

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
Fort Sill, Oklahoma 73503-5100

USAFACFS Regulation
No. 725-2

20 April 1995

Requisition and Issue of Supplies and Equipment
PROCESS TO ACQUIRE EQUIPMENT

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1. PURPOSE.

a. This regulation provides guidance for the acquisition of Headquarters, Department of the Army (HQDA) controlled equipment, locally procured commercial equipment (less than \$50,000), and base level commercial equipment (BCE) (greater than \$50,000). This guidance excludes equipment that requires approval under separate Army regulation (see Appendix A).

b. This regulation identifies and assigns responsibilities for activities involved in the equipment acquisition process.

c. This regulation provides guidance on preparation and completion of an economic analysis of lease versus purchase.

2. SCOPE. The procedures prescribed in this regulation are applicable to units, agencies, and activities assigned or attached to U.S. Army Field Artillery Center and Fort Sill (USAFACFS).

3. REFERENCES. References are located in appendix B. Definitions of BCE are at appendix C.

4. RESPONSIBILITIES.

Requester-- (Any person who identifies a requirement for equipment.)

(1) Identifies equipment requirements. Projects future needs to include identification of replacement items, new mission requirements, etc. Ensures all equipment requirements are identified for Other Procurement, Army (OPA), or Operations and Maintenance, Army (OMA), tail in a Military Construction, Army (MCA) project. See appendix D for guidance on preparation of an economic analysis.

(2) Contacts primary hand receipt holder for assistance in determining the appropriate documentation to be completed.

(3) Prepares detailed justification (see detailed instructions for preparation of justification in appendix E) with assistance, if necessary, from primary hand receipt holder.

(4) Identifies and prepares specifications and functions as the technical point of contact (POC) for the equipment action.

(5) Follows up on the status of equipment request. Equipment requests should be approved/disapproved within 3 months.

(6) Provides information to the activity resource management office for economic analysis (see appendix D). Adheres to the rules on purchasing items with OMA versus OPA monies (e.g., statutory violation to use OMA funds for OPA items, etc.).

(7) Assists the primary hand receipt holder in preparation of the appropriate documentation. Units, agencies, and activities supported by the Consolidated Installation Property Book Office (CIPBO) should submit request for issue IAW USAFACFS Logistics Standing Operating Procedures and USAFACFS Regulation 725-1.

(8) Contacts supply or contracting to explore alternative sources for obtaining the equipment after authorization approval is received.

b. Primary Hand Receipt Holder-- (The person who signs for equipment directly from the Property Book Officer (PBO).)

(1) Assists requester with preparation of detailed justification, if necessary

(2) Determines if item is BCE, then notifies his activity budget office for addition of item to the BCE list. When equipment authorization for BCE item is approved, notifies activity budget office of approval during the annual BCE data call (July-August timeframe). Submits out-of-cycle request to Directorate of Resource Management (DRM), Program Budget Division (PBD); however, the best chance for funding is during the annual BCE data call.

(3) Prepares appropriate equipment authorization documentation with assistance from requester. Units, agencies, and activities supported by the CIPBO should submit request for issue IAW USAFACFS Logistics Standing Operating Procedures and USAFACFS Regulation 725-1.

(4) Forwards appropriate authorization request forms and supporting documentation through the director/commander (and activity budget office, if necessary) to DRM, Management Division (MD).

c. Property Book Officer (PBO)/Contract Property Manager (CPM)-- (Contract Property Manager should follow established guidelines for obtaining equipment for the contractor. They are not restricted by the following responsibilities.)

(1) Assists primary hand receipt holder and/or requester with preparation of detailed justification, if necessary.

(2) Receives approved authorization document (Tables of Distribution and Allowances (TDA)) from DRM, MD.

(3) Ensures equipment is documented in TDA. Prepares requisition and submits appropriate documentation through supply channels once approved TDA is received.

(4) If equipment is not HQDA controlled and is not currently in the supply system (DA Form 4840-R), holds approval document in suspense file until fund cite is received. Once fund cite is received, prepares and submits appropriate documentation through supply channels for procurement. When equipment is procured, submits appropriate documentation to DRM, MD, for Line Item Number (LIN) assignment. Adheres to the rules on purchasing items with OMA versus OPA monies (e.g., statutory violation to use OMA funds for OPA items, etc.).

(5) If equipment is a locally procured (OMA) item under \$50,000 (FS Form 1231), prepares requisition and submits appropriate documentation through supply channels for procurement.

