Army Regulation 570–7

Manpower and Equipment Control

Equipment Survey Program

UNCLASSIFIED

SUMMARY of CHANGE

AR 570–7
Equipment Survey Program

This major revision, dated 9 June 2009--

o Changes the frequency of on-site surveys under the Equipment Survey Program
   from 4 years to at least once every 3 years (para 2-1).

o Directs organizations to submit equipment changes electronically using the
   U.S. Army Force Management Support Agency Web based 4610-R tool (para 2-8).

o Provides procedural guidance for approval/disapproval and documentation of
   equipment change requests by the Tables of Distribution and Allowances unit
   equipment review and validation board (para 2-8).

o Adds and defines controlled items identified as reportable item control code
   (para 2-8*b*).

o Incorporates the dollar value of surveyed equipment that is government owned
   contractor operated (that is, commercial items under Supply Bulletin 700-20,
   chap 6) costing $250,000 and over (para 2-10).

o Adds requirement to enter changes to Common Tables of Allowances items in the
   Standard Study Number-Line Item Number Automated Management and Integrating
   System (para 2-20*b*).

o Makes administrative changes (throughout).

Headquarters
Department of the Army
Washington, DC
9 June 2009

*Army Regulation 570–7

Effective 9 July 2009

Manpower and Equipment Control

Equipment Survey Program

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:

[signature]

JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This regulation prescribes policies and procedural guidance for conducting the Army's Equipment Survey Program. This program is designed to provide independent, on-site reviews of equipment requirements to make certain only equipment that is fully justified by mission requirements is authorized and on-hand, excess equipment is identified and returned to the supply system, property accountability records and authorization documents are reconciled, and

equipment required to accomplish the unit's mission is properly documented.

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 Deputy Chief of Staff, G–3/5/7. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent within 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 management control process.

This regulation contains management control provisions in accordance with AR 11-2, but it does not identify key management controls that must be evaluated.

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, 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 the Office of the Deputy Chief of Staff, G–3/5/7, 400 Army Pentagon, Washington, DC 20310–0400.

Distribution. This regulation is available in electronic media only and is intended for command levels C, D, and/or 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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Chapter 1
Introduction

1–1. Purpose
This regulation prescribes policy and procedures for conducting the Army's Equipment Survey Program (ESP). This Program is designed to provide independent, on-site reviews of equipment requirements to ensure the following:

   a. Equipment authorizations are fully justified by mission requirements.

   b. Equipment required to accomplish the unit mission is properly documented.

   c. Excess equipment is identified and returned to the supply system.

   d. Property accountability records and authorization documents are reconciled.

1–2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms
   a. For the purpose of this regulation the term Commands pertains to all Army Service Component Commands (ASCCs), Army Commands (ACOMs), all newly designated Direct Reporting Units (DRUs) to Headquarters Department of the Army (HQDA), and all Army components.

   b. For the purpose of this regulation the term equipment survey team pertains to the means through which the command provides independent, on-site reviews of Tables of Distribution and Allowances (TDA) and Augmentation Tables of Distribution and Allowances (AUGTDA) equipment requirements.

   c. Other abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities
   a. Office of the Deputy Chief of Staff, G–3/5/7. The Office of the DCS, G–3/5/7 will—

   (1) Develop procedures and supervise the execution of the ESP.

   (2) Conduct the Force Modernization Program (FMP) led by the TDA Unit Equipment Review and Validation Board (ERB).

   (3) Organize Department of the Army (DA) ad hoc equipment survey teams when requested by principal DA officials or DA agencies.

   (4) Conduct on-site assistance visits as required, to assure effective equipment survey procedures are being followed. These visits will be conducted with ACOMs, ASCCs, and DRUs survey teams.

   (5) Provide automated copies of TDA and Modification Tables of Organization and Equipment (MTOE) authorization documents, the Army Resource Priority List (ARPL) at the surveyed unit's location.

   b. Office of the Deputy Chief of Staff, G–4. The Office of the Deputy Chief of Staff, G–4 will—

   (1) Assist DCS, G–3/5/7 and U.S. Army Force Management Support Agency (USAFMSA) in managing the ESP.

   (2) Provide data on critical shortage equipment, DA controlled equipment, equipment fielding plans, equipment repair sites, and total density of equipment.

   c. Office of the Deputy Chief of Staff, G–8. The Office of the Deputy Chief of Staff, G–8 will—

   (1) Assist DCS, G–3/5/7 and USAFMSA in managing the ESP.

   (2) Provide data on critical shortage equipment, DA controlled equipment, equipment fielding plans, and total density of equipment for DCS, G–8 managed line item numbers (LINs).

   d. Commander, U.S. Army Force Management Support Agency. The Commander, USAFMSA, will—

   (1) Serve as the executive agent for the Army ESP.

   (2) Develop policies and procedures for the Army ESP for DCS, G–3/5/7.

   (3) Provide on-site assistance during ACOM, ASCC, and DRU equipment surveys, as required.

   (4) Provide oversight for equipment surveys throughout Army organizations.

   e. Principal Headquarters Department of the Army principal officials. Principal HQDA officials who are proponents of HQDA offices or agencies will—

   (1) Survey assigned principal HQDA offices and agencies at least once every 3 years as required by regulation.

