

Army Regulation 570-7

Manpower and Equipment Control

Equipment Survey Program

**Headquarters
Department of the Army
Washington, DC
22 January 1991**

UNCLASSIFIED

SUMMARY of CHANGE

AR 570-7

Equipment Survey Program

This revision--

- o Covers policies and procedures for conducting the Army's Equipment Survey Program.
- o Changes the regulation proponency from HQDA, Office of the Deputy Chief of Staff for Logistics, to HQDA, Office of the Deputy Chief of Staff for Operations and Plans.
- o Changes the frequency of the Equipment Survey Program from 3 to 4 years (para 2-1).
- o Deletes the requirement for on-sight surveys for units with equipment value of less than \$1 million (para 2-1).
- o Adds sets, kits, and outfits as an item of interest (para 2-21).

Effective 22 February 1991

Manpower and Equipment Control

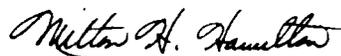
Equipment Survey Program

By Order of the Secretary of the Army:

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History. This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation prescribes policies and procedures for conducting the Army's Equipment Survey Program (ESP). This program is designed to provide independent, onsite 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 and the U.S. Army Reserve. It does not apply to the Army National Guard.

Proponent and exception authority. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Operations and Plans.

Army management control process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions, but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation of

this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAMO-ZA), WASH DC 20310-0400.

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

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication and Blank Forms) directly to Commander, USAFISA, (MOFI-TED-E), Fort Belvoir, VA 22060-5587.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 3574, intended for command level C for the Active Army and D for 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 are listed in appendix A. Referenced forms are also 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

- a. The Deputy Chief of Staff for Operations and Plans (DCSOPS) will—
 - (1) Develop procedures and supervise the execution of the ESP.
 - (2) Organize HQDA ad hoc equipment survey teams when requested by principal HQDA officials or field operating agencies (FOAs).
 - (3) Conduct on-site assistance visits as required, to assure effective equipment survey procedures are being followed. These visits will be conducted with major Army command (MACOM) survey teams.
 - (4) Provide automated copies of tables of distribution and allowances (TDA) and modification table of organization and equipment (MTOE) authorization documents, Department of the Army Master Priority List (DAMPL) at the unit's location.
- b. The Deputy Chief of Staff for Logistics (DCSLOG) will—
 - (1) Assist the U.S. Army Force Integration Support Agency (USAFISA) 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. The Commander, USAFISA, will—
 - (1) Serve as the executive agent for the Army ESP.
 - (2) Develop policies and procedures for the ESP for DCSOPS.
 - (3) Provide on-site assistance during MACOM equipment surveys, as required.
 - (4) Provide on-site approval authority for HQDA-controlled equipment. Coordinate with principal HQDA officials prior to approval.
 - (5) Conduct equipment surveys throughout HQDA FOAs.
- d. Principal HQDA officials who are proponents of HQDA offices or FOAs will—
 - (1) Survey assigned principal HQDA offices and FOAs at least once every 4 years as required by regulation.
 - (2) Request from the ODCSLOG each type of equipment specialist needed to assist in the equipment survey.
- e. Commanders of MACOMs 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 USAFISA (MOFI-TED-E).
 - (2) Conduct equipment surveys of each assigned Army installation and unit organized under TDA and MTOEs as applicable.
 - (3) Submit MACOM-approved equipment survey results report.
 - (4) Verify equipment identified as excess has been turned in or reported as such, prior to departing the survey site, if possible. Monitor and expedite turn-in of equipment identified as excess but not turned in during the survey.
 - (5) Assure that DA Form 4610-R (Equipment Changes in MTOE/TDA) and DA Form 4610-R (Request for Type Classification Exemption/LIN for Commercial Equipment) are in process of submission for all excess equipment justified for retention prior to departure from the survey site.
 - (6) Assure that individual equipment authorization changes are based on personnel requirements.
 - (7) Assure that 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 chapter 6, SB 700-20 items are available.
- f. Commanders of installations 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 MACOM equipment survey team with required 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 line item numbers (LINs) from Commander, USAFISA, (MOFI-TED-E), Bldg 2588, Fort Belvoir, VA 22060-5587, for each item of commercial equipment costing \$15,000 or more. For exceptions to this requirement see AR 71-13, paragraph 2-11 and 2-18, and AR 70-1, paragraph 7-4.
- (6) Assure that the appropriate supporting supply activity accountability officer accepts excess equipment as it is generated during the survey.
- (7) Furnish the MACOM equipment survey team a copy of all turn-in documents within 90 days after completion of the on-site survey.
- (8) Report excess Defense Communications System (DCS) (Army) equipment to Headquarters, U.S. Army Information Systems Command (HQUSAISC), ATTN: SOLO-LD, Fort Huachuca, AZ 85613-5000, for disposition instructions.
- (9) Report excess equipment managed by the U.S. Army Communications-Electronics Activity (USACEA) (B-46 items) to Commander, U.S. Army Intelligence and Security Command (INSCOM), ATTN: IALOG-R and IALOG-S, Fort Belvoir, VA 22060-5370, for redistribution.
- (10) Report excess non-DCS communications security (COM-SEC) equipment according to technical bulletin (TB) 380-41-1.
- (11) Report excess medical equipment to the installation medical supply activity for reporting and distribution actions according to AR 40-61, paragraph 3-43.
- (12) Update Continuing Balance System-Expanded, as required by AR 710-3.

