2, foreign materiel for training in the Opposing Force Program.
    - (f) AR 600-8-1, mortuary service (including casket and shipping case).
    - (g) AR 600-8-22, trophies and similar devices.
    - (h) AR 670-10, uniforms for certain Army civilian employees under authority of the Federal Employees Uniform Allowance Act.
    - (i) AR 710-1, operational project (OPROJ) stocks (DCS, G-3/5/7 approves or disapproves OPROJ requests, assigns UICs to each section of the OPROJ, and assigns HQDA priority).
    - (j) AR 700-84, civilian clothing for military individuals, special measurement clothing, and clothing for prisoners in Army installation confinement facilities and correctional training facilities.
    - (k) AR 700-90, equipment procured with production base support funds for industrial production and maintenance facilities (applicable only to AMC activities).
    - (l) AR 710-2, U.S. Government national credit card for purchase of fuel, oil, and services for use in government vehicles and aircraft.
    - (m) AR 725-1, general officer pistol and flag.
    - (n) AR 840-10, flags, guidons, plates, and tabards.
  - (2) *Army prepositioned stocks*. These are an authorization to acquire materiel for theater or continental United States (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*. GOCO contracts are considered authorization documents when they include nonexpendable equipment that the contractor requires to perform the contract (see Federal Acquisition Regulation, Part 45 (FAR 45.000 et seq.); Defense Federal Acquisition Regulation Supplement, Part 245 (DFARS 245.1 et seq.); and Army Financial Acquisition Regulation Supplement, Part 5145 (AFARS 5145.1 et seq.)). All government-furnished equipment (GFE), except for the categories listed in paragraph 7-17, below, will be documented in the appropriate TDA to compute replacement requirements (see paragraph 7-49, below).
  - (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 TDA.
  - (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 (see AR 5-13).
  - (6) *National maintenance work requirement*. A national maintenance work requirement (NMWR) is a technical document detailing the work and parts required to bring a major item to a restored expected operational life expectancy.
  - (7) *Supply catalog/component listing*. A supply catalog/component listing containing the component hand receipt for those assembled end items, which are LIN, authorized. The supply catalog/component listing use as an authorization document is the same as prescribed for technical manuals.
  - (8) *Technical manual*. The essential repair part stockage list technical manual 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 type classification

are identified in the technical manual, these are for information purposes only. Those nonexpendable tools and test equipment that require separate type classification will be included in TOE and authorized by MTOE, TDA, JTA, or nonexpendable CTA. The durable common tools, expendable test equipment, and supplies will be included in and authorized by expendable/durable CTA.

(9) *Army command/Army service component command/direct reporting unit or sub-Army command/Army service component command/direct reporting unit approval for acquisition of furniture systems.* The approval for furniture systems (see appendix B) is considered an authorization document. ASA (ALT) will provide quarterly updates to the Organizational Requirements Document Approval Board COCs and GOSC on progress to complete type classification and materiel release, so that the capability can be documented on Army requirement and authorization documents.

(10) *Letter of authority.* A letter of authorization (LOA) is issued by the DCS, G-3/5/7 (DAMO-FMZ) to authorize a unit to keep or be issued equipment that has an approved BOIP, prior to the BOIP being applied to a unit's MTOE. The LOA will not authorize a unit to have more of an item than an approved BOIP (or BOIP amendment) authorizes for that particular type of unit. If a unit determines that they need additional capability, then they should submit an ONS per AR 71-9. LOA approved by DCS, G-3/5/7 (DAMO-FMZ) remain valid until the requirement and authorization are documented on the next authorization document. Prior to the DCS, G-3/5/7 (DAMO-FMZ) signing the LOA, DCS, G-3/5/7 (DAMO-FM) will coordinate the LOA with the gaining command and the ARSTAF stakeholders. The DCS, G-8 (or in some cases, National Guard Bureau or OCAR) will provide the distribution quantity desired for the LOA, the distribution quantity in the approved BOIP, the unit type, the projected fielding window for the item, and verify that the projected window for fielding has been updated in the Army Equipping Enterprise System, so that it is captured in the next Modernization Guidance. The LOA normally will contain the UIC, unit name, item's quantity of primary LIN, and the expiration date of the LOA. It may include components of major end items or associated support items of equipment fielded with the primary LIN.

(11) *Letter of exception.* LIN exemption is the HQDA-managed process to exempt LINs or some quantity of equipment items from the S-level calculation. DCS, G-3/5/7 (DAMO-FMZ) is the approving authority. DCS, G-3/5/7 (DAMO-FMF) is the gatekeeper to posting LIN exemption approvals on FMSWeb. A letter of exception is an interim action to fix an MTOE because of documentation errors or type classified obsolete LINs (see SB 700-20). A letter of exception also supports synchronizing documentation and resources application to help offset out of cycle MTOE. AR 220-1 establishes authoritative policy that governs the exemption of specific LINs listed on the MTOE of reporting units.

## **Section II**

### **Equipment Documentation Policies**

#### **7-4. Equipment authorization policies**

a. 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.

b. TDA section III equipment, with few exceptions, contains HQDA-managed equipment that requires HQDA approval before inclusion in TDA. TDA section III, supplement is an option available to the ACOM/ASCC/DRU to document non-managed equipment. 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 equipment must either be on hand or on requisition. The only exceptions to the above on-hand or on requisition policy are for those items provided under total package or other new materiel fielding procedures and for ARNG/USAR MTOE hospitals and general clinics. National Guard Bureau 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 required by the MTOE. 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. 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 for an addition or change to a TDA, has been approved.

(2) As an exception to paragraph 7-4b(1), above, the authorization documents proponent (normally, the ACOM/ASCC/DRU) 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 authorization document.

(3) As an exception to paragraph 7-4b(2), above, ACOM/ASCC/DRU may approve excess retention for one 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 authorization documents submission will not be used to request equipment increases, except when submitted as part of a concept plan.



## 7-5. Equipment utilization policies

The DA Equipment Authorization and Usage Program applies to all TDA activities or installations not in combat areas. The equipment authorized will be used to the greatest extent practicable or reported for redistribution or disposition and the TDA adjusted accordingly.

## 7-6. Table of distribution and allowances Equipment Documentation Process

a. The TDA Equipment Documentation Process (see figure 7-1, below) ensures—

- (1) Equipment requirements and authorizations are fully justified by mission requirements and cost benefit analysis.
- (2) Equipment required to accomplish the unit mission is properly documented.
- (3) Excess equipment is identified and returned to the supply system.
- (4) Property accountability records and authorization documents are reconciled.

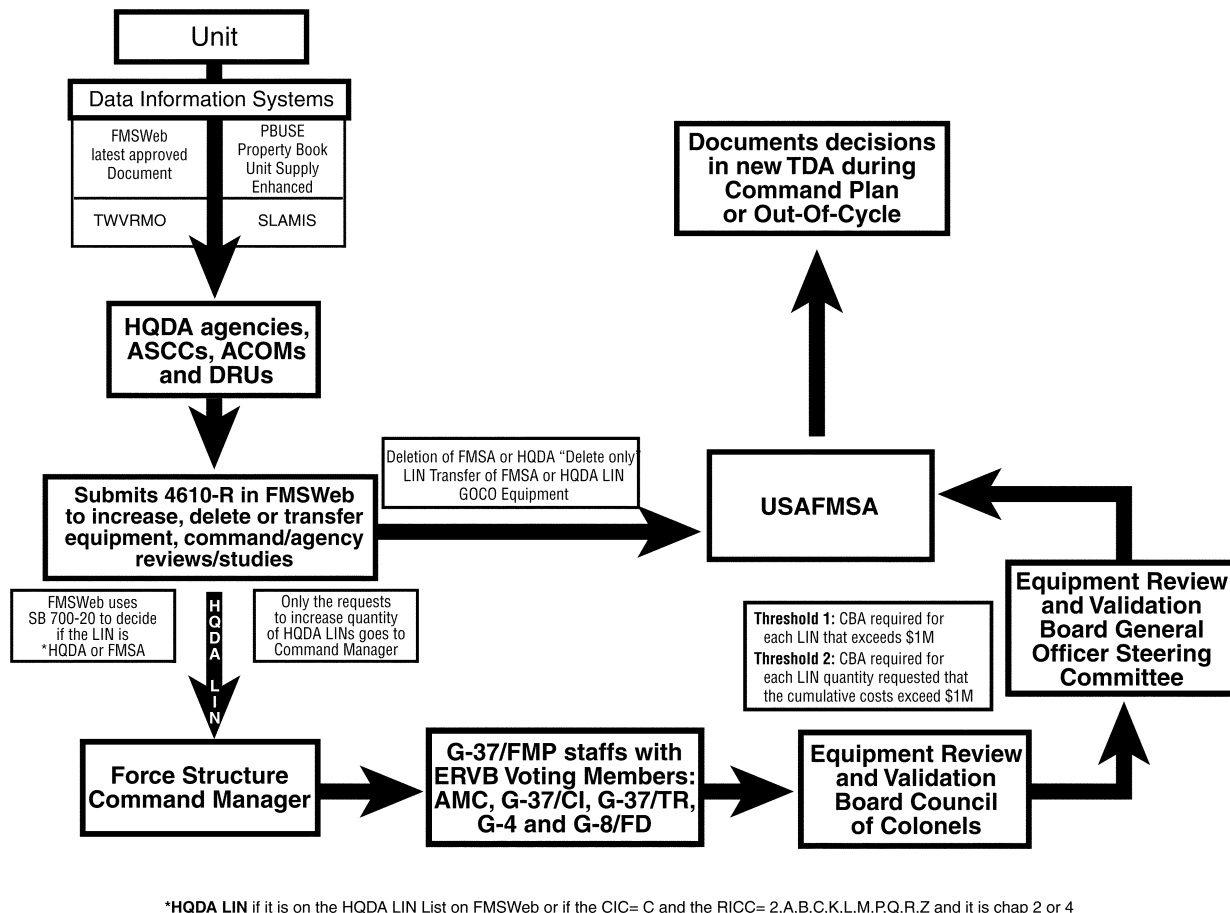


Figure 7-1. The TDA Equipment Documentation Process

b. The following are specific TDA Equipment Documentation Process responsibilities:

- (1) *Office of the Deputy Chief of Staff, G-3/5/7 will—*
  - (a) Conduct the HQDA TDA/AUGTDA Unit ERVB led by DCS, G-3/5/7 (DAMO-FMP) for HQDA intensely managed LINs. The ERVB meets as often as warranted.
  - (b) Provide guidance on equipment documentation support for the ERVB and ACOMs.
- (2) *Office of the Deputy Chief of Staff, G-4 will—*
  - (a) Serve as a voting member on the ERVB.

- (b) Provide data on critical shortage equipment, DA-controlled equipment, equipment fielding plans, equipment repair sites and total density of equipment for DCS, G-4 managed LINs.
- (c) Provide technical expertise and advice for all DCS, G-4 managed LINs, as requested.
- (3) *Office of the Deputy Chief of Staff, G-8 will—*
  - (a) Serve as voting member on the ERVB.
  - (b) Provide data on critical shortage equipment, DA-controlled equipment, equipment fielding plans, and total density of equipment for DCS, G-8 managed LINs.
  - (c) Provide technical expertise and advice for all DCS, G-8 managed LINs, as requested.
  - (4) *Commander, U.S. Army Force Management Support Agency will—*
    - (a) Ensure documentation is accurate and current with approved concept plans, command implementation plans, and ERVB decisions.
    - (b) Provide documentation support and assistance to ACOMs, ASCCs, and DRUs.
    - (c) Maintain the automated 4610-R TDA Equipment Tool (4610-R Tool) in FMSWeb.
    - (5) *Commanders of ACOMs, ASCCs, and DRUs or HQDA FOAs will—*
      - (a) Ensure equipment requirements and authorizations are fully justified by mission requirements.
      - (b) Validate all equipment required to accomplish the unit mission is properly documented.
      - (c) Conduct equipment reviews/studies for the determination and documentation of TDA equipment requirements and authorizations. These reviews can be periodic or ad hoc and may use established teams, subject matter experts, or a staff review process. Format and analytical approaches for these reviews may be determined by the commands and agencies. Results of the equipment review or evaluation will be incorporated into the DA TDA documentation process utilizing the 4610-R Tool located on the FMSWeb site.
      - (d) Ensure all excess equipment is identified and returned to the supply system.
      - (e) Ensure property accountability records and authorization documents are reconciled.
      - (f) Verify that all equipment changes are loaded into the 4610-R Tool within FMSWeb.
      - (g) Ensure standard adopted items of equipment identified in SB 700-20 that are in short supply Armywide are authorized in TDA organizations only when no suitable items are available (see SB 700-20). When possible, TDA will incorporate commercial equipment if not identified in SB 700-20.
      - (h) Report excess defense communications system (Army) equipment, U.S. Army Communications-Electronics Command B-46 items, non-defense communications system equipment, communications security (COMSEC) equipment, and medical equipment in accordance with disposition instructions in this regulation.

### **Section III**

#### **Line item number**

##### **7-7. 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 three types of LINs are discussed in paragraph 7-8 through 7-10, below, and will not be recycled for new/different equipment (acquisition programs) from their original intent.

##### **7-8. Developmental line item numbers**

Developmental 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 HQDA-approved materiel development projects, prior to the type classified standard. They are listed in SB 700-20. Developmental line item numbers may be documented in TOE, MTOE, TDA, and CTA, but must be type classified per AR 700-142.

##### **7-9. Standard line item number**

Standard line item numbers (SLINs) are alphanumeric LINs consisting of one letter and five numbers 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 TOE and authorization by MTOEs TDA, JTA, or CTA. SLINs are reflected in SB 700-20.

##### **7-10. Nonstandard line item number**

a. Nonstandard line item numbers (NSLINs) are alphanumeric LINs consisting of five numeric characters followed by one alpha character and from 00001A through 99999Z. They are used to identify nonexpendable items with functional capability expressed by the generic nomenclature and to authorize items not eligible for a SLIN.

b. Alphas ending in "N" and "R" are reserved for use in CTA. They are recorded in the CTA and in the SLAMIS NSLIN Master Catalog.

## Section IV

### Prerequisites for the Inclusion of Equipment in Tables of Organization and Equipment, Modified Tables of Organization and Equipment, Tables of Distribution and Allowances, Joint Tables of Allowances, and Common Tables of Allowances

#### 7-11. 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 TOE, MTOE, TDA, JTA, and CTA are discussed in paragraphs 7-12, 7-13, and 7-14, below.

#### 7-12. Table of organization and equipment and modified table of organization and equipment

Only items identified as TOE items by approved BOIPs and reflected in SB 700-20 will be included in TOE and MTOE. Items included in CTA or designated as a CTA item by approved BOIPs and reflected in SB 700-20 will not be included in TOE and MTOE. This exclusion also applies to commercial items listed in SB 700-20 that may be documented in TDA and JTA that will not be included in TOE and MTOE.

#### 7-13. Table of distribution and allowances and Joint table of allowances

TDA and JTA proponents will obtain concurrence in type classification exemption and SLINs from the appropriate mission assignee agency per section XI, this chapter, and AR 700-142. TDA or JTA items with approved BOIPs are documented on TDA and JTA. Commercial items may also be documented on TDA and JTA if the items do not require type classification per AR 700-142 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 items will not be included in TDA and JTA.

#### 7-14. Common tables of allowances

a. CTA will include items that are designated as CTA items by approved BOI or type classified in accordance with AR 700-142 and are reflected in SB 700-20. These items either may be type classified or may be exempted from type classification. Examples of CTA items that are exempted from type classification include—

- (1) *DCS, G-1-approved heraldic items such as badges and insignia.* These items will be assigned SLINs.
- (2) *Nonmilitary administrative items.* Nonmilitary administrative items for which the GSA has responsibility for establishing government-wide standards. These items will be assigned a NSLIN, if required for formal property accountability.
- (3) *Items adopted by other Services.* Items adopted by other Services that are managed by the Defense Logistics Agency, for which the Defense Logistics Agency has responsibility for certifying production, and which are required only by TDA/JTA activities. These items will be assigned SLINs.
- (4) *Expendable/durable items.*

b. Commercially-available items may be included in CTA if the items are non-DA controlled, do not require type classification under provisions of AR 700-142, 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 type classification and SLIN assignment exemption concurrence from the supporting AMC LCMC. If the commercial items are exempt from type classifying (AR 700-142) and cataloging (AR 708-1), they will be assigned a NSLIN, if required to support formal property accountability and footnoted for local procurement.

#### 7-15. Equipment-only table of distribution and allowances

Only items identified by the submitting command and approved by DCS, G-3/5/7 (DAMO-FMZ) will be included on an equipment-only TDA, such as those used for pre-deployment training equipment or theater-provided equipment.

## Section V

### Inclusion of Equipment in Table of Organization and Equipment and Authorization Documents

#### 7-16. Minimum essential equipment

The requirements column of TOE and MTOE documents will contain the minimum mission essential quantities of equipment required by the unit or activity to accomplish its assigned doctrinal mission. TDA and JTA documents will contain the minimum mission essential quantities of equipment required by the unit or activity to accomplish its assigned mission.

#### 7-17. Equipment not to be documented in tables of organization and equipment, modified tables of organization and equipment, tables of distribution and allowances, and Joint tables of allowances

Equipment listed below will not be documented in TOE, MTOE, TDA, and JTA.

- a. Equipment authorized to 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 on hand through temporary loan.
- c.* Equipment on hand by lease or rental. The exception is non-tactical vehicles (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 TDA or JTA.
- d.* Research, development, test, and evaluation equipment purchased with research, development, test, and evaluation funds. This includes equipment purchased with other than research, development, test, and evaluation funds but later reimbursed with research, development, test, and evaluation funds.
- e.* Maintenance float, sizing float, repair parts, and expendable or durable items.
- f.* LCC B items for which there are standard (LCC A) items, except as prescribed in paragraph 7-20, below.
- g.* Equipment procured from non-appropriated funds.
- h.* Prefabricated (relocatable) buildings (excluded from TDA/JTA only).
- i.* Operational project stocks obtained under AR 710-1.
- j.* Real property.
- k.* Commercial medical materiel that is used solely by TDA or JTA activities and that is not required to be type classified under AR 700-142, except as prescribed in paragraph 7-28*b*, below.
- l.* Locally fabricated items for which no known Army-adopted item exists.
- m.* Intelligence equipment exempt from type classification under AR 700-142.
- n.* Standard items of equipment used as substitutes pending receipt of preferred items (exceptions are stated in paragraph 7-20*b*, below).
- o.* Equipment eligible to be procured with production base support funds (applicable to AMC activities only).
- p.* Items authorized by other authorization documents listed in paragraph 7-3*c*, above.
- q.* Equipment procured exclusively for DOD civil defense efforts.
- r.* Equipment purchased with or reimbursed by Military Assistance Program and International Military Educational and Training Program funds.
- s.* Equipment purchased through Defense Supply Service-Washington by Army activities in the National Capital Region (NCR) (may be included in the TDA, section III supplement only).
- t.* Equipment used for experiments and tests (see paragraph 7-45, below, and AR 73-1).
- u.* Secondary end items authorized or issued as components of equipment assemblages and SKO (see sections VI and VII of this chapter).
- v.* Any nonexpendable item of serviceable equipment that is withdrawn from the Defense Reutilization and Marketing Office and not used for its intended purpose. This equipment must be approved and accounted for on the user's property book (see AR 710-2).

#### **7-18. Modified table of organization and equipment unit support to a table of distribution and allowance 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.

#### **7-19. Installation table of distribution and allowances**

Mission equipment will not be documented on an installation TDA. All equipment required by an installation on a continuing basis will be included in the installation TDA. Such TDA 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 VI**

#### **Type Classification and Accounting Requirements Codes and Their Relationships to Table of Organization and Equipment and Authorization Documents**

#### **7-20. Type classification**

- a.* An item is included in TOE and authorization documents by generic LIN and not by type classification, LCC, or NSN. The LIN is used to identify all NSN items with the functional capability described by the generic nomenclature. The type classification 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.
- b.* Generally, LINs of the latest standard adopted item of equipment appearing in SB 700-20 will be included in

TOE but may not be authorized in MTOE, TDA, and JTA, 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 paragraph 7-3, above). Exceptions to this policy are as follows—

(1) Developmental item LIN may be included when approved specifically for inclusion by DCS, G-3/5/7 (USAFMSA) (see paragraph 7-8, above).