   (2) Request from the DCS, G–4 each type of equipment specialist needed to assist in the equipment survey.

   f. Commanders of Army Service Component Commands, Army Commands, and Direct Reporting Unit. The Commanders of ACOMs, ASCCs, and DRUs will—

   (1) Establish an equipment survey team and team chief to implement the ESP. The equipment survey team will be assigned to or under control of the staff element that processes equipment sections of The Army Authorization Documents System (TAADS) documents. Deviation from this policy requires approval of USAFMSA (MOFI–FMA–T).

   (2) Oversee equipment surveys at least once every 3 years of each assigned Army organization organized under TDA and MTOEs as applicable.

(3) Submit ACOM, ASCC, and DRU-approved equipment survey results report.

(4) Verify equipment identified as excess during the survey has been turned in or reported as such.

(5) Assure surveyed organization can access USAFMSA Web site and understands submission requirements for the Force Management System (FMS)Web 4610–R tool prior to departure from the survey site.

(6) Assure individual equipment authorization changes are based on personnel requirements and DA memorandums.

(7) Assure standard adopted items of equipment identified in chapter 2, Supply Bulletin (SB) 700–20 that are in short supply Army-wide are authorized in TDA organizations only when no suitable items are available (see chapter 6, SB 700–20). When possible, TDAs will incorporate commercial equipment if not identified in chapter 8 of the SB 700–20.

g. Commanders. The Commanders of garrisons and units being surveyed will—

(1) Provide administrative support to include the use of automatic data processing equipment (ADPE) and clerical assistance in preparing equipment survey reports.

(2) Provide the equipment survey team with requested data prior to the survey start date.

(3) Provide personnel for augmentation of the equipment survey team when necessary.

(4) Arrange for and attend entrance and exit briefings given by the chief of the equipment survey team.

(5) Request LINs from Commander, USAFMSA, (MOFI–FMA–T).

(6) Assure that the appropriate supporting supply activity accountability officer accepts excess equipment as it is generated during the survey.

(7) Assure identified excess equipment is turned-in or transferred within 90 days after the completion of the on-site survey.

(8) Assure all required changes are entered into the FMSWeb 4610–R tool within 60 days after completion of the on-site survey.

(9) Report excess Defense Communications System (Army) equipment, U.S. Army Communications-Electronics Command (USACEC) (B–46 items), non-Defense Communications System, communications security (COMSEC) equipment, and medical equipment in accordance with disposition instructions in paragraph 2–12 of this regulation.

(10) Update Continuing Balance System-Expanded, as required by AR 710–3.

1–5. Limitations

a. This regulation specifically applies to the following:

(1) The TDA units or activities.

(2) Non-deployable MTOE units (MTOE unit (AUGTDAs)), non-readiness reporting (NRR) military police units, supporting forces, special activities, training forces and school support (SS) units organized under MTOEs.

(3) Automated data processing equipment used in communication systems.

(4) Non-tactical vehicles.

b. This regulation does not apply to the following:

(1) Installations and units in combat areas.

(2) Fixed wing aircraft.

(3) Printing equipment.

(4) Automated data processing equipment controlled by other management programs.

(5) Common table of allowances (CTA) 50–909.

Chapter 2
Policy

Section I
Basic Policy and Procedural Guidance

2–1. Frequency of equipment surveys

a. Principal HQDA officials, ACOMs, ASCCs, and DRUs will conduct on-site equipment surveys of assigned Army organizations at least once every 3 years. Schedules may be changed, as necessary, to reschedule the survey of units having identifiable problems that warrant another equipment survey within the 3 year period.

b. When requested by an ACOM, ASCC, or DRU, assigned units may be surveyed by the survey team of another command.

c. On-site equipment surveys will be conducted on units and activities, regardless of dollar value, in conjunction with other scheduled surveys in the same geographic area.

2–2. Procedural guidance for equipment survey teams

a. Principal HQDA officials and agencies will organize Equipment Survey Teams (EST) with USAFMSA assistance for internal equipment surveys using guidance in chapter 3.

b. Chapter 3 guidance also applies to commanders of Army organizations to be surveyed by their respective ACOM, ASCC, or DRU.

c. Specific guidance for conducting an equipment survey using ACOM, ASCC, and DRU survey teams is not established by this regulation. Chapter 3 guidance provides an effective framework for equipment surveys and is recommended for this purpose. Detailed procedures for conducting equipment surveys are described in DA Pamphlet 570–7.

d. U.S. Army Force Management Support Agency Web site at https://webtaads.belvoir.army.mil/usafmsa/ provides additional guidance and tools for equipment surveys and submission of required documentation.

2–3. Schedules

a. Principal HQDA officials who are proponents of HQDA agencies, ACOM, ASCC, and DRU commanders will prepare a survey schedule each fiscal year.

b. A copy of this schedule will be forwarded to Commander, USAFMSA (MOFI–FMA–T), 9900 Belvoir Road, Suite 120, Fort Belvoir, VA 22060–5578, no later than 2 months before the start of the fiscal year. Changes to the initial survey schedule will be forwarded as necessary.

c. To ensure minimum disruption, survey schedules will be coordinated with the installation or unit commander being surveyed. To the extent possible, surveys will not conflict with unit major training events.

2–4. Selection of equipment surveyors

a. Equipment surveyors shall have technical knowledge of the Army supply system and property accountability (see AR 710 series and AR 735–5).

b. Equipment surveyors shall have experience in the management and documentation of equipment to be surveyed (see AR 71–32 and AR 70 series).