1-5. Limitations

- a.* This regulation specifically applies to the following:
 - (1) TDA units or activities.
 - (2) Nondeployable MTOE units, nonreadiness reporting (NRR) military police units, supporting forces, special activities, training forces and school support (SS) units organized under MTOEs.
 - (3) ADPE used in communications systems.
- b.* This regulation does not apply to the following:
 - (1) Army National Guard.
 - (2) Installations and units in combat areas.
 - (3) Aircraft.
 - (4) Printing equipment.
 - (5) Nontactical vehicles. Survey teams have no authority in matters pertaining to these vehicles.
 - (6) ADPE controlled by other management programs.

Chapter 2 Policy

Section I Basic Policy and Procedures

2-1. Frequency of equipment surveys

- a.* Principal HQDA officials and MACOMs will conduct on-site equipment surveys of Active Army TDA installations and units at least once every 4-year interval may be changed, as necessary, to reschedule the survey of units having identifiable problems that warrant another equipment survey within the 4-year period. These installations and units will include U.S. Army Reserve (USAR) technician groups, Active Army/nondeployable MTOE/General Support Forces (GSF)/NRR military police units and GSF SS units.
- b.* Principal HQDA officials who are proponents of FOAs will survey assigned TDA and MTOE units cited in this paragraph. Tenant activities located on other MACOM installations may be surveyed by the host MACOM survey team when requested by the tenant's MACOM.
- c.* On-site equipment surveys need not be conducted on units and activities whose equipment authorizations are less than \$1 million. Equipment authorized on TDAs of these units will be reviewed by desk survey every 2 to 5 years.

2-2. Procedural guidance for equipment survey teams

- a.* Principal HQDA officials and FOAs will organize equipment survey teams with USAFISA assistance to survey their agencies using guidance in chapter 3.
- b.* Chapter 3 guidance also applies to commanders of installations and units to be surveyed by their respective MACOMs and HQDA agencies.
- c.* Specific guidance for conducting an equipment survey using MACOM survey teams is not established by this regulation. Chapter 3 guidance has proved effective and is recommended for this purpose.
- d.* Installation and unit commanders are encouraged to use procedures prescribed in this regulation for conducting equipment requirement reviews prior to TAADS submissions. (See AR 310-49.)

2-3. Schedules

Principal HQDA officials who are proponents of HQDA offices, FOAs, and MACOM commanders will prepare a survey schedule each fiscal year.

- a.* A copy of this schedule will be forwarded to Commander, USAFISA (MOFI-TED-E), Fort Belvoir, VA 22060-5587, no later than 2 months before the start of the fiscal year.
- b.* Changes to the initial schedule will be forwarded quarterly.
- c.* To the extent possible, surveys will be scheduled during periods convenient for the installation or unit.
- d.* To ensure minimum disruption, survey schedules will be coordinated with the installation or unit commander being surveyed.

2-4. Selection of equipment surveyors

Equipment surveyors will be carefully selected; the major requisite will be a technical knowledge of, and extensive experience in management of, the equipment to be surveyed.

2-5. Notification of survey

- a.* Commanders of installations and units will be notified by the survey team chief no less than 90 days in advance of an equipment survey. Unannounced surveys may be made at the discretion of the MACOM 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 chief and members of the team.
 - (3) Any other special instructions or requirements for documentation.

2-6. Presurvey briefings and discussions

Before starting a survey, commanders, property book officers, equipment supervisors, and appropriate staff members of installations and units to be surveyed will be briefed on ESP objectives, policies, and procedures.