(2) Commercially-available items may be included in TDA, JTA, and CTA only if the items meet the criteria of paragraph 7-13 and 7-14, section IX of this chapter, and AR 700-142.

c. Generally, when a standard LCC A NSN is replaced, it is type reclassified standard LCC B and listed beneath the replacing standard LCC A NSN in SB 700-20. The LIN is not changed. At times, however, a preferred standard LCC A NSN is assigned a different LIN, although it replaces the less-than-preferred NSN that is concurrently type classified as standard 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) *Table of organization and equipment.* The LIN will be changed per the next update to SB 700-20.

(2) *Modified table of organization and equipment.* Update of the MTOE will be accomplished per the next update to SB 700-20.

(a) If an NSN type classified standard LCC B is issued instead of the NSN classified standard LCC A whose LIN is listed in the authorization document, or if the standard LCC B item on hand requires different supporting (ancillary) items or operator or maintenance personnel MOS or both, the LIN of the standard LCC A NSN and related personnel and equipment will be documented with a zero in the required and authorized columns. The LIN of the standard LCC B NSN issued as a substitute and the related personnel and equipment, or the LIN of the standard 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 standard LCC A NSN will be listed in the required and authorized columns in the same quantities as the LIN of the standard 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 officer or the program manager, if provided under total package fielding procedures outlined in appropriate supply regulations. For medical items, directions must be received from the U.S. Army Medical Materiel Agency or the Office of The Surgeon General. The standard LCC B item on hand will be carried in the property book as a substitute for the standard LCC A item, if the LIN is different.

(3) *Table of distribution and allowances and Joint table of allowances.*

(a) No action will be taken to update the TDA and JTA when a standard LCC A NSN under one LIN is reclassified to a standard LCC B item and replaced by a new standard LCC A NSN under a different LIN. The standard LCC B item will remain in the required and authorized columns until notified by the appropriate DCS, G-3/5/7 organization integrator/systems integrator 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 standard 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 standard LCC A item.

(b) As an exception to subparagraph (a), above, TDA for all schools and training centers may, if required for training purposes, list both the standard LCC A and the standard LCC B LIN in the quantities required for school and training support.

(c) In no case will a standard LCC A NSN be requisitioned if a standard LCC B item is on hand and is capable of performing its function. The only exception to this policy is as stated in paragraph 7-20c(2)(c) and 7-20c(3)(b), above. Commanders will determine acceptability of the LCC B item as a substitute for the LCC A item by reference to the interchangeability and substitute segment of the Army master data file (AMDF) published by the AMC U.S. Army Logistics Support Activity.

d. In addition to the “standard” classification, LCC A, and LCC B discussed above, there are other type classification designations and categories of items. The policies for inclusion of these items in TOE and authorization documents are as follows:

(1) *Limited procurement.* A line item when its sole NSN is type classified limited procurement LCC P, LCC T, or LCC U, will be included in only those TOE and authorization documents specified in the type classification action (AR 700-142). It may be included in other TOE and authorization documents, only after written approval has been obtained from Commander, USAFMSA.

(2) *Exempt from type classification.* SB 700-20 lists items that have been exempted from type classification. These items will be included in the TDA and JTA only. Similarly, SB 700-20 lists CTA items that have been exempted from type classification. Under some circumstances, as in the case of musical instruments, it will be necessary to exempt items from type classification and list them in SB 700-20, 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 type classification will only be added to SB 700–20, when approved by Commander, USAFMSA.

### **7–21. Accounting requirements codes appearing in the Army master data file and the catalog management data file**

*a.* Definitions of accounting requirements codes 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 catalog management data file (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 7–3, above. Exceptions are—

(*a*) Personal clothing items listed or to be listed in CTA 50–900.

(*b*) Class V items authorized or to be authorized by the Total Ammunition Management Information System.

(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)), CTA 8–100 (stock record and demand accountability as required), and all personal clothing items listed or to be listed in CTA 50–900 (accounted for by DA Form 4886 (Issue In-Kind Personal Clothing Record (Male))) (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 (see paragraph 7–3*d*(5), above).

(*b*) Heraldic-AR 840–10.

(*c*) Medical CTA 8–100 and AR 40–61.

(*d*) Repair parts-essential repair part stockage list technical manual.

(*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.

*b.* New end items added to the AMDF or Management List that come under the purview of authorization document control must be assigned the acquisition advice code “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 TOE, MTOE, TDA, or JTA with the exception of technical manuals and the authorization documents listed in this regulation, which will be listed in section I of the TOE, MTOE, TDA, and JTA.

## **Section VII**

### **Authorization of End Items, Associated Support Items of Equipment and Components**

#### **7–22. End items**

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 sub-assemblies 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.

#### **7–23. 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 TOE, MTOE, TDA, or JTA 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 technical manual, 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 ACOM/ASCC/DRU approval for those components costing \$100 and more, prior to requisitioning the items from the appropriate major subordinate command.

*b. Sets, kits, and outfits.*

(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, and configuration-controlled by a supply catalog LIN authorized in accordance with BOIP to

organizations under provision of FMS. 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 supply catalog 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 SKO and that are not required to be authorized and issued separately do not require a BOIP.

(4) Major procurement appropriations (PA) items (supply class VII) will not be included as components of assemblages and SKO unless they meet the exception criteria in section VIII, this chapter.

(5) Examples of equipment assemblages and SKO 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 ACOM/ASCC/DRU approval for those components costing \$100 and more, prior to requisitioning the components from the proper major subordinate command.

## **Section VIII**

### **Authorization of End Items Supporting Assemblages and Sets, Kits, and Outfits**

#### **7-24. General**

For the purpose of this section, the types of end items listed below are authorized separately or 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 the column heading “SC” denotes that the item is categorized as a major end item. Also included are supply class VIII items which cost equal to or greater than \$100,000 and 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.

#### **7-25. 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 SKO is governed by the following criteria:

(1) Secondary end items may be included in assemblages and SKO as determined by the materiel developers.

(2) Major end items defined in paragraph 7-22, above, will not be included as components in assemblages and SKO. Those major end items under development and considered for inclusion as components in assemblages and SKO will be removed, type classified, and separately authorized. Those major end items already type classified and included in assemblages and SKO as components will be removed and separately authorized. Exceptions that would warrant inclusion and retention of major end items as components in assemblages and SKO 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 and 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 SKO must be documented and provided with justification in a formal request for exemption to Commander, 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 SKO will be accomplished during SKO review and approval of BOIPs.

*c.* Life Cycle Management Commands/Program Managers of assemblages and SKO are responsible for programming and budgeting for all PA components managed by other managers in accordance with AR 710-1.

## **Section IX**

### **HQDA-Controlled Equipment**

#### **7-26. Table of organization and equipment and modified table of organization and equipment**

*a.* All equipment in TOE and MTOE documents is HQDA-controlled. No increases or decreases to the required column will be made without approval by DCS, G-3/5/7 (DAMO-FMZ). 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 requirements.

*b.* When unauthorized equipment is on hand, units will submit either an ONS or request a LOA per paragraph 7-3d(10) and paragraph 7-32 of this regulation.

#### **7-27. Table of distribution and allowances and Joint table of allowances**

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 (MEPSs), 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 paragraph 7-28, below.) 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 items pending type classification (developmental line item number) (see SB 700-20).

*b.* Investment items, such as items funded with PA, Army appropriation and budget activity account code alpha, to include commercial items costing \$100,000 and more (see SB 700-20).

*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 non-explosive propellant weapons (carbon dioxide), powered pellet and tranquilizer syringe projector pistols, and rifles (see SB 700-20).

(2) Printing, binding, or related auxiliary equipment of the type requiring approval by the Army Publishing Directorate, in accordance with AR 25-30 (see SB 700-20).

(3) Military police working dogs (see SB 700-20).

#### **7-28. Supply class VIII commercial items**

*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 type classification (AR 700-142), 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.

*b. Non-AMEDD activities except MEPS.* Non-AMEDD activities except MEPS will process requirements for supply class VIII commercial items \$100,000 and more in accordance with section X of this chapter.

## **Section X**

### **Equipment in Addition to Current Authorization Allowances**

#### **7-29. General**

Authorization documents provide for authorization of all personnel and mission equipment for all Army units and activities in a standard series of documents—MTOE and TDA. Equipment resulting from paragraphs 7-30 through 7-34, below, will not be documented on MTOE and TDA.

#### **7-30. Temporary loan for non-continuing requirements**

Requirements of a non-continuing duration should be satisfied by use of temporary loan procedures in AR 700-131. Under no circumstances will any unit using loaned equipment report such equipment as authorized on its MTOE, TDA, or JTA document. Use of AMC major subordinate command 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.

#### **7-31. 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 section XI of this chapter for policy and procedures).



### **7-32. Operational needs statements**

Request for a capability that the unit does not have, but has been determined is needed to accomplish the mission (recognized capability gap).

### **7-33. Joint urgent operational needs statements**

Joint request for a capability that the unit does not have, but has been determined is needed to accomplish the mission (recognized capability gap).

### **7-34. Mission essential equipment lists**

Alternative equipment list required for a unit to accomplish its mission.

## **Section XI**

### **Continuing Requirements for Standard Items—Rental or Lease**

#### **7-35. Basic Department of Defense policy**

The DOD policy and criteria for lease of equipment in lieu of purchase are contained in FAR 7.400 et seq. and DFARS 207.4.

#### **7-36. 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 major subordinate command.
- b.* When costs of transportation, depot condition restoration costs, and other related financial requirements associated with standard equipment loans from an AMC major subordinate command exceed the cost of renting or leasing commercial-type equipment.
- c.* Instead of purchase of nonexpendable commercial equipment.
- d.* Leasing of information mission area equipment is governed by AR 25-1.

#### **7-37. Extension of rental or lease agreements**

In addition to guidance provided by the publications listed in AR 25-1, lease agreements may not exceed one year unless they also meet the fund obligation requirements in accordance with DFARS 207.471. A record of the rationale supporting the decision to lease or purchase as prescribed by FAR 7.401 and FAR 7.402 will be retained in the organization file and made available for auditing.

#### **7-38. 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.

#### **7-39. Exclusions**

Excluded from consideration under provisions of this section are—

- a.* NTVs (procedures for lease of NTVs are in AR 58-1).
- b.* Photocopying equipment rented or leased on a regular basis under AR 25-30 and AR 25-1, in connection with regular functions.
- c.* IT equipment rented or leased on a regular basis under AR 25-1.

#### **7-40. 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 DCS, G-3/5/7 (DAMO-AV).

## **Section XII**

### **Maintenance Float, Sizing Float, and Standby Equipment**

#### **7-41. 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 and repair cycle float. Maintenance float equipment will not be included in TOE, MTOE, TDA, or JTA for operating units.

#### **7-42. 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 defense items specified by the ACOM/ASCC/DRU commander. The purpose of this five 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 percent overage, quantities will be rounded up to the next higher whole number, such as 4.05 rounded up to 5.

b. ACOM/ASCC/DRU 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 3 to 40 M40 masks would be authorized to stock 3 of any combination of the 3 M40 sizes as float. The maximum sizing float for units authorized one M40 mask would be one; for two masks two; and for three masks three. Unit commanders may stock the float sizes they deem appropriate.

c. These items are in addition to any maintenance float discussed in paragraph 7-41, above.

### **Section XIII**

#### **Information Mission Area; Research, Development, and Test Equipment; and Equipment Used for Experiments and Tests**

#### **7-43. Information technology equipment**

IT equipment is governed by AR 25-1. IT items costing less than \$100,000 will be authorized by the TDA section III (if type classified), or section III supplement or CTA if not type classified, and will be accounted for on property books per AR 710-2.

#### **7-44. Research, development, and test equipment**

a. Items of equipment required by a research, development, test, and evaluation activity and by a tenant non-research, development, test, and evaluation TDA activity located at and supporting a research, development, test, and evaluation 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 (paragraph 7-27, above) required for support of base operations at research, development, test, and evaluation 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 research, development, test, and evaluation projects or specific test requirements, for a period exceeding two years.

(c) Items acquired with research, development, test, and evaluation 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 research, development, test, and evaluation funds, which will be replaced with PA-funded equipment.

(2) Equipment that will not be documented includes—

(a) Equipment procured with research, development, test, and evaluation funds, including equipment purchased with other than research, development, test, and evaluation funds when it is reimbursed with research, development, test, and evaluation funds.

(b) Special purpose equipment required for research, development, test, and evaluation activities.

(c) SB 700-20 items of materiel obtained under the provisions of AR 70-1 or AR 73-1.

(d) HQDA-controlled equipment (see paragraph 7-26, above) required for support of research, development, test, and evaluation projects or specific test requirements, for a period of less than two years. Equipment required for any period less than two years will be obtained on loan from the proper AMC major subordinate command. The research, development, test, and evaluation appropriation will reimburse the major subordinate command for items consumed in research, development, test, and evaluation and will bear the cost necessary to return the item to major subordinate command in serviceable condition prior to or on completion of the loan period.

b. Programming, budgeting, and property book accounting for research, development, test, and evaluation equipment used by the tenant non-research, development, test, and evaluation TDA activity are responsibilities of the research, development, test, and evaluation host activity. This equipment will not be procured or reimbursed from the tenant account.

#### **7-45. Equipment used for experiments and tests**

a. Experiments and tests specifically include development testing, operational testing, product improvement proposal testing, production acceptance testing, non-developmental 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 research, development, test, and evaluation installation (see paragraph 7-44a, 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 research, development, test, and evaluation funds, including items purchased with other than research, development, test, and evaluation funds when they are reimbursed with research, development, test, and evaluation funds.

(b) Standard items of equipment developed by the Army and non-developmental 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 more) per AR 73-1.

(c) HQDA-controlled equipment (see paragraph 7-26, above) required for support of testing or experimentation for a period of less than two years. Equipment required for less than two years will be obtained on loan from the proper AMC major subordinate command. The research, development, test, and evaluation appropriation will reimburse the major subordinate command for items consumed in research, development, test, and evaluation and will bear the cost necessary to return the item to major subordinate command 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 XIV**

### **Industrial Plant Equipment, Army Industrial Fund, Commercial Activity, and Government-Owned, Contractor-Operated Equipment**

#### **7-46. Industrial plant equipment**

The only industrial plant equipment (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.

#### **7-47. Equipment for Army industrial fund activities**

a. The TDA for Army industrial fund activities will include all items assigned a LIN in SB 700-20 except customer-furnished equipment, non-controlled equipment, or items below \$100,000 procured with Army industrial fund.

b. TDA equipment capitalized under the Army industrial fund will be identified on the TDA with a standard remark (180 - Equipment). This ensures documentation of the equipment in the property book and unit supply-enhanced. TDA changes will be considered approved and documented in the Army industrial fund program budget guidance, consistent with current and projected workload.

c. NTVs will not be purchased by the Army industrial fund (NTVs are passenger transport and general purpose vehicles).

d. Army industrial fund 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. Army industrial fund activities are exempt from type classification exemption procedures. Nonstandard commercial type items will be documented on the property books.

#### **7-48. Equipment for commercial activities**

a. GFE may be provided to contractors for use in performing commercial activities-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 commercial activity-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 7-17, above, 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 appropriation and budget activity column of SB 700–20, 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 the property book and unit supply-enhanced and TAEDP, all SB 700–20 items will be listed in section III of the TDA. SB 700–20 items and non-BCE items will be requisitioned in accordance with AR 725–50 without citation of funds. BCE items are funded by the ACOM/ASCC/DRU.

(2) The list of equipment contained in the contract will be forwarded with the TDA submission. Those items previously listed in other authorization 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 commercial activity equipment is to be documented, commercial substitute equipment that is within the approval authority of the ACOM/ASCC/DRU 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 major subordinate command 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 each separate contractor in the TDA of the unit for which the work is being performed. GFE used by a contractor performing at more than one installation to fulfill a contract will be documented on the TDA of only one of the installations. (See FMSWeb for the standard remark codes for use in indicating GFE provided under the provisions of FAR 45.000 et seq., DFARS 245.1 et seq., and AFARS 5145.1 et seq.) 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 information mission area equipment acquisition and inventory reporting.

*j.* Because of the differences from other TDA 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 commercial activities will or will not be documented in authorization documents as follows:

- (1) Research, development, test, and evaluation equipment (in accordance with paragraph 7–44, above).
- (2) Equipment used for experiments and test (in accordance with paragraph 7–45, above).

#### **7–49. Equipment for government-owned contractor-operated 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 in conjunction with the affected command 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 whenever 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 7–3d(3), above. Subsequently, all GFE except for categories listed in paragraphs 7–17 and 7–44b, 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 FMSWeb 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 appropriation and budget activity column of SB 700–20, 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 items and non-BCE items will be requisitioned in accordance with AR 725–50 without citation of funds. BCE items are ACOM/ASCC/DRU-funded. To maintain the NTV ceiling, a 4610–R procedure (Equipment Changes in MTOE/TDA) in FMSWeb will be submitted to the ACOM/ASCC/DRU for all GOCO activity NTV requirements.

c. When developing the statement of work 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 ACOM/ASCC/DRU 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 contractor function paragraph of the appropriate TDA (see FMSWeb for the standard remark code used to identify equipment furnished under the provisions of FAR 45.000 et seq., DFARS 245.1 et seq., and AFARS 5145.1 et seq.). 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 and 25–2 apply to information mission area equipment acquisition.

h. Due to the differences from other TDA 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 TDA for GOCO activities:

(1) Research, development, test, and evaluation-funded equipment, including that equipment used for experiments and tests.

(2) Equipment purchased with production base support funds.

j. If a LIN becomes obsolete in SB 700–20 during a contract period, the activity will request a non-standard LIN through SLAMIS and provide the non-standard LIN to replace the obsolete LIN to the contractor for his GFE listing update, due annually

k. USAFMSA will remove the LIN from the authorization document when type classification-obsolete is determined. The contract is the determining factor, if the item of equipment is required.

## **Section XV**

### **Equipment Policies Dependent on Personnel Operations**

#### **7–50. Level B table of organization and equipment requirements**

TOE reflecting Level 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 Level 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) Mechanic’s tool kits, vehicles, switchboards, and so forth, which 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 DCS, G–3/5/7. When approved for issue, such equipment will be included in the appropriate TDA or MTOE.

#### **7–51. Items of modified table of organization and equipment and table of distribution and allowances equipment authorized on an individual personnel basis**

a. Overstrength personnel may be issued a weapon, bayonet, and mask in accordance with local command policy.

b. When issued, MTOE units may document the weapons, bayonets, and masks in the TDA augmenting the MTOE unit; TDA activities will document these items in the TDA.

## **Section XVI**

### **Selected Honor Guard and Special Ceremonial Unit**

#### **7-52. Selected honor guard**

Clothing and accouterments for selected honor guard are authorized by CTA 50-900.

#### **7-53. Special ceremonial unit**

Clothing, accouterments, and other equipment for special ceremonial units are authorized by CTA 50-900 and CTA 50-909, as governed by this paragraph and by the installation TDA.

## **Section XVII**

### **Other Miscellaneous Equipment Policies**

#### **7-54. Installed equipment and equipment-in-place**

*a. Installed equipment.* Installed equipment is an item of equipment that is affixed and built into a facility as an integral part of that facility. Equipment that is an integral part of a 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 equipment. Installed equipment is accounted for as real property (see AR 735-5).

*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 and is accounted for on property book records (see AR 735-5).

#### **7-55. 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 authorization documents only when essential. For a listing of equipment remarks, see FMSWeb.

## **Section XVIII**

### **Equipment Usage Management**

#### **7-56. 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 types and quantities of equipment. Usage standards with management programs for some types of equipment are already established and published (see paragraph 7-58, below). 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.

#### **7-57. Equipment usage management applicability**

This section applies to all AC Army TDA activities.

#### **7-58. Exemptions**

The following categories of equipment are exempt from the provision of this section:

*a. Government furnished property.* Usage of government furnished property by contractor activities will be governed by FAR 45.000 et seq., DFARS 245.1 et seq., and AFARS 5145.1 et seq. Contractors will be required to accumulate data to provide visibility of the extent and manner of use of all government-owned property. Usage of IT equipment will be managed per AR 25-1 and AR 25-2.

*b. Aircraft.* Usage of aircraft will be managed per appendix B.

*c. Army rail equipment.* Usage of Army rail equipment and locomotives will be managed per AR 56-3.

*d. Contractor utilization control systems.* 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 pre-positioned to await use in special situations. Therefore, even if the situations do not occur, the requirement is still valid.

*g. CTA equipment.* Usage is based on the commander's budget.