2–5. Notification of survey

a. Garrison and unit commanders will be notified by the survey team chief no less than 45 days in advance of an equipment survey. Unannounced surveys of assigned units may be made at the discretion of the ACOM, ASCC, or DRU commander.

b. Messages or letters of notification should provide the following:

(1) The time and starting date of the survey.

(2) The name of the team leader and points of contact for the survey.

(3) Any other special instructions or requirements for documentation.

2–6. Reviews

a. When preparing for a survey, equipment survey teams will review previous reports relating to equipment authorizations. This review will include Army flow model, manpower reports, and equipment survey results reports.

b. Equipment surveyors will—

(1) Review section III and section III supplement of the unit's authorization document and reconcile with unit property accountability records. Ensure all documented equipment is either on-hand or on requisition.

(2) Develop recommendations for increasing or decreasing equipment requirements so that documents reflect the minimum quantity required to support the assigned mission.

c. Authorization guidelines and principles for selected equipment are shown in AR 71–32, chapters 3 through 6, to include appendices, and other published guidelines listed in appendix A.

2–7. Survey entrance briefing and discussion

a. Survey Team will in-brief commanders, property book officers, equipment supervisors, contracting officers, government property administrators (GPAs) and appropriate staff members of garrisons and units to be surveyed.

b. Attendees of entrance brief will have knowledge of ESP objectives, policies and procedures.

c. See chapter 3, section II for a detailed description of preparing for and conducting an equipment survey.

2–8. Changes made in equipment authorizations

a. Recommended changes in unit authorizations are made under HQDA equipment authorization policies. These changes may be either additions to, deletions from, or transfers within authorization documents. All equipment survey teams change requests will be submitted to USAFMSA in WinTAADS Format 9.3 version or higher, using the format listed in the FMSWeb 4610–R Tool Request window located on the USAFMSA Web site https://webtaads.belvoir.army.mil/usafmsa. All equipment change requests that meet HQDA review thresholds will still be required to be submitted to the TDA Unit Equipment Review and Validation Board (ERB) for review and decision.

b. Additions to controlled equipment validated by the equipment survey team are submitted to the TDA Unit ERB for approval or disapproval. Controlled equipment refers to equipment on the managed line item numbers (LINs) list and equipment contained in SB 700–20, chapter 2 and chapter 4, that are coded as controlled item code (CIC) = C and reportable item control code (RICC) = 2 or equivalent (A, B, C, K, L, M, P, Q, R, or Z). The RICCs are a one-digit alpha/numeric code assigned to an item to identify the type of reporting the asset requires per provisions of AR 710–3 and procedures in DA Pam 708–3. All possible RICCs are defined in AR 710–3, appendix F. The only exception to this policy is equipment that is classified as GOCO or GFE. In these instances in accordance with AR 71–32, paragraph 6–55, the contracting officer will be the approving authority for this equipment.

c. Concept plan equipment that is approved in an approved concept plan may be required to be submitted to the TDA Unit ERB. If equipment is approved and contains managed LINs, the equipment will be placed on the TDA with personnel approved in the concept plan. Equipment that was not part of an approved concept plan, and is determined to be needed will follow the guidance in paragraph 2–8*a* above.

d. All medical equipment must be reviewed and approved by the Office of the Surgeon General (OTSG) prior to submission to the TDA Unit ERB. If the OTSG 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 on the FMSWeb 4610–R tool.

e. Additions to non-controlled equipment are validated by the command equipment survey team and documented by USAFMSA.

f. Command equipment survey teams retain the authority to approve documentation of all deletions of controlled and non-controlled equipment as the result of equipment surveys. The equipment survey results will be used in lieu of individual DA Form 4610–R (Equipment Changes in MTOE/TDA). Deleted equipment is entered into the equipment survey program and submitted to USAFMSA. The commands will upload the survey results into the FMSWeb 4610–R tool. All stand alone requests to delete equipment will be submitted via the FMSWeb 4610–R tool.

g. Command equipment survey teams retain the authority to approve documentation of controlled and non-controlled equipment transfers between paragraphs inside a specific unit identification code (UIC), and will send in WinTAADS Format 9.3 version or higher to USAFMSA to show the changes. Authority to document transfers of LINs between UICs within the same command is retained by the command (send in WinTAADS Format 9.3 version or higher to USAFMSA to show the changes). The LINs that are HQDA controlled equipment will be forwarded via FMSWeb 4610–R tool, equipment changes in MTOE/TDA/AUGTDA, to the G–37/FMP Force Structure Command Manager. The command manager will review and submit LINs to the TDA Unit ERB for decision.

h. Transfers of equipment including HQDA controlled equipment between UICs within the same command and at the same physical location (such as the result of an approved concept plan or other HQDA action) are retained by the command. All requests to document controlled LINs between-command equipment transfers must be submitted through G–37/FMP to the TDA Unit ERB for review and decision, and include concurrence signed by a commander or director in both commands.

Section II
Documentation

2–9. Detailed documentation of tables of distribution and allowances equipment
The equipment survey team will align the equipment section in the same paragraph sequences as the personnel paragraph section except for the following:

a. Plan of Instruction (POI), training equipment, equipment-pool and pre-position equipment will be forwarded to the command manager, via fax, when the DA Form 4610–R is submitted to justify certain training equipment.

b. The POI will not be submitted in lieu of DA Form 4610–R justification.

c. The GFE and GOCO equipment will be validated with standard remarks code 131 (GOCO Equipment Validated).