Follows up on delivery of item.

d. Activity Budget/Resource Management-

Receives DRM PBD, BCE data call guidance

Distributes guidance to activity divisions.

Receives, evaluates, validates, and priorities activity input

(4) Submits prioritized program director BCE list to DRM, PBD.

(5) Maintains file containing BCE equipment needs not submitted during the annual BCE data call.

(6) Reviews and concurs/nonconcurr with installation prioritized BCE list

(7) Reviews funding. Adheres to the rules on purchasing items with OMA versus OPA monies (e.g., statutory violation to use OMA funds for OPA items, etc.).

(a) Receives fund cite for the BCE item from DRM, PBD, and certifies same on purchase request. Forwards to primary hand receipt holder.

(b) Certifies fund cite for non-BCE requirement. Forwards to primary hand receipt holder.

Notifies requester of BCE funding approval.

Submits BCE funded commitment and obligation document to DRM, PBD

(10) Prepares economic analysis if BCE funds are unavailable (appendix D). If decision is made to lease, submits purchase request through DRM to DOC.

(11) Prepares and submits updated BCE list to DRM, PBD.

e. Directorate of Resource Management (DRM) receives and reviews purchase request to ensure that it does not violate the restrictions placed on lease/rentals or contractor-operated equipment.

Program Budget Division (PBD)--

(a) Receives and distributes annual BCE data call guidance to program directors.

Receives, evaluates, and validates program director input.

Recommends prioritized installation BCE list from program director input.

(d) Prepares and provides installation BCE list for program director review and concurrence/nonconcurrence.

(e) Recommends prioritized installation BCE list to Command Group for approval.

(f) Submits installation BCE list to Headquarters, Training and Doctrine Command (HQ TRADOC).

Receives and distributes HQ TRADOC consolidated prioritized BCE list

Receives and distributes projected funding for BCE list

(i) Updates installation BCE list when determined necessary by the installation budget officer.

Receives and distributes BCE funding documents from HQ TRADOC

Receives and forwards commitment and obligation document to HQ TRADOC

Performs monthly reviews of BCE fund execution.

(m) Performs quarterly reconciliation on the execution of BCE funds with HQ TRADOC to ensure "off-line" accounting of BCE funds is timely and all documentation (e.g., commitment, obligation, etc.) is forwarded promptly.

Management Division (MD)-

(a) Receives equipment authorization request on appropriate form (DA Form 4610-R, DA Form 4840-R, or FS Form 1231).

(b) Processes and forwards equipment authorization document through appropriate channels (e.g., HQDA, TRADOC, or locally).

(c) Receives equipment authorization approval/disapproval and notifies requester.

(d) Documents on TDA during management of change (MOC) window (January-March and July-September).

Forwards approved authorization document (TDA) to property book officer

(f) Follows up on status of authorization requests submitted to higher headquarters.

f. Directorate of Logistics (DOL), Supply Division/Directorate of Public Works (DPW), Supply Branch-- (Referred to as supply support activity (SSA).)

Receives requisition from Property Book Officer/Contract Property Manager

(a) If equipment is currently in supply system, processes and submits appropriate documentation to supply depot.

(b) If equipment is BCE, processes and submits appropriate documentation to Directorate of Contracting (DOC).

(c) If equipment is locally procured (OMA) item (FS Form 1231), processes and submits appropriate documentation to DOC.

(2) Follows up on requests sent to depot.

g. Directorate of Contracting (DOC)--

(1) Receives purchase request for purchase or lease and checks for DRM coordination.

(2) If purchase request was not staffed with DRM, returns request to submitting activity.

(3) Reviews justification supporting the decision to lease or purchase required by Subpart 207.4 of the Defense Federal Acquisition Regulation Supplement (DFARS).

(4) Reviews requirements and specifications

(5) Assists in preparation of specifications

Drafts invitation for bid (IFB)

(7) Obtains required reviews/approvals (e.g., Staff Judge Advocate (SJA), HQ TRADOC, requester, etc.).

Issues IFB to prospective contractors.

Opens and evaluates bids

(10) Awards contract (based on sufficient funding).

(11) Furnishes appropriate activities awarded obligation document

5. PROCESS

a. DA Form 4610-R (Equipment Changes in MTOE/TDA).

(1) Primary hand receipt holder prepares DA Form 4610-R (blank form at appendix G) with assistance from requester.

(2) Primary hand receipt holder forwards routing slip (see appendix F) and DA Form 4610-R through the director/commander to DRM, MD.