*h. Installed equipment.* Utilization data collection for installed equipment is not required. Installed equipment is defined in paragraph 7-54, above.

*i. Emergency equipment.* This equipment does not require utilization data collection, but it will be reviewed by higher headquarters during installation logistics or equipment management inspections.

## **7–59. Policies**

*a.* Optimum types and 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, including 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. Shared use that would negatively 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 optimize 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 research, development, test, and evaluation activities will prepare and follow approved equipment utilization management plans. Implementation procedures are in appendix D. The plans will apply to plant equipment, including IPE, other plant equipment, TMDE, equipment purchased with research, development, test, and evaluation, construction equipment, materiel handling equipment (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 ACOM/ASCC/DRU.

*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 ACOM/ASCC/DRU, 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 or AR 58–1.

*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 snowplow 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 C, 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 C, which meets the requirement for utilization data collection, except for equipment identified as exempt in paragraph 7–58, above, will have utilization data collected and reporting requirements met.

*m.* One-of-a-kind equipment, except emergency equipment as defined in paragraph 7–58, 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. Higher headquarters will monitor this area during inspections and reviews of installation logistics or equipment management.

*n.* Equipment used for research and development (R&D) missions in other than AMC activities is exempt from usage collection and reporting. R&D 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 or 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 XIX Common Tables of Allowances

### 7-60. General

*a.* A CTA is an authorization document for items of materiel which are required for common Armywide use by individuals, MTOE, TDA, or JTA unit and activities. Armywide use is defined as required by more than one unit or its organizational elements, facilities, activities, or individuals (except items in CTA 50-909, which are one-of-a-kind for ceremonial units). CTA equipment is not considered to be minimum mission essential wartime requirements.

*b.* The purpose of a CTA is to authorize widely used items in one document, rather than documenting the items separately in each MTOE, TDA, or JTA.

*c.* CTA authorize materiel to the AC of the Army, ARNG, USAR, Army Reserve Officers' Training Corps (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 for a specific purpose, or when certain conditions prevail.

*e.* CTA items include—

- (1) Army stock funded items, adopted and non-adopted.
- (2) Commercial items which do not require type classification under provisions of AR 700-142.
- (3) Targets, target equipment, and certain dummy and inert ammunition.

*f.* Some items enter the CTA through the BOI process. After the BOI 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 BOI process. Such items will enter the CTA in accordance with CTA procedures in FMSWeb.

*g.* 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.

*h.* Commercial items which do not meet the criteria in 7-60*a* through 7-60*e*, above, will be authorized and documented in TDA, Section III Supplement and accounted for on the property book in accordance with appropriate ACOM/ASCC/DRU 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 CTA procedures in FMSWeb.

*i.* Table 7-1 provides a list of CTA and their proponents.

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**Table 7-1**  
**List of common tables of allowances and proponents**

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CTA No: 8-100  
Title of CTA: Army Medical Department Expendable/Durable Items  
Proponents: HQDA Office of The Surgeon General  
CTA No: 50-900  
Title of CTA: Clothing and Individual Equipment  
Proponents: Program manager-Soldier Protective Individual Equipment  
CTA No: 50-909  
Title of CTA: Field and Garrison Furnishings and Equipment  
Proponents: USAFMSA  
CTA No: 50-970  
Title of CTA: Expendable/Durable Items (Except: Medical, Class V, Repair Parts and Heraldic Items)  
Proponents: USAFMSA

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### 7-61. Common tables of allowances 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 MTOE, TDA, and JTA (see SLAMIS for current table).

*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 Leader's Training Course and Leader Development & Assessment Course 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, unless the commanders request an exception to policy. Exceptions to this policy that do not need a request are—

- (1) Expendable, durable items authorized in CTA 8–100 and 50–970.
- (2) Individual and organizational clothing and individual equipment required on a continuing basis as specified in CTA 50–900.
- (3) Field and garrison furnishings and equipment which is mission-related, as specified in CTA 50–909.

f. Nonexpendable property authorized in CTA 50–900 and 50–909 will be accounted for on property books as prescribed in AR 710–2. Expendable or durable items authorized in CTA 8–100 and 50–970 will be accounted for in accordance with AR 710–2.

g. Commercial items of clothing and individual equipment and requests for like items already included in a CTA will be submitted to the CTA proponents for review and approval prior to acquisition.

h. Items procured from CTA are not a justification for additional MTOE support items (for example, trailers, generators, tool kits).

## **Chapter 8**

### **Force Management Documentation Processes and Systems**

#### **Section I**

##### **Description of Force Management Documentation Processes and Systems**

###### **8–1. Force management documentation processes and systems**

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, the budget year, and first program year in requirements and authorization documents. The HQDA-approved documents authorize units to requisition personnel and equipment and support the Army planning, programming, resourcing, and readiness reporting processes. Authority to approve authorization documents and changes is reserved to DCS, G–3/5/7 (DAMO–FMZ).

###### **8–2. Types of authorization documents**

The authorization document provides the authority for submitting requisitions for authorized personnel and equipment authorized in the document. Authorization documents align mission, functions, organizational structure, personnel and equipment data in detailed and summary format. Authorization documents list the personnel and equipment requirements and authorizations for the unit. Section I of TDA documents will include the temporary, part-time, overhire, and other types of manpower position authorizations provided to the organization. CTA and other publications record additional equipment allowances for the unit. The types of documents are described below (see chapters 4 and 5 for BOIPs and TOE).

a. *Modified table of organization and equipment.* The MTOE is a modification of a TOE, which incorporates UIC, unit designation, and the E-date for activation, reorganization, conversion, or modernization of a unit. The MTOE required and authorized levels of organization for personnel and equipment should match the prescribed TOE levels unless additions or deletions are justified and approved by HQDA based on mission, capabilities, and constraints.

b. *Table of distribution and allowances.* 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 MTOE.

c. *Augmentation table of distribution and allowances.* The AUGTDA augments a MTOE unit during peacetime and war. The AUGTDA records and documents the HQDA-validated missions, organizational structure, personnel, and equipment authorized for the unit to execute administrative and operational functions beyond the capabilities of the MTOE. In addition, the AUGTDA may contain requirements and authorizations for civilian positions that cannot be documented on an MTOE. The AUGTDA can include military, civilian, and contract personnel. It can also include military and/or commercial equipment. Soldiers, civilians, contract personnel, and equipment may be deployable.

d. *Full-time support table of distribution and allowances.* A full-time support TDA records the mission, organizational structure, personnel and equipment requirements, and authorizations that augment/provide full-time support to RC units and to other organizations per AR 135–2. Standard remark code “MH” will be used to identify RC’s military technician positions.

e. *Mobilization table of distribution and allowances.* A requirements and authorization document that shows the planned mobilization mission, organizational structure, and personnel and equipment requirements for units authorized under the non-deployment mobilization troop basis subsequent to a declaration of mobilization (see chapter 9 of this regulation).

### 8-3. Documentation of modified table of organization and equipment units

a. The HQDA-approved TOE reflects the personnel and equipment requirements to accomplish the stated mission of combat, combat support, or sustainment units. The TOE is a requirements document, not an authorization document, and serves as the basis for developing the MTOE.

b. 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 any deviation from the TOE and applicable BOIPs requires HQDA approval for an exception to MTOE standardization.

c. MTOE are developed from application of selected BOIPs to TOE. The BOIPs are selected based on resource availability and priority.

d. Authorized level of organization (ALO) B MTOE units—

(1) ALO B MTOE units are configured to conserve U.S. Army manpower by substituting non-U.S. military personnel in specified positions of selected (generally sustainment) MTOE. ALO B MTOE are developed directly from the TOE Level B column. This number of Soldiers reflects the U.S. Army manpower needed to provide command and supervision and to fill technical and maintenance positions. TOE Level B column equipment allowances reflect the equipment required to perform the unit mission, when it uses non-U.S. personnel. ALO B MTOE required and authorized columns will duplicate the personnel and equipment allowances shown in the TOE Level B column.

(2) Zero strength requirements in the TOE Level B column personnel allowances indicate those positions from the TOE Level 1 column that will be filled by non-military personnel, when the ALO B unit is deployed outside CONUS. These positions will not be documented in MTOE. Instructions on the fill of ALO B units with non-U.S. personnel will be provided by the HQDA message directing the mobilization and deployment of the unit.

e. DCS, G-3/5/7 (DAMO-FMZ) will approve exceptions to MTOE standardization. OIs will ensure that the SAMAS entry has an “E” in the 11th position. Document integrators will ensure the 13th position of the authorization document’s standard requirements code is “E,” and the narrative (section I) reflects the approval of the exception.

### 8-4. Organization of table of distribution and allowances units

a. A TDA document prescribes the organization structure for a unit having a unique mission for which a TOE does not exist. It may contain military, civilian, and contractor man-year equivalent positions. TDA units are generally non-deployable units organized to fulfill mission, function, and workload obligations of a fixed support establishment in CONUS or overseas; however, there are some TDA units that are deployable and categorized as operating force. TDA units are uniquely developed to perform a specific support mission.

b. TDA units will match requirements and authorizations approved in appropriate documents, such as the program budget guidance (PBG), concept plan, command plan, manpower survey, and reflect the 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 AR 570-4.

d. The TDA required column will be based on requirements approved by the DCS, G-3/5/7 (DAMO-FMZ). The TDA authorized column will be based upon available resources.

e. Policies on military position classification and grading in the DA Pam 611-21, as well as policies on use of military, civilian, and contractor man-year equivalent positions in AR 570-4, will be followed when organizing and staffing TDA units.

f. The TDA records the mission, organizational structure, 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 and government agencies. 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 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. It includes position titles, MOS, grade/rank, identity code, branch code, additional skill identifiers, skill qualification identifiers, language indicator codes, Army management structure codes, management decision packages, civilian career program codes, commercial function activity codes, manpower mix criteria codes, contractor man-year equivalent requirements, authorizations, and remarks codes.

(3) *Section III: Equipment allowances.* Documents at the LIN level detail, the controlled and non-controlled Army adopted items of equipment which have a standard LIN in SB 700-20, except for CTA items. 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, resourced and projected to be available in the supply system.

(4) *Section IIIS: Supplement equipment allowances.* Provides for the documentation of those items of equipment, which do not qualify for inclusion in section III. These items do not have a standard LIN in SB 700-20. The use of this

section by authorization documents proponents is optional. Section III is not included in the HQDA authorization documents database.

### **8–5. Augmentation table of distribution and allowances to a modified table of organization and equipment unit**

a. The AUGTDA records and documents the HQDA-validated missions, organizational structure, personnel, and equipment required for the unit to execute administrative and operational functions unique to that unit and beyond the capabilities of the MTOE or are ALO B MTOE requirements and authorizations for civilian positions that cannot be documented on an MTOE. The AUGTDA can include military, civilian, and contract personnel. It can also include military and/or commercial equipment. Soldiers, civilians, and equipment may be deployable.

b. The AUGTDA augments a MTOE unit during peacetime and war.

c. Commands may propose additional military and civilian AUGTDA requirements and authorizations through a concept plan to DCS, G–3/5/7 (DAMO–FMP). The DCS, G–3/5/7 (DAMO–FMZ) will be the approval authority.

## **Section II**

### **Force Management Documentation Processes and Systems Management Systems**

#### **8–6. Uses of authorization documents**

a. *Synchronization.* SACS synchronizes the information from SAMAS, TOE, authorization documents, and BOIP files to produce the Army’s time-phased demands for personnel and equipment over the current, budget, and POM years plus at objective TOE. SACS reflects programmed force modernization changes developed in the Equipping the Force by DCS, G–8 (DAPR–FDZ). This information is incorporated in the Personnel Structure and Composition System and LOGSACS, as applicable, to reflect force modernization within resource constraints, over time. Key products of SACS are as follows:

(1) *Personnel Structure and Composition System.* Personnel Structure and Composition System 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, rather than paragraph and line level of detail.

(2) *Logistics Structure and Composition System.* LOGSACS summarizes the time-phased requirements and authorizations for equipment at the UIC, LIN, and ERC level of detail.

b. *Users of force management documentation processes and systems data.* Users of force management documentation processes and systems data include—

(1) *Integrated total Army personnel database.* This database produces various automated systems to project strength and assign Soldiers to units.

(2) *Army equipping enterprise system.* The Army Equipping Enterprise System merges several other systems to portray units over the program and has several tools to support the equipping enterprise.

(3) *Structure manning decision review.* This process focuses on TRADOC’s force structure and its capability to meet future training requirements.

(4) *Joint operations planning and execution system.* Force management documentation processes and systems provides personnel and equipment authorization data to help plan transportation for units’ operational deployments.

(5) *Army stationing and installation plan.* This database is used by the ACSIM and others to plan the stationing of units.

(6) *DRRS–Army.* Authorization documents provide unit personnel and equipment requirement data for units to report on their commander’s unit status report. UICs in FMS are registered in DRRS–Army (see AR 220–1).

(7) *Enterprise management decision support system.* The enterprise management decision support system enables senior leaders to assess total Army readiness based on current and projected cross-functional analysis and allows the Army to better align resources.

(8) *Logistics integrated warehouse.* The LIW is the Army’s single authoritative source for logistics information.

(9) *ARFORGEN synchronization tool.* SACS provide personnel and equipment requirement data to help build the Army sourcing laydown for global requirements.

(10) *Equipping the Force.* Equipping the Force is an Army Equipping Enterprise System application to standardize the creation of a distribution planning position for all non-exempt LINs.

(11) *Army Stationing and Installation Plan.* This system draws data from SAMAS, MTOE, and TDA.

(12) *SLAMIS.* This automated system provides visibility of key information across the life cycle of Army materiel supporting the BOIP development process.

#### **8–7. Force management documentation processes and systems in planning and programming**

a. Most often, changes to the force are directed by the Army Structure Memorandum following the Army leadership’s approval of TAA. Major manpower, budgetary, and materiel decisions are made at the Office of the Secretary of Defense level. These decisions are announced to the Army through guidance memorandums and resource management decisions. Based on this information, HQDA provides guidance to all ACOMs/ASCCs/DRUs by means of the

distributed SAMAS master force, PBG, requirement and authorization documents, and other policy guidance reflecting leadership initiatives. DCS, G-3/5/7 (DAMO-FMZ) ensures that HQDA-approved changes in a command's force structure are recorded in SAMAS and documented on authorization documents.

b. The Army will provide units rotating through ARFORGEN a MTOE in regeneration at Return+60 for the AC and Return+11 months for the RCs. An E-date may be selected to occur prior to or during a deployment, if requested by the command and approved by the DCS, G-3/5/7 (DAMO-FMZ).

### **8-8. Force structure management process**

Force structure management decisions on authorizations are portrayed in SAMAS and are executed, for personnel and equipment, through authorization documents. The principal events leading to execution are summarized below. The force structure execution process begins annually in the fall with the publication of the Army Structure Memorandum.

#### *a. Command plan.*

(1) The command plan is the process used by the Army to adjust the manpower at UIC level of detail, based on the most current guidance, fielding schedules, and resourcing levels. Command plans enable the ARSTAF, ACOMS/ASCCs/DRUs, proponents, and commodity managers to adjust the current and programmed force based on the Army Structure Memorandum.

(2) DCS, G-3/5/7 (DAMO-FMZ) directs production of the appropriate authorization documents (MTOE and TDA) during the command plan process.

b. *Modified table of organization and equipment changes.* Any command, agency, or proponent can identify an issue that requires a change to an existing or programmed MTOE. They will submit a change request through their command channels to DCS, G-3/5/7 (DAMO-FMZ). HQDA will permit out-of-cycle documentation for those actions with sufficient justification (readiness, mission capabilities, concept plan execution, and so forth). Design-related changes will be submitted to the proponent or TRADOC Center of Excellence. OIs will coordinate with USAFMSA Document Integrators Branch Chiefs and the Program Budget Guidance Manager in DCS, G-3/5/7 (DAMO-FMP) to analyze the issue and develop a timeline for having the proposed change approved and documented. The OI will present the recommendation for out-of-cycle documentation through the quad chart process to the DCS, G-3/5/7 (DAMO-FMZ) for approval and if approved, ensure that the appropriate changes to SAMAS are made.

(1) An approved ONS or Joint urgent operational needs statement is not in and of itself justification for an MTOE or TOE change.

(2) For a request for an MTOE change, commands will include whether the change should apply to just one unit, apply to some but not all like units, or apply to all like units (a TOE change). Commands should make every effort to limit the number of submissions by consolidating requested updates.

c. *Table of distribution and allowances changes.* Any command, agency, or proponent can identify an issue that requires a change to an existing or programmed TDA/augmentation TDA. HQDA will permit out-of-cycle documentation for those actions with sufficient justification (readiness, mission capabilities, concept plan execution, and so forth). They will be submitted through command channels to DCS, G-3/5/7 (DAMO-FMP). Force structure command managers will coordinate with PBG managers to analyze the issue and schedule it for review at the monthly out-of-cycle board held by DCS, G-3/5/7 (DAMO-FMP), and approved by the DCS, G-3/5/7 (DAMO-FMZ). The schedule for the board will be available in the FMSWeb system. Commands should make every effort to limit the number and frequency of out-of-cycle submissions by consolidating updates resulting from approved concept plans, equipment requests, and other actions into a single submission, rather than requesting separate out-of-cycle submissions. TDA equipment-only changes will be submitted through command channels using the automated 4610-R application in the FMSWeb system. The force structure command managers will coordinate and schedule the request for the DCS, G-3/5/7 (DAMO-FMP) TDA/AUGTDA ERVB, where it may be approved. The board will meet to consider requests for additional HQDA-controlled equipment; a list of HQDA-controlled LINs and their associated DCS, G-8 staff synchronization officers may be found in the FMSWeb system. HQDA-controlled items will not be placed on any TDA/AUGTDA without ERVB approval (see chapter 7 of this regulation).

## **Section III**

### **Command Plan and Concept Plans**

#### **8-9. Command plan**

a. The command plan is the annual force management process designed to account for and document force structure decisions and directives from the Army leadership, including those changes submitted by Office of the Secretary of Defense and the commands and outlined in Congressional guidance. Annually, DCS, G-3/5/7 (DAMO-FMP) will publish the command plan guidance memorandum which provides key force structure guidance and milestones for the command plan submission and describes the actions that must be accomplished. The command plan results in the approval of the Army Master Force. The Army Master Force will adjust current force structure, establish the programmed force structure, and will align force structure requirements and authorizations, military, civilian, and

contractor man-year equivalent with budget data and decisions. It will also provide manpower, personnel and equipment requirements, and authorizations at the grade, MOS, personnel occupational specialty code for civilians, and geographic location, UIC, LIN, and quantity level of detail through authorization documents.

*b.* The baseline for the command plan submission is the latest HQDA Master Force lock point and the latest HQDA-approved Army Structure Memorandum. The command plan will incorporate Army Structure Memorandum decisions and the President's PBG. The command plan will focus on documenting MTOE, based upon HQDA-approved TOE, AUGTDA, TDA, and mobilization table of distribution and allowances (MOBTDA). Guidance regarding civilian manpower changes is included in the Resource Formulation Guidance Integrated Program and Budget Data Call for the Program.

(1) *Force management changes.* Commands may submit force management changes to DCS, G-3/5/7 (DAMO-FMZ) for consideration during the command plan. A force management change is defined as a change to any Army Structure Memorandum or PBG specified action already captured in the Master Force. Examples are changes to E-dates, activations, inactivations, conversions, exceptions to MTOE standardization, and movement or transfer of units or structure among installations or commands.

(2) *Schedule 8 requests.* Commands will submit Schedule 8 requests for military, DA civilian, and contractor man-year equivalent positions via the Resource Requirements Management System. These submissions will align dollar and manpower programming.

(3) *Data reviews.* DCS, G-3/5/7 (DAMO-FMZ) and commands will maximize the use of automation to support command plan actions. At a minimum, force structure review scrubs will examine SAMAS military, civilian, management decision package, Army management structure code, civilian type, federal service code, requirements, and authorizations (officer/warrant officer/enlisted/civilian/contractor man-year equivalent). Also operating/generating force codes, troop program sequence numbers, stationing codes, and unit location data will be reviewed for each UIC in every command. Force structure command managers, in coordination with the PBG command managers, will coordinate force structure reviews with their respective commands, USAFMSA document integrators, and force management OIs.