2–10. Approval authority
a. Command equipment survey teams retain the authority to approve documentation of all SB 700–20, chapter 2 and chapter 6 equipment additions to non-controlled equipment (to include GOCO/commercial items costing $250,000 and over), deletions to controlled and non-controlled equipment, and transfers of equipment including HQDA controlled equipment between UICs within the same command and at the same physical location.

b. Chapter 6 equipment coded with "C" in CIC column and "BCE–MAPP" in the type classification column are recommended for documentation by the command survey team pending approval of the proponent manager named in the routing identifier code (RIC) column (see fig 2–1 below). The exception is chapter 6 equipment approved by the command survey team but which is also included in the managed line item number (LIN) list must be approved by the TDA Unit ERB.

Authorized SB 700-20 data originators			
Originator code	Routing identifier code	Commodity Manager code	Management Activity
AJ	A12	B	U.S. Army Soldier and Biological Chemical Command, Natick, MA 01660
AM	B69	C	U.S. Army Medical Materiel Agency, Frederick, MD 21702-5001
AT	BAM	X	PEO-STRI, Orlando, FL 32826-3276
AZ	AKZ	K	U.S. Army Tank-automotive Command, Warren, MI 48397-5000
BD	B64	L	U.S. Army Aviation and Missile Command, Redstone Arsenal, AL 35898-5000
BF	B14	M, D	U.S. Army Armament, Chemical Acquisition and Logistics Activity, Rock Island Arsenal, Rock Island, IL 61299-6000
CA	AP5	F,S	U.S. Army Soldier and Biological Chemical Command, Philadelphia, PA 19101-3460
CD	A35	E, J, Q, R, T	U.S. Army War Reserve Support Command, Materiel Management Team, 54 M Ave, Suite 10, New Cumberland, PA 17070-5039
CL	B16	G	U.S. Army Communications-Electronics Command, Fort Monmouth, NJ 07703-5006
CM	B56	U	U.S. Army Communication Security Logistics Activity, Fort Huachuca, AZ 85613-7090
CT	B17	H	U.S. Army Aviation and Missile Command, Redstone Arsenal, AL 35898-5000
CU	B46	P	U.S. Army Communications-Electronics Command, Fort Monmouth, NJ 07703-7090
XJ	H9A	Z	U.S. Army Special Operations Command, Fort Bragg, NC 28310-5200
N/A	B8W	A	U.S. Army Computer Systems Command, Fort Belvoir, VA 22060

Figure 2–1. Authorized SB 700–20 data originators

c. USAFMSA will review all equipment survey team changes. Survey team change requests that meet HQDA review thresholds will be held pending approval by the TDA Unit ERB.

d. The TDA Unit ERB retains the authority to approve or disapprove additions to controlled equipment validated by equipment survey teams and transfers of controlled equipment between commands not residing at the same physical location.

e. The Concept Plan approval memo will serve as authority for USAFMSA to document personnel and equipment changes approved as part of an approved Concept Plan. Commands will upload equipment into the FMSWeb 4610–R Tool.

f. The contracting officer will be the approving authority for equipment that is classified as GOCO or GFE. USAFMSA will implement documentation of GOCO and GFE equipment on a TDA only when there is a supporting obligating contract (technical exhibit to USAFMSA) in a USAFMSA approved format. The technical exhibit's expiration date must exceed the effective date of the TDA in order to be documented. Approved GOCO/GFE equipment does not require TDA Unit ERB review.

2–11. Turn-in of excess equipment

a. Commanders of garrisons and units being surveyed will assure that the appropriate supporting supply activity accountability officer accepts excess equipment as it is generated during the equipment survey. Commands will ensure all turn-in documents are submitted within 90 days after the completion of the survey.

b. If excess items cannot be turned in within the timeframe stated due to circumstances beyond the control of the property book officer, the Command DCS, G–4 or equivalent will monitor the turn-in documents.

c. Excess resulting from authorization changes based on input submitted in FMSWeb 4610–R tool should be reviewed for redistribution during the semi-annual DCS, G–8, Army Equipping and Reuse Conference (AERC). USAFMSA and DCS, G–3/5/7 in conjunction with DCS, G–4 will capture the items and quantities for DCS, G–8/ AERC adjudication. If necessary ACOMs/DRUs/components may be required to report potential excess through DCS, G–4 to DCS, G–8.

(1) Redistribution should be made in accordance with AR 710–2 and DA Pam 710–2–1 procedures and normally first within the same component.

(2) Any redistribution out of Compo 2 (ARNG) or Compo 3 (USAR) must comply with DOD Directive 1225–6 procedures and receive appropriate approval (SECDEF or as delegated) prior to transfer to a Compo 1 (AC) unit (see chap 3, DA Pam 710–2–1 and DOD Directive 1225.6).