DRM MD, processes and forwards approval/disapproval to requester

(4) DRM, MD, documents approved equipment on TDA during next MOC window.

(5) Once approved TDA is received, property book officer submits requisition to SSA. Units, agencies, and activities supported by the CIPBO should submit request for issue IAW USAFACFS Logistics Standing Operating Procedures and USAFACFS Regulation 725-1.

(6) If equipment cannot be obtained within a reasonable amount of time through current supply channels, activity resource management prepares economic analysis (see appendix D) for decision on leasing. If the decision is made to lease equipment in the interim, the activity resource management prepares appropriate documentation and submits through DRM to DOC. If the lease period is greater than 6 months, the lease should be routed through the property book officer since the equipment must be maintained on the property book.

Requester receives equipment

b. DA Form 4840-R (Request for Type Classification Exemption/LIN for Commercial Equipment).

(1) Primary hand receipt holder prepares DA Form 4840-R (blank form at appendix G) for type classification exemption (TCE) with assistance from requester.

(2) Requester notifies activity budget office that equipment should be added to the next BCE list.

(3) Primary hand receipt holder forwards routing slip (see appendix F) and DA Form 4840-R for TCE through the director/commander to DRM, MD.

(4) DRM, MD, processes and forwards TCE approval/disapproval to property book officer with copy furnished to requester and DRM, PBD.

(5) Property book officer retains approved DA Form 4840-R for TCE in suspense until equipment is procured.

(6) If equipment cannot be obtained within a reasonable amount of time, activity resource management prepares economic analysis (see appendix D) for decision on leasing (versus contractor-furnished, if applicable). If the decision is made to lease equipment in the interim, activity resource management prepares appropriate documentation and submits through DRM to DOC. If the lease period is greater than 6 months, the lease should be routed through the property book officer since the equipment must be maintained on the property book. (If decision is made to have equipment contractor furnished, activity resource management should submit a request for contract modification to DOC.)

(7) If a decision is made to purchase a BCE item that is currently being leased, the cost of the item at the time of the purchase determines the funding source. OMA dollars already expended for the lease can be applied against the purchase price, if applicable. If the purchase exceeds \$50,000, OPA funds will be used. (Reference AR 37-100-XX.)

(8) Once fund cite is received, property book officer prepares appropriate documentation and forwards to SSA. Adheres to the rules on purchasing items with OMA versus OPA monies (e.g., statutory violation to use OMA funds for OPA items, etc.). Units, agencies, and activities supported by the CIPBO should submit request for issue IAW USAFACFS Logistics Standing Operating Procedures and USAFACFS Regulation 725-1.

(9) SSA processes and forwards documentation to DOC.

(10) DOC processes and procures equipment

(11) Requester receives equipment

(12) Once equipment is procured, property book officer submits DA Form 4840-R for LIN assignment to DRM, MD.

(13) DRM, MD, processes and forwards LIN to property book officer.

(14) DRM, MD, documents LIN on TDA during next MOC window.

(15) Property book officer ensures TDA documentation.

c. FS Form 1231 (Request for Commercial Equipment Authorization Approval).

(1) Primary hand receipt holder prepares FS Form 1231 (blank form at appendix G) with assistance from requester.

(2) Primary hand receipt holder forwards FS Form 1231 through director/commander for signature and activity budget office for fund certification to DRM, MD.

(3) DRM, MD, returns approved/disapproved FS Form 1231 to requester.

(4) Requester forwards FS Form 1231 to property book officer.

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(5) Property book officer prepares and forwards appropriate documentation to SSA. Units, agencies, and activities supported by the CIPBO should submit request for issue IAW USAFACFS Logistics Standing Operating Procedures and USAFACFS Regulation 725-1.

SSA processes and forwards to DOC for procurement

Requester receives equipment

d. BCE Data Call DRM, PBD, coordinates annual BCE data call.