(4) *Command plan briefings.* All commands will brief the DCS, G-3/5/7 (DAMO-FMZ) or the Deputy ASA (M&RA) Special Assistant (Manpower and Resources). The briefing's purpose is to review command issues, review resource allocation decisions, provide program assessments, and discuss initiatives and to finalize the command's command plan. Commands will be prepared to discuss all their force structure issues and planned changes. Special topics will be addressed, as required.

## **8-10. Concept plans**

*a.* A concept plan is a detailed proposal to create or change one or more TDA, augmentation TDA, or MOBTDA units, when the level of change reaches a specified threshold (see subparagraph *j*, below). The purpose of a concept plan is to ensure that requirements are reviewed to support Army objectives and priorities. It also ensures a full understanding of the change, enables auditing resource realignments, ensures supportability, and satisfies a variety of ARSTAF functional interests about how the proponent plans to implement change. DCS, G-3/5/7 (DAMO-FMZ) will execute concept plan approvals and disapprovals, under the policy oversight of the ASA (M&RA).

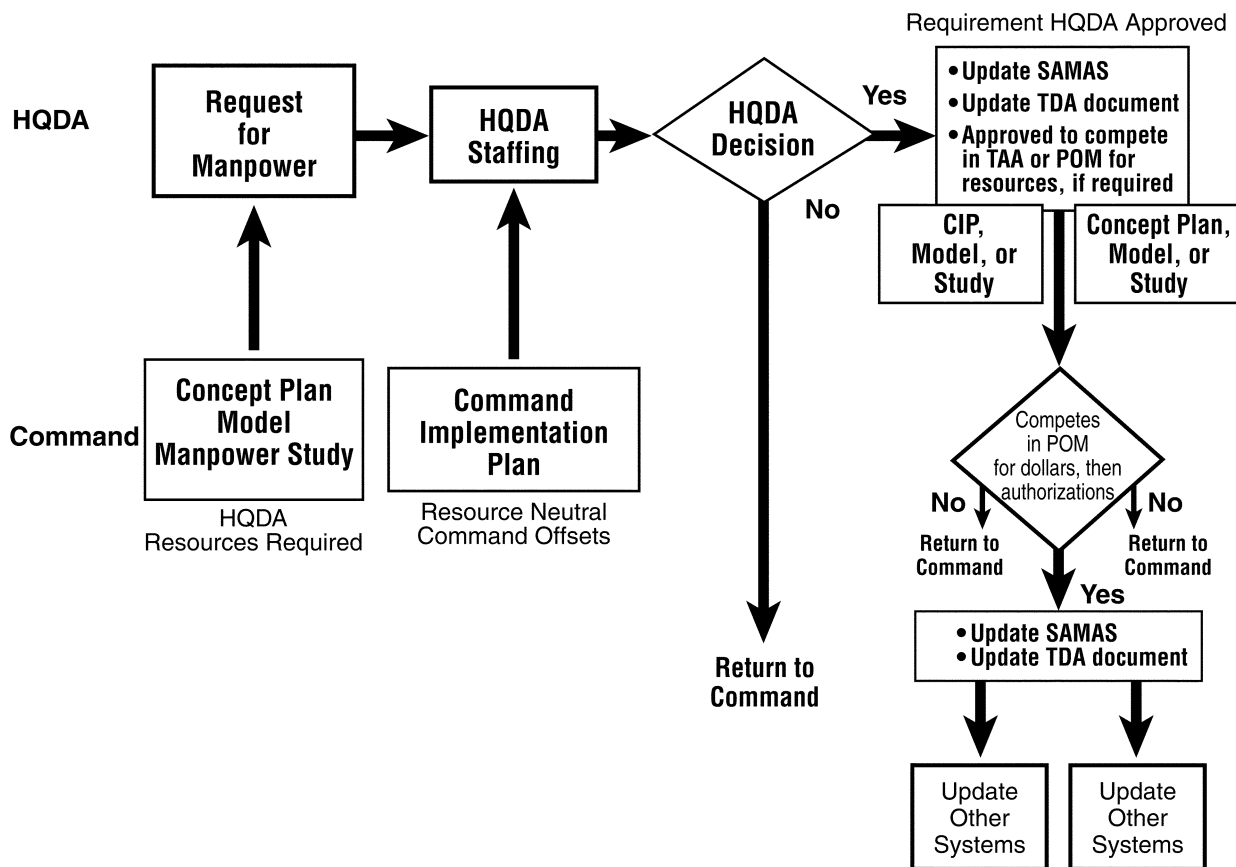


Figure 8–1. TDA Requirement and Resource Process

b. A concept plan will be used to request approval of organizational structure, manpower requirements, and equipment requirements. In addition to requesting requirement changes, the concept plan will also be resource informed and will include a resourcing strategy for manpower and equipment authorizations. The plan will validate new requirements through work load data, approved models, manpower surveys, or HQDA– and TRADOC–approved templates. The U.S. Army Manpower Analysis Agency will assist with development and ultimately approve the manpower analysis portion of concept plans. The concept plan will identify existing proponent authorizations that can be allocated to satisfy increased requirements. All concept plans will require offsets and a cost-benefit analysis prior to HQDA approval. A concept plan may not be used to request additional resources. 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 command POM.
- (2) *Equipment.* 4610–R process.
- (3) *Funds.* Command POM, command budget estimate, resource management update.
- (4) *Facilities.* DD Form 1391 (Military Construction Project Data).

c. If HQDA has directed the mission, but the command is not resourced for it and requires additional military and/or DA civilian manpower requirements and authorizations, then the command must provide the mission directive authority with the concept plan and have a memorandum signed by a general officer or senior executive service-equivalent in the command, prior to submission. All requests for additional manpower requirements must be workload-based. All concept plans that request additional manpower authorizations must include a billpayer strategy by grade using existing authorizations from inside the command; DCS, G–3/5/7 (DAMO–FMZ) may direct the realignment of military

authorizations from lesser priority missions within the command to resource the concept plan. Commands must be prepared to resource concept plans from within the command's available authorizations and total obligational authority.

*d.* The Army must determine the proper source of labor (military, DA civilian, or contractor) pursuant to statutes, regulations, and DOD and Army policy in both the operating force (those forces whose primary missions are to participate in combat and the integral supporting elements thereof) and generating force (Army organizations whose primary mission is to generate and sustain the operational Army's capabilities for employment by Joint force commanders). (See table 8-1, below, for more detailed codes and definitions.) Any requests to change decision point 99 coding for units will be addressed in the annual command plan.

(1) While organizations should identify inherently governmental functions, closely associated with inherently governmental functions, and unauthorized personal services being executed by contractors for elimination or potential in-sourcing, any concept plan requesting the in-sourcing of contracted services should only be made after assessing whether the work can be eliminated, absorbed by existing in-house workforce, or whether it is feasible to realign manpower resources from lower priority missions.

(2) U.S. Army Manpower Analysis Agency will validate the workload associated with functions identified for in-sourcing and the panel for documentation of contractors will validate the manpower mix coding of contracted services.

**Table 8-1**  
**Operating and Generating Force Codes and Definitions**

DP99	Decision point 99 Title
OFGA	Operating Force Globally Available. Forces established for the primary purpose of fulfilling global operational requirements. ACOMs, ASCCs, or DRUs administratively control these capabilities to support operations on a per mission basis.
OFGI	Operating Force Global-Intensively Managed. Units that have enough structure within the Army to rotate through at steady state rates, but not enough to meet operational demands.
OFGL	Operating Force Global-Low Density. Units that the Army does not have the force structure to rotate through steady state rates or meet operational demand.
OFSF	Operating Force Special Forces. Active and reserve component Army forces designated by the Secretary of Defense that are specifically, organized trained and equipped to conduct and support special operations (JP 3-05).
OFTC	Operating Force Theater Committed. Forces authorized primarily to meet enduring theater requirements.
OFDS	Operating Force Departmental Support. Army capabilities and forces not generally listed on the Forces for document that provide a unique capability directly to HQDA or other agencies on behalf of the Secretary of the Army and cannot be committed without approval.
GFCC	Generating Force Command Committed. Organizations whose sole purpose is to sustain the ACOM, ASCC, or DRU by continuing to support operational capabilities.
GFOA	Generating Force Operationally Available (formerly available as required). Army capabilities and forces with the generating force that are not intended to deploy or rotate through the ARFORGEN cycle, but can be made available to deploy as needed.
GFSA	Generating Force Strategic Asset. Army capabilities and forces that do not deploy, but do provide support with reach-back capability.

*e.* Concept plans must be in compliance with the Army policy for assignment of female Soldiers. Accordingly, all military positions impacted by a concept plan will be gender neutral with the exception of those military spaces where the designated MOS only contains males per Army policy.

*f.* Proposed concept plans must conform to HQDA organizational objectives for TDA which are to—standardize, stabilize, and streamline organizational structures to the maximum extent possible; limit functions to those directly related or required for the mission; obtain a balance of mission workload to mission resources; and 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 approved by HQDA.

*g.* 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 DCS, G-3/5/7 (DAMO-FMZ) will be accompanied by approval of its supporting authorization documents, if in compliance with Military Occupational Classification and Structure System guidance in DA Pam 611-21.

*h.* If a unit is receiving additional resources from HQDA, the proponent specifies an E-date that agrees with receipt of those resources and forwards proposed supporting authorization documentation. If resources subsequently are approved, the E-date will be changed in SAMAS by DCS, G-3/5/7 (DAMO-FMZ), in FMS by USAFMSA, and in the

PMAD by the DCS, G-1 according to E-date 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.

i. If more than one organization is affected, a single integrated concept plan must be submitted.

j. Threshold events that require submission of a concept plan are as follows:

(1) Introduction of a new unprogrammed MTOE/TDA organization into the Army force structure. A concept plan is not required to introduce a new MTOE unit into the Army force structure if it is approved during a TAA and the organization is developed from an approved TOE or part of the FDU approval process, unless the command is establishing or activating an MCU. The sponsoring component of an MCU must submit a concept plan, after coordinating with and obtaining concurrence from all resourcing component(s) and commands.

(2) A deviation from MTOE or TDA organizational structure, standardization, or stabilization policies and guidance in this regulation. Exception MTOE will be approved by the DCS, G-3/5/7 (DAMO-FMZ) and are exempt from the concept plan submission requirement.

(3) A change to a TDA organization's mission or functions that will involve placing increased demands on HQDA for personnel, equipment, funds, and facilities.

(4) Reorganization of a TDA unit at or above directorate level (guideline—one level lower than the commander or director).

(5) 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.

(6) Movement of a mission, function, or unit from one command to another, if a reorganization is involved. If reorganization is not required, a request for change to SAMAS and for transfer of appropriate authorization documents from one command to another will be submitted to DCS, G-3/5/7 (DAMO-FMZ). AR 5-10 may also apply to significant reductions or realignments.

(7) Additionally, the following thresholds are added for TDA:

(a) New military requirement.

(b) New civilian requirement, excluding OCAR/ARNG military technicians, which will be processed per AR 135-2 and AR 140-315.

(c) Requests for additional Paid Parachute requirements and authorizations that exceed a command's existing ceiling.

(d) Documentation of contractor requirements and authorizations which do not have a panel for documentation of contractors validation as of 1 April 2010.

(e) HQDA-directed increases in specified number of requirements and/or authorizations to support HQDA guidance or regulations (for example, Equal Opportunity advisors) must be workload based. The HQDA proponent directing the increase will prepare the concept plan as required for U.S. Army Manpower Analysis Agency workload assessment and DCS, G-3/5/7 (DAMO-FMZ) requirement review prior to implementation.

(f) The request to establish or add one or more funded or unfunded requirements to a MOBTD or AUGTDA including Joint and Defense organizations.

k. The following command manpower reprogramming actions do not require the submission of a concept plan, but must adhere to HQDA guidance:

(1) *Process document changes per AR 570-4*. This process will continue with submission by the policy proponent offices to DCS, G-3/5/7 (DAMO-FMP), which will coordinate the results with USAFMSA for documentation.

(2) *Changes to Joint or Defense Manpower*. These changes will be based on a resource management decision, Director of National Intelligence Decision Document, G-1 change sheets, or Joint implementers.

(3) *Inter-command transfers*. Movement of a mission, function, or unit from one command to another does not require a concept plan; however, DCS, G-3/5/7 (DAMO-FMP) does require a copy of the memorandum of agreement (MOA) or memorandum of understanding signed by the losing and gaining command, except when Schedule 8s are submitted to correct a previously approved inter-command transfer.

(4) *Controlled programs*. Changes to programs, such as senior executive service, AMHA, Defense Health Program, National Intelligence Program, General Officer, Title XI of the Army National Guard Combat Readiness Reform Act of 1992 (10 USC 10542), Special Operations Forces, or Counter Drug programs, will be directed actions. Commands must gain proponent approval for changes to authorizations for these programs. DCS, G-3/5/7 (DAMO-FMP) must still review directed changes for compliance with manpower directives and will be responsible for the documentation strategy.

l. Command implementation plans. To streamline the concept plan process, commands are permitted to submit a command implementation plan as an alternative to a concept plan. It will be used to reorganize either a single UIC or



several UICs residing on the same installation as long as the total requirements and authorizations do not increase and there are no AMSCO/management decision evaluation package (MDEP)/CTYPE/reimbursable source/reimbursable code changes. On a case by case basis, commands with multiple units that are split-based and geographically-separated may request DCS, G-3/5/7 (DAMO-FMP) approval to use the command implementation plan, who will then review and staff them with selected members of the HQDA staff. No screening is required by U.S. Army Manpower Analysis Agency. DCS, G-3/5/7 (DAMO-FMP) will conduct a final review and recommend implementation instructions to the DCS, G-3/5/7 (DAMO-FMZ). A command implementation plan may also be used to reduce TDA requirements and authorizations.

*m. Staffing of Concept Plans.* Commands will submit all concept plans to DCS, G-3/5/7 (DAMO-FMP). After review, all concept plans will be sent to U.S. Army Manpower Analysis Agency. All studies must be approved by U.S. Army Manpower Analysis Agency, before using them as justification for a concept plan or command implementation plan. DCS, G-3/5/7 (DAMO-FMP) will then formally staff them with the following organizations, at a minimum: appropriate program evaluation groups (PEGs) (Training, Manning, Equipping, Sustaining, Installations, and Organizing); ASA (M&RA); ASA (FM&C); DCS, G-1 (DAPE-PRP); DCS, G-4 (DALO-SIF); DCS, G-8 (DAPR-DPZ-A); U.S. Army Manpower Analysis Agency; and U.S. Army Center of Military History. PEGs will comment on their ability to resource the requirement.

*n. Based on the HQDA staffing,* DCS, G-3/5/7 (DAMO-FMP) will recommend and the DCS, G-3/5/7 (DAMO-FMZ) will make a decision on an organization/unit's structure, manpower, and equipment requirements. While there is no cap or limit on the number of DA civilians or contractor man-year equivalents that can be assigned to a command, these resources are limited by HQDA approval of the requirement and the command's budget.

(1) *Military requirements and authorizations.* The DCS, G-3/5/7 (DAMO-FMZ) will approve or disapprove all or some lesser number of military requirements and authorizations. If the concept plan requests additional military manpower and is approved, then the DCS, G-3/5/7 (DAMO-FMZ) has several options for a resourcing strategy—

(a) The requirement is an Army priority, and the military authorizations will be allocated across the POM at no bill to the command.

(b) The requirement is an Army priority; however, it will result in overstructure. The authorization will have a sunset clause which will direct the authorization be terminated after a period of time. The authorizations will be at no bill to the command.

(c) The requirement will be recognized, but the Army will not allocate the authorization to support the requirement. The requirement will compete for resourcing in the next TAA.

(d) The requirement will be recognized; however, DCS, G-3/5/7 (DAMO-FMZ) will direct the command to realign an authorization from a lower priority mission.

(2) *DA civilian requirements and authorizations.* The DCS, G-3/5/7 (DAMO-FMZ) will approve or disapprove all or some lesser number of DA civilian requirements. Approved requirements must then compete in the POM processes for civilian funding and authorizations.

(3) *Contractor man-year equivalent.* The DCS, G-3/5/7 (DAMO-FMZ) will approve or disapprove all or some lesser number of contractor man-year equivalent requirements. Approved requirements must then compete in the POM processes for contractor man-year equivalent funding and authorizations.

(4) *TDA equipment.* Equipment that is part of an approved concept plan with a detailed equipment list is not submitted to the TDA/AUGTDA Unit ERVB. It will be placed directly on the TDA or AUGTDA, when the concept plan is documented. This includes HQDA Implementation Plans that include an Equipment Module detailing equipment authorized for additional personnel.

*o. HQDA approval of the concept plan and supporting authorization documents will be accompanied by authority to implement the proposal and publish the authorization documents and POs.*

*p. Concept plans may be submitted at any time. However, to be included in the upcoming POM cycle, plans should be submitted by 30 September. The command plan process (July - June of each year) normally documents the Army force two years out, but may document one year out by exception. The process will include a review of all approved concept plans for implementation.*

*q. Preparing commands are encouraged to submit concept plans to their staff judge advocate for legal review, prior to forwarding to HQDA.*

### **8-11. The primary method to request additional equipment to a table of distribution and allowances or augmented table of distribution and allowances through the use of the 4610-R Tool in Force Management Systems Web site**

For the following items, the 4610-R Tool feeds into the monthly ERVB which approves, disapproves, or defers addition of equipment requirements and authorizations to TDA and AUGTDAs:

*a. LINs on the HQDA Managed LIN List (see FMSWeb's lookup tools button).*

*b. LINs listed in SB 700-20, with a controlled item code of C and a reportable item control code of 2 or the alphabetical equivalent of A, B, C, K, L, M, P, Q, or R.*

**8-12. Those items that do not meet the criteria in paragraphs 8-11a and 8-11b, above, will be approved by U.S. Army Force Management Support Agency for documentation**

The following equipment transactions do not require submission through the ERVB, but require 4610-R actions:

- a. Equipment transferred from one UIC to another UIC; equipment being deleted.
- b. Movement of equipment within a single UIC does not require a 4610-R; therefore, an excel spreadsheet in Windows-The Army Authorization Documentation System format will be submitted to the appropriate document integrator at DCS, G-3/5/7 (USAFMSA), who will document it the next time the TDA is published.
- c. Transfer of HQDA-controlled items between commands (also requires an MOA signed by an O-6/GS-15 in both commands).

**8-13. Equipment Review Validation Board requirements**

The command's submission must be reviewed by a general officer or senior executive service-equivalent prior to the board. This review will be documented in a memorandum signed by this individual and submitted to the HQDA G-3/5/7 prior to the board. A cost benefit analysis (CBA) is required based on HQDA-directed thresholds for each LIN; therefore, multiple CBA may be required for a command ERVB. Commands will submit their ERVB CBA per the format in the ERVB Army Knowledge Online Folder at <https://www.us.army.mil/suite/community/25969876>. Commands will be notified of the time and date of the COC and will have a representative in attendance, either in person or through video teleconference.

**8-14. Equipment Review Validation Board Council of Colonels Board attendees**

The following HQDA staff sections/commands will provide voting members of the board: DCS, G-3/5/7 (DAMO-FMP) (Board Chair); Force Structure Branch DCS, G-3/5/7 (DAMO-FMP); DCS, G-8 (DAPR-FDZ-I); DCS, G-8 (DAPR-FDZ-M); DCS, G-4; AMC; DCS, G-3/5/7 (Capabilities Integration), and DCS, G-3/5/7 (DAMO-TRZ). Additional invitees are ACSIM (Installations PEG), USAFMSA, and commands/components. The COC will provide an initial recommendation to the GOSC for each item requested by the command.

**8-15. Equipment Review Validation Board General Officer Steering Committee attendees**

The following HQDA staff sections/commands will provide voting members of the board: DCS, G-3/5/7 (DAMO-FMZ); DCS, G-8 (DAMO-FDZ); DCS, G-4; AMC; DCS, G-3/5/7 (Capabilities Integration); and DCS, G-3/5/7 (DAMO-TRZ). Additional invitees are ACSIM (Installations PEG), USAFMSA, and commands/components. The GOSC will review the overall submission from each command focusing on the total cost and the highest total cost of each LIN. Commands are also given an issues slide to raise current and future equipping concerns.