2–12. Exceptions to the equipment turn-in policy
a. Defense Communications System (Army) equipment. Requests for disposition instructions will be submitted to the appropriate U.S. Army Communications-Electronics Command (USACEC) activity. Automation equipment will be reported through USAISC channels.

b. Equipment managed by the U.S. Army Communications-Electronics Command (USACEC) (B–46 items). Requests for redistribution instructions will be submitted to Commander, U.S. Army Intelligence and Security Command (INSCOM), (IALOG–R) and (IALOG–S), Fort Belvoir, VA 22060–5370.

c. Requests for disposition instructions on non-DCS COMSEC equipment will be submitted according to TB 380–41–1. Reports will be submitted as soon as completed.

d. Submit requests to the installation medical supply activity for reporting and distribution actions according to AR 40–61 and SB 8–75–11.

e. See figure 2–1 for authorized SB 700–20 data originators.

2–13. Audit trail
Audit trail consists of a trip report and TDA workbook spreadsheet. A file of all equipment survey documentation actions will be maintained from survey to survey by the command survey team. This file may be subject to review by IG inspections.

2–14. Requisitions
a. Following survey team and/or HQDA approval to document equipment, requisitions for controlled and non-controlled equipment may be submitted through the Standard Army Management Information System (STAMIS).

b. All items of equipment approved by the survey team may be requisitioned through normal supply channels.

Section III
Special Policy and Procedural Guidance for Review of Certain Equipment

2–15. Visual Information equipment
The SB 700–20, chapter 6, medically unique Class VI equipment on hand and acquired through the Medical Care Support Equipment (MEDCASE) Program (but not included in the medical TDA) can be documented by the parent ACOM, ASCC, or DRU equipment survey team. The SB 700–20, chapter 2 and chapter 4 equipment request will be submitted in accordance with AR 71–32.

2–16. Non-tactical fixed telecommunications equipment
Requirements for this equipment must be requested under the provisions of AR 25–1.

2–17. Non-tactical vehicles
Equipment survey teams will review TDAs that are authorized non-tactical vehicles and GSA vehicles by ACOM, ASCC, and DRU. Non-tactical vehicles and GSA vehicles are validated in accordance with AR 58–1 and AR 71–32.

2–18. Tactical communications equipment
a. Tactical communications equipment required for a HQDA mission may be recommended by the equipment survey team. Justification will be submitted using FMSWeb 4610–R tool, available on the USAFMSA Web site, in accordance with AR 71–32.

b. Tactical communications equipment required for use in DA-approved school curricula may be recommended by the equipment survey team. Justification will include, but is not limited to, student-to-equipment ratio and net diagrams when used by schools for unit tactical training, and submitted using FMSWeb 4610–R tool, available on the USAFMSA Web site.

2–19. Government-owned, contractor-operated equipment

a. Nonexpendable equipment required by a contractor to perform the contract to include GOCO and all government furnished equipment (GFE) will be documented in appropriate HQ/unit TDAs, except chapter 8 equipment listed in SB 700–20 which will be documented in the contractor's property book.

b. After the announcement of a pending equipment survey and 30 days prior to the equipment team arrival, the contracting officer, contracting officer's representative (COR), and the government property administrator (GPA) will review the GOCO/GFE listed in the contract equipment list for accuracy. All equipment changes will be made to the GOCO/GFE list through contract modification before the commencement of the survey. All equipment must be listed on a valid technical exhibit which has not expired.

c. All equipment listed in the GOCO/GFE list must be shown by the correct LIN regardless of whether the national stock number (NSN) or part number is displayed.

d. The survey team, using the most current contracting officer's GOCO/GFE list via the latest (and most current) contract modification, will make the necessary changes to the associated paragraph on the TDA(s) being surveyed.

e. The equipment lists contained in contracts specify the government-owned equipment to be furnished. When it is not possible to individually identify government-owned equipment in the contract the contracting officer will make final determination on requirements for addition, deletion, or substitution of government provided equipment.

f. All Government Furnished Equipment and GOCO equipment required for the contract will be validated by the command and documented in the appropriate work center with a remark code 131 (GOCO equipment validated).

2–20. Common table of allowances

a. Time permitting, CTA items should be reviewed on-site by the equipment survey team to determine if on-hand assets are in excess to mission needs and should be turned in. Based on current workload, it is recommended ACOMs, ASCCs and DRUs appoint an individual knowledgeable about CTA equipment to accompany the survey team on site visits when feasible.

b. The CTA information may be viewed online at https://webtaads.belvoir.army.mil/usafmsa/. An AKO username and password are required to enter the site. Changes to the database may be submitted electronically via the Standard Study Number-Line Item Number Automated Management and Integrating System (SLAMIS) at http://www.slamis.-army.pentagon.mil/. Submissions must include a DA Form 2028, and all required SLAMIS fields must be completed in order to process the request.

Chapter 3
Guidance for Conducting an Equipment Survey

Section I
Introduction

3–1. Overview

a. This chapter contains instructions and guidance for preparation and conduct of equipment surveys.

b. Command equipment survey teams, when operating under procedures different from those outlined below, will submit a supplement to this chapter to Commander, USAFMSA (MOFI–FMA–T), 9900 Belvoir Road, Suite 120, Fort Belvoir, VA 22060–5578, for approval.

3–2. Base authorization document

a. Equipment surveys will be based on the latest approved authorization document in effect on the date of the survey. The document to be reviewed is the HQDA-approved TDA for the next fiscal year (for example, the staffing document).

b. If the installation or unit being surveyed has documented changes in process, these changes will be considered for inclusion in the document produced by the survey. The fact that in-process changes were included in the authorization document will be entered in the narrative outline of the equipment survey results report.