APPENDIX A

EQUIPMENT AUTHORIZATION PROCEDURES

EQUIPMENT	FORM	COPIES	REFERENCE	NOTES
1. CONTROLLED	DA 4610-R	4	a. AR 71-13, chap 2, sec VIII and X. b. AR 310-49, para 3-15. c. FORSCOM PAM 310-3.	Documented on MTOE/TDA. Emergency - IAW AR 71-13, chap 2, sec XII.
2. NONCONTROLLED UNDER \$15,000	DA 2028 (TRADOC) DA 4610-R	4	a. AR 71-13, chap 2, sec XI. b. FORSCOM PAM 310-3.	Installation Cdr has approval authority for TRADOC noncontrolled under \$15,000. Documented on MTOE/TDA.
3. NONCONTROLLED OVER \$15,000	DA 4610-R	3	a. AR 71-13, chap 2, sec XI. b. TRADOC Suppl 1 to AR 310-49, para 3-18a(2). c. FORSCOM PAM 310-3. d. TRADOC Memo, 3 Jan 90.	Documented on MTOE/TDA. Emergency - IAW AR 71-13, chap 2, sec XII.
4. NONSTANDARD COMMERCIAL BETWEEN \$100 AND \$15,000	FS 1231		a. USAFACFS Reg 725-1, para 1-14. b. TRADOC Memo, 3 Jan 90.	Not documented on MTOE/TDA. Locally approved. Requires statement of standard LIN's considered, and why standard item will not do. Attach brochure to FS Form 1231. Expendable equipment under \$100 requires no approval. If item is listed in CTA and Basis of Issue (BOI) is not for your activity, submit a BOI change to include your activity in CTA. If item listed in CTA is unacceptable, a change to the CTA should be submitted requesting addition of the commercial item. Requests should be submitted on DA Form 2028.
5. BASIS OF ISSUE	DA 2028		a. AR 71-13, app B, C, & D. b. AR 71-2 w/TRADOC Suppl 1, para 2-13.	

EQUIPMENT	FORM	COPIES	REFERENCE	NOTE
6. AUTOMATED DATA PROCESSING EQUIP (ADPE)/WPE (MEMORY TYPEWRITERS) REGARDLESS OF PRICE	IMPP	a. AR 25-1. b. AR 25-5.		Annual input for current and outyear planning.
7. PROGRAMMABLE CALCULATORS	Memo to DOL, ATTN: ATZR-LO or DOIM (SEE NOTE)	a. USAFACFS Reg 725-1, para 1-31(7).		If calculators meet characteristics defined in reference, they must be forwarded to DOIM for approval. If they do not, the request should be sent to DOL as a request for an office machine.
8. TOE CHANGE	DA 2028	a. FORSCOM PAM 310-3.		Documented on MTOE if approved by HQ TRADOC.
9. AUDIOVISUAL STANDARD or COMMERCIAL OVER \$100	DA 4610-R DA 2028 thru TSC	a. AR 25-1, chap 7. b. USAFACFS Reg 725-1, para 1-33. c. AR 71-13, para 3-6.		Submit requests for commercial AUDIO-VISUAL equipment to TSC. Memo request must contain all information required on FS Form 1231 or DA 4610-4.
10. PRINTING, BINDING AND DUPLICATING EQUIPMENT REGARDLESS OF PRICE	DA 2013 and memo of justification to DOIM ATTN: ATZR-UOP	a. AR 25-30, para 11-40. b. AR 71-13, para 3-33.		Requests for authorization to purchase or lease should be submitted to DOIM. After procurement of items costing \$15,000 or more, DA Form 4840-4 should be submitted to DRM, ATZR-RMF, for LIN assignment, IAW AR 71-13, chap 2, sec XI. Excluded from (BCE).
11. OFFICE COPIERS	Memo to DOIM ATTN: ATZR-UOA-A	a. AR 25-30		
12. MICROGRAPHICS		a. AR 25-1.		Follow instructions for controlled, non-controlled, or non-standard commercial equipment.

EQUIPMENT	FORM	COPIES	REFERENCE	NOTES
13. ELECTRONIC TYPEWRITERS w/o MEMORY	Memo to DOL (CENTER STAFF and TENANTS)		USAFACFS Reg 725-1, para 1-31c.	Commanders listed in reference have approval authority.
14. NONSTANDARD FILING EQUIPMENT			AR 25-1.	Follow instructions for controlled, non-controlled, or non-standard commercial equipment.
15. NONTACTICAL (COMMERCIAL) COMMUNICATION EQUIPMENT	TRADOC Form 791-R		a. AR 25-1. b. AR 25-5. c. AR 71-13, para 1-2-3d(12)	Submit TRADOC Form 791-R to USAFACFS DRM, ATTN: ATZR-RMF. After DRM reviews, correspondence will be forwarded to DOIHM.
16. OFFICE MACHINES	Memo to DOL (CENTER STAFF)		a. USAFACFS Reg 725-1, para 1-31c.	Commanders listed in reference have approval authority.
17. COMMON TABLES OF ALLOWANCES (CTA)	DA 2028		a. AR 71-13, chap 5.	Must complete checklist.
18. TEST, MEASUREMENT AND DIAGNOSTIC EQUIPMENT (TMDE) REGARDLESS OF PRICE	DA 2028 DA 4610-R DA 4062-R DA 4062-1-4		a. AR 750-43. b. DA Pam 700-21 (Registers). c. AR 71-13, para 2-44k.	Noncontrolled chap 2 - DA Form 2028 to DRM. Controlled chap 2 - DA Form 4610-R to DRM. All other - (Ref a) DA Form 4062-1-R for all TMDE (if equipment is not listed in DA Pam 700-20, DA Form 4062-R must be submitted along with the DA Form 4062-1-R.
19. RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDTE)			a. AR 71-13, para 2-65.	
20. EXPENDABLE ITEMS			a. CTA 50-970.	
21. TRAINING DEVICES	DA 4610-R	Memo to TSC	a. AR 350-38.	Submit requests for training devices to TSC. Memo must contain all information required on FS Form 1213 or DA Form 4610-R.