**8-16. Tactical Wheeled Vehicle Requirements Management Office**

a. *General.* The TWVRMO will review all command requests for tactical wheeled vehicle requirements as outlined in this regulation prior to submission to the TDA/AUGTDA ERVB. The TWVRMO will input their recommendations for LINs reviewed into the 4610-R Tool, coordinate with the impacted command, and as required coordinate with the DCS, G-3/5/7 (DAMO-FMP) TDA/AUGTDA ERVB point of contact.

b. *Medical equipment.* All medical equipment must be reviewed and approved by the Office of The Surgeon General prior to submission to the DCS, G-3/5/7 (DAMO-FMP) and TDA/AUGTDA ERVB. If the Office of The Surgeon General approves any increase in requirements, they will also indicate in the staffing document, when they can resource the requirement. This resourcing statement must appear in the justification block of the 4610-R.

c. *BOIP.* BOIPs are standard requirements code driven and will be selectively applied to AUGTDAs/TDA. Command requests for documentation of BOIPs will be sent to DCS, G-3/5/7 (DAMO-FMP) for review and decision according to this regulation.

d. *Training programs of instruction (POI).* If a system or piece of equipment is being requested for a classroom or training set, commands will contact DCS, G-3/5/7 (DAMO-TRZ) for review. The criteria the survey team uses to calculate their requirements must be clearly stated in their justification. If part of the request is based on the student load, DCS, G-3/5/7 (DAMO-TRZ) must concur with the allocation of student load. The justification in the 4610-R will so indicate this concurrence and a statement indicating the priority of this request.

e. *Deletions.* Commands retain the authority to remove any excess or unnecessary equipment at any time as standalone actions. All requests to delete equipment will be submitted via the FMSWeb 4610-R Tool.

f. *Transfers/Restructure.* Commands retain the authority to document all equipment transfers between paragraphs inside a specific UIC and between UICs within their command (with DCS, G-3/5/7 (DAMO-FMP) concurrence). All requests will be submitted in the 4610-R Tool for movements between UICs. Intercommand transfers will be accomplished the same way with an accompanying MOA signed by an O-6 or GS-15 from each command.

g. *Compliance requirements.*

(1) Forward only requested equipment items that are HQDA-controlled. Ensure that the requested equipment meets the minimum essential requirement necessary to accomplish the mission. Prepare and include communication net diagrams for TDA/AUGTDA requests (wire or radio diagrams). All attachments require control numbers to be

annotated and submitted through command channels to command managers via email. Do not paste any attachments into the FMSWeb 4610-R Tool.

(2) For a new mission, cite the authority which directed the mission. If the mission is currently being conducted by another command, explain the need/justification for taking on the new mission. Provide the overall concept to the ERVB with enough detail for HQDA to make a requirements approval decision.

(3) When tactical communications equipment is being requested for a TDA unit, comply with paragraph B-55, in this regulation.

(4) When DA TMDE is being requested include the LCC (AR 750-43) with the request for TMDE at the beginning of the justification.

(5) 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 technical manual that prescribes the specific use.

(6) When the request pertains to power-driven equipment, include a statement as to the source of power for such equipment.

(7) When the request is for MHE, provide evidence of coordination with the appropriate installation MHE program manager (see paragraph B-27 in this regulation).

(8) When the request is for engineer equipment, provide evidence of coordination with the appropriate installation facilities manager (U.S. Army Installation Management Command, and so forth) that states why they cannot provide the capability.

(9) Include a specific statement that the item can be stored and maintained.

(10) For tactical systems that are equivalent to commercial off-the-shelf equipment that are for use in classrooms or by persons in administrative positions, the justification must specifically address why a tactical system is needed and why a commercial off-the-shelf computer is insufficient.

(11) LCC guidance includes—

(a) Commands will include LCC in request justification paragraphs.

(b) Per DA Pam 708-2, items with an LCC F (Mission Essential Contingency Items for Reserve Components) will be requested for deployable RC units (AUGTDA) only.

(c) LCC S items are items which are considered acceptable for operational use; but are largely unsupported for maintenance and services. These items often have replacement equipment that should be requested instead. Commands are encouraged to contact systems synchronization officers/managers (refer to FMSWeb for contact information) in order to discuss alternatives; justification must include a reason why the new item is not requested and how the equipment will receive appropriate maintenance and services.

## **8-17. Commands**

Review and approve or disapprove all unit requests. Submit general officer/senior executive service review memorandum approving command's submission to DCS, G-3/5/7 (DAMO-FMP). If a command's submission exceeds the HQDA thresholds, then the command must prepare a CBA. Commands will submit the memorandum and CBA (if required) to their Force Structure Command Manager prior to the ERVB COC. Commands will attend both the COC and GOSC in person or by video teleconference. After the COC and prior to the GOSC, commands will submit an issues slide to their Force Structure Command Manager that identifies the command's concerns.

## **8-18. Force structure command managers**

Command managers will review and approve/disapprove all 4610-R submission from their command(s) prior to the board and serve as a conduit between their commands and the ERVB Coordinator ensuring their commands know their requirements (memorandum, CBA, if required, GOSC issues slide).

## **8-19. Equipment Review Validation Board coordinator**

The Board coordinator will facilitate the board through the command managers and the voting members and will document the board results providing these results to the commands through a memorandum signed by the DCS, G-3/5/7 (DAMO-FMZ).

## **Section IV**

### **Requirements for Authorization Documents**

#### **8-20. Requirements for permanent orders**

a. 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 FMS:

(1) *Activation, conversion, and reorganization of a MTOE unit.* POs must be issued on all changes in unit status including inactivation, in accordance with AR 220-5.

(2) *Organization and reorganization of a TDA.* POs are required for an establishment, discontinuance, or reorganization.

b. Permanent military orders are required for documented unit actions described in AR 220–5. Appendix F, in this regulation, provides special instructions for preparing POs directing MTOE activations.

c. The proponent develops a proposed TDA document, if approval authority for the change is reserved to HQDA. AMHA TDA (except for HQDA) must be submitted as proponent-proposed.

d. 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. Examples include the following:

- (1) Application of the edit files, for example, personnel occupational specialty code, LIN, AMSCO, and MDEP.
- (2) Paragraph header or job title corrections.
- (3) Correction or change to civilian grades (GS–15 and below).

## **8–21. Requirements for classified authorization documents**

Prior to entry of classified authorization documents (for example, confidential or secret) in FMS, the ACOM/ASCC/DRU 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 DCS, G–3/5/7 (DAMO–FMZ), determines if the classification is appropriate and whether the document will be permitted in FMS.

## **8–22. Multiple component units**

An MCU is made up of sub-units from two or three manned components, with one component designated as the "flag" holder. The intent of the MCU initiative concept is to integrate, to the maximum extent within statutory and regulatory constraints, resources from more than one component into a cohesive fully capable Army unit. Its purpose is to enhance the integration of the Army's manned components, improve the resource and readiness posture of the Army by eliminating cadre-level organizations, optimize the capabilities of each participating component, and improve Army documentation procedures by allowing previously separately documented units to be combined into a single MTOE, AUGTDA or TDA document. Force registration and UIC/derivative UIC conventions will be per DA Pam 220–1.

a. *Approval authority.* DCS, G–3/5/7 (DAMO–FMZ) is the approval authority for MCUs and all MCU policy. Participation in MCUs is at the discretion of each component. The "flag holder" is required to submit a concept plan per paragraph 8–10j(1), above. Regular Army ACOM/ASCC/DRU commanders; the DARNG; and the CAR will nominate units for MCU status, coordinate with program evaluation groups, and appropriation sponsors to identify, program, and budget the necessary funding for MCUs, adapt personnel policies and procedures to support MCU status, make changes to appropriate functional regulation to address MCU status, and be a signatory on all MOAs to establish MCUs. The DARNG and the CAR will also determine FTS requirements and authorizations in MCUs for their manned components.

b. *Resourcing components.* Will carefully consider the force integration functional areas while conducting a supportability analysis and must prepare a memorandum of agreement on the proposed MCU configuration prior to nominating units for MCU status. Units categorized as Operating Force Globally Available by Army Campaign Plan Decision Point 99 should not be included as nominees for MCU status. Units with classified UICs will not be considered for MCU status. The resourcing option must contain an AC element and be mutually beneficial for all resourcing components. The resourcing alternatives are—

(1) *Organic unit structures.* This configuration allows a component to resource a separate unit element. This configuration normally occurs in organic battalions that contain lettered companies (headquarters and headquarters company (HHC), A, B, and so forth.) or a separate company. For example, the ARNG may serve as the flag holder and resource the HHC, A, and B companies of a battalion while the AC resources C and D companies of the same battalion.

(2) *Separate and non-organic unit structures.* This option normally applies to units at battalion-level or higher. Examples include ASCCs, separate functional commands, brigades and battalions that do not contain lettered companies. Resourcing components determine the allocation of MTOE-authorized positions.

(3) *Hybrid configuration.* An example of this configuration would be an organic battalion with elements that are primarily allotted to the component holding the flag, with some authorizations allotted to another component. A hypothetical example would be an active Army organic battalion structure that is component pure in the lettered companies (A and B companies are AC while C and D companies are USAR) and the AC and USAR jointly resource the HHC authorizations.

c. *Nominating procedures.* A sponsoring component will normally nominate units for MCU status during TAA or the command plan process. Special FVCs will be conducted per directive of Director, Force Management. The ARSTAF will review activations of MCUs as part of the FVC process one to two years (execution/budget years) prior to activation. Special emphasis will be placed on equipment modernization (compatibility), personnel requirements, Dynamic Army Resource Priority List adjustments, and any required follow-on actions. The sponsoring component is responsible for preparing and staffing the concept plan for unit activation with all resourcing components and copy

furnishing FORSCOM in its capacity as the Army responsible agent for RC mobilization. After coordination with all resourcing components the sponsoring component may recommend removal of a unit from the list of approved nominees by submitting a written justification through the sponsoring component's Force Structure Command Manager in DCS, G-3/5/7 (DAMO-FMP) to the DCS, G-3/5/7 (DAMO-FMZ). Justifications will support the request for removal and identify an alternate unit or an appropriate bill-payer.

*d. Documentation.* The sponsoring component will coordinate with the other resourcing component(s) and serve as the point of contact for documentation. For MTOE, modernization levels will be consistent across the MCU document; as a general rule, organizational elements will not be de-modernized, because the elements become part of a MCU. The modernization level for the MCU will be as prescribed by the Director, Force Management with recommendations from DCS, G-8. For AUGTDA, one consolidated AUGTDA will be documented per MCU MTOE UIC. Section I (Narrative) of multi-component documents will contain the following statement: "This is a Multiple Component Unit (MCU)." The narrative will also identify the flag holder, include component derivative UIC locations and specify that Active Guard personnel are identified with remarks code RQ.

*e. Utilization and documentation of full-time support (FTS) positions.* Normal policy applies to utilization and documentation of FTS positions. The RC will determine, document, and manage their FTS program requirements and authorizations using separate TDA documents and internal systems. Eighteen to 24 months after the unit's E-date, the RC will perform an on-site workload validation and make necessary adjustments to the unit's FTS requirements. Each year, the RC will review the distribution of authorizations against the approved FTS manpower requirements. AGR authorizations will be identified on the document by a standard remarks code of RQ. The utilization of FTS personnel for RC elements will not change as a result of being part of a MCU.

*f. Equipping.* There is no requirement to combine equipment from resourcing components of an MCU on a single property book. Equipment will not be combined or transferred without complying with DODI 1225.6.

*g. Memorandum of agreement between resourcing components.* Specific day-to-day operational issues not addressed in the MCU Concept Plan will be addressed in an MOA between the resourcing components. The sponsoring component is responsible for development of the MOA. The MOA should conform to guidance in AR 25-50. Policies or procedures addressed in other guidance may be repeated in the MOA to ensure universal understanding. Signatures for all MOAs will include the regular Army ACOM/ASCC/DRU commander, and/or the DARNG, appropriate The Adjutants General (TAGs), or CAR. The MOA will be designed to address agreed upon operational procedures not articulated in this policy letter and the approved MCU Concept Plan. The MOA is a living document that should also be reviewed periodically. The sponsoring component should modify the topics to meet its individual requirements. Suggested MOA topics are—

(1) *Purpose and scope.* Self-explanatory.

(2) *Organization composition.* Describes what elements the unit is comprised of and where they are located. Outline who (command or component) agrees to provide what element. Identifies availability of Soldiers or units and limitations.

(3) *Mission command.* Identifies training relationships, peacetime, and operational chains of command. Specifies operational control and administrative control. Also discuss Soldier evaluations, communications and information requirements. This section should also pay special attention to RC chains of commands as articulated in 10 USC 10171 for the USAR and 10 USC 10107 for the ARNG. It clarifies the AGR expanded role as provided by amended 10 USC 12310(b)(2)(A).

(4) *Legal.* Identify and clarify UCMJ authority and responsibilities for legal assistance and claims arising out of Soldier activities. Discuss impacts of RC Soldier duty status (state versus federal, overseas deployment training, FTS, inactive duty training, and so forth) for outside continental United States (OCONUS) relationships, discuss the impacts of host nation law, status of forces agreements, or lack of a status of forces agreement, on Soldier activities and misconduct that may occur outside of U.S. territories.

(5) *Personnel.* Identify responsibilities for personnel actions, requirements for information flow, manning (FTS and man-day), Presidential and congressional inquiries, personnel requisitioning, Soldier promotions, rating chains, awards, and so forth.

(6) *Inspector general.* Identifies responsibilities for IG activities, as directed in AR 20-1.

(7) *Funding.* Identify responsibilities, funding streams (component specific), direct and indirect operational tempo funding, funding limitations, personal clothing, and organizational clothing individual equipment funding, how appropriation sponsors will identify and provide funds to the MCU commander to manage, accounting and information requirements, travel funding, and procedures for requesting additional funds. Clarify collective training cost apportionment. Components are authorized to provide supplies and services to other components within an MCU on a reimbursable basis.

(8) *Training.* Identify training requirements, expectations, and limitations. Identifies training and readiness oversight. Discuss responsibilities for pre- and post-mobilization training plans and evaluations, RC training support, training schedules, scheduling conferences, requests for additional man-days, school requirements, Standards and Training Commission requirements, and so forth. For OCONUS relationships, the MOA must identify minimum overseas

deployment training requirements to achieve and sustain overall training readiness. Discuss participation in collective training.

(9) *Logistics*. Discuss equipment accountability and sustainment, equipment transfers, equipment modernization, personal clothing, and so forth. Identify responsibilities by component for equipment regeneration.

(10) *Mobilization*. Discuss mobilization responsibilities and procedures, mobilization records, and so forth. Discuss limitations of partial unit call-up and clarify responsibilities in response to partial mobilization.

(11) *Unit status reporting*. Discuss unit status reporting submission requirements and information requirements to support unit status reporting submission.

(12) *Overseas commands temporary duty travel*. Discuss procedures and requirements for obtaining theater, country, and special area clearances, including travel between overseas commands for MCUs that consists of elements that are located in CONUS and OCONUS locations. Refer to AR 55–46, for specific guidance.

(13) *MOA review*. Discuss discretionary and mandatory reviews of the MOA.

*h. Legal issues*. The following applies:

(1) Commensurate with their positions and subject to restrictions found in AR 27–10, AC and USAR officers will exercise UCMJ authority (non-judicial punishment and courts-martial) over AC and USAR Soldiers assigned to their MCU.

(2) Authority and responsibility for military discipline over ARNG Soldiers not in federal status rests with each state. Every ARNG element will have a designated state chain of command for purposes of military justice. Non-ARNG MCU commanders will forward recommendations for disciplinary actions pertaining to ARNG Soldiers to the designated ARNG commander from the state of the respective ARNG element. The ARNG commanders whose MCUs include ARNG elements from outside their own states will forward recommendations for disciplinary action pertaining to such ARNG Soldiers to the designated ARNG commander from the state of that element.

(3) For AC and USAR Soldiers assigned to an MCU with an ARNG commander, the AC and USAR will attach these Soldiers on orders for purposes of UCMJ to the nearest appropriate AC or USAR command. The ARNG commander will forward recommendations for disciplinary actions pertaining to AC or USAR Soldiers to the designated AC or USAR commander.

(4) MCU commanders are responsible and will administer adverse administrative actions such as counseling, admonitions, reprimands, and additional training in accordance with the appropriate regulations; when applicable, copies will be forwarded to the supporting personnel office for inclusion in the Soldier's personnel file.

*i. Permanent orders procedures*. POs are required for documented unit actions described in AR 220–5. Special instructions for preparing POs for MCUs are as follows:

(1) *Procedures when the active Army is the flag holder*. The active Army command will publish POs for USAR and active Army elements. The active Army command will also publish federal POs for ARNG elements in accordance with AR 71–32. State POs and organization authorities will continue to be published by the appropriate state TAG and DARNG respectively.

(2) *Procedures when the ARNG is the flag holder*. The DARNG will request that the appropriate active Army command publish POs for active Army and/or USAR elements, as well as the federal POs for ARNG elements. The DARNG will designate an office to determine what is to be stated in the PO and send the data to the active Army command in template format. The active Army command will provide the initial template to the designated office at DARNG. State POs and organization authority will continue to be published by the appropriate state TAG and DARNG respectively, in accordance with DARNG guidance.

(3) *Procedures when the USAR is the flag holder* (USAR flagged unit with active Army and/or ARNG elements). The U.S. Army Reserve Command will publish the POs for the active Army and USAR elements and the federal POs for the ARNG element. State POs and organization authority will continue to be published by the appropriate state TAG and DARNG respectively. If the USAR holds the flag of a unit located overseas, as in the case of the USAR, Europe and USAR, Pacific, the OCONUS ASCC will publish the POs for the USAR and active Army element.

(4) *Publication of POs and federal POs*. When the sponsoring component is an active Army command with resources provided by the RC, it is imperative that orders be published as soon as practical to allow the RC to requisition personnel, facilities, equipment, and so forth. The goal is to provide POs to the USAR one year prior to the MCU's activation date but not later than nine months prior to activation. Federal POs for ARNG elements should be published using the same timelines.

### **8–23. Unit identification code management**

*a.* An HQDA UIC manager will be assigned to DCS, G–3/5/7 (DAMO–FMP). The HQDA UIC manager is responsible for assigning permanent UICs to all approved parent units in coordination with the Center of Military History for the official unit designation.

(1) Parent UICs are partially registered in the DRRS–Army by DCS, G–3/5/7 (DAMO–ODR), U.S. Army Command and Control Support Agency, upon receiving a request for registration from the HQDA UIC manager.

(2) Written approval from the HQDA UIC manager is required prior to registration of parent level UICs in DRRS–Army.

(3) An authorization document will not be approved for publication without the UIC registered.

b. The ACOMs, ASCCs, DRUs, DARNG, and Department of the Army Staff Agency (DASA) will appoint a primary and an alternate UIC information officer. The names of the primary and alternate UIC information officer(s), their office symbols, and telephone numbers will be reported to DCS, G-3/5/7 (DAMO-ODR), U.S. Army Command and Control Support Agency, as indicated in AR 220-1. The ACOM, ASCC, DRU, DARNG, or DASA UIC information officer completes the registration of partially registered parent level UICs.

c. Procedures for registering UICs relative to the DRRS-Army system are addressed in AR 220-1.

d. Unit identification code 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 identified by UICs with the first four positions matching the MTOE that it augments and the fifth and sixth positions from 99 through 91 such as WXXX99.

(2) *Global Status of Resources and Training System*. Global Status of Resources and Training System is the single automated system within the DOD used to provide the National Command Authorities and the Joint Chiefs of Staff 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 DRRS-Army. DRRS-Army is the Army counterpart to Global Status of Resources and Training System that updates it with relevant information on Army units (see AR 220-1).

(3) *Subunit UIC (MTOE)*. Subunit UICs are assigned to lettered companies, batteries, or troops organic to a parent unit.

(4) *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 ACOM, ASCC, DRU, ARNG, or DASA UIC information officer will register derivative UIC per AR 220-1. An authorization document will not be approved for publication without the derivative UIC registered.

(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 UIC manager assigns a UIC for unit activation, a carrier UIC is also assigned for MTOE units. Both UICs are registered in DRRS-Army. Upon activation of the MTOE unit, the carrier UIC is deleted.

(a) The carrier UIC provided by HQDA for an approved MTOE unit activation will normally have an E-date one year before the documented unit activation E-date. 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 E-date. The carrier UIC will be identified by “90” appearing in the fifth and sixth positions of the UIC code with the first four positions matching the parent UIC of the activating unit. If the ACOM, ASCC, DRU, DARNG, or DASA determines that the activation of the unit cannot be accommodated on the specified E-date because of readiness considerations, and a revised unit E-date is approved by HQDA, the carrier UIC will continue in existence until the revised unit E-date. Request for carrier UICs for periods longer than one year are approved by the DCS, G-3/5/7 (DAMO-FMP) Division Chief and should be submitted with the UIC request.