3–3. U.S. Army Force Management Support Agency assistance to survey teams

The USAFMSA may assist ACOMs, ASCCs, and DRUs in conducting their equipment surveys. Written request for assistance should be submitted to Commander, USAFMSA (MOFI–FMA–T), 9900 Belvoir Road, Suite 120, Fort Belvoir, VA 22060–5578 no later than 90 days prior to the survey beginning date.

Section II
Preparing for and Conducting an Equipment Survey

3–4. Installation or unit preparations

Upon receipt of notification that the installation or unit is to be surveyed, the commander will—

a. Designate a POC to coordinate administrative details with the survey team. The POC will inform the survey team leader of contact information for this survey.

b. Suspend submission of changes to the authorization document 90 days prior to the beginning of the survey. During this 90 day period and on a case by case basis, only exceptions for mission critical items, safety equipment, and law enforcement equipment will be reviewed. During the moratorium, suspend turn-in of equipment prior to the survey. However, equipment can be transferred within this moratorium if training requirements deem the transfer of equipment is necessary.

c. Assure that property book officers and operating level supervisors are provided current approved authorization documents before the survey.

d. Schedule an entrance briefing to be given by the survey team chief, before the start of the survey (see para 3–5).

e. Prepare a briefing book or package for the survey team that will include—

(1) Installation or unit missions and organization.

(2) Locations and telephone numbers of activity supervisors and property book officers.

(3) Current maps of the installation.

(4) Current organizational chart.

(5) An equipment list for all contracts (by contract number and appropriate point of contact) which furnish GFE to contractors.

(6) Current property book for each UIC being surveyed.

3–5. On-site entrance briefings

a. Before the start of the survey, the equipment team chief will brief the installation or unit commander (or his designated representatives), appropriate staff officers, property book officers, contracting officers and their property administrators, and equipment supervisors, if desired by the commander. Two separate briefings may be conducted if desired; one for the commander and another for the property book officers and supervisors.

b. Briefings will include the following:

(1) An overview of the Army ESP.

(2) Program objectives.

(3) A summary of program policies and procedures.

(4) An introduction of survey team members.

(5) A question-and-answer period.

3–6. Relationship between survey teams and installations or units surveyed

Each survey team member must be professional, tactful, and impartial. To establish necessary rapport and ultimately enhance the results of the survey, individual equipment surveyors will ensure that unit commanders, appropriate staff officers, property book officers, contracting officers and their property administrators, equipment supervisors, and operators fully understand the following:

a. An equipment survey is an on-the-spot method for adjusting authorization documents, plus or minus, to reflect types and minimum quantities of equipment actually required for the mission.

b. An equipment survey is not a means for imposing arbitrary or pre-determined inventory reductions.

c. An equipment survey is not an audit.

3–7. Property book review

a. Property book and authorization document entries will be compared for differences; they will be checked against SB 700–20 for discrepancies in nomenclature and LIN. Differences between the property book and the equipment summary of the TDA document will be recorded and explained on the After Action Report (AAR) with enclosures for document update. Controlled chapters 2 and 4 equipment on Managed LIN list must be submitted to the TDA Unit ERB using FMSWeb 4610–R tool, available on the USAFMSA Web site.

b. Problem areas should be referred to the team leader for resolution. These problems primarily concern policy or procedures for documentation of equipment that cannot be resolved by referring to AR 71–32 and other published guidance (see app A).

c. Surveyors will review any equipment changes proposed by the unit. They will solicit the opinions of property book officers or first-line supervisors concerning proposed changes in equipment authorizations. These proposed equipment changes should receive priority during utilization reviews (see para 3–11).

d. Names, locations, and telephone numbers of equipment operators will aid in coordinating utilization reviews.

3–8. Conducting an equipment survey of installation and unit Tables of Distribution and Allowances equipment

Following the property book review, equipment surveyors will evaluate the equipment requirements at the using activity and recommend changes as applicable to the authorization document as follows:

a. Inventory equipment, when feasible.

b. Interview appropriate supervisors and equipment operators to determine mission and justification that form the basis for the equipment authorization.

c. Solicit estimates on frequency of equipment use, collect objective use data when available, and compare data to appropriate use criteria.

d. Determine operator and equipment density and maintenance downtime.

e. Identify equipment items that are inappropriate for the task.

f. Investigate alternative methods for providing equipment. These methods may include pooling and scheduling, borrowing from other organizations or services, leasing or purchasing necessary equipment with OMA funds, and renting during peak periods.

g. Identify intensely managed items that are used infrequently because of their specialized nature; identify limited capabilities that can be economically replaced with multipurpose equipment.

h. Assess the impact on mission accomplishment if authorizations are reduced or deleted.

i. Develop recommendations for changing the authorization document to reflect the minimum level of equipment necessary to accomplish the valid mission requirements of the installation or unit. These recommendations will consider all the factors in *a* through *h* above.

j. Present recommendations to the commanders/supervisors and explain the rationale for recommended changes.

k. Evaluate any additional considerations presented by commanders/supervisors and operators.

3–9. Equipment requirement review of General Support Forces/Non-Readiness Reporting, Modified of Table of Organization and Equipment, and military police units

Equipment surveyors who survey GSF/NRR MTOE military police units will evaluate equipment requirements as follows:

a. The applicable MTOE will be followed as a guide.

b. The survey team will obtain from the unit the following information:

(1) The number of areas required to be patrolled by manned vehicles for 8–hour, 12–hour, and 24–hour periods.