EQUIPMENT COVERED IN AR 71-13, CHAPTER 3, SECTION

- | | |
|--|---|
| 1. Air Conditioners | 21. Generators |
| 2. Ammunition | 22. Housekeeping |
| 3. Armament and Weapons | 23. Insect and Rodent Control |
| 4. AAFES Equipment | 24. Laundry and Drycleaning |
| 5. ACES Equipment | 25. Locally Fabricated Items |
| 6. Visual Information Equipment | 26. Materials Handling Equipment (including tractors) |
| 7. Information Management Area Equipment | 27. Morale Support Equipment |
| 8. Bedding, Quarters, Furniture | 28. Motion Picture Theater Equipment |
| 9. Books | 29. Photographic and Photoprocessing |
| 10. Camouflage Clothing | 30. Printing, Binding and Duplication Equipment |
| 11. Chaplain and Chapel | 31. Protective Masks |
| 12. Civilian Guard | 32. Recreation Equipment |
| 13. Clothing and Individual Equipment | 33. Relocatable Buildings |
| 14. Commissary/Troop Issue Subsistence | 34. Sewing and Mending Equipment |
| 15. Communications Security | 35. Tentage and Tarpaulins |
| 16. Custodial | 36. Tool Sets |
| 17. Dayroom Furnishings | 37. Training Devices |
| 18. Facilities and Engineering Maintenance | 38. TISA Equipment |
| 19. Flags and Related Items | |
| 20. Food Service Equipment | |

EQUIPMENT COVERED IN AR 71-13, CHAPTER 3, SECTION II: Aircraft

EQUIPMENT COVERED IN AR 71-13, CHAPTER 3, SECTION III: Communications

EQUIPMENT COVERED IN AR 71-13, CHAPTER 3, SECTION IV: Motor Vehicles

EQUIPMENT COVERED IN AR 71-13, CHAPTER 3, SECTION V: Office Type Furniture and Equipment

Office Furniture and Equipment (CTA 50-909)

- a. Calculators
- b. Copying Equipment
- c. Filing Equipment
- d. Micrographs Equipment
- e. Contemporary Furniture

APPENDIX B

REFERENCES

AR 11-18

The Cost and Economic Analysis Program

AR 37-1

Army Accounting and Fund Control

AR 37-100-XX

The Army Management Structure

AR 71-13

The Department of the Army Equipment Authorization and Usage Program

AR 710-2

Inventory Management Supply Policy Below the Wholesale Level

USAFACFS Reg 725-1

Requisition and Issue of Supplies and Equipment Procedures

SB 700-20

Department of the Army Supply Bulletin, Army Adopted/Other Items Selected for Authorization/List of Reportable Items

LOGISTICS STANDING OPERATING PROCEDURES

Army Master Data File (AMDF)

FEDLOG

ARMYLOG

APPENDIX C

DEFINITIONS FOR BASE LEVEL COMMERCIAL EQUIPMENT (BCE)

1. AR 37-100-XX, The Army Management Structure: Chapter

BCE is defined as generally nonstandard, off-the-shelf equipment; authorized by Tables of Distribution and Allowances (TDA) activities of the Active Army and Reserve components, and those Joint Table of Allowances (JTA) activities for which the Army is the administrative agent; can be used in a stand-alone mode and not lose its identity on application; the cost is \$50,000 or more; is not Army centrally managed or purchased; and is considered recurring and generic in nature. However, for the purpose of the BCE program, the following are not included as co-equal with end items: Attachments and system components which are separately authorized, procured, cataloged, and accounted for and, therefore, do not lose their separate identity.