2-7. Reviews

- a.* When preparing for a survey, equipment survey teams will review previous reports relating to equipment authorizations. These reports will include Army Audit Agency (AAA) reports, inspector general (IG) reports, 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 them with the property accountability records.
 - (2) Develop recommendations for increasing or decreasing equipment, so that documents reflect the minimum required to support the assigned mission.
- c.* Authorization guidelines and principles for selected equipment are shown in AR 71-13, chapters 3, 4, 5, and 6, and appendixes, AR 310-49, and other published guidelines listed in appendix A.

2-8. Changes made in equipment authorizations

- a.* Recommended changes in unit authorizations will be made under HQDA and MACOM equipment authorization policies. These changes may be either additions to or deletions from authorization documents.
- b.* Changes made in authorization documents as a result of equipment surveys are subject to review by HQDA for technical accuracy and compliance with DA policies. This review will be accomplished through audit and analysis of the Equipment Survey Results Report.

Section II Documentation

2-9. Detailed documentation of TDA and MTOE equipment section

The equipment survey team will align the equipment section in the same paragraph sequences as the personnel

paragraph section; an exception is equipment-pooled or Government-furnished equipment (GFE). The equipment section will only include equipment necessary to perform the function.

2-10. Approval authority

MACOM commanders have the authority to approve authorization documents that reflect changes made by equipment survey teams. These changes will be made regardless of availability of equipment. This authority includes publishing permanent orders, if required. However, revised authorization documents that require increases in HQDA-controlled equipment will not be approved until compliance with the provisions of AR 71-13, paragraphs 2-28 through 2-39, and paragraph 2-69 has been accomplished. (See glossary for an explanation of HQDA-controlled equipment.) HQDA-controlled items are identified with a code "C" in the controlled item code (CIC) column of SB 700-20. If the item being added, changed, or deleted is not coded "C" in SB 700-20, the survey team chief or MACOM commander has approval authority. Further, if the item is coded "C" and is also coded "MAPP," the survey team chief and MACOM commander have approval authority.

2-11. Turn-in of excess equipment

a. Turn-in of equipment means that the property book officer of the surveyed installation or unit has removed the item from the property book records by an authorized procedure and has turned it in to the appropriate accountable property officer as it is identified during 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 MACOM DCSLOG or equivalent will establish a formal monitoring system. This system is necessary to assure that equipment is turned in within 90 days after completion of the survey.

2-12. Exceptions to the equipment turn-in policy

a. *DCS equipment.* Requests for disposition instructions will be submitted to the appropriate U.S. Army Communication Electronics Command (USACECOM) activity. Automation equipment will be reported through USAISC channels.

b. *Equipment managed by USACEA (B-46 items).* Requests for redistribution instructions will be submitted (under paragraph 1-4f (9)) within 10 days after completion of survey.

c. *Non-DCS COMSEC equipment.* Requests for disposition instructions will be submitted according to TB 380-41-1.

2-13. Equipment Survey results report

a. Equipment survey teams will prepare Equipment Survey Results Reports immediately after the completion of the survey, but no later than 72 hours after exit briefing.

b. A copy of the Equipment Survey Results Report will be dispatched to Commander, USAFISA (MOFI-TED-E), Fort Belvoir, VA 22060-5587.

2-14. Processing new TAADS documents

a. MACOM commanders will coordinate the updating of TAADS files and the publication of revised authorization documents according to TAADS procedures. (See AR 310-49.)

b. New MTOE or TDA documents resulting from an equipment survey will be forwarded during the first available management of change (MOC) window after the completion of the survey.

2-15. Audit trails

A file of all equipment survey actions taken against TAADS will be maintained from survey to survey, by the MACOM survey team. This file may be subject to review by IG inspections.

2-16. Requisitions

a. When concurrence is received from the principal HQDA official, requisitions for HQDA-controlled equipment may be submitted.

b. All other items of equipment approved by the survey team must be requisitioned during the next normal requisitioning cycle.

Section III

Special Policy and Procedures for Review of Certain Equipment

2-17. Visual Information (VI) equipment

a. Authorization for commercial capital investment (items over \$15,000) VI equipment cannot not be approved by the equipment survey team; and exception is noted in b below. Administrative procedures for the Coordinated Visual Information Equipment and Systems Programs are outlined in AR 25-1 and AR 71-13.

b. Medically unique 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 MACOM equipment survey team.

2-18. Nontactical fixed telecommunications equipment

Requirements for this equipment must be requested under the provisions of AR 25-1.