(2) The number of patrol teams used during peak periods.

(3) The number of patrol teams used in a patrol area, if more than one.

c. Equipment will not be documented unless the survey team determines it necessary for the unit to accomplish its primary mission.

d. Equipment required for valid missions and not covered in the MTOE will be documented in the headquarters section paragraph of the installation TDA.

e. Equipment authorized on a basis of one per individual, such as protective masks and weapons, will be documented according to the personnel authorized column of section II, not the required column. The required column will be used by the ACOM/DRU/ASCC only.

f. The equipment section of the MTOE will always list the same quantity for required and authorized column except for personal items in *e* above.

3–10. Equipment requirement review of General Support Forces Modified of Table of Organization and Equipment school support units

a. Equipment surveyors who survey GSF MTOE SS units will evaluate equipment requirements in accordance with AR 71–32.

b. The MTOE under which the unit is organized will be used as a guide.

c. Required equipment over and above level 1 of the MTOE must be justified and approved under the provisions of AR 71–32.

3–11. On-site exit briefings

The team chief will present an exit briefing to the installation or unit commander and all affected tenant personnel if desired by the commander. The briefing will include the following:

a. A summary of the survey results, such as significant recommended changes to the TDA document, and changes in equipment that require TDA Unit ERB or USAFMSA approval.

b. Instructions to turn in excess equipment that could not be turned in during the survey.

c. Advisement of the necessity of a letter of authority for retention of on-hand type classified equipment until items are approved for documentation by the TDA Unit ERB.

d. Problem areas that merit command attention.

e. Equipment surveyors will discuss recommended changes with the appropriate supervisors. If the supervisor agrees with the recommended changes, surveyors will incorporate changes in the authorization document unless HQDA approval is required. Requests for increases in HQDA-controlled equipment will be submitted using FMSWeb 4610–R tool and forwarded to the DCS, G–3/5/7 Unit ERB for approval.

f. If agreement on recommended changes cannot be reached locally, the survey team chief will be the governing authority. Conflicting views may be presented to the ACOM, ASCC, or DRU commander. If there is a conflict, decisions of Army proponents will govern.

3–12. Post-survey activities

a. The equipment survey team will prepare a summary of the survey results in terms of recommended authorizations for additions to or deletions from the TDA document(s) to include a financial summary and specific equipment line changes. Figure 3–1 provides a sample memorandum format and essential information to include in the equipment survey results report (automated form generated by ESP).

MEMORANDUM THRU Chief, Organization Management Branch

FOR Deputy Chief of Staff, G-3/5/7, Chief, Force Documentation Division

SUBJECT: On-Site Equipment Validation of 59th QM Group Aug TDA, Fort Lee, VA

1. Purpose: On 15 July 2008, the FORSCOM Equipment Survey Team conducted an on-site survey of the following TDA at Fort Lee, VA. In conjunction with the new Equipment Survey Program (ESP) database, the survey was conducted in accordance with AR 570-7 and as part of the FY 08 Equipment Validation Program.

    FCWXXX99:0110

2. Team members performing survey:
    Tommy Tent-Peg, Equipment Specialist, Team Member
    Sam Snuffy, Equipment Specialist, Team Member

3. General Comments: Prior to starting the survey, a formal in-brief was conducted with Unit Property Manager. Changes to the new AR 570-7 and incorporation of the Army Equipment Survey Program (ESP) and procedures were included in the briefing. The team surveyed one AUG TDA. The 4610-R requester name and AKO address for the UIC surveyed was identified and uploaded into the ESP test database.

4. Financial Summary and Equipment Line Changes:

Pre-Survey Base Value	$ 21,121.00
Post Survey Value	$ 31,000.14
Total Value of Deletions	$ 0.00
Total Value of Additions	$ 9,879.14
TDA Overall Change	$ 9,879.14
Number of Lines Added	0
Number of Lines Deleted	0
Number of DA4610R	3
Number of TWVRMO DA4610R	0
Total Value of DA4610R	$* 0.00

5. Equipment Survey Team will provide further assistance as requested. Tommy Tent-Peg, email: Tommy.Tent-Peg1@us.army.mil, Phone (404) 464-0000.

                  John Doe
                  Equipment Team Chief

Figure 3–1. Sample Memorandum Format and Essential Information

b. The equipment survey team will incorporate all changes into the Army's ESP and submit changes to USAFMSA point of contact (POC) for documentation.

c. The command will track all DA Form 4610–R requests resulting from surveys and coordinate with appropriate G-staff for recommendations to approve or disapprove requests. The unit requester will submit, within 60 days, justification via the FMSWeb 4610–R tool for approval or denial of all requests.

d. Designated team personnel, if required, may be present at the monthly HQDA Unit TDA ERB to answer any questions related to the DA Form 4610–Rs submitted by the command.

Appendix A
References

Section I
Required Publications

AR 25–1
Army Knowledge Management and Information Technology Management AR 40–61 Medical Logistics Policies and Procedures (Cited in para 2–16.)

AR 70–1
Army Acquisition Policy and Procedures (Cited in para 2–4.)

AR 71–32
Force Development and Documentation - Consolidated Policies (Cited in paras 2–4, 2–6, 2–8, 2–15, 2–17, 2–18, 3–7, 3–10.)

AR 710–3
Inventory Management Asset and Transaction Reporting System (Cited in paras 1–4, 2–8.)