Items listed in SB 700-20, chapter Six, which are commercial equipment but which require Army central management or procurement by higher authority, by U.S. Army regulation, or for other reasons, cannot be purchased with BCE funds. These exclusions are--

- a. General/special purpose and passenger carrying vehicles
- b. Audiovisual equipment.
- c. Firefighting equipment.
- d. Metrology and calibration equipment.
- e. Printing/binding/related auxiliary equipment.
- f. Railway equipment
- g. ADPE and/or expansion of existing mainframe/minicomputer projects
- h. MEDCASE equipment.
- i. Nonstandard equipment in support of unconventional warfare, special intelligence, civil affairs, psychological operations, counter-terrorism, etc.
- j. Items eligible for procurement from other fund sources; i.e. Research, Development, Test, and Evaluation (RDTE) funds; Military Construction, Army (MCA) funds; and Defense Business Operations Fund (DBOF).
- k. Relocatable or other buildings.
- l. Equipment for nonappropriated fund (NAF) activities.
- m. Range targetry equipment
- n. Intelligence property.

APPENDIX C (CONT)

AR 71-13, The Department of the Army Equipment Authorization and Usage Program.

BCE is TDA or JTA equipment that is not required by Office of the Secretary of Defense (OSD) direction or by Army regulation to be Army centrally managed and is therefore locally purchased.

3. Army Master Data File (AMDF)

The BCE program includes--

Local purchase end items with a unit price of \$50,000 or more,

-or-

End items with a unit price of \$50,000 or more which are requisitioned from DLA, GSA, or another service and for which the major command is responsible for programming and budgeting.

(See Base Level Commercial Data of AMDF for more information.)

NOTE: There are exceptions to these BCE definitions.

APPENDIX D

GUIDELINES FOR PREPARATION OF ECONOMIC ANALYSIS

The following list includes factors that could be included in preparation of an economic analysis; however, the list is not all-inclusive. For more information, see AR 11-18, The Cost and Economic Analysis Program.

1. Is there justification why the equipment is needed?
2. Is requirement ongoing or temporary?
3. Are mission impacts included?
4. Are increases in productivity included?
5. Are all assumptions identified and stated?
6. Are funding and budget constraints considered?
7. Are space and construction needs included i.e., modification to the building, etc.?
8. Are economic life and future workload considered?
9. Are all alternatives identified, including the status quo?
 - Are lease versus buy alternatives evaluated?
 - Are nonanalyzed alternatives identified with reasons for omission?
12. Are all costs included (i.e., lease cost; purchase price; contractor furnished cost; maintenance; implementation costs (shipping/transportation, installation, setup, support, and training); replacement cost; etc.)? Do labor costs consider specific skill levels, fringe benefits, overtime, and shift differentials? Are sources for cost estimates identified?
13. Are space and operating area included as a capital asset (not operating costs)?
14. Are cost avoidance or savings determined only by comparing with the "status quo"?
 - a. Cost avoidance--An action that results in an ability to satisfy previously validated unresourced requirements within approved resource levels. Decisions or actions that will reduce future costs which may have been incurred in the absence of the decision or action.
 - b. Savings--Those quantifiable savings that result from new, improved, or intensified management practices. Savings result from lower dollar or manpower levels than were previously approved in program and budget documents. Savings are not used to satisfy validated unresourced requirements.
15. Are the costs of any one alternative identified as a part of another alternative?
16. Is a recommendation included?

APPENDIX E

DETAILED JUSTIFICATION FOR EQUIPMENT AUTHORIZATION

The following is a checklist for completing a detailed justification based on AR 71-13, The Department of the Army Equipment Authorization and Usage Program.

1. Is there a statement in the justification on why like items presently authorized cannot be used to accomplish the function?
2. Does the justification fully and completely support the request?
 - a. Are cost savings and other benefits for the personnel, maintenance, and support equipment stated? If higher costs for personnel, maintenance, or support equipment are required, should they be expended?
 - b. Is the function the item will serve and how it will be used stated?
 - c. Is the specific impact on unit mission if the item is not obtained stated?
3. If the request is for support of a new mission, is the authority to perform the mission cited and does the justification clearly state that the requirement(s) will be satisfied by transfer from one or more TAADS documents? If yes, is part IIB of DA Form 4610-R completed to list the deletions?
4. If the request is based on an increase in equipment usage, has actual use of all like type equipment on MTOE or TDA been considered to determine whether the increase can be accommodated within current resources? State why it is not feasible.
5. If commercial equipment (SB 700-20, chapter 6) is being requested, are reasons stated why standard items (SB 700-20, chapter 2) are not satisfactory, to include cost comparison of the two items from the standpoint of lease versus purchase? Is the recommendation made on whether or not the items should be adopted as standard and added to an adopted item or as a new item?
6. Is a specific statement that the item can be stored and maintained included? Are the personnel associated with the equipment in a concept plan or are they already in the published MTOE or TDA?