2-19. Tactical communications equipment

a. Tactical communications equipment required for a TDA unit mission may be commended by the equipment survey team. Justification will be submitted according to AR 71-13.

b. Tactical communications equipment required for use in DA-approved school instructions may be recommended for addition 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. Justification will be submitted with DA Form 4610-R. (See AR 71-13, section X.)

2-20. Government-owned, contractor-operated (GOCO) equipment

a. When a government facility or a function within an installation or unit is operated by a civilian contractor only, equipment shown below will be listed in section III of the TDA—

(1) Items coded with an alpha character in the ABA column of SB 700-20, chapters 2 and 6.

(2) Items listed within DA-controlled commercial equipment items contained in AR 71-13.

b. All additions and deletions of equipment from TAADS documents must be coordinated with the contracting officer for the update of the equipment list contained in the contract. The list must agree with the new requirements. An extract of the DA-controlled equipment required to perform a contract will be listed in a separate paragraph in TDAs supporting each contract.

c. When a function within an installation is performed by a civilian contractor, equipment required to perform the contract will be listed in a separate paragraph in TDAs supporting each contract.

2-21. Review of sets, kits, and outfits (SKO)

a. During the TDA organizational survey, an agenda item of interest will be the initiation of an SKO review. Special emphasis is required for SKO authorized to TDA only. It is not the intent to delay survey procedures in order to complete an SKO review. SKO equipment reviews may be initiated by users whenever justifiable. Reviewers will utilize the current supply catalog to recommend additions, deletions, or obsolescence for the SKO or its components.

b. Recommendations for change will be addressed through the MACOM to the SKO item manager. Comments from all SKO users must be considered for component changes to be integrated and a new supply catalog published.

Chapter 3 Guidance for Conducting an Equipment Survey

Section I Introduction

3-1. Overview

a. This chapter contains instructions and guidance for preparing for and conducting equipment surveys.

b. MACOM survey teams, when operating under procedures different from those outlined below, will submit a supplement to this chapter to Commander, USAFISA (MOFI-TED-E), Fort Belvoir, VA 22060-5587, for approval.

3-2. Selection of an ad hoc survey team

Principal HQDA officials may request USAFISA to assemble an ad hoc survey team to help perform equipment surveys of their FOAs. Submit written request for assistance 90 days prior to the survey beginning date. Submit the request to Commander, USAFISA (MOFI-TED-E), Fort Belvoir, VA 22060-5587. The Commander, USAFISA, will—

a. Select the team chief.

b. Request specialists in equipment areas, which may include the following:

(1) Facilities engineering.

(2) Communication-electronics.

(3) Maintenance.

(4) Transportation.

(5) Medical aid.

(6) General equipment.

- (7) Law enforcement.
- (8) Logistics.

3-3. Base authorization document

a. Equipment surveys normally will be based on the latest approved authorization document in effect on the date of the survey, rather than on the latest submitted document. Exception to this guidance will be during the July–September timeframe. The document to be reviewed will be the HQDA–approved TDA for the next fiscal year.

b. If the installation or unit being surveyed has document changes in process, these changes, when feasible, 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.

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 do the following:

- a.* Designate a POC to coordinate administrative details with the survey team.
- b.* Suspend submission of changes to the authorization document 90 days prior to the beginning of the survey.
- 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 the following:
 - (1) Installation or unit missions and organization.
 - (2) Locations and telephone numbers of activity supervisors and property book officers.
 - (3) A list of valid previous reports relating to equipment authorizations. These reports will include AAA reports, IG reports, manpower survey reports, and equipment survey results reports.
 - (4) Current maps of the installation.
 - (5) Current organizational chart.

3-5. 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, and equipment supervisors. 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) A short history of 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

The report established by the surveyors with supervisors, accountable property officers, and equipment operators is the key to successful equipment survey operations. 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 appropriate supervisors, property book officers, and operators fully understand the following:

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

b. An equipment survey is not a means for imposing arbitrary or predetermined inventory reductions.

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 summary and detail TAADS document will be recorded and explained on the Equipment Survey Results Report for document update. (A sample of the Equipment Survey Results Report for format purpose only is shown at fig 3-1.)

b. Problem areas should be referred to the team chief for resolution. These problems will probably concern policy or procedures for documentation of equipment that cannot be resolved by referring to AR 71–31, AR 310–49, and other published guidance (app A).

c. Surveyors will review the list of proposed changes. 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 3-10 and 3-12.)