TB 380–41
Procedures for Safeguarding, Accounting and Supply Control of COMSEC Material (Cited in para 2–12.)

SB 8–75–11
Army Medical Department Supply Information (Cited in para 2–12.)

Section II
Related Publications
A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 5–1
Total Army Quality Management

AR 5–4
Department of the Army Productivity Improvement Program (DAIP)

AR 56–9
Watercraft

AR 73–1
Test and Evaluation Policy

AR 380–40 (O)
Policy for Safeguarding and Controlling Communications Security (COMSEC) Material (U)

AR 420–1
Army Facilities Management

AR 700–13
Worldwide Ammunition Review and Technical Assistance Program

AR 58–1
Management, Acquisition, and use of Motor Vehicles

AR 710–1
Centralized Inventory Management of the Army Supply System

AR 710–2
Inventory Management Supply Policy Below the National Level

AR 725–1
Special Authorization and Procedures for Issues, Sales, and Loans

AR 725–50
Requisition, Receipt, and Issue System

AR 750–1
Army Materiel Maintenance Policy

AR 750–43
Army Test, Measurement, and Diagnostic Equipment Program

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 (Except Medical, Class V, Repair Parts, and Heraldic Items)

DA PAM 25–30
Consolidated Index of Army Publications and Blank Forms

DA PAM 708–2
Cataloging and Supply Management Data Procedures for the Army Central Logistics Data Bank

DA PAM 708–3
Cataloging Supplies and Equipment, Army Adopted Items of Materiel and List of Reportable Items (SB 700–20)

DFAS–IN Regulation 37–1
Finance and Accounting Policy Implementation (Available at https://dfas4dod.dfas.mil.)

EM0007–FEDLOG
Army Adopted/Other Items Selected For Authorization/List of Reportable Items (Available at Commander, USAMC Logistic Support Activity, (AMXLS-MD) (A. Lewis), Bldg 5307, Redstone Arsenal, AL 35898–7466.)

Section III
Prescribed Forms
There are no entries in this section.

Section IV
Referenced Forms

DA Form 4610–R
Equipment Changes in MTOE/TDA

Glossary

Section I
Abbreviations

AAR
After action report

ACOM
Army Command

ADPE
Automatic data processing equipment

AERC
Army Equipping and Reuse Conference

AKO
Army Knowledge Online

ARPL
Army resource priority list

ASCC
Army Service Component Command

AUGTDA
Augmentation table of distribution and allowance

BCE
Base-level commercial equipment-major Army command approved

CIC
Control item code

COR
Contracting officer representative

COMSEC
Communications security

CTA
Common table of allowances

DCS, G–3/5/7
Deputy Chief of Staff, G–3/5/7

DCS, G–4
Deputy Chief of Staff, G–4

DCS, G–8
Deputy Chief of Staff, G–8

DRU
Direct Reporting Unit

ERB
Equipment review and validation board

ESP
Equipment survey program

FMP
Force Modernization Program

FMS
Force Management System

FOA
Field operating agency

FORSCOM
U.S. Army Forces Command

GFE
Government furnished equipment

GOCO
Government-owned, contractor operation

GSF
General support forces

HQDA
Headquarters, Department of the Army

HQUSAISC
Headquarters, U.S. Army Information Systems Command

LIN
Line item number

MEDCASE
Medical care support equipment

MTOE
Modified of Table of Organization and Equipment

NCOA
Noncommissioned officer's academy

NRR
Non readiness reporting

NSN
National stock number

OMA
Operation and maintenance, Army

OPA
Other Procurement, Army

OTSG
Office of the Surgeon General

POC
Point of contact

POI
Plan of Instruction

RIC
Routing identifier code

RICC
Reportable item control code

SB
Supply bulletin

SECDEF
Secretary of Defense

SKO
Sets, kits, and outfits

SLAMIS
Standard Study Number-Line Item Number Automated Management and Integrating System

SS
School support

STAMIS
Standard Army Management Information System

TAADS
The Army Authorization Documents System

TB
Technical Bulletin

TDA
Tables of Distribution and Allowances

TOE
Tables of Organization and Equipment

UIC
Unit Identification Code

USACEC
U.S. Army Communications-Electronics Command

USAFMSA
U.S. Army Force Management Support Agency

USAHSC
U.S. Army Health Services Command

USAINSCOM
U.S. Army Intelligence and Security Command

USAISC
U.S. Army Information Systems Command

USAMC
U.S. Army Materiel Command

USAR
U.S. Army Reserve

VI
Visual information

Section II
Terms

Executive agent
An agency or person designated by general orders to manage a specific Army function, and act as an agent for an HQDA Deputy Chief of Staff. The agency may manage any number of Army functions if it is designated as the executive agent for these Army functions. Further, the agency is responsible for establishing Army plans, programs, policies, procedures, and regulations, for the Deputy Chief of Staff. The agency has the authority to make Army-wide decisions and commit Army resources to the management of those functions for which it is the executive agent. An agency may be designated executive agent for one or more HQDA Deputy Chiefs of Staff.

DA-controlled item
All MTOE, TOE, TDA, and JTA equipment, military and commercial materiel, if managed through centralized requirements.

Section III
Special Abbreviations and Terms
There are no entries in this section.

Index

This index is organized alphabetically by topic and subtopic within topic. Topics and subtopics are identified by paragraph number.

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