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APPENDIX F

EQUIPMENT ACQUISITION ROUTING SLIP

DATE:

INITIALS

THRU: DIRECTOR/COMMANDER

TO: DRM, MGT DIV

COMMENTS:

FROM:

EQUIPMENT CHANGES IN MTOE/TDA

For use of this form, see AR 310-34: the proponent agency is the Deputy Chief of Staff for Operations and Plans.

PART I - HEADING

TITLE OF FUNCTIONAL AREA	UIC
UNIT DESIGNATION	MTOE/TDA NUMBER CCNUM

PART II - EQUIPMENT

SECTION A - ITEMS TO BE ADDED AND/OR DELETED

Item No.	Para	LIN	ERC	SB 700-20 CHAPTER	Nomenclature (Basic Noun)	COST	Quantity Added		Quantity Deleted		New Para Qty		New Recap Qty		Qty On Hand Not Auth
							REQ	AUTH	REQ	AUTH	REQ	AUTH	REQ	AUTH	

SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/TDA

Item No.	Para	LIN	ERC	SB 700-20 CHAPTER	Nomenclature (Basic Noun)	COST	Qty Deleted		UIC	MTOE/TDA Number	CCNUM	Asset To Be Trf		Remarks
							REQ	AUTH				YES	NO	

PART III - PERSONNEL

NUMBER OF POSITIONS TO BE ADDED (A) AND/OR DELETED (D)

Item No.	Para	LINE	No. Positions (A)/(D)	Description	Gr	MOS	ASI/LIC	Br	ID	AMSC	New Recap Strength	
											REQ	AUTH

PART IV - JUSTIFICATION

INSTRUCTIONS

Each part of the form must be completed. "NA" will be used when the part is not applicable. If additional space is needed, continue on bond paper in format prescribed.

Part II - Section A:

1. Only one functional paragraph or subparagraph will be listed.
2. A separate form will be used for each additional functional paragraph or subparagraph.
3. Three copies of each form will be forwarded as a separate inclosure to letter of transmittal.
4. Show deletion when an item(s) will be deleted to satisfy the item being requested. *(May list more than one functional paragraph or subparagraph.)*

Part II - Section B:

1. Complete this part when the item being requested will be transferred from another MTOE/TDA.
2. The remarks column will identify the item number in Section A that the transfer will affect.

Part III:

1. The ID and AMSC columns will be filled in when applicable. The remaining columns are self explanatory.
2. This part will be completed when new MOS are required for the equipment requested. A like number of MOS must be shown as deleted.
3. When an increase is listed, a like number of positions must be deleted. Indicate as "(D)".

Part IV: This part will be completed IAW AR 310-49 with the following additional information when applicable - -

1. Why presently authorized equipment cannot be used.
2. If the request is approved, the deletion will occur simultaneously.
3. Why a tactical vehicle is required for a TDA unit.
4. A net diagram is attached for communications equipment requested.

USAFACFS Reg 725-2, 20 April 1995
APPENDIX G

REQUEST FOR TYPE CLASSIFICATION EXEMPTION/LIN FOR COMMERCIAL EQUIPMENT		2. TDA/JTA NUMBER
For use of this form, see AR 310-34; the proponent agency is DCSOPS		
1. NAME & ADDRESS OF REQUESTING ACTIVITY		
SECTION I - REQUEST FOR EXEMPTION FROM TYPE CLASSIFICATION		
3. PROPOSED NOMENCLATURE		
4. EQUIPMENT FUNCTION AND REQUIRED CHARACTERISTICS:		
5. LIN CONSIDERED AND NOT ACCEPTABLE FOR THE FOLLOWING REASONS:		
6. DATE ITEM IS REQUIRED:		
SECTION II - REQUEST FOR LIN		
7. FULL NAME OF MFG.		8. FSCM
9. ADDRESS OF MFG.		
10. MODEL NUMBER ASSIGNED BY MFG.	11. PART NUMBER ASSIGNED BY MFG.	
12. NSN (if known)	13. UNIT COST	
14. ATTACHED INFO: <input type="checkbox"/> MFG BROCHURE <input type="checkbox"/> DRAWING <input type="checkbox"/> SPECIFICATIONS		
<input type="checkbox"/> PHOTOGRAPHS <input type="checkbox"/> COMMAND EQUIPMENT SURVEY APPROVAL		
15. DARCOM EXEMPTION FROM TYPE CLASSIFICATION RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, USAEARA LOG NUMBER:		
16. REMARKS:		
17. IF FURTHER INFO IS REQUIRED CONTACT:		
18. ADDRESS:		
19. AUTOVON	20. COMMERCIAL	21. DATE
22. SIGNATURE		23. TITLE