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

3-8. Equipment requirement reviews of TDA installations or units

Equipment surveyors will evaluate the equipment requirements at the using activity after the property book review 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, and renting during peak periods.
- g.* Identify high-dollar-value 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 supervisors and explain the rationale for recommended changes.
- k.* Evaluate any additional considerations presented by supervisors and operators.
- l.* Develop compromise agreements on authorizations with supervisors through negotiations.

3-9. Equipment requirement review of GSF/NRR MTOE military policy units

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

- a.* The applicable TOE 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 TOE will be documented in the headquarters section paragraph of the installation TDA.
- e.* Equipment authorized on a basis of one per individual, such as gas 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 MACOM only. Augmenting personnel will supply their own individual equipment.
- f.* The equipment section of 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 GSF MTOE SS units

- a.* Equipment surveyors who survey GSF MTOE SS units will evaluate equipment requirements as shown below.
- b.* The TOE under which the unit is organized will be used as a guide.
- c.* Required equipment over and above Level 1 of the TOE must be justified and approved under the provisions of AR 71-13.

3-11. Concluding the survey

After surveyors have either developed recommendations for changes to each LIN or have satisfied themselves that the original authorizations are appropriate, individual surveyors will do the follow:

- a.* Coordinate recommendations with other members of the survey team.
- b.* Arrange for an exit briefing (para 3-12*b*) with the appropriate managers. The briefer will discuss—
 - (1) Recommended changes in detail.
 - (2) The rationale for each change presented.
 - (3) Problem areas that merit command attention.
 - (4) Instructions for turning in excess equipment that could not be turned in during the survey.

(5) The presentation of a letter of authority for retention of on-hand commercial, non type-classified items of equipment; instructions for inclusion of items in the TDA upon receipt of LINs from USAFISA (except for Army Industrial Funded (AIF) activities).

c. Finalize survey team recommendations.

3-12. Post-survey activities

The team chief will present an exit briefing to the installation or unit commander. The briefing will include the following:

a. A summary of the survey results, such as significant recommended changes to TAADS document, and changes in equipment that require USAFISA (MOFI-TED-E) approval.

b. A summary of the survey results, in terms of recommended authorizations for additions to or deletions from TAADS document.

c. Problem areas that merit command attention.

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

e. Presentation of a letter of authority for retention of on-hand commercial, non type-classified items of equipment, and instructions for inclusion of items in the TDA upon receipt of LINs from USAFISA (except for AIF activities).

f. Equipment surveyors will discuss recommended changes with the appropriate supervisor. 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 processed according to AR 71-13, section X, paragraph 2-26 to 2-39. If agreement cannot be reached locally, the survey team chief will be the governing authority. Conflicting views may be presented to the MACOM commander. If there is a conflict, decisions of Army proponents will govern.

Equipment Survey Results Report

1. General

- a. During 5 to 15 July 1989, the U.S. Army Forces Command (FORSCOM) equipment survey team, consisting of a team chief
- b. The team surveyed 100 percent of all LINs in section III and section III supplement of the TDA.
- c. All changes associated with this report resulted from the equipment survey.
- d. No significant problems were encountered.

2. Results

a. The survey results, based on deletions or recommended additions from the base document, are as follows:

	\$ Added	\$ Deleted	Total \$ change	Net \$ changes
DA-controlled	86,000	173,312	259,312	-87,312
Noncontrolled	41,163	3,887	45,050	+37,276
Total	127,163	177,199	304,362	-50,036

b. Approximately 90 percent of above cost represents equipment on hand that had not been documented. Total quantity and cost of these items were 23 at \$114,986; 18 at \$77,940 (DA-controlled); and 5 at \$37,046 (noncontrolled).

- c. The survey team determined that 42 items on hand or on requisition were in excess to the requirements of the units as follows:
 - (1) Number of items previously documented — 18, costing \$15,000.
 - (2) Number of items not previously documented — 24, costing \$29,483.

**Figure 3-1. Sample format and essential information to include in the equipment survey results report (may be automated)-
Continued**

-
- (3) Number of items turned in during the survey — 40, costing \$34,383.
 - (4) Number of items that could not be turned in and that will be monitored for turn-in within 90 days — 2, costing \$10,300.
 - (5) Number of items canceled from requisition — 1, costing \$15,040.
 - d. List of equipment changes of DA-controlled items is attached at enclosure 3.

3. Enclosures

- a. Letter authorizing retention of commercial equipment not requiring type classification.
- b. List of excess items remaining to be turned in.
- c. Equipment changes of DA-controlled items.