(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 National Guard Bureau and OCAR.

## **8-24. Effective date establishment**

a. *General*. The E-date should allow time for initiation (or cancellation) of personnel and equipment requisitions and time for the systems to respond to new demands.

b. *E-date rules*.

(1) For non-rotational (fixed theater) and generating force units, normal E-date lead-time is one year from the end of the documentation cycle during which the document is approved.

(2) E-dates will normally occur per the ARFORGEN cycle on the 16th of the month nearest Return+60 (AC) or Return+11 months (RC) for operating force units.

(3) The ACOM/ASCC/DRU may request an earlier E-date, if personnel and equipment assets are available to allow earlier reorganization without degrading unit readiness.

## **Chapter 9**

### **Mobilization Table of Distribution and Allowances**

#### **9-1. General**

Mobilization positions are documented on a separate document and are in addition to the positions on the peacetime TDA.

- a.* All new MOBTDAs require a concept plan for establishment.
- b.* All authorization documents, including MOBTDAs, will be prepared by USAFMSA under the direction of DCS, G-3/5/7 in coordination with the HQDA Staff, ACOMs/ASCCs/DRUs, and authorization documents proponents. MOBTDAs reflect the full mobilization mission, organization structure and personnel and equipment requirements for designated AC and RC TDA units.
- c.* The criteria provided in this chapter will be used to develop MOBTTDA for CONUS and OCONUS organizations. MOBTTDA development requires a review of the existing TDA in terms of the planned mission of the unit under mobilization conditions.

#### **9-2. Mobilization table of distribution and allowances planning for mobilization**

MOBTTDA planning is based on Presidential Selective Reserve Call-up, partial, and full mobilization. Mobilization may differ by geographic region and command. Current DA policy requires MOBTTDA/mobilization augmentation tables of distribution and allowances (MOBAUGTTDA) to reflect Presidential Selective Reserve Call-up and partial mobilization requirements.

#### **9-3. Requirement for mobilization table of distribution and allowances**

ACOMs/ASCCs/DRUs will determine the requirement to develop MOBTTDA 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. All TDA will contain a report code (indicating if a unit requires an MOBTTDA and its status in the event of mobilization). TDA that do not contain a report code will be rejected by FMS.

#### **9-4. Development of mobilization of table of distribution and allowances**

- a.* MOBTTDA will be developed using the latest approved peacetime TDA structure as a template. In cases where a TDA does not exist, a MOBTTDA may be developed using a similar TDA or HQDA template. Equipment will not be documented on the MOBTTDA.
- b.* The ACOM/ASCC/DRU designated to command the organization when it is mobilized is the proponent for the unit's MOBTTDA. Losing and gaining commands will exchange peacetime and MOBTTDA for affected units.
- c.* 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 to ensure the success of combat operations or the availability of combat essential systems. Emergency essential-designated positions must contain highly specialized duties that must continue to be performed during crisis situations, when military replacements are not readily available.
- d.* Individual mobilization augmentation (IMA) positions are ACOM/ASCC/DRU-approved positions that require pre-mobilization 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.
- e.* Mission expansion/mobilization augmentation positions are added military or civilian positions required to perform an increased workload because of mobilization.
- f.* IMA and mobilization augmentation positions shown in MOBTTDA must be annotated with appropriate mobilization standard personnel remarks codes.
- g.* ACOM/ASCC/DRU-approved TDA IMA positions to be filled with Ready Reserve personnel requiring pre-mobilization selection and training will be identified by the standard remark code for IMA and non-IMA positions. Requests to establish or change IMA positions will be based on workload data, population, and installation mobilization missions.
- h.* All military positions in MOBTTDA and peacetime TDA that continue during wartime (report code "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.
- i.* All identity codes on MOBTTDAs will be "interchangeable" (not gender specific), unless an exception is granted by DCS, G-3/5/7 (G-37). IMA positions must be coded appropriately as a "not suited for fill by retiree."

#### **9-5. Mobilization table of distribution and allowances base document**

MOBTTDA will normally be based on the current approved document. In some instances, a new document may be appropriate.

- a.* MOBTTDA will be resourced using authorized personnel from the current approved (peacetime) TDA, personnel from non-deploying active and reserve units; AGR, IMA, individual ready reserve, and retirees. There will be no equipment on a MOBTTDA.



*b.* Equipment requirements will be documented on equipment only TDA where necessary (such as the Pre-Deployment Training Equipment TDA) for mobilization training and acquired through the Training Resource Arbitration Panel process for increases in training. Small organizations on MOBTDA (such as brigade logistics support teams) will either receive weapons and masks through the Combat Readiness Center or the unit they support carrying temporary excess on their property books. All other equipment for mobilization support or deployment surges will be requested through the DCS, G-8, if needed on a temporary basis but will not be documented on a MOBTDA.

*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, training, and those listed in AR 570-4 that are normally delineated as military.

*d.* Military positions will be graded according to the grading tables in DA Pam 611-21. Civilian position grades are determined through application of Office of Personnel Management Position Classification Standards and Job Grading Standards (see AR 570-4).

#### **9-6. Security and remark codes**

MOBTDA positions will be annotated with personnel standard remark codes listed on FMSWeb. Requirements for security clearances will be documented using peacetime codes documented in the PPSST, PSIRQ, and PPSRQ fields of the peacetime TDA.

#### **9-7. Submission and approval of mobilization table of distribution and allowances**

MOBTDA will be revalidated by the parent ACOM/ASCC/DRU annually, during the command plan process.

*a.* OCAR determines the number of IMA allocations based on Congressional appropriations for each FY. The DCS, G-3/5/7 is responsible for prioritizing and distributing the IMA allocations for each FY. Should the Commands need an additional increase in their current allocations, the request should be submitted to DCS, G-3/5/7 (DAMO-FMP) for approval.

*b.* To request the establishment or the addition of one or more funded requirements to a MOBTDA, or MOBAUGTDA (with the exception of Joint and Defense MOBTDA), a concept plan should be forwarded to DCS, G-3/5/7.

*c.* USAFMSA is responsible for the documentation of all MOBTDA/MOBAUGTDA and upon completion, forwards the completed file to Human Resources Command for recruitment and assignment of personnel.

*d.* For defense agencies, requests must be forwarded to the DCS, G-1 (DAPE-PRA) for consideration and approval. For Joint units, these requests must be forwarded to the Joint Staff, J1 for their consideration and approval via the Joint Change Manpower Cycle administered through the electronic Joint Manpower and Personnel System.

*e.* MOBTDA documentation guidance will be provided by USAFMSA and posted to FMSWeb for all users and updated periodically as needed.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 5-22**

The Army Force Modernization Proponent System (Cited in paras 2-20a, 2-24a.)

#### **AR 20-1**

Inspector General Activities and Procedures (Cited in para 8-22g(6).)

#### **AR 25-1**

Army Knowledge Management and Information Technology Program (Cited in paras 4-4b(1)(a), 7-3d(1)(b), 7-36d, 7-39b, 7-39c, 7-37, 7-43, 7-48i, 7-49g, 7-58a, B-6c, B-15b, B-40, B-55, B-61a(2), B-61d.)

#### **AR 25-30**

The Army Publishing Program (Cited in paras 7-27c(2), 7-39b, B-31a, B-31b, B-61b.)

#### **AR 25-50**

Preparing and Managing Correspondence (Cited in para 8-22g.)

#### **AR 55-46**

Travel Overseas (Cited in para 8-22g(12).)

#### **AR 58-1**

Management, Acquisition, and Use of Motor Vehicles (Cited in paras 7-3d(3), 7-17c, 7-39a, 7-59i, D-2b.)

#### **AR 70-1**

Army Acquisition Policy (Cited in paras 4-4a(6), 7-11, 7-44a(2)(c), E-1.)

#### **AR 71-9**

Warfighting Capabilities Determination (Cited in paras 1-5c(1), 2-11l, 4-3a, 4-4a(4), 7-2c, 7-3d(9), 7-11.)

#### **AR 220-1**

Army Unit Status Reporting and Force Registration - Consolidated Policies (Cited in paras 1-6d, 1-8a(4), 7-3d(10), 8-6c(6), 8-23b, 8-23c, 8-23d(2), 8-23d(4).)

#### **AR 220-5**

Designation, Classification and Change in Status of Units (Cited in paras 2-21a, 2-25e, 8-20a(1), 8-20b, 8-22i.)

#### **AR 570-4**

Manpower Management (Cited in paras 2-8j, 2-12c, 2-16c, 2-17c, 6-9b, 6-9c, 6-11, 8-4c, 8-4e, 8-10k(1), 9-4c, 9-5c, 9-5d, E-1.)

#### **AR 611-1**

Military Occupational Classification Structure Development and Implementation (Cited in paras 5-7c, 6-9b, 6-10a, E-1.)

#### **AR 710-2**

Supply Policy Below the National Level (Cited in paras 7-3d(1)l, 7-21a, 7-41, 7-43, 7-61f, B-13b(1), B-23, B-59c(6).)

#### **DA Pam 611-21**

Military Occupational Classification and Structure (Cited in paras 1-1d(7), 5-2e(5), 5-7a, 6-10a, 6-10b, 6-10c, 8-4e, 8-10g, 9-5d, E-1.)

#### **DA Pam 738-751**

Functional Users Manual for the Army Maintenance Management System (TAMMS) (Cited in paras C-5, D-2a.)

## **Section II**

### **Related Publications**

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication.

#### **AR 1–100**

Gifts and Donations

#### **AR 5–10**

Stationing

#### **AR 5–12**

Army Use of the Electromagnetic Spectrum

#### **AR 5–13**

Total Army Munitions Requirements Process and Prioritization System

#### **AR 11–2**

Managers' Internal Control Program

#### **AR 25–2**

#### **AR 15–1**

Committee Management

#### **AR 25–2**

Information Assurance

#### **AR 25–30**

The Army Publishing Program

#### **AR 25–70**

Troop Program Sequence Number

#### **AR 27–10**

Military Justice

#### **AR 40–61**

Medical Logistics Policies

#### **AR 40–63**

Ophthalmic Services

#### **AR 56–3**

Management of Army Rail Equipment

#### **AR 71–11**

Total Army Analysis

#### **AR 73–1**

Test and Evaluation Policy

#### **AR 95–1**

Flight Regulations

#### **AR 135–2**

Full-Time Support Program

#### **AR 140–145**

Individual Mobilization Augmentation Program

**AR 140–315**

Employment and Utilization of U.S. Army Reserve Military Technicians

**AR 145–1**

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

**AR 145–2**

Organization, Administration, Operation and Support

**AR 190–11**

Physical Security of Arms, Ammunition and Explosives

**AR 215–1**

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

**AR 350–2**

Opposing Force Program

**AR 350–38**

Training Device Policies and Management

**AR 380–40**

Policy for Safeguarding and Controlling Communications Security Material

**AR 380–381**

Special Access Programs and Sensitive Activities

**AR 415 Series**

Construction

**AR 415–16**

Army Facilities Components System

**AR 420–1**

Army Facilities Management

**AR 525–29**

Army Force Generation

**AR 600–8–1**

Army Casualty Program

**AR 600–8–22**

Military Awards

**AR 600–8–105**

Military Orders

**AR 602–2**

Manpower and Personnel Integration in the System Acquisition Process

**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**

Use and Management of Civilian Personnel in Support of Military Contingency Operations

**AR 700-84**

Issue and Sale of Personal Clothing

**AR 700-90**

Army Industrial Base Process

**AR 700-127**

Integrated Logistics Support

**AR 700-131**

Loan, Lease, and Donation of Army Materiel

**AR 700-138**

Army Logistics Readiness and Sustainability

**AR 700-142**

Type Classification, Materiel Release, Fielding, and Transfer

**AR 708-1**

Logistics Management Data and Cataloging Procedures For Army Supplies and Equipment

**AR 710-1**

Centralized Inventory Management of the Army Supply System

**AR 725-1**

Special Authorization and Procedures for Issues, Sales, and Loans

**AR 725-50**

Requisition, Receipt, and Issue System

**AR 735-5**

Policies and Procedures for Property Accountability

**AR 735-17**

Accounting for Library Materials

**AR 750-43**

Army Test, Measurement and Diagnostic Equipment

**AR 840-10**

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

**DA Pam 25-91**

Visual Information Procedures

**DA Pam 220-1**

Defense Readiness Reporting System – Army Procedures

**DA Pam 708-2**

Cataloging and Supply Management Data Procedures For The Army Central Logistics Data Bank

**AFARS 5145.1 et seq.**

Government Property

**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

**DFARS 207.401 et seq.**

Equipment Lease or Purchase

**DFARS 207.471**

Funding requirements

**DFARS 245.1 et seq.**

Government Property

**DOD 4140.1-R**

Department of Defense Supply Chain Material Management Regulation

**DOD 4500.36-R**

Management, Acquisition, and Use of Motor Vehicles

**DODI 1225.6**

Equipping the Reserve Forces

**DODI 5040.2**

Visual Information

**DODI 5120.20**

American Forces Radio and Television Services

**FAR 45.000 et seq.**

Government Property

**FAR 7.400 et seq.**

Equipment Lease or Purchase

**FAR 7.401**

Acquisition considerations

**FAR 7.402**

Acquisition methods

**JP 3-05**

Special Operations

**SB 700-20**

Reportable Items Selected for Authorization

**UCMJ, Article 6**

Judge Advocates and Legal Officers

**10 USC 3037**

Judge Advocate General, Deputy Judge Advocate General, and general officers of Judge Advocate General's Corps: appointment; duties

**10 USC 10107**

Army National Guard of the United States: status when not in Federal service

**10 USC 10171**

United States Army Reserve Command

## **10 USC 10542**

Army national Guard combat readiness: annual report

## **10 USC 12310**

Reserves: for organizing, administering, etc., reserve components

## **31 USC 1341 et seq.**

Limitations, Exceptions, and Penalties

### **Section III**

#### **Prescribed Forms**

This section contains no entries.

### **Section IV**

#### **Referenced Forms**

Except where otherwise indicated below, the following forms are available as follows: DA Forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil/>). DD Forms are available from the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm/>).

#### **DA Form 11-2**

Internal Control Evaluation Certification

#### **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 4886**

Issue-in-Kind Personal Clothing Record

#### **DD Form 1970**

Motor Equipment Utilization Record

## **Appendix B**

### **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**

##### **B-1. Air conditioning equipment**

Equipment-in-place air conditioning equipment will be documented in TOE and authorization documents. All other air conditioning equipment is installed property, to include that referenced above when it is installed in new construction.

##### **B-2. Ammunition and related items**

*a. Targets, target equipment, and ammunition.* CTA 50-909, Table 62 authorizes targets, target equipment, dummy and inert ammunition for miscellaneous activities.

*b. Training ammunition.* Training ammunition authorizations are provided to ACOMs/ASCCs/DRUs and the National Guard Bureau by DA training ammunition memorandum. Authorizations are sub-authorized in turn through the command structure (through the ARNG Joint Forces Headquarters for the ARNG) to the unit level.

##### **B-3. Armament, weapons, and protective masks**

*a. General.* Weapons included in TOE, MTOE, TDA, and JTA 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 commanders, general officers, and crews. Also, specialized units or organizations, such as military police, special forces, rotary-wing aviators, flight medics, and Medical Evacuation crew chiefs 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. Table of distribution and allowances activities.*

(1) TDA 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, TDA 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, U.S. territories, 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. (AR 190-11 contains 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 PPBE as applicable.

*c. 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 ACOM/ASCC/DRU 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.

*d. Bayonets.* Bayonets are authorized for all individual weapons requiring a bayonet except medical personnel, medical units, and echelons above corps units. Chaplains are not authorized bayonets, but chaplains assistants are, since they are issued individual weapons.

*e. 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.

*f. Protective Masks.* These masks are provided for the protection of personnel in the unit.

#### **B-4. Army and Air Force Exchange Service equipment**

Equipment for Army and Air Force Exchange Service, procured or acquired at cost by Army and Air Force Exchange Service nonappropriated funds, will not be included in the TDA (see AR 215-1).

#### **B-5. Army Continuing Education System equipment**

*a.* The high cost of skill development, facilities, and equipment requires a considerable investment of Army funds. For this reason, the Army Continuing Education System 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 (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 paragraphs B-5a(1) through B-5a(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 Army Continuing Education System 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 paragraph B-5a(1), B-5a(2), or B-5a(3), above, is in lieu of OMA-, ASF-, or PA, Army-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 Army Continuing Education System program and not for the direct benefit of any particular individual(s). Equipment drawn from the contractor, from the Defense Industrial Plant Equipment Center, or from the military surplus will be returned thereto on completion of the requirement under provisions of appropriate regulations.

## **B-6. Visual information 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.* CIO/G-6 will validate authorization of VI equipment prior to documentation in a CTA, TDA, or TOE/MTOE to ensure compliance with DODI 5040.2, Visual Information.

b. *Commercial items.* CIO/G-6 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 ACOM/ASCC/DRU for further distribution to the using activities. On receipt, the items will be included in the VI activity paragraph or other authorized facilities TDA section III supplement and the VI property book. Subsequent to the E-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 Information Technology Services Branch 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 ACOMs/ASCCs/DRUs, VI equipment in learning centers is operated and/or maintained by VI personnel.

e. *High volume, continuous use VI equipment.* ACOM/ASCC/DRU commanders, through their ACOM/ASCC/DRU 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 ACOM/ASCC/DRU-wide basis. Examples include: viewgraph projectors, 35mm projectors, self-developing cameras, video home system tape players, portable projection screens. (For further guidelines and specific controls on VI production equipment and associated transmission/printing equipment see DA Pam 25-91, VI procedures.)

## **B-7. Information technology equipment**

IT equipment will be included in authorization documents.

## **B-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, guest quarters, recreational quarters, and overseas dependent school dormitories.

## **B-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.

## **B-10. American Forces Radio and Television Service broadcasting equipment and systems**

Requirements for commercial nonstandard items costing \$100,000 and over needed to establish and operate Army outlets of the American Forces Radio and Television Service will be submitted to Director, Army Broadcasting Service (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 DODI 5120.20 and submit approved listing of capital equipment to CG, U.S. Army Information Systems Command. The Director, ABS will coordinate with CG, U.S. Army Information Systems Command for the central management of ABS broadcast systems and equipment.

## **B-11. Chaplain and chapel equipment**

CTA 50-909 authorizes chaplain and chapel equipment (see CTA 50-909, paragraph 4 for special instructions).

## **B-12. Civilian guard equipment**

CTA 50-900 authorizes civilian guard equipment (see CTA 50-900, sec II for specific instructions).

## **B-13. Clothing and individual equipment**

*a.* Prescribed items. The following publications are the only DA authorization documents permitting the use of appropriated funds to procure individual and organizational clothing and individual equipment 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) SAMAS-designated active component of the Army-peace.* Allowances for the AC of the Army (military) during peacetime.

*(b) SAMAS-designated active component of the Army-mobilization.* Allowances for the AC of the 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 or 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 for 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.

(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 Army and Air Force Exchange Service 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 is such as to clearly require additional personal clothing in order to accomplish the military mission.

(4) Per AR 700–84, AC of the Army EP receive an annual clothing replacement allowance to replace personal uniforms (initial issue) as they wear out. This allowance is based on wear-out rates for Soldiers Armywide. 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 clothing replacement allowance, 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.

#### **B–14. Information mission equipment**

(See paragraph 7–43 of this regulation.)

#### **B–15. Communications security equipment**

a. COMSEC equipment to provide secure transmission of information will be documented as required in appropriate authorization documents.

b. COMSEC equipment is issued at the direction of the COMSEC Support Logistics Agency to facilitate the installation of information processing systems via the system of Information Management Master Plan approvals per AR 25–1. Equipment received through this process will be included in the appropriate authorization documents.

c. Consideration must be given to maintaining and providing physical security and positive accounting of COMSEC equipment per AR 380–40.

#### **B–16. Custodial equipment**

Custodial service is a facilities engineering activity. Nonexpendable custodial equipment will be included in the installation or activity TDA; the appropriate remarks code in the 160–series will be shown (see FMSWeb for remarks codes).

#### **B–17. Dayroom furniture**

CTA 50–909, Tables 41, 42, and 43 authorizes dayroom furnishings. (See CTA 50–909, paragraph 15 for specific information.)