USAFACFS Reg 725-1, 20 April 1995
REQUEST FOR COMMERCIAL EQUIPMENT AUTHORIZATION APPROVAL
 AR 71-13, AR 310-49, USAFACFS Reg 725-1

THRU:	FROM:	DATE:
1. Cdr. USAFACFS, ATTN: ATZR-RM		
1. NOMENCLATURE OF ITEM REQUESTED _____		
REPLACEMENT _____	INITIAL REQUEST _____	QTY REQUESTED _____ QTY ON HAND NOT AUTH _____
MODEL NO. _____	PRICE EACH _____	NSN _____ BROCHURE-YES _____ NO _____
MFG/SOURCE _____	NAME-PHONE # OF USER _____	
WORK CENTER WHERE EQUIPMENT WILL BE USED _____		
2. STANDARD ITEMS CONSIDERED: (Refer to AMDF, SB 700-20, and CTA)		
LIN	NSN	REASONS THAT PRECLUDE USE OF STANDARD ITEMS
3. JUSTIFICATION: Justify both item requested and quantity. Furnish brochure if available.		
IF PREVIOUSLY APPROVED, GIVE DRM CONTROL NUMBER _____		
4. SIGNATURE OF DIRECTOR/COMMANDER:	5. FUNDS VERIFICATION: (CHECK ANSWER) Funds are currently available _____ Funds will be available at year-end _____ SIGNATURE OF BUDGET OFFICER	

REQUEST FOR COMMERCIAL EQUIPMENT AUTHORIZATION APPROVAL
AR 71-13, AR 310-49, USAFACFS Reg 725-1

ATZR-RM

COMMERCIAL EQUIPMENT APPROVAL

THRU:

FROM: DRM, USAFACFS

DATE:

TO:

12-5995/6098

1. The equipment requested on the other side of this form is approved. USAFACFS Log Number _____ applies. The purchase price MAY NOT EXCEED \$49,999.99. Property accountability will be IAW AR 735-5. A copy of this authorization must be attached to DA 2765-1 and a copy retained with your property book records.

2. Additional information:

APPENDIX H

GLOSSARY

ADPE

automatic data processing equipment

AMDF

Army Master Data File

BCE

base level commercial equipment

DBOF

Defense Business Operations Fund

DFARS

Department of Defense Federal Acquisition Regulation Supplement

DOC

Directorate of Contracting

DOL

Directorate of Logistics

DPW

Directorate of Public Works

JRM

Directorate of Resource Management

HQ TRADOC

Headquarters, Training and Doctrine Command

HQDA

Headquarters, Department of the Army

IFB

invitation for bid

JTA

Joint Table of Allowances

LIN

line item number

MCA

Military Construction, Army

MOC

management of change

MD

Management Division

APPENDIX H (CONT)

MTOE
Modification Table of Organization and Equipment

NAF
nonappropriated fund

OMA
Operations and Maintenance, Army

OSD
Office of the Secretary of Defense

PBD
Program Budget Division

POC
point of contact

RDTE
Research, Development, Test, and Evaluation

SJA
Staff Judge Advocate

SSA
supply support activity

TCE
type classification exemption

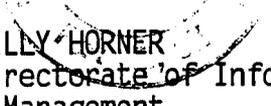
TDA
Tables of Distribution and Allowances

The proponent of this regulation is DRM, Management Division. Users are invited to send comments and suggested improvements to Cdr, USAFACFS, ATTN: ATZR-RM.

FOR THE COMMANDER:

OFFICIAL: 

RICHARD E. EVANS
Colonel, FA
Chief of Staff


BILLY HORNER
Directorate of Information
Management

DISTRIBUTION:
B
DOIM Pubs Sup Sec (100)
DOIM Records Mgt Br (1)