Figure 3-1. Sample format and essential information to include in the equipment survey results report (may be automated)

Appendix A References

Section I Required Publications

AR 25-1

The Army Information Resources Management Program. (Cited in paras 2-17*a* and 2-18.)

AR 40-61

Medical Logistics Policies and Procedures (Cited in para 1-4*f*(11).)

AR 70-1

Systems Acquisition Policy and Procedures. (Cited in para 1-4(5).)

AR 71-13

The Department of the Army Equipment Authorization and Usage Program. (Cited in paras 1-4*f*(5), 2-7*c*, 2-10, 2-17*a*, 2-19*a*, 2-19*b*, 2-20*a*(2), and 3-10*c*.)

AR 310-49

The Army Authorization Documents System (TAADS). (Cited in paras 2-2*d*, 2-7*c*, and 2-14*a*.)

AR 710-3

Asset Transaction Reporting System. (Cited in para 1-4*f*(12).)

SB 700-20

Army Adopted/Other Items Selected For Authorization/List of Reportable Items. (Cited in para 2-10 and 2-20*a*(1))

TB 380-41-1

Procedures for Safeguarding, Accounting and Supply Control of COMSEC Material, Vol 1, General Information and Guidelines (Cited in paras 1-4*f*(10) and 2-12*c*.)

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

Army Management Philosophy

AR 5-4

Department of the Army Productivity Improvement Program (DAPIP).

AR 36-5

Auditing Service in the Department of the Army.

AR 56-9

Watercraft.

AR 70-10

Test and Evaluation During Development and Acquisition of Materiel.

AR 310-49-1

The Army Authorization Documents System (TAADS) Documentation Procedures and Processing.

AR 380-40

Policy for Safeguarding and Controlling COMSEC Information.

AR 415-35

Minor Construction.

AR 420-10

Facilities Engineering: Management of Installation Directorates of Engineering and Housing.

AR 420-17

Real Property and Resource Management.

AR 420-54

Air Conditioning, Evaporative Cooling Dehumidification, and Mechanical Ventilation.

AR 420-55

Food Service and Related Equipment.

AR 700-13

Provisioning of U.S. Army Equipment.

AR 700-88

Commercial Design Vehicles FSC Class 2300.

AR 710-1

Centralized Inventory Management of the Army Supply System.

AR 710-2

Supply Policy Below the Wholesale Level.

AR 725-1

Special Authorization and Procedures for Issues, Sales, and Loans.

AR 725-50

Requisitioning, Receipt, and Issue System.

AR 735-72

Accounting for Industrial Property and Equipment in Place.

AR 750-1

Army Materiel Maintenance Policy and Retail Maintenance Operations.

AR 750-43

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

DA PAM 25-30

Consolidated Index of Army Publications and Blank Forms.

DA PAM 710-4

Management of Excess Materiel and Materiel Returns.

Section III

Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

DA Form 4610-R
Equipment Changes in MTOE/TDA

DA Form 4840-R
Request for Type Classification Exemption/LIN for Commercial Equipment

Glossary

Section I Abbreviations

AAA

Army Audit Agency

ADPE

automatic data processing equipment

BOIP

basic-of-issue plan

CIC

control item code

COMSEC

communications security

CTA

common table of allowances

DAMPL

Department of the Army Master Priority List

DCS

Defense Communications System

DCSLOG

Deputy Chief of Staff for Logistics

DCSOPS

Deputy Chief of Staff for Operations and Plans

ESP

equipment survey program

FOA

field operating agency

FORSCOM

U.S. Army Forces Command

GFE

Government furnished equipment

GOCO

Government-owned, contractor-operated

GSF

General Support Forces

HQUSAISC

Headquarters, U.S. Army Information Systems Command

IG

inspector general

INSCOM

U.S. Army Intelligence and Security Command

ISC

U.S. Army Information Systems Command

LIN

line item number

MACOM

major Army command

MEDCASE

medical care support equipment

MOC

management of change

MTOE

modification table of organization and equipment

NRR

nonreadiness reporting

NSN

national stock number

OPA

Other Procurement, Army

POC

point of contact

SB

supply bulletin

SKO

sets, kits, and outfits

SS

school support

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

USACEA

U.S. Army Communication Electronics Activity

USACECOM

U.S. Army Communications Electronics Command

USAFISA

U.S. Army Force Integration Support Agency

USAHSC

U.S. Army Health Services 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 committee 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.

HQDA-controlled item

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

Section III**Special Abbreviations and Terms**

This section contains no entries.

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