#### **B–18. 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.

#### **B–19. Facilities engineering maintenance and service equipment**

With the exception of installed building equipment and general purpose vehicles, maintenance and service equipment required by installation and activity facilities engineers in carrying out the real property management activities functions prescribed in AR 420–1 will be included in the installation or activity TDA. All maintenance and service equipment listed will be identified by a 160-series remark (see FMSWeb for remark codes). If a commercial non-type 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 maintenance and service 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.

#### **B–20. 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 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. Non-heraldic items.* CTA 50-909 and CTA 50-970 authorize non-heraldic 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).

#### **B-21. 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, 4 and 9 for specific instructions). Army appropriated fund food service equipment costing \$100,000 or more is authorized by the TDA.

#### **B-22. Generators and uninterruptible power supply units**

*a. General.*

(1) TOE power requirements will be determined through a generator requirements analysis 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 instructions.

*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 uninterrupted power system units are installed building equipment or equipment-in-place will be predicated on the definitions in AR 735-5.

#### **B-23. Housekeeping equipment**

(See paragraphs B-8 and B-22, above, and AR 710-2 for guidance.)

#### **B-24. Insect and rodent control supplies and equipment**

Insect and rodent control equipment will not be included in TOE except for 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 the installation or activity TDA with the appropriate remark code.

#### **B-25. 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 dry-cleaning plants. Fixed-type laundry and dry-cleaning plant equipment costing \$100,000 or more is authorized by TDA.

#### **B-26. 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.

#### **B-27. Materiel handling equipment**

*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 that 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 4140.1-R.

(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 used 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 B-1.

**Table B-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 B-2.

3. Divide the figures from table B-2, below, by the appropriate number of tons per hour of forklift truck operation as shown in table B-3.

4. The result of the equation in table B-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  $[(5 \times 52 \times 8) - (10 \times 8)] \times 0.5 = 1,000$ ; 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 B-27b(2)(b), above.

(3) Allowances for installations without depot-type operations and manufacturing activities. Installations may use the allowances in table B-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 B-2**  
**Tonnage distribution**

Class II	2,800
Class III	41,620
Class IV	4,148
Class VII	59,840
Class IX	3,888

**Table B-3**  
**Forklift truck operation**

2,800	÷	2.5	=	1,120	hours
41,620	÷	2.5	=	16,648	hours
hours 41,148	÷	1.5	=	2,765	hours
9,840	÷	3.0	=	19,946	hours
3,888	÷	0.6	=	6,480	hours
		Total	=	46,959	

**Table B-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 to 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  
 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

*c. Tractors.* Tractor allowances will be calculated in accordance with paragraph B-27b(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 (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.

**B-28. Morale support activities equipment**

*a.* In order that 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 or more) 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. Equipment drawn from the Defense Reutilization and Marketing Office 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 Defense Reutilization and Marketing Office, the second or the third sources of supply are those discussed in B-5a(2) and B-5a(3), above.

#### **B-29. Motion picture theater equipment**

(See AR 215-1 for guidance.)

#### **B-30. Photographic and photo processing equipment**

(See paragraph B-6, above, for guidance.)

#### **B-31. Printing, binding, duplicating, and auxiliary equipment**

a. Printing, binding, duplicating, and auxiliary equipment requirements will be included in TOE and authorization documents when prior approval has been obtained from the Army Publishing Directorate per AR 25-30. Documents in which the requirements will be included are as follows:

- (1) In TOE or MTOE for printing, binding, and duplicating missions.
- (2) In TDA covering field printing plant activities.
- (3) In TDA covering activities other than field printing plants when used by units for duplicating purposes, or for training in printing and binding.
- (4) In TDA when used for nonprinting purposes.

b. Except as annotated by footnotes in AR 25-30, tables 11-6 through 11-9, 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.

#### **B-32. Protective masks**

Protective masks are documented in TOE, MTOE, TDA, or JTA. 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 FMSWeb.

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 B-32b(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 non-deployable 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.

#### **B-33. 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 TDA 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 ACOM/ASCC/DRU-approved adjustments, will determine acquisition and retention levels.

#### **B-34. 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 CTA 50-909 for special instructions). Recreation equipment costing \$100,000 or more will be included in the appropriate TDA.

### **B-35. 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 TOE and MTOE.
- b.* Requirements for relocatable buildings of a non-continuing duration (to include, trailer-type buildings regardless of Federal Supply Class).

### **B-36. 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 CTA, all other equipment for Army rifle and pistol teams is included in and authorized by supporting installation or USAR center TDA.

### **B-37. Sewing and mending equipment**

CTA 50-909 authorizes sewing and mending equipment costing less than \$100,000 (see CTA 50-909 for special instructions). Sewing and mending equipment costing \$100,000 or more will be included in the appropriate TDA.

### **B-38. Tentage, tarpaulins, and related items**

CTA 50-909, Table 61, authorizes tentage, tarpaulins, and related items costing less than \$100,000 (see CTA 50-909 for special instructions). Tentage, tarpaulins, and related items costing \$100,000 or more will be included in appropriate TDA.

### **B-39. 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 TOE, MTOE, or TDA as required. Consideration will be given to quantities of available equipment, number of shifts in operation, and minimum allowances required to accomplish the mission.

### **B-40. 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 authorization documents. 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 authorization documents.

### **B-41. Training equipment**

Equipment for training purposes for TOE units costing less than \$100,000 is authorized by CTA 50-909 (see CTA 50-909 for special instructions). Training equipment for TOE units costing \$100,000 or more will be included in the appropriate supporting installation or USAR center TDA.

### **B-42. Troop issue subsistence activity equipment**

Allowances for nonexpendable troop issue subsistence activity items costing less than \$100,000 are included in CTA 50-909. Nonexpendable troop issue subsistence activity equipment costing \$100,000 or more will be included in the installation TDA (see FMSWeb).

### **B-43. Vessel equipment**

CTA 50-909 authorizes selected items of equipment costing less than \$100,000 for Army vessels (see CTA 50-909 for special instructions). Vessel equipment costing \$100,000 or more will be included in the appropriate TDA.

## **Section II**

### **Aircraft**

#### **B-44. 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 B-48 through B-53, below).

*a.* Aircraft are documented in TOE, MTOE, TDA, or JTA. Units and activities will not be assigned aircraft without HQDA authorization reflected in a proper authorization document.

*b.* Aircraft will be included in TOE 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) Non-organic 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 B-51.
- (3) Justified, on an individual basis, in one of the functional categories in AR 700-138, table 3-5 using the standards set forth in B-48 through B-53 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 7, section XI. This lease of aircraft for use by Army activities must be approved by DCS, G-3/5/7 (DAMO-AV), 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, ACOM/ASCC/DRU 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.

#### **B-45. Documentation of aircraft requirements for table of organization and equipment units**

Aircraft requirements for TOE units are established in the appropriate TOE. Changes in basic aircraft authorizations will be documented through MTOE action.

#### **B-46. Documentation of aircraft requirements for table of distribution and allowances 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 Commander, USAFMSA. Such requests will include the personnel and ancillary equipment associated with their quest. 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.

#### **B-47. 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 B-48 through B-53. 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.

#### **B-48. Category A and category B-combat aircraft and combat support aircraft**

a. Army aircraft may be integrated into TOE sustainment 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.

#### **B-49. 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 re-justified 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) ACOMs/ASCCs/DRUs 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 geodetic survey data by photographic or electronic device.

(2) Requests for authorizations of photographic and mapping aircraft to accomplish the functions in paragraph B-49c(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-Aero-medical.*

(1) Army medical facilities will be authorized aero-medical evacuation or crash rescue aircraft by TDA to accomplish the following functions:

(a) Aero-medical 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 post-crash fires, forced entry as necessary and emergency evacuation of patients from crashed aircraft.

(e) Transportation of medical personnel to furnish emergency aid at the air crash site and in-flight medical treatment or surveillance of patients while enroute to a treatment facility.

(2) Requests for authorization of aero-medical 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 in-flight 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 aero-medical evacuation or crash rescue capability; and requirement for 24-hour-a-day coverage.

(c) Justification for aero-medical 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 aero-medical evacuation or crash rescue aircraft will be forwarded through Office of The Surgeon General to Commander, 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.*

(1) Army aircraft will be authorized attaches, missions and security assistance organization 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 B-49g(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 (AC).*

(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 B-49h(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 Joint Forces Headquarters, U.S. Army Reserve Commands, and maneuver 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 B-49i(1), above, will be based on category C criteria as reduced by subparagraphs (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 re-justified annually by demonstrating statistically an annual flying usage rate of 200 hours per fixed wing aircraft or 150 hours per rotary wing aircraft.

## **B-50. 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 operational ready (OR) aircraft required by the percent of OR aircraft forecast. 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 usages). 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 POI.

(d) Aircraft required for training instructor pilots (methods of instruction courses) will be computed using the same standards stated in B-50a(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 aero-medical 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 B-50a(1)(f), above.

(b) Aircraft will be authorized for individual aviation units for the transition training of aviators to meet Armywide requirements when the special transition training is directed by HQDA or CG, TRADOC and the standards established in paragraph B-50a(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 non-flyable 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 non-flyable 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 B-50a(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 B-50*b*, above.

#### **B-51. Category E—test aircraft**

*a.* Test aircraft will be provided research, development, test, and evaluation activities for the purpose of conducting approved research, development, test, and evaluation by one of the following methods:

(1) Temporary loan. Aircraft required for non-continuing research, development, test, and evaluation requirements will be provided by CG, AMC (see AR 700-131).

(2) Research, development, test, and evaluation procurement. Prototype and experimental aircraft that are authorized for procurement as a part of an approved research, development, test, and evaluation 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.

#### **B-52. Category G—test support aircraft**

*a.* Test support aircraft will be provided research, development, test, and evaluation activities for the purpose of conducting approved research, development, test, and evaluation by one of the methods listed in paragraph B-51*a*, above.

*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 B-51*c*, above.

(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 non-flying 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.

#### **B-53. Categories H and J—leased and loaned aircraft**

Request for initial lease or loan or extensions of current agreements concerning first line Army aircraft must be submitted to DCS, G-3/5/7 (DAMO-AV) with information copy to DCS, G-4 (DALO-SUZ), 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**

#### **B-54. Table of organization and equipment and modified table of organization and equipment**

In general, mission command networks and systems equipment that are associated support items of equipment to major end items will be assigned within organizational architectures to reflect accurate equipment requirements without

depicting unnecessary equipment (for example, redundancies). As an example, whenever a node (for example, command post, squad, individual) is assigned multiple major end items that have the same associated support items of equipment, the quantity will only reflect the node's operational requirement.

#### **B-55. Table of distribution and allowances and joint table of allowances**

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. 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 floats.
- 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.

### **Section IV**

#### **Motor Vehicles**

##### **B-56. General**

a. Vehicles will be included in TOE, MTOE, TDA, and JTA 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 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 MTOE (less than TOE requirement) and TDA (when requesting an increase to the ACOM/ASCC/DRU NTV ceiling discussed in paragraph B-56g, 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 ACOM/ASCC/DRU NTV ceiling will be submitted in accordance with table E-1.

f. Tactical wheeled vehicles, trailers, and semi-trailers are issued less tarpaulins, bows, poles, and curtains. These components have been grouped into kits that are authorized by CTA 50-909, Table 61 as discretionary items.

g. DCS, G-4 established ACOM/ASCC/DRU ceilings for all authorized NTVs in transportation motor pools and belonging to the Facilities Engineer program. Each ACOM/ASCC/DRU 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. ACOMs/ASCCs/DRUs may also approve requests for TDA reductions and vehicle downgrading. Changes within ACOM/ASCC/DRU authority will be documented in the next documentation cycle as proponent approved.

##### **B-57. Types 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 sustainment TOE units. 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 DCS, G-8 (DAPR-FDL), and then only when they are required for—

(2) Units that have the type of mission that precludes the use of commercial design equipment.

(3) Training of drivers and mechanics.

- (4) Training in radio operations, installations, and repair, where commercial equipment will not suffice.
- (5) Research, development, test, and evaluation activities, where tactical equipment is required for evaluation or associated support activities.

*b. Commercial vehicles.* 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 TOE. Commercial vehicles include—

- (1) General transport type of transportation for personnel, supplies, or other cargo.
- (2) 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.

*c. Nontactical.* The NTV fleet consists of motor vehicles in support of installation and unit missions not directly connected with combat or tactical operations.

(1) The NTV fleet consists of passenger carrying, general purpose, and special purpose vehicles. All NTVs will be authorized and documented on a TDA and be limited to the minimum size required for the mission.

(2) Vehicles leased from the GSA for base operations or administrative support functions are only authorized on installation Directorate of Logistics TDA, except for the commands and organizations listed in subparagraph *b(4)*, below. Army-owned NTVs will be documented on organizational TDA. GSA-leased vehicles used for Department of Public Works missions will be documented on Directorate of Logistics TDA and provided to the Department of Public Works on a recurring dispatch.

(3) The use of commercially leased NTVs to circumvent the requirements stipulated in paragraph B-57*b(2)*, above, are illegal and could be a grounds for an Anti-Deficiency Act (31 USC 1341 et seq.) violation.

(4) The following commands are authorized to manage their own NTV fleets and will document both Army-owned and GSA-leased NTVs on their TDA:

- (a) Criminal Investigation Command.
- (b) U.S. Army Corps of Engineers.
- (c) U.S. Army Intelligence and Security Command.
- (d) Recruiting Command, Cadet Command.
- (e) U.S. Army Reserve Command.
- (f) National Guard Bureau.
- (g) Army Test and Evaluation Command.

(5) Materiel handling equipment and base level commercial equipment are not considered to be NTVs.

*d. Materiel handling equipment.* MHE are not considered wheeled vehicles.

## **B-58. 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.

## **B-59. Functional requirements for vehicles in table of distribution and allowance units**

The functional requirements guidance in *a* through *c*, below will be used in determining tactical wheeled vehicle needs in all TOE units. tactical wheeled vehicles will be limited to the minimum essential size, type, cost, and quantity required to support a unit's wartime mission. For purposes of this paragraph, tactical wheeled vehicles 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 requirements will depict the minimum quantities as determined 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 and the Family of Medium Tactical Vehicles, 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 tactical wheeled vehicles in all requirements and

authorization documents (BOIPs, TOE, MTOE, TDA, and MRs), contact Tactical Wheeled Vehicle Requirements Management Office. Tactical Wheeled Vehicle Requirements Management Office must review all requirement/authorization documents to ensure the correct type and quantity of tactical wheeled vehicles is 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 TOE. 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 tactical wheeled vehicles 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 obstacle emplacement.
- (5) Chemical decontamination, reconnaissance and smoke.
- (6) Unit logistics such as food service, maintenance and supply functions.
- (7) Sustainment, including field and maintenance, map topographic and medical support.

*c. Unit level tactical wheeled vehicle requirements.*

(1) Food service operations. Each unit will be required a vehicle to support each approved Army field feeding system.

(2) *Unit supply.* A medium tactical vehicle will be required when the Supply Section contains the larger CAMEL water trailer for unit supply functions in TOE units with personnel strength up to 220. One additional cargo truck may be required in TOE units exceeding 220 personnel. Detachments and units with a personnel strength less than 100 will normally be required a light medium tactical vehicle and 3/4-ton trailer for the supply function. When the size of the unit and mobility requirements make the foregoing allowances excessive, one medium tactical vehicle will be required to perform dual functions (food service and supply or maintenance and supply) or downsized to a light medium tactical vehicle.

(3) *Recovery vehicles.* When a minimum of 50 fuel consuming motor wheeled vehicles are supported, a unit will be required one 5 ton or larger recovery vehicle. An additional recovery vehicle is required for each additional 50 vehicles. When less than 50 vehicles are supported, a recovery vehicle may be required for additional mission functions such as vehicle shelter transfer or aircraft/vehicle maintenance component support. When units are supported by field maintenance recovery teams and are dispersed over a wide area on the battlefield, a recovery vehicle will normally not be required even though motorized wheeled vehicles exceed 50. Recovery vehicles will be consolidated at battalion or higher level when practical. Peculiarities in unit mission such as special lift requirements or support to separate system/contact teams may require adjustments to the general criteria.

(4) *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.

(5) *Communication vehicle requirements.* Vehicles required for radio relay, net control station and wire laying will be required to support the function based on the unit mission.

(6) *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 necessary to transport designated loads will be required to meet the doctrinally supported unit mobility requirement.

(7) *Vehicle mounted and towed weapons systems.* Weapon systems are required the types and quantities of vehicles to support the mission required.

(8) *Shelter systems.* Shelter systems may be mounted on 1–1/4, 2–1/2, or 5–ton vehicles, dolly sets, or trailers.

(9) *Vehicles.* Vehicles that are part of a system will be required and documented per the system BOIP.

(10) *Expansible vans and shop vans.*

(a) Vans will be required when justified to support critical system maintenance 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 G–2/G–3 tactical operations center.

(c) Operational elements in combat and combat support roles may be required the expansible van in support of a 24–hour tactical operation center as dictated by the unit wartime mission or where rapid mobility is dictated.

(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.
- (11) *Tractor requirements.* Mission requirements will determine the ratio of truck tractors to semi-trailers in a unit.
- (12) *Unit water transport requirements.*
  - (a) A water trailer is authorized for each field feeding section.
  - (b) A unit with personnel strength over 100 may be required one water trailer for unit water requirements. An alternative may be an appropriate collapsible water drum.
  - (c) Medical units will be required to have adequate collapsible water drums, water trucks, or water tanks.
- (13) *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 required as follows:
  - (a) Corps, division, brigade, group, battalion, and similar headquarters companies will be required one vehicle per two staff sections for command and control, for example S1/S4, S2/S3, and so on.
  - (b) Other units having 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 required a utility vehicle.
- (14) *Personnel transport.* Vehicles are not required to transport personnel and equipment when pooling or shuttling (movement of a unit in more than one lift) can meet mission requirements.

**B-60. Functional requirements for winch-equipped vehicles in tables of organization and equipment, modified tables of organization and equipment, or tables of distribution and allowances**

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 maybe 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. High-mobility, multipurpose wheeled vehicles used in the activities listed below may require a winch:
  - (1) High-mobility, multipurpose wheeled vehicles in support of 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 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**

**B-61. 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. CTA 50-909, Table 39 is applicable to Army offices outside the NCR and those within that are not serviced by Defense Supply Service-Washington. (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.

- a. *Calculators and accounting machines.*
  - (1) Non-programmable and certain programmable calculators and accounting machines costing less than \$100,000 are authorized by CTA 50-909, Tables 39 and 75.
  - (2) Other programmable calculators and accounting machines will be included in the appropriate authorization document, after the items have been approved per AR 25-1.
- b. *Copying equipment.* Copying equipment costing less than \$100,000 is authorized in CTA 50-909, Table 75, after the requester has complied with the provisions of AR 25-30. Copying equipment costing \$100,000 or more will be included in the appropriate TDA per AR 25-30.
- c. *Filing equipment.* CTA 50-909 authorizes both standard and nonstandard filing equipment costing less than \$100,000. Filing equipment costing \$100,000 or more will be included in the appropriate TDA.

*d. 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 Defense Supply Service-Washington.

## **B–62. 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.* ACOMs/ASCCs/DRUs will authorize and approve acquisition of furniture systems. This authority may be delegated to sub-ACOM/ASCC/DRU 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 is considered furniture systems for the purpose of this paragraph.

*c.* ACOM/ASCC/DRU review and approval will precede procurement by the requesting activity. Prior to approval, the ACOM/ASCC/DRU 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.

*d.* 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.

*e.* Requests for automatic data processing-type furniture identified, as “high tech” in GSA catalogs will be considered conventional furniture for ordering purposes.

## **Appendix C Equipment Usage Standards**

### **C–1. General**

Usage standards for selected categories of equipment are provided in paragraph C–5, below. 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.

### **C–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 paragraphs C–4a(4) and C–4a(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.

### **C–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 paragraphs D–1b and D–1c, below.

### **C–4. Computing use percentage**

Use percentage is computed as shown below. Workweek is the same as stated in paragraph C–2a, above. 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 D.

### **C-5. General use equipment**

The usage standards for the categories of general use equipment listed herein are shown in tables C-1 through C-9 (equipment category codes (ECCs) are derived from DA Pam 738-751).

### **C-6. Job-peculiar equipment**

Job-peculiar equipment is 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, ACOM/ASCC/DRU 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, ACOM/ASCC/DRU 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 D and will be made available to 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 1-1/2 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).

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**Table C-1**  
**Construction and engineering equipment (operational days)**

---

**ECC:** NB  
**Equipment:** Mixer bituminous  
**Use percentage standards:** Minimum, 10; Objective, 25

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**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 standard:** 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

---

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**Table C-1**  
**Construction and engineering equipment (operational days)—Continued**

---

**ECC:** NV  
**Equipment:** Sweeper self-propelled  
**Use percentage standards:** Minimum, 10; Objective, 25

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**Table C-2**  
**Calibration standards (operational days)**

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**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

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**Table C-3**  
**Support equipment (operational days)**

---

**ECC:** QB  
**Equipment:** Generators  
**Use percentage standards:** Minimum, 20; Objective, 40

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**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:** Surface 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

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**ECC:** UC  
**Equipment:** Steam cleaners  
**Use percentage standards:** Minimum, 25; Objective, 50

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**Table C-4**  
**Watercraft (hourly basis)**

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**ECC:** LA  
**Equipment:** Barges  
**Use percentage standards:** Minimum, 20; Objective, 50

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**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 (outboards)  
**Use percentage standards:** Minimum, 20; Objective, 50

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**Table C-5**  
**Visual equipment (operational days)**

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**ECC:** SV  
**Equipment:** Projectors (movie film)  
**Use percentage standards:** Minimum, 50; Objective, 85

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**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

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**Table C-6**  
**Test, measurement, and diagnostic equipment (operational days)**

---

**ECC:**  
**Equipment:**  
**Use percentage standards:** Minimum, 50; Objective, 85

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**ECC:**  
**Equipment:**  
**Use percentage standards:** Minimum, 50; Objective, 85

---

**ECC:**  
**Equipment:**  
**Use percentage standards:** Minimum, 50; Objective, 85

---

**ECC:**  
**Equipment:**  
**Use percentage standards:** Minimum, 50; Objective, 85

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**Table C-7**  
**Common equipment (operational days)**

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**ECC:** JR**Equipment:** Radio (tactical)**Use percentage standards:** Minimum, 50; Objective, 85

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Notes:

<sup>1</sup> Should be pooled for maximum usage

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**Table C-8**  
**Chemical-biological-radiological protective equipment (operational days)**

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**ECC:** JD**Equipment:** Radiac equipment**Use percentage standards:** Minimum, 50; Objective, 85

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Notes:

<sup>1</sup> Should be pooled for maximum usage

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**Table C-9**  
**Training equipment (operational days)**

---

**ECC:** N/A**Equipment:** Required equipment for approved programs of instruction**Use percentage standards:** Minimum, 50; Objective, 85

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Notes:

<sup>1</sup> Should be pooled for maximum usage

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## Appendix D

### Equipment Usage Management

#### D-1. Procedures for U.S. Army Materiel Command equipment utilization

*a.* AMC will conduct utilization surveys to insure that subordinate arsenals, depots, plants and research, development, test, and evaluation activities have adequate written management 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, other plant equipment, TMDE, equipment purchased with research, development, test, and evaluation 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 documented and the retention justified on the special nature of the operation or function.

c. Utilization control of other plant equipment 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.

## **D-2. Procedures for other than Army Materiel Command arsenals, depots, plants and research, development, and test equipment 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 738-751 or on other forms in accordance with ACOM/ASCC/DRU procedures developed in support of this regulation for the equipment categories shown in paragraph C-5, above. When an evaluation of equipment usage is being conducted, the DD Form 1970 may be retained until the evaluation is completed (see DA Pam 738-751). 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 738-751, 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 paragraph C-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 C-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 C-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 subparagraph b, above. The procedures indicated in subparagraphs b(1) and b(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 C-6 for a period of more than 4 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 D-2c, above, will be submitted as part of the justification when requesting additions of similar items to the TDA by memorandum or emergency request.

## **D-3. Walk-through usage review procedures**

a. An equipment walk-through usage review will be used by activities in all ACOMs/DRUs/ASCC 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 C, 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. The equipment manager on a continuing basis will also conduct unannounced, documented walk-throughs, 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 D-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 D-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 D-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.

#### **D-4. Command implementation**

ACOMs/ASCCs/DRUs/ 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 ACOM/ASCC/DRU 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 ACOM/ASCC/DRU 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 E

### Approval authority for document changes

Table E-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 DCS, G-3/5/7 (DAMO-FMZ), personnel changes with the DCS, G-1, and equipment changes with the DCS, G-4.

Type of change	Approval authority	Initiated by	Justification required
Organizational changes			
Deviate from HQDA organizational design.	HQDA	Proponent	Submit concept plan or cite approval authority (if approved as exception to MTOE standardization).
Activate or inactivate MTOE units.	HQDA	Proponent	Activate: Concept plan or command plan. Inactivate: Cite approval authority.
Activate or inactivate MTOE units.	HQDA	HQDA	No justification required. Cite approval authority.
Designate (name) or redesignate (re-name) MTOE and TDA units.	HQDA	Proponent	Cite approval authority and/or approved concept plan. Unit designation or redesignation approved by CMH (AAMH-FPO) per paragraph 2-5 of this regulation.
Establish or discontinue TDA.	HQDA	Proponent	Establish: Submit concept plan. Discontinue: 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 guidance.	HQDA	HQDA or Proponent	See AR 570-4 for personnel changes.
All changes to IG positions (this applies to all components and DA civilians). Coordinate with the IG Personnel Proponent Branch, Office of The Inspector General. Commands will coordinate changes for any additional skill identifier 5N, special qualification identifiers: B and Series 1801 and other associated series with Remark Code DK, requirements, authorizations, position title changes and realignments.	HQDA	Proponent	Identify the change as proponent approved.
Decrease authorized strength of a unit without impacting on unit readiness (except band positions, club management, chaplain, judge advocate general, or Army medical positions).	HQDA	Proponent	Cite approval authority.
Decrease authorized strength of Army bands, club management, chaplain, judge advocate general, or Army medical positions.	HQDA	HQDA or Proponent	Cite the directive and the approval authority (see AR 570-4 for guidance).
Increase strength of unit, which also increases command ceiling.	HQDA	Proponent	Cite PBG, command plan, or other approval authority.

**Table E-1**  
**Approval authority for document changes—Continued**

Increase strength of unit which also increases the command ceiling, e.g., increase of personnel authorized by identity (officer, warrant officer, enlisted, civilian) 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 grading standards.	HQDA	HQDA	Identify the initiating directive and resource authority to include approved command plan and MDEP.
Change required column of MTOE or one-for-one conversion or update of personnel occupational specialty code.	HQDA	Proponent	Justify changes through request for exception to MTOE standardization (see AR 570-4).
Establish positions for, or change the grade of AC of the Army officer positions in TDA that are not according to grade table.	HQDA	Proponent	Request change, including information required in AR 611-1. Submit trade-off position for increases or explain why trade-off cannot be accomplished. Cite HQDA approval authority upon written HQDA approval. Identify decreases as proponent approved.
Establish positions for or change the grade of an officer position in AC of the Army TDA unit performing advisory duty to RC.	HQDA	Proponent	Request the change; cite HQDA 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 HQDA 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 by AR 611-1. Submit trade-off position or explain why trade-off cannot be accomplished. Staff through appropriate channels to include respective personnel proponent. Cite HQDA 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.	HQDA	Proponent	Submit trade-off position. Request grade increase providing information required per DA Pam 611-21, paragraph 1-13.
Establish command sergeant major positions in TDA per AR 611-1 and DA Pam 611-21.	HQDA	Proponent	Submit trade-off position. Include information required by AR 611-1. DCS, G-1 is the approval authority for grade increases, Human Resources, and establishing new CSM positions with the concurrence of the Sergeant Major of the Army. DA Pam 611-21, chapter 9 and AR 570-4, paragraph 9-24, provide criteria for command sergeant major positions.
Increase or decrease enlisted grades in TDA units in accordance with approved resource authority and grading table.	HQDA	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.	HQDA	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 Armywide and submit to USAFMSA).
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.	HQDA	Proponent	Cite approval from manpower requirement authority (AR 570-4), for example, manpower surveys.
Change strength, AOC or additional skill identifier or grade of AMEDD commissioned officer authorizations.	HQDA	Proponent	Cite HQDA approval.

**Table E-1**  
**Approval authority for document changes—Continued**

Change strength or personnel occupational specialty code of operational or nonoperational flying position.	HQDA	Proponent	Cite HQDA approval according to AR 570-4.
Make AMSCO changes except AMHA.	HQDA	Proponent	Cite authority/reason per AR 570-4.
Eliminate or change strength or grade of Chaplain position DCS, G-1.	HQDA	Proponent	Justify change and cite HQDA Chief of Chaplains approval or authority (see AR 570-4).
Change strength of an Army band activity.	HQDA	Proponent	Cite approval authority and MDEP.
Change strength, Skill identifier, or language identifier code of foreign area officer positions.	HQDA	Proponent	Justify change and cite approval authority in accordance with AR 570-4.
Change strength or language identifier code of enlisted warrant officer and officer linguist (less foreign area officer).	HQDA	Proponent	Submit justification to DCS, G-2 (DAMI-OPO) for language identifier code changes; cite HQDA authority.
Change strength or grade of Judge Advocate commissioned officer.	HQDA	Proponent	Justify change, submit justification to personnel proponent. Cite approval authority per AR 570-4. Submit trade-off position. Grade structure changes must be approved by DCS, G-1.
Convert civilian positions to military.	HQDA	Proponent	Cite HQDA civilian approval authority; justify change per AR 570-4.
Change grade and/or series of civilian positions, GS 15 and below.	Proponent	Proponent	None
Change officer grades in RC TDA.	HQDA	Proponent	Submit request to appropriate personnel proponent. Include information required in DA Pam 611-21 for warrant officer.
Convert military to civilian.	HQDA	Proponent	Identify the change, within existing resources (AR 570-4).
Equipment Changes.			
Increase Section III TDA requirements for HQDA managed equipment.	HQDA	Proponent	Submit justification.
Increase non managed equipment in TDA and AUGTDA Sections III and III supplement if the requirements of AR 70-1, paragraph 1-7 and this regulation have been satisfied.	HQDA	Proponent	State reason.
TDA units transferring DA controlled items within ACOM/ASCC/DRU from UIC to UIC, on a one-for-one basis.	HQDA	Proponent	ACOM/ASCC/DRU valid mission requirement and cite trade-off in justification.
Add, increase or decrease GOCO equipment authorizations in TDA to agree with an obligating contract.	HQDA	Proponent	Justify increases; cite the contract.
Add or change equipment not per BOIP.	HQDA directed	HQDA	Cite approved BOIP.
Change ERC of an item of equipment.	HQDA	Proponent	State reason.

## Appendix F

### Military Orders and Special Instructions for Modified Table of Organization and Equipment Unit Activations

#### F-1. Military orders for modified table of organization and equipment activation

POs for MTOE activations will be published as described in AR 600-8-105, orders format 740 and 745. They will include instructions similar to the sample shown below.

- a. Modification tables of organization and equipment 07245JFC78 FC1286.
- b. Standard requirements code 07245J42001100.
- c. Troop program sequence number 0200800.
- d. Authorized level of organization 1.
- e. 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 E-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.

*f.* Unit is assigned as an organic element of the 8th Armored Division, Fort Retherford, TX 12345-9999.

*g.* ACOM/ASCC/DRU POs for activating an MTOE unit will also state the carrier UIC. The carrier UIC is automatically discontinued upon arrival of the MTOE E-date; therefore, no amendment of the PO is required.

## **F-2. Military orders requirement**

*a.* POs are not required for strength, position, grade, personnel occupational specialty code, or other changes that do not affect the basic organization of the unit.

*b.* Once established by PO or letter of instruction, any change to UIC E-date will require an amendment order or letter of instruction.

*c.* ACOMs/ASCCs/DRUs will provide DCS, G-3/5/7 (DAMO-FMZ) copies of orders for unit activations, inactivations, organizations, reorganizations, designations, redesignations, or discontinuance. Electronic (portable document format) distribution is as follows:

(1) Send one copy of all TDA documents (including section I) and orders for organizations, reorganizations, redesignations, or discontinuance to Commander, USAFMSA.

(2) Send one copy of all MTOE and TDA activations, inactivations, organizations, reorganizations, designations, redesignations, or discontinuance orders to Commander, USAFMSA.

(3) Send one copy of all section I AUGTDAs to Commander, USAFMSA.

(4) Send one copy of all MTOE and TDA unit activations, inactivations, organizations, reorganizations, designations, redesignations, or discontinuance orders to DCS, G-3/5/7 (DAMO-FMZ).

## **Appendix G Internal Control Evaluation**

### **G-1. Function**

The function covered by this evaluation is force development documentation and policies.

### **G-2. Purpose**

The purpose of this evaluation is to assist DCS, G-3/5/7 in evaluating the key internal controls listed. It is not intended to cover all controls.

### **G-3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

### **G-4. Test questions**

*a.* Is the command plan updated at least every FY?

*b.* Is this regulation per AR 525-29, Army Force Generation?

*c.* Is this regulation per AR 700-142, Type Classification, Materiel Release, Fielding, and Transfer?

*d.* Is this regulation per AR 220-1, Army Unit Status Reporting and Force Registration – Consolidated Policies?

*e.* Is this regulation per FMSWeb?

*f.* Is this regulation reviewed at least once every 3 years and updated as necessary?

### **G-5. Supersession**

Not applicable.

### **G-6. Comments**

Help make this a better tool for evaluation internal controls. Submit comments to DCS, G-3/5/7 (DAMO-FMF), 400 Army Pentagon, Washington DC, 20310-0400.

## **Glossary**

### **Section I Abbreviations**

#### **AAMH-FPO**

Organizational History Branch

#### **ABS**

Army Broadcasting Service

#### **AC**

active component

#### **ACOM**

Army command

#### **ACSIM**

Assistant Chief of Staff for Installation Management

#### **AFARS**

Army Federal Acquisition Regulation Supplement

#### **AGR**

Active Guard Reserve

#### **ALO**

authorized level of organization

#### **AMC**

U.S. Army Materiel Command

#### **AMDF**

Army master data file

#### **AMEDD**

Army Medical Department

#### **AMHA**

Army Management Headquarters Activities

#### **AMSCO**

Army management structure code

#### **AOC**

area of concentration

#### **AR**

Army regulation

#### **ARCIC**

Army Capabilities Integration Center

#### **ARFORGEN**

Army force generation

#### **ARNG**

Army National Guard

#### **AROC**

Army Requirements Oversight Council

**ARSTAF**

Army Staff

**ASA (ALT)**

Assistant Secretary of the Army (Acquisition, Logistics, and Technology)

**ASA (FM&C)**

Assistant Secretary of the Army (Financial Management and Comptroller)

**ASA (M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

**ASCC**

Army service component command

**ASF**

Army stock fund

**AUGTDA**

augmentation table of distribution and allowances

**BCE**

base-level commercial equipment

**BOI**

basis of issue

**BOIP**

basis of issue plan

**BOIPFD**

basis of issue plan feeder data

**BTOE**

base table of organization and equipment

**CAR**

Chief, Army Reserve

**CBA**

cost benefit analysis

**CDD**

capability development document

**Cdr**

commander

**CG**

commanding general

**CIO**

Chief Information Officer

**CMDF**

catalog management data file

**COC**

council of colonels

**COMSEC**

communications security

**CONUS**

continental United States

**CPD**

capability production document

**CS**

combat support

**CTA**

common tables of allowances

**DA**

Department of the Army

**DA Pam**

Department of the Army pamphlet

**DAAR-OPF**

Force Management (Forward)

**DALO-MNZ**

Director, Maintenance, G-44M

**DALO-SIF**

Force Integration Division

**DALO-SUZ**

Director, Supply, G-44S

**DAMI-OPO**

Operations Division

**DAMO-AV**

Army Aviation Directorate

**DAMO-FMF**

Force Integration and Management

**DAMO-FMP**

Force Accounting and Documentation Division

**DAMO-FMZ**

Director, Force Management

**DAMO-LM**

LandWarNet and Battle Command

**DAMO-ODR**

Army Readiness Division

**DAMO-TRZ**

Office of the Director of Training

**DAPE-PRA**

Manpower Allocation Division



**DAPE-PRP**

Military Structure and Plans Division

**DAPR-DPZ**

Director, Program Analysis and Evaluation

**DAPR-FDL**

Focused Logistics

**DAPR-FDP**

Planning

**DAPR-FDZ**

Director, Force Development

**DAPR-FDZ-I**

Directorate of Integration

**DAPR-FDZ-M**

Directorate of Materiel

**DARNG**

Director, Army National Guard

**DASA**

Department of the Army Staff Agency

**DCS**

Deputy Chief of Staff

**DFARS**

Defense Federal Acquisition Regulation Supplement

**DOD**

Department of Defense

**DODI**

Department of Defense instruction

**DOTMLPF**

doctrine, organization, training, materiel, leadership and education, personnel, and facilities

**DRRS-Army**

Defense Readiness Reporting System-Army

**DRU**

direct reporting unit

**ECC**

equipment category code

**E-date**

effective date

**EP**

enlisted personnel

**ERC**

equipment readiness code

**ERVB**

Equipment Review and Validation Board

**FAR**

Federal Acquisition Regulation

**FDU**

force design update

**FMBB**

force management bulletin board

**FMS**

Force Management System

**FMSWeb**

Force Management System Web site

**FOA**

field operating agency

**FORSCOM**

U.S. Army Forces Command

**FTS**

full-time support

**FVC**

force validation committee

**FY**

fiscal year

**GFE**

government furnished equipment

**GOCO**

government-owned contractor-operated

**GOSC**

general officer steering committee

**GSA**

General Services Administration

**HHC**

headquarters and headquarters company

**HQDA**

Headquarters, Department of the Army

**ICD**

initial capabilities document

**IG**

Inspector General

**IMA**

individual mobilization augmentee

**IPE**

industrial plant equipment

**IT**

information technology

**JCIDS**

Joint Capabilities Integration and Development System

**JP**

Joint Publication

**JTA**

Joint table of allowances

**LCC**

logistics control code

**LCMC**

life cycle management command

**LIN**

line item number

**LIW**

logistics information warehouse

**LOA**

letter of authorization

**LOGSACS**

Logistics Structure and Composition System

**MANPRINT**

manpower and personnel integration

**MARC**

manpower requirements criteria

**MCU**

multiple component unit

**MDEP**

management decision evaluation package

**MEDCOM**

U.S. Army Medical Command

**MEPS**

military entrance processing station

**MHE**

materiel handling equipment

**MOA**

memorandum of agreement

**MOBAUGTDA**

mobilization augmentation table of distribution and allowances

**MOBTDA**

mobilization table of distribution and allowances

**MOS**

military occupational specialty

**MTOE**

modified table of organization and equipment

**NCR**

National Capital Region

**NDI**

non-developmental item

**NSLIN**

nonstandard line item number

**NSN**

national stock number

**NTV**

non-tactical vehicle

**OCAR**

Office of the Chief, Army Reserve

**OCONUS**

outside continental United States

**OI**

organization integrator

**OMA**

operation and maintenance, Army

**ONS**

operational needs statement

**OPROJ**

operational project

**OR**

operational ready

**PA**

procurement appropriations

**PBG**

program budget guidance

**PEG**

program evaluation group

**PMAD**

personnel management authorization document

**PO**

permanent order

**POI**

program of instruction

**POM**

program objective memorandum

**PPBE**

planning, programming, budgeting, and execution

**R&D**

research and development

**RC**

reserve component

**ROTC**

Reserve Officers' Training Corps

**SACS**

Structure and Composition System

**SAMAS**

Structure and Manpower Allocation System

**SB**

supply bulletin

**SKO**

sets, kits, and outfits

**SLAMIS**

Standard Study Number-Line Item Number Automated Management & Integrating System

**SLIN**

standard line item number

**TAA**

total Army analysis

**TAEDP**

Total Army Equipment Distribution Program

**TAG**

The Adjutant General

**TDA**

table of distribution and allowances

**TMDE**

test, measurement, and diagnostic equipment

**TOE**

table of organization and equipment

**TRADOC**

U.S. Army Training and Doctrine Command

**TWVRMO**

Tactical Wheeled Vehicle Requirements Management Office

**UCMJ**

Uniform Code of Military Justice

**UIC**

unit identification code

**URS**

unit reference sheet

**USAFMSA**

U.S. Army Force Management Support Agency

**USAR**

U.S. Army Reserve

**USC**

United States Code

**VI**

visual information

**Section II****Terms**

This section contains no entries.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 074828-000**